

# Nominating Committee

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## TABLE OF CONTENTS

Purpose and Responsibilities .....	N-2
Regular Agenda Items .....	N-3
Guidance from Book of Order .....	N-4
Qualities & Characteristics of an Elder .....	N-9
Position Description of an Elder .....	N-10
Sample of Motions .....	N-11

# NOMINATING COMMITTEE PURPOSE & RESPONSIBILITIES

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## **Purpose**

To nominate persons with exceptional Christian faith, devotion, and leadership qualities to serve as officers of the church, in accordance with the Book of Order.

## **Membership**

1. Two members of Session, elected at its December/January meeting, one of whom is selected as chair, and the other as Vice Chair from the new incoming Elders.
2. Seek Suggestions from the Congregation for at-large members of the Nominating Committee.
3. The two elders that are elected by the Session to serve on the Nominating Committee will then meet with the Pastor to discuss a slate of five at large members that meet the requirements of Book of Order G-2.0401 and verify their willingness to serve. The Session will then meet to approve the slate of five At Large nominees to be elected by the Congregation at the Annual Meeting.
4. "The Pastor shall be a member of this committee, serving ex officio and without vote." (G-2.0401)

## **Responsibilities of the Committee**

1. Request the Pastor to facilitate the training and education of the committee.
2. Seek suggestions from the congregation for Elders in August.
3. Call or ask candidates to serve as Elders during the month of September.
4. Submit to the Guidepost a biographical paragraph for each nominee.
5. Fulfill the requirements set forth in the Book of Order (G-2.0401) by nominating to the congregation at a called meeting (ordinarily in October) the number of candidates needed for the office of Elder (ordinarily a class of six who serve a three-year term plus a high school youth who serves a one-year term). Fulfill other nominating needs from the Session or congregation.

# REGULAR AGENDA ITEMS

## **FIRST MEETING (USUALLY IN AUGUST)**

Appoint a secretary.

Discuss the process of two meetings, the first for education and the second for selection.

Discuss the issue of confidentiality.

Agree upon rules about personal or family nominations: If the NC decides to allow it, when someone on the NC nominates another on the committee or an immediate family member of a NC member, the potential nominee (or nominee's family member) will step out of the room briefly so that the potential nominee can be discussed by the remaining committee members.

Discuss the process of selecting nominees that will take place at the next meeting.

Discuss the pastor's role as related to the Nominating Committee.

Review the committee's Annual Report of the previous year.

Discuss the "Quality and Characteristics of an Elder"

Discuss an "Elder's Job Description"

Discuss Elders going off Session and skill/ability needs of the Session.

Discuss selection process that will take place at the next meeting: Will the slate be by common, strong consensus? After all names suggested by NC members and congregation are listed, discuss each individually; star or eliminate names as needed; decide upon primary slate, then choose a list of alternates should some decline to serve.

Assign members to return with the number of names needed, seeking, as per the Book of Order, diversity in gender, age, and theological perspective.

Set the next meeting date for the purpose of selection.

## **SECOND MEETING (USUALLY IN SEPTEMBER)**

Remind committee about the issue of confidentiality.

Remind committee of rules pertaining to personal or family nominations: If the NC decides to allow it, when someone on the NC nominates another on the committee or an immediate family member of a NC member, the potential nominee (or nominee's family member) will step out of the room briefly so that the potential nominee can be discussed by the remaining committee members.

Remind committee of selection process: Will the slate be by common, strong consensus? After all names suggested by NC members and congregation are listed, discuss each individually; star, or eliminate names as needed; decide upon primary slate, then choose a list of alternates should some decline.

List and discuss nominees suggested by NC members and congregation.

Select those to be asked as well as alternates should some decline to serve.

Assign committee members to call or ask candidates to serve.

Consult with the Pastor concerning the training of nominees.

## **OCTOBER**

The Moderator asks for nominations from the floor. The Nominating Committee presents the slate of Elders at the annual Congregational Meeting.

# GUIDANCE FROM THE BOOK OF ORDER

## G-2.01 ORDERED MINISTRIES OF THE CHURCH

### G-2.0101 Christ's Ministry

The Church's ministry is a gift from Jesus Christ to the whole Church. Christ alone rules, calls, teaches, and uses the Church as he wills, exercising his authority by the ministry of women and men for the establishment and extension of God's new creation. Christ's ministry is the foundation and standard for all ministry, the pattern of the one who came "not to be served but to serve" (Matt. 20:28). The basic form of ministry is the ministry of the whole people of God, from whose midst some are called to ordered ministries, to fulfill particular functions. Members and those in ordered ministries serve together under the mandate of Christ.

