
NOMINATING TEAM

Newington Baptist Church Nominating Policy and Procedures

Article 5 - Board of Directors Section 3-4: To establish governing principles, policies, and determining practices for the Church, including the creation and/or approval and maintenance of policies and procedure manuals, which will contain all controlling policies and procedures governing any and all aspects of the Church's affairs, including, but not limited to, committee task descriptions and policies regarding the handling of funds, use of facilities, and employment policies and practices;

Article 10 Section 1 Church Operation Manual: The Policies and Procedures Manual of Newington Baptist Church will provide more specific and detailed information on how NBC will operate beyond what is covered in the Constitution and Bylaws. The purpose of the Policies and Procedures Manual is to define orderly functional processes, and to protect the Church from financial, criminal, civil, and reputational risks. This Manual should include policies for all Ministries that require particular attention to detail in their processes to reduce risk or increase accountability. The manual will be maintained by the Church Administrative Assistant on the church website and other cloud storage.

Year:	B.O.D. Signature:	Date of Review:
2020	Heather King, Sharon Shelton	2/1/2020, 2/09/2020
2021	No Review due to COVID	
2022	Gerald German	3/29/2022
2023	Gerald German	3/11/2023
2024	Gerald German	1/25/2024
2025	Gerald German	4/25/2025
2026	Gerald German	3/18/2026

Policy and Procedures Established 2019
NEWINGTON BAPTIST CHURCH
6169 Main Street, Gloucester, Va. 23061

Nominating Committee

Ministry Purpose: The Nominating Committee exists to assist the Newington church family in finding places to serve within the church that match an individual's passion, spiritual gifting, background, expertise, personality, and more. Additionally, the Nominating Committee helps the church fulfill its mission and ministry goals by filling empty ministry positions on church ministry teams with those who are willing to serve and who would best fit the purposes and requirements of a particular ministry team, as well as those who meet eligibility requirements, demonstrate spiritual maturity, and who are willing to serve faithfully. The Nominating Committee will consider possible candidates for roles together as a team with prayer, discretion, discernment, and with the input of committee chairs and ministry team leaders.

Eligibility Requirements: All Nominating Committee members must be active, attending members of Newington Baptist Church, who have been approved by congregational vote to serve on the Nominating Committee.

Responsibilities and Duties:

- The chairman of the Nominating Committee is responsible for updating, editing, and maintaining the Church Organizational Chart. While the primary changes will be made annually at the incorporation business meeting in October, other edits can be made throughout the year as needed and after congregational vote of approval if required.
- Prepare for the October incorporation business meeting by:
 - Posting the current church organization chart in September of each year and asking ministry team and committee chairs to review the list before the end of the month, making any edits to the list that are needed, including removing those who are no longer serving on that team/committee and adding those who are interested in serving.
 - Asking the congregation to review the Organization Chart as individuals to remove their names from any teams/committees where they no longer want to serve and add their names to any teams/committees they would like to join.
 - Receiving requests from the BOD and the chairs of the ministry teams and committees for specific roles that need to be fulfilled in the church. Share these needs with the congregation as appropriate along with the requirements for serving on a particular team/committee. If the needs are for members to join standing committees, follow the procedure listed below. If the needs are for ministry team members, ensure eligibility requirements are met (such as whether church membership is required, background checks or child protection training completed, etc.) before presenting to the congregation for approval.

- o Sharing the updated Organization Chart with the congregation at the beginning of October (at least two weeks before presenting the chart to the congregation for approval).
- o Presenting the updated Organization Chart to the congregation for a vote of approval at the October business meeting. Please note that any nominations of standing committee members must be voted on separately by the congregation.
- o Receiving nominations from the floor during the business meeting. Nominations can be made from the floor during the election meeting if the person being nominated has been previously contacted and has agreed to be nominated. Individuals may also request that their name be removed from the Organization Chart during the election meeting.
- o Following the October business meeting, the Nominating Chair will update the Organization Chart, so it reflects all congregation-approved changes and make sure it is uploaded to the church website and cloud storage.
- Fill open positions on Standing Committees and Church Officer positions.
 - o Standing committees are those committees required to exist within the Newington constitution and by-laws, including: The Nominating Committee, the Personnel Committee, the Financial/Stewardship Committee, and the Properties Committee.
 - o The Church Officer positions include: Clerk, Treasurer, Assistant Treasurer, Moderator, Assistant Moderator, Historian, Associational Lay Representative to the MTBA Executive Committee, Sunday School Director(s), and Women's Missionary Union Director.
 - o When filling empty roles for a standing committee or church officer, the Nominating Committee Chair will receive a request from the chair of the standing committee or after direction from the BOD, making the request along with input and information about the role that needs to be filled, how many new committee members are needed, what the requirements are for service, what the duties and time commitment for the role will be, and what attributes/skills/spiritual gifting might best fit those who will serve.
 - o The Nominating Committee will pray and consider as a team who might best fit that particular area of service, continuing to work throughout the process with the standing committee or BOD on potential candidates to consider.
 - o The Nominating Committee will decide together which candidates to approach about serving and will choose one member of the Nominating Committee to reach out to each candidate. A decision to approach a candidate about willingness to serve and about presenting the candidate to the church will be made by internal committee vote in cases where the decision is not unanimous. Each member of the Nominating Committee will have one vote, and a nominee must receive a majority of votes cast by voting members present in order to be eligible.
 - o When asking a candidate to serve, the Nominating Committee will share information about the position, including any requirements, time commitments, duties, responsibilities, etc., as well as spiritual gifts, background, skills, and more that might make a candidate a good fit for that role.

- o If candidates for a position are willing to be nominated, the Nominating Committee will present each individual to the congregation to be voted on at the next business meeting.
- o Filling positions on standing committees and for church officer positions mostly occurs in October at the incorporation business meeting but can take place throughout the year upon request from a standing committee for more member(s) or when a church officer position is vacated during the year.
- Update Ministry Team Membership Lists:
 - o Ministry team member updates will be made annually at the October business meeting following the procedures noted above and following the congregational vote to approve the Organization Chart.
 - o During the year, the Nominating Committee will update the Organization Chart by removing those ministry team members who are no longer serving, who have moved away, who have passed away, or those who have requested to join a ministry team and have met any requirements for participation on that team.
 - o As new members join the church, the Nominating Committee can help them connect to new ministry teams where their gifting, background, talents, and skills might best serve their calling and the ministry needs and mission of the church.
 - o Ministry team members, unlike standing committee members, do not need to be voted on individually by the congregation, but will be voted on as part of the approval process of the Organization Chart in October.
- Work with the BOD, Sunday School Directors, and Pastor to present other nominations to the church as required:
 - o The Sunday School Directors are responsible for filling open positions for Sunday School teachers and presenting those teachers to the congregation for approval. However, they can request the help and input of the Nominating Committee if they choose.
 - o If a Pastor Search Committee is required, the Nominating Committee receives nominations from the church for possible members of the Pastor Search Committee, prayerfully determines the needs of the committee and who might best fit those needs, and uses the input from the church nominations to approach potential candidates about serving on the Pastor Search Committee. These decisions are made as a team, prayerfully, and either with unanimous approval from the Nominating Committee or with a majority vote of the Nominating Committee members. The Nominating Committee will then present nominees who have agreed to serve to the congregation for vote.

Please note that nominations for BOD members and for deacons are handled by those groups independently of the Nominating Committee.