

Nominating Committee Job Description

The Community Church of Sebastopol, United Church of Christ

Document created on February 6, 2020 and reviewed/updated February 22, 2024

Term: According to the By-Laws, members serve a 2-year term, or until a successor is elected. Renewable after lapse of 1 year. Terms begin at Annual Meeting of Congregation. Members must be Active or Associate Members of the Church.

Within the church's organizational structure, this Committee is accountable to:
The congregation through the Leadership Council via the Council Officer for Personnel (Council Secretary).

Required # of Committee Members: Five (5) as determined by By-Laws.

Member of Church Staff Team Support: Lead Minister

General Purpose: Supports the mission and ministry of The Community Church of Sebastopol by nurturing a culture of engaged leadership, and by identifying and presenting to the congregation for election qualified candidates for Leadership Council, Nominating Committee, and other positions as determined by the Council.

Essential Responsibilities:

- Maintains records of the prescribed terms of the Leadership Council and Nominating Committee members.
- Communicates with current Leadership Council to anticipate upcoming vacancies and leadership qualities desired in future nominees.
- Identifies and presents at Annual Meeting of the congregation names of willing and qualified candidates for each vacancy as required.
- Additionally, identifies and presents at Annual Meeting of the congregation, names of willing and qualified candidates for the Sebastopol Area Housing Corporation (Burbank Heights & Orchards) Board of Directors, and the Inter-Church Food Pantry Board of Directors.
- Uses best efforts to assure that candidates reflect the diversity, strengths, and needs of the church.
- Nurture a culture of leadership within the church by encouraging church members to participate in leadership roles, activities, trainings, and other opportunities.

Required and/or Desired Knowledge, Skills & Interests of Committee Members:

- Available to attend committee meetings, especially in the fall.
- Interested and willing to seek out members of the congregation to assess leadership interests.
- Ability to think and act broadly and creatively to create a culture of leadership

Roles:

- Committee Chair – elected by the committee for a term of one (1) year - keeps meeting schedule, sets agenda, starts and ends meetings on time, delegates responsibilities and tracks progress, maintains two-way communication with Leadership Council and Staff Team.
- Committee Member - participates fully, maintains confidentiality, volunteers for tasks between meetings, and communicates with Chair in support of completing tasks.
- Council Member and Staff Team Support - attend meetings as necessary, provide system-wide perspective, hold committee accountable to church-wide policies and procedures, educate committee on larger trends.