

NOMINATING COMMITTEE RULES AND PROCEDURES

In order to do its work in an orderly and fair manner, the Nominating Committee:

1. Obtains from the Executive Director's office a list of vacancies on each governing board and commission on which the Committee is to make a nomination.
2. At the first meeting called by the Chairman of the Nominating Committee, orientation of the Committee's work is given, along with a list of known vacancies on all boards, committees, and commissions that will need to be filled at the next Annual Meeting. Those members not present at said meeting are to be sent the same list.
3. Obtains from the chief administrator of each Entity, and in coordination with the Executive Director, confirmation of each vacancy and requests communication about any changes that may occur during the time of the Committee's work.
4. Consults with the chief administrator of each Entity and/or Chairman of each governing board concerning the particular needs that the Committee should seek to meet as it recommends individuals to fill each vacancy.
5. Informs Missouri Baptists, through the official news journal of the Missouri Baptist Convention (MBC), about the procedure they may follow in recommending person(s) for the Committee's consideration and asks anyone making a suggestion to provide information which the Committee needs (name of person recommended, address, church membership, CP giving of the church, activity in the church and/or association, occupational or professional credentials, board or commission for which suggested, reason for thinking that the recommended person would serve well in this capacity, etc.). The publication of known vacancies that need to be filled is printed or posted online in January.
6. Ensures a biographical profile form (as approved by the Executive Board) is completed by each person nominated and, upon this person's election by the Messengers, is delivered to the Executive Director for filing in MBC records. A previous profile may suffice provided the data is static and the Nominating Committee verifies the information.
7. Ensures, in a timely fashion, that all members of the MBC Nominating Committee receive the names and biographical data of all nominees as they are received by the Chairman of the Nominating Committee and MBC staff responsible for said information.
8. Ensures that at least one copy of all Committee minutes is archived by the Executive Director's Office.

9. Gives due consideration to all recommendations made to the Nominating Committee. Persons nominated are Christians of good reputation with a record of strong church involvement and support, and from churches that show strong and ongoing support, including financial support for the work of the MBC (or Southern Baptist Convention in the case of out-of-the-state Trustees). Cooperative Program support should be an important consideration. The expectation is that persons nominated have special experience or expertise that he or she can bring to the respective board or commission.

10. Nominates persons giving due regard to age, gender, race, and geographical location to insure proper balance on all boards, so as to adequately meet the needs of the Entity or commission.

11. Contacts all nominees to determine their willingness to serve and to validate their references.

12. Maintains a file of all persons recommended to the Nominating Committee for the future work of the Committee should a vacancy occur between Annual Meetings.

13. Honors the MBC Charter, Constitution, and Bylaws for major procedures for the Committee's actions.

14. Follows the policy that no person is eligible to serve on more than one (1) of the MBC Entity boards or commissions at a time unless elected as an Officer of the MBC.

15. Follows the policy that no immediate family members (spouse, child, parent) of a current Nominating Committee member is eligible for nomination on any Entity or commission of the MBC.

16. Follows the policy that each MBC church is limited concerning the number of persons serving on the boards of the MBC. Churches with a total membership of 1,000 or less may be represented by a maximum of two (2) persons serving on MBC boards and commissions simultaneously. Churches with a total membership of more than 1,000 may be represented by a maximum of three (3) persons serving on MBC boards and commissions. However, in the case of the larger congregation, no more than two (2) on the same board or commission.

17. Follows the policy that Missouri Baptists serving on the various boards and commissions of the Convention be supportive of both the Missouri Baptist Convention and the Southern Baptist Convention and an advocate for the Cooperative Program.

18. Completes the work of the Nominating Committee provided for in paragraphs 1-8 not later than 30 days prior to the Annual Meeting.

19. Identifies persons eligible for a successive term not later than April 1 of each year; and determines if such persons continue to be willing and otherwise eligible to serve.



**MBC Nominating Committee
PROFILE SHEET**

Name _____ Date of Birth _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Cell Number _____ Email _____

Are you a Lay Person or Minister: layperson (Non-ordained or retired ministry staff is considered laity.)
 minister (Active ordained ministers or other ministry staff.)

Please write a brief personal salvation testimony _____

Church Membership (Name of Church) _____

City and State _____

Church's Cooperative Program Contributions Last Year:
Amount \$ _____ Percentage of undesignated receipts _____%

Do you personally support and/or financially contribute to your local church and consequently the work of the Missouri Baptist Convention and Southern Baptist Convention through the Cooperative Program? yes no

List positions served in the local church, association, or MBC/SBC boards, committees, commissions, institutions served and offices held.

Occupation _____ Employed By _____

Give a brief statement of unique business/professional experience that might be beneficial to the Entity or commission you would serve.

Are you in agreement with the *Baptist Faith and Message* (current edition)? yes no
(For a copy of the *Baptist Faith and Message*, go to mobaptist.org/about-us/what-we-believe.)

Please give two references familiar with your local church involvement and your lifestyle that demonstrates a decorum of holiness consistent with New Testament character, including the abstention from recreational use of controlled substances (including alcohol, marijuana, etc.).

Name _____ Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Name _____ Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

I pledge to complete the MBC new trustee orientation, as well as the orientation of the Entity or commission where I may be elected to serve. yes no

Subject to election by the MBC at the Annual Meeting, I would like to serve on (choose all that apply):

- | | |
|---|---|
| <input type="checkbox"/> MBC Executive Board | <input type="checkbox"/> Hannibal/LaGrange University |
| <input type="checkbox"/> Missouri Baptist Children's Home | <input type="checkbox"/> Missouri Baptist University |
| <input type="checkbox"/> Missouri Baptist Historical Commission | <input type="checkbox"/> Southwest Baptist University |
| <input type="checkbox"/> Christian Life Commission | <input type="checkbox"/> Missouri Baptist Foundation |
| <input type="checkbox"/> Baptist Home | |

Return form to: MBC Nominating Committee, Missouri Baptist Convention, 400 E. High Street, Jefferson City, MO 65101.

For Committee Use Only

Geographic Region _____ Association _____