

## **WOODCLIFF UNITED CHURCH NOMINATIONS COMMITTEE**

*There are different kinds of gifts, but the same Spirit. There are different kinds of service, but the same Lord. There are different kinds of working, but the same God works all of them in all of us.*

I Corinthians 12:4-6

*The body is a unit, though it is made up of many parts. Now you are the Body of Christ and each one of you is a part of it.*

I Corinthians 12:12,27

The Nominations Committee maintains the strength and vitality of the Congregation by inviting members of the Congregation to participate in the ministry of Woodcliff United Church (WUC) working as the hands and feet of Christ in the world.

The Nominations Committee (Committee) is a standing committee of the WUC Council (Council) that is responsible for discerning and assessing the gifts of congregational members and inviting them to serve in appropriate leadership roles on Council, as Committee Chairs, and as Trustees of WUC.

### **Tasks**

The tasks of the Committee include:

- assessing the leadership gifts and skills of congregational members
- determining the leadership needs of Council and Trustees through regular consultation with these two governing bodies
- ensuring familiarity with the duties of, and the gifts and skills required to fill vacant leadership positions
- consulting with the Duty of Care Officer to determine whether Police Information Checks are required for the positions being filled
- consulting with the Minister, other WUC staff, Committee Chairs and members, and other persons, as appropriate, about potential candidates
- ensuring potential candidates are eligible for nomination
- recruiting individuals to serve on Council, as Committee Chairs, and as Trustees
- ensuring that a group of individuals, representing the diversity of the Congregation, is called to serve in leadership roles
- developing and maintaining a roster of people willing to serve in leadership positions
- approaching individuals to fill specific leadership roles; ensuring that potential candidates are informed about the purpose, responsibilities, duties and term of office of the position for which they are being considered

- presenting for Council approval, prior to the Annual Congregational Meeting (ACM), the names of persons who have agreed to serve on Council, as Committee Chairs, and as Trustees
- presenting, for ratification at the ACM, the names of persons nominated for positions on Council and as Trustees
- recruiting replacements and presenting their names to Council for approval if a vacancy occurs in a leadership position between ACM's
- ensuring, with the assistance of the Duty of Care Committee, that all Committee activities adhere to the WUC Duty of Care Policy and Guidelines
- ensuring that volunteers who contribute to the activities and programs of the Committee are recognized
- evaluating the content and effectiveness of Committee activities on a regular basis
- preparing a report of Committee activities for the Annual Report of WUC

### **Accountability and Communication**

The Committee is accountable to Council. The Committee Chair or a delegate shall be a member of Council.

The Committee shall meet as required, but at least twice per year, to carry out its mandate and shall report to Council as required. Minutes of Committee meetings shall be provided to Council and staff, made available to the Congregation upon request and archived in the Church Office.

Confidentiality must be exercised in the work of the Committee to protect the privacy of individuals who are approached to serve.

Communication with the Congregation regarding Committee matters shall occur throughout the year using methods such as:

- personal conversation
- the Woodcliff Messenger
- the WUC website
- service bulletins
- information offered during the Sunday morning worship services
- surveys or other tools to assess leadership gifts of Congregational members

### **Human Resources**

The membership of the Committee shall include a Chair and at least two (2) other people. One of the members of the Committee will act as the recording secretary for each Committee meeting.

Members of the Committee should possess discernment, interpersonal skills, and an ability to recruit and engage people with warmth and sincerity. Knowledge of interests and skills of individuals regularly attending WUC is an asset.

**Financial Resources**

The Committee does not require funding to exercise its mandate.

The Nominations Committee portion of the WUC Committee Structures document was originally approved by Council on December 13, 2016.

Last revision: \_\_\_\_\_