

## Nominating Committee Information

The *Nominating Committee* should meet in a timely manner to secure the names that will be on the ballot at the annual meeting of the congregation. The information below includes parts of the constitution and other documents to assist in their work. It is appropriate to review the document, "Annual Meeting Election Results and Archive", found on the Council page of our website.

C12.01. The voting membership of the Congregation Council shall consist of the pastor(s), the officers of the congregation, and not more than 12 nor fewer than 9 members of the congregation. Any voting members of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be forfeited if the member a) ceases to be a voting member of this congregation or b) is absent from four successive regular meetings of the Congregation Council without cause. Consistent with the laws of the state of Illinois, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.

C12.02. The members of the Congregation Council except the pastor(s) shall be elected by written ballot to serve for 3 years or until their successors are elected. Such members shall be eligible to serve no more than two full terms consecutively. Their terms shall begin at the close of the annual meeting at which they are elected.

C12.03. Should a member's place on the Congregation Council be forfeited, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting. Individuals who have served less than one-half of a regular term shall be eligible for nomination and possible election to a full term.

C12.23. The Congregation Council and its committees may hold meetings by remote communication, including electronically and by telephone conference, and to the extent permitted by state law, notice of all meetings may be provided electronically.

C13.02. A *Nominating Committee* of six voting members of this congregation, two of whom shall, if possible, be outgoing members of the Congregation Council, shall be elected at the annual meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive reelection. Members of the Nominating Committee shall not be nominated to the Council for the ensuing year and members of the Council who will be active in the ensuing year shall not serve on the Nominating Committee.

C13.03. An *Audit Committee* of three voting members shall be elected by the congregation. Audit Committee members shall not be members of the Congregation Council. Term of office will be three years, with one member elected each year. Members shall be eligible for reelection.

*Endowment Committee*. Elected to three year terms. Two members elected each year. No member shall serve more than two consecutive terms.

*Voting members to the Northern Illinois Synod Assembly*. The Assembly is held on Friday and Saturday of the 3rd week of June at Augustana College. St. James may have two lay voting members, preferably one female and one male. Each congregation may also register one additional voting member as a young adult (age 18-30) or youth (younger than 18).

C13.04. A *Staff Support Committee* (in the absence of a staff support committee, their duties shall be fulfilled by the executive committee) shall be appointed jointly by the president and the pastor. Term of office shall be two years, three members to be appointed each successive year. Committee members will hold no other office in the congregation during their term.

*Mutual Ministry Committee*. Members are appointed jointly by the president and the Pastor.

*Personnel Committee*. The mission of the committee is 1) to meet individually at least twice annually with each salaried staff member to help him/her set, meet, and assess professional goals, 2) to meet at least once annually as a committee to discuss general, church-wide personnel issues and to create an annual report to the Executive Committee of the Church Council, 3) to develop and monitor policies and procedures for a healthy work environment, 4) to maintain personnel files for each staff member including a complete job description which delineates the scope of the position.

The committee consists of 4 members, elected to 2 year terms, 2 elected each year. No member may serve more than six consecutive years.