### G-2.0102 Ordered Ministries

The Church's ordered ministries described in the New Testament and maintained by this church are deacons and presbyters (teaching elders and ruling elders). Ordered ministries are gifts to the church to order its life so that the ministry of the whole people of God may flourish. The existence of these ordered ministries in no way diminishes the importance of the commitment of all members to the total ministry of the church.

The government of this church is representative, and the right of God's people to elect presbyters and deacons is inalienable. Therefore, no person can be placed in any ordered ministry in a congregation or council of the church except by election of that body.

Ordination to the ministry of teaching elder, ruling elder, or deacon is unique to that order of ministry.

### 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.

### G-2.0104 Gifts and Qualifications

1. To those called to exercise special functions in the church—deacons, ruling elders, and teaching elders—God gives suitable gifts for their various duties. In addition to possessing the necessary gifts and abilities, those who undertake particular ministries should be persons of strong faith, dedicated discipleship, and love of Jesus Christ as Savior and Lord. Their manner of life should be a demonstration of the Christian gospel in the church and in the world. They must have the approval of God's people and the concurring judgment of a council of the church.
2. Standards for ordained service reflect the church's desire to submit joyfully to the Lordship of Jesus Christ in all aspects of life (F-1.02). The council responsible for ordination and/or installation (G-2.0402; G2.0607; G-3.0306) shall examine each candidate's calling, gifts, preparation, and suitability for responsibilities of ordered ministry. The examination shall include, but not be limited to, a determination of the candidate's ability and commitment to fulfill all requirements as expressed in the

constitutional questions for ordination and installation (W-4.0404). Councils shall be guided by Scripture and the confessions in applying standards to individual candidates.

### **G-2.0105 Freedom of Conscience**

It is necessary to the integrity and health of the church that the persons who serve it in ordered ministries shall adhere to the essentials of the Reformed faith and polity as expressed in this Constitution. So far as may be possible without serious departure from these standards, without infringing on the rights and views of others, and without obstructing the constitutional governance of the church, freedom of conscience with respect to the interpretation of Scripture is to be maintained. It is to be recognized, however, that in entering the ordered ministries of the Presbyterian Church (U.S.A.), one chooses to exercise freedom of conscience within certain bounds. His or her conscience is captive to the Word of God as interpreted in the standards of the church so long as he or she continues to seek, or serve in, ordered ministry. The decision as to whether a person has departed from the essentials of Reformed faith and polity is made initially by the individual concerned but ultimately becomes the responsibility of the council in which he or she is a member.

## **G-2.03 RULING ELDERS: THE MINISTRY OF DISCERNMENT AND GOVERNANCE**

### **G-2.0301 Ruling Elder Defined**

As there were in Old Testament times elders for the government of the people, so the New Testament church provided persons with particular gifts to share in discernment of God's Spirit and governance of God's people. Accordingly, congregations should elect persons of wisdom and maturity of faith, having demonstrated skills in leadership and being compassionate in spirit. Ruling elders are so named not because they "lord it over" the congregation (Matt. 20:25), but because they are chosen by the congregation to discern and measure its fidelity to the Word of God, and to strengthen and nurture its faith and life. Ruling elders, together with teaching elders, exercise leadership, government, spiritual discernment, and discipline, and have responsibilities for the life of a congregation as well as the whole church, including ecumenical relationships. When elected by the congregation, they shall serve faithfully as members of the session. When elected as commissioners to higher councils, ruling elders participate and vote with the same authority as teaching elders, and they are eligible for any office.

## **G-2.04 GENERAL PROVISIONS FOR RULING ELDERS AND DEACONS**

### **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 serving 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.

#### **G-2.0402 Preparation for Ministry as a Ruling Elder or Deacon**

When persons have been elected to the ordered ministry of ruling elder or deacon, the session shall provide a period of study and preparation, after which the session shall examine them as to their personal faith; knowledge of the doctrine, government, and discipline contained in the Constitution of the church; and the duties of the ministry. The session shall also confer with them as to their willingness to undertake the ministry appropriate to the order. If the examination is approved, the session shall appoint a day for the service of ordination and installation.

