

THE PRESBYTERY OF THE JAMES COMMITTEE ON NOMINATIONS OPERATIONAL PROCEDURES

Quick Links

1. Committee on Nominations	2
2. Positions Requiring Nomination	2
3. Guiding Principles of Nominations	4
4. Decision-Making	5
5. Schedule of Responsibilities	5
Appendix A: Nomination Procedure for Commissioners and Alternates to General Assembly	10
Appendix B: Alternate Commissioner Expense Guidelines	13

1. Committee on Nominations

- a. **Defined:** “All councils higher than the session shall have a process for nominating persons to serve in positions requiring election by the council. The process shall ensure that nominations are made by an entity broadly representative of the constituency of the council, and in conformity with the church’s commitment to unity in diversity (F-1.0403).”¹
- b. **Purpose:** The Committee on Nomination’s purpose is to nominate persons for election by the Presbytery to serve in the following ways:²
 - i. Moderator of the Presbytery
 - ii. Vice Moderator of the Presbytery
 - iii. Members of Presbytery Teams and Constitutional Committees with the exception of **the Personnel Team**, the Committee on Nominations, and the Committee on Representation
 - iv. Moderators and Vice-Moderators of all Teams and Constitutional Committees except the Committee on Nominations and the Committee on Representation
 - v. Members of the Permanent Judicial Commission
 - vi. Commissioners, Alternate Commissioners and Young Adult Advisory Delegates to the General Assembly
 - vii. Commissioners to the Synod and members of other bodies that require election by the Presbytery
 - viii. Search committees for elected Presbytery staff positions as terms expire or vacancies occur
- c. **Make up:** The Committee on Nominations shall consist of a representative from each nominating region and a Moderator and Vice-Moderator. Members of the Committee on Nominations shall be elected by the Presbytery upon recommendation of the Mission Council.³

2. Positions Requiring Nomination

- a. **PRESBYTERY MODERATOR:** “A Moderator shall serve for one calendar year, and may concurrently serve on an elected team, commission or constitutional committee. The Moderator shall perform **all** duties according to the Book of Order and the Manual of the Presbytery of the James. The Moderator shall be responsible for conducting the meetings of Presbytery. In the absence of the Moderator, the Vice Moderator shall moderate. In the event that both Moderator and Vice-Moderator cannot serve, the most recent, past Moderator being present shall moderate. While serving as Moderator, the Moderator shall also sit on the Communication and Coordination Team, with voice and vote.”⁴
- b. **PRESBYTERY VICE-MODERATOR:** “A Vice Moderator shall serve for one calendar year and may concurrently serve on an elected team, commission, or constitutional committee. The Vice Moderator may perform any duties delegated to him or her by the currently serving

¹ See Book of Order G-3.0111

² See POJ Manual Sections 3.A, 3.B, 5.A, 5.D, 5.F

³ See POJ Manual Sections 5.D.6 and 5.A

⁴ See POJ Manual 3.A

Moderator. The Vice Moderator shall also sit on the Communication and Coordination Team during the year of service as Vice Moderator, with voice, but without vote.”⁵

- c. **ELECTION OF MODERATOR AND VICE-MODERATOR:** “At the Fall stated meeting of the Presbytery, the Committee on Nominations shall announce a nominee for Moderator and Vice Moderator for the following calendar year. After the nominee is announced, the floor shall be open for other nominations. Any person being nominated shall have been notified prior to nomination and shall have given his or her consent to such nomination. The Moderator and Vice Moderator elected at the fall stated meeting shall be installed and begin serving at the winter stated meeting. At the completion of the Moderator’s one-year of service, the Vice Moderator will ordinarily be nominated for election to the office of Moderator for the following year.”⁶
- d. **MEMBERS OF TEAMS AND COMMITTEES:** “All members of Teams, and Constitutional Committees (except Committee on Nominations and Committee on Representation), shall be placed in nomination by the Committee on Nominations and elected by the Presbytery. All persons nominated to and who serve on any Team or Constitutional Committee of the Presbytery of the James must be a member in good standing of a congregation or a teaching elder member of the Presbytery. After reviewing the qualifications of the persons who have been suggested, the Committee on Nominations shall recommend the nominees to the Presbytery for election. Moderators and Vice Moderators of Teams and Constitutional Committees shall be members at large. Members of the Committee on Nominations and Committee on Representation shall be nominated by the C&C Team and elected by the Presbytery.

“Election to a Team or Constitutional Committee of Presbytery is viewed as a call to service in the church. Team and Constitutional Committee members are expected to carry out their responsibilities in faithfulness. If a Team or Constitutional Committee member has an unexcused absence from three consecutive meetings, the Committee on Nominations may nominate a replacement if requested by the Moderator of the Team or Constitutional Committee.

