



ST. AUGUSTINE'S EPISCOPAL CHURCH

4301 Avenue D, Brooklyn, NY, 11203

TEL: (718) 629-0959/0930 FAX: (718) 629-5145

EMAIL: info@staugustinesbrooklyn.org
www.staecbk.org

THE REV'D LAWRENCE M. WOMACK- RECTOR

Annual Parish Meeting and Election

Sunday, November 28, 2021

Dates to Remember

- **Sunday, October 3rd.** – *The list of members eligible to vote and be nominated will be posted in designated areas of the church. Please review the list and check for your envelope number. Nominating Forms will be available and can be deposited in the ballot box on the usher information desk.*
- **Sunday, October 31st.** – *Deadline for receipt of all Nomination Forms in the Ballot Box.*
- **Monday, November 1st**– *Nomination forms reviewed by the Election Committee, and follow-up conducted with candidates.*
- **Friday, November 5th.** – *Deadline for nominees to notify the Election Committee Chairperson of their request to withdraw from consideration.*
- **Wednesday, November 10th.** –**Deadline for Candidates to email info@staugustinesbrooklyn.org their brief biography and photograph by 5:00 pm.**
- **Sunday, November 14th** – *Candidates' biography and photograph distributed to parish. Will also be available in the Office.*
- **Sunday, November 21st** **Candidates presented at both the 8:00 am and 11:00 am services.**
- **Friday, November 26th.** – *Early Voting by Ballot Time: 5:00 pm - 8:00 pm.*
- **Saturday, November 27th.** – *Early Voting by Ballot Time: 11:00 am – 3:00 pm; Online Voting Time: 5:00 pm.*
- **Sunday, November 28th** - *Voting by Ballot before and after service*

Note: For this year's Election, we are seeking Candidates to fill the following vacancies: Two (2) Wardens: one to serve 2 years and the other to serve 1 year. Eight (8) Vestry Persons: 4 to serve 3 years and 4 to serve 2 years.



ST. AUGUSTINE'S EPISCOPAL CHURCH

4301 Avenue D, Brooklyn, NY, 11203

TEL: (718) 629-0959/0930 FAX: (718) 629-5145

EMAIL: info@staugustinesbrooklyn.org
www.staebk.org

THE REV'D LAWRENCE M. WOMACK- RECTOR

CRITERIA AND ELIGIBILITY FOR VESTRY:

- **Who can nominate:**

A pledging member who is at least 18 years of age who has been confirmed and regularly attends worship.

A pledging member who is in good standing, and who has contributed to the support of the church for at least twelve months prior to the election.

- **Who can be a Warden:**

A pledging member who is at least 18 years of age who has been confirmed and regularly attends worship.

One who has served in a leadership capacity in at least one of the Church's Ministries as well as any professional experience in a managerial position.

- **Who can be a Vestry Member:**

A pledging member who is at least 18 years of age who has been confirmed and regularly attends worship.

A pledging, confirmed member in good standing who has regularly contributed to the support of the church for at least twelve months prior to the election.

NOTE: Pledging members may nominate persons who meet the above criteria and eligibility. The candidates you select must sign their name on the Nomination Form indicating their acceptance of the nomination.



ST. AUGUSTINE'S EPISCOPAL CHURCH

4301 Avenue D, Brooklyn, NY, 11203

TEL: (718) 629-0959/0930 FAX: (718) 629-5145

EMAIL: info@staugustinesbrooklyn.org
www.staecbk.org

THE REV'D LAWRENCE M. WOMACK- RECTOR

RESPONSIBILITIES AND EXPECTATIONS OF CANDIDATES SEEKING THE POSITION OF WARDEN OR MEMBER OF THE VESTRY

WARDEN:

- *Wardens regularly pray for guidance and the leadership of the Holy Spirit.*
- *Wardens shall assist and support the Rector in his/her administrative duties and shall be delegated a specific area of responsibility based on his/her expertise, skills and gifts.*
- *Wardens are also responsible, in the absence of the Rector, to chair meetings of the Vestry.*
- *Regular attendance at monthly Vestry Meetings, active participation in local Deanery and Diocesan training sessions and conventions is required.*
- *A member of the Finance Committee and Executive Committee of the Vestry and other committees designated by The Rector.*
- *Designated rotational oversight of the Counting Room and technical assistance in other financial matters as deemed appropriate by the Treasurer and Rector.*
- *Fulfill the duties of Warden as prescribed in the Canons, the Episcopal Church and the Diocese of Long Island.*

MEMBER OF THE VESTRY:

- *Regularly pray for guidance and the leadership of the Holy Spirit.*
- *Regularly prepare for, attend, and participate in Vestry Meetings.*
- *Learn and deepen his/her knowledge of the vision, mission, goals, programs, services, activities, strengths and needs of the Congregation, Deanery and Diocese.*
- *Review monthly financial statements to ensure resources are managed effectively and appropriately.*
- *Responsible to count the offering received after every service on a rotating schedule.*
- *Serve the congregation as a whole.*
- *Foster clear and consistent communication with the ministries and congregation at large.*



ST. AUGUSTINE'S EPISCOPAL CHURCH

4301 Avenue D, Brooklyn, NY, 11203

TEL: (718) 629-0959/0930 FAX: (718) 629-5145

EMAIL: info@staugustinesbrooklyn.org
www.staebk.org

THE REV'D LAWRENCE M. WOMACK- RECTOR

- *Ensure effective organization and planning.*
- *Contribute to the development of agenda items for Vestry Meetings to foster dialogue on new issues to further the Mission of the Church.*
- *Provide oversight and advice regarding existing programs and stewardship activities.*
- *Select a Rector.*
- *Fulfill the duties as described by the Canons of the Episcopal Church and the Diocese of Long Island.*

ALONG WITH YOUR PRAYERS FOR GUIDANCE, PLEASE REVIEW THIS DOCUMENT TO GUIDE YOUR SELECTION OF CANDIDATES TO BE NOMINATED FOR VACANT POSITIONS.