

Saint Michael and All Angels Episcopal Church, Dallas, Texas
Process for Nominating, Vetting, and Electing Standing Committee Members
Revised June 18, 2025

Background

All are welcome to pray, learn, serve, and give at Saint Michael and All Angels Episcopal Church (“Saint Michael”).

Members of Saint Michael Standing Committees are disciples of Jesus Christ and leaders of the church. As a result, care is taken in the selection of Standing Committee members.

Standing Committee structures and processes are provided in the Saint Michael bylaws and individual charters. This document clarifies the process by which members of Standing Committees are nominated, vetted, and selected.

Qualifications

Qualifications for Standing Committee membership include the following:

1. The nominee must be over 18 years of age.
2. The nominee must be a baptized Christian and the nominee’s baptism and membership must be recorded at Saint Michael.
3. The nominee must be confirmed or received in the Episcopal Church. Nominees who are not yet confirmed or received at the time of election, but are able and willing to take our adult confirmation class at the next opportunity and be confirmed or received by the Bishop at the next visitation, are eligible to serve.
4. A nominee must have received Holy Communion at least three times during the preceding year.¹
5. The nominee must have been faithful in “working, praying, and giving for the spread of the Kingdom of God” during the preceding year.² At Saint Michael, this means engagement in all four discipleship pillars: “praying, learning, serving, and giving.”
6. Understanding that regular financial support of the church is a strong indicator of engagement and mature Christian discipleship, the nominee must have demonstrated commitment to the current annual giving campaign with a pledge. A pledge may be paid immediately or over a period of time. In addition, nominees for Standing Committees are strongly encouraged to make a pledge to any active capital campaign underway.
7. The nominee must be recommended by the Standing Committee, approved by the Rector, and elected by the Vestry, with the Vice Rector’s office coordinating the process.

Standing Committee members are expected to be committed to our core focus, “Building Christian disciples for a transformed community,” and aligned with our core values, “Collaborative, Loyal, Effective, Kind, and Growth-Oriented.”³

¹ Definition of a Communicant in Good Standing, Constitution and Canons, The Episcopal Church, https://www.episcopalarchives.org/sites/default/files/publications/2022_CandC.pdf

² Ibid.

³ Core Focus and Core Values are part of the “Vision/Traction Organizer,” available from the Executive Assistant to the Vice Rector (sblake@saintmichael.org).

To foster a wide circle of leaders at Saint Michael, we recommend that individuals only serve on one Standing Committee at a time, although membership on up to two Standing Committees at a time is permissible.⁴ In addition, current Vestry members may not serve as a Chair of a Standing Committee, and may only serve as Chair-Elect if they are rotating off the Vestry prior to assuming the role of Chair.

Annual Timeline

By design, each Standing Committee chooses a date between January 1 – June 1 to roll members on and off.

According to the Standing Committee charters, new members must be recommended by the Standing Committee, approved by the Rector, and elected by the Vestry at their meeting in mid-December. To complete these steps, the following timeline has been established.

By July 15, 2025 – The Vice Rector’s office, in collaboration with the Rector and L10, finalizes the current year’s nomination process.

By August 15, 2025 – The Vice Rector’s office consults with parish leaders about whom to recruit for Standing Committees. The Vice Rector’s office issues a parish-wide call for nominations and clarifies the process by which nominations may be made. All nominations, whether from members of the parish or parish leaders, must be received through this link:
<https://saintmichael.ccbchurch.com/goto/forms/60/responses/new> .

By September 15, 2025 – All nominations due. As nominations are received, the Vice Rector’s office ensures nominees are eligible to serve and passes along names to the appropriate Chairs, Chairs-Elect, and Directors for consideration.

By October 15, 2025 – After consulting with the Standing Committee, the Chair submits a slate of preferred nominees in ranked order to the Chair-Elect, the Director, Shannon Blake (sblake@saintmichael.org) and Ken Brannon (kbrannon@saintmichael.org). The list should contain alternates in case a higher ranked nominee declines to serve.

By November 1, 2025 – The Vice Rector’s office obtains Rector approval for the slates/alternates and communicates these approvals to the Standing Committee Chair, Chair-Elect, and Director.

By November 15, 2025 – The Chair of the Standing Committee (or his or her designee) contacts nominees in order of preference and, when there is a completed slate, submits the final slate to the Chair-Elect, Director, Shannon Blake (sblake@saintmichael.org) and Ken Brannon (kbrannon@saintmichael.org).

By December 8, 2025 – The Vice Rector’s office submits the final slates to the Wardens Committee.

By December 12, 2025 – The Vice Rector’s office submits the final slates to the Executive Assistant to the Rector (bmasih@saintmichael.org) for inclusion in the Vestry packet.

December 17, 2025 - The Vestry elects new Standing Committee members.

⁴ Service on more than two Standing Committees at a time requires Rector approval.

By December 18, 2025 – The Vice Rector’s office informs Standing Committee Chairs, Chairs-Elect, and Directors of election outcome.

By December 31, 2025 – Standing Committee Chairs (or their designees) inform newly elected Standing Committee members of their election and clarify start date (unique for each Standing Committee).

January 1 – June 1 – Depending on the dates established in individual Standing Committee charters, new members roll onto their respective Standing Committees.

Additional Information About the Nomination, Approval, and Election Process

Given the importance of Standing Committees at Saint Michael, recruitment of new members should be a high priority for all parish leaders, including Standing Committee members.

Nominations may be made at any time, but those nominated after September 15 may not be considered until the following year.

Each Standing Committee may develop its own processes and procedures to comply with the above timeline and guidelines, with the following understandings:

1. If the Vice Rector’s office receives nominations for Standing Committees, these nominations and their eligibility to serve will be shared with Standing Committee leaders on a rolling basis.
2. If Standing Committee leaders wish to vet the eligibility of potential members, they may submit names to the Executive Assistant to the Vice Rector at any time.
3. All eligibility requests to the Vice Rector’s office must be in writing, and all approvals from the Vice Rector’s office must be in writing.
4. The Rector and Vestry reserve the right to appoint or remove members of Standing Committees if required. Procedures for filling an empty seat are found in the individual Standing Committee charters.

Conclusion and Next Steps

Prior to August 15, 2024, the Vice Rector’s office will create a nomination form and inform staff and parish members how they can make a nomination to the Standing Committees. At the same time, we understand that nominations will be made year-round and in a variety of ways. Following the guidelines above will ensure timely and orderly consideration of new Standing Committee members.

Respectfully submitted by,
The Rev. Kenneth H. Brannon, Vice Rector
Revised: June 26, 2024