



Policy Name:		NOMINATING COMMITTEE POLICY AND PROCEDURE	
Approval Signature:		Date: 9/16/20	
Print Name: Lolita Youmans		Title: ASBC Church Administrator	
Approval Authority:	Church Council	Policy Number:	
Review Authority:	Governance and Legal Committee (G&LC)	Approval Date:	Signature: Ronald Johnson
		8/5/2020	Ronald Johnson
Responsible Executive:	Chair, Nominating Committee	Effective Date:	Signature: NATALIE NICKENS GARDNER
		8/5/2020	
Responsible Office:	Nominating Committee	Last Revision Date:	8/5/2020 NATALIE NICKENS GARDNER

1. Introduction

This Policy and Procedures document provides the standards and operating guidelines that govern the work of the Alfred Street Baptist Church (hereinafter "ASBC" or "Church") Nominating Committee (hereinafter "Committee").

2. Scope

The Policy and Procedures apply only to the functions of the ASBC Nominating Committee.

3. Definitions

Term: Church Administrator

Definition: Senior Church administration official reporting to the Chief Executive Officer.

Term: Church Committee

Definition: All Church Advisory Teams or Church-appointed committees.

Term: Church Council

Definition: The Board of Directors of ASBC with authority given under Article III, Section I of the Church Bylaws (hereinafter “Bylaws”) to exercise the corporate powers of the Church.

Term: Church Policy or Procedure

Definition: A statement that defines the authority required, boundaries set, responsibilities delegated, guidelines, and procedures established to carry out the functions of the Church.

Term: Designated Member

Definition: Member of a Church Advisory Team, Church-appointed committee, or the Church Administrator (or his or her designee), to whom the Governance & Legal Committee shall direct questions and comments regarding the draft Church Policy or Procedure.

4. Policy

a. Authority

- i. The Committee is charged with nominating candidates for leadership positions within ASBC affecting the direction and operation of the Church.
- ii. The Chair of the Committee is responsible for ensuring compliance with the policies and procedures explained in this document. The Committee’s deliberations are confidential. Accordingly, all members of the Committee must sign the ASBC Confidentiality Agreement, Conflict of Interest, and Non-Disclosure Agreement.
- iii. All meetings of the Committee are open, unless the Committee Members vote to go into Executive Session, as provided by Robert’s Rules of Order.

b. Responsibility

- i. The Committee is responsible for nominating the best-qualified candidates for open positions on the ASBC Church Council, ASBC Standing Committees, and ASBC Church Officers.
- ii. The Committee shall consult with the Church Council Chairman/CEO and Standing Committee Chairs to assess the needs of the Council and each Standing Committee.
- iii. The Nominating Committee, in consultation with the individual committees, shall interview and nominate candidates for all vacant seats to include committee members, committee chairs and at-large council members, and present and discuss the nomination slate with Council for vetting and feedback. The process of vetting and feedback shall consist of the Council reviewing the slate and providing any feedback to the Nominating Committee chair about any comments the Council may have regarding the slate, based on information to which the Nominating Committee is not privy. The Nominating Committee shall then present qualified candidates to the Church Members for approval by majority vote at the duly called business meeting.

- iv. After a thorough review of the applications (as outlined below in the Procedures section of this document), the Committee will present no more than three (3) qualified nominees for each open position.
- v. The Committee is not responsible for presenting candidates for the position of Pastor, Deacon, Treasurer, or Assistant Treasurer(s).
- vi. The Committee also does not present candidates for positions available on the Nominating Committee.
- vii. The Committee shall present candidates annually for open positions for the following Committees and Offices:

ASBC Church Council:

- Finance and Budget Committee Chair
- Governance and Legal Committee Chair
- Governance and Legal Committee Vice Chair
- Human Resources Committee Chair
- Property and Facilities Committee Chair
- Stewardship Committee Chair
- At-Large Members (four (4) positions)

ASBC Standing Committees:

- Finance and Budget Committee (five (5) members in addition to Chair and Treasurer)
- Governance and Legal Committee (five (5) members in addition to Chair and Vice Chair)
- Human Resources Committee (three (3) members in addition to Chair)
- Property and Facilities Committee (six (6) members in addition to Chair)
- Stewardship Committee (at least three (3) and no more than seven (7) members)
- Historical Society of ASBC (four (4) members in addition to Chair and Assistant Chair)

