

## Leadership Selection Committee Flow of Work

### Leadership Selection Committee Roles and Tasks

1. Maintain confidentiality regarding all discussions in the process.
2. Prepare, disseminate, compile and use *Offering My Gifts* and *Affirming the Gifts of Others* surveys .
3. Prayerfully discern whom to ask to serve as Committee Chairs based on spiritual and natural giftings, time available, and “balance” on committees regarding age, gender, length of time of MCN, etc.
4. Along with Committee Chairs, [prayerfully discern whom to seek to serve on committees and in other leadership roles based on spiritual and natural giftings, time available, and “balance” on committees regarding age, gender, length of time at MCN, etc.]
5. If helpful, invite pastors to have input re the committees and leaders with whom they provide staff support .
6. Prepare the final Slate of Nominations to be presented at the November Congregational meeting.

### LSC Chair Tasks

1. Convene and lead meetings
2. Prepare Minutes (or assign someone to do so)
3. Introduce *Offering My Gifts* and *Affirming the Gifts of Others* to the congregation during Sunday morning worship (script available)
4. Oversee completion of the final Slate of Nominations and provide to Church Chair and Church office for November Congregational meeting
5. Report to Congregation at November Congregational meeting

### LSC Staff Support Tasks

1. Provide LSC with complete list of leadership roles that will be open for the coming year
2. Provide LSC with Eligible Persons list (all church members with names tagged that are currently unavailable)
3. If Chair requests, may assist with setting up LSC meetings
4. If Chair requests, may assist with preparation and dissemination of Minutes
5. If requested, prepare and compile *Offering My Gifts* and *Affirming the Gifts of Others* survey for the Committee to use
6. Prepare copies of Handbook committee work descriptions and Job Descriptions for Church Chair and Treasurer
7. In January, provide each Committee Chair, pastors and other leaders with information relative to their area of service from *Offering My Gifts*

Task	By Whom	When	Follow up
<b>Committee Appointed</b> <ul style="list-style-type: none"> <li>• 5 Committee members</li> <li>• 2-year terms, staggered</li> <li>• may serve 3 terms</li> <li>• LSC Chair appointed by Church Chair</li> <li>• expected that at least one of the pastors serve as resource staff to LSC</li> </ul>	Church Board	May - June	
<b>Leadership Selection Committee organizational meeting</b> <ul style="list-style-type: none"> <li>• review LSC roles and process</li> <li>• determine who will check with current leaders, Committee Chairs and members about second terms</li> <li>• receive <i>Eligible Persons List</i> to use for prayer and reflection in weeks to come, asking God to bring to heart/mind persons for whom service would be a good match with congregational need</li> <li>• determine LSC Sunday date</li> <li>• determine next meeting dates</li> </ul>	LSC Chair and LSC members	June	
<b>Clarify which current leaders and committee members will seek a second term</b>	LSC members	June	
<b>Create list of upcoming openings for leaders and committees: Church Chair, Treasurer, Committee Chairs and Committee Persons</b>	LSC, Administrative Assistant and pastoral staff	June	
<b>Revise/prepare <i>Offering My Gifts</i> and <i>Affirming the Gifts of Others</i> and prepare Cluster Leader form</b> <ul style="list-style-type: none"> <li>• check with current Committee Chairs for any revisions</li> <li>• print forms and/or provide an online version; attach to Midweek for distribution on LSC Sunday in August</li> <li>• Church Office collects completed forms</li> <li>• Compiled by [??] and date provided to LSC</li> </ul>	LSC members, pastoral staff, Administrative Assistant	July	

<b>Seek Cluster Leader input</b> <ul style="list-style-type: none"> <li>TBD</li> </ul>		August	
<b>LSC Sunday</b> <ul style="list-style-type: none"> <li>introduce in congregational worship;</li> <li>allow 2 weeks for completion of surveys</li> </ul>	LSC Chair	August	
<b>LSC Meeting</b> <ul style="list-style-type: none"> <li>update the final list of openings</li> <li>begin discussion of Committee Chairs to seek based on discernment, prayer, list of Eligible Persons and data from OMG, AGO and Cluster Leader input</li> </ul>		September	
<b>Identify Committee Chairs for upcoming year</b> <ul style="list-style-type: none"> <li>LSC members asking</li> <li>provide copies of the Handbook pages re Committees or Job Descriptions to persons tapped</li> </ul>	LSC members	September	
<b>LSC Meeting with Committee Chairs</b> <ul style="list-style-type: none"> <li>preparation of list of persons to be sought by Committee Chairs for service on committee based on prayerful discernment, OMG, AGO and Cluster Leader input</li> <li>provide copies of committee job descriptions to persons being asked to consider serving</li> </ul>	LSC Members and Committee Chairs	September	
<b>Recruit Committee Members</b> <ul style="list-style-type: none"> <li>this will involve 1-3 meetings</li> </ul>	LSC and Committee Chairs	September-October	
<b>Finalize Slate of Nominations</b>	LSC	Due in Church office by November	
<b>Congregational Meeting Approval</b>	Congregation	November	