

**POLICY ON THE TIME PERIODS FOR ELDER AND DEACON NOMINATIONS,
ELECTIONS, ORIENTATION, ORDINATION AND INSTALLATION**

I. Purpose: The purpose of this policy is to create transparent, God-centered, organized, supportive processes concerning the time period during which Non-Pastoral Session Members and members to the Board of Deacons are nominated, elected by the congregation, oriented and trained, examined by the Session, ordained and installed to their respective bodies. Except in the event of a vacancy occurring on the Session or the Board of Deacons as the result of a Non-Pastoral Session Member or member to the Board of Deacons resigning prior to the end of his/her term or being unable to complete all of his/her term for whatever reason, the time periods set forth in Sections II through and including VII shall apply. In the event of a vacancy occurring on the Session or the Board of Deacons as the result of a Non-Pastoral Session Member or member to the Board of Deacons resigning prior to the end of his/her term or being unable to complete all of his/her term for whatever reason, the provisions of Section VIII shall apply.

II. Establishment of the Nominating Committee:

(A) On or before February 1 (or in the case of 2010, February 4, 2010) of each year, the moderator of the Board of Deacons shall issue a request to the Deacons that within the immediately following two (2) weeks each of them should provide the moderator with an e-mail which states (a) whether the Deacon is willing to serve as the Deacon member of the Nominating Committee, and (b) the names of any other Deacons which that person wishes to have considered by the Board of Deacons as the nominee for the Deacon member of the Nominating Committee. If more than one Deacon's name is provided to the moderator, then the moderator shall call a special meeting of the Board of Deacons no later than third Tuesday in February of such year at which the nominee for the Deacon member of the Nominating Committee shall be selected by a majority of the Board of Deacons attending the meeting and using paper ballots.

(B) At least one week prior to the distribution of the agenda for the regular meeting of the Session held in March of each year, the Governance Team shall request each member of Session to provide an e-mail to a designated member of the Governance Team at least three (3) days prior to the distribution of the agenda for such meeting which states (a) whether the Session member desires to have his/her name not considered for the Chair of the Nominating Committee, and (b) the name or names that such Session member is nominating for the office of Chair of the Nominating Committee and the non-Session Elder member of the Nominating Committee. The Governance Team shall include the list of nominees as a part of the materials for the meeting of the Session at which the nominee names are to be considered. At the regular meeting of the Session held in March, the Session shall select the Chair of the Nominating Committee and the non-Session Elder member of the Nominating Committee by paper ballot and counted by one member of Governance Team and one member of Session not being considered for the Chair of the Nominating Committee. If there is a tie, then there shall be additional selection by paper ballot among those people who tied until such time as there is one person receiving a majority of the votes for each position.

(C) As soon as possible after the Session and the Board of Deacons have selected their respective nominees to the congregation for the office of Chair of the Nominating

Committee, the non-Session Elder member of the Nominating Committee and the Deacon member of the Nominating Committee, the Moderator shall provide the names to the congregation in preparation for the congregational meeting at which these nominees shall be considered.

(D) On or before the third Sunday in February, there shall be included in the written announcements provided to the congregation at each service a notice that the Nominating Committee is being formed for the current year and that members of the congregation are invited to submit in writing to the Moderator of the Session and the President of the Zionsville Presbyterian Church the name or names of one or more members of the congregation he/she wishes to be considered as Nominating Committee nominees, who are in addition to those nominated by the Session and the Board of Deacons to fill the remaining positions on the Nominating Committee as required by the Book of Order and the Amended and Restated Code of By-Laws of the Zionsville Presbyterian Church. Members of the congregation may nominate themselves in addition to other members of the congregation as nominees.

(E) The congregational meeting, at which the nominees for the office of Chair of the Nominating Committee, the non-Session Elder member of the Nominating Committee and the Deacon member of the Nominating Committee as well as the other members of the Nominating Committee nominated by the members of the congregation prior to, or at the meeting, shall be presented to the congregation at a meeting held sometime between March 15 and April 1, as established by the Session.

III. Nominations Received and Evaluated by the Nominating Committee:

(A) No later than the regular meeting of the Session held in April of each year, the Session shall create and approve the questionnaire to be used by the Nominating Committee for potential elder and deacon candidates.

(B) No later than two weeks after being established by the congregation, the Nominating Committee will meet to review the questionnaire approved by the Session and establish the timeline for selecting the members who will be presented to the congregation for consideration as the nominees as the Non-Pastoral Members of the Session and deacons.

