

# Conference Covenant for Ministry

The covenant through which members of the California-Pacific Annual Conference carry out ministry includes four categories of covenantal statements that require various responses related to the level of expected adherence. These four categories are:

1. **Rules:** Rules are adopted by the annual conference and are binding upon all members and organizations of the conference.
2. **Policies:** Policies are adopted by the annual conference and are binding upon all members and organizations except when the stated purpose of the policy can be met only by carefully supplementing stated procedures intended to carry out policy, in the interest of fairness and specific need.
3. **Standards:** Standards are adopted by the annual conference and are binding upon all members and organizations as goals to be vigorously pursued.
4. **Guidelines:** Guidelines are adopted by the annual conference and represent wisdom offered out of faithful prayer and careful thought and discussion and are intended to be advisory.

NOTE (1): In accordance with Annual Conference Rule V. H: All groups shall review these rules annually and shall present their recommendations for any revisions or amendments to the Conference Rules Committee for consideration at the next Session of the Annual Conference.

NOTE (2): **Groups requesting changes** in the published Conference Rules, Policies, Standards and Guidelines (Section I of the Conference *Journal*) for presentation/action at the 2010 Annual Conference are asked to send proposed changes to the Conference Rules Committee no later than February 26, 2010. Changes should be in written form and sent to: Tom Griffith, Chairperson, Rules Committee, 2351 Orangethorpe Avenue, Fullerton, CA 92833. E-mail to [rules@cal-pac.org](mailto:rules@cal-pac.org).

NOTE (3): Unless otherwise noted, references to *The Discipline* in this text refer to *The Book of Discipline of The United Methodist Church – 2008*.

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# RULES

## I. ORGANIZATION OF THE CONFERENCE

- A. **Name:** The name of this organization shall be the California-Pacific Annual Conference of The United Methodist Church.
- B. **Organization:** The organization of the Annual Conference shall be in accordance with ¶603, *The Discipline*.
- C. **Composition and Character:** The composition and character of the Annual Conference shall be in accordance with ¶602, *The Discipline*.
- D. **Powers and Duties:** The powers and duties of the Annual Conference shall be in accordance with ¶604, *The Discipline*.

## II. THE MISSION OF THE CONFERENCE

### A. Introduction:

1. The Mission of the Church is defined: *“The mission of the church is to make disciples of Jesus Christ by proclaiming the good news of God’s grace and thus seeking the fulfillment of God’s reign and realm in the world. Local Churches provide the most significant arena through which disciple-making occurs. [¶120 and ¶121, The Discipline.]*
2. The Mission of the Annual Conference: *“The purpose of the annual conference is to make disciples for Jesus Christ by equipping its local churches for ministry and by providing a connection for ministry beyond the local church; all to the glory of God.” [¶601, The Discipline]*
3. The Calling of the California-Pacific Annual Conference, embraced at the Annual Conference Session of 1998, affirms the vital partnership between local churches and the Annual Conference:
 

Following the example of Jesus Christ,  
 Bridging the barriers that divide us,  
 Drawing strength from one another through the power of the Holy Spirit,  
 We, the California-Pacific Annual Conference,  
 Covenant with God to cultivate, in partnership with local churches,  
 New ministries and new disciples, new leadership and new life, for such a time as this.
4. Our connectional relationship is also suggested by ¶131, *The Discipline*: *“Connectionalism in the United Methodist tradition is multi-leveled, global in scope, and local in thrust. Our connectionalism is not merely a linking of one charge conference to another. It is rather a vital web of interactive relationships.”*

### B. Our Primary Tasks

#### 1. Build Bridges & Draw Strength from One Another

The California-Pacific Annual Conference will facilitate the “connection” which is a fundamental characteristic of the United Methodist Church. This connection will be made not only between general agencies and the local churches, but between and among local churches, ethnic groups, theological perspectives, and any other groups which may be separated by any type of barrier to mutual ministry.

- a. Serve as facilitator and enabler to bridge barriers between different groups within the annual conference.
- b. Encourage and support the diverse racial, ethnic, and cultural ministries and communities within the annual conference.
- c. Promote partnerships - spiritual and financial - between local churches and annual conference or general church ministries.
- d. Assist every local church to have access to a comprehensive information and resource network.

#### 2. Nurture Fruitful and Prophetic Leadership

The Conference will nurture lay and clergy leadership for fruitful and prophetic service, measured by the mobilization of our people for service in the church and in the world.

- a. Provide opportunities for lay and clergy to learn new ways of working together.
- b. Work with local churches to call leaders of tomorrow into their respective ministries.
- c. Support the work of the local church through training opportunities.
- d. Nurture clergy as holistic and prophetic spiritual leaders.
- e. Cultivate a vibrant life of covenant communities in each district.

#### 3. Plant New Ministries

The California-Pacific Annual Conference will recapture the zeal of a “mission movement.” Instead of seeking institutional survival, the Conference will devote its prayers, presence, gifts, and service to the planting of new congregations and new ministries, and encourage partnership in ministries where revitalization is needed.

- a. Send and support holistic spiritual leaders in fertile areas of ministry.
- b. Work with existing ministries to develop new and “renewed” ministries.
- c. Encourage growth among younger generations through new and existing ministries.

### III. OFFICERS OF THE ANNUAL CONFERENCE

#### A. CONFERENCE SECRETARY

1. The Conference Secretary shall be nominated by the Conference Nominating Committee upon recommendation by the Bishop and elected in accordance with ¶603.7 of *The Discipline*.
2. The Conference Secretary shall be, or shall select, the Editor of the Conference Journal. In cases where the Daily Proceedings (in the UM Daily) are not approved by the Conference, the Secretary shall edit the Daily Proceedings for accuracy from the video recordings; such editing shall constitute approval.
3. Conference Journal
  - a. The CFA is authorized to pay from the Conference Administration Fund the cost of printing and mailing the Conference Preliminary Reports and the Journal plus any expense of the Conference Secretary incident to his/her work. The number of Journals to be printed shall be at the discretion of the Conference Secretary with the approval of the CFA.
  - b. The reports of all Conference boards and agencies shall be accepted on the basis of a maximum of two pages without cost with any additional space billed at a rate as determined by the Conference Secretary after consideration of prevailing costs.
  - c. The price of the Journal shall be determined by the Conference Secretary each year on the basis of its actual cost.
  - d. The Journal shall be distributed to the following persons free of charge: one copy to each clergy, local pastors and Student Local Pastors under appointment, and one copy to each Lay Member.
4. The Conference Secretary shall be authorized to edit for accuracy and brevity the Preliminary Reports for each session of the Annual Conference.
5. The Conference Secretary shall be authorized to print the UM Daily, reports and resolutions from standing committees. In addition, he/she may print only such resolutions and reports which are the property of the Annual Conference or whose reproduction may be authorized by the Annual Conference.
6. The Conference Secretary shall be the Information Management Officer with duties as defined by guidelines issued by the General Council on Finance and Administration.
7. The Conference Secretary shall establish supporting assignments and name persons as necessary to accomplish the duties of the Secretary’s office. Such assignments are not to be considered “positions” with regard to Rule VI.F (one person-one position).

#### B. CONFERENCE STATISTICIAN

1. The Conference Statistician shall be nominated by the Conference Nominating Committee and elected in accordance with ¶603.7 of *The Discipline*.
2. The Conference Statistician shall gather data from the churches, boards and agencies of the Annual Conference and prepare statistical reports and analyses for publication in the Journal or, at the request of stated boards and agencies, in cooperation with the Cabinet and the Executive Director for Finance and Administration.
3. The Conference Statistician shall report to the Bishop and the Annual Conference.

#### C. THE CONFERENCE TREASURER

1. The Conference Treasurer shall be elected in accordance with ¶619 of *The Discipline*.
2. This position shall be known in the California-Pacific Annual Conference as the Executive Director of Finance and Administration.
3. The Executive Director of Finance and Administration shall be the Treasurer of all Conference groups and agencies.

#### D. THE CONFERENCE CHANCELLOR

The Conference Chancellor shall be elected in accordance with ¶603.8 of *The Discipline*.

#### E. LAY LEADER

1. The Conference Lay Leader shall be nominated in accordance with ¶603.9(a) of *The Discipline* by the lay persons of the Conference Nominating Committee after consulting with the District

Lay Leaders. Election shall be for a quadrennium and shall be at the first Conference session following General Conference.

2. The duties of the Conference Lay Leader are as defined in ¶603.9 of *The Discipline*.

#### IV. CONFERENCE PROCEDURES

##### A. ELECTION OF MEMBERS AND OBSERVERS

1. Clergy membership in the Annual Conference shall be as outlined in ¶602.1 of *The Discipline*.
2. Annual Conference lay membership and method of election shall be in accordance with ¶32 and ¶602.4 and .5, *The Discipline*. Lay members shall be elected quadrennially. The following shall be members of the Annual Conference by virtue of those provisions of *The Discipline*:
  - a. A lay member elected by each charge.
  - b. Diaconal Ministers
  - c. Deaconesses
  - d. Conference President of United Methodist Women
  - e. Conference President of United Methodist Men
  - f. Conference Lay Leader
  - g. District Lay Leaders
  - h. Conference Director of Lay Speaking
  - i. President of the Conference Young Adult Council
  - j. President of the Conference Youth Organization
  - k. Chair of Conference College Student Organization
- l. One youth between the ages of 12 and 17 and one young person between the ages of 18 and 30 from each District to be selected in such a manner as may be determined by the Annual Conference.
- m. Charges served by more than one clergy member under appointment (including deacons in full connection for whom this is their primary appointment) shall be entitled to as many lay members as there are clergy members under appointment.
3. Furthermore, to reach the required number of Lay Members in equalizing membership (lay and clergy), as allowed under ¶602.4, *The Discipline*, the California Pacific Annual Conference will use the following priority basis until the number needed is eight (8) or less, at which time the Cabinet will make nominations to the Annual Conference which shall, in turn, elect at its first session.
  - a. Each District shall elect, annually at a District Conference, six (6) lay members to the Annual Conference, three (3) of whom shall be youth (age 12-18) and nominated by the District Council on Youth Ministries, and three (3) of whom shall be young adults (between the ages of 18 and 30) who shall be nominated by the District young adult organization, including those specified by ¶32, and ¶602.4, *The Discipline* and Rule IV.A.2.1 above. Certification of their election shall be through a manner similar to the certification of other Lay Members of the Conference except that it shall be through the office of the District Superintendent rather than a local church.
  - b. In charges with more than one organized local church, each organized local church shall elect one lay member.
  - c. Each local church shall elect additional lay members based on membership of the local church on December 31 of the year preceding Annual Conference as reported on Table I of the Statistical Reports. One additional lay member shall be elected for a membership of at least 200, 450, 750, and 1400 members. The application of this rule is cumulative. The preceding membership numbers shall be pro-rated up or down by the Conference Statistician to comply with rule IV.A.3.o. The pro-rate percentage shall be reported to the districts along with the number of district members at large as determined under rule IV.A.3.o.
  - d. Conference officers - Secretary, Treasurer, Statistician (if they are laity) and the Conference Chancellor.
  - e. Lay chairpersons of the District Leadership Teams.
  - f. Executive Directors of the Conference who are not clergy.
  - g. Lay Directors and Lay Associate Directors of Conference Ministry Areas.
  - h. Lay chairpersons of all Conference Boards and Agencies.
  - i. Conference Secretary of Global Ministries.
  - j. Lay members of General Boards and Agencies.
  - k. Presidents of District United Methodist Women.

- l. Presidents of District United Methodist Men.
  - m. Lay Members of the Annual Conference's elected General and Jurisdictional Conference delegations; such persons will be Lay Members until new delegations are elected.
  - n. Two of the clergymates selected by their Executive Officers.
  - o. Additional members at large elected by the District Conferences (the number to be computed annually by the Conference Statistician). This number must be at least 8 (preferred) and cannot exceed 10.
4. The Conference Secretary shall use as the basis for the clergy membership of the Annual Conference the number of clergy members as of December 31. The churches shall elect additional lay members on the basis of the number of members reported to the Annual Conference on December 31. These figures shall determine the number of lay and clergy members in the Annual Conference for the following year. The Conference Secretary and/or the Conference Statistician shall be responsible for providing the necessary information to the District Superintendents and all others who are eligible to elect lay members.
  5. Clergymates as observers: one clergyman in each District shall be elected by the clergymates of those Districts, by whatever means they deem advisable, to Lay Observer status in the Conference with privilege to speak on the floor and, in addition, the four executive officers of the Conference Clergymates shall be elected to said Lay Observer status for the year following their terms of office.
  6. Lay Observers: at all sessions of the Annual Conference there shall be a maximum of three Youth Observers and three Young Adult Observers from each District with the privilege of being seated and the right to speak from the floor but without vote. The Youth Observers shall be elected by their District Youth organization and the Young Adult Observers by their District Young Adult organization except that, on Districts where such organizations do not exist, the observers shall be selected by a method to be determined by the District Leadership Team. Each observer shall be a member of a United Methodist Church in this Conference with not more than one youth or one young adult observer from the same Church. The Observers shall reflect the ethnic and racial makeup of the District from which they come.
  7. One lay representative of each emerging congregation (as certified by the District Superintendent) shall be given the status of Lay Observer, which includes the privilege of the floor but not the right to vote.

**B. ELECTION OF DELEGATES TO GENERAL AND JURISDICTIONAL CONFERENCES**

1. The election shall be held in accordance with ¶33-36, *The Discipline*.
2. Voters may write any number of names on a ballot that does not exceed the number of persons to be elected. More names on a ballot than the number of persons to be elected will render the ballot defective.
3. Write-in votes are valid at any time during the voting process provided the number of names on the ballot does not exceed the number of persons to be elected. Persons whose names are on the ballot shall meet the requirements for election established in *The Discipline*.
4. Where there is duplication of surnames among the persons for whom a vote is to be cast and/or those printed on a ballot, both the first and last name of the person(s) for whom the vote(s) is (are) intended shall be written.
5. Only the official ballot form (provided by the Secretary of the Conference) will be accepted by the tellers.
6. All members who wish to vote shall be seated within the Bar of the Conference at the time of the balloting.
7. Pre-conference nominations, as well as those presented on the floor, shall in no way limit the freedom to vote for any person who is able and eligible, according to the laws of the Church, to serve as a delegate to the General and/or Jurisdictional Conferences.
8. After the first ballot the total number of additional ballots for electing General Conference delegates shall not exceed the number of delegates to be elected. On the first ballot, only those with a majority of the vote will be elected. On succeeding ballots, the person with the highest number of votes shall be elected, provided that all persons who receive a majority of votes shall be elected. This procedure shall be repeated for Jurisdictional Conference delegates. One final ballot for alternates shall be taken. The number of alternates to be elected shall not exceed one-half of the number elected to General Conference. Those receiving the highest number of votes are elected.
9. The Chief Teller and assistant tellers shall be appointed by the Conference Secretary. Insofar as possible they shall be non-voting persons attending the Annual Conference. They shall be instructed in the balloting and counting procedures before the first ballot is taken including the

necessity of confidentiality until the results are officially announced.

10. As soon as the results of a ballot are tallied, the results shall be announced to the Conference in session and then posted in a previously announced location.
11. The General and Jurisdictional Conference delegation shall meet immediately following the Annual Conference session at which they are elected. They shall be convened by the Bishop or a designee (a person who is not a delegate or reserve delegate). They shall elect, by written ballot without nomination, a Chairperson, a Vice-Chairperson and a Secretary; the first person to achieve a majority for each office is elected.

**C. ANNUAL CONFERENCE NOMINATIONS FOR EPISCOPAL ELECTION** [¶405.1, *The Discipline*]

1. The Annual Conference, in the session immediately preceding a regular Jurisdictional Conference, shall conduct an election to select up to three ministers as Episcopal Nominees of the Annual Conference. This election shall be prepared by the Conference Nominating Committee and conducted by the Conference Secretary.
2. During the first plenary session of the Annual Conference each voting lay and clergy member of the Annual Conference shall be given a Preliminary Ballot and allowed to list one, two or three names of qualified ordained clergy to be placed on the actual Nominating Ballot(s). To be qualified a person shall 1) be a Clergy Member in Full Connection in an Annual Conference of The United Methodist Church, and 2) have not attained the age of 66 years on or before July first of that year. Listing an ineligible person on the Preliminary Ballot, as one of the three names, shall not invalidate the entire ballot. Listing more than three names shall invalidate the entire ballot. The Preliminary Ballot shall be taken without debate; there will be no nominations from the floor.
3. The Preliminary Ballots shall be counted by the Conference Nominating Committee. The name of each qualified person, listed on at least 25 of the Preliminary Ballots, shall be given to the Conference Secretary and reported to the Annual Conference.

The Conference Nominating Committee shall then make every reasonable effort to contact each qualified person and invite them to provide a resume. Those who submit resumes, could not be contacted, or do not withdraw will have their names placed on the First Nomination Ballot. Insofar as possible, the First Nomination Ballot shall be supported by an attachment that contains, in alphabetic order, each person's name, age, gender, ethnicity, Annual Conference membership, service record, and, if submitted by the person, a brief (250 words or less) statement. This attachment shall be submitted to the members of the Annual Conference not later than the first plenary session of the second day of the Annual Conference.

4. The first Nominating Ballot shall be cast no sooner than the first plenary session of the second day of the Annual Conference session. Each voting member of the Annual Conference may vote for one, two or three of the names listed on the Nominating Ballot. Each individual name may only be listed once. Write-in names shall not be allowed and will not be counted.
5. The Tellers of the Annual Conference shall count the votes on each Nominating Ballot. The Bishop will report the number of votes received by each individual named on the ballot. Any person receiving votes in excess of fifty percent of the ballots cast in that election shall be declared a Nominee for Episcopal Election of the California-Pacific Annual Conference. The name(s) of those elected as nominees shall be removed from subsequent ballots.
6. After reading the results from each ballot the Presiding Bishop shall ask the body "Shall the Annual Conference continue to ballot in order to nominate clergy for Episcopal Election?" If one-third of the members present and voting vote "aye", another ballot shall be cast which lists the same names, less those previously elected as Episcopal Nominees, as on the previous ballot. There shall be no debate between the vote to cast another ballot and the casting of that ballot nor shall there be any additional names nominated to be placed on the ballot from the floor. However, after the report from any ballot, a person may request, from the floor of the Conference, that his/her own name be withdrawn from consideration. After three persons are elected as Nominees for Episcopal Election, or after the Annual Conference votes not to continue with another ballot (whichever occurs first), the balloting procedure shall cease.
7. The Annual Conference Secretary shall notify the Jurisdictional Conference Secretary of the results.

**V. BUSINESS OF THE CONFERENCE:**

- A. Business** - The business of the Annual Conference shall be in accordance with ¶605 of *The Discipline*.
- B. Robert's Rules of Order** - The rules contained in the current edition of Robert's Rules of Order,

Newly Revised, shall govern the Conference in all cases to which they are applicable and in which they are not inconsistent with other Conference rules and any special rules of order the Conference may adopt.

- C. The Business of the Annual Conference** develops from several sources including *The Discipline*, the General and Jurisdictional Conferences, and from within the Annual Conference itself.
1. **REPORTS** – A Statement of Accomplishments shall constitute a report from each council, board, commission, committee or agency, as an expression of its accountability to the Annual Conference.
    - a. This statement may include Objectives and Goals, Scope of the Charge, Approach and Accomplishments, Budget Reports, Problems encountered, and Recommendations and/or Resolutions (see below).
    - b. All reports from councils, boards, commissions, committees or agencies shall be in the hands of the Conference Secretary by a deadline, set annually by the Secretary, which shall not be earlier than March 15 nor later than 12 weeks prior to the opening date of the Annual Conference in order to be included in the Preliminary Reports. Each report shall include the number on the committee as well as the number voting for and against the report. No report shall be printed in the Preliminary Reports, which has not been acted upon by a majority of the members of the committee. Such a vote may be taken by mail.
    - c. All reports presented to the Annual Conference for adoption shall be in a form approved by the Conference Secretary.
    - d. No regular or special report from a standing committee shall be before the Annual Conference for adoption unless it has been in the hands of the Annual Conference members in printed form not later than the close of the last plenary session of the day preceding its presentation for consideration.
    - e. The Conference Secretary shall be authorized to edit and print a supplemental edition of the Preliminary Reports, which shall contain a summary of the recommendations pertaining to the petitions (see below).
    - f. Both Preliminary Reports, as well as supplemental reports, shall be considered preliminary in nature; local churches are at liberty to discuss the contents; however, Judicial Council Decision No.109 states that no official body of the local church may order or instruct lay or reserve members to vote in any prescribed manner on issues expected to come before the Annual Conference.
  2. **RECOMMENDATIONS** – presented as action items within or related to the reports of councils, boards, commissions, committees or agencies. Recommendations may be voted separately by the Annual Conference or adopted within the Report as a whole. Recommendations shall be limited to actions and/or decisions needing the approval of the Annual Conference, as opposed to policy statements. Any such recommendation shall include a statement of: 1) the estimated financial impact, 2) the staff source and time required, and 3) the sources of funding required to implement its provisions.
    - a. Any recommendation having fiscal impact shall be submitted to the CFA, with appropriate financial data by the author(s) for review, consultation (with the appropriate board or agency), and recommendation and comment for Conference consideration.
    - b. No recommendation shall be before the Annual Conference for action unless it has been in the hands of the Annual Conference members in printed form not later than the close of the last plenary session of the day preceding its presentation for action.
  3. **RESOLUTIONS** – Requests for approval on matters of policy or position may be brought before the Annual Conference from councils, boards, commissions, committees, or agencies of the Conference, and/or from at least fifteen (15) lay and/or clergy members of the Annual Conference. All resolutions shall include a statement of: 1) the estimated financial impact, 2) the staff source and time required, and 3) the sources of funding required to implement its provisions.
    - a. Any resolution that has a fiscal impact shall be submitted to the CFA with appropriate financial data, by the author(s) for review, consultation (with the appropriate board or agency), and recommendation and comment for Conference consideration.
    - b. Resolutions shall be in the hands of the Conference in printed form not later than the close of the business session of the day preceding their presentation for consideration. Resolutions to be printed in the Preliminary Report shall be submitted in compliance with the deadline set by the Conference Secretary for submitting reports.
    - c. As a convenience to Conference members, District groups, and to agencies related to the Conference, the office of the Conference Secretary may, within the limits of time and

available staff, reproduce such resolutions at a fee to be determined by the Conference Secretary. No resolution, petition, report or statement will be reproduced without a receipt, signed by the Executive Director for Finance and Administration, for payment of the necessary cost.

- d. Resolutions shall be presented as briefly and fairly as possible within the limits of time. Minority reports are acceptable for any resolution.
  - e. Resolutions shall be limited to one issue or concern.
  - f. Resolutions shall be numbered consecutively throughout a period of twelve years, after which the numbering shall restart at “1”.
  - g. Every resolution passed, unless otherwise stated in the body of the resolution, shall be in effect for twelve (12) years. The Conference Secretary shall maintain an inventory of all resolutions currently in effect. At the end of 12 years the resolution shall be considered null and void unless renewed by the Conference.
    - (1) Such list shall be published in each year’s Journal and such other places as may be helpful.
    - (2) Each year the Conference Secretary shall notify the appropriate Conference agency of resolutions due to become null and void thus giving an opportunity for them to be re-presented to the Conference.
4. **PETITIONS** – Any person, group, local congregation, District or other entity related to The United Methodist Church - except a council, board, commission, committee or agency of the Annual Conference - may initiate business of the Annual Conference through the petition process. All petitions shall include a statement of: 1) the estimated financial impact, 2) the staff resources and time required, and 3) the sources of funding required to implement its provisions.
- a. Any petition having fiscal impact shall be submitted to CFA with appropriate financial data, by the author(s) for review, consultation (with the appropriate board or agency), and recommendation and comment for Conference consideration.
  - b. Petitions shall be sent to the Conference Secretary prior to a deadline set by the Conference, said deadline having been advertised in a Circuit West published at least forty-five days prior to the deadline date. The petition shall state the local church(es) in which the signer(s) is/are member(s). Petitions not received by the established deadline shall not be available for consideration at the next session of the Annual Conference.
  - c. Petitions may be either action or position related; shall address only one issue or concern; and shall be related to the work of only one council, board, commission, committee or agency of the Annual Conference.
  - d. Petitions shall contain a full, but concise, argument for the action or position being requested and shall, in the interest of fairness, be expected to contain at least a minimum expression of other sides, if any, of the issue or concern.
  - e. All petitions received by the prescribed time shall be referred by the Conference Secretary to the council, board, commission, committee or agency most closely related to the content of the petition as determined either by the signer or by the Conference Secretary.
  - f. Each council, board, commission, committee or agency to which petitions are assigned shall meet following the closing dates for receipt of petitions, consider each petition, and recommend: 1) Concurrence, 2) Nonconcurrence 3) Referral (to another Conference board or agency), or 4) Concurrence with Amendment.
    - (1) The council, board, commission, committee or agency will communicate their action, in writing, including any reasons for nonconcurrence, to the Petitioner and to the Conference Secretary. The petitioner who has received a nonconcurrence, after considering the reason for the nonconcurrence, may notify the Conference Secretary of the desire to have the petition presented to the Annual Conference.
    - (2) All petitions receiving concurrence, concurrence with amendment, and those receiving a nonconcurrence but desired by the petitioner to be presented, shall, unless considered spurious by the Conference Secretary, be printed in the Preliminary Reports or a subsequent supplement. All petitions which have been amended shall show both the original and the petition as amended. Petitions receiving a nonconcurrence will also have printed a brief statement of the reasons for nonconcurrence.
    - (3) A petitioner(s) who has received a “Concurrence with Amendment” may notify the Conference Secretary of his/their desire to have the Petition considered without the

amendment. In that case it will be listed and presented as a petition having received a “Nonconcurrency”. Petitions receiving “Referral” shall be so referred by the Conference Secretary. If the organization(s) to which the Petition has been referred cannot act by the deadline set for submission to the Preliminary Report, the Petition shall be printed as is. The referral organization’s subsequent action(s) shall be communicated to the Annual Conference in Session.

- (4) All other petitions need be listed by number only and labeled “withdrawn”.
- g. Each council, board, commission, committee or agency to which petitions have been referred shall report its recommendation to the Annual Conference at a time to be assigned by the Conference Sessions Committee. If such a petition is not acted upon by the Annual Conference it shall be considered null and void.
  - h. Each council, board, commission, committee or agency shall be responsible for reporting to the Conference Secretary the final disposition of each petition assigned. This report shall be included in the Journal at the end of its regular report.
  - i. Petitions shall be numbered consecutively throughout a period of twelve years, after which the numbering shall restart at “1”.
5. **MOTIONS** - Are requests for Conference action presented by any member of the Conference during a Plenary Session of the Conference.
- a. All motions shall be submitted in writing if so requested by the Presiding Officer or the Conference Secretary.
  - b. The presenter of any motion shall provide or make a statement of
    - (1) the estimated fiscal impact
    - (2) the staff resource and time required
    - (3) the sources of funding required to implement its provisions
  - c. When the motion has a fiscal impact, such financial data shall be submitted in writing to the CFA, by the author(s), prior to Conference action, for their:
    - (1) review,
    - (2) consultation with appropriate Boards and Agencies, and
    - (3) development of a recommendation for Conference consideration.
  - d. All motions, which affect budgetary matters, in any way, shall be in the hands of the Conference, in printed form, not later than the close of the plenary session on the day prior to Conference action. Motions made on the floor of the Conference, which affect budgetary matters, which have not been in the hands of the Conference in accordance with the foregoing, shall not be acted upon until the next regular plenary session of this session of the Annual Conference.
6. **REFERRING MOTIONS, PRESIDING OFFICER** - The presiding officer may refer a matter under consideration, along with all motions related to that matter, to a group of persons, selected by the presiding officer, and who represent the various points of view expressed during the debate, with the charge that they study and report back to the plenary session on the matter not more than 24 hours later. This can occur during any Conference session provided that the matter can be considered prior to adjournment of the Annual Conference.
7. **CLOSING DEBATE, MAKER OF MOTION** - The maker of a main motion or resolution shall have a maximum of three (3) minutes to close the debate. This right shall not be forfeited by a motion to “move the previous question” or to “lay on the table.”
8. **ENTITLED TO VOTE** - When a vote is being taken only members who are within the Bar of the Conference shall be entitled to vote.

#### D. Speaking

1. Speaker’s Identification - After recognition by the presiding officer, but prior to speaking, each Conference member shall identify him/herself by name and church, or other Conference affiliation.
2. Limits on Speaking - No member shall speak on any question before the house more than once until all who wish to speak have done so. No member shall speak more than two (2) minutes (at any given opportunity) except by permission of the Conference. It shall not be in order to “move the previous question” until opportunity for four speeches on each side of the question has been provided.
3. Non-Members Entitled to Floor - When a laity serving on a council, board, commission, committee or agency is not a member of the Conference, said laity shall be entitled to the floor, without vote, on matters relating to the report of such council, board, commission, committee, or agency. Laity employed by the Conference as staff persons and laity serving as officers of the Conference shall be entitled to the privilege of the floor without vote.

**E. Distributions on the Floor of the Conference**

Material distributed on the floor of the Conference shall be related to the business of the Conference. Such material shall be submitted to the Conference Secretary, who shall be authorized to approve and provide for its distribution by Conference appointed ushers.

