

## **Nomination Committee Policy**

### **1. Purpose**

The purpose of this Policy is to establish a fair, transparent, orderly, and spiritually grounded process for the appointment and operation of the Nomination Committee of Northstar Church. The Nomination Committee exists to prayerfully identify, assess, and present qualified individuals for elected or appointed leadership positions within Northstar Church in accordance with its governing documents, doctrinal standards, and mission.

Northstar Church recognizes that leadership selection is both an administrative and spiritual responsibility requiring integrity, impartiality, confidentiality, and accountability to the membership.

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### **2. Definitions**

For the purposes of this Policy, the following definitions apply unless the context otherwise requires:

#### **2.1 “Board of Elders”**

“Board of Elders” means the duly elected elders currently serving Northstar Church in accordance with the Church’s governing documents, and it also includes the Lead Pastor, who serves as an *ex officio* member of the Board of Elders by virtue of holding the office of Lead Pastor.

#### **2.2 “Lead Pastor”**

“Lead Pastor” means the individual formally recognized by Northstar Church as the primary pastoral leader of the congregation, including any interim or acting Lead Pastor appointed in accordance with Northstar Church’s governing documents.

#### **2.3 “Member in Good Standing”**

“Member in Good Standing” means a member who satisfies the requirements of membership established by Northstar Church’s governing documents and who is not under suspension, discipline, or restriction of membership privileges.

#### **2.4 “Doctrinally Sound”**

“Doctrinally Sound” means substantially aligned with and supportive of Northstar Church’s Statement of Faith, core doctrinal positions, and biblical teachings as formally adopted by Northstar Church.

*Note: Northstar Church may further refine, supplement, or provide additional clarification regarding this definition through theological overview documents, doctrinal statements, leadership standards, policies, or interpretive guidance as deemed appropriate.*

#### **2.5 “General Meeting”**

“General Meeting” means a duly called meeting of the membership of Northstar Church, including annual general meetings and any general meetings authorized under Northstar Church’s governing documents.

#### **2.6 “Business Day”**

“Business Day” means any day other than a Saturday, Sunday, or statutory holiday observed in the Province of British Columbia.

## **2.7 “Leadership Position”**

“Leadership Position” means any elected or appointed office, eldership position, committee position, ministry oversight role, or other leadership role within Northstar Church that is subject to a formal nomination, election, approval, affirmation, or appointment process.

## **2.8 “Eldership Position”**

“Eldership Position” means an elected leadership position serving on the Board of Elders in accordance with Northstar Church’s governing documents, bylaws, doctrinal requirements, and applicable policies.

For greater clarity, the Board of Elders consists of duly elected Elders together with the Lead Pastor, who serves as an *ex officio* member of the Board of Elders by virtue of holding the office of Lead Pastor.

An individual nominated for, considered for, or seeking election to an Eldership Position does not become a member of the Board of Elders unless and until duly elected, affirmed, or otherwise authorized in accordance with Northstar Church’s governing documents and applicable governance processes.

## **2.9 “Consensus”**

“Consensus” means substantial agreement among members of the applicable body, even where unanimous agreement is not achieved.

## **2.10 “Disqualified” or “Disqualification”**

“Disqualified” or “Disqualification” means a determination that an individual does not satisfy the applicable biblical, doctrinal, character, ethical, governance, conduct, or eligibility requirements for a position under Northstar Church’s governing documents or policies.

## **2.11 “Immediate Family Member”**

“Immediate Family Member” means a spouse, parent, child, sibling, grandparent, grandchild, parent-in-law, child-in-law, sibling-in-law, step-parent, step-child, step-sibling, legal guardian, dependent, or any individual residing within the same household relationship reasonably giving rise to an actual, perceived, or potential conflict of interest, lack of independence, or governance concern.

## **2.12 “Staff Member”**

“Staff Member” means any individual employed or retained by Northstar Church in a paid ministry, pastoral, administrative, operational, or support role, whether full-time, part-time, temporary, contractual, or otherwise compensated.

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## **3. Guiding Principles**

The Nomination Committee shall operate in a manner that is:

- Consistent with Northstar Church’s doctrinal beliefs and governing documents;
- Prayerful, impartial, and respectful;
- Transparent in process while maintaining appropriate confidentiality;

- Focused on the spiritual maturity, qualifications, and willingness of nominees;
  - Respectful of the authority of the membership and intended to assist, rather than replace, the membership's decision-making responsibilities; and
  - Conducted in good faith and in the best interests, mission, ministry, and future health of Northstar Church.
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## **4. Composition of the Nomination Committee**

### **4.1 Composition**

The Nomination Committee shall consist of five (5) to seven (7) individuals, comprised of:

- No less than three (3) and no more than five (5) members elected by the membership at a duly called General Meeting;
- One (1) Elder, designated by the Board of Elders, who shall serve as a non-voting member of the Committee; and
- The Lead Pastor, who shall serve as a non-voting *ex officio* member of the Committee by virtue of holding the office of Lead Pastor.

