

NOMINATING COMMITTEE

You may be looking at this because you are a pastor preparing for the nominating process in your church, or because you are a member of a nominating committee. This is a summary designed for use in the work of the nominating committee. It is part of the series of ministry descriptions published as “job descriptions” for local Adventist churches in the United States, Canada, and Bermuda.

Committee Procedures

Once the nominating committee has been selected and has met to elect a chairperson and secretary, it is best to proceed with its work as follows:

A. Determine the mission and ministries needed in your church

1. Hold a season of prayer asking that the Holy Spirit give discernment and wisdom to the committee.
2. Review the specific mission of your local church. If your church does not have a mission statement, resources are available to formulate one. The elders and/or church board typically coordinate this step.
3. In light of your church’s unique mission statement, review the ministry positions that are needed to accomplish God’s task for your church. Again, this step may be done by the elders and/or the church board and voted in a church business meeting and then a list of church offices (ministry positions) can be presented to the nominating committee.

B. Determine the gifts of members

1. Using church records, determine the status of every member. You might use a simple code to indicate members on the list who are local/active, shut-ins, out of town, address unknown, under censure, etc. The church clerk may be helpful in this step.
2. For all local/active members, enter their names on the worksheet provided in this resource.
3. Create a gift profile for every member (including interests, special talents, areas of service in the past, etc.). The form enclosed can be used for this step.

C. Match members’ gifts with ministry positions

1. After determining the gifts of members, match them with ministry opportunities that fit their gift profile. Some churches interview every member to complete the gift profile and discuss possible areas of service (making no commitments at the time of the interview). If members are not clear on their gifts, there are seminar resources to teach spiritual gifts in your church.
2. Discuss the offices that require ordination, after reviewing the requirements related to orientation outlined in the *Church Manual*.
3. Determine who on the nominating committee will call/contact each member to invite them to serve in a ministry position. It is helpful to provide information for the member when making this call. If a member asks a question, avoid responding with statements like, “I don’t know” or “It doesn’t matter.” Find information. Answer questions. Be as helpful as you can to the member considering your request.
4. Ask questions if a member declines to serve: “Is there something unclear in the ministry position?” or “Is there another ministry position that might interest you?”

5. Complete your nominating committee report by making sure all active members have been invited to serve. Make sure each person on your report has agreed to serve before you present your report to the congregation. Also review the report to ensure a balance with regard to new and long-term members, younger and older adults, men and women, various ethnic and occupational groupings, etc.
6. Names are then brought before the church for final approval. Every office may not be filled. God has promised gifts and people to do the work ordained for your church. Ask the church board to prioritize offices and ministries based on the unique needs and resources of your church.

Ordained Leaders

The significant leadership role of those who hold these offices is recognized in the New Testament ceremony of “laying on of hands.”

Elders—a ministry of visitation, worship leadership, spiritual mentoring and church administration (MDB #16).

Deacons and Deaconesses—a ministry of helping with the physical needs of the congregation, the church equipment and building (MDB #13).

General Church Officers

Although they are not ordained, these general officers are members of the church board and important to the administration of church business.

Church Clerk—the keeper of the official records of the congregation, including membership list, minutes of business meetings and the church board, and the statistical reports for the denomination. If your church employs a secretary, he or she will often hold this elected office (MDB #9).

Treasurer—the official finance officer for the congregation and all its projects and auxiliary organizations. It is essential that there be at least one assistant, even in the smallest congregation, to insure continuity in an emergency (MDB #41).

Music Ministry—organist, pianists, choir directors and song leader (MDB #26).

Children’s Leaders

These adult leaders work with children in the congregation from pre-school through grade eight.

Children’s Church Leader—a ministry to help children worship God in an age-appropriate way; to prepare children to understand what is happening in the “Big Church” during the worship hour (MDB #53).

Children’s Ministries Coordinator—the overseer for all activities and programs for children in the congregation (MDB #5).

Children's Sabbath School Leaders are needed for beginner, kindergarten, primary, junior and earliteen Sabbath Schools. In small churches there may be only two combined Sabbath Schools—beginner, kindergarten and primary combined for younger children and junior and earliteen combined for older children (MDB #6).

