

Fourth Meeting

- † Discuss the results of the visits.
- † Reevaluate where you are and need for future visits or meetings.

Fifth or Sixth Meeting

- † Tie up any loose ends.
- † Be sure to get back to the folks who nominated someone from the congregation.
- † Develop nominees for next year's nominating committee.
- † Forward the names of proposed Ruling Elders and Deacons to the Session for review (no action to be taken).
- † Celebrate the end of a successful nominating process.

Congregational Meeting

- † The Ruling Elders and Deacons must be elected by the Congregation.
- † Nominations must also be taken from the floor in addition to those from the nominating committee.
- † If there is an equal number of nominees and vacant positions, there may be a voice vote.
- † If there are more nominees than positions available, the vote shall be by secret ballot.

Session Requirement

- † Provide for training for the newly elected Ruling Elders and Deacons.
- † Prior to installing/ordaining the new Ruling Elders and Deacons, the Session shall examine the nominees to determine:
 - ✓ Their personal faith
 - ✓ Their knowledge of government and discipline in the Constitution of the church
 - ✓ Their knowledge of the duties of the ministry
- † If the examination is approved, the Session sets a date for installation and/or ordination.
- † If a nominee is not approved, the Session informs the nominating committee which shall bring nominees to the congregation for a special meeting to fill the vacant office.

For more information about the nominating process please consult the Book of Order, particularly G-2.01 to 2.04.

Church Officer Nominating

How to Go From Filling
A Vacancy to Fulfilling A
Call from God



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Why this pamphlet?

This short pamphlet was developed to help our churches meet the requirements of the Book of Order while also using a process to help ensure that the committee follows God's leading in the nominating process.

This pamphlet is not intended to take the place of the Book of Order but is intended to help you as you develop your church officer nominating process. For more information please see the Book of Order, G-2.01 to G-2.0404. Also, one size or process does not fit all, but this is offered as a concept and help to sessions, and nominating committees in their important work

Make-up of the Committee

- † Must be from, and representative of, the congregation.
- † Includes at least 3 active members of which 1 must be an active ruling elder. The entire committee (including the active ruling elder) is elected by the congregation.
- † The pastor shall serve ex officio without vote.
- † Floor nominations must be allowed.
- † Ensure that the committee is diverse (race, ethnicity, age, sex, etc.) per F-1.0403.

A Few Recommendations for the Committee

- † Consider meeting in homes instead of the church - this helps build familiarity and trust.
- † **START EARLY** (about 6 months). It is hard to be open to the Spirit when the congregational meeting is tomorrow and you are short of nominees!
- † The Pastor should attend all meetings, contributing names and comments.

Ideas/Suggestions for Meetings

The First Meeting

- † Covenant to pray for the process.
- † Provide training to the committee on:
 - ✓ Officers being called by God
 - ✓ Importance of spirituality
 - ✓ Ground rules of honesty, trust, and complete confidentiality
 - ✓ Guidelines for calling on potential nominees, allowing time for prayer and discernment following any visits/contact
- † Don't discuss names, YET.

- † Plan an insert for the bulletin, soliciting suggestions. Ask for both a name AND one paragraph, telling why the person should be considered.
- † Set up meetings.

The Second Meeting

- † Look at needs of positions to be filled on Session and Deacons.
- † On a large chart list the suggested names from the congregation and committee, without comment.
- † Pray for the pool of candidates.

The Third Meeting

- † Look at the gifts and talents versus the needs of the church.
- † Consider the balance of ages, sexes, races and those with disabilities to ensure a balance on the boards.
- † Visit the candidates in pairs, making an appointment for the visit.
- † Be prepared to give them a listing of expected responsibilities (use Scripture, the Book of Order, local requirements, etc.). Also give dates of first meeting, Leadership Training, Presbytery meetings, etc.
- † For Deacons it may be possible to meet before or after worship.