**F. Legislative Sections**

1. There shall be Legislative Sections composed of approximately equal numbers of laity and clergy Conference members selected at random, whose task shall be to review, discuss, and act on any legislative matter before the Annual Conference that is assigned to the Section. Official observers, and those invited to present information but who are not members of Annual Conference, may be permitted to participate in the discussion but do not have the privilege of voting. Conference members are eligible to vote only in the section assigned to them.
2. The purpose and responsibility of a Legislative Section is to provide one of the following four recommendations to the Plenary Session for each legislative item assigned:
  - a. “Concurrence”: received a vote of 80% or more in favor - is assigned to the Consent Calendar;
  - b. “Non-concurrence”: received a vote of 80% or more against - is assigned to the Consent Calendar;
  - c. “Concurrence as amended”: if any amendments proposed in the Legislative Section, which receive a vote of 80% or more in favor, the item, as amended, is returned to the Plenary Session for consideration (refer to paragraphs 4 and 5 below); and
  - d. “No recommendation”: none of the above is voted; the item is returned to the Plenary Session for consideration.
3. The powers of the Legislative Section do not include:
  - a. initiating or proposing legislation to the Conference; except amendments to that legislation assigned to the Section.
  - b. voice or vote in the selection of General or Jurisdictional Conference delegates;
  - c. review, consideration or action on reports or slates of persons to be elected to Conference agencies;
  - d. conducting official business of Annual Conference agencies;
  - e. action on budget matters. Budget items may be sent to legislative sections but only for information and discussion. Conference action on budget matters can only be taken in plenary session.
4. A “Consent Calendar” shall be presented to a Plenary Session that contains all items, which received a vote of 80% concurrence or 80% non-concurrence in the assigned Legislative Section(s). Those items receiving less than an 80% majority, or that have proposed amendments, shall not be placed on the Consent Calendar and shall be referred back to a Plenary Session (see also ¶5 below).

Action on a Consent Calendar shall be taken no earlier than the next Plenary Session following initial presentation of that Consent Calendar. When the Consent Calendar is presented for action, individual items on the Consent Calendar for concurrence, or for non-concurrence, may be removed from the Calendar for consideration by the Plenary Session by a Conference member’s request from the floor, when that request is supported by at least 50 votes.

Items remaining on an approved Consent Calendar shall be considered as Annual Conference actions without requiring further consideration by the Conference.

5. A recommendation for “concurrence as amended” from a Legislative Section shall be considered by a Plenary Session if it:
  - a. has been submitted to the Conference Secretary in writing along with the vote tally; and
  - b. has been available to the Annual Conference for review 24 hours prior to Plenary Session action; bulletin board posting is acceptable.
6. Leadership of Legislative Sections shall be a Conference Process person who is responsible for presiding, presenting the assigned items, and coordinating the discussion, and a District Superintendent to act as the Section Parliamentarian.
7. Definitions:
 

Legislative Session - A gathering of 130-200 conference members meeting to consider legislation to be presented in Plenary Sessions of the Annual Conference.

Plenary Session - The total Annual Conference membership meeting to conduct the business of the Conference.

Concurrence - The result of a Legislative Section ballot that signifies approval of a proposed action (ref. ¶2 (a) and (c) above).

Non-Concurrence - The result of a Legislative Section ballot that signifies disapproval of a proposed action (ref. ¶2 (b) above).

No Recommendation - The result when a Legislative Section does not arrive at Concurrence, Non-Concurrence, or Concurrence as Amended. (See ¶2 (c) and (d) above).

8. Abstentions will not be counted in the calculation of vote percentages.

#### G. Referrals

1. The Conference Secretary shall prepare and distribute in a timely fashion to all Conference agencies and other affected groups and individuals a list of all actions of the Conference with a listing of what local church, district, and conference agencies or personnel should be aware of or to implement such actions. This list shall also be made available to members of the Conference and to local churches in the most efficient fashion possible.
2. All action items requiring a report to the following Annual Conference shall be given an identifying designation by the Conference Secretary.
3. Each action item so designated shall be referred to the appropriate Conference agency or individual with adequate notice to such agency or individual.

#### H. Rule Changes/Amendments

1. Any of the published Rules and Policies may be changed or amended in any session of the Annual Conference provided such changes or amendments have been reviewed by the Rules Committee and are in the hands of the Conference in printed form not later than the close of the last plenary session of the day preceding their presentation for consideration.
2. Organizations or agencies proposing changes in the Conference Rules shall submit such proposed changes to the Rules Committee. Such submission shall state the specific rule or policy to be changed, the present wording, the new wording desired, the intent and expected effect of the change, and the reason for wanting the change.
3. After reviewing proposed changes for clarity and consistency, the Rules Committee shall submit the proposed changes to the Annual Conference for action. If the Rules Committee determines that modification of the proposed change is necessary, the Rules Committee shall communicate such modifications to the appropriate organizations/agencies. Proposed changes, with modifications, shall be reported to the Annual Conference for final determination.
4. Following an Annual Conference session the Rules Committee, with the concurrence of the Conference Secretary, is authorized to make editorial corrections which properly reflect actions taken by the Annual Conference.

### VI. STRUCTURES OF CONFERENCE ORGANIZATIONS

- A. **Staffing** - All groups shall seek staff support as appropriate in coordination with the Director of Connectional Ministries or the Executive Director of Finance and Administration.
- B. **Inclusiveness** - Unless otherwise provided the Annual Conference recommends that the Conference Nominating Committee and the Districts implement ethnic inclusiveness and balance among clergy, laymen, and laywomen on all Conference and District organizations. To that end it is strongly recommended that the Conference Nominating Committee and the Districts seek to provide membership for each Conference or District organization consisting of one-third clergy, one-third laymen, and one-third laywomen. It is also recommended that one-third of the entire representation should be composed of ethnic minorities, youth, and young adults. Further, it is recommended that the membership of each Conference organization be equitably drawn from the districts. These recommendations shall also apply to the membership of executive committees of Conference organizations.
- C. **Terms**
  1. Length of terms of all Conference organizations shall be one year except for organizations whose terms are established by *The Discipline* or elsewhere in these rules.
  2. Terms for Conference organizations shall start on July 1, with quadrennial terms starting the July 1 following a regularly scheduled General Conference.
- D. **Tenure**
  1. Tenure shall accrue for all positions that carry the right of vote.
  2. Start of tenure accrual for persons on all Conference and District organizations shall be July 1 following Annual Conference election or at selection to fill a vacancy.
  3. Maximum tenure for individual service on any Conference or District organization shall be eight consecutive years.
  4. Persons who have served maximum tenure may not be elected to additional terms with the same organization until four years have elapsed. An exception are members of General or Jurisdictional boards or agencies, residing within the Conference, who shall automatically

serve on the corresponding Conference organization as an ex-officio member with vote; unless otherwise provided by *The Discipline*.

5. Tenure shall not be limited for:
  - i. Pacific Islander clergy serving on the Pacific Islander Commission
  - ii. Members of the Native American Committee
  - iii. Conference Chancellor
  - iv. Executive Director of Finance and Administration (Conference Treasurer)
  - v. Lawyers' Committee
  - vi. Exempt Staff and support persons serving on the Sessions Committee by virtue of their position.
6. District nominating reports shall include the year of election of all members to District boards and groups to assist the Districts in reflecting the tenure rule.

**E. Vacancies**

1. Any vacancy, which occurs between sessions of the Annual Conference in a position to which the Nominating Committee is empowered to make the nomination to the Annual Conference, may be filled by the Nominating Committee between sessions of the Annual Conference. Any other vacancy which occurs between sessions of the Annual Conference may only be filled by the Nominating Committee when it receives a nomination from the person or organization empowered to make the nomination to the Annual Conference, except as stipulated otherwise by *The Discipline*. Any person elected to fill a vacancy between sessions of the Annual Conference shall serve until the next session of the Annual Conference, at which time the Nominating Committee will present the name for election by the Annual Conference to fill the vacancy.
2. If a member of a Conference organization is absent from two consecutive meetings or one year, whichever is the lesser period of time, without a reason acceptable to the organization, then the Conference organization shall notify the person and the Conference Nominating Committee that the person has been removed from its membership. This rule does not apply to ex-officio members, but shall apply to any duly appointed representatives.

**F. One-Person/One-Position Rule**

1. In order to provide a broader representation on Conference organizations, no person shall be elected to serve on more than one Conference organization at any given time. However, a person may serve on more than one Conference organization when required by the structure of the Annual Conference, *The Discipline*, and/or the special constituency/representational requirements noted below. However, even where these specific exclusions apply, organizations are asked to follow the spirit of the rule.
2. The organizations and situations specifically excluded from the requirements of the one person-one position rule are:
  - Administrative Review Committee
  - Adult/Family Ministries Council (young adult members only)
  - Committee on Episcopacy
  - Committee on Investigation
  - Conference Council on Children's Ministries
  - Conference Council on Youth Ministries (youth members only)
  - Conference Young Adult Council (young adult members only)
  - Disaster Response Committee
  - Ethnic Ministries Division (ethnic minorities only)
  - Hispanic Committee, Conference (ethnic minorities only)
  - Korean Ministry Council
  - Lawyers' Committee
  - Native American Committee (Native Americans only)
  - Pacific Islanders Commission (Pacific Islanders only)
  - Sessions Committee (except for at-large members)
  - Strengthening the Black Church (black members only)
  - UM Joint Commission for Church Extension & Cooperation between Mexico and the USA
  - United Methodist Men Executive Committee
  - United Methodist Women Executive Committee

**G. Chair Limitations**

No person shall serve as the chair and/or vice-chair of more than one Conference organization or major subcommittee (a group which lasts a year or more) at any one time.

**H. Classes**

The Nominating Committee shall arrange the membership of Conference organizations into classes only where such structure is required by *The Discipline*.

**I. Ex-officio Representatives**

When the Conference President of the United Methodist Women, President of the United Methodist Men, or Conference Lay Leader is named as an ex-officio member of any Conference organization he/she may designate a representative in his/her stead.

**J. Fulfillment of Vows**

All members of Conference organizations shall fulfill their vows of membership in their local church as a requirement for nomination and/or retention of membership in District or Conference organizations, (college students are a special case, which may require individual evaluation).

**K. Change of District**

If a clergy elected to serve on a Conference organization by a District shall be appointed to another District, his/her membership on that organization shall terminate as of the date of appointment change. If a lay person elected to serve on a Conference organization by a District shall change his/her local Church membership to a local Church in another District, his/her membership on that organization shall terminate as of the date of change of membership.

**L. Nominations from Groups Other Than the Nominating Committee**

Whenever the membership definition of any Conference organization calls for representation from a District or other Conference organization (i.e. selection by other than the Conference Nominating Committee), those selections, with supporting documentation, shall be submitted to the Conference Nominating Committee. The Conference Nominating Committee will notify the submitting organization concerning their compliance/non-compliance with the applicable Conference recommendations and rules.

**M. Additional Nominations**

Additional nominations may be presented from the Conference members provided that such nominations are signed by at least fifteen members and submitted to the Nominating Committee. If these nominations are received during the Annual Conference prior to sending the final Nominating Committee report to the printer, they shall be distributed as a supplement to the Committee's report. If they are not received in time to be distributed as a supplement to the Committee's report, then they shall be made available to the Annual Conference in a manner determined by the Conference Secretary.

**N. General/Jurisdictional Member Participation**

All members of this Conference who serve on General/Jurisdictional organizations are expected to be actively involved in the Conference counterpart organization through their attendance at meetings and by maintaining two-way communication between the General/Jurisdictional level and the Conference level. However, when an individual serves on a General/Jurisdictional organization which has two or more Conference counterparts, the individual may attend the meetings of all the counterpart Conference organizations with voice, but shall choose only one Conference organization on which to serve with vote.

**O. Emerging Groups**

Any group (sub-committee, task force, ad hoc committee) which exists for more than two years that makes decisions and/or recommendations to the Annual Conference and/or Conference organizations regarding the expenditure of Conference funds, use of properties related to the Annual Conference or evaluation of Conference staff shall follow the rules in this section. The Conference Nominating Committee and/or the Conference Rules Committee may notify the group or its parent group concerning their compliance/non-compliance with the applicable Conference recommendations and rules.

**P. Basis of Organization**

All official organizations of the California-Pacific Annual Conference shall have their purpose, membership criteria and Rules referenced in this section and shall have their list of members and officers printed in the section "Boards, Commissions, Committees and Agencies of the Annual Conference," Section B of The Journal.

**VII. ORGANIZATIONS**

**A. Academia Methodista Hispana**

1. Ultimate goal of the Conference is the establishment of an Academia Methodista Hispana as a training center for Hispanic laity and clergy, directed toward the development of new Hispanic

- congregations; with a full time Dean.
2. The Dean will work under the Council, in collaboration with the Mission Director, to provide training at a basic level leading toward attainment of Lay Missioner, Diaconal Minister, and/or Ordained Minister status.
  3. Pending the appointment of a Dean, the Mission Director will give leadership to the Council in providing training for persons called to the ministry.
- B. Administrative Review Committee** - 3 members, quadrennial terms - [¶ 636 *The Discipline*]
1. Shall meet within the first 10 days of June to process all information for the past year that is in their jurisdiction for review, and that the appropriate bodies will forward to the Administrative Review Committee by June 1<sup>st</sup> all the information gathered to that point.
  2. Shall meet again at Annual Conference prior to the Clergy Session for preparation and review of any additional materials.
- C. Adult and Family Ministry Council** – 16 members – [¶630.1(b) *The Discipline*]
1. Membership on the Adult and Family Ministry Council shall include a coordinator from each of the eight districts, one at-large young adult, two other members at-large and the Conference Coordinators for Marriage and Family Ministries, Older Adult Ministries, Sexuality Education, Singles Ministries, and Single Parent Ministries. Special attention shall be given to include representatives from divorced, never-married, and surviving spouse within the membership.
  2. The Council shall nominate for election by the Annual Conference the Conference Coordinators for Marriage and Family Ministries, Older Adult Ministries, Sexuality Education, Singles Ministries, and Single Parent Ministries; any of which may be from within or beyond the membership of the Council. Coordinators not selected from within the membership of the Council shall serve as ex-officio members of the Council without vote.
- D. Archives and History, Commission on** – 13 members – [¶641, *The Discipline*]
- Membership on the Commission on Archives and History shall include 12 members at large and the President of Conference Historical Society (ex-officio with vote), the Archivist (ex-officio without vote), the CST librarian (ex-officio without vote) and any members of the Jurisdictional or General Conference Archives and History agencies who reside within the bounds of the Annual Conference (all ex-officio with vote).
- E. Camping, Outdoor and Retreat Ministries, Board of (BCORM)** - 20 members - [¶630.1b *The Discipline*]
1. Membership on the Board of Camping, Outdoor and Retreat Ministries shall include twelve at large members, two youth representatives and two young adult representatives chosen by the respective age-level council, the Director of Camping, one representative from the District Camps Network, Conference Sites Committee and the Site Management Team. The Director of Camping and the representatives from the District Camps Network, Conference Sites Committee and the Site Management Team shall serve without vote.
  2. This Board and the Board of Trustees shall follow a Property Management Manual, as amended by the Board of Trustees from time to time. A copy is available on request.
- F. Children’s Ministries, Council on** - 20 members
1. To promote programs to enhance the educational life of children within the Church, as well as to be an advocate for children’s rights within the process. It shall form the network and training role for workers with children.
  2. Membership on the Council on Children’s Ministries shall include a representative from each of the eight districts, the Conference Coordinator for Children’s Ministries, a preschool consultant representative, a representative from the Church Related Early Childhood Education Fellowship, and seven members at large. Two additional members, a weekday ministries representative and a coordinator’s assistant, shall be individuals specifically identified by the Council to the Nominating Committee for approval and/or election in the normal processes.
  3. A representative to the Board of Christian Education will be chosen from within the Council membership.
- G. Christian Education, Board of** - 26 members, - [¶630.2, *The Discipline*]
1. Membership in the Board will total 26 members. Within these members there shall be a reflection of the peoples of the conference including ethnic/ cultural diversity along with a balance of laity and clergy, males and females, various church membership sizes, and ages and stages. At least one shall be a Certified Christian Educator.
  2. 12 members shall include a representative from each of the eight districts, a representative from the Youth Council, a representative from the Children’s Council, a representative from the Adult Council, and a representative from the Christian Educators Fellowship.
  3. 14 members shall be elected at large, one of whom shall be a youth elected to represent the

Board of Christian Education on the Youth Council.

**H. Christian Unity and Interreligious Concerns, Commission on** - 15 members, - [¶642, *The Discipline*]

1. Membership on the Commission on Christian Unity and Interreligious Concerns shall include a representative from each of the eight districts, seven members at large, and GCCUIC members residing within the Conference (ex-officio with vote).
2. The members of the National Council of Churches of Christ in the U.S.A. Governing Board, the official delegates to the most recent World Council of Churches Assembly and the members of the Plenary Session of the Churches Uniting in Christ who reside within the bounds of the California-Pacific Annual Conference shall be ex-officio members with vote. These persons shall not be counted as part of the 15 member limitation.

**I. Church and Society, Board of** – 39 members – [¶629, *The Discipline*]

Membership on the Board of Church and Society shall include a representative from each of the eight districts, the UMW Social Action Coordinator, a youth representative at large, a young adult representative at large, 25 members at large, a representative of the Conference Peace With Justice Task Force, the Conference HIV/AIDS Task Force, and Abolitionist Task Force. GBCS members residing in the Conference shall serve as ex-officio members with vote.

**J. Communication, Commission on** – 30 members – [¶646, *The Discipline*]

1. To coordinate the promotion of, and information sharing of, programs and activities of the Annual Conference both within the Conference and also beyond to the General Church, to communities within our boundaries, and to the world . . . to provide resources in technologies, interpretation and instruction enabling all aspects of the Annual Conference to proclaim United Methodism.
2. Membership on the Committee on Communication shall include a representative from each of the eight districts, one youth and one young adult representative, 20 members at large, a Cabinet liaison (without vote) and members of the following communications-related national organizations resident within the Conference: General Board of Publications (with vote), General Advisory Board of UMCOM (without vote) and the Governing Board of Communications - Division of National Council of Churches (without vote).
3. The Committee shall name one liaison to the Sessions Committee; the Editor of Circuit West shall also be a liaison to the Sessions Committee.
4. The Committee shall carry out the functions of interpretation, publishing, public relations, advertising, audio-visuals, electric media, telecommunications and other communications resources.

**K. Congregational Development, Board of** – 36 members

1. To establish and report annually the primary plan for congregational development and redevelopment activity within the Annual Conference, - to enable and coordinate the planning, funding and implementation of all congregational development and redevelopment strategies of the Annual Conference. This includes: (a) the creation of new congregations; (b) the establishment of emerging and changing ministries; (c) assisting existing churches to revision their future and refocus their ministry; (d) define the resources to enable churches to become vital congregations.
2. Membership on the Board of Congregational Development shall include the chair or designate from each of the District Planning and Strategy Committees (or equivalent structure), sixteen members at large, plus one each from the Conference Hispanic Committee, the Korean Ministry Council, the Native American Committee, the Pacific Islander Commission, the Strengthening the Black Church for the 21<sup>st</sup> Century Committee, and the Commission on Ethnic Ministries. Two liaisons from the Cabinet and one liaison each from the Conference Council on Finance and Administration, the Commission on Equitable Compensation, the Congregational Loan Committee and the Western Jurisdiction Korean Mission Council Superintendent, all without vote.

**L. Congregational Loan Committee** - 12 members

1. To cooperate with the Board of Congregational Development and the Cabinet as they develop strategies and priorities for property, building construction, and renovation; to review, recommend and allocate funds from the available loan and conditional donation resources of the Annual Conference for these purposes; to assist local churches in accessing General Church loan and grant resources and, when appropriate, to approve General Church loan applications.
2. Membership: eleven members at large, a representative from the Lawyers' Committee with vote, plus a liaison from the Board of Trustees, Board of Congregational Development, and the

Cabinet all without vote.

3. The Congregational Loan Committee shall operate in all legal and fiscal matters under agreements mutually developed between it and the Conference Board of Trustees and shall report to the Conference Board of Trustees on its legal and fiscal responsibilities. The Conference Board of Trustees shall approve an annual operating budget for the Congregational Loan Committee from the earned interest income of the revolving loan funds.
4. The Congregational Loan Committee shall operate under such internal policies and procedures as it may from time to time adopt and document. Current copies shall be available to any local church upon request.

**M. Conference Disaster Response Committee** - 14 members - [¶633.4.b(22), *The Discipline*]

1. Working within the Connectional Ministry Area as a part of the Conference Board of Global Ministries, the Committee is to create and keep current a Conference Disaster Response Plan, which will be a practical action plan for preparedness in the event of natural or person-caused disaster and which will apply to all geographic areas of the Annual Conference.
2. Membership shall include the Disaster Response Committee Chair, disaster response coordinators representing each district and five at-large members all nominated by the Conference Nominating Committee. In addition ex-officio members shall include the Volunteers in Mission Coordinator and the Conference Communications officer.
3. The Committee will:
  - (a) communicate the need for preparedness planning to each district and local church in the Annual Conference.
  - (b) coordinate the Annual Conference's response to disasters when they occur.
  - (c) be aware of the human needs aspects of all disasters and ensure that advocacy is offered to disaster victims, keeping in mind the Church's mission.
  - (d) in the face of disasters, cooperate with interfaith and secular organizations which are also responding, to help create greater effectiveness and more efficient use of all resources.
  - (e) develop policy, give oversight, create a budget and facilitate the work of a Director of Emergency Response when employed by the Annual Conference.
  - (f) Create sub-committees as needed.

**N. Disability Concerns, Committee on** – 18 members – [¶653, *The Discipline*]

Membership on the Committee on Disability Concerns shall include a representative from each of the eight districts and 10 members at large nominated by the Conference Nominating Committee. Conference Disability Ministries Coordinator(s) named by the Conference Committee on Disability Concerns shall be ex-officio members with voice but no vote. It is recommended that at least 50% of the Committee members should be persons with disability or disabilities.

**O. Discipleship, Board of (BOD)** - 39 members - [¶630, *The Discipline*]

1. Membership on the Board of Discipleship shall include three representatives from each of the eight districts chosen to represent the following categories: Discipleship, Stewardship, Worship, and/or Christian Spirituality; fifteen members at large, among whom shall be a young adult, a youth, and representatives of United Methodist related groups whose purposes further the work of the Conference Board of Discipleship. Members of the GBOD residing in the Conference shall be ex-officio with vote.
2. The Board shall name the Annual Conference Worship Chairperson(s) of the Sessions Committee.

**P. Episcopacy, Committee on** - 15 member, quadrennial terms [¶637, *The Discipline*]

1. Membership on the Committee on the Episcopacy shall include 5 clergy, 5 laymen, and 5 laywomen, provided that one layperson shall be the Conference Lay Leader; and one shall be a young adult. In addition, the two members of the Jurisdictional Committee on Episcopacy representing this Annual Conference shall be ex-officio members with vote. The Bishop shall appoint 3 members to the Committee.
2. Chairperson (or designee) shall be a member and chairperson of the Episcopal Residence Committee.

**Q. Episcopal Residence Committee** - 3 members - [¶638, *The Discipline*]

Membership on the Episcopal Residence Committee shall include the Chairpersons, or their designates, of the Committee on Episcopacy (who shall serve as chairperson), the CFA and the Board of Trustees.

**R. Equitable Compensation, Commission on** - 18 members - [¶625, *The Discipline*].

1. Membership on the Equitable Compensation Commission shall be composed of equal numbers of lay and clergy persons, including one Cabinet Representative; one representative each from

- CFA, Ordained Ministry and Congregational Development; and Members at Large so that the total membership shall not exceed 18 persons. At Large Members shall include at least one permanent deacon, at least one local pastor; at least one layperson, and at least one clergy person from churches fewer than 200 members; at least one layperson and at least one clergy person from churches receiving Equitable Compensation Fund assistance.
2. The Commission shall name one representative each to the Board of Congregational Development without vote, and to the Personnel Policy Committee (with vote).
  3. Equitable Compensation Fund Policy (See “Standards for Conference Compensation Assistance Funding” found in the Policies section of the Conference Rules).
- S. Ethnic Ministries, Commission on** – 28 members
1. To coordinate and design programs to meet the needs of the various ethnic congregations of our Annual Conference, to identify needed resources and to advocate for the concerns and dreams of our pluralistic community of Faith.
  2. Membership on the Commission on Ethnic Ministries shall include a representative from each District, the vice-president of the Conference Hispanic Committee, a liaison from the Korean Ministry Council, and 18 members at large from all the six major Ethnic groupings (Asian, Black, Hispanic, Native American, Pacific Islander, and White).
  3. The Commission shall name one representative to the Board of Congregational Development with vote, a representative to the Native American Committee and to the Korean Ministry Council.
- T. Evangelism, Board of** – 25 members – [¶630.3, *The Discipline*]  
Membership on the Board of Evangelism shall include a representative from each of the eight districts, a representative of the Conference Hispanic Committee, plus 14 members at large, a liaison from the Korean Ministry Council and the Cabinet without vote. GBOD members assigned to the Evangelism section of that agency, residing within the Conference shall be ex-officio with vote.
- U. Extended Cabinet** [¶608, 429, 619, *The Discipline*]  
By Bishop’s appointment, in accordance with Disciplinary provisions, the Extended Cabinet includes the following: Bishop and Cabinet, Bishop’s Assistant, the Executive Director of Finance and Administration, the Executive Director of Connectional Ministries, the Director of the Conference Foundation, and the Conference Lay Leader.
- V. Finance and Administration, Council on (CFA)** – [¶611-618, *The Discipline*]
1. Quadrennial term. 18 members, except for the last year of the quadrennium when there may be 21 members. GFCA and JCFA members residing within this Conference (with vote), and the following, all ex-officio without vote: the Bishop, a Cabinet liaison, and a Conference Leadership Team liaison.
  2. The Council shall send a representative to the Commission on Equitable Compensation and the Personnel Policy Committee. The chairperson shall be a member of the Episcopal Residence Committee.
  3. Responsibilities
    - a. Budget recommendations to Annual Conference
      - (1) The Council shall make a diligent effort to secure full information regarding all Conference interests so that none will be neglected, jeopardized or excluded. In order to secure such information the Council shall hold Budget Hearings; all Boards, Councils, Commissions, Committees and Conference related institutions or agencies who wish to secure any funds shall be invited (and expected) to appear in order to make their requests and to hear the other presentations. Such hearings shall be open to any interested person. The Conference Leadership Team shall study and coordinate the budget askings of Conference agencies as they relate to Conference program and shall make recommendations regarding the same to the CFA.
      - (2) After the Budget Hearings, and after consultation with the Conference Leadership Team, the Council shall adopt and recommend to the Annual Conference budgets and/or procedures which are designed to secure such interests insofar as, in their judgment, the funds are available or may be raised. These proposed budget(s) and procedures shall be published for Conference review in the Conference Preliminary Report.
      - (3) The Council shall recommend to the Annual Conference the following:
        - (a) the Ministerial Support Budget
        - (b) the Administration Budget
        - (c) the World Service and Conference Benevolence Budget;

- (d) the Special General Church Apportionments; and
  - (e) the quotas for Christian Education Sunday, Human Relations Day, Youth Service Fund, United Methodist Student Day, and such others as may become supported.
- b. The Council shall be responsible to oversee the office of the Executive Director for Finance and Administration and the Statistician. It shall provide for an annual audit of the accounts of the Treasurer as they consider necessary.
- c. The Conference Treasury, under the direction of the CFA, shall be constituted a depository for funds designated for all Conference Boards, Councils, Commissions and Agencies participating in the Conference Benevolence budget. Unless otherwise provided in *The Discipline*, the person serving as Executive Director for Finance and Administration shall serve as Treasurer of each Conference Board, Council, Commission and Agency participating in the Conference Benevolence budget.
- d. The Annual Conference places with the Conference CFA the responsibility and authority of the business affairs of the United Methodist Church Center with the understanding that each Board and Agency located at the Center be invited to designate one person to represent them at meetings of the Business Affairs Sub-committee of the Council. The Leadership Team shall be asked to designate two representatives who shall represent all Boards and Agencies related to the Ministry Areas. All designated representatives shall have voice without vote.
- e. Apportionments and Conference Budget Procedures.
- (1) In relation to the various causes for which financial amounts are assigned to the local church the following terminology shall be used: “Apportionments” shall refer to the amounts assigned to the local church for (1) the Ministerial Support budget, (2) the Administration budget, (3) the World Service and Conference Benevolence and (4) Special General Church Apportionments; “Quotas” shall refer to amounts assigned to the local Church for special day offerings and all other causes for which a budget or goal is adopted by the Annual Conference. All apportionments and quotas assigned to the local church shall (unless otherwise determined) be based upon the Grade Figure process.
  - (2) The CFA shall be guided by the following rules when recommending to the Annual Conference the various budgets which shall be apportioned to the local churches of the Conference.
    - (a) The total Ministerial Support, Administration, World Service and Conference Benevolence budgets and Special General Church Apportionments which are apportioned to churches of the Annual Conference shall not exceed a fixed percentage of total local church expenses after adjustment to exclude:
      - (i) principal and interest on indebtedness, loans and mortgages, etc.;
      - (ii) buildings and improvements, not including funds borrowed;
      - (iii) Ministerial Support;
      - (iv) Administration;
      - (v) World Service and Conference Benevolence apportionments; and
      - (vi) Special General Church apportionments.
 This fixed percentage, which determines the maximum dollar total that may be apportioned to the churches for the next succeeding year’s budget, shall be developed from the last full fiscal year reports of the local church to the Annual Conference.
    - (b) The fixed percentage as referenced above shall be 26.3% [based upon the relationship of the 1973 apportionment of \$4,242,429 with the adjusted total paid by the local churches as outlined above - of \$16,129,899, the last fiscal year reported at the time the 1973 apportionments were set]. The percentage may be changed only by a two-thirds vote of the Annual Conference.
    - (c) After the Ministerial Support and Administration Budget has been adopted by the Annual Conference the Council shall assign the total amount to the churches.

The total amount of the Ministerial Support Budget shall be assigned to the Churches in one sum. Likewise, the total amount of the Administration Budget shall be assigned to the churches in one sum. The Executive Director for Finance and Administration shall divide all funds received from the churches and designated for a particular budget on a percentage basis among

the items included in the budget.

After the World Service and Conference Benevolence Budget has been adopted by the Annual Conference the Council shall assign the total amount to the churches.

- (d) The World Service and Conference Benevolence Budget shall consist of two sections. These are:
  - (i) World Service (a General Church apportionment) and Conference Benevolence apportionment representing the operating, capital and program requirements of designated Conference agencies.
  - (ii) District Societies and Unions.