The term "*ex officio*" shall be interpreted in accordance with Section 11 of this Policy except where expressly modified by this Policy.

For greater clarity, the Lead Pastor's attendance and participation at Committee meetings shall be subject to pastoral responsibilities, operational demands, scheduling availability, and the Lead Pastor's discretion. Attendance is not required at every Committee meeting unless reasonably necessary.

### **4.2 Qualifications**

Members of the Nomination Committee must:

- Be members in good standing of Northstar Church;
- Be doctrinally sound and supportive of Northstar Church's statement of faith, mission, and values;
- Demonstrate spiritual maturity, integrity, wisdom, discretion, and impartiality;
- Demonstrate an ability to work cooperatively, respectfully, and constructively with others within leadership, committee, governance, and ministry team environments; and
- Not be subject to active disciplinary measures within Northstar Church.

### **4.3 Election of Committee Members**

The three (3) to five (5) elected members of the Nomination Committee shall be elected at a duly called General Meeting by the voting membership in accordance with Northstar Church's governing documents and procedures.

#### **4.4 Leadership of the Nomination Committee**

Following election or appointment of the Nomination Committee members, the Committee shall organize itself and elect from among its voting members:

- A Chair;
- A Vice-Chair; and
- A Secretary.

The Chair shall facilitate meetings, coordinate timelines, organize Committee responsibilities, and assist with the orderly administration of the nomination process.

The Vice-Chair shall assist the Chair and may fulfill the responsibilities of the Chair where the Chair is absent, unavailable, recused, or otherwise unable to act.

The Secretary shall assist with maintaining records, coordinating meeting notices, maintaining minutes, and assisting with the preparation of reports, recommendations, and nomination materials connected to the work of the Committee.

The Committee may reassign or redesignate these leadership roles within themselves from time to time where reasonably necessary for the orderly functioning of the Committee.

#### **4.5 Diversity of Perspective**

Northstar Church shall endeavor to appoint individuals to the Nomination Committee who are doctrinally sound and who collectively demonstrate spiritual discernment, sound judgment, organizational awareness, and diverse perspectives within the congregation.

The intent of this provision is not to create quotas, representation requirements, or doctrinal diversity inconsistent with Northstar Church's Statement of Faith, adopted doctrinal positions, theological overview documents, leadership standards, or interpretive guidance adopted by Northstar Church, but rather to encourage a breadth of experience, perspective, insight, and gifting that may assist the Committee in faithfully carrying out its responsibilities.

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### **5. Nomination Process for Committee Membership**

#### **5.1 Submission of Names**

No more than ninety (90) days prior to the applicable General Meeting, members who are willing and able to serve on the Nomination Committee may submit their names to the designated Nomination Committee contact email for consideration.

The designated contact email shall be reasonably publicized and made accessible to the membership by the Board of Elders and Lead Pastor, including, where reasonably practicable, church announcements, announcement slides, and other regular communication methods used by Northstar Church in order to promote transparency, accessibility, and member awareness regarding the nomination process.

The intent of this section is to provide a clear, accessible, and transparent process through which any eligible member may express interest in serving on the Nomination Committee without requiring invitation, solicitation, endorsement, or prior approval from leadership.

## **5.2 Review of Eligibility**

The Nomination Committee will receive those submitted names and:

- Confirm willingness and eligibility of interested individuals;
- Verify that proposed individuals meet the qualifications set out in this Policy and any governing documents; and
- Facilitate the preparation of a proposed list of eligible and willing candidates for consideration by the membership.

## **5.3 Formalization of Nomination Committee Candidates**

Following review of eligibility, the Chair of the Nomination Committee shall formalize and present to the Board of Elders the list of qualifying and willing individuals eligible to stand for election to the Nomination Committee at the General Meeting.

The Board of Elders may review the proposed list for procedural compliance, eligibility concerns, doctrinal qualification, character concerns, and organizational governance matters. The Board of Elders shall not remove a candidate from the proposed list except where there is a bona fide concern relating to eligibility, doctrinal qualification, character, conduct, governance requirements, confidentiality concerns, suitability for service, or compliance with Northstar Church's governing documents, policies, or leadership expectations.

Nothing in this section shall require the Board of Elders to disclose confidential, privileged, sensitive, disciplinary, pastoral, or personal information where disclosure would be inappropriate or inconsistent with Northstar Church's governing documents, applicable policies, privacy obligations, or pastoral responsibilities.

The finalized list of candidates for the Nomination Committee shall be presented by the Chair to the Board of Elders no later than thirty (30) days prior to the General Meeting.

Election of Nomination Committee members shall be conducted by ballot vote unless otherwise required by Northstar Church's governing documents or applicable procedural rules.

The membership retains the final authority to elect Nomination Committee members, and nothing in this Policy is intended to transfer that authority to the Board of Elders or the Nomination Committee.

