

Guidelines for Electing a Pastor Nominating Committee

I. Electing a Pastor Nominating Committee (G2-0801 and G2-0802)

“When a congregation has a vacancy in a pastoral position, or after the presbytery approves the effective date of the dissolution of an existing pastoral relationship, the congregation shall, with the guidance and permission of the presbytery, proceed to fill the vacancy in the following manner.” (G2-0801) “The session shall call a congregational meeting to elect a pastor nominating committee that shall be representative of the whole congregation. The committee’s duty shall be to nominate a pastor for election by the congregation. (G2-0802). “According to the process of the presbytery and prior to making its report to the congregation, the pastor nominating committee shall receive and consider the presbytery’s counsel on the merits, suitability, and availability of those considered for the call. When the way is clear for the committee to report to the congregation, the committee shall notify the session, which shall call a congregational meeting.” (G2-0803).

II. Suggested Guidelines (Not part of the Book of Order)

- A. Session meets to set date and time for congregation to meet to elect a Pastor Nominating Committee (PNC).
 - 1. Ten days notice must be given including two successive Sundays.
 - 2. Session could suggest size of committee and recommend to congregation, though final authority for PNC rests with congregation.
 - 3. It may be helpful to elect an odd number of members to the PNC.

- B. Nominations for the PNC may be made by the Session but may be best made by the church-wide nominating committee (the group that nominates the congregation’s elders, deacons and trustees) for the following reasons:
 - 1. The Nominating Committee is ordinarily already established with an active elder as chairperson.
 - 2. The Committee is itself representative of the congregation.
 - 3. The Committee is familiar with the nominations process.
 - 4. The Committee likely knows the members of the congregation and the groups they represent as well as their race, ethnic origin, sex and marital status.

- C. Nominating Committee should provide a mechanism for receiving input of names from congregation.
- D. Nominating Committee's slate should be representative of the whole congregation who have been contacted to determine if they will serve if elected.
- E. Ballots should be prepared in advance with space for nominations from the floor. Care must be taken that persons nominated from the floor are present and have agreed to serve, or that they have consented in advance.
- F. Moderator of Session moderates the congregational meeting when the PNC is elected. COM liaison may be present, if possible, to provide advice.
- G. PNC meets briefly following congregational meeting to elect a convener and to set date and time for their first meeting. COM representative should be present and may serve as convener to provide guidance at the first meeting of the new PNC.

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