The Executive Director for Finance and Administration shall prorate all receipts on all items on the basis of the relationship of each item to the total budget.
- (e) Each local church shall pay 5/12 of its annual apportionments by May 31 of each year.

**W. Foundation, California-Pacific** – 24 members - [¶2513, *The Discipline*]

- 1. To seek means of obtaining gifts and grants to underwrite and endow the ministry and program of the Annual Conference. A corporation.
- 2. Membership on the California-Pacific Foundation Board of Directors is determined in accordance with its By-Laws, as approved by the Annual Conference.
- 3. Recommendations for Board membership shall be made to the Conference Nominating Committee by the Bishop and Cabinet of the California-Pacific Annual Conference.

**X. Global Ministries, Board of (BGM)** – 39 members - [¶633, *The Discipline*]

- 1. Membership on the Board of Global Ministries shall include a representative from each of the eight districts, the Conference Secretary for Global Ministries, a representative of UMM, two representatives of UMW (one of which shall be the Education and Interpretation Coordinator), a youth representative at large, a young adult representative at large, 21 members at large, Missionary Support Coordinator, Conference Disaster Coordinator, representative from the Hunger Taskforce, and the Conference Coordinator for Volunteers-in-Mission. Ex-officio with vote are the GBGM representative(s) and the UMW Jurisdiction Leadership Team representative residing in the bounds of this Conference, the chairperson of the Conference to Conference Committee, the President of the United Methodist Joint Commission for Church Extension and Cooperation between Mexico and the U.S.A., and the liaison from the Conference Hispanic Committee.
- 2. The Board shall name a representative to the Native American Committee. The Conference Secretary for Global Ministries, or designee, shall be a representative to the Pacific Islanders' Commission.

**Y. Higher Education and Campus Ministry, Board of (BHECM)** – 20 plus ex-officio members – [¶634, *The Discipline*]

Membership on the Board of Higher Education and Campus Ministry shall include:

- 1) One representative from each of the eight districts (elected by the District Conference);
- 2) Two campus ministers recognized by the BHECM (elected by the campus ministers);
- 3) Two student representatives from campus ministries recognized by the BHECM (nominated by the Conference Nominating Committee);
- 4) One student representative of the United Methodist Student Movement (elected by the students attending an official gathering of the UMSM);
- 5) One representative from the Claremont School of Theology (selected by the President of CST);
- 6) One representative from the Conference Board of Trustees (selected by the Trustees); and
- 7) Five members at large (nominated by the Conference Nominating Committee).
- 8) Any GBHEM members residing within the boundaries of the Conference will serve as an ex-officio member with vote.
- 9) One District Superintendent shall serve as an ex-officio member of the Board with voice but without vote.
- 10) The Conference Director of Connectional Ministries shall serve as an ex-officio member of the Board with voice but without vote.
- 11) With the exception of the two campus minister representatives indicated above, campus ministers who are serving campus ministries recognized and supervised by the BHECM shall not serve as District Representatives, At-Large members, or voting ex-officio members of the BHECM. They shall be ex-officio members of the BHECM without vote.

The Executive Committee of the Board of Higher Education and Campus Ministry shall consist of the Chairperson, Vice-Chairperson, Recording Secretary, and Financial Secretary of the BHECM (all to be elected by the BHECM at its first meeting following the Annual Conference), as well as the Director of Connectional Ministries, one of the two Campus Minister representatives (selected by the campus ministers), and the UMSM representative. The Executive Committee shall have authority to conduct the business of the Board in between meetings of the Board subject to review and approval by the Board.

**Z. Hispanic Committee, Conference – 21 members**

1. Within the California-Pacific Conference, the Conference Hispanic Committee is the one responsible to provide guidance to administer designated funding and resources, and to conduct the evaluations for (1) the development of new Hispanic congregations; (2) provide assistance in the revitalization of existing Hispanic ministries; (3) and assist the Director of Latino Ministries in the implementation and further development of the National Plan for Hispanic-Latino Ministries in the California-Pacific Annual Conference; (4) the Conference Hispanic Committee will advocate the development of covenants in every situation where Hispanics share facilities in the California-Pacific Annual Conference, as well as in the decision concerning present and future Hispanic facilities.
2. It is recommended that 2/3 of the membership of this committee be Hispanic representatives from all of the districts of the annual conference; a member of the cabinet; the staff person from Ministerios Latinos; as well as members from Congregational Development, Urban Ministries, Finance, Religion and Race, and Trustee Committee of the California-Pacific Annual Conference.
3. The Director of Latino Ministries will be an ex-officio member of this committee and will have voice, but no vote.
4. Likewise, the chairperson of the committee will not have a vote, unless to break a tie on any issue brought before the Conference Hispanic Committee.

**AA. Incapacity, Joint Committee on – 7 members - [¶652, *The Discipline*]**

Membership on the Joint Committee on Incapacity shall include three representatives of the Board of Pensions, three representatives of the Board of Ordained Ministry, and a Cabinet representative.

**AB. Investigation, Committee – 9 members, quadrennial terms - [¶2706, *The Discipline*]**

Membership on the Committee on Investigation shall include seven clergy members and two lay members nominated by the Bishop. None may be on the Board of Ordained Ministry. Five alternate clergy and one lay alternate shall also be named. There shall be a Cabinet liaison (ex-officio without vote).

**AC. Korean Ministry Council – 21 members**

1. As an integral part of the Conference the Council will resource Korean-American churches within the Annual Conference to meet their growing needs and vitalize their ministries as they seek to be vibrant and faithful mission partners with other churches and members of the Annual Conference.
2. Membership on the Council shall include 18 at-large members who are Korean-Americans and representatives from the CFA, Western Jurisdictional Korean Mission, and Ethnic Ministries. At least one of the at-large members shall be a Korean-American youth or young adult. If possible, one at-large member should be from the Hawaii District.
3. Additional representative members from other conference boards and agencies can be named when deemed necessary.

**AD. Laity, Board of – 36 members - [¶631, *The Discipline*]**

1. Membership on the Board of Laity shall include the Conference Lay Leader, who shall be the chairperson, two representatives from each district, the Conference Director of Lay Speaking, a UMM representative, a UMW representative, and 16 members at large. It is recommended that one member at large be a Youth and that another be a Young Adult. Because the purpose of this Board is to enable the ministry of Laity, it is recommended that no more than five members at large be clergy. It is further recommended that at least one representative from each District be the Lay Leader, Co-Lay Leader or Associate Lay Leader.
2. The Conference Lay Leader or representative shall be named as a representative to the Sessions Committee.

**AE. Lawyers' Committee – 9 members**

1. To provide a network for legal advice and support throughout the Annual Conference.
2. Membership on the Lawyers' Committee shall include eight District Lawyers appointed by the District Superintendents, the Chancellor of the Conference (who shall be the chairperson), and

a Cabinet Liaison (ex-officio without vote).

3. The Committee shall name a representative to the Congregational Loan Committee. The Chancellor shall be an ex-officio member of the Board of Trustees without vote.

**AF. Leadership Team, Conference (CLT)**

1. Membership of the Leadership Team shall include: the Dean of the Cabinet, the Conference Lay Leader, and sixteen members at-large. Eight of the members at-large (four clergy and four lay persons) shall be selected by a process similar to election of General Conference delegates and eight shall be nominated by the Conference Nominating Committee and elected by the Conference. It is strongly recommended that at least one youth and one young adult be included. The Bishop shall be ex-officio without vote.
2. Members of the CLT shall be assigned to one of four classes, to be filled on a rotational basis. A member shall be elected to a four-year term, with the possibility of being elected for a maximum of two terms. Vacancies are filled by electing the new person to the class with the vacancy, meaning a person may serve less than four years in a term. At each annual conference, there will be an election by ballot of the annual conference to determine one lay and one clergy member of the CLT, following nominations being allowed from the floor. In addition, one lay and one clergy member will be nominated by the Nominating Committee for election. As needed, election to fill positions vacated mid-term will take place in a manner consistent with the type of vacancy to be filled. [Note: If a Youth and/or Young Adult is elected they will serve a full term even beyond the age of youth and/or young adult.]
3. The Conference Leadership Team will:
  - a. Evaluate the Annual Conferences progress in fulfilling its primary tasks.
  - b. Change the focus of the annual conference sessions to serve as a visioning “retreat.”
  - c. Assist all Conference Committees, commissions, boards, agencies and staff, to identify specific goals and objectives that will enable the Annual Conference to fulfill its primary tasks.

**AG. Native American Committee** – 11 members, a majority of Native Americans where possible - [¶654, *The Discipline*]

Membership of the Native American Committee shall include:

- 3 members-at-large elected;
- 1 representative from the Conference Board of Global Ministries;
- 1 representative from the Commission on Ethnic Ministries;
- 1 representative named by each of the four “gatherings”;
- 1 representative from the Native American Church;
- 1 representative from the Native American Caucus;
- a Cabinet representative and a Native American pastor, both without vote.

**AH. Nominating Committee** – 27 members

1. To nominate, for election by the Annual Conference, the members, directors, or trustees of all Conference groups including Councils, Boards, Commissions, Committees, Agencies and institutions whose nominations are not governed by *The Discipline*, Conference Rules, by-laws of a corporation or laws of the state and to monitor membership numbers for balance and inclusiveness.
2. Membership of the Conference Nominating Committee shall include a clergy and a laity from each of the eight Districts; the Conference Lay Leader or a representative; one representative each from UMM and UMW; two representatives each from youth and young adults; four members at large nominated by the Bishop, one of whom shall be a clergy woman; and the following all ex-officio without vote: a computer consultant, and a Cabinet liaison.
3. At the first Annual Conference session following a regularly scheduled General Conference, the Conference Nominating Committee shall nominate the Conference Secretary and the Conference Statistician for election for the succeeding Conference quadrennium.

**AI. Ordained Ministry, Board of (BOOM)**

1. Quadrennial terms. 52 members, of which 11 shall be laypersons, except for the last year of the quadrennium when there may be 57 members, of which 12 shall be laypersons. Members specified in ¶635, *The Discipline* shall serve ex-officio with vote. A Cabinet Liaison will be appointed ex-officio without vote.
2. The duties of the Board shall be as described in ¶635, *The Discipline*.
3. The Board shall appoint one member to serve on each of the District Committees on Ordained Ministry.
4. The Board shall name three of its members to the Joint Committee on Incapacity. One representative shall be named to serve on Equitable Compensation, Sessions and Pacific

- Islanders' Commission.
5. Candidates for Ordained Ministry are to follow the procedures as indicated in ¶310-314, *The Discipline*. Further information and Guidelines for Candidacy Process District Level, may be received from the Assistant Registrar for Candidacy. As a part of the Candidacy Studies the applicants shall participate in a psychological assessment process to assist them in the determination of their fitness for the ordained ministry. The guidelines for such assessment will be provided by the Board of Ordained Ministry. Any additional cost (beyond the guidelines) for such assessment will be shared by the applicant, the local church recommending the applicant, and the Board of Ordained Ministry.
  6. Local Pastors shall qualify and be governed by the requirements indicated in ¶315-320, *The Discipline*. In addition to yearly progress in the Course of Study and the requirements of ¶324.6, *The Discipline 2008* for Provisional Membership by Local Pastors, Local Pastors are required to complete two years of full-time service, or four years of part-time service or its equivalent, as certified by the Bishop and Cabinet. Further information may be received from the Assistant Registrar for Local Pastors.
  7. Provisional Members with Deacon's Orders and applicants for Provisional Membership and Deacon's Orders (under the 1992 *The Discipline*) or Commissioning (under the 1996 *The Discipline*) shall meet the qualifications prescribed in the appropriate *The Discipline*. (See ¶324). In addition to the above the following policies/rules of this Annual Conference are in effect:
    - a. All such applications shall be received prior to September first for consideration at the next Annual Conference session.
    - b. Recommendations by the District Committee on Ordained Ministry for Probationary applicants shall be acted upon and communicated to the Conference Board by October 1. Each candidate shall have been a certified candidate for Provisional Membership and commissioning for at least one year, and no more than 12 years. [¶324.1 *The Discipline*.]
    - c. Applicants for Provisional Membership must comply with provisions of ¶324 of *The Book of Discipline 2008*.
    - d. In responding to the Missional Priority of the Annual Conference exceptions to c. above may be granted by a 2/3 majority vote of the Executive Committee of the Conference Board.
  8. Applicants for Full Connection and Deacon's Orders shall meet the requirements as prescribed in ¶330-331, *The Discipline*. Applicants for Full Connection and Elder's Orders shall meet the requirements as prescribed in ¶332-336, *The Discipline*. The following policies and rules of this Annual Conference are also effective:
    - a. Each Provisional Member will be required to complete eight Residency in Ministry (RIM) seminars provided by the Board of Ordained Ministry. (Two of the seminars may be elective events approved by the Residency Committee of the Board of Ordained Ministry. If appointed beyond the bounds of this Annual Conference, up to four seminars may be elective events approved by the Board). Eligibility for RIM is a Masters of Divinity or equivalent degree and an appointment by the Bishop. Such appointment includes less-than-full time appointments and limited participation by those appointed to school or on leave of absence, family leave or incapacity leave.
    - b. All applications shall be received prior to September 1 for consideration at the next Annual Conference session.
  9. The following policies/rules apply to ordained ministers who are Probationary or Full Members of the Annual Conference:
    - a. All members of the Conference in effective relationship in Extension Ministries, Appointments Beyond the Local Church and members on Leave of Absence or Family Leave shall report annually, not later than April 15, to the Board of Ordained Ministry on forms provided for such purposes.
    - b. Any member contemplating a Sabbatical Leave is urged to carefully read ¶352, *The Discipline*. All Sabbatical plans are to be submitted in writing to the Board prior to March 1 of the proposed Sabbatical year and an interview will be scheduled.
  10. The Board operates according to procedures and guidelines described in ¶301-369 and ¶635, *The Discipline*.
- AJ. Pacific Islanders Commission** – membership variable, dependent on number of currently active congregations
1. To promote the work and enable the ministry of the various congregations of the Pacific Islands' natives both on the mainland and in the Pacific.

2. Membership on the Pacific Islander Commission shall include one clergy and one laity from each of the identified congregations, two non-Pacific Islander laity from each Pulenga, one representative each from the Board of Ordained Ministry and the Board of Global Ministries and two District Superintendents (one from each Pulenga).
3. Officers of the Pacific Islander Commission shall consist of:
  - a. Co-Chairpersons: Samoan and Tongan from Hawaii/ Mainland Pulenga
  - b. Four Coordinators: Samoan and Tongan from each Pulenga
  - c. Two Comptrollers: Samoan and Tongan from separate Pulenga
  - d. Two Secretaries: Samoan and Tongan from separate Pulenga
  - e. One Treasurer: Cal-Pac Executive Director for Finance and Administration
  - f. Four Assistant Treasurers: Samoan and Tongan from each Pulenga
4. The Pacific Islander Commission shall meet annually: To be held alternately between Hawaii and the Mainland. Emergency meetings shall be called by the Executive Committee.
5. Pulenga (working committees) - The Pacific Islander Commission shall consist of two Pulenga, one in Hawaii and one on the mainland. Each Pulenga shall consist of one pastor and four lay persons, one of whom shall be a woman and one a youth, from each member congregation; the Cabinet representative; and any non-Pacific Islands' pastor or lay person named in the Commission's membership above.
6. Responsibilities and Relationships
  - a. The Commission shall provide advice and counsel to the Bishop's Cabinet on the starting of new congregations, on the termination of congregations and on matters relating to appointments to Pacific Islanders' congregations.
  - b. With regard to ministerial leadership the Commission itself shall be sensitive to the unique cultural and religious heritage of Pacific Islanders as well as the historical Wesleyan tradition of Methodism, and shall interpret *The Discipline* with due regard for its permissive inclusiveness in validating the variety of leadership styles within United Methodism.  
The Commission will work with the District Committees on Ordained Ministry and the Conference Board of Ordained Ministry, as well as other agencies of the Church, to implement this concern.
7. Implementation - These By-laws, as revised, shall become effective upon their approval by the Annual Conference and may be revised or amended upon approval by the Pacific Islanders' Commission and ratification by the Annual Conference.

**AK. Peace with Justice Committee** – 16 members [¶628.2, *The Discipline*]

Membership on the Peace with Justice Committee shall include a representative from each of the eight districts, the Conference Peace with Justice Coordinator named by the Conference Board of Church and Society, the Conference Peace with Justice Educator selected by the Conference Peace with Justice Committee, a youth representative at large, a young adult representative, and 4 members at large nominated by the Conference Nominating Committee.

**AL. Pensions, Board of** – 15 members, eight year terms in classes - [¶639, *The Discipline*]

1. It is recommended that membership on the Board of Pensions include five clergy, five laymen, five laywomen (not indebted to Pension and Benefit funds, plans, and programs, except for retired clergy) plus, ex-officio with vote, the General Board of Pensions and Health Benefits members residing within the Conference, and a Cabinet liaison (without vote).
2. The Board shall appoint three members to the Joint Committee on Incapacity.
3. Additional Regulations
  - a. The Board shall notify all Clergy Conference members of the death of a Clergy Conference member, and the spouse of a Clergy Conference member.
  - b. The Board shall edit and publish an In Memoriam booklet the content of which shall also be included in the Conference Journal.

**AM. Personnel Policy Committee, Conference** – 22 members

1. To develop personnel policies and recommend salary ranges and categories of employment for professional and support staff of the Annual Conference, and to monitor, review and serve as a final appeal board for all Conference employees.
2. Membership on the Conference Personnel Policy Committee shall include one representative from each of the following: Conference Leadership Team, CFA, the Board of Pensions, the Board of Camping, Outdoor and Retreat Ministries (BCORM), and the Commission on Equitable Compensation, 11 members at large and the following (all ex-officio, without vote): Affirmative Action Officer, who shall be selected by the Committee, Executive Director for Finance and Administration, Director of Connectional Ministries, the Director of Operations of

BCORM, the Personnel Coordinator and a Cabinet liaison. No conference employee or immediate family member of a conference employee may serve on the committee.

3. Scope - Responsibility for all program, fiscal and support staff related to the United Methodist Center or deployed by the Annual Conference specifically including: Conference Trustees, United Methodist Foundation, Board of Pensions, Conference Ministry Areas, and CFA.
4. Tasks -
  - a. Develop proposed personnel policies and recommend salary ranges.
  - b. Be responsible for personnel policy decisions interim of Annual Conference.
  - c. Monitor and review compliance with policies.
  - d. Act as the final appeal board for employee grievances.
  - e. Review and make recommendations regarding new staff positions.

**AN. Religion and Race, Commission on (CORR) – 25 members, [¶643, *The Discipline*]**

Membership on the Commission on Religion and Race shall include a representative from each district, a youth representative at large, a young adult representative at large, 14 members at large, and a liaison from the Korean Ministry Council. All GCRR members residing within the Conference shall serve as ex officio, with vote. A majority of the members shall be ethnic minority persons.

**AO. Response Task Force on Welcoming – 21 members, annual term**

1. The purpose and work of the task force:
  - a. To help make our churches more “welcoming” to all people, without regard to sexual orientation, race, ethnicity, national origin, language or status, in order to be consistent with the mandate of inclusiveness found within the Discipline.
  - b. To include every local church in constructive dialogue on the Christian response to the issue of homosexuality and other matters of controversy facing the church and the world, which are referred to the task force by the Annual Conference or the Bishop.
2. All the members of the task force shall be at large; with 10 nominated by mutual agreement of the Bishop and Conference Lay Leader and the remaining 11 nominated by the Conference Nominating Committee. The task force shall have a broad theological diversity with a variety of view points regarding the Christian response to homosexuality and the other issues on its agenda. It is strongly recommended that the membership include people from a diversity of racial/ethnic groups and sexual orientations.
3. The task force will have at least two co-chairs to coordinate its work. The task force shall designate additional co-chairs who represent different theological perspectives on the Christian response to homosexuality and each of the other issues before it.

**AP. Rules Committee - 9 members**

1. To monitor and be a responsive body for the organizational procedures of the Annual Conference and to serve as the appeal body when there is a disagreement on interpretive matters between agencies concerning the published Rules and Policies.
2. The Rules Committee shall have primary responsibility for the orderly coordination of all Conference Rules, Policies, Standards, and Guidelines, which are published, or to be published, in the Rules and Policies section of the Conference Journal.

**AQ. Sessions Committee - 32 members**

1. To oversee all matters related to the holding of Annual Conference Sessions. The Committee shall also be a policy-making committee and shall have authority to appoint committees and/or persons to fulfill its responsibilities.
2. There shall be a Design Team, convened by the Agenda Chairperson, with responsibility to develop the agenda and format of the Annual Sessions. The Design Team will include three members nominated by the Bishop, three members appointed by the Conference Leadership Team and three members nominated by the Extended Cabinet, subject to confirmation by the Conference Nominating Committee and election by the Annual Conference.
3. The Chairperson shall be nominated by the Bishop and elected by the Annual Conference.
4. Membership on the Conference Sessions Committee shall include the host Superintendent and two host pastors; the Bishop (a non-voting member), and the Bishop’s designate; the Conference Secretary, the Executive Director of Finance and Administration (Treasurer), the Executive Director of Connectional Ministries, and the Conference Lay Leader (or representative of the Board of Laity); the Agenda Chairperson (nominated by the Conference Secretary and confirmed by the Bishop); the Worship Chairperson (nominated by the Board of Discipleship); two representatives from the Board of Ordained Ministry, and one representative from each of the following: CCYM, CCYAM, Clergymates, and Communications; the editor of Circuit West; a representative from the Conference Leadership Team; the President (or

his/her representative) from UMM and UMW; the Registrar for Sessions, six members at large (in three-year classes); plus four members nominated by Sessions for expertise and technical responsibilities; all subject to confirmation by the Conference Nominating Committee and election by the Annual Conference.

**AR. Status and Role of Women, Commission on (COSROW) - 36 members - [¶643, *The Discipline*]**

1. Membership on the Commission on the Status and Role of Women shall include a representative of the District Committees on Status and Role of Women, a youth representative at large, a young adult representative at large, one representative each from UMM and UMW, a clergy woman at large, a clergy man at large, a clergy spouse at large, an older adult at-large, twenty members at large, to take into account the adequate representations of racial and ethnic groups and of the various age categories, and to include persons of special competence.
2. A majority of the members shall be women. [¶643, *The Discipline*]

**AS. Strengthen the Black Church, Committee to – 20 members**

1. To strengthen and develop African-American churches within the Annual Conference.
2. Membership on the Committee to Strengthen the Black Church shall be composed of six clergy, six laywomen, and six laymen all elected at large; in addition, the chairpersons of Conference Black Methodists for Church Renewal (BMCR) and the Ebony Prophets shall be members. It is strongly recommended that all members shall be black, or members of black churches.

**AT. Trustees, Board of - 12 members, 4 year terms in classes - [¶2512, *The Discipline*].**

1. Membership on the Board of Trustees shall include 4 clergy, 4 laymen, and 4 laywomen, all of legal age; and ex-officio without vote, the Chancellor and a Cabinet liaison.
2. The Board of Trustees shall follow a Property Management Manual as amended by the Board from time to time; a copy is available on request.

**AU. Young Adult Ministries, Conference Council on – 26 members – [¶650, *The Discipline*]**

**A. Definition**

1. Young Adults in the Conference shall be considered to be individuals out of high school and between the ages of approximately 19 through 35 including those selected as young adult representatives at local church, district and conference levels.
2. *College Age* students shall be those Young Adults who are students in colleges or universities or in the age range of undergraduate studies.
3. *Young Professionals* shall be those Young Adults who are out of college and under 35.
4. All Coordinators and Representatives on the Conference Council on Young Adults shall be young adults age 19-35.
5. CCYA members must be members of their District A-Team.
6. The Council shall select one representative to the Sessions Committee.
7. Young Adult representatives to General, Jurisdictional and Conference Boards and Agencies are ex-officio members of the Council (with voice if General or Jurisdictional representative).

Local churches are urged to structure ministry and fellowship groups (including the age ranges) for *College Age* and *Young Professionals* so as to maximize the effectiveness of their local church ministries.

**B. Membership on the Conference Council on Young Adult Ministries shall include:**

1. One elected District Young Adult Coordinator from each of the eight districts.
2. One appointed District Young Adult Representative from each of the eight districts.
3. One elected Young Adult President of CCYA.
4. Conference Director of Young People Ministries.
5. Conference Coordinator of Young Adult Ministries.
6. Seven members at large.

**C. Elections and Appointments**

1. District Young Adult Coordinator
  - a. Election of the District Young Adult Coordinator shall take place every two years with a limit of five terms.
  - b. Nominations may be submitted by District A-Teams, District Superintendents and the Conference Director of Young People Ministries.
  - c. Election will be made by District A-Team participants and will be overseen by the District Superintendent and Conference Director of Young People Ministries.
  - d. First four Districts in alphabetical order shall hold District Young Adult Coordinator elections during even years and the latter four Districts shall hold elections during odd years.

2. District Young Adult Representatives shall be appointed for a minimum one year term by each District A-Team.
3. CCYA Cabinet
  - a. The President position shall be independent from the positions of Coordinator and Representative. The President of CCYA shall be nominated and elected annually from current Young Adult members of CCYA.
  - b. The positions of Vice-President and Secretary shall be held by current Young Adult members of CCYA. Vice-President and Secretary shall be nominated and elected annually.
4. Conference Coordinator of Young Adult Ministries shall be nominated each year by the District Leadership Team upon recommendation of the Conference Director of Young People Ministries to provide guidance and support to the ministries with Young Adults.
5. Members at Large may be appointed by the Conference Coordinator of Young Adult Ministries and the District Superintendents upon confirmation by the Conference Director of Young People Ministries.

**AV. Youth Ministries, Conference Council on – 40 members – [¶649, *The Discipline*]**

1. Membership on the Conference Council on Youth Ministries shall include three youth representatives from each District, the eight District Youth Coordinators, the elected Youth President of CCYM, the Conference Youth Coordinator, the chairperson of the Adult Workers with Youth Task Force, the chairperson of the Junior High Task Force, and one adult and three youth members at large. It is recommended that at least two-thirds of the membership of the Council be youth.
2. The Council shall select one representative to the Sessions Committee.

*[Editor's Note: A proposed rule change was submitted to the Rules Committee and, after consultation with the Conference Coordinator of Youth Ministries, was intended to be included in the report of the Rules Committee to the Conference Session. It was inadvertently omitted from the report and therefore did not receive action of the Conference. The proposed membership is included here for advisory purposes and will require action of the 2010 Conference.]*

**AV. Youth Ministries, Conference Council on – 36-44 members – [¶649, *The Discipline*]**

- A. Definition:
  1. Youth in the Conference shall be considered to be individuals attending Middle School and High School.
  2. All Coordinators and Representatives on the Conference Council on Youth Ministries shall be members of their District A-Team.
  3. The Council shall select one representative to the Sessions Committee.
  4. Local churches are urged to structure ministry and fellowship groups (including the age ranges) for Junior High and High School students so as to maximize the effectiveness of their local church ministries.
- B. Membership on the Conference Council on Youth Ministries shall include:
  1. One or two elected District Youth Coordinators from each of the eight districts.
  2. Two appointed District Youth Representatives from each of the eight districts, plus one Alternate Representative.
  3. One elected Youth President of CCYM.
  4. Conference Director of Young People Ministries.
  5. Conference Coordinator of Youth Ministries.
  6. One liaison to Junior High Events.
  7. One liaison to High School Events.
  8. Seven members at large.
- C. Elections and Appointments
  1. District Youth Coordinator
    - a. Election of the District Youth Coordinator(s) shall take place every two years with a limit of five terms.
    - b. Nominations may be submitted by District A-Team, District Superintendent and Conference Director of Young People Ministries.
    - c. Election is made by the District A-Team participants and will be overseen by the District Superintendent and the Conference Director of Young People Ministries.
    - d. First four Districts in alphabetical order shall hold District Youth Coordinator elections during even years and the latter four Districts shall hold elections during odd years.
  2. District Youth Representatives shall be appointed for a minimum one year term by each

- District A-Team.
3. CCYM Cabinet
    - a. The President's position shall be independent from the positions of Coordinator and Representative. The President of CCYM shall be nominated and elected annually from current Youth members of CCYM.
    - b. The positions of Vice-President and Secretary shall be held by current Youth members of CCYM. Vice-President and Secretary shall be elected annually.
  4. Conference Coordinator of Youth Ministries shall be nominated every two years by the District Leadership Team upon recommendation of the Conference Director of Young People Ministries to provide guidance and support to the ministries with Youth.
  5. Members at Large may be appointed by the Conference Coordinator of Youth Ministries and the District Superintendents upon confirmation by the Conference Director of Young People Ministries.

**AW. Young People Ministries, A-Team (Advance Team) for –**

- A. Definition: The A-Team is a district leadership committee open to all youth and young adult workers from their district. A-Team meets to network, plan district-wide events and training, and voice their feedback and needs to their District and to the Conference.
- B. Organization: A district may have more than one A-Team in order to cover large areas under approval and supervision of the Conference Director of Young People Ministries. Each A-Team will designate a gathering calendar for the year. When a district has more than one A-Team, district-wide gatherings shall be scheduled for all District A-Teams to participate in a single gathering.
- C. Leadership: The Executive Director of Connectional Ministries shall assign a Conference Director of Young People Ministries to provide leadership, vision and accord among the Youth and Young Adult ministries in the Conference, including District A-Teams, CCYM and CCYA. District CCYM and CCYA coordinators shall provide leadership to the local A-Team gatherings.