## **5.4 Additional Nominations**

Nothing in this Policy removes, restricts, or limits any nomination rights otherwise available to members under Northstar Church's bylaws, governing documents, or applicable procedural rules.

However, any individual nominated from the floor must still satisfy all the applicable qualifications, eligibility requirements, doctrinal standards, and other requirements associated with the position being considered.

## **5.5 – Intent of the Committee Membership Process**

The intent of this Section is to promote transparency, accessibility, fairness, and broad member participation in the nomination process while ensuring that individuals serving on the Nomination Committee satisfy the qualifications and responsibilities associated with the role.

This Section shall not be interpreted in a manner that creates unnecessary barriers to participation, restricts eligible members from expressing interest, or promotes arbitrary exclusion inconsistent with Northstar Church's governing documents.

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## **6. Duties, Responsibilities, and Nomination Process**

The Nomination Committee shall oversee and administer the nomination review process for eldership and other leadership positions within Northstar Church in accordance with Northstar Church's bylaws, doctrinal standards, and this Policy.

### **6.1 Establishment of General Meeting Timeline**

Once the date of the applicable General Meeting has been established, the nomination process timeline shall commence.

### **6.2 Membership Cut-Off Date for Leadership Eligibility**

A cut-off date for membership applications eligible for consideration for leadership positions at the applicable General Meeting shall be established.

The cut-off date:

- Shall be no less than sixty (60) days prior to the General Meeting; and
- Shall not exceed seventy-five (75) days prior to the General Meeting.

The purpose of the cut-off date is to allow sufficient time for the Nomination Committee and the Board of Elders to properly review and assess individuals who may qualify for leadership positions, including eldership roles.

Individuals whose membership applications are not approved by the established cut-off date shall not be eligible for consideration for elected leadership positions at that General Meeting unless otherwise permitted under Northstar Church's governing documents.

Nothing in this section shall otherwise limit or restrict general membership voting rights except where specifically addressed by Northstar Church's bylaws or applicable policies.

Northstar Church recognizes the importance of processing membership applications in a timely manner prior to the leadership eligibility cut-off date. The Board of Elders and any individuals responsible for reviewing membership applications shall make reasonable efforts to review and address membership applications promptly and shall avoid unnecessary delay so that eligible individuals may reasonably be considered for leadership positions in accordance with the timelines established under this Policy.

The intent of the timelines established in this section is to balance the desire for as fulsome a membership roll as reasonably possible to be considered by the Nomination Committee and Board of Elders when identifying and reviewing potential leadership candidates for the applicable General Meeting, while also ensuring that sufficient time remains for proper review, discernment, interviews, and consideration of potential nominees in accordance with this Policy.

### **6.3 Distribution of Membership Roll and Identification of Positions**

On the next business day following the membership cut-off date:

- The current membership roll; and
- A list of pending membership applications

shall be provided by the Lead Pastor to:

- The Board of Elders; and
- The Nomination Committee.

The records provided shall reflect the most current membership information reasonably available at that time.

At the same time the membership roll is distributed, the Board of Elders shall also identify and communicate to the Nomination Committee:

- Which eldership positions are at the end of their term and will be vacant at the upcoming General Meeting; and
- Any additional elected or appointed leadership roles within Northstar Church requiring nomination or appointment at the General Meeting.

The eldership nomination process outlined in Sections 6.4 through 6.9 applies specifically to eldership positions.

Additional leadership or organizational roles may be subject to separate nomination, vetting, recommendation, or appointment processes as determined by Northstar Church's governing documents, policies, or direction of the Lead Pastor and elected Elders.

#### **6.4 Preliminary Review by the Nomination Committee for Eldership Positions**

For eldership positions specifically, the Nomination Committee shall review the membership roll for the purpose of identifying individuals who may meet the qualifications for eldership in accordance with:

- Northstar Church's bylaws;
- Applicable doctrinal requirements;
- Biblical qualifications adopted by Northstar Church; and
- Any additional eligibility criteria established by Northstar Church.

The Committee may prayerfully consider factors including:

- Spiritual maturity;
- Demonstrated service and leadership;
- Doctrinal soundness;
- Character and reputation;
- Willingness and ability to serve; and
- Demonstrated ability to work cooperatively, respectfully, and constructively with others within leadership, committee, governance, and ministry environments.

The Nomination Committee shall prepare and submit a preliminary list of potentially qualified individuals for eldership consideration to the Board of Elders within seven (7) business days of receiving the membership roll.

## **6.5 Review by the Board of Elders**

The Board of Elders shall review the preliminary list submitted by the Nomination Committee.

The purpose of the review shall be to determine whether any individuals identified by the Nomination Committee may be disqualified from eldership consideration based on:

- Biblical qualifications;
- Doctrinal concerns;
- Conduct inconsistent with leadership requirements;
- Governance restrictions;
- Disciplinary matters;
- Character concerns;
- Confidential matters appropriately known to the Board of Elders; or
- Other concerns reasonably connected to suitability for eldership.

