

# NHCC

## Nominating Process

### Overview

The church is run by a group of committees in conjunction with the senior pastor. Committee members have term limits, and departing members need to be replaced in the spring of each year. The moderator or assistant moderator convenes a Nominating Committee (NC) several months before the June annual meeting to identify new committee members.

### March

Item	Description
1.	Moderator and assistant moderator decide who will convene and run Nominating Committee (NC chair).
2.	NC chair forms Nominating Committee (NC) by asking committees to select an NC representative. Members should consist of one representative from each of the following: <ul style="list-style-type: none"> <li>• Buildings &amp; Grounds Committee</li> <li>• Christian Education Committee</li> <li>• Mission Committee</li> <li>• Stewardship Committee</li> <li>• Worship &amp; Spiritual Life Committee</li> </ul>
3.	NC chair obtains the following from church administrator: <ul style="list-style-type: none"> <li>• Date of annual meeting</li> <li>• Current slate of committee members</li> <li>• Bylaws or committee descriptions</li> </ul>
4.	
5.	

### April

Item	Description
1.	NC chair contacts representatives and senior pastor and schedules first meeting.
2.	NC holds first meeting to take the following actions: <ul style="list-style-type: none"> <li>• Review slate and committee descriptions</li> <li>• Create list of open positions</li> <li>• Brainstorm possible NHCC members for open positions</li> <li>• Divide list of prospective members and decide who will contact each one</li> </ul>
3.	NC chair keeps full list of who will contact whom.
4.	NC agrees on date for next meeting.
5.	NC members contact prospective members to describe open positions and invite them to serve.
6.	NC continues to meet as needed to compare notes and plan additional outreach.
7.	

## May

Item	Description
1.	Once all contacts have been made and new (prospective) members identified for each position, NC chair sends list of new members to office administrator.
2.	
3.	

## Two weeks before annual meeting

Item	Description
1.	Church administrator creates slate of continuing, departing, and prospective committee members and updates number of years served.
2.	

## One week before annual meeting

Item	Description
1.	Church administrator sends slate to NC chair for review.
2.	Church administrator makes any requested changes, completes slate, and includes it in annual meeting materials.
3.	

## Annual meeting

Item	Description
1.	Moderator or NC chair presents proposed slate.
2.	Attendees discuss proposed slate.
3.	Attendees vote on proposed slate.
4.	

## One week after annual meeting

Item	Description
1.	NC chair sends approved slate to committee chairs.
2.	Committee chairs send welcome email to all new members (some may not attend annual meeting).
3.	
4.	