“Each member of a Team or Constitutional Committee of Presbytery shall serve, unless otherwise provided herein, a term of three years and may not serve more than six successive years. Service for a part of a calendar year shall be counted as a full year of service.

“The Committee on Nominations shall arrange to stagger the terms of the members of Teams and Constitutional Committees so that ordinarily no more than one third of the membership of the body will be required to retire at the same time.”⁷

⁵ See POJ Manual 3.B

⁶ See POJ Manual 3.C

⁷ See POJ Manual 5.A

- e. **MODERATORS AND VICE-MODERATORS OF TEAMS AND COMMITTEES:** Moderators and Vice-Moderators of the Presbytery's Teams and Constitutional Committees (with the exception of the Committee on Nominations and the Committee on Representation) shall be nominated by the Committee on Nominations and elected by the Presbytery. Moderators and Vice-Moderators shall serve terms not to exceed six successive years and ordinarily the Vice-Moderator will succeed the Moderator.⁸
- f. **MEMBERS OF THE PERMANENT JUDICIAL COMMISSION:** "The Permanent Judicial Commission of the Presbytery shall consist of nine members whose term of office shall be for six years. The Commission shall elect its own moderator and clerk as provided for in the Book of Order." It shall be composed of teaching elders and ruling elders in numbers as nearly equal as possible; the additional member may be either a teaching elder or ruling elder. Nominees for membership shall be presented by the Committee on Nominations to the Presbytery for election."⁹
- g. **COMMISSIONERS, ALTERNATES AND YOUNG ADULT ADVISORY DELEGATES TO THE GENERAL ASSEMBLY:** See Appendices A and B below.

3. Guiding Principles of Nominations

In nominating persons to particular responsibilities, the Committee on Nominations shall observe with diligence the relevant provisions of the Book of Order. The following principles shall guide the Committee in its work.

- a. The Committee on Nominations "shall be mindful of the principles of unity in diversity consistent with the provisions of this Constitution."¹⁰
- b. Persons nominated should have experience, interest, or a particular expertise congruent with the position for which he/she is nominated.
- c. Persons shall be consulted as to their willingness to serve before being nominated.
- d. Teams and Constitutional Committees... "shall consist of teaching elders and members of congregations with at least one half being members of the congregation."¹¹
 - i. A "One-Half rule" of equal numbers of teaching elders and members of congregations will be applied to the following:
 - i. Committee on Nominations Committee on Representation (G-3.0103; POJ Manual Section 5.D.7)
 - ii. Leadership Connections Team
 - iii. Mission and Service Team
 - ii. A "One Half" rule of equal numbers of teaching elders and ruling elders will be applied to the following:
 - i. Administrative Commissions (G-3.0109b)
 - ii. Committee on Ministry (G-3.0307)
 - iii. Committee on Preparation for Ministry (G-3.0307)

⁸ See POJ Manual 5.A, 5.D.6, 5.D.7

⁹ See Book of Order D-5.0201; POJ Manual 5.D.8

¹⁰ See Book of Order F-1.0403; G-3.0103; G-3.0109

¹¹ See Book of Order G-3.0109

- iv. Commissioners to General Assembly (G-3.0501)
- v. Communication and Coordination Team/Trustees
- vi. Moderators of Presbytery (G-3.0104)
- vii. Permanent Judicial Commission (D-5.0201)
- iii. A modified “One Half Rule” will be applied to the following:
 - i. Moderators and Vice-Moderators of particular teams and constitutional committees where a teaching elder generally serves in one position and a ruling elder/member of congregation serves in the other.

4. **Decision-Making**

Normally, all decisions of the Committee on Nominations shall be made in the context of a duly called meeting with a quorum present. A vote may be taken on a particular issue between meetings of the Committee in the following manner:

- a. The Moderator shall contact the Committee members via telephone or email to inform them of the recommendation.
- b. A quorum of the Committee members shall respond within 48 hours with their votes for approval or disapproval.
- c. The recommendation shall be approved if there is no more than one dissenting vote. The action and its approval shall then be recorded in the minutes at the next meeting of the Committee.
- d. If there are two or more dissenting votes the recommendation shall not pass and shall be reconsidered at the next meeting of the Committee.
- e. Regardless of outcome, the Moderator shall inform the Committee members immediately of the voting results.

5. **Schedule of Responsibilities**

The work of the Committee on Nominations should be guided by the following schedule.