The Board of Elders shall return the edited list of eligible individuals to the Nomination Committee within seven (7) business days of receiving the preliminary list.

Where eligibility or suitability is unclear, the Nomination Committee and Board of Elders should generally permit the individual to proceed to the interview stage so that additional information, clarification, and discernment may be obtained before a final determination is made.

The interview process may then assist in providing additional clarity, discernment, or information relevant to the candidate's suitability for the role.

Nothing in this section prevents the Nomination Committee or Board of Elders from making reasonable further inquiries, seeking clarification, or conducting additional review in the background where considered appropriate in accordance with this Policy and Northstar Church's governing documents.

## **6.6 Contacting Eligible Individuals**

Following receipt of the edited list from the Board of Elders, the Nomination Committee may contact all qualifying individuals remaining under consideration through email or another reasonable communication method determined by the Committee.

The Nomination Committee shall:

- Provide the applicable elder role description and responsibilities;
- Explain the nomination and election process; and
- Inquire whether the individual is willing to continue through the nomination process.

Candidates shall be requested to confirm whether they are willing to proceed through the nomination process.

Individuals who decline consideration shall be removed from further consideration without prejudice.

If no response is received from an individual within ten (10) calendar days of the communication being sent, the Nomination Committee may treat the lack of response as a decision not to proceed in the nomination process and may remove the individual from further consideration without prejudice.

### **6.7 Candidate Interviews**

Individuals willing to continue through the nomination process shall be interviewed by representatives of the Nomination Committee.

Each interview shall include:

- The Lead Pastor and/or the Elder representative serving on the Nomination Committee;
- At minimum, two (2) elected members of the Nomination Committee.

The purpose of the interview process shall include:

- Assessing whether the candidate is doctrinally sound;
- Confirming understanding of Northstar Church's beliefs, mission, and values;
- Assessing willingness and suitability to serve in eldership; and
- Providing opportunity for discussion, clarification, and discernment.

The interview process shall be conducted respectfully, prayerfully, fairly, and confidentially.

### **6.8 Committee Findings and Recommendations**

Following the interview process, the Nomination Committee shall review the information obtained throughout the nomination process and prepare its findings and recommendations.

The interview process is intended to assist the Committee in assessing the qualifications, suitability, and readiness of candidates for eldership and may provide further clarification regarding candidates who proceeded through the nomination process following the benefit of the doubt contemplated under Section 6.5.

Following completion of its review, the Nomination Committee shall prepare a summary of its findings for submission to the Board of Elders.

The summary shall include:

- Confirmation of whether the Committee believes the candidate is doctrinally sound;
- Any relevant observations arising from the interview process;
- Any concerns or considerations relevant to continued candidacy; and
- The Committee's recommendation regarding continued candidacy.

The goal of the Nomination Committee's findings and recommendations shall be consensus wherever reasonably possible. Where consensus cannot be achieved, a recommendation may proceed where supported by all but one member of the Committee.

Nothing in this section requires the Committee to recommend a candidate solely because the candidate proceeded to the interview stage. The interview process forms part of the Committee's discernment and

review responsibilities and may provide clarification regarding a candidate's qualifications, suitability, readiness, or continued candidacy for the office of Elder.

### **6.9 Review of Committee Findings by the Board of Elders**

Upon receipt of the Nomination Committee's findings and recommendations, the Board of Elders may conduct a final review of the proposed candidates for matters relating to biblical qualifications, doctrinal qualifications, character, conduct, discipline, governance concerns, eligibility requirements, pastoral concerns, confidentiality concerns, or other matters reasonably connected to suitability for the office of Elder.

Northstar Church recognizes that additional information may become known, existing information may be further clarified, or concerns previously considered uncertain may become clearer through the interview process, further review, subsequent discussions, or other information obtained during the nomination process.

Where the Board of Elders determines that such information gives rise to a bona fide concern regarding a candidate's qualifications, eligibility, character, conduct, suitability, or readiness for the office of Elder, the Board of Elders may determine that the individual shall not proceed to the final candidate list.

Nothing in this Policy requires the Board of Elders to disclose confidential, privileged, sensitive, disciplinary, pastoral, personal, or other information where disclosure would be inappropriate or inconsistent with Northstar Church's governing documents, applicable policies, privacy obligations, or pastoral responsibilities.

### **6.10 Finalization of Candidate List**

Following completion of the review and interview process, the Nomination Committee shall formalize the final list of qualifying candidates.

The finalized candidate list and Nomination Committee's report shall be presented to the Board of Elders no later than twenty-eight (28) days prior to the General Meeting.

Unless otherwise provided by Northstar Church's governing documents, the finalized list shall constitute the official list of candidates presented to the membership for election consideration at the General Meeting.