Children's Sabbath School Teachers and Assistants are needed in each division; one or more pianists and one or more assistant leaders (MDB #8). Sabbath School teachers are also needed for small group Bible lesson study (MDB #7).

Pathfinder Club Director—a ministry to children grades five through ten and older, involving them in camping, nature study, physical fitness, community service, Christian witness and character development. Selects his or her own staff with the approval of the church board or Church Ministries Council (MDB #28).

Adventurer Club Director—a ministry to children in grades one through four, involving them in club meetings, special activities, family nights, and lots more (MDB #3).

Vacation Bible School Director—a ministry to help children develop a friendship with Jesus, with the Bible, with the church and with each other (MDB #54).

Youth Ministries

These adult leaders work with teenagers in grades 9 through 12, the academy or high school years.

Youth Ministries Coordinator is the overseer for all activities and programs for teenagers sponsored by the congregation (MDB #49).

Youth Sabbath School Leader—a ministry of planning, spiritual leadership, teaching, building community and program development (MDB #50).

Youth Sabbath School Assistants are needed; one or more to provide music, two or more to be part of the leadership team (MDB #51).

Young Adult Ministries

These leaders work with the 18-29 age group. The leadership does not necessarily need to come from that age group.

Young Adult Ministries Coordinator is the overseer for all activities and programs for young adults in the congregation (MDB #46).

Young Adult Sabbath School Leader—a ministry of planning, spiritual leadership, teaching, building community and program development. In small churches this may only be a class (MDB #47).

Young Adult Sabbath School Assistants are needed; one or more to provide music, two or more to be on the leadership team (MDB #48).

Adult Ministries

Most of the programs and activities of local churches are for adults of all ages.

Greeters—a ministry in the foyer on Sabbaths, making contact with newcomers and taking an interest in individuals. A coordinator supervises two or more teams, depending on the size of the congregation (MDB #18).

Hospitality and/or Visitation Team—a ministry to visitors and new members, as well as others who may be lonely. A coordinator and several teams or couples are needed (MDB #21 or MDB #43).

Ushers—a ministry of helping with the Sabbath services. A head usher supervises and a number of ushers are needed according to the size of the congregation (MDB #42).

Adult Sabbath School Coordinator (or General Superintendent)—a ministry of developing leaders, planning programs and recruiting volunteers for the Sabbath School. Usually one to four assistants are needed, depending on the size of the church (MDB #32).

Adult Sabbath School Teachers are appointed by the Sabbath School committee or church ministries council, not the nominating committee. Although individuals are not selected by your committee, it is good to keep these positions in mind (MDB #2).

Outreach Coordinator (or Personal Ministries Leader)—this ministry is also called lay activities leader and evangelism committee chairperson in some local churches. It is a ministry of program development, recruiting and training volunteers to work for soul-winning and service in the community. Because so much must be learned in this role, it is important that at least one assistant be selected to “learn the ropes” (MDB #27).

Adult Sabbath School Secretary—A ministry of ordering and distributing materials for church programs, and providing clerical help for program leaders (MDB #33).

Prospect Care Coordinator (or Interest Coordinator)—a ministry of building a list of prospects for church membership by contacting each name from all the many different programs and discovering their needs and level of interest, then developing an individual follow-up plan for each person. In larger churches one to three assistants may be needed (MDB #30).

Community Services Director—a ministry of meeting the physical, economic, social, relational and spiritual needs of the poor and troubled in the community. (This is **not** necessarily the same person as the Dorcas leader, but coordinates the Dorcas Society and any other community service projects in the church.) One or more assistants may be needed, depending on the size of the program (MDB #11). Every center also relies on volunteers to operate (MDB #12).

Health Ministries Leader—a ministry of planning and developing programs to educate members and the community about chemical dependency, diet, physical fitness and disease prevention. Depending on the size of the program, a committee may be needed (MDB #19).

Women’s Ministries Leader—a ministry of planning and developing programs to meet the needs of women in local congregations. This may take place through a planning committee, assessments, program development, and advocating women’s needs, concerns and contributions (MDB #44).

Men’s Ministries Director—a ministry of planning and developing programs to meet the needs of men in local congregations (MDB #52).

Religious Liberty Leader—a ministry of educating the congregation and the community about public issues (MDB #31).

