

## Nominating Committee Best Practices

1. **The Church affirms the tradition of placing only one candidate for each office on the written annual ballot. 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.
  
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 sole 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 a least four Sundays to make their recommendations. (After Feb 1)
  - d. The Nominating Committee should make an effort to provide a balance of lay leadership from both 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. 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.
  - d. An officer commissioned to finish someone else’s term may be eligible for a new term as soon as the partial term is completed.
  - e. 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.
  - f. Awareness of Scriptural descriptions for Lay Leadership as described in 1 Timothy 3:1-13 "Leaders in the Church" and 1 Peter 5:1-3 "Advice for Elders".
  
4. **The following election procedures are stated in the First Christian Church bylaws dated 11/29/2021. They are restated here for clarification and inclusion in this document.**

**Election process.** The Nominating Committee distributes nomination forms to the congregation, interviews potential nominees, confirms their eligibility, and provides them with a written list of the duties, obligations, and responsibilities of the office. No one may be nominated who has not agreed to serve if elected. At least one month prior to the Annual Meeting, the Nominating Committee must inform the Leadership Board of its slate of nominees and make copies available to the congregation. At the Annual Meeting, the Nominating Committee presents its slate for election. No nominations from the floor are allowed, and no ballots.

**Qualifications for Office.** Elected Offices are open to any member of the congregation who meets the following criteria:

- Must attend worship regularly.
- Must embrace, financially contribute, and give time freely in support of the congregation.
- Must have and maintain a positive relationship with staff, clergy, and lay leadership of the congregation.
- Must agree to abide by the Leadership Board Covenant and all other policies and procedures of the congregation.
- Must be approved for elected service by the Nominating Committee.

With the exception of the Treasurer, no Officer may be elected to a third consecutive term in the same position until at least one (1) year has passed.

Elected Officers of the Congregation may not also serve as paid members of the Church Staff.

#### 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
5/8/2018	added sentence to 3f - (approved by General Board 5/8/2018)
2/10/2020	complete revision to comply with Nov 2019 Bylaws
3/14/2022	Bylaw revisions date 11/29/2021 Article V. Elections – Qualifications for Office Removed guideline: Nominating Committee members will not be eligible for nominations