All finalized nominees' names shall be provided to the membership together with the notice and agenda package for the applicable General Meeting in accordance with Northstar Church's governing documents, applicable policies, and requirements under the *Societies Act*.

In connection with the finalized candidate list, the Nomination Committee may provide the membership with general observations, considerations, guidance, or recommendations relating to the office of Elder and the qualifications, responsibilities, and expectations associated with eldership.

Northstar Church recognizes that some candidates may be more visible within the congregation than others. Visibility, familiarity, popularity, ministry involvement, public profile, or other readily observable factors should not alone be interpreted as evidence that an individual is more or less suitable for eldership. Members are encouraged to prayerfully consider the qualifications, character, gifting, leadership qualities, and overall suitability of candidates when casting their vote.

Nothing in this section requires the disclosure of confidential interviews, deliberations, personal information, pastoral matters, disciplinary matters, or other information reasonably determined to be confidential.

The authority to elect Elders remains with the membership.

## **6.11 Treasurer Position**

Due to the significant stewardship, financial, confidentiality, and leadership responsibilities associated with the office of Treasurer, the nomination and review process for Treasurer candidates shall substantially mirror the eldership nomination process outlined in Sections 6.4 through 6.9 of this Policy unless otherwise determined by Northstar Church's governing documents.

Without limiting the generality of the foregoing, Treasurer candidates shall be subject to:

- Eligibility review by the Nomination Committee;
- Review by the Board of Elders;
- Confirmation of willingness to serve;
- Interview by representatives of the Nomination Committee;
- Assessment of doctrinal soundness, character, integrity, and suitability for leadership responsibilities;
- Review of competence, experience, judgment, and practical ability relevant to the responsibilities of the Treasurer role;
- Demonstrated ability to work cooperatively, respectfully, and constructively within leadership, committee, governance, and ministry environments; and
- Recommendation and finalization procedures substantially similar to those applicable to eldership candidates.

Northstar Church recognizes that the Treasurer position carries significant responsibilities relating to stewardship, financial oversight, confidentiality, accountability, and trust within Northstar Church and therefore warrants an elevated level of review and discernment.

In assessing Treasurer candidates, the Nomination Committee and Board of Elders should seek individuals who demonstrate both spiritual maturity and practical competence, recognizing the importance of balancing faithful stewardship, wisdom, prudence, transparency, and accountability with Northstar Church's mission, values, and faith-based principles.

Northstar Church further recognizes the importance of remaining open to the direction and leading of God in the ministry and mission of the Church. Treasurer candidates should therefore demonstrate an ability to balance faithful stewardship, prudence, accountability, and transparency with openness to prayerful vision, growth opportunities, ministry initiatives, and faith-led decision-making.

In administering the Treasurer nomination, review, and succession process, Northstar Church shall endeavor to balance accountability, stewardship, transparency, leadership renewal, and sound governance with practical realities, ministry needs, continuity of operations, and openness to the direction and leading of God. The provisions of this Section are intended to promote healthy stewardship practices and leadership development and should not be interpreted or applied in an unnecessarily rigid, technical, restrictive, or inflexible manner inconsistent with the mission, ministry, and best interests of Northstar Church.

### **6.11.1 Term and Review of Treasurer**

The Treasurer shall be elected for a specified term of three (3) years.

Following a minimum of ten (10) months of service and prior to the thirteenth (13th) month of service, the Board of Elders may conduct a review of the Treasurer's fulfillment of the role, including performance, stewardship, adherence to responsibilities, and overall suitability to continue in the position.

Following such review, the Board of Elders may:

- Affirm continuation of the Treasurer's term;
- Provide guidance, recommendations, accountability measures, or additional support; or
- Remove the individual from the Treasurer position in accordance with Northstar Church's governing documents and applicable policies.

Any such review shall be conducted in a manner consistent with Northstar Church's governing documents, applicable policies, and principles of fairness, accountability, and good faith.

An individual may serve as Treasurer for up to two (2) consecutive three-year terms for a maximum consecutive service period of six (6) years.

Following completion of the initial term, where the Treasurer is willing to continue serving, the Lead Pastor and Board of Elders have no material concerns regarding the individual's fulfillment of the role, and the Nomination Committee, despite reasonable and good faith efforts, is unable to identify another acceptable and willing candidate for the position, the Treasurer may again be considered by the Nomination Committee for an additional three-year term.

Any such additional term remains subject to nomination review and approval by vote of the membership at a duly called General Meeting.

Following the first year of the additional term, the individual shall again be subject to the review process contemplated under this Policy.

Following six (6) consecutive years of service as Treasurer, the individual must step away from the Treasurer position for a minimum sabbatical period of one (1) year before again becoming eligible for election or appointment to the Treasurer position or any other leadership role.

During the required sabbatical period, the individual shall not serve in any elected or appointed leadership position within Northstar Church, including but not limited to eldership positions, committee leadership positions, or other formal leadership roles recognized by Northstar Church.