January: Committee Meeting

- a. Train new committee members.
- b. Establish meeting dates for upcoming year.
- c. Review vacancies for Moderators, Vice-Moderators, and members of Teams, Constitutional Committees, and the Permanent Judicial Commission.
- d. Identify nominees for other positions that the Nominating Committee is specifically charged to fill.
- e. Prepare recommendations for report to Presbytery.
- f. Identify those persons who have served two full terms in an elected position on a Presbytery Team, Constitutional Committee or Commission.

After January Committee Meeting

- a. Confirm willingness of those nominated to serve Presbytery vacancies.
- b. Submit report for Presbytery meeting docket.
- c. Send letter of appreciation to each person who has served two full terms in an elected position on a Presbytery Team, Constitutional Committee or Commission with a copy being

sent to his/her Clerk of Session. These persons shall also be recognized in the Committee on Nominations report to the Presbytery's winter stated meeting.

- d. Begin application process for Commissioners, Alternates, and Young Adult Advisory delegates to General Assembly. (odd years)
 - i. Identify teaching elder and ruling elder Alternate Commissioners to the most recent General Assembly so that they may be approached to serve as Principal Commissioners for the upcoming General Assembly.
 - ii. Send letter to teaching elders and churches and post application on-line with deadline March 1.

February: Presbytery Stated Meeting

- a. Present report and recommendations to Presbytery.

After February Presbytery Meeting

- a. Send letter of thanks to outgoing Presbytery Moderator.
- b. Send letter to teaching elders and churches and post online the Presbytery Moderator Application Form. Deadline is April 1. Items to be included are:
 - i. Length of service as teaching elder/ruling elder
 - ii. List of congregational involvements and responsibilities, Presbytery and General Assembly assignments, committees, commissions, teams (as applicable)
 - iii. Experience in moderating teams and committees
 - iv. Familiarity with parliamentary procedure

March: Committee Meeting

- a. Review vacancies for Moderators, Vice-Moderators, and members of Teams, Constitutional Committees, and the Permanent Judicial Commission.
- b. Identify nominees for other positions that the Nominating Committee is specifically charged to fill.
- c. Review applications for service to General Assembly.
- d. Update on search for Presbytery Vice Moderator for the next calendar year.

After March Committee Meeting

- a. Confirm willingness of those nominated to serve Presbytery vacancies.
- b. Send reminder to pastors and churches regarding submission of applications for Presbytery Moderator.

April: Committee Meeting

- a. Review vacancies for Moderators, Vice-Moderators, and members of Teams, Constitutional Committees, and the Permanent Judicial Commission.
- b. Identify nominees for other positions that the Nominating Committee is specifically charged to fill.
- c. Review applications for service to General Assembly in hopes of finalizing candidates to be nominated at Summer POJ meeting (YAAD may be an exception).

- d. Review applications for Presbytery Vice Moderator. Select those the committee would like to interview in-person.

After April Committee Meeting

- a. Confirm willingness of those nominated to serve Presbytery vacancies.
- b. Extend invitation to applicants for Vice Moderator to attend May meeting of CON.

May: Committee Meeting

- a. Review vacancies for Moderators, Vice-Moderators, and members of Teams, Constitutional Committees, and the Permanent Judicial Commission.
- b. Identify nominees for positions that the Nominating Committee is specifically charged to fill.
- c. Meet with applicants for Presbytery Moderator and select a nominee.
- d. Finalize any work on applications for service to General Assembly.
- f. Prepare recommendations for report to Presbytery

After May Committee Meeting

- a. Confirm willingness of those nominated to serve Presbytery vacancies.
- b. Send letters to applicants regarding Committee's nominee for Presbytery Vice Moderator.
- c. Send letters to applicants regarding Committee's nominees for Commissioners, Alternate Commissioners, and Young Adult Advisory Delegates to attend the upcoming meetings of General Assembly.
- d. Request annual consultation with Committee on Representation for July meeting.
- e. Submit report for Presbytery stated meeting docket. Be sure to include:
 - i. Nominees & brief bios for General Assembly service for election.
 - ii. Nominees & brief bios of Presbytery Moderator (ordinarily the current Vice Moderator) and Vice Moderator for the coming year for Presbytery's consideration.

June: Presbytery Stated Meeting

- a. Present report and recommendations to Presbytery.
- b. Present nominees for teaching elder and ruling elder Commissioners and Alternate Commissioners and for Young Adult Advisory Delegates to attend the upcoming stated meeting of General Assembly. (odd years)

After June Presbytery Meeting

- a. List all vacancies created by the two nominating regions whose terms are ending and identify those persons who are eligible for second terms.