**VIII. DISTRICT STRUCTURES**

- A. **District Conferences:** District Conferences shall be held as provided in ¶657 and ¶658, *The Discipline*. The District Leadership Team and District Superintendent shall determine the membership of the District Conference.
- B. **District Leadership Teams:** The District Leadership Teams may be organized by the District Conference according to ¶659.7 and ¶660 *The Discipline*.
- C. **District Planning and Strategy Committee**
  1. There shall be in each district a Planning and Strategy Committee elected by the District Conference. One member shall be selected by the Committee and elected by the District Conference as the representative to the Board of Congregational Development.
  2. This Committee shall coordinate with the District Leadership Team, the District Union/Society and the District Board of Church Location and Building in complying with the functions as outlined in *The Discipline*.
  3. This Committee shall serve as a vital link between the District structures, the District Superintendent and the Board of Congregational Development. They shall evaluate, strategize and prioritize the needs of the district, including changing neighborhoods, mergers, unions, relocations and discontinuances and submit comprehensive recommendations to the Conference Board of Congregational Development.
- D. **Other District Structures:** Each District shall form a structure that best reflects the needs of the District, taking into account the representational needs of the District to the Conference structure and taking care to follow *The Discipline* and the Conference Rules.

**IX. FISCAL RULES**

**A. Financial Procedures**

1. Any authorized Conference Council, Board, Commission or Committee that finds it necessary to incur any indebtedness not provided for in its regular sources of income shall submit a proposal to the Council on Finance and Administration (CFA) and obtain its permission before incurring the indebtedness.
2. Every Clergy member of the Annual Conference shall file, annually with the Executive Director for Finance and Administration, a statement of the items of income paid to him/her by his/her employer including allowances for expenses. Such information shall be supplemented by a record of payments made from any Conference or General Board source. The entire

schedule shall be printed in the Conference Journal.

3. The salary figure reported by the local church to the Annual Conference shown in Financial Reports shall include:
  - a. Cash salary payments to the minister including all variants and allowances,
  - b. Dollar amount of all employee benefits paid by the Church for the account of the minister, and
  - c. The only items not to be included as compensation shall be housing allowance, utility costs, and direct expense reimbursements for costs incurred by the minister in performance of his/her professional duties.
4. The District Superintendents shall provide the Conference Secretary with the estimated salary, travel, utilities, employee benefits, equitable salary variants, if any, and housing allowance (if house is not provided) for each pastoral charge for the appointment year beginning July first; this information shall be printed in separate parallel columns following the pastoral appointments in the Conference Journal.
5. The salary and allowances, if any, for all Conference Exempt Staff shall be printed annually in the Journal.

**B. Hawaii District Travel to Conference Sessions**

1. The Conference shall annually cover the cost of economy class travel to the mainland for clergy and lay members of the Conference who reside in the Hawaii District.
2. The Sessions Committee (or equivalent) shall include in their budget an estimated amount sufficient to cover the cost of economy class travel to the mainland for clergy and lay members of the Conference who reside in the Hawaii District, but the amount reimbursed to the Hawaii District shall be the actual cost of economy class airfare for those lay and clergy members.
3. This rule shall continue in effect until modified or deleted by an action of the Annual Conference.

**C. Conference Boards and Committees Travel Expenses**

1. Travel expense, for members of Boards, Councils, Commissions and Committees elected by the Annual Conference to meetings of those bodies, for volunteer workers doing program or field work approved by such agencies, and for official representatives elected and/or designated by the agency to attend other than United Methodist meetings within the bounds of the Annual Conference, may be reimbursed on a basis to be determined at least annually by the CFA.
2. All claims for expense shall be made on forms provided by the Executive Director for Finance and Administration and shall be approved by a person authorized by each agency before payment of the claim is made.
3. The method of travel used shall represent the lowest expense to the Conference without being unduly inconvenient for the volunteer.

**D. Grade Figure Formula**

The Grade Figure Formula, used to calculate each church's apportioned share of the Conference budget, shall be based on the following factors:

1. One-fifth of the apportionment shall be in proportion to the membership of the church as compared to the total Conference church membership.
2. Four-fifths of the apportionment shall be in proportion to the total church expenditure reported in lines 11, 12 and 15-50 on the current Table II.
3. Prior to the determination of the decimal the following deduction shall be applied to the total of the expenses indicated therein:
  - a. An amount equal to 80% of the average cash salary of the ministers of the Conference as computed in the Conference Journal plus 80% of the estimated Pension Plan Contribution paid by each church for the senior pastor.
  - b. The maximum deduction (80% of the average cash salary) shall be applied only to the extent the church paid at least 100% of the average cash salary figure to its pastor. In the event a church pays a lesser amount than the average cash salary the deduction would be prorated in relation to the normal payments.
  - c. 80% of the amount paid by the local church for health plan coverage for the senior pastor and family.
  - d. 80% of the amount paid by the local church for coverage by the Comprehensive Protection Plan for the senior pastor.
  - e. Actual housing allowance paid by the local church for all pastors up to \$24,000 per pastor.
  - f. The above deductions and conditions will also be applied for one second language pastor

for each segment of the congregation which worships and carries out its ministry in a language different from the primary language of the local church as identified by the District Superintendent.

5. In special cases, where inequities may occur, the Executive Committee of the Council may make certain adjustments in the Grade Figure of the churches (upon recommendation) as follows:
  - a. Any District Superintendent may recommend that certain adjustments be made provided that 1) the total amount apportioned to the District shall remain the same and 2) the churches, whose Grade Figure may thus be changed, have been notified in advance by letters from the Superintendent to the pastor and to the chairperson of the Committee on Finance of the church.
  - b. When unusual inequities exist the Grade Figure Committee may recommend to the Council that certain adjustments be made without reference to the District apportionment totals.

#### **E. District Superintendents' Expense Account Policies**

1. District Superintendents' Compensation
  - a. The formula for determining the salaries of the District Superintendents shall be as follows: 1.7 times the average cash salary of the Annual Conference as of December of the year preceding the Conference budget preparation. Average cash salary is defined as the total cash salary reported on the General Board of Pensions Clergy Compensation Report, plus any housing allowance paid in excess of \$15,000 per year, divided by the total number of reporting clergy. As defined in ¶140 of the 2004 *Book of Discipline*, "Clergy in the United Methodist Church are individuals who serve as commissioned ministers, deacons, elders, and local pastors under appointment of a bishop (full and part-time), who hold membership in an annual conference, and who are commissioned, ordained, or licensed." Those persons employed less than full time, will have salaries annualized for the calculation. Conference staff personnel eligible for housing will have salary reflected as the difference between actual cash salary and declared housing. Salaries for District Superintendents will not be included in the calculation.
  - b. The CFA shall designate, upon the recommendation of the District Superintendents Committee, a portion of the cash salary, which can be considered a "parsonage appurtenance allowance" for the day-to-day expenses related to the parsonage.
  - c. Utilities for the parsonage - water, electricity, gas (fuel), sewer fee, trash collection - shall be paid (or reimbursed) upon submission of the bills to the Executive Director for Finance and Administration. Office utilities should be included in Office Expense reimbursement. Both home and office telephone expenses shall be reported in the "Telephone" category (personal calls to be excluded).
  - d. Health insurance plan payments, and the "employer share" of the pension payments, shall be paid directly by the Executive Director for Finance and Administration even though they are included in the District Superintendent's budget. The personal share of pension payments may be paid by the Treasurer's office and deducted from salary payments.
2. Travel and Other Expense Reimbursement
 

Travel and other expenses shall be reimbursed as follows (receipts shall be submitted for airfare, public transportation, car rental, hotel, meals, and other expenses):

  - a. actual miles driven at a rate determined annually by the CFA; a log shall be maintained giving date, mileage, and destination; travel between home and office is not included;
  - b. air fare and other necessary public transportation or car rental at lowest rate available;
  - c. hotels, to be used only if further than 50 miles from home; and
  - d. meals and tips when incurred in carrying out professional responsibilities.
  - e. When expenses are incurred in connection with another Conference board or agency it is expected that the District Superintendent will charge said expenses to the appropriate agency at its rate of reimbursement. When attending more than one meeting the expenses should be charged to the major time-use body.
  - f. With the exception of one round-trip air fare to Annual Conference provided for the spouse of the Hawaii District Superintendent all other expenses for spouses are the responsibility of the District Superintendent.
  - g. Annual Conference room and board will be paid for by the District Superintendent and spouse. Personal expenses incurred are the responsibility of the District Superintendent.
  - h. An amount shall be included in the District Superintendent's Budgets for Continuing Education to be paid upon request for reimbursement.

3. Budget Restrictions
  - a. Monthly statements comparing actual expenses to budgeted figures will be provided to each District Superintendent by the Executive Director for Finance and Administration. Care shall be taken to keep actual expense at or below the budgeted amounts. Vouchers and backup documentation shall reach the Executive Director for Finance and Administration's Office by the end of the month in order to be included on that month's statement.
  - b. In the event a request for payment exceeds the annual budgeted account the Executive Director for Finance and Administration is directed not to advance payment except for salary-related items. An appeal for payment beyond the budgeted figure may be submitted to the District Superintendents' Committee of the CFA for negotiation.
  - c. In the event the District Superintendents' Fund is overdrawn at the end of the year, provisions shall be made by the District Superintendents for the repayment of the deficit no later than the second year following deficit.
  - d. In years when there is a change of District Superintendents care should be taken to spend only 50% of budgeted amounts during the first six months of the year.
4. Petty Cash
 

Each Superintendent shall be given an initial sum of \$1,000.00 as a revolving petty cash account to begin his/her term on the district. This advance is to be returned to the Executive Director for Finance and Administration at the end of the District Superintendent's term.
5. District Office Expense
  - a. Rent and Utilities for District office space shall be paid by the District Superintendents' Budget of the Annual Conference.
  - b. Office expenses to be budgeted as part of the Annual Conference expense shall include: Office Supplies, Printing and Copying, Postage, Equipment Rental and Maintenance.
  - c. Needed office equipment shall be purchased through the Plant Fund with the approval of the Executive Director for Finance and Administration and the District Superintendents' Committee of the CFA. Additional equipment purchases shall be arranged between the District Union and the District Superintendents' Committee of the CFA.
  - d. The Annual Conference will pay salary and benefits for up to one full-time support person. This staff person is an employee of the Annual Conference and subject to the Conference Personnel Policies. The Committee of District Superintendency or other appropriate district body may be utilized by the District Superintendent as the local group responsible for the employment of support staff.
6. District Parsonage
  - a. Each District shall provide to the District Superintendent a parsonage and receive \$9,000 per year from the Conference to assist with parsonage expenses or contribute to the Conference housing allowance support of \$15,000 per year. Each District Superintendent, not in a parsonage, shall receive a \$24,000 annual housing allowance from the Conference paid in equal monthly installments. Any sale and/or purchase of a district parsonage shall comply with appropriate disciplinary guidelines and be approved by the Conference CFA and the Conference Board of Trustees because of the financial impact on the Conference budget.
  - b. The utilities and property taxes on the district parsonage are to be paid by the Annual Conference. This shall be included in the annual budget prepared by each District Superintendent separate from the mortgage payments.
  - c. Parsonage maintenance and insurance are the responsibility of the District Union/Society. It is strongly recommended that funds be regularly set aside in preparation for major maintenance needs that follow a depreciation schedule developed and maintained by the District Union/Society.
  - d. In the event the District owned parsonage does not meet the needs of the current District Superintendent, the District parsonage will be sold and the proceeds retained by the District Union/Society. Provisions should be made for adequate supervision of a rented/leased parsonage to ensure its maintenance in good condition. Any agreement for rental, leasing or sale should be reviewed by the Conference Council on Finance and Administration and the Conference Trustees at the time of inception.

**F. General Fiscal Rules (See *The Discipline*)**

1. All matters pertaining to apportionments or quotas to churches, or to allocations from funds held by the Conference CFA, shall be submitted to the Council for its consideration and

- recommendation before action by the Conference.
2. All matters requiring an increase in the cost of publishing the Journal shall be referred to the CFA for their consideration prior to action by the Annual Conference.
  3. Special Appeals (See *The Discipline*)
    - a. No Annual Conference board or interest, such as a school, college, university, or hospital, shall make a special Conference-wide appeal to the local churches for funds without the approval of the Annual Conference except in case of extreme emergency; emergency approval is granted when two-thirds of the District Superintendents and the Council acting jointly vote in support.
    - b. When application is made to the Conference for the privilege of a special Conference-wide financial appeal, whether by special collections, campaigns, or otherwise, the application shall be referred to the Council before final action is taken thereon. The Council shall investigate the application and its possible relation to other obligations of the Conference and, considering the known facts, make recommendations to the Conference for its action and determination. Such application for privilege of a special appeal may be made directly to the Council for recommendation to the Annual Conference.
  4. The Conference CFA shall approve any increase in the annual operating budget of any Conference Board, Council or Commission, which participates in the Conference Benevolence budget. In addition, any Board or Commission related to the Conference Ministry Areas shall obtain the consent of the Leadership Team before making a request to the CFA for an increase in their operating budget. Budget adjustment plans that involve the transfer of funds between accounts within the total budget of a Board, Council or Commission shall not be implemented until after the CFA has been consulted.
  5. No Conference Board or Agency, which participates in the Conference Benevolence budget shall be permitted to carry a balance in its account beyond the end of the fiscal year in excess of 10% of its income from the Conference Benevolence budget for that fiscal year. All boards, committees, or agencies related to the Conference Ministry Areas shall, for the purposes of this rule, be considered part of a total Ministry Area budget with up to 10% of the total carried over and allocated by Conference Leadership Team. In the event such an excess balance exists the Executive Director for Finance and Administration shall transfer it to an account under the direction of the CFA. Such funds shall be used to meet financial emergencies of the Annual Conference or to reduce the amount to be apportioned to the churches for the support of the Benevolence budget. Capital Reserves held by a Conference Board or Agency shall not be subject to this provision. Congregational development funds of the Conference Board of Global Ministries shall not be subject to the 10% provision.
  6. It is expected that the budgets submitted by each Conference Board or Agency to the CFA, for the purpose of supporting a request for participation in the Conference Benevolence budget, shall include every item of income for the board or agency for the ensuing year. In the event a board or agency appeals for, or receives, funds from the churches during the year in addition to the funds authorized by the Annual Conference, the amount of such receipts shall be deducted by the Council from the distributable Benevolence receipts by readjusting the percentage of the Benevolence funds.
  7. The CFA is authorized and empowered, in the event of a change, during the Conference year, in the commitment from any of the General Boards of the Church to a Conference project, to adjust the percentage of Benevolence receipts between World Service and Conference Benevolence so that the amount to be paid to the project, from the general Benevolence, shall be neither more nor less (for the Conference year) than the amount approved at the beginning of the year.
  8. The Conference CFA is authorized to advance funds to any agency represented in the Conference Benevolence budget in order that salaries of employees of said agencies may be paid, providing that the agency may be charged 3% interest on the amounts advanced and providing that the advances are repaid during the next fiscal year.
  9. All Boards and Agencies appearing as line items in the World Service and Conference Benevolence Budget, and receiving funds through said budget, shall submit annually, to the CFA, an audited report concerning the receipts and disbursements of their operations.
  10. The Conference CFA, in consultation with the appropriate Conference agencies, is hereby empowered to exercise authority, when absolutely necessary, to restrict spending in such a manner as to avoid continued deficits when disbursements by a Council, Board, agency, or Committee are projected to exceed anticipated income. These adjustments shall be reported to

the next Annual Conference Session.

11. The Conference CFA is hereby given approval to borrow sufficient funds from outside sources to enable adequate funding of budgets approved for the fiscal year. Such indebtedness shall not exceed \$1,000,000. Amounts borrowed, interest costs, and fund sources shall be reported to the next Session of the Annual Conference.

**G. Ministerial Pension Plan (MPP) and Comprehensive Protection Plan (CPP)**

The Ministerial Pension Plan (MPP) and the Comprehensive Protection Plan (CPP) shall be administered in conformity with the Plan Documents for the MPP and CPP and the Addendum to the MPP and CPP applicable to the California-Pacific Annual Conference, as adopted from time to time by the Annual Conference and printed in the Conference Journal as a part of the Report of the Conference Board of Pensions.

**H. Past Service Obligation**

The responsibility for all past service benefits payable in accordance with Supplement One of the MPP shall rest with the Annual Conference and shall be the budget obligation of the Board of Pensions provided that, in funding the past service contribution, the Board shall use first the income from the Conference Endowment Fund and from the Frank and Georgia Lynch Trust Fund; the balance of needed funding shall be placed in the Ministerial Support Budget.

**I. Endowment and Trust Funds**

The Board of Pensions is the recipient of the income from the Conference Endowment Fund and the Frank and Georgia Lynch Trust Fund. The funds received by the Board from these sources shall be used for the benefit of Conference Claimants and/or Annuitants upon the recommendation of the Conference Board of Pensions and the approval of the Annual Conference.

**J. Frank and Georgia Lynch Fund**

1. The Conference Endowment Fund is named beneficiary in trust provisions contained in the wills of Frank Lynch and Georgia Lynch, both of whom were members of the First United Methodist Church, San Diego, California. At the present time the trusts are administered by named trustees and the annual income is paid over to the Board or Agency administering the Conference Endowment Fund for payment in full to the Board of Pensions.
2. Any and all expenses incurred in connection with the administration of this trust shall be a first charge to income from the trust.
3. The net income from said trust shall be paid annually to the Conference Board of Pensions and shall be distributed by the Board of Pensions in coordination with the payments to the Ministerial Pension Plan.

**K. The Minimum Equitable Compensation Schedule**

1. All clergy members of the Annual Conference (including full, associate and probationary) who are appointed to a local church of the Annual Conference shall be entitled to receive a minimum compensation according to the Schedule of Minimum Equitable Compensation adopted by the Annual Conference. Local Pastors approved by the Board of Ordained Ministry and serving under pastoral appointment are also to be included.

Unless otherwise eligible under rules governing the distribution of the Equitable Compensation Fund the pastoral charge or agency shall be responsible for paying at least the minimum compensation established by the Schedule for each minister appointed to such charge or agency provided that nothing in this paragraph shall be construed as limiting the maximum compensation and benefits which may be paid by a pastoral charge or agency to a clergy.

2. The data source for evaluating the Minimum Equitable Compensation Schedule for the ensuing year shall be based upon the Conference Average Compensation (CAC) as computed by the General Board of Pension and Health Benefits using data from the end of the year preceding the year in which the Schedule is set by the Annual Conference. The CAC as computed by the General Board of Pensions for use by the Annual Conference shall consist of cash salary (including tax-deferred annuity income) paid to all clergy under an appointment for which a local church in this Annual Conference or the Annual Conference holds pension responsibility according to the rules established by the General Board of Pensions. For purposes of Equitable Compensation the CAC shall NOT include any actual housing allowance paid to clergy furnished with a parsonage. However, for purposes of calculating the Conference Average Compensation any amount of housing allowance paid to a pastor in excess of \$15,000 shall be considered as additional cash salary. The entire Schedule of Minimum Equitable Compensation shall be recommended annually by the Commission and, after adoption by the Annual Conference, be printed in the Journal in answer to question #9 of the Business of the

Conference.

3. Each clergy entitled, according to (1) above, to receive minimum compensation shall be paid at least a cash compensation as determined at each Annual Conference session for the ensuing calendar year. The Commission shall recommend the Schedule of Minimum Equitable Compensation to each Annual Conference session taking into consideration factors such as general economic conditions within society and perceived economic realities within the local churches of the Annual Conference. However, no amount shall be recommended by the Commission or adopted by the Annual Conference, which would result in a decrease of the cash salary compensation to any clergy entitled to receive minimum salary.

The Minimum Equitable Compensation Schedule shall be composed of two portions: Schedule PL and Schedule F.

- a. Schedule PL shall apply to Provisional Members and to approved Local Pastors.
    - 1) Each year of full-time pastoral service under Schedule PL shall entitle the Provisional Member or approved Local Pastor under pastoral appointment to advance one step, to the maximum step.
    - 2) Provisional Members serving under less than full time appointments shall be entitled to 25%, 50% or 75% of the salary of Minimum Equitable Compensation Schedule PL (Ref: Appointment percentage in *The Discipline* ¶338.2).
    - 3) Part-time Local Pastors serving under pastoral appointment shall be entitled to receive a pro-rata portion of the Minimum Equitable Compensation which matches the amount of time for which the Part-Time Local Pastor is appointed to serve.
    - 4) In no case shall a Provisional Member or an approved Local Pastor appointed to serve in a pastoral appointment be allowed to advance beyond the maximum step of Schedule PL while serving at a church that is receiving funding from the Commission on Equitable Compensation.
  - b. Schedule F shall apply to members of the Annual Conference in Full Connection.
    - 1) Upon being accepted into membership in Full Connection, a member serving under full-time pastoral appointment shall receive a salary no less than the amount of step one of Schedule F. Each year of service following acceptance into membership in Full Connection shall entitle the Member to advance one step, to the maximum step. (Note: step one is for the first year the member is a member in Full Connection, not for the first year under appointment.)
    - 2) Full Members, serving under less than full time appointments, shall be entitled to the percent of minimum salary that is associated with the percent of their appointment; 25%, 50% or 75% of the Minimum Equitable Compensation Schedule F. (Ref: Appointment percentage in *The Discipline* ¶342).
    - 3) In no case shall a Full Member under a pastoral appointment be allowed to advance beyond the maximum step of Schedule F while serving at a church that is receiving funding from the Commission on Equitable Compensation.
  - c. Compensation is interpreted to mean salary, geographical variance, health insurance, pension, housing, utilities, and any cash allowance.
4. In determining the number of clergy service years to be counted as the basis of the equitable compensation, only those years which are credited with pension claim upon a local church, an Annual Conference, a General Board of the Church or an autonomous Methodist Church/Conference shall be counted except that years appointed to attend school shall not be counted.
  5. In addition to the equitable compensation (including the factor related to tenure), Health Insurance Plan (HIP), housing allowance or parsonage, utilities, car allowance, variants for children, location, and other factors shall be paid in accordance with the full schedule as adopted by the Annual Conference. Where appropriate, professional reimbursable business expense may be used to reimburse for the use of the pastor's personal automobile.

#### **L. Debt Limit for Capital Expenditures**

Before any District Board of Church Location and Building may approve any building program or property purchase by an established church, (other than the purchase of a parsonage, which can be included in the current budget of the local church) it shall determine that the congregation meets the capitalization and debt servicing guidelines established by the Congregational Loan Committee. The Congregational Loan Committee shall review, adopt and document annually such guidelines as are prudent of the capitalization and debt servicing of local United Methodist Churches within the bounds of this Annual Conference. Copies of the current guidelines shall be available to any local church upon request.

**M. Moving Expense Plan**

Clergy members of the Annual Conference and full-time local pastors who are appointed to charges within the Annual Conference or to conference staff positions, including campus ministers, and lay professional employees of the Annual Conference shall be entitled to receive reimbursement for moving expenses in accordance with the policies and procedures set forth below:

1. In the case of clergy members and full-time local pastors reimbursements by the Annual Conference for costs incurred as the result of a change in appointment shall relate only to the actual transportation costs of household goods and personal property unless otherwise authorized by the Moving Expense Committee of the CFA.
2. The provisions of this plan shall apply to all persons eligible under the plan notwithstanding the geographic point of origin of the move.
3. Except as provided in ¶4 following, the Annual Conference shall be responsible for 70% of the applicable moving costs. The remaining 30% shall be paid by the Church (or agency) receiving the clergy. The actual transportation costs of household goods and personal property and one office stop will be allowed up to a maximum of 14 hours (generally, in moves less than 50 miles) or 14,000 pounds. Minimum insurance, packing or packing materials up to \$600, and other standard incidental costs are recoverable expenses. Moves involving hours or weights in excess of the maximum allowances stated above, and any other expenses not authorized in these rules, are to be negotiated between the District Superintendent, the pastor, and the local church; and, the resultant agreement, in writing, is to be forwarded to the Executive Director for Finance and Administration's Office before the move.
4. Reimbursement for moves to and from the mainland and the Hawaii District and intra-state Hawaii District moves shall be based on the following formula: the Annual Conference shall be responsible for 80% of the costs related to the move not to exceed 12,000 pounds, costs of travel, including one-way airfare for the clergy member and his/her dependents, shipment of one automobile, and minimum insurance; the remaining 20% shall be paid by the church (or agency) receiving the clergy.
5. Clergy members and full-time local pastors entering retirement who are currently appointed to, and serving, charges within the bounds of this Annual Conference or who are appointed to Conference staff positions, including campus ministers, - provided that this rule shall not include clergy who retire under the twenty-year rule [¶358.2.a, *The Discipline*] - and spouses and/or surviving minor children of clergy under appointment for which a local church in this Annual Conference or the Annual Conference holds pension responsibility at the time of death, shall be entitled to a reimbursement for moving expenses. The Annual Conference shall be responsible for 100% of the applicable moving costs of household goods and personal property within the bounds of the Annual Conference (or the former Pacific and Southwest Annual Conference) as set forth with restrictions in paragraphs 1-4 above regarding clergy moves. It is understood that in order to qualify for this reimbursement the prospective recipient shall be eligible for Pension Benefits in the year in which he/she retires. Such reimbursement will only be valid for one move within 12 months of the date of retirement at Annual Conference.
6. Clergy appointed to Incapacity Leave shall be entitled to participate in the Moving Expense Plan. A person's eligibility shall be determined, jointly, by the respective District Superintendents, the Chairperson of the Joint Committee on Incapacity, or designee, and the Executive Director for Finance and Administration. The Annual Conference shall be responsible for 100% of the applicable moving costs of household goods and personal property within the bounds of the Annual Conference as set forth in the applicable provisions of ¶1, 2 and 3 above. These provisions shall be in effect for any initial move within one year of the appointment to Incapacity Leave.
7. Those clergy who are completing basic seminary education necessary for ordination, and who are returning from school outside the Conference, are entitled to moving expenses in accordance with the applicable provisions of these rules.
8. A clergy or full-time local pastor coming to an appointment in the Conference from outside its bounds will have 100% of the appropriate costs to the bounds of the Conference paid by the Conference. Prorated costs within the bounds of the Conference will be handled like other moves. Travel expenses for the clergy and immediate family may be reimbursed by the Conference upon the request of the receiving District Superintendent who shall plan with the family, prior to moving, as to what constitutes reasonable and reimbursable expense. Such charges are subject to review by the Executive Director for Finance and Administration.
9. Clergy who are Conference members returning from sabbatical leave, or from additional continuing education, from outside the Conference will have their costs paid to their new

charge from the bounds of the Conference on a prorated basis as with other moves.

10. To calculate the relative cost outside the Conference boundaries for each move covered in paragraphs (5), (6), (7), (8), and (9), the Executive Director for Finance and Administration will obtain a quotation from the moving company for a similar move to the closest border point on the route and compare it to the actual freight bill.
11. Persons employed on the Exempt Staff of the Annual Conference shall be reimbursed for moving costs relating to their relocation at the time of their employment or appointment (clergy) in our Conference. The 30% portion of their reimbursement shall be charged to the employing agency budget. Travel expenses for the staff person and immediate family may be reimbursed by the Conference upon the request of the employing agency which shall plan with the family, prior to moving, as to what constitutes reasonable and reimbursable expense. Such charges are subject to review by the Executive Director for Finance and Administration.
12. Moving expenses related to appointments beyond the local churches not covered in ¶1. above, shall be paid by the employer/agency.
13. All moves are to be coordinated through the Executive Director for Finance and Administration's office. For convenience and control a corporate central billing procedure will be provided.
14. Exceptions to the provisions of this policy shall be subject to an approval by a two-thirds vote of the Cabinet and that approval shall be ratified by the Moving Expense Committee Chairperson and/or the Executive Director for Finance and Administration in advance of the move.
15. When two clergy members in the same family are transferred to a new location (or locations), the move will be interpreted as if only one clergy member is being moved, except an additional 1,000 pounds and one extra stop will be allowed for a second office.

**N. Insurance Requirements for United Methodist Institutions**

All churches, related social service agencies, and other organizations using "United Methodist" in their name are required to participate in the Annual Conference's property and liability insurance program (for those in the Hawaii District, this would be the District's program), which must carry the following minimum insurance:

1. Property Coverage - Buildings and Contents - special form fire - replacement cost.
2. Comprehensive General Liability Coverage - commercial form bodily injuries and property damage, \$1,000,000 occurrence; \$1,000,000 general aggregate; personal and advertising injury, \$1,000,000 per claim; products liability coverage, \$1,000,000 aggregate; fire liability sub-limit, \$50,000 per claim; all such coverage to include independent contractors, blanket contractual, broad form property damage, incidental medical malpractice, and employees as insured.
3. Pastors' professional liability - \$1,000,000 aggregate.
4. Officers and Directors' liability - \$1,000,000 aggregate.
5. Professional liability - all other counseling, medical services, or other services rendered, \$1,000,000 aggregate.
6. Non-owned and hired vehicles liability - \$1,000,000 per occurrence (if no owned autos).
7. Vehicles liability (for all church-owned vehicles): Bodily injury and property damage, single limit, \$1,000,000; vehicle medical payments, per person, \$5,000; uninsured motorists, per person, \$1,000,000; non-owned and hired vehicles liability, \$1,000,000 occurrence; comprehensive and collision damages to owned vehicle (optional).
8. Workers' Compensation and Employers Liability Insurance, as required by state laws.

**O. Future Use of Local Church Assets**

1. The future use, ownership, or disposal of local church facilities available as a result of congregational merger, transfer, dechartering, or abandonment shall be the subject of a study by the District Board of Church Location and Building, representatives of the local church, and the District Superintendent. The study will recommend the best future use of the facilities in the accomplishment of the District's missional and outreach objectives. The study shall recognize a priority to maximize local church outreach ministries in the District, and shall include consultation with the appropriate District and Conference strategy and planning organizations.
2. Transfer of title for United Methodist local church facilities to another United Methodist congregation shall not involve price, costs or contributions except for cost directly related to the title transfer.

