**Invitation for Nominations**

*The Nominations Committee is pleased to open the nominations process for 2018. One of the most important roles of your leadership is to welcome others into ministry. We ask that you prayerfully consider who might be best equipped for nomination, be it you or a fellow parishioner. We consider all roles to be sacred, including whether you are assisting with Sunday night supper, greeting those who enter our space with passionate welcome or serving in leadership. We are committed to openness throughout this process and welcome questions and comments.*

*Invitation.* Members of the Congregation are invited to nominate candidates for election to the Council of Saint Mark’s Episcopal Cathedral. The 2018 annual meeting will take place at 9:30 a.m. on Sunday, January 28. During the annual meeting, the Congregation will elect a Senior Warden, a Junior Warden, a Treasurer, and three additional members of the Council.

*The Council*.The Council is the lay administrative body of Saint Mark’s. It has responsibility for the care and management of the temporal affairs of the Cathedral.

*Positions on the Council*.The Senior Warden and the Junior Warden are the primary lay executive officers of the Council, and they each serve terms of one year. The Treasurer has oversight of the financial affairs of the Cathedral, and also serves a term of one year. The Clerk has a three-year term and is responsible for taking and distributing minutes for Council meetings. Nine additional members of the Cathedral Congregation normally sit on the Council. They serve terms of three years, staggered so that three new members are generally elected every year.

*Eligibility for Voting, Making Nominations and Being Nominated.* All adult Members of the Cathedral Congregation are eligible to vote in the election, and are also eligible to make nominations. (Those who are at least 16 years old are adults for these purposes.) Those nominated for election to the Council must be currently active adult communicants of the Cathedral. This means that, if they are pledging to the Cathedral, they are making regular contributions toward their pledges or, if they are not pledging, that they make regular financial contributions to the Cathedral. It also means that they are regularly active in at least one Cathedral ministry, program or body, and are regularly attending Cathedral services.

 *Additional Information on Attachments*.We hope you will consider submitting one or more nominations to be considered for election to the Council at the annual meeting. Attachment A to this Invitation is a Role Summary for Council members, which also contains lists of qualities, commitments, and responsibilities normally involved with service on the Council. Attachment B to this Invitation is a set of nomination forms for you to use in making one or more nominations.

 *Form of Nominations*. All nominations must be in writing (preferably using the attached form(s)). Nomination forms are also available online at the Cathedral website. If a nomination is made without using one of the forms, it should contain substantially all the information called for on the applicable form. Note that, as indicated on the forms, each nomination should include as an attachment a resume, c.v., or similar detailed background statement regarding the nominee. Note also that any nomination submitted by a person other than the nominee must contain a confirmation that the nominee has consented to the nomination.

*Specificity of Nominations*. It is very important that each nomination specify the position for which the nomination is made: Senior Warden, Junior Warden, Treasurer, or Council member.

*Submission Instructions*. All nominations must be delivered to the Cathedral office no later than 12:00 noon on Sunday, December 17, 2017. Deliveries may also be made electronically to the Cathedral office at: iwedar@ourcathedral.org. The nomination forms are available on the Cathedral website ([www.ourcathedral.org](http://www.ourcathedral.org)).

 *Review by Nominations Committee; Candidate List*. The Nominations Committee will review all nominations, taking into account the specifications listed in this Invitation and the attached Role Summary. The Nominations Committee will circulate a Candidates List for the election as soon as possible in December.

ATTACHMENT A: Council Members and Officers:

Roles, Qualities, and Qualifications

ATTACHMENT B-1: Nomination Form for Wardens, Treasurer, and Clerk

ATTACHMENT B-2: Nomination Form for Council Members

ATTACHMENT A

To Invitation for Nominations

**Council Members and Officers**

**Roles, Qualities, and Qualifications**

**SUMMARY:**

1. **Principles for Ministry**
2. **Time Commitments**
3. **Qualities and Qualifications**
4. **Responsibilities**
5. **Principles for Ministry**

**Wardens, Treasurer, Clerk, and All Council Members**

The Senior and Junior Wardens, the Treasurer, the Clerk, and all Council Members are charged to direct the temporal concerns of the Cathedral, and should strive to abide by the “Principles for Ministry” provided below. The spiritual concerns of the Cathedral congregation are cared for by the Cathedral clergy. Principles for Ministry for the Wardens, Treasurer, Clerk, and other Council Members include:

1. Have a love of God and demonstrate a commitment to following the way of Jesus Christ;
2. Be active in and knowledgeable about the congregation, its programs and governance, including its formal relationship with the Episcopal Church in Minnesota;
3. Be fair, interact well with people, and foster trust among members of the community;
4. Endeavor always to act in the best interests of the overall health and welfare of the Cathedral, its ministries, and its people;
5. Actively engage in the work of the Council by sharing one’s gifts—mental, physical and spiritual—generously and effectively;
6. Maintain enthusiasm and vitality in the face of challenges in the life of the Cathedral—fiduciary, spiritual, and relational;
7. Maintain confidentiality and respect relative to sensitive information and interactions related to congregation members and organizational matters warranting confidentiality; and
8. Manage conflict with patience, openness, and respect.
9. **Time Commitments**
10. **Wardens, Treasurer, Clerk, and All Council Members**

The Senior and Junior Wardens, the Treasurer, the Clerk, and all Council Members should all gladly and effectively provide of their time regarding:

1. Monthly meetings of the Council (2 hours each meeting);
2. The Annual Council Retreat (8-12 hours over two days);
3. Council Committee and Commission meetings (variable; usually 3-5 hours per month);
4. Annual Meeting of the Congregation;
5. Regular participation in the worship and other activities of the Cathedral, the Episcopal Church in Minnesota and the Loring/Cathedral community;
6. Special Cathedral Events (e.g., Lessons and Carols, Feast Days, Ordinations, etc.); and
7. Cathedral Ministries (e.g., greeters, ushers, Sunday School, Eucharistic Ministers, etc.)
8. **Specifically as to Wardens**

 The Senior and Junior Wardens should also gladly and effectively provide of their time regarding other

matters particular to their respective positions, including, (1) as frequently as warranted, attendance at meetings of standing committees, special committees, the Officers Committee of the Council, and other appropriate bodies of the Cathedral; and (2) attendance (singly) at Cathedral staff meetings.

1. **Specifically as to Treasurer**

The Treasurer should also gladly and effectively provide of his or her time regarding

all matters particular to the position, including attendance at meetings of the Finance Committee, the Saint Mark’s Foundation, and the Officers Committee of the Council. .

1. **Specifically as to Clerk**

The Clerk should also gladly and effectively provide of his or her time regarding all matters particular

to the position, including the taking of minutes at all Council meetings, their verification, and their distribution to Council members.

1. **Qualities and Qualifications**
2. **Wardens, Treasurer, Clerk, and All Council Members**

As noted in the Invitation for Nominations, Senior and Junior Wardens, the Treasurer, the Clerk, and all other Council members must be currently active adult communicants. This means that, if they are pledging to the Cathedral, they are current on their pledges or, if they are not pledging, that they make regular financial contributions to the Cathedral. It also means that they are regularly active in at least one Cathedral ministry, program or body, and that they are regularly attending Cathedral services.

1. **Specifically as to Wardens**

 The Senior and Junior Wardens should have ranges of prior experience and personal attributes

responsive to all or substantially all of the following specifications:

1. Experience in the leadership of deliberative bodies;
2. Experience serving on vestries, chapters or other managerial bodies for religious institutions;
3. Experience and background within the Saint Mark’s community likely to facilitate the effective operation of the Council; and
4. Experience with, and willingness for, close collaboration with persons in co-leadership roles.
5. **Specifically as to Treasurer**

The Treasurer should have a range of prior experience and personal attributes responsive to all or

 substantially all of the following specifications:

1. Experience with, and aptitude for, the review of detailed institutional financial statements;
2. Experience in working with professional accountants regarding the preparation of financial reports;
3. Experience with, and aptitude for, the development of budgets and financial projections; and
4. Experience with the financial and economic aspects of the operations of religious institutions.

**D. Specifically as to Clerk**

 The Clerk should have experience with, and aptitude for, the taking of careful minutes at lengthy and complex meetings, as well as their verification and finalization.