July: Committee Meeting

- a. Annual consultation with Committee on Representation.
- b. Review vacancies for Moderators, Vice-Moderators, and members of Teams, Constitutional Committees, and the Permanent Judicial Commission.
- c. Identify nominees for positions that the Nominating Committee is specifically charged to fill.

After July Committee Meeting

- a. Confirm willingness of those nominated to serve Presbytery vacancies.
- b. Contact persons whose first terms are coming to an end and ask if they would be willing to serve a second term.

August: Committee Meeting

- a. Review vacancies for Moderators, Vice-Moderators, and members of Teams, Constitutional Committees and the Permanent Judicial Commission, including those nominating regions whose terms are coming to an end
- b. Identify nominees for other positions that the Nominating Committee is specifically charged to fill.

After August Committee Meeting

- a. Confirm willingness of those nominated to serve Presbytery vacancies.

September: Committee Meeting

- a. Review vacancies for Moderators, Vice-Moderators, and members of Teams, Constitutional Committees and the Permanent Judicial Commission, including those nominating regions whose terms are coming to an end
- b. Identify nominees for other positions that the Nominating Committee is specifically charged to fill.
- c. Prepare recommendations for report to Presbytery.

After September Committee Meeting

- a. Confirm willingness of those nominated to serve Presbytery vacancies.
It is especially important at this point to re-establish nominees' willingness to serve, especially if last contact with them was earlier in the summer.
- b. Submit report for Presbytery stated meeting docket. Be sure to include:
 - i. Nominees & brief bios of Presbytery Moderator (ordinarily the current Vice Moderator) and Vice Moderator for the coming year for election.

October: Presbytery Stated Meeting

- a. Present report and recommendations to Presbytery.
- b. Present nominees for Presbytery Moderator and Vice Moderator for the coming year.

November: Committee Meeting

- a. **Ordinarily conducted via email communication.**
- b. Review vacancies for Moderators, Vice-Moderators, and members of Teams, Constitutional Committees, and Permanent Judicial Commission.
- c. Identify nominees for other positions that the Nominating Committee is specifically charged to fill.
- d. Review Operational Procedures of the Committee on Nominations of the Presbytery of the James.

After November Committee Meeting

- a. Confirm willingness of those nominated to serve Presbytery vacancies.

Adopted: April 8, 2003

Revised: March 14, 2006

Revised: January 9, 2007

Revised: April 17, 2007

Revised: November 13, 2007

Revised: September 2012

Revised: January 2017

Restyled: May 2019

Appendix A: Nomination Procedure for Commissioners and Alternates to General Assembly

OVERALL GUIDELINES

Teaching elder and ruling elder commissioners and alternates to meetings of the General Assembly (GA) shall be nominated to achieve the goal of full participation as outlined in paragraph F-1.0403 the Book of Order:

F-1.0403 Unity in Diversity

“As many of you as were baptized into Christ have clothed yourselves with Christ. There is no longer Jew or Greek, there is no longer slave or free, there is no longer male and female; for all of you are one in Christ Jesus. And if you belong to Christ, then you are Abraham’s offspring, heirs according to the promise” (Gal. 3:27–29). The unity of believers in Christ is reflected in the rich diversity of the Church’s membership. In Christ, by the power of the Spirit, God unites persons through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction. There is therefore no place in the life of the Church for discrimination against any person. The Presbyterian Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than those stated in this Constitution.

Ordinarily alternate commissioners to a GA shall be nominated principal commissioners to the following GA. Elected alternates who become principals have fulfilled their term and the Committee on Nominations shall seek applications, with the same eligibility requirements, for a replacement principal commissioner nominee for the next GA meeting.

The Stated Clerk shall maintain lists of teaching elders who have served as GA commissioners and congregations whose ruling elders have served as GA commissioners.

One Young Adult Advisory Delegate (YAAD) and one alternate shall be nominated. Alternates may submit applications for ensuing GAs if they qualify.

ELIGIBILITY TO SERVE

Teaching Elders

All teaching elders on the active, Honorably Retired, validated ministry and member-at-large rolls of this Presbytery are eligible for nomination. Nominees shall be enrolled in the Presbytery of the James for at least three years immediately preceding the time of the meeting of the GA to which they are elected as commissioners.

To be eligible, a teaching elder shall have attended at least four of the Presbytery meetings during the two calendar years prior to election.

Any teaching elder who has agreed to accept a call from a church or other service outside the Presbytery as of the date of the beginning of the GA shall automatically become ineligible to be a commissioner from this Presbytery to the GA.

