**Fairfield Glade Community Church**

**NOMINATING COMMITTEE**

**Standard Operating Procedure**

# TITLE:

Nominating Committee SOP

# DATE APPROVED: March 8, 2018

March 1, 2014

Submitted 2016 – no changes

Submitted 2-2017 – multiple changes

Submitted 2-2018 – Confidentiality Issues and clarification of expected

attendance to meetings for prospective board members and nomination

committee members.

# MISSION STATEMENT:

The mission of the Nominating Committee is to seek persons with vision, maturity, energy and a passion to fill positions on the Board and the Nominating Committee of Fairfield Glade Community Church.

# MEMBERSHIP:

In accordance with the Fairfield Glade Community Church By-Laws, the membership of the Nominating Committee (Committee) shall consist of five members - two members of the Board (one shall be the Board Vice President), and three members at large, approved by the congregation (one new member at large elected annually). The Committee members are expected to serve a three-year term. Ex-officio members are the current Board President and Pastor, with voice but no vote.

* Chairperson (Board Vice President)
* Member (Board Member)
* Member (3 years remaining on term)
* Member (2 years remaining on term)
* Member (1 year remaining on term)
* Pastor (ex-officio member)
* Board President (ex-officio member)

At the first meeting of the year a vice-chairperson (if desired) and minutes clerk will be elected for the Committee.

# MEETINGS:

The Committee will meet at least quarterly and/or at the call of the Chairperson on a date, time, and location convenient to all. Because of the duties of the Committee, it is likely that additional meetings will be necessary late in the third quarter and early in the fourth quarter of the calendar year.

# REPORTS:

1. Written minutes of all Committee meetings will be prepared and distributed as appropriate. Any and all NC deliberations concerning candidates are considered as “Confidential” and only distributed to NC members. (The NC Chairperson shall determine what information can be presented to the Board, prior to informing the board of a specific slate of candidates).
2. An Annual Report will be prepared and submitted to the Church Administrative Assistant prior to December 15th each year.

# DUTIES:

1. The Committee will identify and nominate four candidates to fill Board positions and nominate one person to fill a Nominating Committee position each year.
2. The committee will identify and nominate additional candidates to fill vacant positions on the Nominating Committee due to any other circumstances such as Church membership termination, illness, death, etc. If such circumstances create a vacancy on the Board, the Board may task the Committee with recommending a candidate to serve out the year. However, in accordance with the Church By-Laws (Article IV, Section B #9), the Board may appoint the member without consulting the Committee.
3. Requirements to serve on the Board or on the Nominating Committee
* Be members in good standing of FFG CC.
* Although not a requirement, having access to a computer and the ability to communicate via email is helpful and highly recommended.
* Be willing to serve for three years or for the unexpired term of a vacant position.

Board Member Candidates

* Be able to attend the great majority of Board meetings (held on the second Thursday of each month at 2:00 p.m.)
* Be able to attend the great majority of Quarterly Board/Committee Chairperson meetings (as scheduled by the Board)
* Be willing to serve as Board Liaison to one or more of the committees (as assigned by the Board President), to attend those committee meetings, and to report Board-related items to the Board in a timely fashion.

Nominating Committee Member Candidates

* Be able to attend the great majority of Committee meetings (usually held quarterly or at the call of the Committee Chairperson). Due to the duties of the Committee, additional meetings may be required late third quarter and early fourth quarter
* Be willing to conduct one-on-one interviews with potential Board or Nominating Committee candidates.
1. Nominating Committee Process (Follow a similar process for Nominating Committee candidates.)
* Create a list of potential candidates for the Board vacancies by
	+ assembling names from Time & Talent survey results
	+ compiling additional names from Board and/or Committee member recommendations
	+ making announcements in the weekly and monthly *Messenger* that anyone interested in learning about Board candidacy may contact a Committee member.
* Prepare a questionnaire for use in interviewing each candidate, so consistent information is gathered on each potential nominee.
* Assign Committee members to conduct an interview of each candidate using the questionnaire. Set a timeline for completing the interview process.
* As a Committee, review and discuss each candidate’s interview responses.
* Prioritize the results of the Committee discussion.
* Select nominees to recommend, and submit them to the Board prior to the October Board meeting.
1. Committee Member Duties

Chairperson:

* Manage the members in accomplishing the mission and duties of the Committee.
* Schedule and publish meeting dates, times and locations with the Church Administrative Assistant and Committee members as far in advance as possible.
* Prepare and distribute the meeting agenda to the Committee members, the Board President, the Board Liaison, and the Pastor.
* Run the Committee meetings.
* The NC Chairperson shall determine what information can be presented to the Board.
* Prepare and submit the Annual Report to the Church Administrative Assistant for inclusion in the FFG CC Annual Report prior to December15th.

Vice-Chairperson:

* Perform the same duties as the Chairperson whenever the Chairperson is absent.

Minutes Clerk:

* Take appropriate notes (aka minutes) during the Committee meetings to prepare the minutes.
* Prepare the minutes, ensuring the confidentially of issues, and distribute the minutes to all Committee members for review, comments, and corrections within five days.
* Email Non-Confidential minutes to the Board President and Church Administrative Assistant no later than two days prior to the next Board meeting.
* Assist in the preparation and distribution of correspondence or reports by the Committee.
* Assist in the preparation of the Annual Report, as requested by the Chairperson. The Annual Report is due to the Church Administrative Assistant prior to December 15th.

All Committee Members (including ex-officio members)

* Attend and participate in all Committee meetings.
* Perform tasks as assigned by the Committee.

# COORDINATION REQUIREMENTS:

The Committee shall coordinate and formally communicate with the following.

Board:

* After each Committee meeting, email Non-Confidential minutes to Board President. (The NC Chairperson shall determine what information can be presented to the Board).
* Prior to the October Board meeting of each year, recommend candidates for approval by the Board and for Board presentation to the congregation for approval at the November Congregational meeting.

Congregation Members:

* Recruit candidates for vacant Board and Nominating Committee positions.

Church Administrative Assistant:

* Coordinate the schedule for meeting room dates and times
* Send (email preferred) Non-Confidential minutes of each Committee meeting for her to distribute email or paper copies to Board members. (The NC Chairperson shall determine what information can be presented to the Board).
* Send (email preferred) Annual Report for the Committee by December 15th each year.

Personnel Committee.

* Submit SOP updates to the Personnel Committee Chairman by the end of February each year.

# FUNDING:

None

# 10. SUBCOMMITTEES:

None

# 11. EQUIPMENT:

None

# 12. DISTRIBUTION:

Personnel Committee Chairperson

Board President

Board Liaison

All Nominating Committee Members

Church Administrative Assistant

Attachment: Interview Question Form

Submission Dates:

2014 – Initial

2016 – No changes

2017 – Substantial changes

2018 – Confidentiality Issues and clarification of expected

attendance to meetings for prospective board members and nomination

committee members.