Call for Nominations

Every year members of Diocesan Convention elect qualified persons to serve on Committees, Boards, and Commissions as specified by canon. The following summarizes positions to be elected by Diocesan Convention. Position descriptions follow the summary. For more information, please contact the Co-Chairs of the Nominating Committee, Ms. Liz Frost (lizwfrost@msn.com) and the Rev. Martín Juárez (sanpabloseaside@gmail.com).


Summary of Open Positions

| Standing Committee          | Elect 1 Clergy | 4-year term |
|                           | Elect 1 Lay    | 4-year term |
| Board of Trustees          |                |             |
| At Large                   | Elect 4 (Clergy or Lay) | 2 for 3-year terms | Candidates receiving the highest total votes are elected to the 3-year terms |
|                           |                | 2 for 2-year terms |
| Monterey Deanery           | Elect 1 Lay    | 3-year term  | By September 23, 2020¹ |
| Santa Clara Valley Deanery | Elect 1 Lay    | 3-year term  | By September 23, 2020¹ |
| Commission on Ministry     | Elect 1 Clergy | 4-year term |
|                           | Elect 1 Lay    | 4-year term |
| Secretary to Convention    | Elect 1 (Clergy or Lay) | 1-year term |
| Treasurer                  | Elect 1 (Clergy or Lay) | 1-year term |

¹Special Election for Deanery Reps to Board of Trustees

In accordance with Canon 11.2, the Monterey Deanery and the Santa Clara Valley Deanery will each elect one lay member to the Board of Trustees at a special election to be held on September 20, 2020, as part of the Pre-Convention Budget and Resolution Presentation. This special election will be convened using the same digital convention platform that we will use on November 7 for Diocesan Convention. Persons interested in standing for election for these deanery-specific positions on the Board are encouraged to complete and submit their nomination applications no later than September 4, 2020. This will allow us sufficient time to publish your candidate information in advance of the special election.
Position Descriptions

Standing Committee

**Function:** Council of advice to the Bishop with participation in ecclesiastical discipline and personnel; advises on ministerial matters and all other canonical responsibilities; approves ordinations and candidacies in El Camino Real; joint responsibility for encumbrance of Diocesan and parish properties; serves as ecclesiastical authority if there is no Bishop or Bishop Coadjutor or Suffragan Bishop canonically authorized to act; performs duties as set forth in the Constitution and Canons of The Episcopal Church.

**Reports to:** Convention  
**Membership:** 4 Clergy and 4 Lay  
**Term:** Staggered 4 year terms, consecutive full terms not permitted, 1 year stand-down required  
**Meeting:** Bimonthly and as needed  
**Skills & Gifts:**  
- Experience with parish or other diocesan leadership: vestry, ministry committee  
- Familiarity with Diocesan structure and relationship to The Episcopal Church  
- Familiarity with canonical requirements for ordination and consideration for holy orders  
- Experience with personnel matters and employment law helpful, but not required.

**Elect at Convention:**  
1 Clergy: 4-year term  
1 Lay: 4-year term

Board of Trustees

**Function:** Acts on behalf of Convention, between meetings, in respect of temporal matters: “to develop and implement the policies, programs and budget approved by the Convention”; is the board of directors of the diocesan corporation which holds title to and administers diocesan funds and property; insures all statutory functions of California corporate law are performed; and performs other duties set forth in the Constitution and Canons of the Diocese.

**Reports to:** Convention  
**Membership:** Must have one Clergy or one Lay from each deanery elected by each deanery plus nine (9) open seats that are elected by Convention.  
Ex Officio: Bishop (with vote)  
Secretary of Convention (voice, no vote)  
Chancellor (voice, no vote)  
Treasurer (voice, no vote)  
**Term:** 3 years: staggered, no consecutive full terms, 1 year stand-down, 4 elected each year  
**Meeting:** Monthly or otherwise as decided by the Board  
**Skills & Gifts:**  
- Experience with parish or other diocesan leadership: vestry, ministry committee  
- Professional or Not For Profit volunteer experience in one or more area:  
  - Administration  
  - Finance  
  - Property management  
  - Investments  
  - Capital management or fund-raising  
  - Education  
  - Personnel
**Commission on Ministry**

**Function:** Advises and assists the Bishop “(a) In the implementation of Title III of [the Canons of The Episcopal Church]; (b) In the determination of present and future opportunities and needs for the ministry of all baptized persons; [and] (c) In the design and oversight of the ongoing process for recruitment, discernment, formation for ministry, and assessment of readiness therefor."

