

Recruiting and Nominating Process

Please note that this process is being used as it is being developed and may be updated without notice as we (the Nominating Committee) learn more about best practices and appropriate transparency.

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Leadership Feedback

The nominating committee works to identify and prepare the best leaders for our congregation. We believe that part of leadership development is feedback, both positive and constructive.

It is not the purpose of the nominating committee to provide feedback. If, however, we see that feedback is not being provided by the appropriate party, we will remind the appropriate party of their responsibility.

This is the alignment of responsibility as the nominating committee currently understands. It may change as we transition our governance structure.

- committee chairs report to the executive team, who are responsible for feedback
- non-executive staff report to executive staff, who are responsible for feedback
- executive staff report to the board, and there is a policy for handling any issues there
- the board will have a way to evaluate its own performance as a board, most likely through a governance committee
- individual board members will be held accountable to their covenant by other board members and the board president

The nominating committee stands ready to assist our leaders in aligning with the leadership culture being developed at FUUCA.

Philosophy

- We believe the church is strengthened by continuously bringing in new leadership. As church members or friends attend a leadership class, we will capture their names in our database so we can get to know better.
- Throughout the year, members of our committee will talk to church members to establish areas of interest and background/expertise. We capture this information in our database.
- In January, we will interview all current committee chairs to find out if they would they like to remain in their current position and if they are open to another leadership position within the church if their skills/talents are needed elsewhere.
- In January, the committee will have a churchwide presence to advertise our process and leadership opportunities.
- If not enough candidates present themselves to fill the slate, we will approach people and ask them to apply for specific positions.

Recruiting

Recruitment is the process of identifying and interviewing potential leaders and cultivating them until there is a good fit between the organization's needs and the potential leader's interests and skills. Ideally, the recruitment process happens throughout the year.

To help us remember who we've talked to in years past, the nominating committee is establishing database of past, present and potential leaders and their interests.

1. Individuals come to the attention of the nominating committee. Their names may come from several sources.
 - a. committee chairs, staff, board members, etc
 - b. leadership training attendance sheets
2. As names come into the nominating committee, we will assign a committee member to do an Interest Interview. This is so we can learn about this person, not to overwhelm them with expectations that they serve! The interview can be informal.
 - a. Schedule time to talk to them.
 - If it's someone you don't know, try something like this: My name is ... I haven't had the opportunity to meet you. Would you have time for coffee?
 - If it's someone you do know, try something like this: I'm on the nominating committee at church. I'd love to talk to you about what you're currently involved in at church and how you see yourself growing.
 - b. Complete an Interest Interview (see below). Use face to face contact whenever possible, and phone is better than email.
 - c. Explain the various paths of service within FUU (going from one committee to another; possibly serving on the board and going back again to committee work).
 - d. Encourage them to attend committee meetings, Harvest the Power, All Council meetings, board meetings
 - e. Guide them toward the committee or church activity that most closely matches their area of interest. If possible, introduce them to the relevant person.
3. At the next Nominating Committee meeting, the person and their interest and level of desired service is reviewed.
4. Enter the person's name and information into our recruiting database

Interest Interview

Past / Present / Potential Leader:

Nominating Committee Member:

Date:

This data is going to go into our database!

1. How long have you been at FUUCA?
2. How long have you been a UU?
3. Past service at FUUCA and elsewhere
4. What specific skills/experience/education/occupation do you have that you would be willing to share with FUUCA?
5. Current areas of interest
6. Currently desired level of service
7. What questions do you have?

Nominating Process

It is an honor to serve at FUUCA. The nominating process honors those who have served and those who step up to serve. Here are the significant areas of the nominating process.

1. find out when the pre-congregational meeting is – we want to be done with board members by then.
2. choose a member of the nominating committee to be responsible for updating the process document
3. choose a member of the nominating committee to be responsible for updating the database
4. interview current committee chairs & board members
5. choose a member of the nominating committee to
 - a. collect applications and send acknowledgements in a timely manner and
 - b. schedule all interviews and send out appropriate information – see interview questions for exact documents to send
6. advertise the nominating process
7. interview everyone who submits an application and nominate new leaders
8. communicate with the nominees (send acceptance letters, etc), the board, the executive team and the congregation (committee chair) – see template in appendix
9. prepare these new leaders are ready to serve

Beginning with the 2010-2011 year, the board has delegated the authority to appoint most committee chairs to the executive team. Some committees still report to the board.

