

Procedure for the Session to Select Trustee and CNC Member Nominees

Purpose

Outline the procedure to be utilized by Session to select the Elders which the Session will nominate for (a) a three-year term as Trustee and (b) a two-year term as Congressional Nominating Committee (CNC) Member at the called Congregational Meeting each year, usually held in late October. This procedure shall also be utilized to nominate Elders to fill the remaining term for any such positions that are unfilled due to the resignation or unavailability of Elders previously elected by the Congregation to those positions.

Subcommittee

At a Stated or Called Session Meeting in September each year, the Session will select and utilize a subcommittee of three members of Session to perform the activities described herein and make a recommendation to Session of proposed nominees for concurrence and approval at a Stated or Called Session Meeting scheduled not less than one week prior to the first published call for the Congregational Meeting. The subcommittee members shall be a current serving Elder also serving as a Trustee, a current serving Elder also serving as a CNC Member, and another current serving Elder who is not eligible for nomination to one of these positions based on the selection criteria established in the By-Laws of the Congregation (in the case of Trustees) and the Congregational Nominating Committee Operating Procedures (in the case of CNC Members). The Pastor shall also be an ex-officio member of this subcommittee without a vote.

Trustee Nominee Selection Process

The eligible candidates for the open Trustee position each year are the four individuals who will be nominated as Elders by the CNC in the next Elder Class. These individuals will not be known until names are submitted by the CNC to the Session in late September/early October. If one of these individuals is designated by the Pastor to be the next Finance Ministry Elder, that individual will not be eligible to serve as a Trustee per the Congregational By-Laws, in which event the Trustee nominee will be named from among the remaining three proposed Elders. The Pastor shall make this selection known to the subcommittee, if applicable, at the time the identities of proposed Class of Elders are received from the CNC. Steps to be taken by the subcommittee to evaluate and select the candidate recommended for the open Trustee position include (but are not necessarily restricted to) the following:

1. Fully consider (a) the attributes each person will bring to the position such as skillsets, experience, likely level of interest based on personal knowledge of the individual's personality, etc., and (b) factors that may make the individual a less desirable candidate, such as labor intensity of their current ministry assignment, other known demands on their time, etc.
2. After jointly discussing and reviewing the pluses and minuses of each potential candidate, select and rank the top two preferred candidates. While it would be preferable for this selection and ranking to be done on a consensus basis, if there is a disagreement among subcommittee members these decisions should be made based on a majority vote.
3. Contact the top preferred candidate to determine whether they are willing to serve in this capacity. In the event the first candidate declines to have their name offered, contact the second listed candidate and confirm they are willing to serve in this capacity.
4. Prepare and submit a motion for the Stated or Called Session Meeting recommending that Session approve the recommended selection as its nominee for the position of Trustee.

CNC Member Selection Process

The eligible candidates for the CNC member position are the Elders whose Elder terms expire at the end of the next calendar year. Steps to be taken by the subcommittee to evaluate and select the candidate recommended for the open CNC Member position include (but are not necessarily restricted to) the following:

1. Fully consider (a) the attributes each person will bring to the position such as skillsets, experience, likely level of interest based on personal knowledge of the individual's personality, etc., and (b) factors that may make the individual a less desirable candidate, such as labor intensity of their current ministry assignment, other known demands on their time, etc.
2. After jointly discussing and reviewing the pluses and minuses of each potential candidate, select and rank the top two preferred candidates. While it would be preferable for this selection and ranking to be done on a consensus basis, if there is a disagreement among subcommittee members these decisions should be made based on a majority vote.
3. Contact the top preferred candidate to determine whether they are willing to serve in this capacity. In the event the first candidate declines to have their name offered for this position, contact the second ranked candidate and confirm they are willing to serve in this capacity.
4. Prepare and submit a motion for the Stated or Called Session Meeting recommending that Session approve the recommended selection as its nominee for the position of CNC Member.