

PROCEDURES FOR ELECTING A PASTOR NOMINATING COMMITTEE

FOR: Sessions of churches who have completed their Congregational Study and who are ready to proceed to the PNC election process

The Pastor Nominating Committee (PNC) is a committee elected by the congregation at a congregational meeting. The PNC shall be representative of the whole congregation. Care must be taken to consider representatives without regard to race, ethnic origin, sex, marital status, age, or disabilities.

THE SESSION

Prior to the congregational meeting, the Session should meet with a representative from the COM to determine the recommendation for the size and representation of the PNC.

- A. The session should recommend the size of the nominating committee. It is suggested that it be between seven (7) and eleven (11) members. It should be large enough to be representative, yet small enough to be able to work together without need for an Executive Committee.
- B. The session should arrange in advance for representative nominations to be made at the meeting of the congregation. The recommendation regarding size and format should be approved at a meeting of the congregation before proceeding to the election of the committee.
- C. Those who are nominated must understand that they are signifying their willingness to make a significant commitment of time until the PNC's work is finished. PNCs usually meet once a week, and it is important that a majority of the members be present at all meetings. There will also be some homework involved. During the final stages, there may be additional time required, usually on the weekends, and including possible trips out of town.
- D. Three methods of nomination are:
 1. The session itself may choose to place in nomination representatives that reflect a cross-section of the entire congregation, its boards and organizations. Session usually appoints a committee of three to do all the work and bring a report to a future session meeting.
 2. The Church Nominating Committee can be asked by the session to prepare and present a list of nominees.
 3. The session names the organizations of the church that are to name a nominee. Nominees of an organization should not also be on any of the boards (session, Trustees or Deacons) that are also putting forward names of nominees. For the purposes of coordination, nominees should be reported to the session in advance of the meeting of the congregation.

At the congregational meeting, the clerk may place these names in nomination for the organization(s) (G-9.0104). In any event, those so nominated do not specifically represent the organizations or boards that placed their names in nomination. This is but one method of presenting nominees who are “representative of the whole congregation.”

THE CONGREGATIONAL MEETING

- E. The session shall call a congregational meeting to elect a PNC, which shall be representative of the whole congregation [G-9.0104]. Public notice of the time, place and purpose of the meeting shall be given at least ten days in advance, which shall include two successive Sundays ([G-7.0303].
- F. The moderator of this meeting of the congregation is to be the Presbytery appointed moderator of the session or his/her appointee.
- G. The names of those to be nominated should be publicized in advance of the meeting. Individuals planning to nominate a person(s) from the floor must consult with that person(s) in advance and secure their permission to place their name in nomination, and their willingness to serve if so elected.

It is possible, with the appropriate motion, for the congregation to act to elect those persons previously nominated by boards and organizations, and then ballot only on those nominated to fill at-large positions on the PNC.

- H. The COM representative shall conduct the first meeting of the PNC.

A chairperson and other officers are to be elected from among the members of the PNC at this first meeting.