

Position Description

Nominating Committee (at large member)

From the Book of Order, G-2.0103. Call to Ordered Ministry

The call to ordered ministry in the Church is the act of the triune God. This call is evidenced by the movement of the Holy Spirit in the individual conscience, the approval of a community of God's people, and the concurring judgment of a council of the Church.

From the Book of Order, G-2.0401. Election of Ruling Elders and Deacons

Ruling elders and deacons are men and women elected by the congregation from among its members. The nomination and election of ruling elders and deacons shall express the rich diversity of the congregation's membership and shall guarantee participation and inclusiveness (F-1.0403). Ruling elders and deacons shall be nominated by a committee elected by the congregation, drawn from and representative of its membership. Congregations may provide by their own rule for a congregational nominating committee, provided that the committee shall consist of at least three active members of the congregation, and shall include at least one ruling elder who is currently service on the session. The pastor shall serve ex officio and without vote. When elections are held, full opportunity shall always be given to the congregation for nomination from the floor of the congregational meeting by any active member of the congregation. A majority of all the active members present and voting shall be required to elect.

From Bylaws (approved by congregation 24Jan2016) Worthington Presbyterian Church

Appendix A, VI. Nominations and Elections

1. All active members of the congregation shall be eligible to be elected to offices of elder or deacon as consistent with the Constitution of the Presbyterian Church (U.S.A.).
2. There shall be a representative nominating committee of active members of the church elected by the congregation. The nominating committee shall consist of nine active members of the congregation, and shall include at least two ruling elders who are currently serving on the session and one deacon who is currently serving on the board of deacons. The session shall recommend to the nominating committee two of its current members to serve on the nominating committee, one of whom shall be the chairman, and the board of deacons shall recommend to the nominating committee one of its current members to serve on the nominating committee. None of the six at-large members of the nominating committee may be in active service on the session or the board of deacons. The pastor (head of staff) shall be an ex-officio member of the committee.
3. The nominating committee shall bring to the annual meeting, or to any meeting called for the purpose of election, a slate of nominees for each office to be filled. Any eligible voter may make additional nominations of qualified persons from the floor.

Specific responsibilities and duties of a Nominating Committee Member (at-large)

- Generally well-connected in the congregation and familiar with a variety of members.
- Willingness to make phone calls and face-to-face appointments with potential nominees for openings on Session, Board of Deacons and the Nominating Committee
- Familiarity with the roles of ruling elders, deacons and nominating committee
- Comfort level calling and meeting with members whom you may not personally know
- Ability to use email and other electronic methods to communicate with the committee and provide updates and follow-up.

Terms of Service and Time Investment

- Nominating Committee Members (at-large) serve a one-year term that ordinarily renews for a second year.
- Meeting schedule of the committee varies from year to year, but generally consists of the following:
 - January-April: monthly meetings lasting from 1.5-2 hours and consisting of training and discernment regarding open positions and strategies for soliciting suggestions from the congregation
 - May-August/September: more frequent meetings to discuss progress and follow-up
- Independent of meetings: time spent making phone calls, meeting with potential nominees face-to-face, and following up with potential nominees
- Availability in the event of an unexpected vacancy in one of the offices which needs to be filled prior to normal nominating schedule

Technical Skills needed

- Facility with electronic communications, e.g., phone, text messaging, and e-mail to support committee communication and outreach to prospective nominees.
- Access to Internet.
- Ability to utilize a document sharing service, e.g., Dropbox, the typical sharing system of WPC.