

Guideline: Pastor Nominating Committee

Job Description

The Book of Order defines this committee. It notes in the above that it, “shall be representative of the whole congregation”. It is silent regarding size of the committee. This Presbytery recommends that the committee be between 5 and 11 members, according to the size of the congregation and the tasks enumerated below. The Presbytery also advises that consideration be given to one member of the Session serving on this committee to facilitate open communication. It is normal for the congregation’s nominating committee to nominate members to be elected to this committee at a congregational meeting.

One serving on this committee needs to be prepared to give priority to the committee meetings until a minister is called by the congregation. This usually lasts from 8 to 12 months, with committee meetings being held as often as weekly. It can be a time of great excitement or one filled with frustration and deep disappointment. Therefore it should be entered into prayerfully and with deep commitment.

Requirements include:

1. Committed Christian faith
2. Active participation in the life of the church
3. Able to regularly participate in committee meetings and work for a period of 8 plus months until task is completed
4. Ability to read and evaluate 35 to 175 Personal Information Forms (PIF)
5. Willingness and ability to call references and assess their evaluations
6. Willingness to travel to hear candidates preach at another church on a Sunday
7. Able to hold confidences regarding candidates being considered and decisions made by the committee
8. Able to work as part of a team
9. Able to commit to following the Presbytery’s Affirmative Action / Equal Employment Opportunity (AA/EEO) policy