

## OFFICERS NOMINATING COMMITTEE

## I. The Nominating Committee shall be composed of:

- 2 ruling Elders - Appointed by the Session (G-14.0201 *Book of Order*)
- 2 Deacons - 1 nominated by the Diaconate, 1 appointed by the Diaconate (G-14.0201 *Book of Order*)
- 2 Associate Deacons - Nominated by the Board of Associate Deacons
- 2 Presbyterian Women - Nominated by the Board of Presbyterian Women
- 2 Senior High Youth - Nominated by the Senior High Fellowship
- 2 Congregation at-large - Nominated from the floor of the Congregational Meeting
- Pastors - Ex-officio and without a vote (Paragraph G-14.0201 *Book of Order*)

This being a Congregational Committee, these members shall be elected by the Congregation. "All nominating procedures shall be subject to the principles of participation and representation as stated in G-4.0403 and G-9.0104 in the *Book of Order*."

One of the Elders shall be named by the Session as Moderator of the Nominating Committee (G-14.0201, *Book of Order*).

- II. In order that there might be a "carry-over" from year to year, one representative from each of the groupings (Par. I) shall be elected each year. (There being a class of '85, a class of '86 would need to be elected in January 1986, etc.) Persons serving on the Nominating Committee would not be eligible to serve again until a period of five (5) years has elapsed.
- III. After the election of the new class of the Nominating Committee by the Congregation, the Pastor and an orientation team of the Session composed of two (2) Elders shall convene the entire Nominating Committee. (One elder on the orientation team shall be elected each year.)
- IV. The Nominating Committee shall be made aware of the procedures and process to be followed by the Committee as it seeks to accomplish the work assigned to it by the Congregation.

## a) Schedule:

- January - Election of the Nominating Committee Class
- January, February - Orientation, name gathering, names presented to the Congregation
- March, April - Election of Elders and Deacons at Congregational Meeting
- May, June - Training of new officers
- End of June or first Sunday in July - Ordination and Installation
- July - Term of office begins

- b) The qualifications for office are as set forth in the *Book of Order* (Chapter G-6.0303; G-6.0401).

- c) The job description is as set forth in the *Book of Order* (Chapter G-6.0304; G-6.0402).
- d) Other matters of organization, etc. must follow the *Book of Order* with regard to Elders and Deacons.
- e) The Nominating Committee needs to be aware of the particular needs of the First Presbyterian Church, High Point, N.C.:
  - Familiarity with the constituency of the First Presbyterian Church so that adequate representation of all members is assured as required by the *Book of Order*.
  - Full awareness of the Mission of the Church as set forth in Scripture and our Constitution as a denomination.
- V. Following the orientation and training period, the Committee shall elect its own Vice-Moderator and Secretary. The Moderator must be appointed by the Session and must be one of the two Elders (G-14.0201).
- VI. The Committee shall project tentative schedules with specific dates for completion of various stages in accomplishing its task.
- VII. The Committee shall prepare various forms for communicating with the Congregation in order to receive suggestions of names for consideration.
  - Such forms should include reasons for suggestion and supporting data.
  - Use of *Presbygram*, bulletin, PW Circles, Church School Classes, study groups, etc.
- VIII. The Committee shall receive and collate recommendations of the Congregation and the various committees, and begin the process of selecting names to be presented to the Congregation.

Criteria to be considered:

- a) Attendance at worship, church activities, including Sunday School and prior service on the Session or Diaconate, if this is appropriate.
- b) Stewardship of time, talents, possessions - this shall include activity and faithful performance of responsibilities on the Session and Diaconate, if appropriate.
- c) Knowledge of the Congregation and its needs.
- d) Knowledge of the denomination and its mission.
- e) Knowledge of the community and its needs.
- f) Willingness to work and assume a role of leadership and responsibility.
- g) No member of the immediate family (parents, spouse, children, brothers or sisters) of a member of the Nominating Committee may be nominated for office by the Committee, but their names can be put up from the floor if the Congregation wishes.

The selection process shall be kept confidential within the Committee.

Only one and one-half (1-1/2) times the number of vacancies shall be nominated by the Committee.

- IX. Assignment shall be made to members of the Committee to contact those chosen to be nominated, to determine their willingness to have their names placed in nomination and their willingness to serve if elected.
- a) The committee members shall contact their prospective nominees in person when possible, but we realize that sometimes it will be done by telephone.
  - b) This step in the process should include a clear delineation to those persons being contacted, of the qualifications and responsibilities of the office of ruling Elder or Deacon. There should be a firm indication that said persons are willing to attend orientation sessions as required by the Congregation and that they intend to work if elected.
  - c) Upon receiving affirmative response from persons to be nominated, members of the Committee will have forms filled in for use in the process of informing the Congregation about those being nominated.
- X. When the slate of nominees is completed, notice shall be given to the Session that a Congregational Meeting is needed for placing names in nomination.

Following the Call of the Congregational Meeting by the Session, the Nominating Committee's slate of nominees shall be carried in the *Presbygram* the week prior to the Congregational Meeting, in order that the Congregation shall have ample time to prepare for nominations from the floor if desired.

Following the Congregational Meeting wherein candidates for nomination are elected, an insert in the *Presbygram* shall be prepared, giving biographical data, a photograph of the person, and other pertinent information. This shall be done and widely disseminated before the first ballot is received.

Prior to the Congregational Meeting for the first ballot, all nominees shall be recognized during the morning worship service, so that faces and names can be put together by the members of the Church.

- XI. Following the final election of Deacons, the Nominating Committee will meet for evaluation of the foregoing process. Any recommendations or suggestions will be sent to the Session for consideration.
- XII. It shall be the responsibility of the Moderator of the Nominating Committee to see that all Nominees are advised of the results of the voting as soon as possible after ballots are counted.