**P. The Health Insurance Plan (HIP) of the Conference**

1. **Philosophy**

It is the intent of the California-Pacific Annual Conference (Conference) to provide access to cost effective medical insurance for active clergy, and retired clergy members who retire as a member under Episcopal appointment within this Conference, consistent with sound fiscal policies followed by the Conference and local churches responsible for funding the HIP. Conference and local church lay employees may participate in the HIP subject to the rules of their respective employers and the HIP insurers. Lay retirees previously employed by the Conference may participate in the HIP subject to the rules of the Conference Personnel Committee. Effective July 1, 2004, lay retirees previously employed by a local church are not eligible to participate in the HIP. Notwithstanding the above, lay retirees previously employed by a local church who retired prior to July 1, 2005, and were participating in the HIP on June 30, 2005, may continue to participate as long as they remain continuously enrolled in the HIP.

2. **Health Insurance Plans**

- a. Active clergy Health Management Organization (HMO)
- b. Active clergy out of HMO area Preferred Provider Organization (PPO)
- c. Retired clergy HMO (also known as a Medicare Advantage Plan)
- d. Retired clergy Medicare Supplement Plan (MSP)

3. **Definitions**

- a. *“Under Episcopal appointment within this Conference.”* For purposes of the HIP, “under Episcopal appointment within this Conference” means clergy appointed by the Bishop of this Conference.
- b. *“Years of Service.”* For purposes of the HIP, “years of service” shall include years served under appointment either on a full-time basis or a less than full-time basis. Years will be determined under the appointment year basis. Years served under appointment after retirement will not count toward the HIP subsidy. If a retired clergy member returns to the effective relationship under the provisions of ¶358.7, *the Discipline*, years served while in such effective relationship will count toward the HIP subsidy.

4. **Health Insurance Plan Eligibility**

The following individuals are eligible to participate in the HIP. See paragraph P.5 below for Financial Responsibility.

a. **Active Clergy Eligibility**

- i. **Clergy** – Every eligible active clergy member under Episcopal appointment within this Conference, including full, probationary, associate, local pastors and members of another denomination or conference, must be enrolled in the active clergy HIP, except where equivalent coverage is available under a spouse’s group plan, or an individual plan (allowable only if the clergy’s language needs could not be met under the HIP (Res. #38, 1994)).
  - (1) *Incapacity Leave* - Clergy appointed to incapacity leave are eligible and must be enrolled in the HIP.
  - (2) *Family Leave, Leave of Absence, Sabbatical Leave, Appointed to School* - Clergy appointed to any of these categories are eligible and may participate in the HIP.
- ii. **Clergy Spouse and Dependent Children** – If the active clergy member is enrolled in the HIP, the clergy’s spouse and unmarried dependent children under the age of 19 (under age 24 if a full time student (12 or more units)), or disabled, providing such disabled person(s) are not eligible for Medicare, Medi-Cal or other government sponsored healthcare programs, are eligible to participate in the HIP.
- iii. **Surviving Spouse and Dependent Children** – If an active clergy covered under the HIP dies, the surviving spouse and dependent children of that clergy person are eligible and may choose to participate in the HIP. If the surviving spouse remarries, the surviving spouse and the dependent children are no longer eligible for health insurance benefits through the HIP.
- iv. **Divorced Spouse** – The divorced spouse of an active clergy may participate in the HIP at the participant’s sole cost. If the divorced spouse remarries, the divorced spouse shall no longer be eligible for health insurance benefits through the HIP.
- v. **Continuation Coverage** - If any individual enrolled in HIP (including lay employees and their spouses and dependent children) loses HIP coverage due to a loss in eligibility resulting from a termination of employment or clergy appointment, reduction in hours of employment, death, divorce or legal separation, Medicare entitlement, or a child’s loss of dependent eligibility, such individual may continue to participate in HIP for the period of time and under the conditions set

forth in the Consolidated Budget Reconciliation Act of 1985 (COBRA). Although HIP is not subject to COBRA, it is the intent of the Conference to allow eligible individuals to continue participation in HIP under COBRA-like coverage. An individual that elects to continue coverage pursuant to this paragraph will be responsible for timely payment of the full cost of HIP premiums, plus a 2% administrative fee, on the first day of each month. If payment is not received within 30 days of the due date, coverage will be terminated retroactive to the due date of the missed payment (i.e., the first of the month for which the payment was due).

b. **Retired Clergy Eligibility**

i. **Clergy** - A clergy member who retires under the rules of *the Discipline* while under Episcopal appointment within this Conference shall be eligible to participate in the HIP.

(1) **Medicare Eligible** - All retiree HIP subsidies are calculated based on Medicare eligibility and participation in Medicare Parts A, B and D. All Medicare eligible retirees must be enrolled in Medicare Parts A and B, and in Part D through the HIP.

(2) **Not Medicare Eligible** - Retirees who are not Medicare eligible may participate in the active clergy HIP, but may pay more for premiums than under a Medicare eligible plan.

ii. **Spouse** - The spouse of an eligible clergy must have been married to the retired clergy at the date of retirement to be eligible to participate in the HIP.

(1) **Medicare Eligible** - Spouse HIP subsidies are calculated based on Medicare eligibility and participation in Medicare Parts A, B and D. All Medicare eligible spouses must be enrolled in Medicare Parts A and B, and in Part D through the HIP.

(2) **Not Medicare Eligible** - Spouses who are not Medicare eligible may participate in the active clergy HIP, but may pay more for premiums than under a Medicare eligible plan.

iii. **Surviving Spouse** - The eligible surviving spouse may participate in the HIP.

(1) **Medicare Eligible** - Surviving spouse HIP subsidies are calculated based on Medicare eligibility and participation in Medicare Part B. All Medicare eligible surviving spouses must be enrolled in Medicare Parts A, B, and in Part D through the HIP.

(2) **Not Medicare Eligible** - Surviving spouse who are not Medicare eligible may participate in the active clergy HIP, but may pay more for premiums than under a Medicare eligible plan.

(3) **Surviving Spouse Remarries** - If a surviving spouse remarries, he/she is no longer eligible for HIP subsidy.

iv. **Divorced Spouse** - The divorced spouse of a retired clergy may participate in the HIP at the participant's sole cost.

v. **Dependent Children** - Dependent children of an eligible clergy shall be eligible to participate in the HIP provided the child is unmarried and under the age of 19 (under age 24 if a full time student (12 units or more)), or disabled and not eligible for Medicare, Medi-Cal or other government sponsored healthcare programs. If the retired clergy's dependent children are disabled and Medicare or Medi-Cal eligible, the dependent children may participate in the HIP (provided the retired clergy or surviving spouse is participating) at the participant's sole cost.

5. **Financial Responsibility for Health Insurance**

The Board of Pensions is responsible for annually reviewing the HIP premiums and establishing the financial obligations of the parties. Effective January 1, 2010, the Board of Pensions shall annually determine the blended premium rate for Medicare-eligible retirees. Such blended premium rate will represent a blend of the rate for the retired clergy HMO with the rate for the retired clergy MSP. The blended premium rate will be used to determine the HIP subsidy, if any, as established in Paragraph P.5.f below.

a. **Active Clergy**

The local church or salary paying unit is responsible for payment of the health insurance premium for the active clergy and family that is appointed to that local church or salary paying unit.

b. **Incapacity Leave**

Clergy appointed to incapacity leave must be enrolled in the HIP. The premium for

clergy appointed to incapacity leave is the responsibility of the Board of Pensions, not to exceed the cost of the HIP for active clergy living within the bounds of the Conference.

c. **Family Leave, Leave of Absence, Sabbatical Leave, Appointed to School**

Clergy appointed to any of these categories may participate in the HIP. The premium is at the participant's sole cost.

d. **Retirees**

i. The Board of Pensions is responsible for subsidizing a portion of the health insurance premiums of the HIP for retirees as described in Paragraph P.5.f. below.

ii. The retiree is responsible for paying the unsubsidized portion of the health insurance premiums of the HIP.

(1) *Medicare Eligible* – For Medicare-eligible retired clergy, spouses and surviving spouses, the subsidy will be subtracted from the blended premium rate to determine the amount the retiree shall be responsible for paying.

(2) *Not Medicare Eligible* – For retired clergy, spouses, surviving spouses and dependent children that are not eligible for Medicare, the subsidy will be subtracted from the premium for the active clergy plan, and the retiree shall be responsible for paying the balance.

iii. The Board of Pensions is under no obligation to subsidize any health insurance premiums for retirees unless specifically provided for below and reserves the right to recommend changes in the level of subsidization (see Paragraph P.7, Changes and Amendments to the HIP).

e. **Surviving Spouses of Active Clergy**

For the surviving spouse and dependent children of an active clergy member, the Board of Pensions will subsidize 100% of the HIP premium for 24 months beginning with the first month following the date of the clergy member's death. Beginning the 25<sup>th</sup> month after the clergy member's death, the subsidy shall be determined in accord with Paragraph P.5.f below, based on the deceased clergy's years of service as of the clergy's date of death. The participant shall be responsible for paying the unsubsidized portion.

f. **Board of Pensions HIP Subsidy**

Beginning January 1, 2010, the Board of Pensions will subsidize the health insurance premium for individuals who meet the eligibility criteria set forth in Paragraph P.4.b above, as follows. If a participant meets the eligibility criteria set forth in Paragraph P.4.b, but does not qualify for a subsidy, the participant may continue to participate in the HIP at the participant's sole cost.

i. For eligible retired clergy who retired prior to 1982 or have attained 85 years of age (and such clergy's spouses, surviving spouses and dependent children) the Board of Pensions will subsidize 100% of the HIP health insurance premium.

ii. For eligible retired clergy who served at least 10 years of service under Episcopal appointment within this Conference during the 15 years immediately preceding such clergy's date of retirement (and such clergy's spouses, surviving spouses and dependent children) the Board of Pensions will subsidize a portion of the HIP health insurance premium as follows, with the participant responsible for paying the unsubsidized portion:

(1) For the retired clergy and for each eligible dependent enrolled in the HIP, a subsidy will be provided equal to two percent (2%) multiplied by the total years of service the retired clergy member served within the United Methodist denomination multiplied by the blended premium rate.

(2) If two eligible retired clergy are married to one another, the subsidy for each retired clergy (and their participating eligible dependents) will be based on the years of service of the retired clergy member with the greatest number of years of service. Upon the death of either clergy, the subsidy shall continue to be calculated based on the greatest number of years of service. If the clergy couple divorce, the subsidy for each clergy shall be based on each individual's years of service in accord with Paragraph P.5.f.ii above.

6. **Delinquencies**

When a participant or the participant's salary paying unit is three (3) months in arrears of payment for the premiums required under the HIP, the participant and, if appropriate, the salary paying unit and the District Superintendent shall be notified. The participant's HIP will be canceled at the beginning of the fifth (5th) month if all billed premiums have not been paid or otherwise satisfied.

7. **Changes and Amendments to the HIP**

The Board of Pensions shall be authorized to recommend changes and amendments to the above as it deems reasonable and fair, subject to ratification of the Annual Conference at its next regularly scheduled meeting.

8. **Exceptions to the HIP Rules**

The Bishop and the Cabinet may recommend exceptions in the paragraphs noted above to the Board of Pensions for greater effectiveness in the general itinerancy and recruitment in the Conference, either in the past, present or future. The Board of Pensions, however, is under no obligation to approve such exception if it would create a precedent that is not in the best interest of the remaining participants in the HIP.

## POLICIES

### BACKGROUND CHECK PROCESS

**A. How often background checks will be required:**

A background check is required as part of the application process for provisional membership or transfer into conference membership, and every five (5) years for clergy under episcopal appointment.

**B. Which types of offenses are relevant:**

Any and all criminal behavior, especially felonies or a pattern of misdemeanor violations, would require careful review and consideration. Sexual offenses and credit/finance offenses are also relevant. Appropriate legal counsel may be sought by members of the Board of Ordained Ministry responsible for receiving and reviewing background check reports if other types of offenses are in question.

**C. What offenses will disqualify a candidate or bring complaint against a clergy or local pastor:**

1. A person should be denied examination, eligibility, or appointment when he or she has made a false statement of any material fact or attempted any deception or fraud in any part of the selection process.
2. However, the presence of a “red flag” (offense) should not always result in automatic rejection or complaint, especially if the person has admitted to the offense. When evaluating criminal history, motor vehicle or credit bureau record checks, members of the Board of Ordained Ministry responsible for receiving and reviewing background check reports will consider other factors that should be taken into account.

**D. What other factors will be considered:**

1. The nature and seriousness of the offense;
2. The circumstances under which the offense occurred;
3. The age of the person at the time of the offense;
4. Societal conditions that may have contributed to the nature of the offense;
5. The probability that the person will repeat the offense;
6. The person’s commitment to rehabilitation (if rehabilitation is called for).
7. *The United Methodist Book of Discipline 2004* ¶164.F of the Social Principles also affirms “the right of individuals to dissent when acting under the constraint of conscience and, after having exhausted all legal recourse, to resist or disobey laws that they deem to be unjust or that are discriminately enforced,” and this would also be considered in evaluating background check reports.
8. According to the guidelines of the Legal Manual of the General Council of Finance and Administration, “If reference and background checks reveal previous incidents of sexual misconduct, Richard Hammar’s Pastor, Church and Law recommends that the following factors be considered before hiring the person: “(a) the nature and severity of the previous misconduct; (b) the frequency of the previous misconduct; (c) how long ago the misconduct occurred; (d) whether the minister received counseling; (e) the competency and effectiveness of any counseling received; (f) the likelihood that the minister will repeat the same type of misconduct now; (g) the possibility of legal liability if a jury concludes, on the basis of all evidence, that the church [organization] was negligent in hiring the minister.” [GCEA Legal Manual – 2005-2008 Edition, Personnel, Section 1, p. 16.]

**E. How the rights of the candidate, clergy, or local pastor will be preserved:**

The members of the Board of Ordained Ministry responsible for receiving and reviewing background check reports will maintain strict standards of confidentiality and exercise great discretion in handling all background check reports. They will also seek and follow legal counsel when necessary to ensure that

they maintain compliance with all federal, state, and local laws and with The United Methodist Book of Discipline.

**F. Who has access to this sensitive information:**

1. All background check reports for candidates for Provisional Membership will be reviewed by the Probationary Registrar. If a report presents concern about a candidate, the Probationary Registrar may ask the Registrar and Chairperson of the Board of Ordained Ministry to review the report, as well. If necessary, these three officers may consult with legal counsel and other experts in this area before making any decision. For administrative purposes only, one or two staff persons in the Human Resources Office of the California-Pacific Annual Conference may also have access to this information.
2. A Background Check Review Committee (BCRC) of five clergy persons will be elected to review background check reports for all other active clergy, local pastors, and persons seeking transfer into conference membership. The five clergy will be members of the Board of Ordained Ministry who are nominated by the Executive Committee of the Board and elected by the Board of Ordained Ministry. Members of the BCRC may not be members of the Executive Committee, the Conference Relations Committee, or hold any other office on the Board that would violate due process in the event that a concern arises from a background check. Members of the BCRC may not have family members (including extended family) who are clergy in the California-Pacific Annual Conference.
3. If a report presents concern about an active clergyperson, local pastor, or persons seeking transfer into conference membership, the BCRC may consult with legal counsel and other experts in this area before making any decision. Reports of any concerns made by the BCRC to the Board of Ordained Ministry must be made without names of persons involved, and all meetings of the BCRC with involved persons will take place at discreet locations other than the Annual Conference Center in Pasadena. The BCRC has the freedom and responsibility to confer with the Bishop and/or initiate complaints if concerns arise regarding any active clergy or local pastor.
4. For administrative purposes only, one or two staff persons in the Human Resources Office of the California-Pacific Annual Conference may also have access to this information.

**G. When a background check has already been made:**

In the event that a person's employer has already required a background check, that person may choose to provide the Background Check Review Committee with a copy of the report rather than submit to a second background check. A background check or review of background check will not be required for clergy of our Annual Conference appointed to United Methodist General Boards and Agencies who were required to submit to background checks as a condition of their employment/appointment. However, at the BCRC's discretion, a second background check may be required.

**H. How the information will be stored:**

Each background check report will be kept in a CONFIDENTIAL file, separate from the person's other application, examination, and employment information, and these files will be kept in the Board of Ordained Ministry's secure storage facility located at the California-Pacific Annual Conference Center in Pasadena. Only the members of the Background Check Review Committee will have keys to the secure storage facility. The Probationary Registrar will work with the members of the Background Check Review Committee to ensure the proper handling and storage of these files.

**I. The length of time the confidential file will be maintained, and disposal instructions:**

Background check information files will be kept for the duration for the person's employment by the United Methodist Church and for a minimum of seven years following termination of employment. Files will be properly destroyed when the insurer deems appropriate.

**J. Financial implications:**

The Annual Conference will bill each person for the cost of her or his background check. The current cost is estimated to be between \$40-\$50 (per background check).

**K. Final statement:**

The Board of Ordained Ministry shares the perspective of the General Council on Finance and Administration when it states that "Hiring any person who has been involved in previous serious criminal acts can be extraordinarily risky for a church organization, because of the ever present possibility of a recurrence and the difficulty of taking careful steps to prevent such a recurrence. It is typically hard for a church to balance the seeming conflict between Biblical notions of forgiveness and redemption and the stark reality in today's world that someone in a church setting may cause injury to a member, embroiling the church in an expensive and painful lawsuit in the event of a recurrence, especially when children are involved. Church organizations should consult with legal counsel and other experts in this area before making any decision." [GCFA Legal Manual – 2005-2008 Edition, Personnel, Section 1, p. 16.]

**CLERGY SEXUAL ETHICS POLICY**

**I. FOREWORD**

- A. “Elders in full connection with an annual conference by virtue of their election and ordination are bound in special covenant with all the ordained elders of the annual conference. In the keeping of this covenant they perform the ministerial duties and maintain the ministerial standards established by those in the covenant. . . .” ¶ 333 *The Discipline*
- B. “Ordination and membership in an annual conference in the United Methodist Church is a sacred trust. The qualifications and duties of local pastors, associate members, Provisional Members, and full members are set forth in *The Book of Discipline of the United Methodist Church*, and we believe they flow from the gospel as taught by Jesus the Christ and proclaimed by his apostles. Whenever a person in any of the above categories, including leaves of all types, honorable or administrative location, or retirement, is accused of violating this trust, the membership of his or her ministerial office will be subject to review.  
 This review shall have as its purpose a just resolution of any violations of this sacred trust, in the hope that God’s work of justice, reconciliation and healing may be realized in the Body of Christ.” ¶361 *The Discipline*
- C. Ordination, commissioning, licensing, and consecration are not about mere employment. These vows imply there are standards to which we expect clergy to adhere, regardless of whether any allegations could be made. When one commits to participation within any aspect of the United Methodist Church’s clergy, the Christian community and the public at large are entitled to assume that each clergyperson seeks to live according to these high standards. This assumption creates trust, power and responsibility. It is wise, therefore, for clergy to reflect about their actions, and how such actions might be interpreted by others. It is necessary that we be clear in our own minds about what is appropriate and what is not; and dialogue with others of both genders to test our assumptions.

**II. GENERAL PROVISIONS**

- A. This is a policy, it is not a set of rules. Reference is made, for the guidance of those who are aggrieved, those who are accused, and those who process complaints, to the provisions of ¶362 and ¶ 2701-2719 of *The Book of Discipline of the United Methodist Church*, 2004.
- B. This policy applies to all Full, Associate and Probationary ministerial members of the Annual Conference in both the effective and retired relationships (¶602.1); to Local Pastors who are under appointment (¶318); to retired Local Pastors (¶320.5); to Diaconal Ministers (¶369, 2004 *Book of Discipline* and ¶305-306, 1992 *Book of Discipline*) in both effective and retired relationships; to persons serving under appointment in this Annual Conference while keeping their membership in another annual conference (¶346.1) or in another denomination (¶346.2); and to persons holding orders issued or recognized by this Annual Conference while on Honorable or Administrative Location (¶360.2, and ¶362.4).

**III. PROCEDURES**

- A. Complaints may be filed as follows: (¶362, *The Discipline*)

STATUS OF THE ACCUSED	PERSON TO RECEIVE COMPLAINT
Ordained or Probationary Ministerial Members of the Annual Conference, Local Pastors under appointment, Diaconal Ministers	District Superintendent or Bishop
Persons holding orders while on Honorable or Administrative Location	Superintendent of the District where the person’s Charge Conference membership is held
Clergy serving under appointment while members of other Conferences/Denominations	Bishop

- B. The provisions of ¶362.2 and ¶2701-2719 *The Discipline* shall determine the Procedure. Two elements worthy of particular note are the requirements for “Fair Process”, both for the accused and for the aggrieved, detailed, in ¶362.2 and ¶2701, and the description of “Supervisory Response” in ¶362.1.b, which reminds us that the goal in any of these procedures is just resolution and reconciliation.
- C. The Bishop may initiate a personal support network, as part of the ministry of his/her office. This network provides support to those who have been accused of some form of sexual misconduct, to those who have made accusations of some form of misconduct by a clergyperson, and to the local church where the

accused clergy person is appointed.

#### IV. RESOURCES

- A. "Strategies for Prevention of Sexual Misconduct" may be found in the 1999 Journal of the California-Pacific Annual Conference of The United Methodist Church on Page O-6ff. This document is recommended for all clergy, and Staff-Parish Relations Committees. Copies are also available through the Board of Ordained Ministry and the Bishop's Office.
- B. "Guidelines for Consideration regarding 'Dating' by Clergy" is also recommended reading. These "guidelines" are found in the "Guidelines" section of the "Rules, Policies, Standards and Guidelines" of this Journal.
- C. The Media Center of the Annual Conference provides several valuable resources. Included are: "Ask Before you Hug;" "Not in My Church;" "Broken Vows - Religious Perspective on Domestic Violence;" "Beyond the News: Sexual Abuse" and; "No Means No."
- D. The Bishop's Office has established a personal support network to be initiated in cases of alleged sexual misconduct. This network also can be a valuable resource to provide general information in this field to local churches.
- E. "Living the Sacred Trust" a resource for Cabinet and Boards of Ordained Ministry provided by the General Board of Higher Education and Ministry.

### CLERGY HOUSING POLICIES AND STANDARDS

#### I. QUALITY OF HOUSING

##### A. Availability and Scope

1. Clergy supported by the Annual Conference and/or a local church shall be provided adequate housing: a parsonage or a housing allowance. (§252.4.e, *The Discipline*). The UMC considers housing or housing allowances as the means that enable local church ministry and the itinerant ministry of the Annual Conferences.
2. While our Conference policy outlines parsonage standards (paragraph C. below), the needs and preferences of the clergy family should be met. Arrangements with the church(es) regarding adequate housing or housing allowance(s) shall be established as the result of consultation among the District Superintendent(s), the clergy and the church's PPRC(s) during the appointment process and, as necessary, during the appointment tenure. It is understood that the final responsibility for determining how adequate housing will be provided rests with the local church's Administrative Board/Council.
3. If a housing allowance is given in lieu of a parsonage, the housing allowance shall be determined after consultation with realty professionals and be based on the average cost to rent a suitable home within three miles of the church plus 10%. The Commission on Equitable Compensation shall report to each Annual Conference the Median Housing Allowance of all the clergy of the Cal-Pac Annual Conference according to its rules. The Commission on Equitable Compensation shall recommend to the Annual Conference a Minimum Housing Allowance based on the Median Housing Allowance.
4. The SPRC shall examine the Conference Minimum Housing Allowance, the Median Housing Allowance received by the Cal-Pac clergy, and the fair rental value survey within a three mile radius of the church, (plus 10%) and then establish a housing allowance that assures adequate housing for the pastor. However, no housing allowance may be less than the Conference minimum.
5. Local churches which are supported from the Equitable Compensation Fund shall have the pastor's housing cost approved by the District Superintendent(s) before application is submitted to the Commission on Equitable Compensation.
6. In the case of clergy couples, where no parsonage is provided, both congregations shall share in the payment of an adequate housing allowance. If there is a parsonage provided to one member of a clergy couple the other church shall provide funds to the church providing the parsonage, or to the clergy involved, to ensure adequate housing. In some situations distance or other factors may require housing in two locations; arrangements shall be agreed upon by all parties involved and shall be approved by the District Superintendent(s). Ref. Judicial Council Decision 588.

##### B. Responsibility for Clergy Housing (*an \* indicates for a Church-owned parsonage*)

1. The Administrative Board/Council has the responsibility to review the recommendation of the Pastor-Parish Relations Committee regarding the provision of adequate housing for the pastor,

- with attention to Annual Conference Clergy Housing Policies and Standards, and report the same to the Charge Conference for approval. It is the responsibility of the Administrative Board/Council to provide for adequate housing for the clergy family.
2. The Administrative Board/Council may delegate administrative responsibility for clergy housing to the Pastor-Parish Relations Committee or to a Parsonage Committee.\* In the absence of a Parsonage Committee, the duties and functions described in these Housing Policies and Standards shall be the responsibility of the Pastor-Parish Relations Committee.
  3. If a Parsonage Committee \* is established membership may be:
    - a. appointed by the Administrative Board/Council or;
    - b. nominated by the Nominating Committee on Lay Leadership for election by a Charge Conference. Rotation of members is advised; with maximum of three terms.
  4. If a Parsonage Committee\* is established it is recommended that its membership be
    - one trustee (selected by the Board of Trustees)
    - one member from the Pastor-Parish Relations Committee (selected by the Committee)
    - three members at large
    - the Pastor's spouse
    - the Pastor
  5. This Parsonage Committee \* should meet at least twice a year and shall report to the Charge Conference.
  6. Responsibilities of the Parsonage Committee\* shall include:
    - a. Assist the Pastor Parish Relations Committee, in concert with the Trustees, in providing adequate pastoral family housing, in optimum agreement with these Policies and Standards.
    - b. Assist the Pastor-Parish Relations Committee to develop an understanding within the congregation that, while the parsonage may be church-owned property, it is the private home for the pastoral family and must be respected as such. (§252.4.e, The Discipline).
    - c. Develop a congregational understanding that the quality and maintenance of the parsonage reflects the congregation's care and concern for the pastoral family.
    - d. Implement jointly with the Trustees the Parsonage Maintenance Guidelines Yearly Checklist (Reference II.A. below) for a church-owned parsonage.
    - e. Accomplish jointly with the trustees the Parsonage Maintenance Guidelines "When There Is a Change in Clergy" (Ref. II.B. below).\*
    - f. Ensure that all budget requests pertaining to the parsonage are submitted to the Finance Committee for recommendation to the Administrative Board/Council.
  7. The Pastor-Parish Relations Committee, with the approval of the Administrative Board/Council, shall report to the District Superintendent at each annual Charge Conference, by written report on a form provided by the Cabinet, the willingness of the local church to provide adequate housing by their choice of one of the following options:
    - a. Only a parsonage adhering to Conference Guidelines.
    - b. Only a housing allowance with an indication of the proposed amount.
    - c. Willingness to provide either a parsonage or a housing allowance.

### C. Minimum Parsonage Standards

If a parsonage is provided, it should be an adequate and comfortable home for the pastor and family. A parsonage consistent with these goals, and which conserves energy resources, should be provided.

1. Recommendations Relating to Parsonage Planning:
  - a. Location - Items to be considered when reviewing current parsonage(s) or purchasing a new parsonage:
    - (1) Is, or will, the location be conducive to good living on the part of the parsonage family?
    - (2) Is, or will, the location be in convenient relationship to shopping areas, schools and the church?
    - (3) Location should not be such as to conceivably be a hindrance to future growth of the church plant.
    - (4) While some parsonages are located next door to the church, the goal of the church should be to insure the privacy of the parsonage family. If there is to be a change in the parsonage location, it ought not to be next to the church.
  - b. Size and Accessibility
 

The recommended basic parsonage should include either four bedrooms or three bedrooms with adequate space for a pastor's study. It would be difficult to specify a specific square footage that would always meet the Policies and Standards requirements

for adequate housing; however, 1,800 square feet should be considered a minimum. Consideration should be made toward accessibility and accommodation of the entire property for persons with disabilities living in or visiting the parsonage.

- c. House Arrangement
    - (1) Bedrooms:
      - (a) There should be a minimum of three bedrooms each of adequate size and allowing for privacy.
      - (b) Adequate closet space should be provided (See item (6) below).
      - (c) One full-length mirror permanently installed is helpful.
    - (2) Bathrooms:
 

One and three fourths or two bathrooms are to be preferred.
    - (3) Study:
      - (a) A pastor's study (in addition to the three bedrooms) is desirable, even when an office-study is provided in the church.
      - (b) It is desirable that the study be located so that it can be reached without going into or through the living quarters of the home and that it be protected from family and kitchen noises.
    - (4) Kitchen and Laundry Space:
      - (a) There should be adequate kitchen and laundry space.
      - (b) There should be adequate electrical outlets.
      - (c) The water-heater shall have at least a 50 gal. capacity.
    - (5) Living Area:
      - (a) Aside from the pastor's study, the parsonage must be considered as really being the home for the pastor and his or her family.
      - (b) A living room should be large enough so that entertaining or dining is possible. An area of 320 square feet is considered desirable.
      - (c) Where possible, there should be an area where the family can "be at ease"; that might be a kitchen-family room, a den, or a recreation room.
    - (6) Closets and Storage:
 

Considering that pastors acquire equipment and personal possessions not always usable in their present appointment and possess equipment not normally found in the average home, more than average closet and storage space is recommended.
    - (7) Heating and Air Conditioning
 

Adequate provision for these should be made in relationship to the area and its climate. A central system with automatic control is recommended.
  - d. Home Grounds (for church-owned parsonage)
    - (1) All permanent planting should be the responsibility of the church.
    - (2) Landscaping and exterior care of the parsonage should be such as to be a credit to the church in the community (Ref. II.A.8. below).
    - (3) An outdoor patio area and recreational space are useful additions.
  - e. Miscellaneous
    - (1) Adequate shelter for the pastor's car, sufficient to house two cars should be provided.
    - (2) It is suggested that the church provide an adequate antenna, satellite dish, or basic cable TV connection for the area.
2. Basic Parsonage Furnishings and Equipment (for church-owned parsonage).
 

It shall be the responsibility of the local church to furnish the parsonage\* with good quality items of basic furnishings, as listed below, to maintain them in good condition, and to replace them when appropriate. It is recommended that all items provided by the local church for the parsonage\* be purchased new.

