

NOMINATING COMMITTEE**Purpose:**

To provide a list of members to be elected by the Congregation to serve as Ruling Elders on the Session of this Church.

To provide a list of members to be elected by the Congregation to serve as Deacons of this Church.

Procedure for the FORMATION of the NOMINATING COMMITTEE:

The Nominating committee shall be composed of members of this Church. The committee consists of two Ruling Elders, one Deacon and members of the congregation approved by the congregation. The Pastor shall be an ex-officio member of this committee without vote.

1. At the January Session meeting the Pastor appoints two Session members to co-chair the Nominating Committee for the coming year. A Deacon is selected to serve on Nominating Committee.
2. At the Annual Congregational meeting four members of the congregation are nominated to serve on the Nominating Committee. Acceptance to serve by the nominee and approval of the Congregation are necessary at this time.
3. The Nominating Committee will convene in August/September, or sooner, if a Session member or Deacon needs to be replaced.

Procedure for RULING ELDER NOMINATIONS:

- The Nominating convenes in August/September to select prospective nominees for Ruling Elders.
- In August/September the Pastor meets with the committee to explain qualifications that the Session has discussed as necessary for consideration to being selected as a Ruling Elder candidate.
- At the September Session meeting the Nominating Chairman announces that the committee will consider any retiring Elder desiring to continue for a second three year term. Restriction noted that any Elder may not serve for more than six years unless one year of non-service elapses.
- The committee selects prospective Elder candidates to contact.
- Each committee member will contact the candidate(s) assigned.
 - *If that person accepts contact the moderator who will record the acceptance.
 - *If that person is undecided encourage him/her to prayerfully consider the opportunity.
 - *If that person declines ask if he/she if they would consider it next year.
- Contact the moderator of your results as soon as possible. Names of candidates will be contacted until the quota for Elders is fulfilled.
- Meetings may be needed for discussion or to extend the list during the process.
- The slate of names is presented to the Session for their information at the **November** meeting and to the Congregation for election at the **December** Congregational meeting.
- If the quota has not been fulfilled those accepting are presented. When the others accept, additional Session and Congregational Meetings are called for their information and election.
- Candidates are invited to attend the December Session meeting.
- Ordination/installation is scheduled as early in January as possible.

(If occasions arise to replace stated Session members the same procedure is followed altering the numbers for positions to be filled.)

Procedure for DEACON NOMINATIONS:

- The Nominating convenes in August/September to select prospective nominees for Deacons.
- In August/September the Pastor meets with the committee to explain qualifications that the Session has discussed as necessary for consideration to being selected as a Deacon.
- At the September Session meeting the Nominating Chairman announces that the committee will consider any retiring Deacon desiring to continue for a second three year term. Restriction noted that any Deacon may not serve for more than six years unless one year of non-service elapses.
- The committee selects prospective Deacons candidates to contact.
- Each committee member will contact the candidate(s) assigned.
 - *If that person accepts contact the moderator who will record the acceptance.
 - *If that person is undecided encourage him/her to prayerfully consider the opportunity.
 - *If that person declines ask if he/she if they would consider it next year.
- Contact the moderator of your results as soon as possible. Names of candidates will be contacted until the quota for Deacons is fulfilled.
- Meetings may be needed for discussion or to extend the list during the process.
- The slate of names is presented to the Session for their information at the **November** meeting and to the Congregation for election at the **December** Congregational meeting.
- If the quota has not been fulfilled those accepting are presented. When the others accept, additional Session and Congregational Meetings are called for their information and election.
- Candidates are invited to attend the December Session meeting.
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(If occasions arise to replace Deacon members the same procedure is followed altering the numbers for positions to be filled).