

## NOMINATING MINISTRY TEAM

**Designation/Election:** Nominating Ministry Team of University Presbyterian Church shall be composed of two ruling elders designated by the Session, at least one of whom shall be currently on the Session and shall serve as Moderator; one Deacon selected by the Diaconate; one person designated by the Presbyterian Women, and two persons elected by the Congregation at large. The Pastor shall be a member of this ministry team, serving ex officio and without vote.

**Term of Office:** The persons chosen by proper process to serve on the Nominating Ministry Team shall ordinarily be elected at the Annual Congregational Meeting, and serve until duly replaced.

**Nominating Procedures:** Nominating procedures are subject to the principles of participation and representation as stated in the Book of Order. The team shall present a slate of officers who will ordinarily be elected by the congregation at the Annual Congregational Meeting. When necessary, the team will nominate officers to fill unexpired terms. The Session may also call on the team to nominate a Pulpit Nominating Ministry Team in the case of a pastoral vacancy.

Preparation for the process of nominating new officers may include:

1. Studying the Book of Order as it relates to the responsibilities of Elders and Deacons.
2. Studying the rolls of the church (such as previously ordained Elders and Deacons) and familiarizing team members with congregation members for prospective Elders and Deacons.
3. Preparing a prioritized list of congregation members, the team feels best suited for the responsibilities of Elder and/or Deacon.
4. Contacting persons on the list for their willingness to serve in the office indicated. (The person contacted must indicate a clear willingness to have his/her name placed in nomination for the office indicated. A reasonable time may be given to a contact to decide whether or not to accept the nomination. If it is deemed advisable, the team member contacting a prospective candidate may furnish a copy of the manual of operations covering the office being considered).
5. The team should continue contacting congregation members until all available places are filled.
6. A member of the team shall present the slate of candidates to the congregation and place the names in nomination at the proper time. Nominations from the floor shall be allowed.

**Meetings:** The team shall meet at the call of the chair. They shall plan to meet in a timely way to allow sufficient time to conduct their business.

**Quorum:** The quorum of the team shall consist of at least four (4) members.

**Authority of the Team:** The team is a congregational Ministry Team and reports directly to the congregation. Nevertheless, the Moderator may report to the Session on a periodic basis during the year, if the Session so desires.