

# **EMMANUEL LUTHERAN CHURCH**

## **THE NOMINATING COMMITTEE**

### **DESCRIPTION OF DUTIES**

#### **APPROVED BY THE CONGREGATION COUNCIL**

**May 14, 2019**

#### **ESTABLISHMENT**

This Nominating Committee was established by the Emmanuel Lutheran Church Constitution, Bylaws & Continuing Resolutions, paragraph C13.02.

#### **NOMINATING COMMITTEE RESPONSIBILITIES**

This document is a more specific description of those duties outlined in paragraph 13.02.01 of the Emmanuel Lutheran Church Constitution, Bylaws & Continuing Resolutions.

“The committee shall solicit candidates for the Congregation Council, the Nominating Committee for the next year, the Mission Endowment Fund Committee, delegates to the annual synod assembly, and delegates to the Fortune Lake Lutheran Camp annual meeting. They shall be responsible for selecting one candidate for each position to be filled.”

#### **AUTHORITY**

To accomplish this task, this Committee is empowered to request that all other current or future committees of Emmanuel Lutheran Church cooperate and support the work of the Nominating Committee. This Committee may also make requests to employees of Emmanuel Lutheran Church in the performance of its work. A committee with a budget to perform its work may expend the monthly budgeted allocation or has been accumulated at the time expenditures are made. The Nominating Committee must follow the policies and procedures set for expenditures by the Congregation Council and administered by the Finance Committee.

This Committee has no authority to make changes to its primary tasks or mission without the approval of the Congregation at its Annual Meeting.

#### **COMMITTEE MEETING SCHEDULE**

It will be the responsibility of the Congregation Council Executive Committee to schedule the initial meeting of the Nominating Committee no later than September 15th each year. The Congregation Council Executive Committee will provide the Nominating Committee the list of positions that require nominations.

During the initial meeting of the Nominating Committee a Chairperson should be selected and it should develop a plan for selecting nominees. Upon completion of its nominating duties, the Nominating Committee should provide a list of nominees to the

## **Page 2 Nominating Committee Description**

Pastor or Congregation Council President no later than the date for the December Congregation Council's scheduled meeting.

### **COMMITTEE MEMBERSHIP**

The Nominating Committee shall have three (3) voting members with one Nominating Committee member acting as Chairperson for the Committee. A Chairperson shall be elected by the members of the Nominating Committee at the initial meeting. Nominating Committee members are elected by the Congregation at the Annual Meeting for a one year term. Members of the Nominating Committee are not eligible for consecutive reelection. The Nominating Committee may continue its practice of nominating outgoing Congregation Council members for membership on this committee.

### **COMMUNICATION**

The Nominating Committee is to report to the Congregation Council and the Congregation. This report may be given to the Congregation Council via the Pastor or Congregation Council President. The Nominating Committee reports to the Congregation via a written report incorporated into the Annual Meeting Report. New Committee members are oriented into this Committee by receiving a copy of this Committee description and other information specific to the work of this Committee.