

**Valley Community Baptist Church  
Elected Leadership Roles and Responsibilities**

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**Title:** Nominating Committee Member

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**Ministry:** Nominating Committee

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**Purpose of Ministry:** The purpose of the Nominating Committee is to source qualified members of Valley to serve on Constitutional Boards and Committees of the Church.

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**Purpose of Position:** The member serves along with other members, who together are responsible to present qualified members of Valley as candidates for each Constitutional Board and Committee of the Church.

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**Qualifications:**

1. Nominating Committee members shall meet the same biblical qualifications as a Deacon – 1 Timothy 3:8-12 states that a Deacon is to be “steadfast and serious, be dependable, be temperate, be generous and not motivated by money,” hold to the affirmations of faith of VCBC, be a mature believer and lead their home in Christ.
2. Must be a member in good standing.
3. Must regularly attend worship and be involved in the body life of the church.
4. A demonstrated background of involvement in church ministries.
5. A general background and ability to identify skills and gifts and match people to volunteer positions.
6. Ability to be spiritually discerning, make wise judgments; active and collaborative participants in teams or groups.

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**Key Working Relationships:**

- Reports to the Nominating Committee Chair.
- Works collaboratively with other committee members.
- The Nominating Committee members work collaboratively with other key constituents (Elder Board representative, other Committee chairs, staff, members of the Congregation) to accomplish the purpose of the Nominating Committee.

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**Ministry  
Responsibilities:**

1. Review job descriptions for open volunteer service positions, ensure they are accurate according to the Constitution and arrange for the placement of descriptions on the Valley web site.
  2. Prayerfully consider individuals to fill each position and seek God's wisdom for who He would have to best serve.
  3. Review nominations provided by the congregation.
  4. Seek input from ministry staff related to individuals they feel are well qualified to serve.
  5. Coordinate nomination process with congregation by responding to questions as required.
  6. Contact selected nominee and interview nominees as appropriate.
  7. Select nominees to fill available positions and present to the congregation for approval.
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**Estimated Time  
Commitment:**

2- 4 hours per month

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**Term of Office**

Three Years

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