

A Quick Start GUIDE

NOMINATING COMMITTEE



A Quick Start Guide for the Nominating Committee

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Available from:
AdventSource
5040 Prescott Avenue
Lincoln, NE 68506
800.328.0525
www.adventsource.org

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Printed in the United States of America

ISBN #: 978-1-57756-705-9

Introduction

Thank you for accepting the role as a member of your local church's nominating committee. You are making a valuable contribution to the lifecycle of the ministries in your church and helping to fulfill the Gospel Commission. The work of the nominating committee directs the local church in its mission as well as its leadership. This is a solemn responsibility and should not be taken lightly.

How is the Nominating Committee Formed?

A nominating committee is appointed once every one or two years, depending on the local church's timeframe for the election of church officers. The process begins with the local church appointing a committee to create a list of names which they recommend for the nominating committee. In some congregations this may be done by the church board. Once the list is complete, the church members vote on the nominations.

The size of the nominating committee should represent the size of the congregation – a small church will need a smaller committee, while a large church requires more members. In larger churches, the nominating committee may divide into subcommittees that work to find officers for different areas of ministry.

The pastor usually serves as chairperson of the nominating committee and is an ex officio member. If the pastor does not serve as chairperson, the committee recommends the name of a member to serve as chair.

Seventh-day Adventist Church Manual



As a member of the nominating committee, you should become well acquainted with the *Seventh-day*

Adventist Church Manual, which provides the operating guidelines for Seventh-day Adventist churches. For the work of the nominating committee, the most important sections include Church Election, Church Officers and Their Duties, and Auxiliary Organizations of the Church and Their Officers. Available from AdventSource at 800-328-0525 or www.adventsource.org. Catalog #520380

Work of the Nominating Committee

The work of the nominating committee must be completed in a timely and efficient manner. Shortly after its appointment, the committee should be called into session by the chairperson. An overview of the committee's responsibilities should be presented in this first meeting. The committee should spend time in prayer, asking for God's leading and wisdom as they work together to choose the leadership for the church.

During this time, the committee should review the church's mission and how the various ministries work to serve the community. This will help the committee determine which offices are needed to carry out the church's mission. If a church chooses to create a new officer position not included in the *Church Manual*, the church board may need to approve the position prior to the nominating committee selecting someone to fill the new role.

A church may not need to fill every position listed in the *Church Manual*. The nominating committee should ask the church board to prioritize the list of offices and ministries. This will assist the nominating committee in focusing first on the most necessary offices and ministries.

Who is Eligible to Serve?

Prior to the nominating committee's first meeting, the pastor should work with the church treasurer to prepare a list of church members who are eligible to serve as church officers. Those on the list must fit the following criteria. The committee should not discuss in detail names that are left off of the list.

Eligibility to hold office includes:

- Being a baptized member of the Seventh-day Adventist Church
- Holding membership in the local church
- Faithfully tithing
- Not being under any form of church discipline
- Morally fit: Exodus 18:21; Acts 6:3; 1 Timothy 3:7, 2; Timothy 2:2
- Religiously fit: 1 Timothy 3:1-13; 1 Timothy 4:12-16; Titus 1:5-11; Titus 2:1, 7, 8
- Should show respect and deference to the ministers and officers of the church (*Seventh-day Adventist Church Manual*, 17th edition, pg. 47)
- Have a cooperative and unifying spirit (*Seventh-day Adventist Church Manual*, 17th edition, pg. 48, 49)

The *Church Manual* allows exceptions to be made for students who are members in regular standing but, for purposes of education, live away from home and regularly attend a church in the area of their temporary residence.

The committee should also examine which offices require ordination and the biblical guidelines for those who hold those offices. See the *Seventh-day Adventist Church Manual* for more information.

Don't use a church office to attempt to reconnect with someone who hasn't been regularly attending church. This often doesn't work and the position isn't filled. Once an individual has rejoined regular fellowship, the nominating committee may ask them to serve in a ministry position.

