

NOMINATING COMMITTEE RULES AND PROCEDURES

(revised 10-26-2020)

The Nominating Committee, working in an orderly and fair manner:

1. Obtains from the Executive Director's office a list of vacancies and expiring terms on each governing board and commission on which the Committee is to make a nomination.
2. Convenes at the first meeting called by the Chairman of the Nominating Committee, where 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. Communicates with each Entity president to confirm each vacancy and expiring term, to discuss persons eligible for a second term, and to request information about the particular needs of the institution and its board, in terms of personal attributes, skills, education, or experience. Since trustees are to provide accountability for administrators, Entity presidents are encouraged primarily to share needs, not names of persons to populate their board.
4. Consults with the Executive Director and other MBC leaders in evaluating the needs of institutions and boards, including evaluating candidates for a second term and new candidates for service. The Nominating Committee is not required to give deference to recommendations from any individual or institution, but is charged to use its collective judgment, on behalf of MBC churches, to select well-qualified nominees to serve on MBC Entity boards of trustees.
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 after the Committee's first meeting.
6. Ensures a biographical profile form (as approved by the Executive Board) is completed by each person recommended or 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 for a person eligible for a second term, 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 recommendations 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 (See item 17). 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 to ensure geographical balance, while also broadening representation as to race, gender, age, and fresh experience on all boards and commissions.
11. Contacts all recommended persons to determine their willingness to serve if elected and to confirm 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 MBC Bylaw 7D that no person may serve on more than one (1) board or commission simultaneously. Similarly, a member of the Nominating Committee shall not simultaneously serve on a board or commission. If a member of a board, commission, or Nominating Committee is elected as an MBC officer, the seat is vacated temporarily during the term of officer service. The vacant seat may be temporarily filled by the Nominating Committee and the Executive Board, following the MBC Bylaws and these Rules, until the completion of officer service, at which time the former officer may resume the vacant seat for the remainder of the term, provided that the Nominating Committee and Executive Board retain discretion to make adjustments in the implementation of this rule, in order to comply with MBC Bylaws and these Rules.
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.

The Committee strongly prefers that a trustee's local church should give through the Cooperative Program at least the national average. Local church context may be a factor that temporarily impedes giving through the Cooperative Program at or above that level. However, for trustee consideration, the minimum objective should normally be at least one half (1/2) of the CP national average.

18. Provides a list of proposed nominations to the Executive Director a reasonable time prior to the Annual Meeting, so candidates can be invited to the trustee orientation at the Annual Meeting of the Convention. The Committee is not required, in advance of the Convention, to provide such list or other information about its work to persons making recommendations or to Entity leaders. The Executive Director will publish the Nominating Committee Report in the daily business update for messengers at the Convention.

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 qualified to serve. The Committee is not required to nominate a current trustee who is eligible for a second term, but will prayerfully select those nominees who will best serve as trustees of MBC entities, in the ultimate discretion of the Committee.



**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

Once elected to your position, would you, if requested, agree to a background check by the Missouri Baptist Convention or the Entity you are nominated to serve? yes no

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

- MBC Executive Board
- Missouri Baptist Children's Home
- Missouri Baptist Historical Commission
- Christian Life Commission
- Baptist Home
- Hannibal/LaGrange University
- Missouri Baptist University
- Southwest Baptist University
- Missouri Baptist Foundation

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

For Committee Use Only

Geographic Region _____ Association _____