#### **6.12 Financial Committee Member Positions**

Financial Committee member positions are elected administrative and stewardship-based leadership roles within Northstar Church intended to support financial accountability, transparency, budgeting, financial review, financial reporting, stewardship oversight, and related administrative and advisory responsibilities in accordance with Northstar Church's governing documents and Financial Committee Policy.

For greater clarity, Financial Committee members do not possess independent governing, pastoral, doctrinal, spiritual oversight, executive, or decision-making authority within Northstar Church. The role of Financial Committee members is intended to be purely administrative, stewardship-focused, reporting, and advisory in nature.

Notwithstanding the administrative nature of the role, Financial Committee members are entrusted with significant responsibilities involving:

- Organizational stewardship;

- Financial accountability;
- Sensitive operational and financial information;
- Financial reporting and stewardship responsibilities;
- Administrative oversight functions; and
- Member trust and confidence.

No individual shall be eligible to serve as a Financial Committee member where the individual:

- Is a staff member of Northstar Church;
- Is an Immediate Family Member of a staff member of Northstar Church;
- Is a member of the Board of Elders;
- Is an Immediate Family Member of a member of the Board of Elders;
- Is an Immediate Family Member of another serving voting Financial Committee member; or
- Is otherwise disqualified under Northstar Church's governing documents or applicable policies.

For greater clarity, the intent of this provision is to promote independence, transparency, accountability, and the avoidance of actual, perceived, or potential conflicts of interest within the Financial Committee and related stewardship processes.

Accordingly, individuals considered for Financial Committee member positions should satisfy eligibility requirements substantially similar to those applicable to Nomination Committee members, together with appropriate competency expectations relating to financial stewardship and oversight responsibilities.

Individuals considered for Financial Committee member positions should generally demonstrate:

- Be members in good standing of Northstar Church;
- Eligibility consistent with the requirements applicable to Nomination Committee members under Northstar Church's governing documents and policies;
- Demonstrated integrity, maturity, discretion, sound doctrine, and good judgment;
- Support the mission, values, and governing documents of Northstar Church;
- Ability to maintain confidentiality and discretion where reasonably required;
- Demonstrated ability to work cooperatively, professionally, and respectfully within committee, leadership, and governance structures;
- Demonstrated ability to identify, appropriately disclose, and responsibly manage actual, perceived, or potential conflicts of interest;
- Commitment to acting in the best interests of Northstar Church;
- Demonstrated stewardship and accountability;
- Reasonable competence in financial matters, budgeting, financial reporting, stewardship oversight, or related administrative or operational functions appropriate to the role;

- Reasonable organizational, administrative, governance, operational, or professional competence appropriate to the responsibilities of the role; and
- Such additional qualifications or eligibility requirements as may be established under Northstar Church's governing documents or applicable policies.

Northstar Church recognizes that individuals may contribute valuable stewardship insight, ministry experience, practical wisdom, organizational knowledge, professional experience, and other relevant skills even where they do not possess formal accounting, bookkeeping, financial, governance, or business credentials. The intent of this section is to encourage competent stewardship while avoiding unnecessary barriers to participation by otherwise qualified individuals.

In reviewing individuals for Financial Committee positions, the Nomination Committee may additionally consider factors including:

- Administrative, accounting, bookkeeping, budgeting, audit, finance, or financial management experience;
- Reliability and consistency of participation;
- Ability to approach sensitive matters with discretion and objectivity; and
- Ability to contribute meaningfully to orderly, transparent, accountable, and financially responsible stewardship processes within Northstar Church.

Further responsibilities, operational procedures, reporting structures, governance limitations, role limitations, review processes, administrative expectations, authority restrictions, and stewardship obligations relating to Financial Committee members are more particularly set out within Northstar Church's Financial Committee Policy, which should be read together with this Policy and other financial policies where applicable.

The Nomination Committee shall endeavor to present candidates for Financial Committee positions who are capable of fulfilling the responsibilities of the role in a competent, trustworthy, accountable, and collaborative manner consistent with the stewardship expectations of Northstar Church.

In doing so, the Nomination Committee should seek individuals capable of balancing faithful stewardship, accountability, transparency, and sound judgment with support for the mission, ministry, vision, and prayerful direction of Northstar Church.

### **6.13 Process for Other Organizational Roles**

For leadership or organizational positions other than Treasurer, Financial Committee, or Eldership roles, the Nomination Committee shall follow such nomination, recruitment, vetting, recommendation, or appointment processes as may be established by:

- Northstar Church's bylaws;
- Applicable policies;
- Resolutions of the membership;
- Direction of the Board of Elders; or
- Established organizational practice.

The Nomination Committee may:

- Seek expressions of interest;
- Solicit recommendations from members;
- Interview prospective candidates;
- Confirm willingness to serve;
- Assess qualifications relevant to the specific role; and
- Provide recommendations to the Board of Elders or membership, as applicable.