    - a. Bedrooms
 

Rugs or carpets and draperies or curtains.
    - b. Study
 

If there is no office at the church it is recommended that the church provide for a study in the parsonage to include the following: desk, comfortable chair, other chairs, file cabinet, telephone, bookshelves, computer/printer (preferred) or typewriter, carpets and drapes and adequate light and storage.
    - c. Kitchen and Laundry
 

Range and oven, refrigerator, automatic washing machine and dryer, dishwasher, fire extinguisher and garbage disposal.

- d. Living and Dining Area
    - Draperies and/or curtains and floor coverings
  - e. Furniture for the parsonage should be the responsibility of the parsonage family.
3. Regarding Duplication of Furnishings and Equipment  
When the church provides furnishings as outlined above, but the pastor prefers to use his or her own, the parsonage committee shall arrange for the storage of the parsonage furnishings at local church expense.

**D. Joint Responsibility**

It should be remembered that a home expresses character and that the condition of the parsonage affects the relationship between the clergy family and the church. Happy is the pastor who can be proud of the church for the kind of parsonage provided for the parsonage family. Happy is the church whose parsonage family cares for the home provided for them as good stewards. The church whose parsonage quality engenders community recognition of the congregation's care and concern for its pastoral family will be rewarded in many ways. The church is encouraged to consider the tastes of the parsonage family in choosing colors, furnishings and appliances. Clergy and families living in a church-owned parsonage are expected to maintain the parsonage in conditions of reasonable cleanliness and to avoid the necessity of extensive cleaning or repair.

**E. Options**

These parsonage guidelines may need modification or adjustment in specific situations as mutually agreed upon by the District Superintendent, the Pastor, and the Parsonage Committee. Reference I.A.2. and 3. above.

**II. PARSONAGE MAINTENANCE GUIDELINES**

**A. Yearly Check-List for the Parsonage Committee** (For church owned parsonages)

1. The chairperson of the Pastor-Parish Relations Committee or Parsonage Committee, the chairperson of Trustees, and the pastor shall make an annual review of the church owned parsonage to assure proper maintenance and condition. (§2532.4, *The Discipline*).
2. The Parsonage Committee should initiate the replacement of church-owned furniture, appliances, curtains, carpets, etc., when they observe that it is needed rather than waiting for the family to ask. However, the family should ask if this is not accomplished. When items are to be replaced the parsonage family should make selections in consultation with the Parsonage Committee. An inventory of the parsonage and furnishings, with note taken of the condition of each item, should be accomplished yearly. Ref.II.A.1.
3. An inventory of church-owned furniture, furnishings and appliances, with original cost and expected life-span, should be maintained. An item in the church budget should provide funds each year, on an accumulating basis, to replace items as they are worn out.
4. Emergency maintenance and repairs: the pastoral family should be authorized to incur an obligation up to \$250 without consultation with the Committee or Chairperson when required to resolve an emergency situation.
5. The exterior of the house should be inspected to see that it is properly maintained (paint, roof, etc.) in order to avoid costly repairs. Exterior painting, repairs, and roof maintenance should be the responsibility of the church.
6. The parsonage should have a termite and pest control inspection at two year intervals. Corrective measures, as determined by the inspection, should be taken without delay.
7. The church should have the heating and cooling systems checked seasonally.
8. Major renovation, repair, and replacements should be done by the church as they are needed, taking into consideration the church's financial ability to do these things. The pastor, not the church, should be responsible for correcting extreme or unusual damage, beyond normal wear and tear, to the parsonage and furnishings. Changes of interior decoration should be done with the mutual consent of the church and the family.
9. Basic yard maintenance including mowing, edging, fertilizing, sprinkler system, and tree trimming are the responsibility of the local church.
10. When a church-owned parsonage is equipped with unusual appurtenances, such as a swimming pool, the church should be responsible for the maintenance and safety measures for the use thereof.
11. The church should carefully evaluate the overall security of the building and grounds. Attention should be paid to screens, secure windows, window and door locks, gates, and alarm systems. This should also include fire prevention measures, such as smoke alarms, fire extinguishers, escape ladders, and a fire escape plan. When possible, an annual inspection should be made by the fire department and utility companies.

**B. When There Is A Change In Clergy**

1. The parsonage should be thoroughly cleaned on the occasion of a change in clergy for the church. The exterior of the parsonage and the grounds should be freshly cleaned and present a good appearance. Walls, carpets, draperies, and floors should be clean and in good repair. Refrigerator, cook-top, oven, disposal, dishwasher, washer, dryer, air conditioner, heater, water-heater, smoke-alarms, fire-extinguishers, TV antenna, satellite dish, or cable, garden hoses, ladder, and waste disposal/recycling provisions should all be in proper order.

It is also recommended that a thorough inspection of plumbing and electrical wiring (including light bulbs) be made, and appropriate repairs and replacements be taken care of. If requested by the new pastor, locks should be changed and new keys issued.

The local church(es) shall plan and coordinate the implementation of cleaning, refurbishing and modifications in conjunction with the moving schedule(s) in order to minimize disruption to both incoming and outgoing pastoral families.

The church has final responsibility to see that these things are adequately accomplished in consultation with both pastoral families.

2. The following suggestions are for creating a “Guide” to be completed by the Parsonage Committee and given to the parsonage family when it moves into its new home. (Church owned parsonage)
  - a. An up-to-date inventory of all church-owned parsonage furnishings including, if possible, the date purchased, cost, and present condition of each item, and a projected replacement time. Reference II.A.3.
  - b. For each appliance:
    - (1) Operating instructions or manuals, etc.
    - (2) Repair instructions
      - service personnel to call
      - which, if any, parsonage committee member to call
      - it is understood that service calls and repairs of major appliances owned by the church should be paid for by the church
  - c. Where to find:
    - (1) Sprinkler systems
    - (2) Turn-off valve for gas
    - (3) Turn-off valves for outside and inside water
    - (4) Meters
    - (5) Fuse or switch boxes, circuit-breakers, and main-switch - all properly labeled
    - (6) Size and change intervals for heating and cooling filters
    - (7) Various permanent plants which are seasonal
    - (8) Any unusual appliances, equipment, or household peculiarities (such as hidden attic door)
    - (9) Sewer clean outs
  - d. Phone numbers to call in case of emergencies: police, fire, ambulance, insurance company, utilities, other services, etc.
  - e. The church is to establish the desired policy for periodic cleaning of carpets and draperies.
3. It may be helpful, upon arrival of a new parsonage family, for a member of the committee to conduct a tour of the parsonage and to point out that the Committee is aware of certain needs (e.g., furnishings that are wearing out, painting that is needed etc.) and also to point out the good maintenance that has been done in the past.
4. When it is possible, the parsonage should be open for visitation by the newly appointed pastoral family prior to the effective date of appointment. If this is not possible, pictures and or videos of the parsonage (outside and inside) and scale drawings or sketches with dimensions should be provided to the new family ahead of moving time.

**C. Energy Conservation**

1. The church and parsonage family should cooperate in making every effort possible to conserve energy. This should include:
  - a. Inviting utility companies (gas, electric, and water) to inspect, provide an energy audit, and make recommendations
  - b. Using more efficient, lower wattage lighting
  - c. Insulating attic and walls
  - d. Weather-stripping
  - e. Investigating possible uses of solar energy or other energy saving devices
  - f. Using water-saving devices

**III. PARSONAGE UTILITIES**

- A. The local church shall provide all utilities: water; electricity; gas; basic telephone; provision for internet connection; TV antenna, satellite dish, or basic cable service; sewage fee; and trash and garbage collection.
- B. This policy should be the same for both church-owned and clergy-owned or rented parsonages.
- C. Parsonage families should be conscious of the high cost of utilities, and should practice cost and energy-saving measures at all times. This should include regular self-monitoring, analysis, and comparing against previous usage.

**IV. REQUIREMENTS FOR PARSONAGE INSURANCE**

- A. Insurance on real and personal property is the responsibility of the owner of that property.
- B. Insurance should be reviewed annually and when there is a change of clergy.

**V. REVIEW OF CLERGY HOUSING POLICIES AND STANDARDS**

In the last year of each Quadrennium the Conference CFA and the Conference Rules Committee shall jointly convene a study group to review these Policies and Standards and shall recommend appropriate additions, changes and deletions for Annual Conference action. The study group shall include representation from the Cabinet, Commission on Equitable Compensation, clergy, clergy spouses, laity, CFA, Rules, and Executive Director for Finance and Administration.

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**PERSONNEL POLICIES**

**I. INTRODUCTION – FUNCTIONS OF THESE PERSONNEL POLICIES**

These Personnel Policies are an outline of the basic personnel policies, practices and procedures of the California-Pacific Annual Conference of The United Methodist Church. They contain general statements of Conference policy, which should not be read as including the fine details of each policy and do not constitute an expressed or implied contract or promise that the policies discussed will be applied in all cases. The Personnel Policies are not intended to alter the employment-at-will relationship in any way. The Conference may add to the Personnel Policies, revoke or modify them from time to time.

- A. The Personnel Policies will be printed in the Conference Journal at least once during each quadrennium. They are designed to inform all Conference staff members of approved Personnel Policies. Additional printed copies may be distributed from time to time as necessary or desirable. Each employee will be provided a copy of the Personnel Policies, requested to read and become familiar with them, and to acknowledge receiving them.
- B. These Personnel Policies shall apply to all staff members of boards and agencies of the California-Pacific Annual Conference of the United Methodist Church, as well as the district offices and camps. In addition, these policies shall serve as guidelines for the Area Office, whose employees serve at the discretion of the Area Resident Bishop. District Administrative Assistants shall be treated individually. These Personnel Policies do not apply to local churches in the California-Pacific Annual Conference. In keeping with standards set forth in the Discipline, local church employment policies are developed and adopted by each individual church.
- C. Because of the importance of the Personnel Policies the Conference Personnel Policy Committee will review and recommend policy changes to the Annual Conference as may be required from time to time. Between sessions of the Annual Conference, the Conference Personnel Policy Committee is charged with general oversight of the personnel practices of the Annual Conference. The Conference Personnel Policy Committee may apply or revise policy as necessary to comply with the intention of the Annual Conference or with such state and/or federal laws as may be, or become, applicable. Any such application or revision of the Personnel Policies will be reported to the next session of the Annual Conference with the appropriate recommendation(s). Conference Executive staff, in conjunction with Conference Human Resources, may develop procedures relating to the implementation and ongoing observance of these Personnel Policies, and to the operation of the Conference Center. The Camps may establish additional personnel policies and procedures in order to comply with the licensing requirements of the American Camping Association.
- D. The Annual Conference reserves the right to modify, rescind, delete or add to the provisions of these policies from time to time in its sole and absolute discretion. The Conference or its representative will provide notification to affected employees of such changes, when they occur, within a reasonable period of time.

**II. EMPLOYMENT REGULATIONS**

**A. Code of Employer-Staff Member Relations**

The Annual Conference shall adopt and implement fair and effective personnel policies, practices and procedures, and is an Equal Opportunity Employer adhering to all applicable equal opportunity

laws. However, nothing in these policies should be construed as altering the employment-at-will relationship or as creating an express or implied contract or promise concerning the policies or practices that the Conference has implemented or will implement in the future.

1. The Conference employment goals include:
  - a. provision of equal employment opportunity and treatment regardless of race, color, sex, age, marital status, national origin, disability, or sexual orientation or medical condition;
  - b. provision of competitive salaries and staff member benefits;
  - c. establishment of reasonable hours of work based on the Conference's service needs;
  - d. monitoring of, and compliance with, applicable federal and state laws and regulations; concerning staff member safety;
  - e. provision of training consistent with the Conference's requirements for those whose needs, capabilities, and desires warrant such training;
  - f. provision and acceptance of constructive suggestions which relate to methods, procedures, working conditions, and nature of work performed; and
  - g. establishment of appropriate procedures for staff members to discuss matters of interest or concern with immediate supervisors, or department heads, or Human Resources staff.
2. The conference expects all staff members to:
  - a. adhere to policies adopted by the Conference.
  - b. give a productive day's work;
  - c. arrive and begin work on time;
  - d. demonstrate a considerate, friendly, and constructive attitude toward fellow staff members and Conference clientele, in person, on the telephone, and in written and electronic correspondence.
3. The Conference, along with Boards and Agencies and certain Exempt Management staff, representing the Conference and its Boards and Agencies, retain the sole right to exercise all managerial functions including, but not limited to, the rights to:
  - a. dismiss, assign, supervise, and discipline staff members;
  - b. determine and change starting and/or quitting times and to assign overtime as necessary;
  - c. transfer staff members to other locations on a temporary or regular basis at will and as seen fit;
  - d. determine the number of staff and the qualifications for each staff position;
  - e. establish, change, and abolish policies, practices, rules and regulations at will as seen fit;
  - f. determine and change methods by which its operations are to be carried out;
  - g. determine and change the location and services rendered; and to
  - h. assign duties to staff members in accordance with the Conference's needs and requirements, and to carry out all ordinary administrative and management functions.

**B. Staff Members' Qualifications:**

1. They shall be persons who are sympathetic with the Christian faith and purposes of The United Methodist Church.
2. They shall possess the special aptitudes, skills and capacities which are required in their respective fields of work.
3. They shall be persons who can win and hold the cooperation and goodwill of the people they serve, as well as their associates.
4. They shall be persons who can demonstrate the capacity to learn and to improve their abilities.

**C. Equal Employment Opportunity:**

1. The Conference is an Equal Opportunity Employer. It is the policy of the Conference to make its employment decisions, including but not limited to hiring, promotion, demotion, or compensation, without regard to race, color, gender (including pregnancy), age, marital status, national origin, disability (physical or mental), sexual orientation, medical condition or any other basis prohibited by law. Equal employment opportunity will be extended to qualified disabled persons in all aspects of the employer-employee relationship and reasonable accommodation will be provided to known physical or mental limitations of an otherwise qualified disabled employee or applicant.
2. Any communication from any applicant for employment to a staff member, a government agency, or an attorney concerning any equal employment opportunity matter shall be referred to the Conference Benefits and Human Resources Officer or Human Resources Coordinator.

**D. Employment-at-Will**

Staff members are not employed for a specific period of time. Staff members may resign from Conference employment at any time and for any reason and may be terminated, with or without notice, at any time and for any reason.

1. No Conference representative is authorized to modify this policy for any staff member or to enter into any agreement, oral or written, contrary to this policy. Supervisory and management personnel shall not make any representation to staff members or applicants concerning the terms or conditions of employment which are not consistent with Conference policies.
2. This policy shall not be modified by any statement contained in this or any other employee handbooks, employment applications, Conference recruiting materials, Conference memoranda, or other materials provided to staff members in connection with their employment. None of those documents, either singly or combined, shall create an express or implied contract of employment for a definite period, nor an express or implied contract concerning any terms or conditions of employment.
3. Completion of an introductory period or conferral of regular status shall not change a staff member's status as an employee-at-will, restrict in any way the Conference's right to terminate such a staff member nor change his/her terms or conditions of employment.
4. Nothing contained in these policies, staff member handbooks, employment applications, Conference memoranda, or other materials provided to staff members in connection with their employment shall require the Conference to have "just cause" to terminate that staff member or shall otherwise restrict the Conference's right to terminate a staff member at any time and for any reason. Statements of specific grounds for termination set forth in these policies or elsewhere are not inclusive and are not intended to restrict the Conference's right to terminate at-will.
5. Exempt staff who are clergy, or others under appointment, have certain Disciplinary rights; therefore, their termination must be in accordance with the current Discipline.

#### **E. Hiring**

1. A job description for each position shall be developed jointly by Conference Human Resources, the appropriate Board or Agency, and the staff person supervising the position.
2. A job description shall be provided by Human Resources to each staff member so that the duties and reporting assignments may be fully understood. Job descriptions for all Conference positions shall be maintained in Human Resources.
3. All position openings, with the qualifications required, shall, when appropriate, be advertised as widely as possible to provide the maximum exposure to all possible applicants. In the case of clergy and others under appointment, the Agency must submit the proposed name to the Bishop and the Cabinet for approval.
4. Background checks shall be required as a condition of employment for all positions in the Conference.

#### **F. Introductory Period**

New staff members shall be subject to an initial introductory period of 90 calendar days. During this time the staff member's supervisor will periodically evaluate his/her compatibility, ability, and interest in the job. The introductory period may be extended an additional 30 days, for a maximum of 120 calendar days, if the supervisor determines that additional time is necessary to evaluate the staff member's job performance. Following the successful completion of the introductory period, as determined by a performance review conducted by his/her supervisor, a staff member will be notified by Human Resources, in writing, that he/she will then become eligible for employee benefits once he/she satisfies the terms and conditions of the various benefit programs. Staff members will earn and accrue benefits during their introductory period as indicated in these policies.

#### **G. Employment Categories**

##### **1. Regular Full Time Staff Members**

A staff member who works a minimum of 30 hours a week on a continuing basis is considered a full time staff member.

##### **2. Regular Part Time Staff Members**

A staff member who regularly works 20-29 hours per week is considered a part-time staff member.

##### **3. Casual Staff Members**

A staff member who regularly works an average of less than 20 hours per week is considered a casual staff member. Casual staff members are not eligible for Conference-sponsored benefits.

##### **4. Temporary Staff Members**

Temporary staff members are those whose jobs exist for a limited duration because of the requirements of special projects, abnormal work loads or emergencies. A staff member's temporary status will not be changed to some other status without the staff member having been specifically informed of such a change, in writing, by an appropriate supervisor. Temporary staff members are not eligible for Conference sponsored benefits (vacation,

holiday, sick leave, health insurance, death and disability coverage or pension).

**5. Seasonal Staff Members**

Seasonal staff members are those whose jobs exist for a specified season or time period, i.e.: summer or holidays. Seasonal staff members are not eligible for conference sponsored benefits (vacation, holiday, sick leave, health insurance, death and disability coverage or pension).

**H. Restructuring**

When a change in operations necessitates changing or eliminating a position, the incumbent staff member may apply for any open and available position on the Conference staff.

**I. Termination of Employment (Discharge and Resignation)**

1. The non-exempt staff member's supervisor, as a general practice, shall give advance notice of termination (not involving misconduct) of no less than two weeks (or its equivalent in compensation in lieu thereof) plus accrued vacation. Termination involving misconduct can be implemented immediately, with no notice given. Accrued vacation will be paid in keeping with state regulations, regardless of the reason for termination.
2. Management staff members can be terminated at any time by the employing body. In the case of clergy, with the concurrence of the Bishop and the Cabinet, advance notice of at least one month shall be given (or its equivalent in compensation in lieu thereof). Termination involving misconduct can be implemented immediately with no notice given. Accrued vacation will be paid in keeping with state regulations, regardless of the reason for termination.
3. Non-management staff members are requested to give at least two weeks notice in advance of resignation of employment, and management staff members are requested to give at least one month's notice.
4. Earned vacation shall continue to accrue through the date of termination.
5. Accumulated sick leave shall not be compensated at the time of termination.

**J. Severance Pay**

Severance pay may be granted to terminated lay employees under certain circumstances.

1. Lay staff members are eligible for severance pay if they are terminated after one year of regular full-time continuous service because of:
  - a. a reduction in the Conference's work force;
  - b. elimination of the job or position; or
  - c. an insufficient aptitude for continued employment with the Conference not attributable to any willful misconduct.
2. Lay staff members are not eligible for severance pay if they:
  - a. leave Conference employment voluntarily;
  - b. are terminated for misconduct;
  - c. are laid off for a period anticipated to be less than six months, or
  - d. retire from Conference employment under conditions not involving elimination or termination of the job.
3. The amount of severance pay will be one week's regular straight time pay for each full year of continuous service not to exceed ten weeks pay. Severance allowances will, unless paid in a lump sum, be paid on regular paydays during the period the terminated staff member is eligible to receive severance pay. Severance pay is subject to federal and state deductions and withholding.
4. Severance pay will be granted to eligible staff members in addition to pay for any unused accrued vacation for which the staff member may be eligible.

**III. OPERATIONAL PROCEDURES**

**A. United Methodist Center Hours**

The Executive Director of Finance and Administration and the Executive Director of Connectional Ministries shall jointly determine the hours the United Methodist Center shall be open.

**B. Work Schedule**

The standard work day for all full time non-exempt staff members at Conference headquarters and camps shall consist of 7 hours, and the standard workweek shall consist of 35 hours, Monday through Friday. The standard work day and work week at the district offices shall be determined by the District Superintendents, based on operational needs. The staff member's supervisor shall establish the weekly work schedule for all employees. Scheduled hours may vary as established by the supervisor, based on business needs. The workweek for the Conference begins on Monday and ends on Sunday. Each work day begins and ends at 12 midnight.

**C. Holidays**

1. The United Methodist Center and all eligible full-time and part-time Conference staff members will observe eleven paid holidays each year. These holidays are: 1) New Years Day, 2) Martin

Luther King Jr.'s birthday, 3) Presidents Day, 4) Good Friday, 5) Memorial Day, 6) Independence Day (July 4), 7) Labor Day, 8) Thanksgiving Day, 9) day following Thanksgiving, 10) Christmas Eve Day and 11) Christmas.

2. In the event a holiday falls on a Saturday, the preceding Friday shall be observed instead; for personnel working in offices regularly closed on Friday, the preceding workday shall be observed instead. In the event a holiday falls on a Sunday, the following Monday shall be observed instead.
3. Full-time staff members shall receive a holiday benefit of 7 hours. Full-time camp site employees shall receive a holiday benefit of 8 hours. Full-time district staff shall receive a holiday benefit of 7.5 hours. Part-time staff members shall receive a holiday benefit of 6 hours.
4. If a holiday falls during a period of sick leave or approved vacation, the holiday shall not be charged against the sick leave or accrued vacation.
5. In order to be eligible for holiday payment a staff member must work their scheduled day before and their scheduled day after the holiday. If absence is due to illness, or with prior approval of the supervisor, eligibility for holiday payment will be maintained.
6. Casual and seasonal staff members are ineligible for holiday benefits.
7. If work is required on a holiday, and approval has been given by the supervisor in advance, in lieu of a holiday off, the rate of pay for working the holiday shall be double the hourly rate of pay for the staff member. If work is required on a holiday, no arrangement may be made to have time off in the future in exchange for working the holiday. If work is required on Easter Sunday, the holiday rate shall apply to those hours worked.

**D. Payroll Advances**

The Conference will not provide payroll advances or extend credit to staff members.

**E. Employment of Related Persons**

1. Relatives of employees, persons with whom employees reside, or persons with whom employees have close personal relationships, will not be eligible for employment with the Conference when potential problems of supervision, safety, security, or morale exist, or if personal relationships may create an actual or potential conflict of interest, cause disruption, or create a negative or unprofessional work environment. Related persons include parents, grandparents, children, grandchildren, spouses, cohabitants, brothers, sisters, and in-law and step relationships.
2. If two employees become subject to the restrictions of this policy after they are hired, the Conference will attempt to accommodate the employees by allowing one or both of the employees to seek a transfer that eliminates the actual or potential conflict of interest, if such a transfer is into an open position for which the employee is qualified. The decision as to which of the employees will remain in their position or with the Conference must be made by the two employees within a reasonable time as determined in the Conference's discretion. If no decision is reached within such reasonable time, both employees will be terminated.
3. Any exceptions to this policy must be authorized by the Conference Personnel Policy Committee.
4. Spouses and children of camp managers who are employed on the site shall be under the evaluation supervision of the Director of Camping and Facilities Management.

**IV. PERSONNEL MANAGEMENT OF PERSONNEL**

**A. Conference Benefits and Human Resources Officer**

There shall be a Conference Benefits and Human Resources Officer who shall be selected by the Executive Director for Finance and Administration and the Executive Director of Connectional Ministries with the concurrence of the Conference Personnel Policy Committee and the Conference Board of Pensions. He/she shall report to the Executive Director of Finance and Administration in concurrence with the Conference Personnel Policy Committee and the Conference Board of Pensions. The Conference Benefits and Human Resources Officer shall interpret and provide general oversight of the Conference Personnel Policies as they relate to Conference employees, ensure consistent application of the policies, and be responsible for their overall coordination. In addition to performing all duties relating to the oversight of Pension and Benefits Administration, the Conference Benefits and Human Resources Officer shall act as a consultant to the Conference Personnel Policy Committee and chairpersons and management staff of the commissions, boards, and agencies of the Conference by providing professional expertise in the planning and application of the Conference's Personnel Policies, and by providing any necessary assistance in carrying out those policies. This individual will be a resource person for local churches in answering questions and referring local church clergy and responsible lay representatives to the appropriate resource for

assistance.

**B. Supervision and Evaluation**

1. Supervision

a. Management staff

- (1) Supervision of Level I staff members shall be the responsibility of the appropriate agency and/or the Bishop. Together, the agency and the Bishop shall establish a procedure by which supervision and evaluation of Level I staff members will be provided. The agency shall submit the stated procedure to the Conference Personnel Policy Committee which shall ensure that the procedure is consistent with Conference Personnel Policies.
- (2) The supervision of Level II, III, and IV staff members shall be the responsibility of the appropriate Level I staff members in accordance with the Conference Personnel Policies.
- (3) The supervision of Level III and IV camp staff members shall be the responsibility of the Director of Camping and Facilities Management and the Board of Camping, Outdoor and Retreat Ministries.
- (4) The supervision of Level III Campus Ministers shall be the responsibility of the local campus ministry boards, the Executive Director of Connectional Ministries and the Board of Higher Education and Campus Ministry.

b. Non-management staff

The designation of supervisors for non-management staff members shall be the responsibility of the Level I and Level II staff members, or the Director of Camping and Facilities Management and the BCORM, in accordance with the Conference Personnel Policies. Such designation shall be conveyed in writing. District Administrative Assistants shall be supervised and evaluated by the respective Superintendent in consultation with that District's Committee on the Superintendency.

2. Evaluations

- a. Performance review: At the end of the 90-day introductory period, a written evaluation for each staff member (Levels II, III, and IV, and non-management staff) shall be prepared by the immediate supervisor. Thereafter, a written evaluation for each staff member (Exempt staff Levels II, III, and IV, and V and non-exempt management staff) shall be prepared at least annually by the immediate supervisor in consultation with the relevant agency. The purpose of the review is to measure the staff member's performance to provide guidance for possible reclassification, salary adjustment or corrective action. Prior to submitting the report, the supervisor (or the person or persons making the evaluation) shall review its contents with the staff member and shall include, as part of the report, any comments on its contents the staff member may request to be included. Where appropriate, the next higher level of supervision should review the completed evaluation and sign it as evidence of the review. The staff member being reviewed should also sign the review as evidence of its receipt.

- b. Level I staff members shall be evaluated at least annually by the appropriate agency and/or by the Bishop according to specific objectives agreed upon at the beginning of each year. The objectives shall be put into writing by the staff member and become the basis for a year-end evaluation made jointly by the staff member and the appropriate agency as provided in the approved procedure. In addition, an informal six month evaluation is recommended.

**C. Personnel Records**

1. All personnel records shall be kept in a centralized place under the authority of the Human Resources Coordinator. There is no authority for subsidiary files other than information kept in the Accounting Department for payroll purposes.
2. Personnel files shall include job application, resume, and/or such other material as is pertinent to employment; confirmation of employment; performance evaluation records and reviews; payroll information; and such records as may be required to comply with federal law, state law and/or Conference Personnel Policies.
3. Personnel files are confidential. Staff members shall have supervised access to their own personnel files when requested through Human Resources. Supervisors shall have access to their subordinates' personnel files, but not their medical files except for information specifically relating to the job. The Executive Director of Connectional Ministries, the Executive Director for Finance and Administration and the Conference Benefits and Human Resources Officer as chief administrators of their respective agencies, shall have access at any

time to personnel files of all persons within their agencies.

## V. SALARY ADMINISTRATION

### A. Job Classification and Salary Ranges

The Conference Personnel Policy Committee shall establish staff position levels and salary ranges, which shall be approved by the Annual Conference.

#### 1. Salary Schedule

- a. The salary schedule shall be comprised of both exempt and non-exempt positions (as defined by state and federal law) and shall apply to staff employed by the Conference at the United Methodist Center, the district offices, campus ministry locations, and management staff working in camps.
- b. A separate salary schedule for non-management staff working in camps shall be established by the Board of Camping, Outdoor, and Retreat Ministries, in accordance with applicable state and/or federal laws, and with the concurrence of the Conference Personnel Policy Committee. The Director of Operations Facilities Management shall manage the camping salary schedule, including beginning salary and merit increases.

#### 2. Level I Salary Schedule

The total compensation of Level I staff members shall be equivalent to that of District Superintendents.

- a. Level I employees shall be eligible for reimbursement, up to \$5,000 annually, for residential utility expenses, upon submission of the bills to the Executive Director for Finance and Administration.
- b. Reimbursement for residential utility expenses shall be made and reported in accordance with Internal Revenue Service rules.

#### 3. Campus Ministers Salaries

Level III-A (Campus Ministers) staff member salary and benefits shall comply with Committee on Equitable Compensation (CEC) guidelines.

#### 4. Classification

The Conference Personnel Policy Committee shall approve the classification of each position in consultation with the appropriate board, agency, or supervisor.

#### 5. Eligibility

All positions, except that of District Superintendent, are open to both laity and clergy. In the rare exception to this policy, the requirement shall be clearly stated in the position description. The Conference Personnel Policy Committee shall agree to this requirement, which shall be reported to the next session of the Conference.

#### 6. Beginning Salary

Newly hired personnel may have a beginning salary anywhere within the appropriate range, subject to approval of the responsible Level I staff. While remaining within the range, the starting salary of the Hawaii District Administrative Assistant shall be set with consideration given to a geographic variant.

#### 7. Housing Declaration

Clergy staff members shall annually file with the Executive Director for Finance and Administration a request for designation of housing allowance (for Internal Revenue tax purposes). The Executive Director for Finance and Administration will make the necessary notations.

