



JOB DESCRIPTION

RULING ELDER FOR NOMINATING

Commission

Trust in the Jesus Christ as Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son, and Holy Spirit.

Accept the Scriptures of the Old and New Testament to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal and God's Word to you.

Sincerely receive and adopt the essential tenants of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what Scriptures lead us to believe and do, and be instructed and led by those confessions as you lead the people of God.

Demonstrate obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions.

Seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world.

Further the peace, unity, and purity of the church.

Pray for and seek to serve the people with energy, intelligence, imagination, and love.

Be faithful in watching over the people, provide for their worship, nurture, and service. Share in government and discipline, serve in councils of the church and show the love and justice of Jesus Christ.

Qualities of a Ruling Elder for Nominating Ministry

Ruling Elders demonstrate wisdom; maturity of faith; demonstrated leadership skills; and compassion.

Demonstrate gifts for human resources and relational ministry.

Possess a working knowledge and understanding of FPCA's leadership matrix.

Willing to lead a team of leaders who recruits and evaluates Ruling Elders, Deacons, and Ministry Team Leaders.

Nominating Ministry Area Description

To identify, place, and annually review (in conjunction with staff) individuals who are called to serve as Elders, Deacons, and Ministry Team Leaders

Critical Tasks for the Position of Ruling Elder for Nominating Ministry Area

1. Lead the Nominating Ministry Team in:
 - a. monitoring vacancies and potential vacancies in the leadership matrix
 - b. recruiting leaders to fill vacancies in the leadership matrix
 - c. conducting annual reviews of leaders within the leadership matrix
 - d. maintaining, revising, and updating the job descriptions represented in the leadership matrix as necessary
 - e. assuring that the Nominating Ministry Team is filled with the appropriate number of team members
2. Work with the Lead Pastor in selecting Nominating Ministry Team members (8 team members)
3. Mediate disputes, conflicts, etc. between lay leaders at any level
4. Provide a monthly written report to Session and be willing to speak at Session on matters related to the Nominating Ministry Area

Time Commitment

Three-year term; year begins May 1 and ends April 30; with a possibility of serving a second, three-year term.

Monthly Session meeting (2.5 hours per month)

Meetings with the Lead Pastor to prep Nominating Team (3 hours per month)

Nominating Team Meetings (2 hours per month)

Miscellaneous – worship leadership, emails, phone calls, contacts, additional meetings, etc. (4.5 hours per month)

Total Approximate Time Commitment: 12 hours per month