

## 4D - CONGREGATIONAL NOMINATING COMMITTEE

(Reference Book of Order, F-1.0403, G-2.0401 and G-2.0404)

The Congregational Nominating Committee (CNC) is a standing committee of St. Mark Presbyterian Church, as formed by the Session, which nominates candidates for the Session, Diaconate, CNC At-Large Members and, when necessary, the Pastor Nominating Committee (PNC), all of which will be elected by the Congregation.

The CNC also presents to the Congregation for the election of:

1. Session-nominated candidate(s) for Trustee; and
2. Session-nominated and Diaconate-nominated candidates for their representatives on the CNC.

**All CNC discussions are confidential and are not to be discussed with those outside the committee. The CNC Chair may brief the Session as necessary.**

- A. The CNC is comprised of at least eight members: two elders selected by the Session, one Deacon selected by the Diaconate, four At-Large Members from the Congregation, and the Pastor (who is an ex-officio member without a vote).
- B. The CNC term of service is January 1 through December 31.
  1. The CNC Session Elders, from different classes, will serve 2-year terms: one year as Vice Chair, and one year as Chair the following year. If they are elected to serve a second term as a Session Elder, they are also eligible to be nominated for a second 2-year term on the CNC.
  2. The CNC Diaconate member will serve a 2-year term. If elected to serve a second term as a Deacon, the member is also eligible to be nominated for a second 2-year term on the CNC.
  3. The CNC At-Large Members, from different classes, will serve a 3-year term.
- C. The CNC Chair and Session will coordinate the date of the annual congregational election of candidates, which is normally held in late October. Session, Diaconate, and CNC At-Large members shall normally be divided into three equal classes, one class retiring each year. The CNC will provide a single candidate for each of the following open positions:
  1. Elders, who serve a 3-year term. (see Note)
  2. Deacons, who serve a 3-year term. (see Note)
  3. CNC At-Large members who, serve a 3-year term. (see Note)

Note: The CNC may also be asked to nominate, and the congregation to elect a member to a shorter term to fill a vacancy.
- D. Session Elders, Deacons, and CNC At-Large members may serve two 3-year terms, but not more than six consecutive years on their respective boards and are ineligible to be on the same board for at least one year after six years of consecutive service.
- E. The CNC Elder and Trustee nominee(s) are selected by the Session. The CNC Chair will provide the names of Elder Nominees to the Session at least two weeks prior to the first published notification for the called congregational meeting for the election of officers. The Session will provide the names of the selected nominee(s)

for these positions to the CNC Chair in time for the first published notification for the called congregational meeting.

- F. The CNC Deacon nominee is selected by the Diaconate. The Diaconate will provide the nominee for this position to the CNC Chair in time for the first published notification for the called congregational meeting.
- G. The CNC Chair will present a list of candidates (Elders, Deacons, CNC At-Large members, Trustee(s) from the Session, and CNC members from the Session and Diaconate) to the Congregation to be elected in ample time for them to be ordained, trained and installed prior to the start of their term of service. Nominations may be made from the floor by active members of the congregation. The Chair will also provide to the Congregation, for informational purposes, a list of all continuing, previously elected, Elders, Deacons, Trustees, and CNC members. At other times during the year, the CNC will make nominations to fill vacant positions as needed.
- H. The Session will provide notification of called meetings for the purpose of electing officers, to be given on two consecutive Sundays. The meeting may be convened following the notice given on the second Sunday.
- I. The CNC will work with the Session Clerk to maintain a historical list of all elected members (Session Elders, Deacons, Trustees, CNC, and PNC). Information will include name, position, and dates: elected, reelected, resigned or retired, examination, training, ordination, installation, etc.
- J. **Qualifications to serve on the CNC:**
  - 1. Being an active member in the life of St. Mark.
  - 2. Having a good knowledge of members and the activities of the congregation.
  - 3. Reflecting the diversity of the congregation (men/women, older/younger, worship service – traditional/contemporary, ethnicity, etc.)
- K. **Requirements for Nominees:**
  - 1. It is important, for the continuity of the Session, to have Elders with experience as St. Mark church members. This will assure a good balance between new and senior members.
  - 2. The CNC shall ensure that all proposed nominees can comply with the requirements of the *St. Mark Conflict of Interest Policy* before such nominees are finalized.
- L. **Preferences for Nominees:**
  - 1. Nominees have been an active member of St Mark for at least one year.
  - 2. Nominees understand the time commitment for their proposed position.
  - 3. Nominees reflect the diversity of the congregation (men/women, older/younger, worship service style, ethnic diversity, etc.).