

**OFFICERS NOMINATING COMMITTEE****A. Membership**

The Nominating Committee shall be composed of at least two (2) Elders, one of whom is currently on the Session—appointed by the Session (G-14.0223 *Book of Order*); at least one (1) Deacon—designated by the Diaconate (G-14.0223 *Book of Order*); and others, not currently active elders or deacons, to constitute a majority of the committee (exclusive of the pastor), (G-14.0223 *Book of Order*):

two (2) Ushers—nominated by the Board of Ushers

two (2) Women—nominated by the Coordinating Team of Presbyterian Women

two (2) Senior High Youth—nominated by the Senior High Fellowship

two (2) Congregation at-large—nominated from the floor of the Congregational Meeting.

The senior Pastor is ex-officio and without a vote. (Paragraph G-14.0223 *Book of Order*)

“The Nominating Committee shall be elected by the congregation annually and no member shall serve more than 3 years consecutively.” (G-14.0223, *Book of Order*)

"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*." (G-14.0225, *Book of Order*)

An Elder currently on the Session shall be-moderator of the Nominating Committee (G-14.0223, *Book of Order*)

In order that there might be continuity from year to year, one representative from each of the groupings above shall be elected each year with a term being for two years. Persons serving on the Nominating Committee are not eligible to serve again until a period of five (5) years has elapsed.

**B. Meetings and Duties**

1. After the election of the new class of the Nominating Committee by the congregation, the pastor shall convene the Nominating Committee and orient members in the procedures and process to be followed by the committee as it seeks to accomplish the work assigned to it by the congregation.

2. Schedule:

May—Election of the Nominating Committee Class

June-August—Orientation, name gathering, names presented to the Congregation

August-September— Congregational Meeting. Additional nominations, if any, received from the floor and election of Elders and Deacons

October-November—Training of new officers

January—Ordination and installation; term of office begins

3. The Nominating Committee shall consider the following in its work:

a) the qualifications for office are as set forth in the *Book of Order* (G-6.0303 and G-6.0401)

b) the job descriptions of officers as set forth in the *Book of Order* (G-6.0304; G-6.0402)

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*

f) full awareness of the Mission of the Church as set forth in Scripture and our Constitution as a denomination

e) other matters of organization, etc. which must follow the *Book of Order* with regard to Elders and Deacons

f) the particular needs of the First Presbyterian Church, High Point, NC.

4. 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-14.0223).*
5. The committee shall project tentative schedules with specific dates for completion of various stages in accomplishing its task.
6. 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. The Presbygram, bulletin, PW Circles, Sunday School classes, study groups, etc. may be utilized.
7. The committee shall receive and collate recommendations of the congregation and the groups in A. above, and begin the process of selecting names to be presented to the congregation. The number of nominations made by the committee shall coincide with the number of offices to be filled.
8. The committee shall consider such criteria in addition to B.3 as:
  - a) Attendance at worship, church activities, including Sunday School and prior service on the Session or Diaconate, if applicable
  - b) Stewardship of time, talents, possessions. This shall include activity and faithful performance of responsibilities on the Session and Diaconate, if applicable
  - 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 they may be nominated from the floor in the congregational meeting.The selection process shall be kept confidential among committee members.
9. Assignments 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 or 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.
10. 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 meeting by the Session in which the congregational meeting date is set, an insert in the Presbygram shall be prepared, giving biographical data, a photograph of each nominee, and other pertinent information. This shall be done and widely disseminated before the election, in order that the congregation shall have ample time to prepare for nominations from the floor if desired.

During the morning worship service prior to the congregational meeting for the election, all nominees shall be recognized so that faces and names can be put together by the members of the church.

11. 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. (This step is not necessary when the number nominated equals the number to be elected and they are chosen by acclamation.)
12. Following the election, the Nominating Committee will meet for evaluation of the foregoing process. Any recommendations or suggestions will be sent to the Session for consideration.

## OFFICERS NOMINATING COMMITTEE

<b>COMMITTEE OFFICER</b>	<b>NAME</b>	<b>REPRESENTING</b>	<b>CLASS/TERM</b>	<b>Phone No./Email</b>
Moderator (chosen by Session)		Elder		
	TBA	Elder	2012	
	Sara Kelly	Elder	2011	886-4948
	Anne Dallas	Deacon	2011	885-0293
	TBA	Deacon	2012	
	Katrina Roberts	PW	2011	398-7223
	TBA	PW	2012	
	Vann Massey	Usher	2011	885-4243
	TBA	Usher	2012	
	Don Douglass	At-Large	2011	883-7336
	TBA	At-Large	2012	
	Sara Kirkpatrick	Youth	2011	475-0683
	TBA	Youth	2012	

Total Members: 12