

## **NOMINATING COMMITTEE (Standing Committee) RIVERCHASE BAPTIST CHURCH**

### **PURPOSE:**

Coordinate staffing of all church leadership positions filled by volunteers including vacancies which occur during the year.

The committee shall have two primary concerns in fulfilling this purpose:

1. That the church membership has opportunity to realize personal growth and fulfillment using God-given gifts, talents, abilities, interests, and experiences.
2. That the programs of the church are adequately staffed for effectiveness and quality.

### **RESPONSIBILITIES:**

- Coordinate with church staff, and church council where necessary, to recruit committee members, educational leaders, church officers, and service teams.
- Recruit three church members to serve in an at-large capacity on the Deacon Selection Committee.
- When there is a pastor vacancy, work with the Executive Committee to recruit nine church members to serve on the Pastor Search Committee.
- Coordinate the review and update of church committee/organization descriptions for the various places of service in the church and ensure updated descriptions are readily available to members solicited or requesting to serve.
- Annually, review and revise the "Places of Service" commitment cards
- Annually, distribute the "Places of Service" cards to members to fill service positions.
- Present list(s) of committees, educational leaders, and workers to the church membership for affirmation and election.
- Recruit members for special purpose committees when requested by the church.
- The Nominating Committee Chair will represent the committee on Church Council, and when needed, will serve on the Executive Committee of the Church Council.

### **ORGANIZATION:**

The Nominating Committee is a standing committee consisting of nine members who serve three-year terms. After their term ends, Nominating Committee members are not eligible to serve on the committee for one year.

The Church Council nominates three members for the Nominating Committee each year. When approved in the October business meeting, they begin serving their terms in January. The ministerial staff shall serve as ex-officio members. The Church Council selects the chair of the Nominating Committee from the group of committee members who have served at least one year.

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**MEETINGS:**

An organizational meeting is held at the beginning of the year to review the work calendar for the year, address new issues, as needed, and welcome new members. Other meetings are held as needed during the year. Near the end of the year, the committee should convene to evaluate the work of the team and review/revise responsibilities.

**ATTACHMENTS:**

APPENDIX A - Nominating Committee Calendar of Responsibilities is managed in accordance with the most current version of the Riverchase Baptist Church Constitution and By Laws.

**REVISED:** June 2019

**CONTACT:** Nominating Committee Chair

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**APPENDIX A – Nominating Committee Calendar of Responsibilities**

**JANUARY**

- Nominating Committee (NC) chair shall schedule and hold the first meeting of the Nominating Committee members and Pastor (as ex-officio non-voting member) to discuss the responsibilities for the year. [1] [5]
- Three (3) New NC members begin their terms in January while three (3) NC members who have served three (3) years roll off. [1], [7] ,[8]

**JANUARY - SPRING** (Spring considered to be period of March 20, 2019 – June 21, 2019, but may vary) [2]

- NC shall solicit input from the church and the ministerial staff & prepare a slate of all persons recommended to serve as church officers, committee members and educational leadership during the following church year. Educational leadership transitions shall commence on promotion day. [1]

**TWO WEEKS PRIOR TO JULY BUSINESS MEETING**

- Date the slate of educational leadership nominations is made public to the Church [1]

**JULY, CHURCH BUSINESS MEETING**

- Date the slate of educational leadership nominations is presented to the Church for affirmation and approval. Alternate nominations for any position in the church may be made in the form of a motion by any member during the course of the business meeting. [1]

**PROMOTION DAY** (typically the first Sunday in August)

- Date when educational leaders begin their service. [1]

**SEPTEMBER, TWO WEEKS PRIOR TO OCTOBER BUSINESS MEETING**

- Date the slate of church officers, committee members and other positions shall be made public to the church. [1], [7]

**OCTOBER**

- The slate of church officers, committee members, and other positions shall be presented to the church for affirmation and approval at the October business meeting. [1]
- In October, the Church Council shall select three (3) new members of the Nominating Committee whose term will begin January 1, and shall name the new chair and vice chair for the committee. [1][7] [8]

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**UNSPECIFIED DATE BUT PRIOR TO JANUARY 1 OF THE NEXT YEAR**

- NC will recruit three (3) church members to serve in an at-large capacity on the “*Deacon Nominating Committee*” (DNC) along with the Deacon Chair and Deacon Vice Chair. [1]. Selection process will be in accordance to the *Deacon Policies and Procedures Manual*. [6]
- The DNC will select and create a slate of Deacons for approval by the church according to the *Deacon Policy and Procedures Manual* and the most current Riverchase Baptist Church Bylaws. [1]

**FOOTNOTES:**

[1] *Riverchase Baptist Church Bylaws, Nominating Committee, Revised December 3, 2018*, p. 11.

[2] <http://www.calendarpedia.com/when-is/spring.html>

[3] *Riverchase Baptist Church Bylaws, Nominating Committee, Revised December 3, 2018*, pp. 11-12.

[4] *Riverchase Baptist Church Bylaws, The Deacons, Revised December 3, 2018*, p. 8.

[5] *Riverchase Baptist Church Bylaws, The Pastor, Revised December 3, 2018*, p. 6.

[6] *Riverchase Baptist Church Bylaws, Nominating Committee, Revised December 3, 2018*, p. 12.

[7] *Riverchase Baptist Church Bylaws, Other Committees, Revised December 3, 2018*, p. 8.

[8] *Riverchase Baptist Church Bylaws, Article VI. Church Council, Revised December 3, 2018*, p. 14.