

HANDBOOK

For

MISSION PRESBYTERY



NOMINATIONS COMMITTEE

Appendix F

Purpose:

The Nominations Committee (NOM) develops a pattern for nominations which assures representation of the constituency of Presbytery in the leadership of the Synod of the Sun and the General Assembly, and places before Presbytery persons whose interests, skills, and experience qualify them for leadership to which they are being nominated.

Membership:

The NOM consists of twelve (12) members in equal numbers of teaching elders (TE) and ruling elders (RE), arranged in three classes. They are elected at the annual meeting of Presbytery upon nomination by the General Council. Any vacancy shall be filled upon nomination by the General Council. Members are elected to three (3) year terms and are eligible to serve no more than six (6) consecutive years.

- a. NOM members may succeed themselves only once.
- b. No member of the NOM shall hold any other elected office in Presbytery or be nominated to any elected office in any position listed below.
- c. Ordinarily there will be two (2) members of each Presbytery Region serving on the NOM at any one time.

Mission Presbytery designates the chairperson of the NOM upon recommendation from the General Council. The NOM elects its own clerk.

Meetings:

Following Orientation, the NOM ordinarily meets face-to-face twice a year in the Spring & Fall. Additional meetings may be held by electronic contact (Skype or similar types of simultaneous communication) or at Presbytery meetings as required to accomplish the work. Email contacts may be used as needed to assure timely selections. Any work done by email will be confirmed at the nearest following meeting.

Members of Committee on Representation (COR) may be invited to attend meetings as deemed useful to both committees.

Quorum:

A quorum shall be declared if three (3) members of the committee, with at least one (1) ruling elder, are present either face-to-face or by electronic means.

Staff Resource: The staff resource for this committee will be the Presbytery Executive or designated appointee.

This committee reports to: Mission Presbytery at its annual meeting in October and in between as needed. Vacancies on Nominations Committee and others are reported to General Council as needed.

Goals/ Responsibilities:

It is the goal of the NOM to elicit support from Presbytery's TEs and clerks of sessions in the pursuit to assure that adequate, responsible, people willing to be led by the Spirit are selected to serve the various functions of Mission Presbytery.

The NOM nominates committee members and chair persons for the following offices, with the exception of the Permanent Judicial Commission (PJC) chair, at the annual (October) meeting and as needed throughout the year:

- Clerk's Committee
- Church Development & Evangelism Committee (CD&E)
- Committee on Ministry (COM)
- Committee on Preparation for Ministry (CPM)
- Committee on Representation (COR)
- Educational Care & Nurture (ENC)
- Mission Outreach & Justice Committee (MJOC)
- Pastoral Care Committee (PCC)
- Permanent Judicial Commission (PJC)
- Youth Connection Committee (YCC)
- Trustees of Mission Presbytery
- Trustees of Henrietta M. King Memorial Fund
- Treasurer
- Moderator-Elect
- NOM recommends names to General Council, one (1) person from each Region in rotation of classes for two (2) year terms, in consultation with the Regions, service not to exceed four (4) years.
- Personnel (sub-committee of General Council)
- Stewardship & Fiscal Oversight Committee (SFOC) (sub-committee of General Council)
- Reports for the Presbyterian Women's Coordinating Team – Moderator (upon their recommendations)

The NOM nominates persons for the following offices as needed:

- Commissioners to Synod
- Commissioners to General Assembly
- General Assembly agencies, as required
- Synod agencies, as required
- Presbytery's Stated Clerk
- Representatives to: Texas IMPACT, Texas Conference of Churches, and other ecumenical bodies in which Presbytery is a member with elected representation.

Procedures

Place before Presbytery persons whose interests, skills, and experience qualify them for leadership to which they are being nominated, and who have previously agreed to

serve. All nominees must be a member of the Presbytery or an active member on the rolls of a church of Mission Presbytery.

Review eligibility, gifts, and participation in the Presbytery's mission of potential nominees. Persons nominated, ordinarily, will serve on only one (1) committee of Presbytery at a time.

Persons may be nominated by any member of Presbytery or self-nominated. Committees may also suggest those who might be uniquely qualified to serve their committee.

Ordinarily, names will not be considered without a nomination form (available through the Presbytery office or website) delivered to the Presbytery office and to the chair of Nominations.

Names for consideration should be in the hands of the Nomination Committee at least two (2) months before the spring or fall meetings of Presbytery.