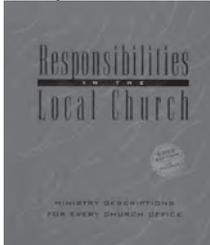
A list of offices should be presented to the committee for consideration. The nominating committee will consider the appointment of the following offices:

- Elder(s)
- Deacon(s)
- Deaconesses(es)
- Clerk
- Treasurer
- Assistant treasurer(s)
- Children's Ministries coordinator
- Church chorister or song leader
- Church organist or pianist
- Education secretary
- Family Ministries leader(s)
- Women's Ministries leader
- Ministry to People with Disabilities coordinator
- Personal Ministries leader
- Personal Ministries secretary
- Bible School coordinator
- Publishing Ministries coordinator

Responsibilities in the Local Church

Created by the
North American Division

Responsibilities in the Local



Church is a collection of ministry descriptions outlining the responsibilities of local church

officers. Use them as information sheets for recruiting volunteers and working with the nominating committee. This book includes 54 ministry descriptions on CD with PDF files for PC and Mac. Available from AdventSource at www.adventsource.org or 800-328-0525.

English Book and CD

Catalog #523200

English CD Catalog #523199

Spanish Book and CD

Catalog #523197

Spanish CD Catalog #523198

- Interest coordinator
- Community Services director
- Sabbath School superintendents(s)
- Sabbath School assistant superintendents(s)
- Sabbath School secretary
- Sabbath School assistant secretary
- Sabbath School division leaders
- Sabbath School Investment secretary
- Vacation Bible School director
- Home and School Association leader
- Home and School Association secretary-treasurer
- Dorcas Society leader
- Dorcas Society secretary-treasurer
- Adventist Junior Youth Society leader
- Adventist Youth Society leader
- Pathfinder Club director
- Pathfinder Club deputy director(s)
- Adventurer Club director
- Religious Liberty leader
- Communication secretary or Communication Committee
- Health Ministries leader
- Stewardship leader
- Church board
- Church school board

These offices should include any leadership personnel the church may deem advisable, except Sabbath School teachers who are appointed by the Sabbath School Council and approved by the church board.

Choosing the Right Person for the Job

The Bible states that we are all given talents and our ministry areas should be according to those talents. These can be found in 1 Corinthians 12: 1, 4, 9, 28, 30, 31; Ephesians 4:11; Romans 12:6-8; and 1 Corinthians 12:7-11.

It is useful to survey the congregation to learn who is interested in helping with different ministries, and what skills members are willing to share. This can be achieved through a spiritual gifts discovery process using resources such as Connections (see sidebar) or by conducting a congregational survey. If you choose the survey, it is best to distribute this survey during the church service and/or via email every week for a month before the committee begins its work. For an example, see the sample form on p. 10. Once spiritual gifts have been determined, the committee should then match ministry opportunities with individuals who can best fill each area.

Following this step, committee members need to be assigned to a list people to invite to serve in the selected ministry positions. Committee members should supply a list of the expectations for each position to the member being asked to hold that office. Ministry descriptions are available in *Responsibilities in the Local Church*, available from AdventSource at www.adventsource.org or 800-328-0525.

Asking Others to Serve

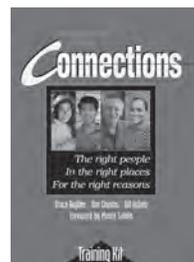
Before you approach the people on your list, take time to pray once again over the names and positions. Ask the Holy Spirit to go before you, preparing people's hearts and minds. The positions are God's work and not ours. Allow Him to impress individuals for service.

Once the names and positions have been chosen, it is time to approach individuals and ask them to give of themselves, their time and energy. Remember, these positions are voluntary and no one should be coerced into taking any position.

Committee members may wish to use worksheets to assist with the calling process. Each worksheet would provide areas to record individuals' names, spiritual gifts, areas of interest, availability, and acceptance or denial. For an example, see the form on p. 14.