#### 8. Increases In Salary

Increases in salary, for all staff members below Level 1 – both cost of living and merit – may be granted up to the percentage set by the Annual Conference upon recommendation of the Personnel Policy Committee. Merit increases are granted only after a performance evaluation, and are subject to approval of the immediate supervisor.

#### 9. Disclosure of Salaries

The salaries of all clergy staff members, and the salaries of lay staff members in management positions, shall be printed annually in the Conference Journal. The salaries of non-management staff members are both private and confidential information, and are available only to the respective employee, their supervisors, and those who need to know for administrative purposes.

### B. Honoraria for Outside Service

Compensation for services to a local church or agency of the Annual Conference which are within the responsibilities of a staff member shall not be accepted.

### C. Pay Day

Payment shall be made twice a month, once on the last business day on or prior to the 15th and the

other on the last business day of the month. Checks will be hand-delivered to Conference Center’s personnel prior to noon on payday. All other paychecks will be mailed in time for arrival on the 15th or last business day of the month.

**D. Overtime Pay**

1. Advance approval by the staff member’s immediate supervisor is required for overtime work and shall be granted only when necessary to accomplish the work. If overtime is necessary due to business needs, a supervisor should first request volunteers among qualified employees to work the overtime. If no volunteers are available, the supervisor may require employees to work overtime. Overtime requests refused by employees can be enforced by disciplinary action.
2. Payment for overtime shall be in accordance with federal and state regulations.
3. Exempt staff members are exempt from payment for overtime.

**E. Travel**

The Conference shall reimburse staff members for the expenses of travel, including the cost of transportation, meals, and lodging, when such travel is approved and performed in the course of conducting Conference business.

1. Staff members (when traveling on Conference business) are expected to travel in coach or economy class when traveling by air and to stay and eat in moderately priced establishments.
2. A cash advance for expenses of approved travel may be obtained by submitting a written request to the Controller. Upon completion of travel the staff member must submit an expense claim, with supporting receipts, and either return any unused cash advance or request payment for additional expenses as appropriate.
3. All expense reimbursement must be approved by a supervisor before submission to the Controller’s Office for payment.
4. The Conference may provide credit cards to those staff members who are required to travel extensively on Conference business. These credit cards are to be used only for payment of transportation, meals, lodging, gasoline, and other legitimate business travel expenses. All charges must be accounted for, and approved by, the staff member’s supervisor. The credit cards are the property of the Annual Conference and may not be used for personal charges. Any improper personal charges subject the staff member to discipline up to, and including, termination. All cards must be returned upon the staff member’s termination of employment, appointment to a non-Conference staff position or upon request of the Controller’s Office.

**F. Automobile Usage**

The Annual Conference may maintain vehicles for the use by specific staff members while they are engaged in Conference business. Staff members are generally expected to use their own cars for Conference business in accordance with guidelines below. When appropriate, rental cars may be used in accordance with the guidelines below.

1. Vehicles may be assigned to those who drive in excess of 15,000 reimbursable miles per year.
2. Each staff member who drives a vehicle on Conference business must possess a valid driver’s license and maintain at least the minimum amount of insurance required by law. Each staff member is personally responsible for any fines incurred as a result of driving or parking violations. In addition, no staff member is permitted under any circumstances, to operate a Conference vehicle, or a personal vehicle on Conference business, when that staff member has any physical or mental impairment that might endanger the public safety in any way.
3. Staff members are not permitted to use Conference vehicles for non-business purposes under normal circumstances. Exceptions to this rule must be approved in advance by the staff member’s supervisor and violations will subject the staff member to discipline. Personal use will be reported monthly to the Controller; the Conference will be reimbursed for such personal use according to a plan acceptable to the IRS.
4. Staff members who use their personal cars for business purposes will receive a mileage allowance as established from time to time by the Conference CFA., following the standard mileage rate established by the Internal Revenue Service. This allowance is to cover the cost of gasoline, oil, depreciation, maintenance, and insurance. Staff members driving on Conference business may claim reimbursement for parking fees and tolls actually incurred. Staff members driving Conference vehicles may claim reimbursement for gasoline and other expenses directly incurred. Claims for mileage allowance and reimbursement must be approved by the staff member’s supervisor and submitted to the Controller’s Office for payment.
5. Staff members must report, to their supervisor and to the staff member assigned to the Conference Board of Trustees, any accident while on Conference business in a Conference

owned vehicle. Such reports must be made as soon as possible but no later than forty-eight hours after the accident. Staff members are expected to cooperate fully with the authorities in the event of an accident. However, staff members should make no voluntary statements other than to reply to the questions of investigating officers. Oral reports of accidents should be supplemented by written reports as soon as possible.

**G. Meal Reimbursement**

The Conference shall reimburse staff members for the cost of meals under certain circumstances.

1. Staff members required to travel away from home overnight on Conference business are eligible to be reimbursed for the cost of all meals during their travel.
2. Staff members are eligible to be reimbursed for meals (including gratuities up to a maximum of 15%) paid in connection with professional responsibilities or meetings of a professional nature. Where possible these expenses shall be approved in advance by supervisors. When advance approval cannot be secured, staff members are cautioned to avoid any appearance of impropriety. All such expenses shall be carefully reviewed by the Controller's office and any apparent misuse shall be reported to the appropriate supervisor for action.

**VI. EMPLOYEE BENEFITS**

**A. Continuing Formation and Spiritual Growth and Sabbatical Leave**

1. All Management staff of the Annual Conference will continue the formation of their servant leadership skills.
2. Agencies of the Annual Conference shall review annually a plan for continuing formation and/or spiritual growth and study on the part of all management staff.
3. As a general rule, leave for management staff should follow the provisions in the current Book of Discipline for clergy. Eligibility, compensation, and reporting for persons not covered under The Discipline shall be consistent with those provisions.
4. Management staff not under appointment who are granted leave with pay shall continue their employment with this Annual Conference for a period of at least one year following the end of such leave or reimburse the Annual Conference for the compensation received during such leave.

**B. Membership In Professional Groups and Associations**

Staff members are encouraged to participate in professional groups and associations that promote professional development and enhancement and which also promote the goals of the Annual Conference. Reimbursement of expenses for participation in such professional groups and associations shall be approved in advance by the staff member's supervisor or employing board or agency. Agency budgets shall contain appropriate amounts for participation in professional groups and associations.

**C. Vacation**

The Annual Conference shall grant annual vacations with pay to full-time and part-time employees in accordance with the guidelines established below. Employees classified as casual, temporary or seasonal are not eligible for vacation benefits.

1. Accrual rates for non-exempt staff:
 

Years of Service	Rate of Accrual	Full-time equivalent (days per month of service)
zero through third year	.833	2 weeks per year
fourth through eighth year	1.25	3 weeks per year
nine or more years	1.67	4 weeks per year

  - a. Full-time and part-time staff members shall accrue paid vacation beginning on the date of employment.
  - b. Part-time employees (those who work 19-29 hours per week) shall accrue paid vacation beginning on the date of employment on a pro-rata basis. Since vacation accrues on hours worked, available vacation pay will accrue proportionately.
  - c. Non-exempt staff members shall be eligible to take vacation days which have been accrued after 90 days of employment.
2. Accrual Rates for Exempt Staff  
Exempt Staff shall receive 4 weeks vacation per year beginning at the date of employment prorated to July 1, and on July 1 each year following.
3. Eligible employees are eligible to take accrued vacation after 90 days from hire date.
4. Vacation requests shall be submitted to and approved in advance by the immediate supervisor. Vacation time off shall be determined with due regard for the needs of the employing agency.
5. Vacation hours for both exempt and non-exempt staff may not be accrued in excess of 280 hours. (8 weeks @ 35 hours per week.) When any employee reaches the vacation cap, the employee's supervisor may not cancel any vacation once approved.

6. A staff member may not receive vacation pay in lieu of time off. Therefore, it is necessary for the employee, and his/her supervisor, to plan vacation time in order to continue accruing benefits, and to enjoy the benefits of vacation time off.
7. On separation from employment with the Conference, a staff member shall receive vacation pay for any accrued and unused vacation. If death occurs during a staff member's employment, the accrued and unused vacation will be paid in a lump sum to the staff member's next of kin, or estate, according to applicable law.
8. If a holiday falls within a staff member's vacation period, the holiday will be paid on that day and accrued vacation time will not be used for that day.
9. A staff member who retires shall be entitled to accrued vacation benefits up to the effective date of retirement.

#### **D. Health Insurance**

1. Eligible staff members may elect to enroll in the health plan(s) offered by the Conference Board of Pensions to active full-time staff members.
  - a. In the event a staff member chooses to be included in his or her spouse's health plan, the Conference shall reimburse, upon documentation of the expense, the staff member's out-of-pocket premium cost up to, but not exceeding, the individual rate for a comparable Conference insurance plan.
  - b. Coverage under the applicable health plan shall follow the employment eligibility waiting period, according to the plan document and Employee Handbook.
  - c. Specific details regarding health insurance plan coverage and eligibility are contained in the plan documents and the Employee Handbook.
2. The Annual Conference offers access to medical insurance to lay staff members who retire after having been employed, on a full-time basis, by the Annual Conference for at least five years immediately prior to retirement. The Annual Conference shall subsidize payment toward health insurance premiums under the Conference Health Insurance Plan (HIP), as it exists from time to time. The rate of subsidy shall be two per cent (2%) multiplied by the total years of documented full-time employment by any Annual Conference, General Conference Agency, or local church of the United Methodist Church, multiplied by the blended premium rate. This subsidy shall increase to 100% at age 85. Spouse and surviving spouse eligibility shall be the same as that provided under the Annual Conference Retired Clergy Health Insurance Plan. All other benefits and contingencies shall parallel the clergy HIP. All other provisions of the HIP or its successor plan will apply.

#### **E. Pension and Death and Disability Plans**

1. All pensions shall be provided under plans administered by the General Board of Pension and Health Benefits of The United Methodist Church. Staff members should contact the Human Resources office concerning enrollment procedures. Death and disability insurance, if offered, is also administered by the General Board of Pension and Health Benefits.
2. Lay staff employees of the Annual Conference shall participate in the Conference-sponsored plan(s) applicable to lay employees.
3. Clergy members of the California-Pacific Annual Conference, who are appointed to the Conference staff, shall participate in the Conference-sponsored plan(s) applicable to clergy.

#### **F. Occupational Injury or Illness**

Any occupational injury during employment or occupational illness, no matter how trivial, must be reported at once by the staff member to his/her immediate supervisor. The supervisor should see that proper medical treatment is obtained. Forms on which to report accidents, injuries, or occupational illness can be obtained from the Human Resources Coordinator's Office. They must be completed and returned within forty-eight hours after the accident or illness. The Human Resources staff will be responsible for processing and monitoring worker's compensation claims.

#### **G. Sick Leave**

1. Sick leave is not considered a matter of right but one of privilege. It is to be allowed on a paid basis only in a case of necessity because of sickness or injury of a full-time or part-time staff member or his/her immediate family member (which reasonably compels such staff member to be absent from work). A staff member must notify his/her supervisor before the start of his/her shift on the first and subsequent days of such absence away from the job because of illness.
2. Medical appointments and visits to a doctor by a staff member or when a staff member accompanies an immediate family member shall be charged to sick leave for the number of hours away from the work place.

3. Sick leave with pay for full-time staff members shall be at the rate of one work day for each month of continuous service during a calendar year. Staff members shall be eligible for sick leave and pay after completion of the introductory period. Sick leave with pay shall be cumulative to a maximum total of sixty (60) working days. Because sick leave is designed only to assist an employee who misses work due to illness, injury, or doctor visits/medical appointments, no sick leave benefits are paid upon termination of employment or upon retirement, nor can sick leave be applied as additional vacation.
4. Payment for sick leave may be contingent on a doctor's certification or other proof.
5. Any staff member whose job requires a temporary replacement during any period of sick leave shall provide satisfactory orientation to the replacement as the circumstances permit.
6. Part-time staff members (those who work 20-29 hours per week) are entitled to sick leave benefits in accordance with the above provision on a pro-rata basis.
7. Introductory staff members, casual staff members, temporary staff members and seasonal staff members are ineligible for sick leave benefits.

## H. LEAVES OF ABSENCE

### 1. Family/Medical Leave

#### a. Eligibility and Amount of Leave

A staff member who has been employed by the Conference for at least 12 months, has worked at least 1,250 hours in the preceding 12-month period, and is employed at a worksite where there are 50 or more staff members within a 75-mile radius is eligible to take an unpaid family/medical leave in accordance with applicable law. This leave may be up to 12 work weeks in a 12-month period (the 12 month period commences on the first day on which the leave is taken).

#### b. Permissible Uses of Family/Medical Leave

Family/medical leave may be requested for any of the following reasons:

The birth of the staff member's child, or placement of a child with the staff member for adoption or foster care;

To care for the staff member's spouse, registered domestic partner, child (including the child of a registered domestic partner), or parent who has a serious health condition (a serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment or continuing supervision by a health care provider);

For a serious health condition that makes the staff member unable to perform his/her job;

For any "qualifying exigency" (as defined by federal regulation) because the staff member is the spouse, son, daughter, or parent of an individual on active military duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation; or

A staff member who is the spouse, son, daughter, parent, or next of kin of a covered service member (who is recovering from a serious illness or injury sustained in the line of duty while on active duty) shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member. Leave to care for a covered service member, when combined with other family/medical-qualifying leave, may not exceed 26 work weeks in a single 12-month period.

An eligible staff member who takes leave because of the staff member's disability due to pregnancy, childbirth or related medical conditions may be eligible for a baby bonding leave in addition to a family/medical leave. In addition, staff members who are not eligible for family/medical leave may be eligible for a leave of absence under the Conference's Medical Leave of Absence Policy. Information regarding such situations may be obtained by contacting the Conference's Human Resources Coordinator.

#### c. Procedures for Requesting Leave

Staff members must provide at least 30 days advance notice of their intention to take a leave for foreseeable events (such as the expected birth of a child or a planned medical treatment). If 30 days notice is not practicable due to unforeseen events (such as a medical emergency), the staff member must notify his/her supervisor or the Human Resources Coordinator, at least verbally, as soon as he or she learns (ordinarily no later than 1 or 2 working days), of the need for the leave. All requests for family/medical leave should include the anticipated date(s) and duration of the leave. Failure to comply with these requirements is grounds for, and may result in, deferral of the requested leave until the staff member complies. Any requests for extensions of leaves must be received

at least five (5) working days before the date on which the staff member was originally scheduled to return to work and must include the revised anticipated date(s) and duration of the leave.

**d. Medical and Other Certification**

All leaves due to a serious health condition or to care for a covered service member require medical certification from the health care provider of the staff member, family member or service member to substantiate the existence of a condition requiring the leave. For foreseeable leaves, staff members must provide the required medical certification before the leave begins. When this is not possible, staff members must provide the required certification within 15 calendar days after the Conference's request for certification, unless it is not practical under the circumstances to do so. A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. Certification forms are available from the Conference's Human Resources Coordinator.

**e. Intermittent Leave**

When medically necessary, leave may be taken on an intermittent or reduced-hours basis (as opposed to taking all leave in one block). A staff member requesting leave on an intermittent or reduced-hours basis must schedule the leave, insofar as possible, to minimize disruption of his/her work schedule and assignments. The Conference reserves the right to reassign a staff member to a temporary alternative position, with equivalent pay and benefits, if it will better accommodate the staff member's recurring absences for intermittent or reduced-hours leave.

**f. Leaves to Care for Newborns or a Child Placed for Adoption/Foster Care**

If a staff member is taking a family/medical leave to care for the staff member's newborn child or a child placed with the staff member for adoption or foster care, the basic minimum duration of the leave is two weeks and the leave must be concluded within one year of the birth or placement for adoption or foster care. In cases where both parents are employed by the Conference and each wishes to take family/medical leave to care for the staff member's newborn child or a child placed with the staff member for adoption or foster care, the combined leave may not exceed 12 work weeks in a 12-month period.

**g. Substitution of Paid Leave**

Family/medical leaves are unpaid, except that a staff member may elect to substitute accrued vacation pay for all unpaid family/medical leaves. Staff members may elect to substitute accrued sick pay only for leaves due to the staff members own serious health condition and to care for the staff member's spouse, registered domestic partner, child, or parent who has a serious health condition or a covered service member. The substitution of paid leave for unpaid leave does not extend the total duration of the leave to which a staff member is entitled.

**h. Health and Benefit Plans**

A staff member on family/medical leave will be allowed to continue participation in any health and welfare benefit plans in which the staff member was enrolled before the first day of the leave (for up to a maximum of 12 work weeks) at the level and under the conditions of coverage as if the staff member had continued in employment for the duration of such leave. The Conference will continue to make the same premium contribution as if the staff member had continued working. In some instances, the Conference may recover from a staff member premiums paid to maintain health coverage if the staff member fails to return to work following family/medical leave. If a staff member fails to return from the leave for a reason other than the recurrence or continuation of the health condition that brought about the leave or other circumstances beyond the staff member's control, the Conference can recover any health insurance premiums paid by the Conference on the employee's behalf during any unpaid periods of the leave. Staff members on family/medical leave accrue employment benefits such as sick and vacation pay and receive pension contributions only when paid leave is being substituted for unpaid leave and only if the staff member is otherwise entitled to such benefits/contributions.

**i. Reinstatement**

Under most circumstances, when a staff member is able to return to work at the end of an authorized leave, he or she will be reinstated to the same job or a comparable job. Staff members returning from family/medical leave are entitled to reinstatement to the same or comparable position consistent with applicable law. If a staff member can return to work

but with limitations, the Conference will evaluate those limitations and, if possible, accommodate the staff member to the extent required by law. If a staff member is returning from a leave due to his/her own serious health condition the staff member must submit a medical release from his/her health care provider to verify that the staff member is able to resume normal duties with or without limitations. A staff member who fails to return to work on the first scheduled work day following an authorized leave of absence, or who fails to comply with the other requirements described above while on leave of absence, shall be considered to have voluntarily resigned.

**j. Miscellaneous**

This policy is intended to comply with and will be interpreted in accordance with the federal Family Medical Leave Act (FMLA) and all applicable state laws and regulations. To the extent this policy may conflict with those laws, those laws control. Questions concerning this policy should be directed to the Conference's Human Resources Coordinator.

**2. Medical Leave of Absence Policy**

**a. Eligibility**

Any staff member who is temporarily disabled and unable to work due to his/her own serious health condition and who does not qualify for, or has exhausted his/her entitlement to medical leave under the Family/Medical Leave policy, will upon request be granted a medical leave of absence without pay for the period of his/her disability, provided such leave does not exceed four months. This policy applies to all temporary disabilities, including pregnancy, childbirth and related medical conditions. Any request for a medical leave of absence must be supported by a medical certification from a health care provider.

**b. Duration of Leave**

The total medical leave available under this policy is four months. If this policy is used in conjunction with a medical leave of absence under the Family/Medical Leave policy, the total combined time may not exceed four months.

**c. Substitution of Paid Leave**

Medical leaves are unpaid, except that a staff member may elect to substitute accrued vacation pay for unpaid leave. The substitution of paid leave for unpaid leave does not extend the total duration of the leave to which a staff member is entitled.

**d. Health and Benefit Plans**

A staff member on medical leave will be allowed to continue participation in any health and welfare benefit plans in which the staff member was enrolled before the first day of the leave (for up to a maximum of up to four months) at the level and under the conditions of coverage as if the staff member had continued in employment for the duration of such leave. Staff members on medical leave accrue employment benefits such as sick and vacation pay and receive pension contributions only when paid leave is being substituted for unpaid leave and only if the staff member is otherwise entitled to such benefits/contributions.

**e. Return from Leave**

Staff members who return to work at the end of their leaves will be returned to their former positions if still available or as prescribed by law. A staff member must submit a medical release from his/her health care provider to verify that the staff member is able to resume normal duties with or without limitations. If a staff member can return to work but with limitations, the Conference will evaluate those limitations and, if possible, accommodate the staff member to the extent required by law. If a staff member who fails to return to work on the first scheduled work day following an authorized leave of absence, or who fails to comply with the other requirements described above while on leave of absence, shall be considered to have voluntarily resigned.

**f. Other Terms and Conditions of Leave**

Staff members must comply with the procedures for requesting leave and certification specified in the Family/Medical Leave policy.

**g. Miscellaneous**

Questions concerning this policy should be directed to the Conference's Human Resources Coordinator.

**3. Work Related Illness or Injury Leave**

Staff members who are disabled and unable to work due to a work related injury or illness will be granted an unpaid leave of absence in accordance with and pursuant to applicable law. For

the first four months of any such leave, staff members' benefits including benefits provided under the Conference's health insurance and welfare plans, may be maintained and continued at the level, and under the conditions such benefits would have been provided if the staff member had continued in employment continuously for the duration of the leave. Further information concerning leaves of absence due to work related illness or injury may be obtained from the Conference's Human Resources Coordinator.

#### **4. Personal Leaves**

Full-time or part-time staff members who have been continuously employed with the Conference for at least one year may request a personal leave of absence without pay for a reasonable period of time up to thirty days. The leave may be extended for a reasonable period of time up to thirty days due to special circumstances, as determined on an individual basis by the Conference Benefits and Human Resources Officer and the Level I Administrator. Requests for personal leaves of absence will be considered on the basis of the staff member's length of service, performance, responsibility level, the reason for the request, whether other individuals are already out on leave, and the expected impact of the leave on the Conference.

Requests must be submitted in writing to the Human Resources Coordinator through the immediate supervisor and the Level I Administrator of the employing agency. Approval of the personal leave of absence will be made in writing by the Human Resources Coordinator and the Level I Administrator before the leave begins. A request for extension of personal leaves must be submitted in writing and be approved in writing by the Human Resources Coordinator.

#### **5. Bereavement Leave**

In the case of a death in the immediate family of a staff member or their spouse (for purposes of this policy, immediate family consists of mother, father, children, grandchildren, grandparents, brothers and sisters), no deduction of pay shall be made for absence from work for up to three days for exempt employees. For hourly-paid employees, up to three days of bereavement pay will be granted at the employee's normal rate of pay.

#### **6. Legally Required Leaves of Absence**

Staff members will be granted leaves of absences mandated by law (e.g. jury duty; appearance as witness in a legal proceeding; to perform emergency duty as a volunteer firefighter, reserve police officer, or rescue worker; appearance at school by a parent requested pursuant to the California Education Code; to attend or participate in activity of a school or day care facility as permitted by the California Labor Code; to seek relief from domestic violence or to attend a court proceeding by virtue of being a victim of a violent crime as permitted by the California Labor Code, to participate in a substance abuse treatment or a literacy education program, military spouse leave, or to discharge a military obligations).

Staff members are required to provide reasonable advance notice of any need for such leave. Unless otherwise required by law, this leave will be unpaid, except that regular full-time staff members will be granted a paid leave of absence of up to 10 work days each calendar year for the purpose of fulfilling jury duty. Staff members who do not have sufficient time outside their regular hours to vote in a statewide election will be granted time off with pay in accordance with state law.

## **VII. OTHER POLICIES**

### **A. Disciplinary Procedures**

1. Staff members are expected to comply with the Conference's standards of conduct and performance as detailed in the Employee Handbook. When performance or conduct does not meet Conference standards, the Conference will endeavor, when it deems it appropriate, to provide the staff member a reasonable opportunity to correct the deficiency. If, however, the staff member fails to make the correction, he or she will be subject to discipline up to and including termination.
2. Discharge for poor work performance ordinarily will be preceded by an oral warning and/or written warning. The Conference may, however, proceed directly to discharge for performance deficiency, without resort to prior disciplinary steps, when the Conference deems such action appropriate. Discharge for misconduct need not be preceded by prior disciplinary steps.
3. A staff member suspected of having engaged in misconduct may be suspended with or without pay pending further investigation or action. Any investigation, with the involvement of Human Resources Staff, should be concluded as soon as practical.

### **B. Harassment**

The Conference will not tolerate verbal or physical conduct by any staff members which harasses, disrupts, interferes with another's work performance or which creates an intimidating, offensive or

hostile environment.

1. While all forms of harassment are prohibited, sexual harassment is specifically prohibited. Each supervisor has a responsibility to maintain the work place free of any form of sexual harassment. No supervisor is to threaten or insinuate, either explicitly or implicitly, that a staff member's refusal to submit to sexual advances will adversely affect the staff member's employment, evaluation, wages, advancement, assigned duties, or any other condition of employment or career development. In addition, no supervisor is to favor, in any way, any applicant or staff member because that person has performed, or has shown a willingness to perform, sexual favors for the supervisor.
2. Other sexually harassing conduct in the work place, whether committed by supervisors or non-supervisory personnel, is also prohibited. Such conduct includes:
  - a. sexual flirtation, touching, advances, or proposition;
  - b. verbal abuse of a sexual nature;
  - c. graphic or suggestive comments about an individual's dress or body;
  - d. sexually degrading words to describe an individual; and
  - e. the display in the work place of sexually suggestive objects or pictures.
3. Any staff member, who believes that the actions or words of a supervisor or fellow staff member constitutes unwelcome harassment, has a responsibility to report or complain, as soon as possible, to the appropriate supervisor (or the Human Resources Coordinator if the complaint involves the supervisor).
4. All complaints of harassment must be investigated promptly, in as impartial and confidential a manner as possible, by the supervisor or the Human Resources Coordinator. If a staff member is not satisfied with the handling of the complaint, or the action(s) taken by the supervisor or the Human Resources Coordinator, then the staff member should bring the complaint to the attention of the Conference Personnel Policy Committee. In all cases the staff member is to be advised of the supervisor's or Human Resources Coordinator's findings and conclusions.
5. Any staff member, supervisor, or manager who is found, after appropriate investigation, to have engaged in harassment of another staff member will be subject to appropriate disciplinary action, depending upon the circumstances, up to, and including, termination.

**C. Grievance Procedure**

All staff members may bring questions and grievances to their immediate supervisor, either verbally or in writing. If the staff member is not satisfied with the response(s) of the immediate supervisor, the staff member may make progressive written appeals to the next level of supervision, up to the department head. If the staff member is still not satisfied with the outcome of this appeal process, a written appeal may be made to the Conference Personnel Policy Committee. Decisions by the Conference Human Resources Policy Committee shall be final.

In order that a grievance may be resolved in a timely manner, a staff member must present his/her grievance verbally or in writing to his/her immediate supervisor within ten working days of the event giving rise to the grievance. The immediate supervisor must respond to a grievance in writing if it is presented in writing, but may respond verbally if the grievance is presented verbally. Any verbal grievances and responses must, however, be documented in writing by the supervisor for the record. Further, any appeals must be made in writing within ten working days of an unsatisfactory response. Responses by a supervisor to a written grievance or appeal shall be made in writing and within ten working days of the presentation of the grievance or appeal.

**CONFERENCE EXPENSES (ROOM AND BOARD) OF MEMBERS**

Each local church is requested to include in its budget the amount required to provide the cost of room and board during the Conference session for its ministerial and lay members of the Conference.

**CLERGY VACATION POLICY**

Each clergy under appointment shall be allowed at least four weeks per appointment year for vacation, not counting continuing education, Annual Conference, or camp attendance, etc. Exceptions shall be negotiated with the local PPRC and the District Superintendent.

**POLICIES REGARDING NOMINATIONS  
TO CONFERENCE AND DISTRICT ORGANIZATIONS**

These policies will apply to the Annual Conference Nominating Committee, the District Nominating Committees, and to other entities with regard to the nominations for which each is responsible.

1. For each Annual Conference and District Board or Agency, for which there is a recommendation that one third of the membership be ethnic minority, youth and young adults, it is recommended that a balance of ethnic minorities, youth and young adults be nominated. It is further recommended that the membership not be comprised of any single ethnic minority heritage.
2. Except for the Adult and Family Ministry Council there will be a policy to have no more than one person from an immediate family serving as voting members on the same Board or Agency.
3. Unless otherwise provided by Conference Rules, no person serving as a liaison or representative from a Conference Board or Agency on which he/she has primary membership, to a second Conference Board or Agency, may serve as a liaison or representative from that second group to a third Conference Board or Agency.
4. Unless required by The Discipline or Conference Rules, persons serving as members of the Conference Exempt staff, levels I, II, III, and IV, will not be nominated to serve as voting members of Annual Conference Boards and Agencies.
5. No direct employee of the Annual Conference (other than a District Superintendent serving as a Cabinet representative), nor any immediate family member of a direct employee of the Annual Conference, will be nominated to serve as a voting member on the Conference CFA or on the Conference Personnel Committee.
6. It is recommended that membership on the Commission on Ethnic Ministries be apportioned according to the following formula: four Black, three White, three Hispanic, two Pacific Islander, one Native American, one Vietnamese, one Filipino, one Chinese, one Japanese, and two Koreans.
7. Persons having expertise, knowledge, abilities, interests, and willingness to serve on District and Annual Conference Boards, Agencies, and Committees shall be sought by reference to:
  - (a) Chairpersons of, and staff members assigned to serve the related agencies.
  - (b) Talent Bank forms provided by the Annual Conference Nominating Committee or District equivalent;
  - (c) the Bishop;
  - (d) the District Superintendents;
  - (e) other leaders within the Annual Conference or District who may be aware of suitable candidates; and,
  - (f) members of the Nominating Committee or appropriate nominating entity who are aware of eligible persons.

## STANDARDS

### **COMMISSION ON EQUITABLE COMPENSATION – MEDIAN CASH SALARY**

In order to better maintain equity between pastors who receive Commission on Equitable Compensation subsidy grants and those who do not, the conference minimum salary schedules will be statistically linked to a salary calculation called the CEC-Median Cash Salary (CEC-MCS).

**A. Calculating the CEC-MCS—Median Cash Salary**

The CEC-MCS will be calculated from the most current salary data available as compiled by the Conference Board of Pensions and reported on the clergy Salary and Benefit form approved by each local church. The CEC-MCS will include: Salary, Travel, Social Security tax allowance, Tax-deferred contributions to 403b pension plans or personal pension payments paid for the pastor, and any amount reported in the “Other” category on the Salary and Benefit form.

