

**THE JOHN KNOX PRESBYTERY  
COMMITTEE ON REPRESENTATION**  
(Formerly Nominating Committee)

**Rationale**

Two of the most precious resources for ministry at the Presbytery level are volunteers and dollars, in that order. Over the last few years, the presbytery has done little to examine our stewardship of volunteers. The Council views establishment of a systematic process for identifying, recruiting, training and thanking volunteers as foundational for building quality presbytery-level ministries in the future. As a result of this effort we hope to make better use of the gifts and willingness to serve of minister members, and to expand the pool of potential lay volunteers.

**Composition of the Committee on Representation**

The Committee on Representation shall be composed of 9 members who shall be broadly representative of the member churches of the presbytery. The Committee leadership shall be elected by the Committee from its membership. It is anticipated that the entire committee would meet for orientation and to approve nominations for Presbytery positions.

**Activities of the Committee on Representation**

Listed below are some of the activities in which we expect the Committee on Representation to engage.

1. Develop an instrument to gather data on potential volunteers including such items as interests, availability, experience, etc.
2. Develop a notebook of job descriptions for volunteer positions available in the Presbytery. Contents of the notebook could be used for recruitment and interpretation of volunteer opportunities. Volunteer opportunities would be published.
3. Establish a systematic way of nurturing, thanking and celebrating the contributions of volunteers.
4. Develop a volunteer recruitment process which gives volunteers ample information and time to prayerfully consider the task for which they are being recruited. Letters which specifically describe the volunteer's task and expectations are recommended as a method of recruitment.
5. Conduct personal interviews with as many current minister members of presbytery as possible, determining their interests, gifts and availability. This could initially be done at one or more presbytery meetings. New ministers could be interviewed as part of the process of being received into presbytery membership. A form for the purpose of updating one's file (if desired) could be included in the minister's annual reports.
6. Gather data on laypersons, not only through the awareness of committee members and their contacts, but through the systematic visitation of Sessions to interpret the volunteer needs and opportunities available to serve the presbytery.
7. Be aggressive about recruitment for specific tasks, seeking input from presbytery staff and existing presbytery committee members.
8. Report annually on the balance of representation on each of the committees of Presbytery.