Interview current leaders

The nominating committee will interview committee chairs and board members in order to:

- learn how best to support our leaders
- determine whether or not they desire to continue to serve in that position
- solicit names of potential leaders

The nominating committee seeks to interview all committee chairs, even those who wish to continue as we strive to find the best person to lead each committee as we focus on FUUCA's mission.

Advertise the nominating process

The nominating committee desires to make the nominating process as open and transparent as possible. To that end, we will do the following.

- Host a kickoff event
- Staff a table in the gallery on Sunday mornings to provide information and solicit applications (nomcom signs are in mailroom, handouts: application, open positions, upcoming leadership events)
- Announcement from the pulpit
- Update the Nominating Committee webpage to reflect the open positions
- Send an email to the leadership list
- Have an article in the newsletter
- Put applications in mailroom or somewhere so folks who are interested can pick up a hardcopy if they want to and we're not at the church to give them one.

Interview and nominate new leaders

For each open position, the following steps will be taken to ensure a good match between the candidate and the position.

1. Interested person will submit an Application / Statement of Intent (Appendix A) to a current Nominating Committee member in person or via email or in the Nominating Committee mailbox.
2. Nominating committee shall acknowledge receipt of the Statement of Intent via email.
3. Nominating committee shall interview each candidate for each position. This will give us additional data for our recruiting database.
4. Confirm candidates to be interviewed meet the bylaw requirement (voting member & have consented to serve).
5. Conduct each interview with as many members of the Nominating Committee present as possible. Use the questions in the Appendix for board or committee chair candidates.
6. Nominating Committee shall meet to discuss candidates for a given position and determine the best fit. See Appendix for Evaluation Criteria. As per the bylaws, meetings of the nominating committee are closed.
7. Nominating Committee asks the selected candidate to accept the nomination.
8. That person accepts and the other candidates are informed that someone has accepted the nomination.
9. The slate of nominees is submitted as follows. Nominees for committee chairs are submitted to the executive team for appointment. As per the bylaws, the slate of board members and officers are submitted to the secretary of the board to be presented to the congregation for approval.

Confidentiality and Transparency

The nominating committee respects both the right of the congregation to know what's going on as well as the right of the individual to privacy.

The following information available to the congregation:

- The positions that are open. These will be listed on nominating committee page of FUUCA's website.

The following information not available to the congregation:

- The names of those who have expressed interest in a given position.

The nominating committee will seek input from relevant parties about candidates for leadership positions at FUUCA.

Communication Plan

Once the nominating committee has identified its slate of nominees, the information will be disseminated as follows, as concurrently as possible. See the appendix for sample letters.

1. Nominees will be informed
2. Those candidates not nominated will be informed
3. The board and executive team will be informally informed via an email to board@austinuu.org
4. The board and executive team will be formally informed via a formal report to the board and executive team.
5. Current leaders will be informed via the email leaders list
6. The congregation will be informed via the newsletter (including a biography of any nominee for a position voted on by the congregation) and email lists: FUU Talk, Young Adults, Voyagers, etc
7. The nominating page on the FUUCA website will be updated
8. A congregational report will be submitted (to whom?), hopefully in time for the pre-congregational meeting.
9. A "meet the candidates" moment during the pre-congregational meeting to introduce the candidates that are voted on by the congregation.
10. Retiring committee chair or board member will be thanked

Preparing New Leaders to Serve

The nominating committee recommends that

- all upcoming leaders (board members and committee chairs) attend governance training, an All Council meeting as well as a board meetings to become familiar with the functioning of our church.
- committee chairs attend the committee chair orientation, date TBD.
- board members attend the board retreat, date TBD.
- all leaders attend available leadership training such as Harvest the Power.

The nominating committee has not focused on the orientation and training for incoming board members due to the changing nature and function of the board (i.e., moving towards governance).

Mid-year Replacement Process

The nominating process honors those who have served and those who step up to serve. It sometimes happens that a board member or committee chair is unable to fulfill his or her commitment. We thank that person for their time and we seek a replacement to serve the church.

The nominating committee will not make a recommendation to the board until the retiring board member or committee chair has submitted their resignation to the board.