### **G-3.02 THE SESSION**

#### **G-3.0201 Composition and Responsibilities**

The session is the council for the congregation. It shall be composed of those persons elected by the congregation to active service as ruling elders, together with all installed pastors and associate pastors. All members of the session are entitled to vote. The pastor shall be the moderator of the session, and the session shall not meet without the pastor or designated moderator. If there is no installed pastor, or if the installed pastor is unable to invite another moderator, the presbytery shall make provisions for a moderator. Presbyteries shall provide by rule for moderators when the session is without a moderator for reasons of vacancy or inconvenience.

The session shall have responsibility for governing the congregation and guiding its witness to the sovereign activity of God in the world, so that the congregation is and becomes a community of faith, hope, love, and witness. As it leads and guides the witness of the congregation, the session shall keep before it the marks of the Church (F-1.0302), the notes by which Presbyterian and Reformed congregations have identified themselves throughout history (F-1.0303) and the six Great Ends of the Church (F-1.0304).

In light of this charge, the session has responsibility and power to:

1. provide that the Word of God may be truly preached and heard. This responsibility shall include providing a place where the congregation may regularly gather for worship, education, and spiritual nurture; providing for regular preaching of the Word by a teaching elder or other person prepared and approved for the work; planning and leading regular efforts to reach into the community and the world with the message of salvation and the invitation to enter into committed discipleship; planning and leading ministries of social healing and reconciliation in the community in accordance with the prophetic witness of Jesus Christ; and initiating and responding to ecumenical efforts that bear witness to the love and grace of God.
2. provide that the Sacraments may be rightly administered and received. This responsibility shall include authorizing the celebration of the Lord's Supper at least quarterly and the administration of Baptism as appropriate, in accordance with the principles of the Directory for Worship; and exercising pastoral care among the congregation in order that the Sacraments may be received as a means of grace, and the congregation may live in the unity represented in the Sacraments.

3. nurture the covenant community of disciples of Christ. This responsibility shall include receiving and dismissing members; reviewing the roll of active members at least annually and counseling with those who have neglected the responsibilities of membership; providing programs of nurture, education, and fellowship; training, examining, ordaining, and installing those elected by the congregation as ruling elders and deacons; encouraging the graces of generosity and faithful stewardship of personal and financial resources; managing the physical property of the congregation for the furtherance of its mission; directing the ministry of deacons, trustees, and all organizations of the congregation; employing the administrative staff of the congregation; leading the congregation in participating in the mission of the whole church; warning and bearing witness against error in doctrine and immorality in practice within the congregation and community; and serving in judicial matters in accordance with the Rules of Discipline.

### **G-3.0202 Relations with Other Councils**

Sessions have a particular responsibility to participate in the life of the whole church through participation in other councils. It is of particular importance that sessions:

1. elect, as commissioners to presbytery, ruling elders from the congregation, preferably for at least a year, and receive their reports;
2. nominate to presbytery ruling elders from the congregation who may be considered for election as commissioners to synod and General Assembly, and to serve on committees or commissions of the same, bearing in mind principles of inclusiveness and fair representation in the decision making of the church (F-1.0403);
3. see that the guidance and communication of presbytery, synod, and General Assembly are considered, and that any binding actions are observed and carried out;
4. welcome representatives of the presbytery on the occasions of their visits;
5. propose to the presbytery, or through it to the synod and General Assembly, such measures as may be of common concern to the mission of the church; and
6. send to presbytery and General Assembly requested statistics and other information according to the requirements of those bodies, as well as voluntary financial contributions.

### **G-3.0203 Meetings**

The session shall hold stated meetings at least quarterly. The moderator shall call a special meeting when he or she deems necessary or when requested in writing by any two members of the session. The business to be transacted at special meetings shall be limited to items specifically listed in the call for the meeting. There shall be reasonable notice given of all special meetings. The session shall also meet when directed by presbytery. Sessions shall provide by rule for a quorum for meetings; such quorum shall include the moderator and either a specific number of ruling elders or a specific percentage of those ruling elders in current service on the session.

### **G-3.0204 Minutes and Records**

Minutes of the session shall be subject to the provisions of G-3.0107. They shall contain the minutes of all meetings of the congregation and all joint meetings with deacons and trustees.