The level of doctrinal review, eligibility assessment, and interview requirements for non-eldership roles may differ from the eldership process outlined in this Policy depending on the nature and responsibilities of the position being filled.

The nomination and review process applicable to any position should be reasonably proportionate to the nature, authority, responsibilities, stewardship obligations, and organizational impact associated with the position being considered.

#### **6.14 Submission of Recommendations and Candidate Lists**

Unless otherwise provided in this Policy or Northstar Church's governing documents, all finalized recommendations, candidate lists, proposed appointments, and nomination materials prepared by the Nomination Committee shall be submitted to the Board of Elders no later than twenty-eight (28) days prior to the applicable General Meeting.

The intent of this section is to allow sufficient time for preparation of meeting materials, member communication, procedural administration, and any other steps reasonably required before the applicable General Meeting.

Upon receipt of finalized recommendations, candidate lists, proposed appointments, or nomination materials, the role of the Board of Elders shall primarily be administrative and procedural in nature, including preparing agendas, ballots, meeting materials, member communications, and other steps necessary for the orderly conduct of the General Meeting.

Except where otherwise expressly provided in this Policy or Northstar Church's governing documents, submission of nomination materials to the Board of Elders is not intended to create a further approval stage or discretionary reconsideration of recommendations made through the Nomination Committee process.

#### **6.15 Recognition of Different Gifts, Callings, and Opportunities for Service**

Northstar Church recognizes that God equips members with different gifts, callings, abilities, experiences, and opportunities for service.

Not every faithful and gifted member is necessarily called to serve in a particular leadership position. Some individuals may choose not to allow their name to stand, may decline nomination, may not presently meet the requirements of a particular role, or may determine that the timing is not right for them to serve in a specific leadership capacity.

Accordingly, where a member's name is not included on a finalized candidate list, is not recommended for a leadership position, is not elected, appointed, or selected for a particular role, this should not be

interpreted as a reflection upon that person's worth, faithfulness, standing within the Church, spiritual maturity, qualifications, gifts, abilities, or importance to the ministry of Northstar Church.

The purpose of the nomination process is to prayerfully discern individuals who may presently be called, equipped, suited, and willing to serve in particular leadership positions while recognizing, valuing, and affirming the important contributions and ministry of all members within the life of Northstar Church.

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## **7. Confidentiality**

### **7.1 Confidential Information**

Members of the Nomination Committee shall maintain strict confidentiality regarding:

- Discussions of potential nominees;
- Internal deliberations;
- Personal information obtained during the nomination process; and
- Concerns, observations, or assessments discussed by the Committee.

Confidential information obtained through the nomination process shall only be used for purposes reasonably connected to the fulfillment of the Committee's responsibilities under this Policy.

### **7.2 Permitted Disclosure**

Confidential information shall only be disclosed where:

- Required by law;
- Authorized by Northstar Church's governing documents; or
- Necessary for the proper fulfillment of the Committee's responsibilities.

Nothing in this section requires the disclosure of confidential, sensitive, disciplinary, pastoral, personal, or other information where disclosure would be inappropriate or inconsistent with Northstar Church's governing documents, applicable policies, privacy obligations, or pastoral responsibilities.

### **7.3 Conduct Expectations**

Committee members shall conduct themselves with integrity, discretion, fairness, and respect throughout the nomination process.

Committee members shall avoid gossip, partiality, favoritism, retaliation, conflicts of interest, or other conduct that may undermine the integrity, fairness, independence, or credibility of the nomination process.

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## **8. Conflict of Interest**

### **8.1 Disclosure**

Nomination Committee members shall promptly disclose any actual, perceived, or potential conflict of interest relating to a nominee, candidate, position, recommendation, or matter under consideration.

### **8.2 Recusal and Determination**

Where an actual, perceived, or potential conflict of interest is disclosed, the remaining Committee members shall determine what steps, if any, are appropriate to address the conflict.

A Committee member may be required to recuse themselves from any discussion, review, interview, recommendation, deliberation, or decision-making process relating to the matter giving rise to the conflict.

Circumstances that may give rise to a conflict of interest include:

- Immediate or extended family relationships;
- Financial interests;
- Personal disputes;
- Close personal relationships; or
- Any circumstance that may reasonably impair impartiality.

Following disclosure of a conflict of interest, a Committee member shall recuse themselves from the applicable matter where requested by the Chair or by a majority of the remaining Committee members.

### **8.3 Failure to Disclose**

Failure to truthfully disclose an actual, perceived, or potential conflict of interest may constitute grounds for removal from the Nomination Committee in accordance with this Policy and Northstar Church's governing documents.

### **8.4 General Conflict of Interest Expectations**

Members of the Nomination Committee shall conduct themselves in a manner intended to avoid actual, perceived, or potential conflicts of interest in the fulfillment of their responsibilities.

Committee members shall endeavor to act fairly, impartially, and in the best interests of Northstar Church throughout the nomination process.