**Reports to:** Bishop  
**Membership:** 16  
4 Lay and 4 Clergy elected by Convention  
4 Lay and 4 Clergy appointed by Bishop  
**Term:** 4 years, consecutive terms acceptable, 1 year stand-down after 8 years of service  
**Meeting:** Monthly  
**Skills & Gifts:**  
- Experience in pastoral care at congregation or Diocesan level  
- Knowledge of The Episcopal Church and Diocesan Canons concerning ordination  
- Experience with personnel policies and recruitment procedures desirable (professional or NFP)  
- Willingness to participate in mutual discernment with persons considering and being considered for Holy Orders  
- Demonstrated ability to work collegially.  
- Knowledge of requirements for ordination and discernment process established by the Commission on Ministry

**Elect at Convention:**  
1 Clergy: 4-year term  
1 Lay: 4-year term  
**Bishop appoints:**  
1 Clergy: 4-year term  
1 Lay: 2-year term

**Secretary to Convention**

**Function:** Manage the planning and conduct of the Diocesan Convention in accordance with Diocesan Canons. Also serves as **Secretary of the Diocese of El Camino Real.**

**Primary Responsibilities** (in coordination with relevant ministry area and diocesan staff):  
- Comply with reporting requirements in the Canons of The Episcopal Church  
- Prepare calendar for Convention and distribute to all ministry areas and Diocesan staff  
- Develop agenda for Convention  
- Coordinate and monitor the timely submission of Resolutions  
- Insure certification of delegates  
- Coordinate preparation and distribution of materials to delegates  
- Coordinate and insure staffing of administrative functions of convention: registration of delegates, tally votes  
- Ensure minutes taken and drafted for the meeting  
- Prepare the Journal of Convention within 60 days of Convention  
- Preserve records of Convention
• Advise Recording Secretaries in preparation of minutes.

**Reports to:** Convention  
**Term:** 1 year term; consecutive terms acceptable  
**Meeting:** Monthly  
**Time Commitment:** Before convention – monthly or bi-monthly as required  
Convention - daily  

**Skills & Gifts:**  
• Be a lay or clergy communicant in good standing and a member entitled to vote in a congregation of this Diocese  
• Prior experience in parish and Diocesan leadership  
• Familiar with organizational relationships within Diocese and canonical requirements of The Episcopal Church.  
• Professional or volunteer experience with managing long-term projects and coordinating disparate groups of volunteer personnel  
• Familiarity with technology used within the diocese for periodic and ad hoc internal and external communication  
• Organizational and planning skills  
• Strong communication skills:  
  o Writing  
  o Use of electronic media

**Elect at Convention:** One person

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**Treasurer**

**Function:** The treasurer has custody of all funds belonging to the Diocese and is responsible for paying all regularly budgeted items when due; responsible for paying other items and investing funds upon warrant of canonical authorities.

**Reports to:** Convention  
**Term:** 1 year; consecutive terms acceptable  
**Meeting:** Monthly and as needed  
**Skills & Gifts:**  
• Be a lay or clergy communicant in good standing and a member entitled to vote in a congregation of this Diocese  
• Prior experience in parish and Diocesan leadership  
• Knowledgeable about generally accepted accounting principles  
• Familiar with organizational relationships within Diocese and canonical requirements of The Episcopal Church  
• Familiarity with technology used within the diocese for periodic and ad hoc internal and external communication  
• Organizational and planning skills  
• Strong communication skills:  
  o Use of electronic media

**Elect at Convention:** One person
Deputies to General Convention

**Function:**

- Prepare for the General Convention (GC) by reading and summarizing the reports of the committees, committees, agencies and boards of the General Convention, and by reporting and discussing the major issues in regional meetings in the diocese.
- Attend GC and serve in the House of Deputies. A deputy may be appointed to a legislative committee which perfects submitted resolutions before they are brought to the floor of convention. Attend meetings of the deputation during GC to discuss major issues. Offer testimony at GC on resolutions that have been submitted by ECR’s convention. Submit resolutions on issues of concern to deputation or to the deputy.
- Report on the actions of GC to the diocese, and submit resolutions to ECR’s convention in support of GC’s actions, respond to requests from the GC Office.

**Reports to:** Convention

**Membership:** 8 at large; 4 clergy and 4 lay

The next four candidates in each order receiving the highest number of votes are elected as alternates

**Term:** 3 years, beginning more than 12 months and less than 24 months before the opening date of the General Convention; consecutive terms acceptable

**Meeting:** Attend General Convention; attend Province VIII meetings as ECR’s budget permits; other meetings as needed throughout the term of office

**Skills & Gifts:**

- Familiarity with Diocesan structure and working relationships
- Experience with Diocesan ministry and relationships with national Church
- Familiarity with issues of importance in diocese, national church and Anglican Communion.

**Elect at Convention:** No election until 2022