

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

Title: Nominating Committee Chairperson

Ministry: Nominating Committee

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

Purpose of Position: The Nominating Committee Chairperson shall lead the Nominating Committee and is responsible for organizing its work each year.

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.

Key Working Relationships:

- The Nominating Committee Chair reports to the Congregation.
- The chairperson leads and works collaboratively with other committee members.
- The Nominating Committee Chair works collaboratively with other key constituents (Elder Board representative, other Committee chairs, staff) to accomplish the purpose of the Nominating Committee.

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

Term of Office One Year
