

## **Nominations Committee** **Policies & Procedures**

### **I. Purpose**

The purpose of this document is to establish guidelines for the Nominations Committee at White Rock Community Church (WRCC).

### **II. Authority and Responsibility**

This policy is reviewed by the Church Council and approved by the Congregation. It is the responsibility of the Church Council to ensure compliance with this policy.

### **III. Policy**

The WRCC Constitution and the WRCC By-Laws act as the primary policy and operating guidelines for WRCC. Individual Committee Policy and Procedures shall also be abided by as secondary guidelines.

The following policy statements apply to the Nominations Committee at WRCC

- A. **MISSION STATEMENT** - The mission of the Nominations Committee is to find qualified individuals to serve as Church Treasurer, Church Clerk, and on the church's Administrative Committees (Finance, Nominations, Personnel, and Policy & Procedures)..
- B. **MEMBERSHIP** - Membership in an Administrative Committee shall be for a term of one (1) year, and shall begin with their election at the September Congregational Meeting and shall run until the September Congregational Meeting of the following year. Membership in an Administrative Committee requires being an active member of the church for the previous 12 months when elected. Spouses or Domestic Partners of Pastors are restricted from serving on any Administrative Committee. Couples are restricted from serving on the same Administrative Committee. A member may serve on only one Administrative committee. Throughout the year people may be placed on an Administrative Committee by Church Council, as needed; and serve until replaced by the Nominations process, or by Nominations with Congregational approval and serve until the next September Congregational Meeting. (See WRCC By-Laws, Article X-Committee Structure.)
- C. **OFFICERS AND ELECTIONS** - The first order of business at the committee's meeting in October shall be to elect a Chair and a Secretary. Elected Chairpersons may only serve a maximum of two (2) consecutive terms as a Chair on any committee. (See WRCC By-Laws, Article IV – "Church Officers.") Election results must be reported to the Church Clerk prior to the October meeting of the Church Council.
- D. **COMMITTEE GUIDELINES** – An Administrative Committee shall consist of at least five (5) members, including the Chairperson. Minimum membership for an Administrative Committee to be active is four (4) members. The Pastor or the Pastor's designee shall act as a non-voting observer and advisor. A quorum for an Administrative Committee meeting is a simple majority.
- E. **FURTHER COMMITTEE NOTES** - Meetings of all committees are to be conducted according to the Committee Guidance Rules as listed in the documents "Guiding Principles" and "Ten Rules for Respect". Each committee member shall be provided a copy of these documents at the first meeting of the committee in October.

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### F. **RESPONSIBILITIES** -

The Nominations Committee shall have the following responsibilities:

- 1) The Chairperson shall hold a seat on the Church Council.
- 2) Submit monthly, within two weeks of approval, a copy of the minutes from the prior month's committee meeting to the Church Clerk and Administrative Assistant.
- 3) To insure the committee membership requirements are met:
  - A Church Officer must have been an active member of the church for the previous 12 months when elected.
  - To be on an Administrative Committee you must have been an active member of the church for the previous 12 months when elected.
  - Church officers, except the Pastor and Trustees, may serve for only two consecutive terms.
  - No member may hold more than one elected Chair position at a time.
  - A member may serve on three committees, with no more than one being an Administrative committee.
  - Spouses or Domestic Partners of Pastors are restricted from serving on any Administrative Committee.
  - Couples are restricted from serving on the same Administrative Committee.
  - An Administrative Committee shall consist of at least five (5) members, including the Chairperson. To be an active committee an Administrative Committee must have four members.
- 4) For the September Congregational Meeting review qualifications of candidates, hold interviews and create a slate of qualified candidates for Church Clerk, Church Treasurer, and the Administrative Committees.
- 5) If the Church Clerk position becomes vacant during the year; review qualifications of candidates and create a slate of candidates for Congregational vote for the position of Church Clerk.
- 6) If the Church Treasurer position becomes vacant during the year; review qualifications of candidates and create a slate of candidates for Congregational vote for the position of Church Treasurer.
- 7) If at any point membership of an Administrative Committee falls below 5 persons, seek candidates to join the Administrative Committee by reviewing qualifications of candidates, interviewing the candidates, and creating a slate for Congregational vote at the next Quarterly Congregational Meeting.
- 8) During the annual fall committee commitment period coordinate requests for involvement in Ministry Committees and provide to the Ministry Committees and their Pastoral Liaisons.

**Approved By:**

09/14/2013 Church Council

11/24/2013 Policies and Procedures