

Call for Nominations

Deadline for submitting
Nominations is
AUGUST 17, 2015

The 168th Annual Convention of the
Episcopal Diocese of Milwaukee
October 17, 2015

St. John's Northwestern Military Academy – Delafield, Wisconsin

Nominees are needed for the following positions to be elected at the 2015 Diocesan Convention

DIOCESAN TREASURER

ONE person (lay or clergy) to be elected to a one-year term

EXECUTIVE COUNCIL

TWO clergy persons to be elected to three-year terms

TWO lay persons to be elected to three-year terms

STANDING COMMITTEE

ONE lay person to be elected to a four-year term

ONE priest to be elected to a four-year term

TITLE IV DISCIPLINARY BOARD

TWO clergy persons to be elected to three-year terms

ONE lay person to be elected to a three-year term

TRUSTEES OF FUNDS & ENDOWMENTS, INC.

TWO persons (lay or clergy) to be elected to three-year terms

Note: Nominations and Biographical information must be submitted using the attached Nomination Form. Biographical information may be edited by the Nominations Committee. (Note the sample biography).

Nominee's qualifications and biographical information should follow this format. Please return this information along with the nomination or make a notation that the biography has been submitted electronically.

First & Last Name – Parish, City

First Paragraph

Positions held and committees participated in, either at the parish or diocesan level.

Second Paragraph

Positions held and experiences outside of the Episcopal Church that may make the nominee better qualified for the position.

Third Paragraph

Family information (e.g. spouse, children, etc.), current job (if working), educational background, degrees and other special achievements.

SAMPLE NOMINATION BIOGRAPHY

(name of person) — (name of parish)

(name) is an active member of (parish) . He has served in many capacities there, including Junior Warden, vestry member, Lay Eucharistic Minister, Worship Committee member and (since 2011) delegate to Diocesan Convention. In 2010, he was elected as an alternate lay deputy to the 2012 General Convention.

In addition, (name) is actively involved in the Faith Alive ministry. He has traveled throughout the Midwest and to Houston, serving as a Faith Alive team member and facilitator.

(name) has been married to (spouse) for 22 years and has three children; (child), a freshman at UW-Eau Claire; (child) a high school junior, and (child) a fifth-grader. He is the morning host and program director at classical radio station WFMR in Milwaukee.

***Return forms to: Nominations Committee
c/o Bishop Nicholson House
804 E. Juneau Avenue, Milwaukee WI 53202
info@diomil.org
FAX: (866) 499-1973***

Nomination Form

Deadline for submitting
Nominations is
AUGUST 17, 2015

Nomination to the 168th Annual Convention of the Episcopal Diocese of Milwaukee

I nominate _____ of
(name of nominee)

(nominee's parish)

For a _____ - year term on / as _____
of years (committee / position)

List the nominee's qualification (note format on reverse side) for the position for which you are nominating them. Please make special note of nominee's SKILLS and EXPERIENCE. Include pertinent biographical information, plus diocesan positions the individual has held and ministries in which they have served. Information will be distributed to convention delegates to familiarize them with candidates.

I affirm that this nomination is made with the consent of the nominee.

(name / parish affiliation) (phone number)

(date)

***Nominees able to be present will be introduced on the convention floor on
Saturday, October 17, 2015.***

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c/o Bishop Nicholson House
804 E. Juneau Avenue, Milwaukee WI 53202
E-mail: info@diomil.org
FAX: (866) 499-1973

Descriptions of Positions Elected at Diocesan Convention

-- Please Note: Not all positions are elected every year --

*TREASURER

The role and duties of the Treasurer of the Diocese of Milwaukee is outlined in ARTICLE VII, SECTIONS 5 – 9 of the Constitution and Canons of the Episcopal Diocese of Milwaukee. (attached)

*TRUSTEES OF FUNDS AND ENDOWMENT

Oversee the investment of diocesan assets and prepare information for the diocese about the ways in which those assets can be utilized. Promote endowment building and planned giving for parishes and other Episcopal organizations in the Diocese. Please see attached information which provides greater detail.