Church Officer Positions:

- Clerk
- 1st Assistant Clerk
- 2nd Assistant Clerk
- Financial Secretary
- Assistant Financial Secretary

c. Communication Strategy

- i. The Committee shall develop a Communications Strategy each year to educate, engage, and inform Church members for all open Church Council and Church leadership positions.
- ii. The Communications Strategy may include a variety of advertisement methods including, but not limited to, the use of videos, online announcements, printed documents and any communication strategies the Committee may deem necessary. Council shall approve all Communications Strategies prior to implementation by the Nomination Committee.

d. Nominating Committee Structure

- i. Anyone serving on the Committee shall immediately recuse himself or herself when a conflict of interest is suspected.
- ii. In accordance with the ASBC Constitution and Bylaws (revised October 2017), the Committee shall be composed of at least five (5) At-Large members who are elected by the Church membership, and two (2) Church Council members who are appointed by the Church Council.
- iii. Terms for At-Large members shall be staggered and shall be for two (2) years.
- iv. Incomplete terms shall be filled by Pastoral appointment, and those appointed shall be eligible to be elected for a new two (2)-year term at a duly called Church meeting.
- v. At-Large members who have served for two (2) consecutive terms (a total of four (4) years) must take at least a one (1) year leave of the Committee before being eligible for re-election to the Committee or any other Standing Committee.
- vi. The Committee shall elect a Chair, Vice-Chair, Secretary and Assistant Secretary.

e. Annual Schedule

- i. Within sixty (60) days after installation, the Chairperson of the Board of the Diaconate shall call the Committee to its initial meeting to elect officers.
- ii. The newly elected Committee Chair shall assume leadership of the Committee and schedule the next meeting, as established in the Church Constitution and Bylaws.
- iii. The Chair and Committee members shall establish an adequate timeline to effectively manage the nominating process for educating, engaging, informing and interviewing qualified candidates to ensure the continuation of strong Church leadership and Church operations.

5. Procedure

- i. The Committee formally opens the annual Church nominating process. This is accomplished by announcing and publishing the list of all open Church positions in the Church monthly bulletin, video announcements, the Church website, and on the Committee's website for a four (4)-week period.
- ii. Eligible incumbents will be contacted to determine if they wish to serve another term.
- iii. Any incumbent interested in serving another term on a committee must reapply for the position he or she wishes to retain and will be evaluated along with all applications received.
- iv. The ASBC Constitution establishes term limits and eligibility restrictions for select Church officers. These restrictions must be considered when evaluating whether a candidate is eligible to serve, or if a vacancy exists.
- v. Additionally, Committee members will speak with the Chair(s) of each Standing Committee to determine if skill gaps exist and to ensure the Committee has accurate position descriptions for the nomination and selection process.
- vi. All applicants (including incumbents) seeking election must submit the required information by the established deadline (determined annually) to be considered for any available positions. The Committee shall not consider applications received after the nominating period has closed.
- vii. The Nominating Committee, in consultation with the individual committees, shall interview and nominate candidates for all vacant seats to include committee members, committee chairs and at-large council members, and present and discuss the nomination slate with Council for vetting and feedback. The process of vetting and feedback shall consist of the Council reviewing the slate and providing any feedback to the Nominating Committee chair about any comments the Council may have regarding the slate, based on information to which the Nominating Committee is not privy. The Nominating Committee shall then present qualified candidates to the Church Members for approval by majority vote at the duly called business meeting.

a. **Process for Recommending Potential Nominees**

The Committee Chair may assign Committee members to specific tasks to facilitate the nomination process. Any member of the Committee recommending an individual for nomination should:

- Contact and ask the individual if they agree to be nominated for a specific position;
- Ensure the individual understands the duties, responsibilities, and time commitment for the position for which they are being considered for nomination;
- Document the committee or position for which the individual agrees to be considered;
- Allow a reasonable amount of time (as appropriate within the Committee's Annual Schedule) for the individual to process and pray about their decision to apply for nomination and serve, if elected; and
- All applications must be completed within the established deadline, if the individual agrees to be nominated.
- Any Church member can submit a name to the Committee and the Committee shall follow-up with the member(s) about their interest in serving.

b. **Selection Criteria for All Positions**

The ASBC Constitution establishes term and eligibility restrictions for select Church officers. These restrictions must be considered when evaluating whether a candidate is eligible to serve. However, there are basic eligibility requirements (listed below) all candidates must meet to be considered for election to any position.

