

### ***Proposed Nominating Committee Guidelines for First Presbyterian Church – Covington***

- Book of Order: Unity and Diversity of Members: F-1.0403
- Therefore, the Nominating Committee of FPC Covington shall be comprised of the following 5 people:
  - One elder with one more year term appointed by the session shall serve as the chair.
  - 4 members elected at large by the Congregation who are not currently on Session
  - No member shall serve more than two consecutive years on the committee
  - No two committee members shall be from same immediate family
  - In accordance to the Book of Order the pastor shall be an ex officio member without vote.
- Purpose
  - To nominate 5\* members for the office of Elder/Session and replacements as needed; to nominate one youth elder (\*Note: for us to review this each year based on church size and representation of congregation)
  - To nominate 5\* members for the nominating committee and replacements as needed (\*Note: for us to review this each year based on church size and representation of congregation)
  - To nominate other committee members as needed
- Schedule
  - The Nominating Committee shall convene yearly in April to review these policies and being the nominating process
  - Opportunities shall be provided on the first three Sundays in May for members of the congregation to suggest names for nominations. Members may suggest names for the office elder using the forms provided for that purpose which shall include requirements of officers as describe in the Book of Order.
  - Using all names suggested by the congregation and from the list it develops through its discussion, the Committee shall ask prospective to complete profiles and return them by June 30<sup>th</sup>. Copies of all returned profiles shall be made available to all committee members. Based on reading the profiles and from its discussion of potential nominees for office as informed by Constitutional requirements and qualifications for office, the Committee shall develop its list of nominees.
  - Does the potential candidate have spiritual gifts that would benefit the congregation and larger church? What are these gifts? Look at church needs in organizational chart.
  - Does the candidate demonstrate emotional maturity?

- Does the candidate have the physical and mental stamina to carry out the duties of office?
- Office of Ruling Elder
  - Called by God: G-2.0103
  - Gifts and Qualifications: G-2.0104
  - Ruling Elder Defined: G-2.03
  - Terms of Service: G-2.0404
- The Committee shall vote on the list of nominees to then prepare to present to congregation. The Committee shall contact slate of nominees for their willingness to answer the call to serve as servant leaders of FPC Covington.
- Brief biographical sketches and Statements of Faith of nominees shall be published in September bulletin, church communications, etc.
- Nominees shall be introduced to the congregation on the second Sunday of October. Congregational Meeting Third Sunday of October. (Be sure to announce two Sundays prior.) Elections shall be held in accordance with the Book of Order.
- New Elder Training shall take place in November.
- Transition of Elders shall take place the First week of December. Assuming perspective servant leadership positions January 1 of new year.

Nominating Committee Folder shall include meeting notes: size of classes, language of immediate family members serving at the same time, who as been asked and declined in previous years, roster of active elders/inactive elders

Drafted August 18, 2020