

Nominating Committee Description and Purpose First Baptist Church, Los Alamos, New Mexico

Purpose:

The Nominating Committee with the guidance of the Holy Spirit selects nominees for all elected positions other than staff positions identifying interests and gifts of the nominees and recommends them to the church. It monitors the performance of members elected to positions and serves as liaison between them and the congregation.

Membership:

The Committee members are nominated by the Committee itself and elected by the congregation. The Committee shall consist of a chairperson and five members.

Organization:

The Committee is made up of five members, one of whom serves as chairperson. The members shall serve three (3) years on a rotating basis. No member shall serve more than 3 years in succession and must remain off the Committee for 1 year before they are eligible for reelection. Each year the Committee shall designate a chairperson and the required number of members for election by the church. The Committee operates under Robert's Rules of Order.

Areas of Responsibility:

- Selecting and nominating candidates for all elected positions except staff positions
- Assisting in recruiting team members if requested
- Monitoring the performance of members elected to positions to assure a good "fit" between the member and the duties of the position
- Recommending corrective action by the congregation if necessary
- Serving as a liaison between elected members and the congregation

Duties:

The Committee

- Selects, enlists and nominates members to serve on Teams and Committees with terms of service to coincide with the designated church year
- Selects, enlists and nominates members to fill elected positions if they are vacated before the term of office is completed
- Provides the member being enlisted for a nomination with information about the position
- Surveys the congregation periodically with respect to interests and gifts
- Assists Team leaders in recruiting Team members if requested
- Talks with Team leaders and Committee chairmen and members periodically to assess that the interests and gifts of these people "fit" well with the purpose of the group
- Recommends reassignment or removal of those elected to ensure that members are in the position where they can serve best

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- Brings recommendations of members of the congregation to the attention of Team leaders and Committee chairmen as appropriate
- Arranges meetings between Team leaders, Committee chairmen and members of these groups as appropriate to plan or problem solve
- Reviews ministry statements of Teams and Committees periodically and works with these groups to revise and update as needed
- Reviews church policies periodically and recommends revision and updating to the appropriate Team or Committee
- The Committee will review this Committee description periodically, revise and update it as needed and present changes to the congregation for approval.
- The Committee will review relevant church policies periodically and recommend revisions and updates to the congregation for approval.