The replacement process is very similar to the original nomination process. It differs in the following ways.

1. Advertising is limited to posting the open position to the leaders list and the website.
2. The congregation will not be explicitly informed.

Lessons Learned

There's no need to for future committees to repeat the mistakes of the past. Here are some mistakes made and how to avoid them.

- If someone has applied for one position and the committee believes their leadership would be of benefit in another position, don't ask them if they would be interested that other position. Ask first if they would consider another position. Even if they say no, it's OK to specify other committees in need of leadership.
- If anyone challenges our nominations, keep your reply short and similar to this:
"Thank you for sharing your concern. We nominated a slate of candidates that we believe will fulfill the leadership needs of the church."
If they continue to challenge you, say something like:
"I can share our process, which is public, but not our deliberations, which are confidential. If you have concerns about our process, we are open to input on how to improve it. Our process document is on our webpage."
- If someone challenges our nomination, you can say:
"We followed our process, we took into account the church's covenant and we made the choice we feel is best for our church."
If this is not a satisfactory answer, ask what their concern is, because it may have nothing to do with what we think it does. ☺
- "We'd love to have you on the board!" implies they have a spot and may cause hard feelings if they don't get one. Instead, ask if they would consider being applying for the position.
- Even if we "know" that a church leader has a medical condition or is happily involved in another church group, visit with them anyway and find what they choose to do. Don't decide for them.
- Vocabulary is important. We call people *candidates* until we submit our final report. Only then do they become *nominees*.

Appendix A – Application / Statement of Intent

By submitting this Application / Statement of Intent, I confirm that I meet the following requirements as specified in the bylaws.

- (1) I am a voting member of the congregation.
- (2) I consent to serve for 2011/2012 if appointed.

Please submit via paper or email to a current Nominating Committee member: Linda Buehlman, Derek Howard, Mike LeBurkien, Pat Walters or Lynda West. You may also leave the application in the Nominating Committee mailbox.

Printed Name:

Desired Position:

Would you be willing to consider another leadership position? Yes No

Email:

Phone number:

Signature:

Date:

What skills and experience would you bring to this position?

Please include a short biography. This will be published in the newsletter if you are nominated for a position that is voted on by the congregation.

For Nominating Committee Use Only:

All information included?

Receipt acknowledged by _____ on date _____.

Appendix B – Evaluation Criteria

Desired Skills, Qualities and Characteristics of a Committee Chair

Criteria used for evaluation include the following.

- Skillset that fills committee needs
- Able to fulfill the time commitment

Desired Skills, Qualities and Characteristics of a Board Member

Criteria used for evaluation include the following skills, qualities and characteristics. This list comes from the Dec 2010 board meeting and the Governance Task Force.

- Excellent active listening/communication skills
- Ability to focus on outcomes, long range vision, and board policy rather than on activities and operational details
- Ability to see potential in and through challenges and problems
- Moral courage and ethical integrity to hold self and other Board members accountable
- Willingness to engage in continuing training to develop skills as a board member
- Ability to be a Non-anxious presence
- Good Time Management Skills
- Demonstrated dedication to Vision / Mission (might not have held leadership position within the church but has accepted responsibilities and carried through)
- Willingness to put the advancement of the church as a whole over personal agenda
- Comfortable with Email
- Ability to Stay Focused
- Non-Profit Board or Management Experience Helpful (at least some board members)
- “People person” (enjoys interacting with listening to and working with others)
- Basic knowledge of financial statements
- Family/Loved ones are aware of and back the commitment required

Appendix C – Board Member Expectations

Board members are expected to do the following. This list comes from the Dec 2010 board meeting and the Governance Task Force.

- Attend monthly Board Meeting
- Be present at up to 2 retreats (1 day or 1.5 days)
- Attend 5-7 meetings with congregation (congregational, pre-congregational, linkage)
- Serve as the announcer at least once per month for special notes during services
- Commit to additional time and duties if serving as an officer
- Engage with the congregation or members several times per month
- Be present and available to members regularly on Sundays
- Participate in stewardship
- Prepare in advance of meetings (~1hr / board meeting, reading from 25 to 100 pages)
- Deliver tasty snacks as assigned.
- Engage in PBG training and self development (at minimum attend two church-offered sessions of about two hours each plus additional reading or equivalent self-study)
- Respond as requested to email communications among board members, participate in conference calls that may be arranged and serve on internal board committees as needed, which may require additional time and effort.
- Engage in honest and forthright discussion and questioning during Board meetings, but when a Board position has been accepted by vote, to support the Board position. As in our congregation, the Board works in covenantal relationship.

