



Nativity: an inclusive faith community nourishing the body, mind and spirit of the people in our south metro neighborhood

Invitation for Nominations

Nativity's Vestry is pleased to open nominations for Vestry candidates for 2017. One of the most important roles of leadership is to welcome others into leadership roles, too. We ask that you prayerfully consider who might be best equipped for nomination to Vestry, be it yourself or a fellow parishioner. We consider all roles to be sacred, whether you are assisting with Community Café, greeting those who enter our space with a heart-felt welcome, teaching our youth or serving in leadership. We are committed to openness throughout this process and welcome questions and comments.

The Vestry: The Vestry is the lay administration body of Nativity. It has responsibility for the care and management of the secular affairs of Nativity.

Invitation: Members of Nativity are invited to nominate candidates for election to the Vestry. The 2017 annual meeting will take place after the 10 am combined service on Sunday, January 29th. During the annual meeting, the Congregation will approve the appointment of 5 new members of the Vestry, including the selection of our new Senior and Junior Warden.

Positions on the Vestry: There will be eleven members on the Vestry, including the Treasurer. The Senior and Junior Wardens are the primary lay executive officers of the Vestry and the Treasurer has oversight of the financial affairs of Nativity. Currently, five additional members of the Congregation make up the Vestry. They all serve terms of three years, staggered so that new members are elected every year. Each Vestry member is either the lead of or a liaison to a Core Team. The new members to Vestry will be expected to assume a similar role.

Vestry Appointments Ending in January 2017:

Andy Cerio	Senior Warden
The late Mary Lou Lamain	Junior Warden
Gary Demers	Buildings and Grounds
Brenda Steinkamp	Community Outreach
Nancy Eduvas	Administration
Deb Arnold	Stepping down

Eligibility for Voting, Making Nominations and Being Nominated: All members of Nativity are eligible to vote in the election, and are also eligible to make nominations. Those nominated for election to the Vestry must be currently active communicants of Nativity. This means they are a pledging member of the parish and they regularly attend Nativity services and events.

Forms of Nominations: All nominations must be in writing (preferably using the attached form). If a nomination is made without using one of the forms, it should contain all the information called for on the applicable form. Note that any nomination submitted by a person other than the nominee must contain a confirmation that the nominee has consented to the nomination.

Submission Instructions: All nominations must be delivered to the Nativity office no later than **12:00 noon on Tuesday, January 10, 2017**. Deliveries may also be made electronically to the Nativity office at: nativity@nativitymn.org.

Review by Nominations Team of Candidates' List: The Vestry's Nominations Team, made up of the Vestry members whose terms are expiring, will review all nominations, considering the specifications listed in this Invitation and the attached Role Summary. The Nominations Team will first confirm all nominations and then circulate a Candidates List for the election as soon as possible in January.

Vestry Members and Officers

Roles, Qualities and Qualifications

I. Principles for Ministry

Wardens, Treasurer and All Vestry Members:

The Senior and Junior Wardens, the Treasurer and all Vestry Members are charged to direct the secular concerns of The Episcopal Church of the Nativity, and should strive to abide by the "Principles for Ministry" provided below. The spiritual concerns of the Nativity congregants are cared for by Nativity clergy. Principles for Ministry for the Wardens, the Treasurer and other Vestry 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 Nativity, its ministries and its people;
5. Actively engage in the work of the Vestry 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 Nativity – fiduciary, spiritual and relational;
7. Maintain confidentiality and respect relative to sensitive information and interactions related to the congregation members and organizational matters warranting confidentiality; and
8. Manage conflict with patience, openness and respect.

II. Time Commitments

Wardens, the Treasurer and All Vestry Members:

should all gladly and effectively provide of their time regarding:

1. Monthly meetings of the Vestry (2 hours each meeting) on the third Tuesday each month;
2. The Annual Vestry Retreat during 1st quarter 2017 and subsequent retreats, as scheduled;
3. Core Team meetings (varies);
4. Annual Meeting of the Congregation;
5. Regular participation in the worship and other activities of Nativity;
6. Special Nativity meetings and events; and
7. ECMN events.

Specifically as to Wardens

1. 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 Core Teams, special teams, and/or other special meetings; and
 2. Attendance at staff meetings, if required or requested.

2. Specifically as to the Treasurer

1. 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 Team, staff meetings if required or requested and all Vestry meetings.

III. Qualities and Qualifications

Specifically, as to Wardens

1. 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 Nativity's community likely to facilitate the effective operation of the Vestry; and
 4. Experience with, and willingness for, close collaboration with persons in co-leadership roles.

Specifically, as to Treasurer

1. 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.

IV. **Responsibilities**

The Senior and Junior Wardens, the Treasurer, and all other Vestry Members must:

1. Represent the business, legal and congregational interests of Nativity;
2. Actively engage in supporting the annual Stewardship campaign;
3. Offer individual gifts and talents in service of the ministry of the Vestry and the congregation;
4. Prepare for meetings of the Vestry 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 team(s), staff member(s), and/or Nativity leadership as appropriate;
6. Lead, serve on, or serve as liaisons to, Core teams of the Vestry and other bodies of Nativity, as the need arises;
7. Engage in community activities in Nativity's community to build relationships and advance mutually beneficial projects; and
8. Represent Vestry decisions honestly and supportively, listening openly for feedback and concerns.
9. Members of the Vestry must also review and be prepared to act on the Treasurer's financial reports, budgets and goals for future endeavors.

The following responsibilities also apply specifically for the positions of Senior Warden and Junior Warden, who must:

1. Manage oversight responsibility for all Core Teams of the Vestry: Buildings and Grounds, Membership, Community Outreach, Fellowship, Administration, Faith Formation, Liturgy and Worship and Stewardship; as well as any special teams established from time to time;
2. Assume ultimate responsibility for the adequate provisioning and maintenance of Nativity, according to the Canons of the Episcopal Church of Minnesota;
3. Assume ultimate responsibility for the suitable and appropriate use of Nativity and its resources, according to the Canons of the Episcopal Church of Minnesota;
4. Preside at all meetings of the Vestry;
5. Maintain awareness of the needs and challenges of Nativity staff and ministry leaders and facilitate problem solving; and
6. Encourage open, direct communications among Vestry members, clergy, staff and congregants.

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

1. Review and report to the Vestry all financial statements prepared by the Finance Team or any other suitable authority;
2. Review and report to the Vestry all budgets and financial projections prepared by the Finance Team or any other suitable authority;
3. Work with Nativity's Finance Team regarding annual and other financial reports, representing the financial interest of Nativity in so doing, and reporting thereon to the Vestry;
4. Communicate budgets and financial results periodically to Nativity's community; and
5. Serve as a member of the Finance Team.

Nomination Form

Use this form for Nomination(s) of Vestry Member(s) at the Annual meeting of The Episcopal Church of the Nativity's Annual Meeting on January 28, 2017.

All nominations must be delivered to the Nativity office no later than **12:00 noon on Tuesday, January 10, 2017** or e-mailed to: nativity@nativitymn.org.

Name of person submitting nomination(s) Name printed: _____

Phone number: _____

E-mail address: _____

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

For each nomination:

a. Provide the nominee's/candidate's name

b. In the blanks under each name, provide a brief statement as to why the person would be a good candidate and how their skills, experience and energy demonstrate the desirable qualifications called for in the Roles, Qualities and Qualifications for Vestry Members.

Vestry Member Candidate Name: _____

Statement: _____

