
GUIDELINES FOR ELECTION OF A PASTOR NOMINATING COMMITTEE

When a church is without a pastor, or after the effective date of the dissolution of the pastoral relationship, the congregation shall, with the guidance and permission of the COM , proceed to elect a pastor nominating committee in the following manner. The session shall call a congregational meeting to elect a Pastor Nominating Committee (PNC), which shall be representative of the whole congregation. This committee's duty shall be to nominate a pastor for election by the congregation. (G-2.0802).

Adequate public notification of the congregational meeting shall be given at regular services of worship prior to the meeting consistent with the respective congregational policy for minimum notification requirements. (G-1.0502)

The PNC shall confer with the COM when seeking a pastor. (G-3.0307)

The COM shall counsel the PNC, session and congregation regarding the Presbyterian Church (USA) principles of unity in diversity. There is no place in the life of the Church for discrimination against any person. (F-1.0403)

GUIDING PRINCIPLES

1. The session may make recommendations concerning the size of the committee but the final authority rests with the congregation.
2. While it is the congregation's decision, nominations of persons to serve on the PNC can best be made by the church's Nominating Committee for the following reasons:
 - A. The Nominating Committee is ordinarily already established with an active ruling elder as chair.
 - B. The committee is itself representative of the congregation.
 - C. The committee is familiar with the nominating process.
 - D. The committee likely knows the members of the congregation and the groups they represent as well as their race, ethnic origin, sex and marital status.
3. The Nominating Committee should provide a mechanism for receiving input of names from the congregation.
4. The Nominating Committee's slate should be representative of the whole congregation, and all persons nominated should be contacted in advance to determine that, if elected, they will serve.
5. Ballots should be prepared in advance, with space for nominations from the floor.
6. At the time of election, the floor must be open to insure adequate time for nominations from the floor.

- A. Persons nominated from the floor must be present and agree to serve, or have given their consent in advance.
 - B. If nominations are received from the floor, care needs to be taken to be sure that those that are elected are representative of the whole congregation.
7. The Agenda for the meeting should include:
- A. Prayer
 - B. Approval of the call for the meeting
 - C. A presentation by the COM Representatives in which the work of the PNC is outlined and the process of election of the PNC is interpreted. (This should include an explanation of the need for the PNC to be representative of the whole congregation.)
 - D. Any recommendation from the session regarding the election of the PNC
 - E. The placing of names in nomination by the committee designated to bring forth a slate of names by the session
 - F. Nominations, if any, from the floor
 - G. Closing of nominations
 - H. Election of Pastor Nominating Committee. (It is helpful if ballots are prepared with the names of the nominees, with additional blanks for nominations from the floor.)
 - I. Declaration of election by the Moderator
 - J. Explanation of EEO Policy and Adoption of the policy by the congregation
 - K. Adjournment with prayer
 - L. The Moderator and Clerk complete items 1 and 2 and sign the EEO Report Form I. The form should be forwarded to the organizing meeting of the PNC.
8. The newly elected PNC may meet briefly following the congregational meeting to determine the date and time for the first PNC meeting, at which the PNC will identify a chairperson, secretary, etc. The COM Representative should be present to provide guidance.
9. At the first PNC meeting, item 3 of the EEO Report Form I should be approved, completed and signed by the Chair or Convener of the PNC. The form is then forwarded to the COM in care of the Presbytery office.