Meeting Frequency: Quarterly for 2 – 2 ½ hours

Meeting Location: Milwaukee and Dousman

*STANDING COMMITTEE

Exists by national canon.

Functions include:

- Council of advice to the Bishop
- Consideration and action on all Episcopal elections across the Episcopal Church
- Consider all property transactions proposed by parishes
- Approve parishes for seeking loans
- Meeting with those preparing for ordination to certify that canonical requirements have been met
- Ecclesiastical Authority for the diocese if the diocese is without a bishop

Meeting Frequency: Monthly for 2 – 3 hours

Meeting Location: Site convenient to current members of Standing Committee is selected.

*EXECUTIVE COUNCIL

Acts for the diocesan convention when the convention is not in session. It is responsible for the overall management of the diocese in terms of finance and administration and works with the bishop and diocesan staff on various issues relating to the programs of the diocese. Please see attached information which provides greater detail.

Meeting Frequency: 6 – 7 times a year for up to 4 hours per meeting

Meeting Location: St. Mary's, Dousman (central diocesan location)

*TITLE IV DISCIPLINARY BOARD

The Title IV Disciplinary Board deals with such cases of ecclesiastical discipline as may arise under Title IV of the National Canons.

Meeting Frequency: as required

Meeting Location: determined on a meeting-by-meeting basis

GENERAL CONVENTION

Each diocese sends four lay deputies and four clergy deputies (priests or deacons) to meetings of the General Convention, the national governing body of the Episcopal Church-USA (ECUSA). The Diocese of Milwaukee also sends the first alternate in both the lay and clergy orders to General Convention. GC Deputies are elected two years prior to GC; GC Alternate Deputies are elected one year prior to GC.

Meeting Frequency: One meeting every 3 years (about 10 days in length)

Meeting Location: Various sites within ECUSA, generally in mainland USA.

*Note: Next General Convention takes place summer of 2018 in Austin, TX – exact dates TBA
Deputies' costs are covered by diocese, including travel, accommodations and meals*

PROVINCE V SYNOD

Each of the dioceses that comprise the Fifth Province of the Episcopal Church-USA send one clergy representative and two lay representatives to the triennial meetings of the Synod (bishops also attend). The Synod meets in General Convention years and functions to inform and prepare dioceses to participate effectively in the General Convention. For this reason, General Convention deputies and alternates are encouraged to stand for election as representatives to Province V Synod.

Meeting Frequency: One meeting every 3 years

Meeting Location: Various sites within the Fifth Province

Note: Representatives costs are covered by diocese, including travel /accommodations

*These positions will be elected in 2015

The Position of Treasurer of the Diocese as outlined in
Article VII. Sections 5-9 of
The Constitution of The Episcopal Diocese of Milwaukee

ARTICLE VII.
Of the Officers of the Convention.

SECTION 1. The Executive Secretary of the Diocese shall serve as the Secretary of the Convention.

SECTION 2. The Secretary shall: (A) take minutes of the proceedings of the Convention, and record the same; (B) attest the acts of the Convention; (C) insert in each annual Journal, an appendix containing all recent amendments to the Constitution and Canons; and (D) pass into the hands of his or her successor all other books and papers relating to the business of the Convention.

SECTION 3. The Secretary shall also serve as Registrar of the Diocese. The Secretary shall take charge of and preserve all books, journals, records and documents, printed or written, entrusted to him or her by the Diocese, keeping a record of the same and reporting annually to the Convention.

SECTION 4. The Bishop shall have power to appoint a Secretary pro tempore, should the Secretary resign, remove from the Diocese, become unnecessary of acting or die.

⇒ ⇒ **SECTION 5. The Convention shall annually elect a Treasurer of the Diocese who shall serve until a successor is elected.**

SECTION 6. The Treasurer shall furnish security for the faithful performance of his or her duties, in such manner and to such extent as the Bishop and Executive Council shall from time to time prescribe.