Ruling Elders

To be eligible, the session of the congregation from which a ruling elder is nominated ordinarily shall have sent commissioners to at least four of the Presbytery meetings during the two calendar years prior to election in one of the following categories: elected session commissioner or an elder otherwise enrolled as a member of the Presbytery. Ruling elders ordinarily shall be recommended by the session of their church.

A ruling elder who has moved membership from a church within the Presbytery as of the date of the beginning of the GA shall automatically become ineligible to be a commissioner from this Presbytery to the GA.

Young Adult Advisory Delegate

The nominees shall be active members of one of the churches of our Presbytery, between the ages of 17 and 23 on the date the GA convenes, recommended by the sessions of their churches and invited by the sessions of their churches to submit applications to the Committee on Nominations.

APPLICATION PROCESS

Applications shall be available on the website of the Presbytery. Applications may be submitted at any time but the deadline for submission is July 1 of an election year (currently odd numbered years). Alternate commissioners to the previous GA need not submit a new application, but do need to confirm their desire to serve.

The application shall include the following information:

1. An agreement that the applicant is willing and able to report back to the Presbytery concerning the actions and experience of the GA. It is expected that all commissioners to the GA will report to the Presbytery at its next stated meeting following the GA.
2. A statement that the applicant understands the rigors of participating fully in the work of the GA and is willing to undertake such rigorous activity. Applicants need to be advised that attendance at a GA requires extensive online reading in advance, basic computer skills, access to the Internet, long hours in committee meetings and plenary sessions, and may require considerable travel between the hotel and committee meeting rooms, plenary site, exhibit/eating areas and worship sites.

3. Information as to whether the applicant has previously attended the GA as an elected commissioner from any Presbytery or as a visitor.
4. The teaching elder-applicant's date of ordination and date of most recent enrollment in the Presbytery of the James. A statement of the length and nature of the ruling elder-applicant's and YAAD-applicant's service to a local church within this Presbytery.
5. A description of the applicant's activities and service within the structures of this Presbytery and other Presbyterian Church (U.S.A.) governing bodies.
6. A brief paragraph describing the applicant's understanding of the nature and work of the GA.
7. A single page with biographical information and a response to the questions:
Why do you want to go to General Assembly?
What gifts would you bring to the work of the General Assembly?
8. A statement as to whether or not the applicant will be willing to attend the GA as an alternate.
9. For YAADs, a recommendation from the YAAD's session, signed by the clerk of session.

NOMINATION PROCESS

The Committee on Nominations shall nominate three (3) teaching elders and three (3) ruling elders as principal commissioners and three (3) teaching elders and three (3) ruling elders as alternate commissioners through the application process. It shall also nominate one YAAD and one alternate. When making its nominations, it shall seek to identify those who will best serve the needs of the GA and the Presbytery and shall consider eligibility and applications. The Committee will give priority to ruling elders from churches that have not provided a ruling elder commissioner to any of the previous five General Assemblies and teaching elders who have not been a commissioner to any of the previous five General Assemblies. It will give consideration to congregation size and representation from the several Nominating Regions of the Presbytery.

Revised: June 9, 2001, POJ Meeting

Revised: February 8, 2003, POJ Meeting

Revised: June 14, 2003, POJ Meeting

Revised: June 9, 2007, POJ Meeting

Revised: June 16, 2009, POJ Meeting

Revised: October 16, 2010, POJ Meeting

Appendix B: Alternate Commissioner Expense Guidelines

The Presbytery of the James, in providing for alternate commissioners to attend the General Assembly in preparation for their service as commissioners, shall provide financial support for the following eligible expenses, up to an amount determined by the Presbytery for each General Assembly.

1. Travel:
 - a. Travel: round trip fare to and from the General Assembly meeting site. *Travelers' insurance is required.*
 - b. Driving: IRS automobile rate for round trip to the General Assembly meeting site **or** round trip air fare (whichever is lower).
 - c. Travel to the airport/station: IRS rate from home to the airport/station and return.
 - d. Parking at the airport/station: Long term lot rate.
 - e. Shuttle service to convention center: one trip to and from the airport/station in the GA meeting site.
2. Housing: Double occupancy rate at one of the GA hotels. Alternates desiring to have a private room would pay the difference between single and double occupancy.
3. Meals
4. Registration Costs

Receipts shall be submitted along with requests for reimbursement.

If an alternate commissioner becomes unable to attend General Assembly after registration and travel have been booked, the Presbytery will reimburse eligible prepaid expenses after first deducting the cost of travel (covered by travelers' insurance) and double occupancy rate for the nights the alternate had planned to stay in the host city.

Approved Presbytery Meeting, June 11, 2005

Revised: TBD [this is a draft version]