

Leader Nomination Process

Revised: February 4, 2020

1. **Existing Leader (X or higher) fills out PAGE 1** of the “COTR LEADER NOMINATION FORM” (indicating as much as they know about the individual, leadership role being recommended, reasons for nominating, etc.)
2. Leader hands form to their **Ministry L** (*at multi-site this overseeing leader is usually the Campus Pastor).
3. Ministry L or Campus Pastor interviews the candidate (notes date), signs their Yes/No spot on PAGE 2, and hands to Campus/Volunteer Coordinator.
4. Campus/Volunteer Coordinator completes details on PAGE 2 from our records, seeks out signature from the relevant Campus Pastor or Senior Pastor.
 - BEFORE going to the relevant Pastor, any unprocessed/missing items are identified first by Campus/Volunteer Coord. to Ministry L.
5. The Pastor gives form back to Campus/Volunteer Coordinator to file and record in F1, etc.
6. Campus/Volunteer Coordinator communicates results to Ministry L/Campus Pastor.
7. **Ministry L/Campus Pastor** then advises existing Leader of results, **contacts New Leader** and takes on orientation, job description, getting needed forms signed and following up on recommended next steps.

This process is repeated with each change in leadership roles.