Appendix D – Current Committee Chair Interview (January)

Print the entry from the [policy & procedure manual entry](#) for this committee and take it with you!

Committee:

Chair:

Interviewer:

Date:

**** If there are process changes this year, be sure to tell them. ****

As a reminder, the Nominating Committee will visit with each committee chair as well as other congregants who are seeking leadership roles to determine the best fit for the church for each committee. If you are interested in continuing your role as chair of this committee chair or are interested in another volunteer position with FUUCA, the first step is to complete a Statement of Intent AKA Application.

1. What does the chair do? Job description
2. How much time does it take? Realistically?
3. Is the policy & procedure manual entry for this committee accurate?
4. Who on your committee do you recommend for leadership at FUUCA?
5. Would you like to continue next year? If so:
 - a. What would help you?
6. If not (exit interview):
 - b. Who do you recommend for next chair?
 - c. Will you be able to support the incoming chair?
 - d. Will you remain on the committee?
 - e. How do you see your involvement with FUUCA in the next few years? Time off? Committee member instead of chair? New committee?
 - f. Do you have any recommendations for what the next chair should do – either the same or differently?
7. What training or resources would help you be a better committee chair?
8. What questions do you have?

We encourage you to attend leadership and/or governance training as they become available.

At 7pm on January 19 and February 16 (Meet and Eat night), there will be a governance training.

Appendix E – Committee Chair Candidate Interview

When scheduling the interview, provide a copy of the church's [values/mission/covenant](#), the [policy & procedure manual entry](#) for this committee as well as the *Guidelines & Expectations Handout* from the committee chair training.

Candidate:

Interviewers:

Date:

Use personal contact when possible, and phone is better than email.

Explain job description, requirements of a committee chair and time required. Let the candidate know how the job has been done in the past, and that they don't have to do it that way.

1. Is this still an area of interest?
2. Is this upcoming year a good time for you to make this commitment?
3. What experience/training have you had in leadership?
4. What is your experience on church committees (including chair)?
5. What knowledge or experience do you have (inside or outside the church) in regards to this committee's area of responsibility?
6. How do you see this committee fitting into the mission of our church?
7. What goals would you set with the committee?
8. What resources would be helpful to you as a committee chair?
9. Do you have any questions for us?

We appreciate your time interviewing with us. By the end of the nominating season, there may be more applicants than available positions. If you are not chosen for this position, would you be open to other leadership roles within the church?

If nominated, you'll be expected to participate in various trainings and the quarterly all council meeting. The date of the committee chair training is: _____.

The committee will make its final decision on _____ and we'll let you know whether or not you've been nominated within two days our meeting.

Appendix F – Board Member Candidate Interview

Share the following documents: board member expectations (in this document), desired skills (in this document), the board covenant (on the church's website), and officer job descriptions from the bylaws (on the church's website).

Candidate:

Interviewers:

Date:

1. Do you have the time and energy to responsibly fulfill a commitment as a Trustee/Officer?
2. Have you attended a board meeting recently?
3. What specific skills/experience do you bring to the board?
4. Have you served on a board? On a policy based governance board?
5. How do you see the future of FUUCA? The future of liberal religion?
6. Why are you interested in serving on the FUUCA Board of Trustees?
7. What do you think are the most pressing issues facing the BOT?
8. How important do you think it is for members to financially support our church?
9. What role do you believe Board members should play in the financial stewardship of the church? (Possible answers might include donor, substantial donor, fundraising event organizer, host/co-host stewardship events, actively encourage others to pledge/increase pledge ... of course there is a whole fiscal monitoring/saving side)
10. How do you view your strengths in a group setting? E.g., idea generation, analysis, mediation, organization, research, etc.
11. What is your preferred method of conflict resolution?
12. What experience/training have you had in leadership?
13. Do you have any questions for us?

We appreciate your time interviewing with us. By the end of the nominating season, there may be more applicants than available positions. If you are not chosen for this position, would you be open to other leadership roles within the church?

