

Committee/Ministry Team Job Descriptions

The Community Church of Sebastopol, United Church of Christ

March 19, 2018

NOMINATING COMMITTEE

Accountability:

The Nominating Committee is accountable to the Church Congregation.

General Purpose:

To ensure a slate of dedicated nominees for the Leadership Council, Nominating Committee, and other active committees, boards and teams.

Essential Responsibilities:

The Nominating Committee shall encourage leadership development among the members of the Congregation, and enlist these members to fill leadership roles.

The Nominating Committee shall nominate and present qualified candidates to the Congregation at the annual meeting for Leadership Council and all other active committee, board and team vacancies. The Committee shall obtain the consent of each candidate before presenting the names to the membership.

Required and/or Desired Knowledge, Skills & Interests:

- A commitment to objectively consider and select the best candidates to serve the Congregation.
- The ability to effectively consider qualifications, both individually and collectively when selecting candidates for Leadership Council, and all other active committee, board and team vacancies.
- A willingness to communicate the responsibilities, expectations and requirements of vacancies to potential candidates.
- The dedication to search out both experienced leaders and those who show future potential, with the goal of involving as many segments of the Congregation as possible in its governance.
- Capacity to maintain a wide perspective of Church life.
- Ability to maintain confidences and follow through on action items in between committee meetings.
- The willingness and skill to consider diverse points of view and to facilitate the nomination of qualified candidates for Church positions that will best address the challenges of the Congregation.
- Excellent oral and written communications skills.
- The ability to interact with integrity and effectiveness in all situations when acting on behalf of the Church.