Connections Kit

Created by the
Center for Creative Ministry



Help members of your church discover their personal spiritual gifts, where they can best serve, and their personal style. Individual consultations connect members with a ministry that fits. Kit includes two DVDs leader's manual, PowerPoint slides, consultant and implementation guide, and a participant guide. Available from AdventSource at www.adventsource.org or 800-328-0525. Catalog #420055

Individuals can either be contacted in person, on the phone, or through a letter or email. No matter which method is chosen, be sure to provide a brief overview of the ministry position and let them know that the nominating committee has spent time in prayer as they have considered each church office.

Answer any questions the individual might have about the ministry position. If there is something you are not sure about, assure them that you will check with the pastor and learn the answer. Be sure to follow up as soon as possible.

Pray with the individual that God will give them wisdom as they listen for His leading. Give the individual time to think and pray about the matter. Do not ask for or accept an immediate answer. Time should be spent in prayer seeking God's guidance before accepting any ministry position. Tell the individual that you will check back with them in two or three days to ask for their answer.

When you contact the person again, if their answer is no, ask if they understand the ministry position. If they indicate they do and still say no, you may want to ask if they would prefer to fill another position.

The nominating committee should recognize that every office may not be filled. Do not become discouraged, but remember that God is in control of the church. He will bring the necessary people with the right gifts to complete the church's mission and reach the community.

Members Have a Voice

Local church members may meet with the nominating committee or its sub-committees to make suggestions and/or objections. The committee should hear what the member has to say, but do not discuss it while the member is present.

Silence is Golden

The nominating committee is required to keep information from meetings confidential. Ethically, committee members should not share or repeat any information from meetings with anyone outside of the committee. This includes any report, discussion or conversation involving any member under consideration for office. If a committee member breaks this confidence, he or she can be dismissed from the committee.

If there is a reason to make inquiries about an individual outside of the committee, this should only be done by the chairperson.

Asking for Church Approval

When the nominating committee has completed the task of filling positions, the report is taken to the entire church for a vote. Before this is done, the committee should go over the list one last time to ensure the following:

- Every active member has been invited to serve.
- Each person on the list of prospective officers has been asked and they have agreed to the position(s).
- There is balanced representation from among your congregation. This would include new and long-term members, members of all ages, singles, men and women, various ethnic and occupational groups, etc.

The written report should be distributed to each member when it is taken to the church for the first and second reading. If the church chooses, the report can be read to the congregation. However, reading the report aloud is not required.

At the time of the first reading, announce when the second reading and final vote will be taken. Also announce that if any member has objections, they have the right and privilege to bring their concerns to the nominating committee. Individuals who have objections should make an appointment with the pastor or chairperson of the nominating committee to share their concerns. This must be done before the second reading.

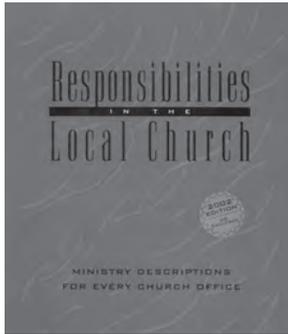
The entire church should vote on the Sabbath when the second reading is held. The election is based on a majority vote of those present.

Conclusion

Your service as a member of the nominating committee is a crucial part of the operation of your local church. By giving your time, you are contributing to the outreach and ministry of the church. Remember that God will lead you as an individual and as a committee if you continually seek His guidance.

Resources

The following resources are available from AdventSource. For a complete list, visit www.adventsource.org or call 800-328-0525.



Responsibilities in the Local Church

Created by the North American Division

Responsibilities in the Local Church is a collection of ministry descriptions outlining the responsibilities of local church officers. These ministry descriptions can be photocopied as a two-page sheet – front and back. Use them as information sheets for recruiting volunteers and working with the nominating committee. Hand out a ministry description sheet with each new assignment. This

book includes 54 ministry descriptions on CD with PDF files for PC and Mac.

