

**PRESBYTERY OF RIVERSIDE ASSEMBLY  
PROCEDURE FOR ELECTING MINISTER OF THE WORD  
AND SACRAMENT COMMISSIONERS  
TO GENERAL ASSEMBLY**

1. The year before a General Assembly, the Committee on Nominations shall ensure that a letter will be mailed no later than July 1st to all who receive the Presbytery Assembly mailing, indicating the need for General Assembly Minister of the Word and Sacrament commissioners. The letter will include a clergy nominations form and a listing of all the Ministers of the Word and Sacrament of the Presbytery of Riverside who attended at least 50% of the meetings in the previous 12 months. The letter should also indicate that the forms can be used to nominate others or for self-nomination.
2. The nominations shall be for the up-coming General Assembly.
3. The deadline for these nominations will be October 1st.
4. The call for the November Presbytery Assembly meeting before GA year will include a brief biographical sketch of those for whom nominations forms were received by the deadline.
5. If there are not at least two nominations by the deadline, the Committee on Nominations shall ensure that a communication will be sent to all who receive the Presbytery Assembly mailings encouraging nominations from the floor. (This letter may be included in the call to the November meeting.)
6. The Committee on Nominations will place in nominations at the November meeting of the Presbytery Assembly those from whom it has received nomination forms. The moderator will open nominations from the floor.
7. Each person nominated will have two (2) minutes to address the Presbytery Assembly. (This information will be placed in the letter asking for nominations. The Committee on Nominations will contact those who have been nominated to inform them also.)
8. At the time of the election, the Committee on Nominations will inform the Presbytery Assembly that the person receiving the most vote's will be the Commissioner and the person receiving the second most votes will serve as the Alternate.
9. Voting will be done by written ballot.

Commissioners Section TV-8-a