

# Nominating Committee Responsibilities

## Mission Statement:

Authority for and membership of the Nominating Committee is found in the Book of Order, G-2-0401. The Nominating Committee is elected annually by the congregation and serves the Providence Forge Presbyterian Church by selecting candidates to serve on the session that will be presented to the congregation for approval.

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## Responsibilities:

1. To select session candidates who have the following characteristics: Candidates must be church members; demonstrate a high level of integrity; are highly respected; live a moderate, consistent, and sensible lifestyle; possess “team player” qualities; are active in the life of the church; and exhibit a strong and mature faith.
2. To present session candidates to the congregation for their approval with a majority vote.
3. Committee Chair (appointed by session) will contact all volunteers (as provided by the Stewardship Committee from the annual Stewardship Campaign) and welcome them to serve on the committee. If the committee is not available to new members, that information should be provided to the Chair of the Stewardship Committee so that such committee is not listed as an option on the Annual Stewardship Pledge Card.
4. Committee Chair (or designee) will maintain a roster of active members on the committee and will provide roster to the Web Team for inclusion on the pfpc.org web site by February of each year. Chair will work with the Policy and Personnel Committee to develop a synopsis of the committee’s duties to include on the PFPC web site.

## BY-LAWS OF PROVIDENCE FORGE PRESBYTERIAN CHURCH

9. Nominations for the Office of Elder shall be made by a representative Nominating Committee made up of the active members of the church, which shall include both men and women, giving fair representation to persons of all age groups and of all racial ethnic members and persons with disabilities who are

members of that congregation. At least two members of this committee shall be elders designated by the Session, one of whom shall be currently on the Session and serve as chairperson of the committee. At least four but no more than six (exclusive of the pastor), shall be chosen by the congregation. None of these shall be an elder in active service on the Session.

10. The Pastor shall be a member of the Nominating Committee, serving ex-officio, and without vote.

11. The Nominating Committee shall be chosen annually, and no member of the committee shall serve more than three years consecutively.