

Guidelines summarized by Ruth Martin, member of Leadership Selection Committee, 1999

Structure

1. Comprised of four persons appointed by Church Council by January each year.
 - a. two of the four carry over from the previous year.
 - b. chair of the committee is appointed by the Church Council.
2. Oversees the selection of individuals to fill available positions/roles in congregational life.
3. Convenes as needed to select candidates/make appointments

Definitions

1. Chair refers to incoming chair person.

Activities

February/March

1. Committee chair of the previous year provides to new Chair:
 - a. current church year Leadership Slate
 - b. verification of roles/positions to be filled by the committee
2. Chair contacts each committee chair to:
 - a. verify committee membership and terms
 - b. learn about any potential changes/concerns affecting the committee e.g. desired qualifications of committee members, size of committee, etc
3. Chair works with Church Council chair or Congregation Administrative Assistant to develop Leadership Nomination Form for the new church year.
4. Chair arranges to have Leadership Nomination Forms printed and distributed to each mailbox by the end of March. An additional supply should be available in the mailbox area.
5. Nomination Forms are to be completed and returned to a member of the Leadership Selection Committee (LSC) no later than one month prior to the May congregational meeting.
6. Provide announcement for the nomination process in the church bulletin and highlight it during announcement time in both services. Emphasize the importance of everyone's participation in the nomination process.

April

1. Leadership Selection Committee meets to organize the process of filling positions.
2. Suggestions to facilitate this process at first meeting after the nomination forms are received:
 - a. Meet in a place with a big table so each person has room to write, spread papers, and pass them on to his/her committee members.
 - b. Provide blank sheets of lined paper, pencils with erasers, and blank copies of the Nomination Form for each committee member.
 - c. Allow at least two hours for this meeting.
 - d. Invite each committee member to select the committees/positions they wish to work with.
 - e. From the Nomination Forms, each LSC member writes down the nominations for the committees/positions they are working with.
- f. After all nominations are written down, the committee reviews each list of nominees.
 1. note duplications and decide which position that person is best suited for.
 2. identify chair and chair-elect candidates to contact.
 3. assess appropriateness of nominees for the positions.
 4. self-nominations are given priority consideration for the position in which they are willing to serve.

- g. Chair requests LSC members to:
 - 1. contact her/him as positions are filled
 - 2. keep record of responses for possible reference later.
- 3. Committee members should become familiar with the responsibilities/ duties of the positions for which they will be contacting persons to fill. This information is available from the incumbent, the CECO document and the committee chair.
- 4. The nominations for Christian Education Teachers, Program Leaders, and Peace School Committee are forwarded to the chair of the Children and Youth CE Committee

May

- 1. Committee members contact nominees promptly so Leadership Slate is as complete as possible for the May congregational meeting.
- 2. Chair should stay in contact with LSC members to assist with concerns and insure steady progress in completing slate promptly.

After May Congregational Meeting

- 1. LSC members continue working to fill open positions.
- 2. Approvals for persons accepting positions are made by Church Council