Develop a pattern for nominations which assures representation of the constituency of Presbytery in all its committees and in the leadership of the Synod of the Sun and the General Assembly.

Review the terms of office to comply with the Book of Order and the Manual of Operations of Mission Presbytery.

Keep current files of persons who have interests and qualifications to serve the mission of the Church. Such files should be kept available in the Presbytery office and should be reviewed periodically by the NOM committee and the Stated Clerk for disposition of files per PCUSA guidelines.

In consultation with Committee chairs, review the participation of those persons elected by Presbytery, contact those who are absent without excuse from two (2) consecutive meetings, and determine if the position has been vacated.

Committees should notify the NOM as soon as possible when unexpired vacancies occur.

Resignations should be in writing to the chair of the member's committee. Committee chairs will provide copies of the resignation letter to the NOM chair and Presbytery office through the Stated Clerk.

Nominate persons to Presbytery to fill vacancies at the next stated meeting of Mission Presbytery. If the unexpired term being filled is for less than one (1) year, the General Council may appoint a person to serve for the remainder of the term.

Regular minutes of the committee's actions should be kept and copies forwarded annually for the Mission Presbytery office to file.

Consult with appropriate Committees or Agencies to assure appropriate training for positions to which elected.

MISSION PRESBYTERY NOMINATION FORM



Date: ____/____/____
Month Day Year

____ (Y) ____ (N)
Name recommended for nomination **Self-referral?** **Signature if Self-Referral**

Home Address **City** **State** **ZIP**

(____) ____ - ____ (____) ____ - ____ (____) ____ - ____ (____) ____ - ____
Home phone **Office phone** **Cell phone** **Fax**

E-Mail Address **Occupation**

Church member of **City**

Age Group:	Gender:	Category:	Racial Ethnic:
____ 0 - 25	____ M	____ Teaching Elder (TE)	____ Asian
____ 26 - 35	____ F	____ Honorably Retired Teaching Elder (HR)	____ Caucasian
____ 36 - 45		____ Ruling Elder (RE)	____ African American
____ 46 - 55		____ Deacon	____ Hispanic
____ 56 - 65		____ Commissioned Ruling Elder (CRE)	____ Middle Eastern
____ Over 65		____ Certified Christian/Associate Educator	____ Native American
		____ Active Member	____ Other: _____

Disability: ____ (Y) Description: _____
 ____ (N) Accommodations Needed: _____

Brief Description of Skills/Experience (*): _____

Recommended For: (Please prioritize if you make more than one recommendation)

- | | |
|---|---|
| <input type="checkbox"/> Church Development & Evangelism Committee
<input type="checkbox"/> Clerk's Committee
<input type="checkbox"/> Committee on Ministry
<input type="checkbox"/> Committee on Preparation for Ministry
<input type="checkbox"/> Committee on Representation
<input type="checkbox"/> Education and Congregational Nurture Committee
<input type="checkbox"/> General Council (GC)
<input type="checkbox"/> Personnel Committee (<i>Sub Committee to GC</i>)
<input type="checkbox"/> Stewardship & Fiscal Oversight Committee (<i>Sub Committee to GC</i>)
<input type="checkbox"/> John Knox Ranch Board of Directors
<input type="checkbox"/> Mission Outreach & Justice Committee
<input type="checkbox"/> Nominations Committee | <input type="checkbox"/> Pastoral Care Committee
<input type="checkbox"/> Permanent Judicial Commission
<input type="checkbox"/> Presbyterian Women's Coordinating Team
<input type="checkbox"/> Trustees for Henrietta M. King Memorial Fund
<input type="checkbox"/> Trustees of Mission Presbytery
<input type="checkbox"/> Youth Connection Committee
<input type="checkbox"/> General Assembly Commissioner
(<i>Commissioner before? If so, indicate year</i> ____)
<input type="checkbox"/> Synod Commissioner
<input type="checkbox"/> Moderator-Elect
<input type="checkbox"/> Wherever Needed |
|---|---|

Non Self-Referral Submitted By:

Name: _____
 Email: _____
 Home Phone: _____ Cell Phone: _____
 Office Phone _____ Fax: _____
 Street Address: _____
 City _____ State _____ Zip: _____
 Name of Church: _____ City: _____
 Signature: _____

Please return form to:

Mail: Mission Presbytery
 7201 Broadway, Suite 303
 San Antonio, TX 78209-3743

Fax: 210-826-0917

E-mail: missionpby@missionpby.org &
ciebeam@aol.com