SECTION 7. The Treasurer shall be responsible for: (A) keeping an account of all moneys received or disbursed as Treasurer of the Convention and of the several Funds entrusted to the Treasurer; (B) keeping an account of all amounts assessed upon, or apportioned to, the Parishes, and of all sums received from them on the same; (C) paying such bills and appropriations as the Convention may have allowed or ordered, on receiving a certified statement of the same; and (D) reporting in full to the Convention, all receipts and disbursements as Treasurer.

SECTION 8. In case the Treasurer resigns, removes from the Diocese, becomes incapable of acting, or dies, the Bishop and executive Council shall appoint a Treasurer, who, until one is elected by the Convention, shall serve, subject to the provisions of this Article.

SECTION 9. The records of the Secretary and the books of the Treasurer shall at all times be open to the inspection of the Bishop, the Standing Committee, and the Convention.

A DESCRIPTION OF THE WORK OF THE EXECUTIVE COUNCIL OF THE DIOCESE OF MILWAUKEE

The Executive Council acts on behalf of the Convention of the Diocese of Milwaukee between the times when said Convention is in session.

There are twelve elected members of the Executive Council (six ordained persons and six laypersons). Members are elected to three year terms and the terms are "staggered" so as to provide continuity of membership. An elected member of the Executive Council may serve no more than two consecutive terms. The Bishop is the chairperson of the Executive Council. Presently, there are a number of *ex officio* members of the Executive Council (examples: President of the Standing Committee, Secretary of the Diocese, Chairperson of the Commission on Ministry).

The Bishop and Diocesan staff are responsible for the leadership and management of the Diocese, including creating the mission and vision. The Executive Council serves as a board of reference:

1. To advise regarding leadership strategies to implement the mission and vision.
2. To communicate with, coordinate and collaborate with other commissions, task forces and committees.
3. To counsel and approve management proposals with regards to finance and administration.
4. To exemplify vision.

The Executive Council meets in person five times per calendar year. The Executive Council may meet by teleconference in July of each year. The first meeting of the calendar year is a time of welcome, orientation to the work of Executive Council and community building, and as such, is a longer meeting than other regularly scheduled meetings. On very rare occasions a meeting may be scheduled in addition to the published meeting dates. Unless precluded by their parish schedule, all Executive Councils meetings are held at St. Mary's Church in Dousman.

Information for Prospective TFE Board Members

6/2015

The Trustees of Funds and Endowments would like to provide information to any potential new board member prior to accepting a nomination to serve on the board. The board wishes to share our philosophy and commitment to serve the Diocese of Milwaukee. We are a "working" board. Potential board members will be better able to serve with knowledge of these expectations.

The Board meets four times per year for regular meetings. These meetings are held in January, April, July and October and the current time is the fourth Thursday of these months at 10am. The meetings last about two hours. Two of these meetings are held at Bishop Nicholson House in Milwaukee and two are held in Dousman.

The above meeting dates/places are reviewed by the board at its first meeting each year and are adjusted to meet the needs of the majority of board members.

Each board member becomes a part of one or more operating committees. These committees assume responsibility to achieve our goals as determined by the TFE board annually. As our goals change each year, so will these committees. Each committee determines its necessary meeting schedules. Additional time is required by Board members for these committee meetings. The current committees are:

- Communications/Marketing - Create programs to assist in our mission/vision.

- Investment Committee – Develop and recommend investment alternatives.

- Research – Review administrative fees and ROI data to maintain competitive position.

- Planned Giving – Provide education and training of TFE members which will allow them to introduce this topic to their home parish and within the diocese.

The board has an annual review/goal setting meeting on the first Saturday in November, usually at a parish mid-way between Milwaukee and Madison. The newly elected members, from convention, are expected to attend this meeting. This special meeting usually starts at 9am and concludes by 1pm.

Your faithful attendance at these meetings will ensure the ongoing success of Trustees.

Please review this information and if you have additional questions, you can discuss them with Michael Hagon, Executive Director: Phone: 414.232.7358, Email: MHagonTFE@wi.rr.com or Patrick Johnson, President of Trustees: Phone: 262.424.1109, Email: pmjslj@twc.com.

Thank you for considering a position on the TFE Board and we look forward to working with you!