- **ASBC Member in Good Standing.** Any individual who meets the qualifications for membership (as stated in the ASBC Bylaws, Article I, Sec. 2) and who regularly attend, contribute to (both financially and in deed), and participate in Church activities, including worship services, shall be considered an "active member" in good standing.
- **Knowledge, Skills, and Experience.** Individuals seeking election to Church Council, a Standing Committee, or as a Church officer must identify in their application that they have the knowledge, skills, and experience required for the specific position.
- **Willingness to Serve.** All candidates presented to the Church for election must have agreed to the following:
 - To be nominated and to serve in the position, if elected, to the best of their ability (including attending scheduled meetings);
 - To sign an ASBC Confidentiality Agreement (if required);
 - To submit to an ASBC-required background check (required for all positions); Finance positions ONLY (Counters, Financial Secretary, Assistant Financial Secretary and Finance and Budget Committee members) will require the expanded credit and financial background check; and
 - To complete the Committee interview.
- **Other Considerations.** Other factors that will be considered when reviewing

candidates for presentation to the Church for election:

- An understanding of Christian principles, Baptist polity, and the ASBC Articles of Faith;
- Active participation in at least one (1) Church ministry;

c. Term Limits and Additional Restrictions

In accordance with the Church Constitution and Bylaws, the following term limits and restrictions apply and will be considered by the Committee in its application review process:

- Standing Committee Chairs shall serve for a three (3)-year term and can reapply for an additional 3-year term.
- At-Large Church Council Members shall serve for a three (3)-year term and can reapply for an additional 3-year term.
- Standing Committee Members shall serve for a three (3)-year term and can reapply for an additional 3-year term.
- Administrative members (Clerks and Financial Secretaries) shall serve for a three (3)-year term and can reapply for another 3-year term.
- Church Historian and Historical Society members shall serve for a five (5)-year term and can reapply for an additional 5-year term.
- After each elected member (including Council members and Committee Chairs) serves two (2) consecutive terms, ALL must take at least one (1) year off before they are eligible to serve on any other Standing Committee or as an At-Large member of Church Council.
- This process does not apply for the Pastor, Chair of the Diaconate, or the Vice-Chair of the Diaconate.

d. Candidate Application Review, Scoring, and Selection Procedures

Selecting the best candidate(s) who know the Lord and will work faithfully for the Church membership and the business matters of ASBC is the primary objective of the Committee. The Committee, with prayer, and in consideration having the best interests of the Church at heart and in mind, shall consistently assess each application to find no more than three (3) nominees for each open position to present to the Church membership for vote at a duly called Church business meeting. The Committee shall evaluate each timely submitted application using the Committee's candidate evaluation form which includes a one (1)- to ten (10)-point scoring system and documentation to support each score derived from the candidate's application and interview.

When all candidates meeting the basic eligibility requirements for each office (see above) have been reviewed, the Committee will conduct a "roll call vote." If there are more than three (3) eligible candidates for a position, then only the 3 candidates receiving the most votes will be presented for consideration. After the Committee has completed its review and "roll call vote," the list of selected candidates for election shall be presented to the Church Council for review and then to the Church Administrator for the background check process.

In the event a nominee presented to the Church declines the nomination or has to withdraw his or her nomination, the candidate receiving the next highest Committee vote will be submitted to the Church as the replacement.

The Committee will notify each applicant via email, if no access to email by other reliable and timely means, whether they have been placed on the ballot for election or were not selected as a candidate. The form letters for this process can be found in Appendix A.

e. Annual Church Business Meeting

The Committee Chair, or the Vice Chair in his or her absence, shall present the slate of candidates to be voted upon by the membership at the December business meeting. No nominations for Church Council, Standing Committee Member, or Church Officers will be accepted from the floor. With the exception of accepting candidates for election to the Nominating Committee, only nominations presented by the Committee will be considered at this meeting. Candidates for the Nominating Committee will be solicited, nominated from the floor, and elected at the December business meeting.

f. Church Ministry Leadership Information

The solicitation of names of elected officers for all Discipleship and Ministry Groups is generally handled by the Church office. However, this task was originally assigned to and conducted by the Committee (prior to 2017). Therefore, the Committee may be called by the Church Administrator to solicit the names of elected officers for all Discipleship Groups and Ministry Groups. If called to complete this task, the Committee Chair will assign Committee members to contact Discipleship Group lay leaders and Ministry leaders. Each Ministry group (as listed in the Church records at the time the request is made) must be informed of the requirement to elect officers and the deadline to submit those names on the online form.

g. Submission of Minutes to Church Council

The Nominating Committee shall no later than forty-five (45) days after the Annual Church Meeting submit to Church Council any and all minutes of meeting held during that year.

