



# ST PAUL'S CATHEDRAL

## E P I S C O P A L

## **Chapter Nominating Committee Policy**

### **Overview**

The Chapter is the governing council of St. Paul's Cathedral. In addition to transacting the temporal business of the church, the Chapter works with the Dean and Executive Staff to lead the congregation in the ministries of the church. Following the model of servant leadership, each member of the Chapter is responsible for the effectiveness of our ministries, shaping and guiding them for the growth of the people of the congregation, and for our mission to the community beyond our walls. Members of the Chapter are also committed to personal growth as leaders and to ministering to one another in Christian community. There are sixteen voting members of the Chapter. Along with the Dean, twelve at-large members are elected from the congregation of the Cathedral Church of St. Paul's, two are elected by the Diocese of San Diego, and the Bishop appoints a Warden.

### **Term of Office**

At-large Elected Chapter members serve a three-year term beginning and ending at the Annual Parish Meeting, with the terms staggered so that each year one-third of the members are replaced. Vacancies during the year can be filled by appointment made by the Chapter itself, or by the parish at-large at a Parish Meeting. Members who serve a partial term of one year or less are eligible for re-election to a full term.

### **Meeting Times**

Chapter meetings currently are held on the first Tuesday of each month at 5 p.m. (note that this is set by the Chapter, and can be changed at the Chapter's discretion). In addition, Chapter members are expected to attend the annual Chapter retreat, usually held on a Friday/evening/Saturday in February.

### **Qualifications**

Eligibility requirements for Chapter service as outlined by the Cathedral By-Laws are as follows:

- At least 18 years old; and,
- Has been a regular pledging contributor of record to the Cathedral for the 210 days prior to the vote; and,
- Regularly attends worship.



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### **Nominating Committee Considerations**

New Chapter members are nominated based on several factors, including their perceived strengths in one or more areas of service or expertise. Candidates for Chapter should be persons of prayer, with gifts for ministry leadership. Those gifts are not the same for each person, and should be discerned together with the Dean or other parish leaders. Candidates should have a passion for the mission and ministry of St. Paul's, and be known and trusted in the parish.

The Chapter Nominating Committee considers the following factors in selecting its slate of nominees:

- A mixture of long-time members and relative newcomers is desirable, including those who have demonstrated effective Chapter leadership in the past, but newcomers normally ought to have been active in the congregation for at least 18 months.
- Prior leadership outside of St. Paul's is good evidence of leadership potential.
- Insofar as it is possible, the composition of the Chapter should reflect the diversity of the congregation as that pertains to gender, age, economic advantage, sexual orientation, ethnicity, and preferences in worship time and style.
- Chapter members should be willing to commit to exercising leadership in their financial support of the parish by making and honoring pledges and by committing to make St. Paul's a financial priority as best that is defined by the individual Chapter members.
- Chapter members must be willing and able to act collegially by their collective action, and to abide by the lawful decisions of the Chapter and the officers of the parish.
- Willingness and ability to communicate electronically is very desirable.
- Chapter service is neither a reward for prior service nor a means by which members might be encouraged to participate more actively in the life of the congregation.

Additional Expectations of Chapter Members:

- Chapter members should attend Chapter meetings regularly. In the event that any Chapter Member has been absent/unexcused from three consecutive, regular meetings the member may be removed by a two thirds vote of the Chapter and a qualified Member of the Parish appointed or elected to fill the vacancy.
- Chapter members should be regular in worship, and attend public functions of the parish whenever possible.
- Chapter members should be willing to listen to the hopes and concerns of parishioners and bring those to the full Chapter for open discussion and follow-up.
- The Chapter is a deliberative body. We listen to each other carefully and respectfully. We take action when everyone has been heard, and is persuaded that the decision-making process is fair. Chapter members are not required to agree with all the decisions



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of the group or to conceal their disagreement, but they are expected to support the group's decisions and the integrity of the Chapter and its officers.

- Chapter members keep confidentiality when required, and do not engage in gossip.
- Chapter members have a fiduciary responsibility to support the mission, ministry, and purposes of the leadership of St. Paul's Cathedral and the Diocese of San Diego.
- Chapter members lead a life worthy of their calling as promised in our Baptismal Covenant.

### **Nominating Committee Process**

- The People's Warden shall be the chair of the Nominating Committee.
- The Committee will consist of the Dean, the Dean's and People's Wardens, and four other members to be elected by Chapter; however, only Chapter members who are either ineligible for re-election at the next Annual Meeting, or who have stated their intention not to stand for re-election at the next Annual Meeting, shall be members of the Committee. If one or both of the Wardens intend to stand for re-election, they should be replaced by other Chapter members. In the event that the People's Warden desires to stand for re-election and is eligible, the Dean shall appoint another Chapter member to chair the Committee.
- Not later than 1 September, the Chair will convene the Nominating Committee.
- The Committee will develop its timeline and will publicly announce to the parish that nominations are open and the period during which nominations will be accepted.
- During the period of open nominations, the Committee will conduct at least one public orientation session for interested nominees to review the responsibilities of Chapter and discuss the qualities that make a good Chapter member.
- Upon closing of nominations, the Committee will vet all nominees.
  - The specific process of vetting is to be determined by the Committee.
  - Nominees may or may not be contacted by the Committee for discussions.
- The Committee is charged to return a full slate of candidates who have agreed to stand, no fewer in number than the number of pending vacancies (normally four) to the Chapter at its regular December meeting. This slate may or may not include current Chapter members who are eligible and willing to stand for re-election.

### **Standing for Election**

- Members of the Parish may apply directly or may recommend third parties to the Chair for consideration using the nomination form (appendix 1).
- Candidates for the Chapter are asked to submit a nominee biography and statement (appendix 2), including a photograph, for the committee to review (note that this form



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will be used to develop the announcement of Candidates promulgated to the parish in January).

- Third party recommendations from Clergy, seated Chapter, staff, and/or family members of potential candidates are appropriate and welcome.
- The Committee's action on the recommendation will remain confidential and will not be communicated back to the person making the recommendation.



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### **Appendix I**

#### **Chapter Candidate Nomination Form**

(Confidential: please submit to the Dean's or People's Warden)

1. Nominee Name/Phone/Email: \_\_\_\_\_
2. Nominator Name/Phone/Email: \_\_\_\_\_
3. Please describe the nominee's involvement with and affinity for the Cathedral? In what other ways does the nominee practice his/her personal ministry?
4. How does this person live out the Cathedral's mission to "Love Christ. Serve Others. Welcome All."?
5. What professional and personal skills would the nominee contribute to the Chapter?
6. Why would the nominee would make a good Chapter member?



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### **Appendix II**

#### **Chapter Nominee Biography and Statement**

(Please include a photo when submitting this document)

1. Nominee Name/Phone/Email: \_\_\_\_\_
2. What brought you to St. Paul's Cathedral and why did you stay?
3. With what activities or ministries have you been involved and how?
4. To which strategic goal area would you most want to be a Chapter Liaison (Cathedral for the City, Community, Formation, Music & Arts, Outreach & Justice, or Worship)? Why?
5. What attributes and gifts do you bring to the ministry of Chapter (please include any pertinent educational, professional or community experience)?
6. Why do you feel called to serve on Chapter?