

Nominating Committee Best Practices

1. The Church affirms the tradition of placing only one candidate for each office on the written annual ballot with the exception of election of the Nominating Committee for the following year.

The reasons for this tradition are as follows:

- a. When more than one person is on the ballot for a position someone may be hurt and discouraged if they lose the election. It can be a hindrance to their faith and development of their discipleship.
- b. Elections often turn out to be popularity contests in which the better known person is always elected.
- c. The scriptural process of call and discernment is more amenable to the prayerful reflection of a small nominating committee rather than the congregation as a whole.
- d. The congregation has an opportunity to nominate candidates from the floor of the annual meeting if they believe that a contest for a specific office in the church is needed.

2. The Church affirms the process of receiving open suggestions from the congregation for all offices in the church. These are to be carefully considered by the nominating committee during nominating process with the following guidelines:

- a. The number of individuals suggesting an individual may be considered but is not the major criteria for selection of nominees.
- b. Each person suggested should be given full, fair, and prayerful consideration for the office for which they have been suggested.
- c. The Nominating Committee should not contact any potential nominees until after the suggestion period is completed and the congregation has had at least two Sundays to make their recommendations. (After Feb. 1)
- d. The committee should generally consider a person for the positions of elder, trustee, or moderator only after they have faithfully served on the FCC church general board as a deacon, commission chair, or group representative.
- e. The Nominating Committee should make an effort to provide a balance on the church board of long term members and newer members of the congregation and not simply choose those who are familiar to them for offices.

3. The Church affirms the following “Best Practice” guidelines:

- a. ~~Offices in the church are not to be sought, but are subject to the “call” process in which the~~ Nominating Committee seeks the discernment of the spirit in making their selections. Church offices are not something you can campaign for.
- b. During the nominating process, the congregation should make every effort to keep their nominations confidential.
- c. Members of the Nominating Committee will not be eligible for nomination to any office in the year they are on the Nominating Committee.
- d. A person or member of his immediate family should not serve on the Nominating Committee without a period of one year between the last times they served.
- e. The *responsibilities* for each office *can be provided to any church member* prior to the *nominee* suggestion process in the congregation.
- f. Elders and Deacons placed on the Nominating Committee ballot shall be active Elders or Deacons currently serving at the time of nomination and elections.
- g. An elder or deacon commissioned to finish someone else's term may be eligible for a new term as soon as the partial term is completed.
- h. When the Nominating Committee decides on asking the selected candidate, they will be phoned or talked to personally and the list of jobs involved in the position should be read to them completely. If the candidate says yes or wants to consider the position, a written copy of the responsibilities should be mailed to them.

- i. The printed ballot for each position should have space to add nominations from the floor for each position.
 - j. After the election, training sessions will be held for all new deacons and elders and the full list of duties will be read and distributed.
 - k. Awareness of Scriptural descriptions for Deacons and Elders as described in 1 Timothy Chapter #3, verses 1-13 "Leaders in the Church" and 1 Peter Chapter 5, verses 1-3 "Advice for Elders".
- 4. The following officer qualifications and election procedures are stated in the First Christian Church bylaws. They are restated here for clarification and inclusion in this document.**
- a. After serving one (1) term on the general board, elders, deacons and trustees shall be ineligible for reelection to the same office until one year has elapsed. (II.A.2)
 - b. *All Officers, Elders, Deacons and Trustees* must be *participating* members of the congregation (*see Constitution Article III*). (II.B.1)
 - c. *All Officers, Elders, Deacons and Trustees* must be active in the life of the congregation and give evidence of seeking to grow in their own understanding and practice of the Christian life. Such evidence would include the following: (II.B.2)
 - i. Conduct of ones life in the light of the teaching of Jesus Christ.
 - ii. Promotion of good will and Christian fellowship in the congregation and community.
 - iii. *Regular* attendance at worship services and stated meetings of the congregation and general board.
 - iv. Regular and responsible financial contributions to the support of the congregation.
 - v. Willingness to fulfill assignments on behalf of the congregation.
 - vi. Demonstrated skills or evident potential in carrying out the responsibilities of the particular office.
 - d. No officer shall serve more than 3 consecutive terms in the same office except Financial Secretary, Assistant Financial Secretaries, Treasurer and Assistant Treasurers. (III.A.1)
 - e. The qualifications for elders, deacons and trustees shall be the same as described for the officers of the congregation in Bylaw section II.B. (IV.B)
 - f. No member of the Nominating Committee shall succeed himself until one year has elapsed following his term of office. (IX.A.2)
 - g. The senior minister shall review the nominating slate of officers with the chairman of the nominating committee prior to contact being made with the potential nominee. (IX.A.5)
 - h. Staff members and their spouses shall not be eligible to hold elected offices of the congregation. (IX.A.9)

Respectfully Submitted:

Mark W. Goller – Nominating Committee Chair

Revision History

10/05/2004 new

04/12/2011 added sentence 3l and 4g

12/12/2017 revise 3e to be "as requested" basis
 remove guideline that an individual not serve more than one position in same year (by board 2016)
 revise wording and doc #'s in section 4 to match Oct 2012 Bylaws