

Nominating Committee Guidelines For the <PWM Name>

This document is meant to assist the nominating committee in their task of recommending a slate of team members to the <PWM Name> Leadership Team.

A. FORMATION OF THE NOMINATING COMMITTEE

1. The Coordinator of the Leadership Team will appoint a nominating committee each year. The Secretary of the Leadership Team serves on the committee as prescribed by her duties in the By Laws. The purpose of the nominating committee is to find women to serve as team members for expiring terms.
2. Pray. As always, this is probably the most important thing you can do.
3. Collectively, members of the nominating committee should be personally acquainted with a broad representation of women of the <Presbytery> churches.
4. Committee members should be knowledgeable of the work and ministry of the <PWM Name>.
5. Committee members should be dependable, trustworthy and discreet, able to keep confidential all discussions of the nominating committee. Your Coordinator has expressed her confidence in you by asking you to serve on this committee.
6. Committee members should be sensitive to the direction of the session, pastor and/or others in authority over her.

B. WHEN THE NOMINATING COMMITTEE MEETS

1. Pray. Don't skip this step and include it throughout the entire process of securing a slate of team members.
2. Have the detailed job descriptions for each position to be filled. Each member of the nominating committee should have a copy. The job descriptions are to be compiled from the Constitution, the By-laws, and the Standing Rules, as well as any helpful notes from the team members holding the expiring terms.
3. Have a complete list of names of every woman in the church. This is available from the local churches and you can ask the local church women's ministry representative for names of spiritually mature women.
4. Meeting should be well in advance of the election of team members allowing enough time to deliberate, pray, make selections, seek approval of names from session, ask the persons selected, and wait a short time for their response. Allowing plenty of time is very important since the process can often be lengthy.
5. Formulate a plan for publicizing, soliciting, and receiving nominations for each position.

6. Reach an agreement on matching up the spiritual gifts and personal qualities of each nominee with the position being filled.
7. After arriving at a prospective slate, delegate names of nominees among the committee for them to contact. Alternate names should also be decided in case there are refusals from the first list.
8. Go forth with the mindset that you are not there to “fill vacancies” but you are offering women the opportunity and privilege of serving their Lord through the ministry of the <PWM Name>.
9. Pray.

C. WHEN THE NOMINATING COMMITTEE MEMBER IS DELEGATED TO CONTACT A NOMINEE

1. Pray. Choose the time of your visit or call so that it will involve the least distraction for you and the one you call.
2. Make notes on what you need to convey. Have the job description handy for your own use and a copy for the nominee who will indicate a willingness to consider the position. Make sure you have all the important facts about the position.
3. Pray before calling. Ask God to give you words that are positive and encouraging and to prepare the heart of the one being called for His clear leading.
4. Having chosen what you think is the best time to call, begin each conversation with, “This is _____ (*your name*). Is this a good time for you to talk a few minutes?” If it is, begin by asking some questions about what is going on in her life. Putting people at ease with friendly conversation is much better than saying bluntly, “Will you be our _____ next year for the <PWM Name>.” Or worse, “You wouldn’t be _____ next year, would you?”
5. It is very important to give information before asking the nominee if she would be interested. You might say something like this: “The nominating committee has been discussing the importance of keeping our <PWM Name> women connected and encouraged as they serve the Lord Jesus Christ in our area. We are in the process of prayerfully finding women who share this vision and have the leadership and administrative skills to serve on the Leadership Team. You know how important the ministry of the <PWM Name> is. The nominating committee felt you were the best choice to serve as _____ (*position*) because of your demonstrated maturity as a follower of Jesus Christ and your continued involvement in helping the church to grow both in maturity and in expansion. We believe the <PWM Name> is a perfect avenue for you to pursue your passion for the glory of God and spread His Word among women in our area and even beyond.

6. Then continue with how she is viewed as a match for the position. (These are suggestions only. You really do need to know the person and what skill set, gifts, and personality, and dreams they possess. See B6):
 - a. (Secretary/Historian) Your organizational skills and computer knowledge would serve well in keeping the records of meetings.
 - b. (Treasurer) Your attention to detail, ability to balance accounts, and prepare the financial statement would help the <PWM Name> to be fiscally responsible.
 - c. (Assistant Coordinator) Your knowledge of many Christian speakers both within and outside of our presbytery would serve well to help us select much needed Biblical messages for our women.
 - d. (Coordinator) Your communication and leadership skills will help us to move forward in planning and reaching goals.
7. Postpone asking for a response until you are sure she has had time to ask all the questions that she may have.
8. Remember, you want to give information, set a vision, and tell reasons why she was chosen, what resources are available, and who could help. After giving the “big picture,” be prepared to give more specific information about how long a commitment it involves, what the specific responsibilities are, and about how much time it will take.
9. Speak slowly, allowing her to think as you share the vision for this particular ministry with her.
10. Never share negative information or impressions concerning the position or the last person who held it, but take a positive approach about the opportunity to be the extension of Jesus’ ministry here in this place at this time.
11. Occasionally you will hear negative information such as, “Oh, Sue told me last year that was the most impossible job to do. No one would cooperate or be dependable and everyone said it was hard to get helpers.” When confronted with negatives, don’t refute or add to the remark. Merely say something such as, “Well, everyone has a different approach. I feel confident that you would not only be able to do it, but also find it a blessing and you would be a blessing to others.”
12. Wait for her reflections on what you have said. If she is surprised to be considered, give her a little time to think and respond. If she has not responded, ask, “Would you consider serving in this ministry next year?” Don’t expect an immediate yes, but offer her a copy of the job description. Suggest that she discuss it with her husband (if married) and take a day or two to pray about it. Set a deadline when you need an answer and decide if she is to call you or you should call her for a response.

13. If she cannot accept this responsibility, you might ask if she would consider it at another time, or if she would be interested in any other part of this particular ministry. Find out all you can about where her interests lie, what she is good at, and how much time she can offer.
14. When the response must be “no,” be sure to end the conversation on a positive note with a word of encouragement about her future plans or family concerns or whatever kept her from accepting. Whenever possible, follow up on any concern that she has or asks you to pray about.
15. When the response is “yes,” take time to encourage her in the position she has accepted. Tell her who will get in touch with her, when the first meeting might possibly be, and what to do next.