English Catalog #523200

Spanish Catalog #523197

English CD Only #523199

Spanish CD Only #523198

Quick Start Guides

Quick Start Guides contain all the information you need to start or revitalize a ministry in your local church. Each Quick Start Guide includes a job description, steps for getting started, tips for maintaining a successful ministry, troubleshooting suggestions, recommended resources, and more. Quick Start Guides are perfect to pass out to members recently selected for new roles in ministry. The Quick Start Guide series includes the following titles:

- Beginner Sabbath School Catalog #556266
- Kindergarten Sabbath School Catalog#556267
- Primary Sabbath School Catalog #556268
- Junior Sabbath School Catalog #026070
- Earliteen Sabbath School Catalog #026065
- Children's Ministries Coordinator* Catalog #026060
- Church Board Member* Catalog #416220
- Church Clerk* Catalog #416221
- Church Treasurer Catalog #313022
- Communication Director Catalog #250120
- Community Service Director Catalog #113202
- Deacon and Deaconess* Catalog #416226



- Disabilities Ministries Coordinator Catalog #416498
- Elder* Catalog #417480
- Family Ministries Catalog #351745
- Greeter* Catalog #416227
- Health Ministries Coordinator Catalog #500228
- Home and School Association Leader Catalog #026085
- Pathfinder Club Director Catalog #001520
- Personal Ministries* Catalog #420535
- Religious Liberty Catalog #417485
- Sabbath School Investment Secretary Catalog #556270
- Sabbath School Secretary* Catalog #416228
- Sabbath School Superintendent* Catalog #556265
- School Board Member Catalog #050312
- Stewardship* Catalog #313025
- Women’s Ministries Director Catalog #630455
- Youth Ministries* Catalog #620463



Quick Start Guide Starter Set

*Included in Starter Kit

Catalog #416596

Find more titles in English and Spanish at www.adventsource.org or 800-328-0525. Quantity discounts are available.

Survey

Because we want everyone to have an opportunity to become involved in ministry, your nominating committee would like to know how you would like to serve. Please share by indicating your areas of interest on this survey.

Visitation

- I would be willing to visit a shut-in and take them a recording of the sermon.
- I would be willing to visit someone who has not recently attended church.
- I would like to be involved in a group that sings for nursing home residents.
- I would like to donate my time on a weekly basis to be a friend to a new or inactive member.

Evangelism

- I would like to learn how to give Bible studies.
- I would be willing to devote two hours per week to giving Bible studies.
- I would like to distribute Christian literature.
- I would like to assist in conducting an evangelistic series in the following way(s):
 - Greeter
 - Material organization
 - Music
 - Usher
 - Parking attendant
 - Childcare
 - Refreshments
 - Follow-up visitation

Health Ministries

- I would be willing to teach or assist with a vegetarian cooking school.
- I would be willing to teach or assist with a vegan cooking school.
- I would be willing to assist in the kitchen – washing dishes, prep work, etc. for cooking schools.
- I would be willing to register people for a cooking class.
- I would be willing to assist with set-up or decorating for a cooking school.
- I would be willing to teach a class about healthy living.
- As a health professional, I would be willing to teach health classes on the following topics: _____

Children's Programming

- I would be willing to help with childcare during meetings at the church.
- I would enjoy working in a Sabbath School class for children.
 - Ages 0-3
 - Ages 4-6
 - Ages 7-9
 - Ages 10-12
 - Ages 13-15
 - Ages 16-18
- I would enjoy helping with socials for older children/teens.
- I would enjoy telling a children's story for church.
- I would like to help with Vacation Bible School.
- I would like to help with Adventurers.
- I would like to help with Pathfinders.
- I would be willing to provide musical accompaniment for children's Sabbath School.
- I would like to help with the youth group.