Each session shall maintain the following roll and registers: a. *Membership Roll*

There shall be rolls of baptized, active, and affiliate members in accordance with G-1.0401, G-1.0402 and G-1.0403. The session shall delete names from the roll of the congregation upon the member's death, admission to membership in another congregation or presbytery, or renunciation of jurisdiction. The session may delete names from the roll of the congregation when a member so requests or has moved or otherwise ceased to participate actively in the work and worship of the congregation for a period of two years. The session shall seek to restore members to active participation and shall provide written notice before deleting names due to member inactivity. b.

*Registers*

There shall be registers of baptisms authorized by the session, of ruling elders and deacons, of installed pastors with dates of service, and such other registers as the session may deem necessary.

**G-3.0205 Finances**

In addition to those responsibilities described in G-3.0113, the session shall prepare and adopt a budget and determine the distribution of the congregation's benevolences. It shall authorize offerings for Christian purposes and shall account for the proceeds of such offerings and their disbursement. It shall provide full information to the congregation concerning its decisions in such matters.

The session shall elect a treasurer for such term as the session shall decide and shall supervise his or her work or delegate that supervision to a board of deacons or trustees. Those in charge of various congregational funds shall report at least annually to the session and more often as requested. Sessions may provide by rule for standard financial practices of the congregation, but shall in no case fail to observe the following procedures:

1. All offerings shall be counted and recorded by at least two duly appointed persons, or by one fidelity bonded person;
2. Financial books and records adequate to reflect all financial transactions shall be kept and shall be open to inspection by authorized church officers at reasonable times;
3. Periodic, and in no case less than annual, reports of all financial activities shall be made to the session or entity vested with financial oversight.



# QUALITIES AND CHARACTERISTICS OF AN ELDER

"Those who undertake particular ministries should be persons of strong faith, dedicated discipleship, and love and Jesus Christ as Savior and Lord. Their manner of life should be a demonstration of the Christian gospel in the church and in the world." Book of Order, G-2.0104a

## **In addition to the above, an Elder will:**

1. grow in and strive for a strong faith;
2. have the ability and willingness to hear the will of God through others, achieving decisions through spiritual discernment;
3. have openness and be willing to listen;
4. demonstrate commitment to the Church and Guilford Park Presbyterian Church;
5. make this responsibility a priority in their life and possess a positive attitude;
6. embrace the principles expressed in the ordination and installation questions;
7. be responsible;
8. be dependable and follow through with commitments;
9. be generous and a good steward;
10. be punctual;
11. be respected;
12. be ethical and possess good morals;
13. be creative;
14. be cooperative, loving, caring, and compassionate; and
15. work and communicate well with others.

# POSITION DESCRIPTION FOR AN ELDER

"As there were in Old Testament times elders for the government of the people, so the New Testament church provided persons with particular gifts to share in discernment of God's Spirit and governance of God's people. Accordingly, congregations should elect persons of wisdom and maturity of faith, having demonstrated skills in leadership and being compassionate in spirit. Ruling elders are so named not because they "lord it over" the congregation (Matt. 20:25), but because they are chosen by the congregation to discern and measure its fidelity to the Word of God, and to strengthen and nurture its faith and life." Book of Order, G-2.0301

**In addition to the above, an Elder will:**

1. attend Session meetings, ordinarily one per month;
2. attend the meetings of the committee to which assigned;
3. chair or vice-chair a committee;
4. carry out and follow through with Session and committee work;
5. will engage in discussion/debate, but then respect Session's right to decide and be supportive;
6. demonstrate and respect confidentiality;
7. serve communion and be willing to do extended communion;
8. strive to fulfill qualities and characteristics of an Elder;
9. contribute financially to the ministry and mission of the church;
10. be regular in Worship, Church School, and Fellowship activities;
11. have an active prayer life;
12. attend a Session retreat as planned;
13. be willing to serve as commissioner to Presbytery; and
14. attend a training event of 7 to 8 hours in length when elected to serve.

# MOTIONS

## **MOTION AT THE CONGREGATIONAL MEETING FOR NOMINATING COMMITTEE**

It is moved that the Congregation accept the slate of At-Large Members of the (*year*) Nominating Committee.

## **MOTION AT THE ANNUAL MEETING TO NOMINATE ELDERS**

The Nominating Committee moves that the following slate of members be nominated to serve in the Office of Elder for the class of (*year*): (*List Names*), and for the Class of (*one year*), for Youth Elder, (*Name*).