Appendix A – Sample Form Letters (to be adjusted as needed)

Letter to Nominee

TO:

FROM: 20__Nominating Committee
Alfred Street Baptist Church (ASBC)

RE: Nominee Application

Congratulations! The Nominating Committee thanks you for your willingness to serve the congregation at Alfred Street Baptist Church as a leader in the position of _____ . Your willingness to volunteer and serve in this important position will contribute greatly to the success of ASBC's mission.

We have reviewed your application against the criteria set for the position and have placed your name on the ballot for election by the congregation at our annual church meeting on December __, 20__ . Please note that your nomination is contingent upon passing a National Background Check (and if needed, a credit and financial background check). We will contact all individuals needing background checks with instructions regarding how to initiate the process. We wish you every success in the balloting and in the fulfillment of your role, if elected.

A Meet and Greet the Candidates Forum will be held on Saturday, December XX and Sunday, December XX after each Worship Service. At this time, you can handout information about yourself and educate members on your desire to serve. ASBC is not responsible for producing any materials. Please ensure all materials are in good Christian taste, and approved by the Nominating Committee.

You will receive more detailed information about the Meet & Greet Candidates Forum in November.

If you have questions, please contact Nominating@alfredstreet.org.

Letter to Those Not Selected

TO:

FROM: 20__Nominating Committee
Alfred Street Baptist Church (ASBC)

RE: Nominee Application

The Nominating Committee wishes to thank you for your interest and willingness to serve the congregation at Alfred Street Baptist Church in a leadership role. However, when we put out the call for nominations for leadership roles at Alfred Street, the response was broad and strong. We were blessed to receive far more applicants with the necessary qualifications and experiences than were needed for the position you applied. It is with regret we were unable to forward your application for the _____ Committee.

We thank you for submitting your application and encourage you to apply again during the next open nomination period.

If you have any questions or concern on the process, please contact Nominating@alfredstreet.org.

Letter to Current Officers

Dear Member of the XXXX Committee,

The ASBC Nominating Committee will be opening nominations for church officers. Your term on the _____ Committee will end December 31, 20__.

As a reminder, all incumbent members interested in serving a second term on any committee will need to reapply and be evaluated along with all applicants for the vacant position.

Thank you for your willingness to serve.

Sincerely,

Name
ASBC Nominating Committee
Email Address
Phone Number



Appendix B

Alfred Street Baptist Church Nominating Committee Candidate Evaluation Form

Candidate evaluation forms must be completed by a member of the Nominating Committee for each applicant for the ASBC Church Council, Standing Committees, and Church Clerk(s) and Financial Secretary(s).

Candidate Name: _____

Position/Year: _____

Interview Date: _____

Application Review

Criteria	Qualifications (Be specific)	Score (1-10)
Work Experience: Professional experience		
Technical /Professional Qualifications: Other technical and/or professional skills related to the position for which the candidate has applied.		
Educational Background: Educational qualification (including any certifications) that will be helpful in the position for which the candidate has applied.		

Total Application Score: _____

Candidate Interview

Criteria	Comments (Be specific)	Score (1-10)
Communication Skills: How were the candidate's communication skills during the interview		
Candidate Enthusiasm: How much interest did the candidate show for this position.		
Teambuilding/Interpersonal Skills: Did the candidate demonstrate, through his or her answers, good teambuilding or interpersonal skills?		
Customer Service: Did the candidate demonstrate, through his or her answers, a high level of customer service skills/abilities?		
Overall Impression & Recommendation: How well does the candidate appear to fit the work experience, technical/professional, and/or educational for the position?		
Final Comments & Observations:		

Total Interview Score: _____

Overall Score: _____

Recommendation:

- Present candidate to the Church body as a candidate for election. _____
- Do not present candidate to the Church body as a candidate for election. _____

Interviewer Signature: _____ Date: _____

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