1. **Responsibilities**
2. **Wardens, Treasurer, Clerk, and All Council Members**

The Senior and Junior Wardens, the Treasurer, the Clerk, and all other Council members must:

1. Represent the business, legal, and congregational interests of the Cathedral;
2. Actively engage in supporting the annual Stewardship campaign;
3. Offer individual gifts and talents in service of the ministry of the Council and the congregation;
4. Prepare for meetings of the Council and Council committees and commissions in advance;
5. Actively seek out and listen to the concerns and recommendations of the members of the congregation; represent information accurately and calmly to the clergy, appropriate committee(s), staff member(s), and/or Cathedral leadership as appropriate;
6. Serve as Chairs for, or members of, standing committees and commissions of the Council, special committees of the Council, and other bodies of the Cathedral, as the need arises;
7. Engage in community activities in the Saint Mark’s neighborhood to build relationships and advance mutually beneficial projects; and
8. Represent Council decisions honestly and supportively, listening openly for feedback and concerns.
9. Members of the Council must also review and be prepared to act on the Treasurer’s financial reports, budgets and goals for future endeavors.
10. **Specifically as to Wardens**

The following responsibilities also apply specifically for the positions of Senior Warden and Junior

 Warden, who must:

1. Manage oversight responsibility for all standing committees and commissions of the Council, as well as any special committees established from time to time;
2. Assume ultimate responsibility for the adequate provisioning and maintenance of the Cathedral, according to the Canons of the Episcopal Church in Minnesota;
3. Assume ultimate responsibility for the suitable and appropriate use of the Cathedral and its resources, according to the Canons of the Episcopal Church in Minnesota;
4. Preside at all meetings of the Council at which neither the Bishop nor the Dean is present;
5. Maintain awareness of the needs and challenges of the Cathedral staff and ministry leaders and facilitate problem solving; and
6. Encourage open, direct communications among Council members, clergy, staff, and congregants.
7. **Specifically as to Treasurer**

The following responsibilities also apply specifically for the position of Treasurer, who must:

1. Review, and report to the Council on, all financial statements prepared by the Finance Committee or any other suitable authority;
2. Review, and report to the Council on, all budgets and financial projections prepared by the Finance Committee or any other suitable authority;
3. Work with the Cathedral’s professional accountants regarding annual and other financial reports, representing the financial interests of the Cathedral in so doing, and reporting thereon to the Council;
4. Communicate budgets and financial results periodically to the Saint Mark’s community;
5. Serve as a member of the Finance Committee and the Saint Mark’s Foundation; and
6. Be available, no less frequently than weekly, to the Canon Administrator to execute such financial documents as necessary.
7. **Specifically as to Clerk**

The following responsibilities also apply specifically to the position of Clerk, who must:

1. Attend all meetings of the Council, taking accurate minutes;
2. Assist with the distribution of the minutes, including any necessary verifications to assure the accuracy of the notes taken; and
3. Arrange for alternate persons to take minutes in the event the Clerk is indisposed.
4. The Statutes of the Cathedral also provide that the Clerk has custody of the seal and records of the Council, shall report annually to the Council, and shall have such duties as are usually prescribed for the secretary of a corporation.

ATTACHMENT B-1

To Invitation for Nominations

**Nomination Form**

**for Election of Wardens and/or Treasurer at the Annual Meeting**

**of Saint Mark’s Episcopal Cathedral**

**January 28, 2018**

Name of person submitting nomination(s) [printed]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E-Mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If any nominee is someone other than the person submitting the nomination, confirm here that any and all such nominees have consented to their nomination(s): Confirm: \_\_\_\_\_\_\_\_

For each nomination: (a) provide the nominee’s name

(b) in the blanks under each name, provide a brief statement as to why

the person would be a good candidate for the office proposed, and how their skills and energy demonstrate the desirable qualifications called for in the Roles, Qualities, and Qualifications for Council Officers and Members; and

(c) attach a resume, c.v., or similar description of the person’s background

Senior Warden [printed name]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Junior Warden [printed name]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Treasurer [printed name]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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ATTACHMENT B-2

To Invitation for Nominations

**Nomination Form**

**for Election of Council Members at the Annual Meeting**

**of Saint Mark’s Episcopal Cathedral**

**January 28, 2018**

Name of person submitting nomination(s) [printed]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E-Mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If any nominee is someone other than the person submitting the nomination, confirm here that any and all such nominees have consented to their nomination(s): Confirm: \_\_\_\_\_\_\_\_

For each nomination: (a) provide the nominee’s name

(b) in the blanks under each name, provide a brief statement as to why

the person would be a good candidate for the office proposed, and how their skills and energy demonstrate the desirable qualifications called for in the Roles, Qualities, and Qualifications for Council Officers and Members; and

(c) attach a resume, c.v., or similar description of the person’s background

Council Member [printed name]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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