

Elizabethtown Church of the Brethren  
Gift Discernment Committee Handbook  
June 8, 2015

It is the role of the Gifts Discernment Committee to "oversee the gifts discernment process on behalf of the church to meet its leadership needs, by engaging in careful and prayerful discernment to match persons' gifts with a call to a specific leadership role in the congregation." (Constitution)

## **MEMBERSHIP**

The Committee consists of at least five members who serve staggered terms of three years. Members may serve two consecutive terms. A pastor serves ex officio without a vote.

The slate for members of this committee is prepared by the Executive Committee and submitted to Church Council for approval (const. article VII, F1a, page 8.)

The chairperson is appointed by the Executive Committee (const. article VII, F1a, page 8.)

A secretary will be chosen by the committee.

Committee members may not serve on the Church Board during their term of service on the Gifts Discernment Committee.

Members completing their term will serve as mentors to new members for ongoing support.

## **RESPONSIBILITIES**

1. The Gifts Discernment Committee will develop and oversee the talent/interest/skill inventories for church members, keeping up-to-date records available for use by anyone in the church who needs help in securing persons for the ministries of the church.
2. The Committee will develop descriptions for positions for which they are responsible, namely Moderator, Church Clerk, Board Chair, Board Chair-elect, Commission members, and delegates to Annual Conference and District Conference. The constitution specifies use of a standardized form to include position, title, term, tenure, group to whom accountable, duties, appointments, and suggested gifts needed to carry out the duties.
3. The Committee will maintain a library of Commission and committee handbooks for sharing with newly elected persons.
4. The Committee will announce openings and corresponding responsibilities for these positions at least four months prior to Church Council.
5. The Committee will educate the Congregation about the importance of gifts discernment and solicit suggestions for these positions.

6. The Committee will select persons to fill these position, extend the call of the church to these persons, and provide each candidate with a description of the position, as noted above (Item 2).
7. Nominees for treasurer, assistant treasurer, and financial secretary will be presented to Gifts Discernment Committee by Resources Commission.
8. The Deacon Body will present a list of names to Gifts Discernment Committee for consideration as Deacons.
9. The Committee will present a slate to the Executive Committee for approval at Fall Council.
10. Secretary of the Gifts Discernment Committee will officially notify newly-elected persons of their respective positions and provide them with the appropriate handbook for their positions.

**TIMELINE**

May	Gifts Discernment Committee will meet to determine vacancies to be filled at Fall Council. They will check with Commissions for suggestions regarding their needs.
July	Announce the list of vacancies to the congregation and prepare article for <i>Along the Way</i> , listing vacancies with short descriptions of positions.
August	Meet to discern potential candidates for vacancies and begin making contacts.
September	Monitor progress and meet as necessary to facilitate the process.
October	Present slate to Executive Committee for approval; gather short biographies of each candidate by last Sunday of the month for inclusion in the council packet.
November	After approval of the slate by Church Council, the secretary will notify candidates officially of their election.

<p>Gift Discernment Committee is responsible for the filling the following vacancies (each commission has five members – the committee is responsible for filling four of those positions.) In applying the tenure rules, service of more than half a term shall be considered a term of service (Const. Article XII,F,3,o – page 19.) Unexpired terms* of any of the below-mentioned positions shall be filled by Church Council elections at the next meeting after the vacancy occurs. If necessary, however, the Executive Committee or the Board may make interim appointments. Such appointments shall be announced promptly to the Congregation (Const. Article XII, F,1,b – page 18.)</p>	
Board Chair	Term – 3 years (1 year as chair-elect followed by 2 years as chair) tenure – 1 term
Board Chair-Elect	Term – 3 years (1 year as chair-elect followed by 2 years as chair) tenure – 1 term
Christian Education Commission	Term - 3 years, tenure - 2 terms
Expressions Commission	Term - 3 years, tenure - 2 terms
Nurture Commission	Term - 3 years, tenure - 2 terms
Resources Commission	Term - 3 years, tenure - 2 terms
Witness Commission	Term - 3 years, tenure- 2 terms
Deacon Member	Term - 3 years, tenure unlimited
Moderator	Term - 2 years, tenure – 3 consecutive terms
Assistant Treasurer**	Term – 1 year, tenure – 10 consecutive terms
Treasurer**	Term – 1 year, tenure – 10 consecutive terms
Financial Secretary**	Term – 1 year, tenure – 10 consecutive terms
Church Clerk	Term – 2 years, tenure – 2 consecutive terms
Annual Conference Delegate (1)	Term – 2 years (the first year as delegate-elect, the second year as delegate)
District Conference Delegates (2)	Term – 2 years
Deacon***	Continuously 3 year terms

\*It is the responsibility of the individual that is unable to fill their term to notify their commission/board chair and the gift discernment chairperson.

\*\*Are recommended to the Gifts Discernment Committee by the Resources Commission

\*\*\*Are recommended to the Gift Discernment Committee by the Deacon Body

Note: any changes to this table must also be made to the table in the Church Board Handbook