School Board—a ministry of sponsoring a church school. Includes the board chairperson (MDB #34) and several members (MDB #35). If your church is the sole sponsor of the school, the nominating committee will nominate the entire board. If you co-sponsor the school, you will nominate only the representatives from your church.

Education Secretary—a ministry of promoting Christian education and recruiting students for Adventist schools (MDB #15).

Communication Representative—a ministry of public relations, advertising representing the church to the news media. May also include the church newsletter (MDB #10).

Bible Studies—Lay Bible ministers are credentialed by the local conference with the approval of the church board or church ministries council and not selected by your committee, but it is good to keep this position in mind since it is a major one (MDB #4).

Stewardship is a ministry of education, helping to prepare the church budget each year, and communicating the financial needs of both the local and world church (MDB #40).

Small Group Leaders may be appointed by the pastor with the approval of the church board or church ministries council and not selected by your committee, but it is good to keep this responsibility in mind since it is a major one (MDB #38).

Planning Committee in larger churches is sometimes nominated by your committee and sometimes appointed by the church board (MDB #29).

Social Committee is a ministry of providing opportunities for fellowship and fun (MDB #39).

World Missions Coordinator—a ministry of educating and promoting world missions to the local congregation through reports, distribution of material, planning special events, and educating in particular the children and youth of the church (MDB #45).

Lay Pastor—a ministry of assisting the pastor in shepherding the congregation through visitation, Bible study, planning, committee work, and assisting in mid-week and worship services. Most conferences provide special training for this position (MDB #25).

Lay Evangelists are credentialed by the conference with the approval of the church board or church ministries council and not selected by your committee, but it is well to keep this responsibility in mind since it is a major one (MDB #24).

Seminar Coordinator is a ministry of planning and presenting a series of seminars for the community (MDB #36).

Family Ministries Coordinator (or Committee)—a ministry of needs assessment, program development and education (MDB #17).

Home and School Association—a ministry of communication between parents and church school. Sometimes this may be done by the school board rather than your committee (MDB #20).

Investment Leader—a ministry of teaching church members to become partners with God (MDB #23).

Inner City Coordinator—a ministry of social action and evangelism in the urban areas (MDB #22).

Adult Ministries Coordinator is the overseer for all activities and programs for adults in the congregation (MDB #1).

Other offices may need to be filled because of actions voted by the local church board, local traditions or directives of your local conference. The *Church Manual* permits the nominating committee to fill other offices for which it sees a need. In fact, your committee may wish to recommend a particular office for your local church that no one else has suggested.

Spiritual Gifts

Spiritual gifts are abilities bestowed by the Holy Spirit on the members of your congregation to enable your church to carry on its ministry to its own members and to the community. This is the primary resource that God has given your committee to work with.

Connections: The Right People... In the Right Places... For the Right Reasons is a new, comprehensive leadership resource to help local congregations effectively implement spiritual gifts in the church. A *Connections Kit* is available which contains all the materials to establish a gifts-based ministry in the church, including a Leader's Guide for teaching gifts, an Implementation Guide for setting up this new ministry, a Consultant's Guide used in training members to interview for determining ministry direction, video and overhead transparencies for use in teaching gifts, and one Participant's Guide as a sample of what members may use when discovering their gifts.

Connections is an excellent resource for strengthening the nominating committee process. It can be used in a variety of churches with several implementation strategies. Some churches retain the traditional nominating committee structure using *Connections* to supplement their work. Other churches use a new approach (such as a Church Ministries Committee) that teaches gifts on a regular basis, creates unique Ministry Position Descriptions, uses an interview process, and then guides members into ministry positions based upon the unique design of each individual. You can order a *Connections Kit* by calling AdventSource at 1-800-328-0525 or visit www.adventsource.org.

Practical Spiritual Gifts (1996) by James Zackrison. Available at AdventSource by calling 1-800-328-0525 or visit www.adventsource.org.

Spiritual Body Builders (1997) A leader's guide and participants manual for spiritual gift discovery. Available at AdventSource by calling 1-800-328-0525 or visit www.adventsource.org.

What You Do Best in the Body of Christ (1995). A self-study guidebook for gift discovery. Available at AdventSource by calling 1-800-328-0525 or visit www.adventsource.org.