Church School

- I would enjoy helping with the Home and School Association.
- I would like to help with the maintenance of the church school.

Music Ministries

- I would be willing to play piano for church or Sabbath School.
- I would be willing to be a church organist.
- I would enjoy doing special music for church or vespers.
 - Singing
 - Instrumental – what instrument? _____
- I would be willing to lead congregational singing for church or vespers.
- I would like to join the church choir.
- I would enjoy helping with the church sound system.

Media and Communication Ministries

- I would like to assist with the church website.
- I would like to assist with a church blog.
- I would like to keep the church's social networking website profiles updated.
- I would like to assist with PowerPoint during services.
- I would like to write news stories for the church website, newsletter, conference communication department, or local media.
- I would like to photograph church events.
- I would be willing to do public relations work for the church (placing ads in local media, putting up posters, etc.).
- I would enjoy assisting with audio/video production.

Office

- I would enjoy stuffing and labeling envelopes.
- I would enjoy data entry or record keeping.
- I would be willing to serve as a church librarian or assistant.
- I would enjoy doing secretarial work for the church.
- I would be willing to answer the church phone to relieve the secretary during office hours.
- I would be willing to help keep weekly attendance records.
- I would be willing to make church-related phone calls, such as reminders for meetings.

Vespers and Sabbath Morning Service

- I would enjoy serving as a greeter for church services, concerts, evangelistic meetings, etc.
- I would be willing to lead or help lead a Sabbath School class.
- I would enjoy participating in drama presentations.
- I would enjoy planning vespers programs.

Service Ministries

- I would like to work with family ministries.
- I would like to provide food for funerals, families with new babies, etc.
- I would like to provide transportation for people needing a ride.
- I would be willing to serve as an usher.
- I would like to help with maintenance work on the church building or grounds.
- I would like to help provide security for our facilities on Sabbath and for other church gatherings.
- I would enjoy being involved with men's ministries.
- I would like to assist with women's ministries (check areas of interest):
 - Preparing baby gifts
 - Planning monthly meetings for women
 - Secret sister
 - Other _____
- I would be willing to help with baby or wedding showers.
- I would enjoy occasionally hosting a weekly Sabbath luncheon for visitors.
- I would enjoy serving on the social committee.
- I would like to help with community service projects.
- I would like to inform the church of current issues pertaining to religious liberty.

Teaching

I am interested in teaching a class on the following topic:

Other

I would like to serve my church by:

Name:

Phone:

Email:

Nominating Committee Worksheet

Member's name: _____

Nominations: _____

Spiritual gifts: _____

Areas of interest: _____

Availability: _____

Date of first contact: _____

Result: _____

Date of second contact: _____

Result: _____

Form completed by: _____

Sample Letter/Email

Dear _____,

The nominating committee is beginning its work of recommending officers for the new year, and has nominated you for the following position(s):

The committee is requesting that you read the enclosed job description(s) carefully, and prayerfully consider the position(s). If you have any questions regarding the job description(s), feel free to call me for clarification.

If your ministry interests are different than what you see in this mailing, please let me know and we can match you with something for which you feel better equipped. Please let me know as soon as possible so I can report back to the nominating committee.

Thank you for prayerfully considering how God may use you in service for Him.

Sincerely,

Nominating Committee

This Quick Start Guide for Nominating Committee members is full of important information to help you fill all of the necessary ministry leadership positions in your church. This guide contains a job description, instructions for getting started, tips for maintaining a successful ministry, troubleshooting suggestions, recommended resources, and more. Whether you're new to the Nominating Committee or a seasoned volunteer, this Quick Start Guide will inspire you with lots of great ideas you can immediately put to use in your church.

Other titles in the Quick Start Guide series include:

- Sabbath School Superintendent
- Children's Ministries Director
- Interest Coordinator
- Church Board Member

For a complete listing of Quick Start Guide titles visit www.adventsource.org



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ISBN: 978-1-57756-705-9



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