

**The church is a community of people sharing a common purpose and fellowship. We are continually growing in faith and in the knowledge of Jesus, the Son of God.**

The work of the nominating committee is not merely an organisational task but a spiritual ministry which enables your church to carry out its mission. A successful church is:

1. Reaching the community
2. Winning people to Christ
3. Nurturing the Members
4. Inspiring Leadership

Throughout history God has appointed men and women to various roles within His work on earth. Spiritual gifts are abilities bestowed by the Holy Spirit on the members of your congregation to enable the church to carry on its ministry.

#### **6. Adult Ministries (adults of all ages) cont.**

*Health Secretary:* a ministry of planning and developing programs to educate members and the community about chemical dependency, diet, physical fitness and disease prevention. Depending on the size of the program, a committee may be needed.

*Religious Liberty Secretary:* a ministry of educating the congregation and the community about public issues.

*Communication Secretary:* a ministry of representing the church to the news media, public relations and advertising. May also include the church newsletter.

*Stewardship Secretary:* is a ministry of education, helping to prepare the church budget each year and communicating the financial needs of both the local and world church.

*The Social Committee* is a ministry of providing opportunities for fellowship.

*Seminar Team:* is a ministry of planning and presenting a series of seminars for the community. A team leader and several assistants are needed.

*Family Life Leader (or committee):* a ministry of needs assessment, program development and education.

*Home & School Association:* a ministry of communication between parents and church school. Sometimes this may be done by the school board rather than your committee.

*Other offices may need to be filled because of actions voted by the local Church Board, local traditions or directives of your local conference. The Church Manual permits the nominating committee to fill other offices for which it sees a need.*

*Please read the church manual for clarification on roles.*

For resources and information on training, log into the members site at **[spsm.adventistconnect.org](https://spsm.adventistconnect.org)** or contact your local conference personal ministries director.



## THE MINISTRY OF THE **Nominating Committee**

Have you been asked to serve your local church on the nominating committee? Are you wondering what the nominating committee is expected to do. This guide is to help you understand the role of the nominating committee and provides a summary of the offices it appoints within your local church.

**[spsm.adventistconnect.org](https://spsm.adventistconnect.org)**

## Nominating Committee Procedure

The nominating committee is an official church group that appoints individuals to roles within the church to utilise their spiritual gifts. Once the nominating committee members have been selected and met to elect a secretary, it is best to proceed with its work as follows:

- 1. A season of prayer** asking that the Holy Spirit give discernment and wisdom to the committee.
- 2. Review church membership**, noting their membership status, past experience in church office, known abilities, spiritual gifts and church responsibilities that might be appropriate.
- 3. Suggest and discuss names** to fill the list of church offices.
- 4. Discuss the offices** that require ordination and personal requirements as outlined in the Church Manual.
- 5. Proceed through the offices** for each age level as outlined. You need not fill every office.
- 6. Make sure that each candidate has been contacted** and agreed to serve before you present your report to the congregation.
- 7. Before your report is circulated**, look it over for balance with regard to new and long-term members, younger and older adults, men and women, various ethnic and occupational groupings, etc.

### Time Commitment

- The amount of time spent can vary depending on the size of the church and the number of offices to be filled.
- The process may take 3-4 meetings to allow time for church members to respond. These initial meetings may be long and intensive, however once roles are assigned, the nominating committee has completed its work for the church year.



## Guide for Positions to be Elected

### 1. Ordained Officers

The significant leadership role of those who hold these offices is recognized in the New Testament ceremony of "laying on of hands."

**Elders:** a ministry of visitation, worship leadership, spiritual mentoring and church administration.

**Deacons:** a ministry of helping with the physical needs of the congregation, the church equipment and building. A Head Deacon serves as supervisor.

### 2. General Church Officers

Although they are not ordained, these general officers are members of the Church Board and important to the administration of church business.

**Clerk:** keeps the official records of the church including membership list, minutes of business/ church board meetings and statistical reports. If your church employs a secretary, they will often hold this elected office.

**Music Leaders:** Organists, pianists, choir directors and song leaders.

### 3. Children's Ministries (preschool to 12 years)

**Children's Ministries Coordinator** is the overseer for all activities and programs for children in the congregation. **Division Leaders** are needed for cradle roll, kindergarten, primary and junior Sabbath Schools. In small churches Sabbath Schools may be combined.

**Sabbath School Assistants** are needed in each division; one or more pianists, one or more assistant leaders.

**Pathfinder Club Director:** a ministry to children age 10 and older, involving camping, nature study, physical fitness, community service, Christian witness and character development. Selects his or her own staff with the approval of the Church Board.

### 4. Teen Ministries (teenagers aged 13 to 15)

**Teen Sabbath School Leader:** a ministry of planning, spiritual leadership, teaching, building community and program development.

**Teen Sabbath School Assistants:** to provide music and assist with teaching



### 5. Youth/Young Adult Ministries (15 and over)

**Youth/Young Adult Sabbath School Leader:** a ministry of planning, spiritual leadership, teaching, building community and program development for those 15 and over. In small churches this may only be a class.

**Youth/Young Adult Sabbath School Assistants:** to provide music and assist with teaching

**Singles Coordinator:** a ministry of leadership, planning, program development and the building of a group life. This will usually include single adults in their 30s -50s as well as young adults.

### 6. Adult Ministries (adults of all ages)

**Sabbath School Superintendent (or Coordinator):** a ministry of developing leaders, planning programs and recruiting volunteers for the Sabbath School. One to four assistants are needed depending on the church.

**Outreach Coordinator (or Personal Ministries Leader):** also called Evangelism Committee Chairperson in some local churches. It is a ministry of program development, recruiting and training volunteers to work for soul-winning and service in the community. At least one assistant be selected to "learn the ropes."

**Personal Ministries Secretary:** a ministry of ordering and distributing materials for church programs and providing clerical help for program leaders.

**Potential Member Coordinator:** a ministry of building a list of prospects for church membership by contacting each name from all the many different programs and discovering their needs and level of interest, then developing an individual follow-up plan for each person. In larger churches, one to three assistants may be needed.

**Community Services Leader:** a ministry of meeting the physical, economic, social, relational and spiritual needs of the poor and troubled in the community. One or more assistants may be needed depending on the size of the program.

**Community Services Centre Board:** if your church is the sole sponsor of the centre, you will nominate the entire board. If you co-sponsor it with one or more other churches, you will nominate only your representatives to the board. The board elects its own chairperson.