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## **9. Meetings, Procedures, and Decision-Making**

### **9.1 Meetings**

The Nomination Committee shall meet as necessary to fulfill its responsibilities under this Policy and to ensure timely preparation for the General Meeting and related elections.

Meetings may be conducted in person, by video conferencing, or by another communication method that reasonably allows all participating members to hear, communicate, deliberate, and participate effectively in the meeting proceedings.

Meetings may include:

- Review of membership records;
- Assessment of nominee eligibility;
- Prayer and discussion regarding leadership needs;
- Preparation of nomination recommendations; and
- Coordination with the Board of Elders regarding procedural matters.

### **9.2 Quorum**

A majority of Committee members shall constitute quorum.

The Committee should endeavor to ensure participation by the Lead Pastor and Elder representative wherever reasonably practicable. Their absence shall not prevent the Committee from conducting business where they are reasonably unavailable.

### **9.3 Decision-Making**

The Committee shall endeavor to make decisions by consensus wherever reasonably possible.

Where consensus cannot be achieved, decisions may be determined by majority vote of Committee members present unless otherwise specifically addressed in this Policy.

### **9.4 Consultation with the Board of Elders**

In carrying out their respective responsibilities under this Policy, the Nomination Committee and Board of Elders shall endeavor to respect the distinct roles, responsibilities, and authority assigned to each under this Policy and Northstar Church's governing documents.

Both bodies shall conduct themselves in a manner that promotes integrity, fairness, transparency, accountability, mutual respect, and confidence in the nomination process.

Neither the Board of Elders nor the Nomination Committee shall interfere with, overreach, or assume responsibilities assigned to the other except as expressly provided in this Policy or Northstar Church's governing documents.

### **9.5 Procedural Integrity**

The Nomination Committee shall conduct its responsibilities in a manner that promotes:

- Fairness;
- Consistency;
- Accountability;
- Transparency of process; and
- Protection of the integrity of organizational governance.

The Committee shall avoid arbitrary exclusion, preferential treatment, improper influence, gatekeeping inconsistent with governing documents, or actions contrary to Northstar Church's bylaws, policies, or adopted procedures.

### **9.6 Good Faith Participation**

Members of the Nomination Committee, Board of Elders, and all individuals participating in the nomination process shall endeavor to act honestly, respectfully, prayerfully, and in good faith in carrying out their respective responsibilities under this Policy.

### **9.7 Reliance on Membership Records**

For the purposes of nomination review and eligibility assessment, the Nomination Committee and Board of Elders may reasonably rely upon the membership records provided following the membership cut-off date unless material errors are subsequently identified.

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## **10. Removal or Vacancy**

### **10.1 Resignation**

A member of the Nomination Committee may resign by providing notice to the Lead Pastor or the Board of Elders.

### **10.2 Removal**

A Committee member may be removed for:

- Failure to fulfill responsibilities;
- Breach of confidentiality;
- Conduct inconsistent with Northstar Church's doctrinal beliefs, code of conduct, or applicable policies;
- Conflict of interest concerns;
- Failure to truthfully disclose an actual, perceived, or potential conflict of interest; or
- Inability or unwillingness to continue serving.

### **10.3 Vacancies**

Vacancies occurring on the Nomination Committee shall not be filled prior to the next General Meeting. In the event of a resignation, removal, incapacity, recusal, or other vacancy, the remaining members of the Nomination Committee shall continue to carry out the responsibilities of the Committee for the remainder of the applicable term, provided quorum requirements continue to be satisfied.

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## **11. Procedural Authority**

Unless otherwise provided in this Policy, Northstar Church's governing documents, or applicable law, meetings and proceedings of the Nomination Committee and related member meetings may be conducted

in accordance with the most current edition of Robert's Rules of Order Newly Revised, as adopted by Northstar Church.

Where a provision of this Policy, Northstar Church's governing documents, or applicable law differs from Robert's Rules of Order Newly Revised, the provisions of the applicable law, governing documents, or this Policy shall prevail to the extent of the inconsistency.

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## **12. Relationship to Governing Documents**

This Policy shall be interpreted consistently with Northstar Church's bylaws and governing documents. In the event of any inconsistency between this Policy and Northstar Church's bylaws, the bylaws shall govern to the extent of the inconsistency.

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## **13. Policy Review**

This Policy shall be reviewed periodically by the Board of Elders, Nomination Committee, or other designated leadership to ensure continued compliance with Northstar Church's governing documents, applicable law, and operational needs.

Review of this Policy does not require amendment and may be conducted for the purpose of governance oversight, operational effectiveness, clarification, or consideration of potential future revisions.

This Policy may only be amended, modified, replaced, or rescinded by special resolution of the members at a duly called General Meeting in accordance with Northstar Church's governing documents and applicable voting requirements.

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## **14. Approval and Effective Date**

**Approved By the Members by Special Resolution on:** \_\_\_\_\_

**Last Reviewed:** \_\_\_\_\_