

CHURCHNAME MCC

Nominating Committee Procedures

The Nominating Committee membership shall be constituted in accordance with Article # Section (Letter) of the CHURCHNAME MCC Bylaws. The Nominating Committee shall be comprised of five church members (one year minimum church membership required) elected at the first Semi-Annual Congregational Meeting after the General Conference, one Board member appointed by the Board, and one church member (one year minimum church membership required) appointed by the Senior Pastor. The term for a Nominating Committee member is three years.

It is the responsibility of the Nominating Committee to meet on the first Sunday following their election to elect the Committee Chair.

It is the responsibility of the Committee Chair to organize the work of the Nominating Committee, which, under ordinary circumstances is completed through meetings at a common place; correspondence by email and U.S. mail are utilized in some situations.

Board elections are held each year at the Spring Semi-Annual Congregational Meeting. Lay Delegate elections are held every other year in the fall following the General Conference. It is the responsibility of the Nominating Committee to meet at least ten weeks prior to each of these elections to accomplish the following tasks:

- Determine the interview dates and provide that information to the Pastor's Assistant to allow time for applications to be printed and made available to applicants.
- Determine communications schedule and provide that information to the Communications Specialist to allow time for ads to be placed in the weekly and monthly church publications.

It is the responsibility of the Nominating Committee to meet several times in the four to eight week period prior to the election, to review submitted applications, interview applicants, determine eligibility of applicants, and vote by show of hand to decide if applicants will be placed on the slate of nominees. Before placing any applicant's name on the slate of nominees, the Nominating Committee shall notify all the applicants via U.S. mail of the decision to present or not to present them as a candidate at the forthcoming Semi-Annual Congregational Meeting election. In the event an applicant is not nominated; the Nominating Committee, preferably the Committee Chair, shall also notify the applicant in person or by telephone (not voice message) of the Nominating Committee's decision prior to notification by U.S. mail.

Since the Bylaws place no limits upon the number of candidates on the slate of nominees, the ultimate size and composition of the slate is up to the discretion of the Nominating Committee so long as the minimum requirements under the Bylaws are met.

CHURCHNAME MCC
Nominating Committee Procedures Continued

Final responsibility for the slate of nominees rests with the Nominating Committee. When the slate of nominees is completed, the slate shall be communicated to the Pastor's Assistant via a written report at least four weeks prior to the elections, who, in turn, shall incorporate the report into the Semi-Annual Congregational Meeting Information Packet made available to the Church membership. The slate shall be treated as confidential until such time as the slate is shared with the entire Church membership.

Presentation of nominees at the congregational meeting and asking each nominee one question, which the nominee selects from the application prior to the congregational meeting and answers publicly at the congregational meeting, completes the task of the Nominating Committee.

Except for the names on the final slate of nominees and the applications, the considerations of the Nominating Committee, including all discussions of individual qualifications and the names of those considered who do not finally appear on the slate, shall be held confidential. However, in the extraordinary event that there are serious operational problems within the Nominating Committee, the Committee Chair is authorized to discuss these problems with the Senior Pastor.