



Seventh-day
Adventist Church

Adsafe

South Pacific

JOB DESCRIPTION:

Position: **Nominating Committee Member**

Organisation: **Local Church**

Revised: 18 December 2023

The local Church **Nominating Committee** is responsible to the local Church constituency as a whole.

The effective operation of the **Nominating Committee** is a vital component in the local Church adhering to the adoption of the 10 National Principles for Child Safe Organisations (10 Child Safe Standards)*.

Standard 1 highlights the importance of child safety being imbedded in organizational leadership, governance and culture. The Nominating Committee's work sets the tone for effective governance and church culture.

Standard 5 requires that people working with children and suitable and supported. The Nominating Committee is responsible for selecting suitable people for positions.

The Nominating Committee provides information to prospective office-holders which assists them to undertake their roles as per Standard 7: staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.

The Role:

The Role of the Nominating Committee member would typically include:

Preparation

- Pray personally for the work of the Nominating Committee, and encourage the entire congregation to do the same. Ensure that the prayer during the worship service includes a petition relating to the work of the Nominating Committee.
- Some churches provide a list of 'active' members/attendees to the Nominating Committee to assist them in their work. Update your knowledge of members/attendees being considered for positions, using this list or the current Nominating Committee report.
- Consider membership status, past experience in church office, known abilities and spiritual gifts.

- Become familiar with the job descriptions and selection criteria for positions in your church. Job descriptions may exist locally, or some sample job descriptions (which can be customised by the local church) are located on the Adsafe website at: www.adsafe.org.au/safeguarding/resources/job-descriptions

Screening – a Whole Committee Approach

- Ensure that all potential staff and volunteers who are **new** to the congregation or **servicing for the first time** complete a Volunteer Information and Referee Consent Form (see separate document in the checklists section of the Adsafe website: www.adsafe.org.au/safeguarding/resources/checklists) including details of at least three (3) referees. Advise potential staff and volunteers that referees will be contacted.
- Check the referees of persons being considered for positions using the Referee Interview Form (see separate document in the checklists section of the Adsafe website). This may take place later in the Committee process if comments are wanted from a referee relating to a specific position.
- The Church Pastor should organise a screening announcement. To ensure transparency and address privacy concerns, Church members/attendees are advised via public or bulletin announcement** that their names will be screened by Adsafe against the Adsafe database of persons of heightened interest. Members are given the option to “opt out” of screening and if they do so, they should advise the Church Pastor of their decision.
- The Adsafe Responsible Officer (ARO) which is generally the Church Pastor will provide a list of ‘active’ Church members/attendees to Adsafe for screening against their database of persons of heightened interest (see below for email address).
- Following a response from Adsafe, the list of approved potential officers will be provided by the ARO to the chair of the Nominating Committee. The ARO and the chair of the Nominating Committee may be the same person.

Knowledge of Waiting Periods

- Ensure that all staff and volunteers being considered for child-related or Board member roles have served the required waiting periods. These waiting periods allow the church to assess the suitability of persons being considered for child-related and governance roles. Newly baptized or transferring members should serve a waiting period of **six months**. Volunteers who are non-members or who are new to the congregation should serve a waiting period of **twelve months**.
- The Church Clerk may need to be consulted to ascertain how long a person has been a member.

Getting Started

- Elect a recording clerk to record the minutes: names of people being considered for various roles, acceptance (or otherwise) of the request to take up the role and any other decisions the Committee makes. At the end of the Nominating Committee process, that person will also produce the report to be presented the local church.
- Participate in the discussion regarding which roles will be filled, or any roles to be deleted/added.

Selecting Candidates

- Using job descriptions/selection criteria and where appropriate, referee comments, contribute to discussion around nominating the best person/s for each role. A voting system may be needed to rank candidates.

Checking Adsafes Compliance

In consultation with the Adsafes Compliance Assistant (ACA) ensure that all staff and volunteers being considered for **defined** child-related or Board member roles (as per *Adsafes Role Requirements Guideline* Appendix B1.1***), or roles **assessed** by the local Church as being child-related (as per *Adsafes Role Requirements Guideline* Appendix B1.2***) have:

- a current, cleared Working with Children Check (or equivalent) as governed by the local jurisdiction, or are prepared and able to obtain one prior to commencement of service.
- completed current Adsafes Awareness Training, or are prepared and able to complete Training prior to commencement of service.
- signed a current Adsafes Code of Conduct, or are prepared and able to sign the Code of Conduct prior to commencement of service.
- familiarity with legislation relating to Mandatory Reporting and/or Reportable Conduct and other requirements if applicable in the local jurisdiction, or are prepared and able to gain familiarity prior to commencement of service.

Approaching Candidates

Committee members asked to approach a candidate to take up a position should:

- Share details of the job description and selection criteria.
- Ask appropriate questions to determine interest and suitability, including questions related to child protection and vulnerable person protection if applicable.
- Advise of the necessity to complete Adsafes requirements if applicable.
- Seek the agreement of the candidate to serve in the role and undertake prerequisites if applicable.

Attributes of the Nominating Committee member

- Knowledge for researching, gathering and analysing information when planning.
- Wisdom to reflect on and assess ideas that are considered with prayer and the guidance of the Holy Spirit.
- Maintain good relationships with fellow Nominating Committee members.
- Honest and trustworthy, with the ability to keep confidentiality.

Term of Office

The term of office for the Nominating Committee is generally one year, although a number of churches have moved to a two-year Nominating Committee cycle, or even an "on-demand" arrangement.

The initial work of the Nominating Committee can be quite intensive with the Committee meeting a number of times. In some churches, the Nominating Committee is a 'standing' committee which meets to fill casual vacancies throughout the term of office. In other churches the Church Board/Leadership Group is responsible for the filling of casual vacancies.

* Information about the *10 National Principles for Child Safe Organisations* can be found at:
<https://childsafef.org.au/national-principles>

** For sample wording of the announcement, see the Nom Com Screening document on the Policies page of the Adsafef website at: www.adsafef.org.au/safeguarding/policies

*** The *Adsafef Role Requirements Guideline* is on the Policies page of the Adsafef website at: www.adsafef.org.au/safeguarding/policies

Adsafef Contacts:

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Updated by Adsafef December 2023, using information from the *Seventh-day Adventist Church Manual 20th Edition (revised 2022)* and acknowledging the work of past Church Departmental Directors.