

SESSION COMMITTEE JOB DESCRIPTION 2014

Committee: All-Church Nominating Revision Date: *March 1, 2014*

References: Scripture – 1 Corinthians 12:4-6 “There are different kinds of gifts, but the same Spirit distributes them. There are different kinds of service, but the same Lord. There are different kinds of working, but in all of them and in everyone it is the same God at work.”

Book of Order - Book of Order G-2.0401, G-2.0404, W-4.4000

Webster Presbyterian Church By-Laws – Section V

Mission: The mission of the All-Church Nominating Committee is to seek and recommend a slate of church officer nominees to be elected by the congregation annually to the Session, the Board of Deacons, and the Board of Trustees, as well as a slate of At-Large Nominees to serve on the All-Church Nominating Committee.

General Responsibilities: To prayerfully identify, contact and recruit church officer candidates from among the active membership of the congregation to serve in these capacities.

Composition: At least 7 members to be selected annually for a one year term (unless extended by vote of the congregation) - 1 to 2 sitting elders, 1 deacon, 1 trustee, and 4 at-large members from the congregation.

Committee Chair: Session Member

Meetings: Beginning prior to the start of the church calendar year (September), meetings are at the discretion of the members of the committee, beginning and ending in prayer.

Specific Responsibilities:

1. Using the current church directory and other sources, identify and prioritize potential nominees for each of the positions.
2. Assign specific committee members to make individual contact with selected candidates in priority order.
3. Coordinate with pastor and church secretary to prepare invitation letters and appropriate job descriptions to be presented to the candidates.
4. Communicate via e-mail or other appropriate means the status of all contacts and responses.
5. Submit the slate of officer nominees to the congregation for election in December or January. Submit the slate of At-Large Nominating Committee nominees to the congregation for election at the January Annual Meeting.
6. Near the end of the year provide a write-up on the year for the church's Annual Report.
7. Maintain a record of the committee's actions and the candidate responses/results from the nominating process.