If nominated, you'll be expected to participate in various trainings and retreat. The date of the first board retreat is: _____.

The committee will make its final decision on _____ and we'll let you know whether or not you've been nominated within two days our meeting.

Appendix G – Official Letter Templates

These letters are templates to be adapted to each year's situation. They are intended to be updated to include any improvements found from year to year.

Acknowledgment of Application

Dear XXXX,

Thank you for your desire to serve in a leadership position at FUUCA. It is due to the time and efforts of volunteers like you that our church grows.

The Nominating Committee received your statement of intent / application for Chairman of the XXXXX Committee. The next step in the process will be an interview. We'll be back in touch before March 15 to schedule an interview with you.

On behalf of the Nominating Committee,
XXXXXX

Board candidate nominated

Subject: FUUCA Board Nominations

Dear A, B, C, D, E

On behalf of the nominating committee, I want to thank you for offering your time and talent on behalf of our congregation. It is the willingness of members such as yourself that keeps our church running.

We are very fortunate to have had more candidates than available board positions this year. After considering both the candidate's experience and the overall needs of the board, we are pleased to nominate you as part of a balanced board. Congratulations and thank you for this commitment to our church.

The nominees for incoming officer and trustee positions are as follows:

- XXX, President, 1 year term
- XXX, Vice-President, 1 year term
- XXX, Secretary, 1 year term
- XXX, Treasurer, 1 year term
- XXX, Trustee, 3 year term
- XXX, Trustee, 3 year term

The congregation will meet in May and vote on your nomination. If it is approved, your term of service will begin June 1st.

We anticipate that the congregation will approve your nomination and encourage you to begin preparing for your service as a board member in the following ways.

- Attend the board retreat on the evening of Friday 6/10 and the day of Saturday 6/11.

- Attend the next two board meetings: Tuesdays, April 19 and May 17 at 6:30.
- Read the book, Governance and Ministry, by Dan Hotchkiss.
- Read church specific information about Policy Based Governance [here](#) and read our draft policies are [here](#).
- Read general information about Policy Based Governance that is available in a box under the table in the mailroom.

Thank you again for your desire to serve, XXXXX, Chair of the Nominating/Leadership Development Committee

Board candidate not nominated

Subject: FUUCA Board Nominations

Dear XXXX,

On behalf of the nominating committee, I want to thank you for offering your time and talent on behalf of our congregation. It is the willingness of members such as yourself that keeps our church running.

We are very fortunate to have had more candidates than available board positions this year. After considering both the candidates' experience and the overall needs of the board, the nominating committee chose another for this year's board.

We think your skills would be a good fit as <insert position here>. We'll be contacting you by phone to see if this is a position you'd be interested in.

OR

We encourage you apply for future leadership positions at FUUCA.

Thank you again for your desire to serve, XXXXX, Chair of the Nominating/Leadership Development Committee

Nominating Committee candidate nominated

For a nominating committee member appointed by the board.

Subject: FUUCA Nominating Committee

Dear XXX,

On behalf of the nominating committee, I want to thank you for your willingness to serve in a leadership capacity at FUUCA.

After interviewing you, we believe you are the best candidate for a one year nominating committee position and are pleased to recommend to the board that you be appointed to this position.

The board will vote on your appointment. We anticipate that you will be appointed and your term of service will begin June 1st.

We encourage you to begin preparing for your service on the nominating committee in the following ways.

-

Thank you again for your leadership,

XXXX

Chair of the Nominating/Leadership Development Committee

For a nominating committee member voted on by the congregation.

Subject: FUUCA Nominating Committee

Dear XXX,

On behalf of the nominating committee, I want to thank you for your willingness to serve in a leadership capacity at FUUCA.

After interviewing you, we believe you are the best candidate for the three year nominating committee position and are pleased to recommend you to the congregation for this position.

The congregation will meet in May and vote on your nomination. We anticipate that you will be elected and your term of service will begin June 1st.

We encourage you to begin preparing for your service on the nominating committee in the following ways.

-

Thank you again for your leadership,

XXXX

Chair of the Nominating/Leadership Development Committee

Nominating Committee candidate not nominated

Subject: FUUCA Nominating Committee

Dear XXX,

On behalf of the nominating committee, I want to thank you for offering your time and talent on behalf of our congregation. It is the willingness of members such as yourself that keeps our church running.