(C) No later than the second Sunday immediately following the establishment of the Nominating Committee, there shall be included in the written announcements provided to the congregation at each service a notice that the Nominating Committee has been formed for the current year and that members of the congregation are invited to submit in writing to the Moderator of the Session and the Chair of the Nominating Committee the name or names of one or more members of the congregation he/she wishes to be considered as Non-Pastoral Session Member or deacon nominees. Members of the congregation may nominate themselves in addition to other members of the congregation as nominees. Such nominations must be submitted to the Moderator of the Session and the Chair of the Nominating Committee by May 1 of such year.

(D) By May 10 of such year, the Nominating Committee shall contact all members who have been nominated to determine if they are interested in being considered for the position

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nominated. If a person is interested in being considered for the position nominated, he/she shall submit a completed copy of the questionnaire approved by the Session for such position no later than June 1 of such year.

(E) No later than regular meeting of the Session held in June of such year, the Chair of the Nominating Committee shall present to the Session the list of names of those people who have submitted to the Nominating Committee a completed questionnaire. The members of the Session shall have one week to contact the Chair of the Nominating Committee regarding any concerns regarding the spiritual maturity of any member on the list and such person's ability to serve in such position if nominated by the Nominating Committee and elected by the congregation.

(F) No later than the regular meeting of the Session held in July of such year, the Chair of the Nominating Committee shall present to the Session the list of names of those members who will be nominated by the Nominating Committee to the congregation for the positions of Non-Pastoral Session Members and deacons. At such meeting, the Session shall establish the date and time for a meeting of the congregation for the purpose to elect the new class of Non-Pastoral Session Members and deacons whose term shall begin on January 1 of the immediately following year. The names of the Non-Pastoral Session Member nominees and deacon nominees shall be listed in the in the written announcements provided to the congregation at each service through the date of such meeting of the congregation.

IV. Book of Order Orientation of Elected Non-Pastoral Session Members and Deacons: For a period of time no longer than the later of the third Sunday in August or four (4) weeks following the election by the congregation, the Moderator of the Session, the Chair of the Nominating Committee and such other person or people as the Moderator of the Session or the Chair of the Nominating Committee determine to be desirable, shall meet with, and provide orientation on the Book of Order to, the elected Non-Pastoral Session Members and Deacons.

V. Examination of the Elected Non-Pastoral Session Members and Deacons by the Session: No later than the fourth Sunday in August or the fifth week following the election by the congregation, the Session shall meet with, and examine, the elected Non-Pastoral Session Members and deacons regarding their personal faith, the knowledge of the doctrine, government and discipline contained in the Book of Order, and the duties of the office of elder or deacon, as applicable. At the conclusion of such meetings, the Session shall determine whether the examination of any of the elected Non-Pastoral Session Members or deacons is not approved, which determination shall be reported to the Nominating Committee as required by Rule G-14.0240 (or any successor provision) of the Book of Order, and the process set forth in the preceding Sections shall be followed, but in as concise a time period as possible. Those elected Non-Pastoral Session Members and deacons which pass the examination of the Session shall be ordained or installed, as applicable, no later than the second Sunday following the conclusion of such examinations.

VI. Orientation of Ordained/Installed Non-Pastoral Session Members: From the time the date the elected Non-Pastoral Session Members are ordained or installed, as applicable, then these people shall attend all future meetings of the Session to the extent possible; provided,

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however, that until January 1 of the year immediately following such ordination/installation, such ordained/installed Non-Pastoral Session Members shall not have any voting rights as an elder and shall not be included in the number of attendees for purposes of determining the presence of a quorum at any such meeting. In addition, the Session shall meet with and provide additional training of such ordained/installed Non-Pastoral Session Members as determined necessary or desirable by the Session.

VII. Orientation of Ordained/Installed Deacons: From the time the date the elected Deacons are ordained or installed, as applicable, then these people shall attend all future meetings of the Board of Deacons to the extent possible; provided, however, that until January 1 of the year immediately following such ordination/installation, such ordained/installed Deacons shall not have any voting rights as a deacon and shall not be included in the number of attendees for purposes of determining the presence of a quorum at any such meeting. In addition, the Board of Deacons shall meet with and provide additional training of such ordained/installed Deacons as determined necessary or desirable by the Session or the Board of Deacons.

VIII. Vacancy on the Session or Board of Deacons: In the event a Non-Pastoral Session Member or deacon resigns prior to the end of his/her term or a Non-Pastoral Session Member or deacon is unable to complete all of his/her term for whatever reason, then the steps set forth in Sections II through and including VII shall be followed, but the periods of time set forth in these Sections shall be reduced to whatever time periods the Session determines necessary or desirable to fill such vacancy as quickly as possible.