



# FORT WALTON BEACH FIRST UNITED METHODIST CHURCH

## Job Description for the Committee on Nominations

**Connecting, Teaching, Living** – Fort Walton Beach First UMC: Prayerfully making disciples of Jesus Christ for the transformation of the world by **Connecting** with people, **Teaching** God’s word, and **Living** our faith through service.

The Connect ministries of our church are focused on connecting people to Christ through building relationships with those in our community. The Teaching ministries of our church are focused on discipling and moving people toward Biblical personal growth. The Living ministries of our church are focused on moving people toward living out their faith. To serving others as Jesus served.

This mission/strategy is beneficial in Clarifying, Moving, Aligning and Focusing the ministries of our church, both program and lay, to be even more effective at making disciples for Jesus Christ.

---

Volunteer Job Title:           Committee on Nominations Member  
Reports to:                       Senior Pastor  
Length of commitment:       Three Years  
Schedule:                         Once a year for four to six weeks

### Purpose:

- As a member of the Committee on Nominations you have the privilege and responsibility to link persons who have gifts and talents, with opportunities to meet specific needs (committees and various ministries) within the congregation of FWBFUMC.

### Job Duties:

- Pray for our church family and the discerning wisdom to help you in the process of *identifying* and *deploying* members to areas of service within our congregation.
- As a member of the Committee of Nominations you will help to *identify* persons with a heart for serving God as well as leadership qualities and *deploy* them to positions of servant leadership within FWBFUMC.
- Be able to attend the scheduled meetings to add *your* discernment, gifts and talents.
- The committee will have written job descriptions to help with explaining what the identified individual will be asked to do.
- When you have an individual to contact:
  - The preferred method would be to do so face-to-face. If this is not possible, by phone would be acceptable. By no means should an individual be asked to serve by email, text or any other non-verbal method.

- Within the week of a nomination, call the nominee to briefly explain the area of service/ministry and ask if they would be interested serving and/or learning more about the position.
  - You will have a copy of the job description and any other material necessary to help you.
- Ask that the individual take the time to pray and discuss this opportunity with their family, spouse or significant others.
- Please do not use such language as “It won’t take much time” or “It’s easy” or “You won’t have to do very much” as these statements can be misleading. They can also minimize the position as well as the person.
- If the individual decides to turn down the opportunity, graciously thank them for their time. If possible, ask what the decision to turn down this ministry opportunity was, particular area of service, time related, etc. This information is always good to have for future identification and deployment.
- If they answer yes:
  - Let the nominee know that you will follow up with them in one week.
  - Let the nominee know that you, and the committee, will join them in prayer over this decision.
  - If the nominee is interested, he/she will be sent all necessary information (Job Description and Covenant and Commitment card) for that volunteer position.
    - Ask the nominee if he/she would like to receive the material by regular mail or email. If email, ask them for their email address in case the church does not have it on file.
    - Contact Dave or Jimmy to let them know if the nominee is interested, or not interested.
      - Dave Barkalow – [dbarkalow@fumcfwb.com](mailto:dbarkalow@fumcfwb.com)
      - Jimmy Whited – [jwhited@fumcfwb.com](mailto:jwhited@fumcfwb.com)
- After a week call the nominee to follow up.
- The nominations cycle runs from May through April. Advise the individual that they will be contacted soon to begin preparing for their service in May.

Thank you for volunteering to lead this important ministry of our church. You are greatly appreciated!