We are very fortunate to have had more candidates than available nominating committee positions this year. After considering both the candidates' experience and the overall needs of the committee, the nominating committee chose another for this year.

We know you'll find a good fit for your skills and would be happy to help you find a place if you haven't already.

OR

We think your skills would be a good fit as <insert position here>. We'll be contacting you by phone to see if this is a position you'd be interested in.

OR

We encourage you apply for future leadership positions at FUUCA.

The nominating/leadership development committee's goal is to provide support for church leadership through training and development opportunities. If you have suggestions for how we can accomplish this goal, we look forward to adding your thoughts to our discussion.

Thank you again for your desire to serve,

XXX

Chair of the Nominating/Leadership Development Committee

Committee chair candidate nominated

Subject: FUUCA Nomination

Dear XXXX,

On behalf of the nominating committee, I want to thank you for your willingness to serve in a leadership capacity at FUUCA.

After interviewing you, we believe you are the best candidate for the XXXX Committee chair position and are pleased to recommend to the executive team that you be appointed to [continue in] this position.

We anticipate that you will be appointed and your term of service will begin June 1st.

We encourage you to begin preparing for your service as a committee chair in the following ways.

- Attend the committee chair training on XXX.
- Attend the All-Council meeting on XXXX.
- Meet with the outgoing committee chair.

The nominating/leadership development committee's goal is to provide support for church leadership through training and development opportunities. If you have suggestions for how we can accomplish this goal, we look forward to adding your thoughts to our discussion.

Thank you again for your leadership,

XXXX

Chair of the Nominating/Leadership Development Committee

Committee chair candidate not nominated

Subject: FUUCA Nominations

XXX,

On behalf of the nominating committee, I want to thank you for your willingness to serve in a leadership capacity at FUUCA.

We are very fortunate to have had multiple candidates for XXXX Committee chair position this year. After considering both the candidates' experience and the overall needs of the church, the nominating committee chose another for this year's committee chair.

We think your skills would be a good fit as <insert position here>. We'll be contacting you by phone to see if this is a position you'd be interested in.

OR

We encourage you apply for future leadership positions at FUUCA.

The nominating/leadership development committee's goal is to provide support for church leadership through training and development opportunities. If you have suggestions for how we can accomplish this goal, we look forward to adding your thoughts to our discussion.

Thank you again for your leadership,
XXXX
Chair of the Nominating/Leadership Development Committee

Retiring Committee Chair

Subject: FUUCA – XXX=committee name

Dear XXXX,

On behalf of the nominating committee, I want to thank you for your service as a leader at FUUCA.

Earlier this year, the nominating/leadership development committee interviewed all committee and subcommittee chairs to learn what would be helpful to the chairs and also to learn who was staying and who wanted to be replaced.

At that time, you indicate that you would like to be replaced as head of the XXXX Committee. We have recommended that the board appoint XXXXX to this position and we hope that you will work with him/her bring him/her up to speed once he/she is appointed. Your term will end and your replacement's will begin on June 1st.

The nominating/leadership development committee's goal is to provide support for church leadership through training and development opportunities. If you have suggestions for how we can accomplish this goal, we look forward to adding your thoughts to our discussion.

Thank you again for your leadership,

XXXXXX

Chair of the Nominating/Leadership Development Committee

Mid-year Retiring Committee Chair

Subject: FUUCA – XXX=committee name

Dear XXXX,

On behalf of the nominating committee, I want to thank you for your service as a leader at FUUCA.

You informed the board that you would like to be replaced as head of the XXXX Committee. Since then, we have interviewed possible replacements and have recommended that the board appoint XXXXX to this position and we hope that you will work with him/her bring him/her up to speed once he/she is appointed.

The nominating/leadership development committee's goal is to provide support for church leadership through training and development opportunities. If you have suggestions for how we can accomplish this goal, we look forward to adding your thoughts to our discussion.

Thank you again for your leadership,

XXXXXX

Chair of the Nominating/Leadership Development Committee

Retiring Board Member

Subject: FUUCA Service

Dear XXXX,

On behalf of the nominating committee, I want to thank you for your service as a leader at FUUCA.

Your service this past (year or three years) has been invaluable to FUUCA and we acknowledge and appreciate your time and talent.

The nominating/leadership development committee's goal is to provide support for church leadership through training and development opportunities. If you have suggestions for how we can accomplish this goal, we look forward to adding your thoughts to our discussion.

Thank you again for your leadership,

XXXXX

Chair of the Nominating/Leadership Development Committee

Appendix H – Template of report to the congregation Leadership Slate for 2011/12

Candidates to be approved by the congregation

Officer And Trustee Nominees

President

President Elect

Secretary

Treasurer

Trustee 2011-2014

Trustee 2011-2014

Trustee 2011-2013 (replacing XXXX)

Trustee 2011-2012 (replacing XXXX)

Nominating Committee Nominees
2011-2014

Candidates to be appointed by the board

Nominating Committee 2011-2012

Nominating Committee 2011-2012

Candidates to be appointed by the executive team

Congregational Care

Denominational Affairs

Facilities

Grounds

Fellowship Committee

Finance Committee

Membership Committee

Public Affairs Forum Committee

Adult Religious Education

Children's & Youth Program Committee.....

Social Action Committee

Stewardship Committee

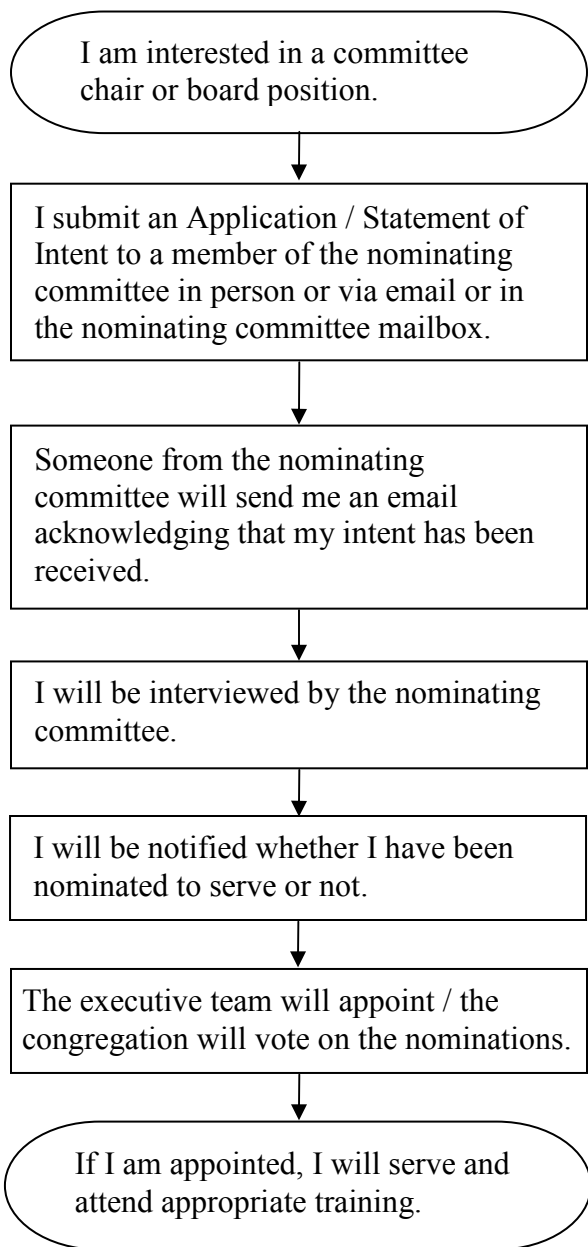
Worship Services Committee

Appendix I – Candidate Tracking Form

Board	Candidate / Application received?
President	
President Elect	
Treasurer	
Secretary	
Replace XXX	
Replace XXX	

Committee	Current Chair / Application revd?	Candidate / Application revd?
NomCom needs: 2 - 1 year terms 1 – 3 year term		
Congregational Care		
Denominational Affairs		
Facilities		
Fellowship		
Finance		
Grounds		
Membership		
Public Affairs Forum		
ARE		
Children & Youth Programming Committee		
Social Action Committee		
Stewardship Committee		
Worship Services		

Appendix J – Nominating Participant Flowchart



2011-12 Nominating Committee is Linda Buehlman, Derek Howard, Mike LeBurkien, Pat Walters and Lynda West.