Since Continuing Education, Geographical Variant, Automobile/transportation, and Utility payments (whether allowances, reimbursements, or direct payments) have their own minimum standards, these items will be excluded from the calculation of MCS. When making the MCS calculation, the salaries of District Superintendents, Clergy serving in Conference staff positions, commissioned pastors, probationary Conference members, local pastors, student pastors and all part-time pastors, and the salaries of all pastors receiving any CEC salary supplement, will be excluded.

Adjustment for Housing – Over the years, many churches and pastors have increasingly “shifted”

cash salary into housing allowances to respond to increasing housing costs and to better enable home ownership on behalf of some pastors. CEC recognizes that this “shifting” lowers any “median cash salary” calculation. Thus, to help get a more accurate calculation of “cash salary” the difference between any actual housing allowance paid to a pastor and the Minimum Conference Housing allowance, in effect for that year, will be added back into “salary” for each pastor when calculating the CEC-MCS. For example, if a pastor received a housing allowance of \$22,000 and in that year the conference minimum housing allowance was \$18,000, then \$4,000 would be added back into that pastor’s salary when calculating the overall MCS.

Each year, the CEC shall report to the Annual Conference the Median Housing Allowance paid to pastors as well as the Median Cash Salary, the CEC-MCS. The CEC will also continue to recommend a minimum housing allowance that should be paid to all pastors receiving a housing allowance.

**B. Creating the Minimum Salary Schedules**

The CEC-MCS will be used to create the minimum salary schedules FM (for Full Conference members) and PL (for Provisional Members and Local pastors). The goal is for all Conference Full Members to receive 100% of the MCS when serving 20 years in appointment to local churches. Thus, Schedule FM, pastors starting their 20th year of service will receive 100% of the MCS. Schedule PL, pastors starting their 20th year of service will receive 90% (or 10% less) than the MCS. On both schedules, every year of appointment will increase or decrease by 1% per year from the 20-year level. For each schedule, the total number of service years refers to the total number of service years in that clergy relationship to the Annual Conference and ordination. Ordination and appointment service years as a commissioned or local pastor do not transfer from Schedule PL to Schedule FM. Yet the salary schedules are designed so that the 11th year of the Schedule PL equals the first year on Schedule FM. Also, “service years” refers to total service years and not simply years since ordination. If service years are not continuous then the Board of Pension will be consulted to obtain the accurate number of service years appropriate for each pastor.

**C. Transition & Implementation Plan**

CEC recognizes a need to implement this plan of linking the minimum salary schedules statistically to the CEC-MCS over a number of years to lessen the financial impact on local churches. The salary schedules will be linked to the CEC-MCS in the following way.

<u>Year</u>	<u>20th Year on Schedule FM</u>	<u>20th Year on Schedule PL</u>
2009	85% of CEC-MCS	75% of CEC-MCS
2010	90% of CEC-MCS	80% of CEC-MCS
2011	95% of CEC-MCS	85% of CEC-MCS
2012 (and beyond)	100% of CEC-MCS	90% of CEC-MCS

**STANDARDS FOR CONFERENCE COMPENSATION ASSISTANCE FUNDING FOR LOCAL CHURCHES AND MINISTRIES OF THE CALIFORNIA-PACIFIC ANNUAL CONFERENCE**

[A policy of both the Conference Commission on Equitable Compensation (CCEC) and the Conference Board of Congregational Development (CBCD)]

In very specific situations, there may be some funding available from the California-Pacific Annual Conference to help provide compensation for certain pastors for a short time. Only one of these options is available in any given situation; and each has its own qualifications and limitations. Please use this guide to find out if any particular situation might be eligible for such funding.

The CCEC and CBCD shall work in consultation with the Cabinet and one another in developing their funding application forms.

Local churches and districts are urged to work with this document in their envisioning, planning, evangelism and stewardship efforts, prior to making application for funding. Briefly stated, these options are:

Start-up Ministries, for help in establishing new churches expected to become self-supporting within a reasonable period of time.

New Ministries within existing churches may need start-up assistance for a period of time, in addition to the support of the established church. This often includes ethnic, language, or other special ministries, and may include the appointment of an associate or assistant pastor.

Mission Churches, requiring Equitable Compensation assistance:

- (1) Presence Churches, congregations where the continuation of the Church’s presence in a community is essential, due to a unique situation or possible future ministry.
- (2) Redeveloping Churches (congregations in transformation), in areas undergoing significant demographic or environmental changes which have resulted in the temporary loss of the ability for self-support (including severe natural disasters.)
- (3) New churches may qualify for some further limited assistance after their initial period as a “Start-up

Church.”

**A. Standards for Start-up Ministry Assistance:**

Start-up ministries are those new ministries that are expected to become self-supporting within five years. They must begin in cooperation with the District Superintendent and District Planning and Strategy Committee, with the intention of beginning a completely new ministry.

Start-up ministries may begin as:

- (1) a language or special ministry within an established local church, which sees the need for such a ministry, and is willing to support it as part of the existing church’s mission until it becomes self-sufficient. This should never be seen as a way for a declining church to get more funding; it should always be an expression of mission on the part of the existing church. It may begin as a part-time ministry, and develop into a full-time ministry with start-up ministry assistance for a maximum of five years, after which time it is expected that the sponsoring and new churches together will be able to fully support it, including payment of all conference apportionments.
- (2) a brand-new planned ministry begun in a totally new area of the Conference (separate from any existing church), that will need a full-time pastor from the beginning, with decreasing assistance over a maximum of five years, after which time it is expected to be self-supporting (including proportionate Apportionment payments during that time).
- (3) other specialized ministries that may not include weekly worship services, but are needed for a particular mission of the church in an area, as deemed by the District Superintendent and the District Planning and Strategy Committee. These may or may not be eligible for start-up ministry support, and will be evaluated on a case-by-case basis.

**B. Standards for Equitable Compensation Assistance**

Equitable Compensation funds are available to assist local churches in providing salary support for the pastor in the following situations: vital presence, redeveloping, and longer-term new churches or ministries.

- (1) Vital Presence Churches – Churches or congregations that provide a ministry to a distinctive underserved constituency, or is located in a socially or geographically isolated area that is not self-sustaining and has little chance of becoming self-sustaining in the foreseeable future. This designation is made annually, on recommendation of the District Superintendent and the District Planning and Strategy Committee (or equivalent). Churches designated as “Vital Presence” may receive CED funding beyond 5 years pending an annual review and yearly designation.
- (2) Redeveloping Churches – Churches or congregations under-going transformation due to demographic changes, economic, environmental or other major shifts in the focus of their ministries that affect their ability for self-support. Such churches must develop a workable plan for making the needed changes, and discuss that plan with the District Superintendent and District Planning and Strategy Committee (or equivalent), in order to qualify for assistance. Such a plan must include careful demographic studies, relationships with other groups and services within the community, and the existing congregation’s needs and resources. Redeveloping Churches are eligible for subsidy grants from CEC for no more than five consecutive years. After the first year of funding, these grants will automatically be reduced by 20% annually as approved by the Commission on Equitable Compensation provided that no pastor receives less than the minimum compensation adopted by the Annual Conference.
- (3) Start-up churches that have not been able to become completely self-supporting and are no longer receiving Board of Congregational Development support may qualify for equitable compensation assistance. CEC assistance is available if they can show reasons for failure to meet their earlier goals, and plans to reach them within an identifiable time. Such additional assistance is only available for one year.

**C. Assistance at the District Level**

As a way of assisting churches and ministries to be in mission, the District Planning and Strategy Committees (or the local equivalent) shall be available for the following kinds of assistance, as requested by the local church and the District Superintendent:

- (1) Review of all applications for compensation assistance funding, as presented to them by the District Superintendent.
- (2) Verification of accountability toward plans submitted, in preparation for subsequent assistance funding.
- (3) Consultation on demographic studies, locations and buildings, other kinds of resourcing available, development of growth plans, and other possible assistance requested by the local church/ministry.
- (4) Development of plans for new ministries needed in the district.
- (5) Such other assistance as the District Superintendent requests.

In addition, the District Planning and Strategy Committee, working with the District Board of

Church Location and Building, shall provide regular updates to the Conference Board of Congregational Development, the Conference Commission on Equitable Compensation, and the District Superintendents, on all churches receiving any compensation assistance funding, to assist them in their on-going decisions.

Churches anticipating requests for compensation support now or in the future should be in continual communication with the District Planning and Strategy Committee, as their link and advocate for any such funding from any Annual Conference sources.

### **STANDARDS FOR THE EQUITABLE COMPENSATION FUNDING APPLICATION PROCESS**

The Book of Discipline requires that each Conference establish an Equitable Compensation policy administered by a Commission on Equitable Compensation (CEC) (§624 *The Discipline*). An appointed pastor (§342, 624 *The Discipline*) in good standing may apply for such funds as follows:

1. A pastor making a claim upon the Equitable Compensation Fund must submit an application to a Church/charge conference. A pastor who is serving a start up church (planted by Cal-Pac Congregational Development or a jurisdictional mission), which has not been able to become self supporting in the first five years, may apply for a sixth year of funding from the Equitable Compensation Fund. Subsidy grants, approved by the Church/charge conference must be reviewed, signed, and recommended by both the District Superintendent and the District Committee on Congregation Planning and Strategy.
2. After approval by the Church Conference, an application must be submitted by the District Superintendent to the Commission on Equitable Compensation according to the Commission's timeline for January funding. Pastors who fail to make a timely application may not be considered for funding in January. Special requests are considered throughout the year and just prior to Annual Conference. Churches which are receiving support from Congregational Development funds are not eligible for concurrent Equitable Compensation support.
3. When a pastor is applying for CEC funding, a Church/Charge Conference must establish a compensation package that does not exceed the annual minimum cash from the appropriate salary schedule and other standards established by the Annual Conference.
4. A pastor in good standing appointed by the bishop to less than full time service shall have a claim upon the Equitable Compensation Fund in one-quarter increments, proportional to the pastor's appointment status. (§338.2 *The Discipline*).
5. It is the responsibility of the pastor and/or the district superintendent to know and inform the SPRC and the Church/charge conference of the minimum equitable compensation requirements established by the Annual Conference. They must also inform the Church/charge conference that the total maximum subsidy granted by the CEC shall not exceed the annual cash salary for the pastor's service years as shown in the minimum salary schedule established by the Annual Conference.
6. CEC shall not consider any application which exceeds the conference minimum compensation standard of cash salary, housing allowance/ parsonage, family health insurance premium, and pension. The conference equitable salary standard does not include: a cash salary higher than the schedule, dental insurance, social security, other retirement benefits, personal pension fund, excessive professional reimbursement, excessive continuing education or travel, or a housing allowance or utility allowance, which is in excess of the local norm.
7. The pastor is entitled to all components of the minimum equitable compensation schedule and standards. This includes cash salary, housing allowance/parsonage, health insurance, utilities, auto/travel reimbursement, pension and comprehensive death and disability benefits and continuing education. (If the clergy spouse can provide a comparable health insurance plan, then the church should supplement the cost of the spouse's insurance coverage when necessary.)
8. The CEC will not approve any subsidy grant in excess of 100% of the annual cash salary for the number of years of service found on the salary schedule. The CEC may reject or reduce the subsidy grant amount for any application which provides compensation for additional benefits such as private pensions, social security, auto purchases or lease payments paid on behalf of the pastor for the personal (not pastoral) use of an automobile, continuing education that is greater than the minimum as set forth in the CEC guidelines (currently \$350), excessive travel or ministry expense reimbursement, housing allowance that exceeds the housing allowance standard as set forth in the parsonage standards, or payments of personal long distance, excessive high speed internet access, or cable/TV satellite services beyond basic cable TV, all of which are not at this time part of the minimum compensation standards or schedule.
9. Pastors not receiving CEC subsidy grants may receive more than the minimum salary compensation.
10. **Less than full time Appointments.** When a pastor is appointed to a less than full-time position, the local church is expected to provide only the minimum salary components prorated to the level of the appointment. (§342.2 *The Discipline*). Thus, a one-half time pastor will be provided only one-half of the

base salary according to the appropriate conference minimum salary schedule. Housing allowances, auto, and all other compensation elements are also subject to pro-rating to the level of the appointment. The church is encouraged to use a professional realtor to establish the fair rental values of any parsonage. However, all pastors appointed both full-time and part-time shall be provided the full payment of family health insurance premium for the health insurance plan approved by the Annual Conference or other equivalent plan.

11. It is the responsibility of the local church to make the payments for the family health insurance premiums and monthly pension payments. The pension and CPP payment are normally withheld from the CEC subsidy grant and paid directly to the General Board of Pension and Health Benefits, unless otherwise requested by the local church and approved by the District Superintendent and by the CEC. A similar process for health insurance may be implemented by the CEC. The CEC may elect on a case by case basis to forward subsidy payments directly to the pastor instead of through the local church treasurer to assure that the pastor receives the full payment of CEC funding.
12. When a Church/charge conference adopts a budget in which more than 15% of its total budget is designated for the employment of non-appointed clergy and lay persons for specific ministries such as youth ministries, visiting, or shepherding ministries, secretaries, cleaning or landscaping services, or administrative ministries, music directors and musicians, then CEC will make adjustments in the appointed pastor's request for funding. CEC may: a) reduce the amount requested in proportion to the excessive budget; b) deny the application of the appointed pastor; c) request that the local church adjust their budget and deny the request until such adjustments are made.
13. Subsidy requests must first be approved by the church/charge conference, reviewed and approved by the District Superintendent and the District Committee on Congregation Planning and Strategy and then be submitted to the CEC prior to the beginning of the calendar year. Churches which are receiving support from congregational development funds, or substantial support from other (UMC) sources, are not eligible for concurrent equitable compensation support. Upon the completion of a start-up fund grant from congregational development, a ministry shall be eligible for no more than one of year of reduced funding by the CEC.
14. Applications may not be presented directly to the CEC without the prior approval of the church/charge conference and review by the district superintendent. The CEC may not take action on such applications submitted without the approval of the church/charge conference and review by the district superintendent. Those applications are null and void.
15. It is the responsibility of each appointed pastor to submit a certification of payment for the prior year with each application to the district superintendent and to the CEC. No application will be considered without such documentation.
16. It is the responsibility of each appointed pastor to notify the district superintendent when there is a compensation arrearage of five days. (See current arrearage policy).
17. Churches receiving a subsidy grant from CEC are expected to pay 100% of their apportionments and will be given a priority in funding. CEC funded churches already receive a downward consideration on apportionments. CEC salary support funds received are excluded when reporting the pastor's salary as part of the grade figure formula, which is used in calculating apportionments. The church/charge conference must submit the approved application of its pastor to the district superintendent with the following documentation: documentation of apportionments paid; the income and expense budget for the ensuing calendar year; the pledge campaign report or missionale; two immediate prior years of financial records (income and expenses); ensuing years' clergy compensation form; the past five year's average worship attendance; church goals for the ensuing year; the pastor's certification of payment signed by the pastor, the chairperson of the staff-parish committee, the president of the trustees and the treasurer; and in special circumstances any other data requested by the CEC. Each ministry receiving equitable compensation support will receive a letter from the commission on equitable compensation detailing proper usage of such funds. The pastor, the PPRC chairperson, the Trustee chairperson, and financial officer of the ministry shall acknowledge, in writing, that the equitable compensation funds will be expended only on the pastor's base salary. No funding will be provided until such statements are received by the CEC.
18. Each quarter, a church/charge receiving equitable compensation funding on behalf of its pastor may be required to submit a letter to the CEC detailing proper usage of such funds. The pastor, the PPRC chairperson, the trustee chairperson and financial officer of the ministry shall acknowledge, in writing, that the equitable compensation funds will be expended only on the pastor's base salary. Funding will be discontinued within thirty days if such statements are not provided to the CEC.
19. The pastor and leaders from a local church receiving salary subsidy grants from CEC must document and attend leadership participation in conference or district stewardship and congregational development training events every three years at its own expense.

20. Churches which are described in their congregational development report as chartered start-up church, language ministry, or transitioning church may not receive subsidy grants for more than 5 consecutive years. In charges where the cabinet has not been able to make other provisions for the pastor to receive a full time appointment at minimum compensation, the commission may extend the claim of the pastor at the same charge for more than five years with a majority approval of the members of the CEC. Vital presence churches and social outreach churches will be considered based on the recommendations of district congregational development, planning and strategies committee, and the cabinet.

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**COMPENSATION ARREARAGE POLICY AND  
SUGGESTED PROCEDURE FOR LOCAL CHURCHES AND CLERGY**

- I. Conference set minimum full time pastor compensation packages that Commission on Equitable Compensation (CEC) will consider in providing, evaluating, and granting funding requests from local churches. The Local Church is responsible for setting, and paying the total compensation package for the appointed clergy. The CEC of the Annual Conference may grant salary subsidy to local churches from Equitable Compensation Funds to help meet the minimum compensation standards established by the Annual Conference. The following paragraphs from the *Book of Discipline, 1996* apply:
- A. ¶333 *Support for Elders in Full Connection Appointed to Pastoral Charges – Assumption of the obligations of the itinerant ministry required upon admission to the traveling connection places upon the Church a counter obligation to provide adequate support for the entire ministry of the Church (¶ 618). The Church shall provide, and the ordained minister is entitled to receive, not less than the equitable compensation established by the annual conference for clergy members according to provisions of ¶623.3.*
  - B. Further, it is incumbent upon the church to set the salary and compensation package for the appointed clergy. ¶246.12 and ¶621. *The charge conference shall in consultation with the district superintendent set the compensation of the pastor and other staff appointed by the bishop.*
  - C. Each clergy appointed to the Pastoral Charge has a right to receive the minimum salary and compensation package determined by the Annual Conference.
  - D. ¶333.1 *Support for Elders in Full Connection Appointed to Pastoral Charges Who Render Full-Time Service – Each elder in full connection of an annual conference who is in good standing and who is appointed to full-time service under the provision of ¶329.1 shall have a claim upon the conference Equitable Compensation Fund and a right to receive not less than base compensation established by the annual conference for persons in full-time service.*
  - E. ¶622. *Consistent with the provisions of this paragraph, the primary responsibility for the payment of pastoral base compensation remains with individual pastoral charges.*
  - F. ¶333.2 *Support for Ordained Elders Appointed to Pastoral Charges Who Render Less than Full-Time Service – Each elder in full connection who is in good standing and who is appointed by the bishop to less than full-time service under the provisions of ¶329.2 shall have a claim upon the conference Equitable Compensation Fund in one-quarter increments according to the guidelines established by the annual conference commission on equitable compensation.*
  - G. The PPRC/SPRC Committee is to consult with the pastor on matters pertaining to compensation ¶251.4e *To consult on matters pertaining to pulpit supply, proposals for compensation, travel expense, vacation, health and life insurance, pension, housing (which may be a church-owned parsonage or housing allowance in lieu of parsonage if in compliance with the policy of the annual conference), and other practical matters affecting the work and families of the pastor and staff, and to make annual recommendations regarding such matters to the church council, reporting budget items to the committee on finance. The parsonage is to be mutually respected by the pastor’s family as the property of the church and by the church as a place of privacy for the pastor’s family. The chairperson of the committee on pastor-parish relations, the chairperson of the board of trustees, and the pastor shall make an annual review of the church-owned parsonage to assure proper maintenance.*
  - H. ¶258.2.f.(6) *To consult with the pastor and staff concerning continuing education and spiritual renewal, to arrange with the church council for the necessary time and financial assistance for the attendance of the pastor and/or staff at such continuing education and spiritual renewal events as may serve their professional and spiritual growth, and to encourage staff members to seek professional certification in their fields of specialization.*
- II. All churches must consider the Conference minimum compensation package when establishing their compensation package(s), which they are legally committing to fund for the next appointment year.
- A. The church, pastor, and District Superintendent are responsible to take every precaution to avoid an arrearage in pastor’s salary or compensation funding. It is recommended that the Local Church

consider the following guidelines at each Charge Conference meeting between the District Superintendent and the PPRC/SPRC that:

1. The PPRC/SPRC shall carefully examine the proposed budget and income before recommending a compensation package to the Charge Conference. Is the proposed package financially feasible?
  2. Churches which cannot pay the Ministerial Support Apportionment in full should not plan to pay their pastor more than the conference minimum compensation requirement.
    - a. (§636.4.a) *When the apportionment to the pastoral charges for the pension and benefit program of the annual conference has been determined, payments made thereon by each pastoral charge shall be exactly proportionate to payments made on the salary or salaries of the ordained minister or clergy serving it.*
    - b. (§636.4.d) *It shall not be permissible for a pastor to receive a bonus or other supplementary compensation tending to defeat proportional payment.*
  3. PPRC/SPRC and pastor must determine with the District Superintendent, if the church can meet conference minimum compensation requirements, and if not, then the church must submit an application to the CEC for the funding to meet the minimum standards.
- B. The District Superintendent and the Local PPRC/SPRC may determine that only a part time clergy is needed, and if the church cannot fund that position completely, the church may apply for funding.
- III. Each clergy must submit an annual signed statement that they have been paid their total salary compensation package in full, or specifically stipulate any arrearages.
- A. Each clergy is to submit an annual statement of full payment to the District Superintendent, the Commission on Equitable Compensation and the PPRC/SPRC.
  - B. The PPRC/SPRC Chairperson, and Church Council Chairperson, and Trustee Chairperson, the Finance Chairperson, and the Local Church Treasurer must sign that statement.
- IV. Local churches receiving subsidy grants from the Conference (CEC) must submit a detailed annual accounting of how all subsidy funding was spent.
- A. Each local church receiving subsidy grants must submit all applications and documentation on annual budgets, and expenditure and audit forms before any funds are released by the Conference.
  - B. In the Event of an Arrearage:
    1. In the event that the local church is unable to provide a full monthly, or bimonthly check to its pastor, then the pastor and/or the chairperson of the PPRC/SPRC must notify the District Superintendent within 5 days.
    2. The Chairperson of the PPRC/SPRC is to call a meeting to discuss the financial situation with the pastor, the Church Council Chair, and the Finance Chair. An immediate plan is to be formed and implemented to repay the pastor what is past due.
      - a. Such a plan might include seeking emergency one time funding from the congregation, or the district, to maintain minimum compensation.
      - b. If the pastor receives more than minimum compensation, it may mean holding a special charge conference to reduce the pastor's remaining annual compensation package to minimum conference standards.
      - c. If it is obvious that the local church may face a long-term financial crisis, then the PPRC/SPRC must advise the District Superintendent and the Church Council.
- V. CEC may conduct annual audit of how each subsidy-funding grant was spent, and may conduct an annual audit of all church funds.
- A. If the local church becomes severely delinquent in the pastor's compensation package, the CEC may become involved on its own motion, including, but not limited to:
    1. Mediate a payment plan between the local church and the pastor, so that the pastor receives the conference minimum compensation in full.
    2. Require an outside audit of all church funding.
    3. Send representative from CEC to meet with local church and pastor to resolve the issue.
  - B. Church property may not be sold or mortgaged to pay such a debt. (§2542.1) No real property on which a church building or parsonage is located shall be mortgaged to provide for the current (or budget) expense of a local church, nor shall the principal proceeds of a sale of any such property be so used. This provision shall apply alike to unincorporated and incorporated local churches.
  - C. Cabinet action may change the status of the appointment to less than full-time.
  - D. In extreme and unresolved circumstance, the local church and/or pastor may petition a session of the annual conference through the Cabinet and the CEC for the payment of the arrearage not to exceed to the minimum conference compensation standards. However, it is the responsibility of the local church to provide a minimum compensation for its appointed clergy. (See ¶333 under I. above.)

# GUIDELINES

## GUIDELINES FOR CONSIDERATION REGARDING “DATING” BY CLERGY

The United Methodist Church has no right or authority to dictate to any person, either lay or clergy, whom he/she may date and/or with whom he/she may develop a committed relationship. However, we lift up the following advisory caution both to laity and to clergy:

Experience has shown that an ongoing dating relationship between a clergyperson and a lay person in the congregation to which the clergyperson is related has a tendency to be fraught with difficulties. These difficulties arise because an ongoing dating relationship almost inevitably leads to problems with identifying and maintaining the boundary between the professional relationship of a clergyperson to a parishioner, and a personal relationship between two persons who are becoming close friends. If an ongoing dating relationship does not ultimately lead to a committed relationship, it leaves a feeling of confusion and hurt in the lives of the clergyperson, the person s/he was dating, and the congregation which had an awareness of the ongoing dating relationship. It is recognized that secrecy in a relationship can lead to a greater chance of abuse. In addition, clergy need to be aware of the possibility that the perception of the power of the clergyperson’s office by another party could cause undue pressure in the development of a romantic relationship.

Therefore, we strongly suggest it to be prudent that if a clergyperson meets a lay person in the congregation or ministry to which s/he is appointed to serve, and wishes to engage in a dating relationship with that person, the clergyperson should first be in dialogue with his/her District Superintendent before the dating relationship commences. If the dating relationship is to proceed to being an ongoing dating relationship, either a) the clergyperson should request and subsequently be appointed to another church; or b) the clergyperson and/or the District Superintendent should assist that lay person, and sometimes that lay person’s family, in establishing a pastoral relationship and/or his/her/their church membership in a different congregation.

## DISTRICT UNION/DISTRICT SOCIETY USE OF FUNDS

It is contemplated that the district society or union funds (received from the Conference Benevolence Budget) shall be used as far as possible for purposes which do not qualify for support from regular budgets of Conference or General boards such as:

- (1) payments on delinquent National Division loans within the District;
- (2) taxes and other property expenses for new churches;
- (3) assisting social service centers and similar work on the District;
- (4) maintenance and furnishing for District parsonages;
- (5) financial emergencies in parsonage homes;
- (6) responsibilities assigned to a District society or union by the Annual Conference.

No expenditure of District society or union funds shall be made without approval by the Board of Directors or Executive Committee of the society or union. None of its funds shall be used by a society or union to pay benevolence apportionments of churches.

## GUIDELINES ON SHARED FACILITIES

### **I. A. OVERVIEW**

Many churches in this Annual Conference already share their facilities with other congregations and groups (both United Methodist and others). They do this for a number of reasons: to survive, to grow and to better serve the needs of the community.

The relationship between congregations sharing a facility is an important area of concern for both the mission of the Annual Conference and the participating congregations; it will enhance the ministry and witness of both congregations.

Shared facilities is an area of growing concern throughout the country and especially here in our own Annual Conference. Patterns of immigration provide an unparalleled opportunity for cooperative Christian mission as more churches become involved in a covenant relationship between congregations that share the same facility.

### **B. BIBLICAL HOSPITALITY: FOUNDATION FOR ONE SPIRIT: MINISTRY THROUGH LAND AND BUILDINGS**

Hospitality is a recurring story in the Bible. It began with the God who created the world, filling the land, sea and air with different creatures dotting the landscape with trees and vegetation, so that by the time God created man and woman, they found themselves in a hospitable world.

Hospitality is the character of God, calling a chosen people, not as a sign of privilege, but as a means of blessing the whole world. God’s Son, Jesus, came into the world, dining with sinners and the outcast of society. He taught about God who prepares a feast and invites the least to share the bounty on God’s table. In fact, the coming of the realm of God will be celebrated through a feast, where the innumerable number of people coming from all corners of the world will join together in a sumptuous meal.

While the word hospitality is a translation of the Latin noun “hospitium” that in turn derives from “hospes,” meaning both “guest and host;” and while the direct translation of the Greek word for hospitality is composed of two parts - love and stranger, the root verb of “stranger” also means “to be entertained” or “to be surprised.” (*A Christian View of Hospitality* by Michele Hershberger, Herald Press, pp. 19-20). Hospitality for us goes beyond seeing others as strangers and separating people into categories of guest and host. Rather, we encourage congregations to treat each other with dignity and respect, seeing each other as brother and sister in Christ, fully expecting “to be surprised” by the richness of gifts and faith that can be shared between people of different cultures.

The United States is a land of immigrants. We have been recipients and givers of hospitality. The Methodist Circuit Riders, like the Twelve Disciples of Jesus, brought the Good News to the remote places of the colonies, dependent upon the hospitality of the people. People in the Third World did the same. They experienced opposition but nevertheless kept on knowing that somehow God will prepare hospitable hearts that will open their doors to their homes.

I Peter 4:9 says, “Be hospitable to one another without complaining.” Peter wrote this to the people “scattered throughout Pontus, Galatia, Cappadocia, Asia and Bythinia” (I Peter 1:1). This may be the same advice that we need to heed as we consider the use of land and buildings in ministry. We have found that legal papers are not enough to make the sharing of God’s buildings and land for ministry a pleasant and meaningful experience. We have also found that a common characteristic of a successful partnership between congregations is the willingness of both congregations not only to open doors of the building, but also to open the doors of their hearts and life to one another. Legal contracts may be necessary in somehow putting in writing the visions and expectations of the partnership in mission; it will take a generous heart and a special dosage of grace and hospitality from both to keep it going, mutually enriching one another.

**II. STATEMENT OF INTENT**

These guidelines are for use by churches involved in (or considering) sharing a church facility between two or more congregations or groups. The sharing of facilities presents special opportunities for ministry as well as special challenges. Many of the issues raised are greater in scope and complexity than will be addressed in this document. These guidelines, therefore, point up areas of special concern and indicate resources which may be helpful.

**III. MAJOR AREAS OF CONCERN**

The following list of areas of concern is not exhaustive, but it does represent the most frequently raised issues by churches who share facilities.

Except for a few items from *The Discipline* there is no legislation which governs the relationship between churches sharing their facilities. Therefore, each congregation or group is free to use whatever guidelines seem appropriate to the parties involved.

Care should be taken during the negotiation process to cover as many of these areas as possible so that the agreement developed is as complete and thorough as possible (which may minimize the potential for misunderstandings).

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| 1. Joint Mission                | 7. Facility Ownership             |
| 2. Biblical Foundations         | 8. Financial & Legal Arrangements |
| 3. Disciplinary                 | 9. Re-Negotiation/Termination     |
| 4. Use of Facilities            | 10. Evaluation of Covenant        |
| 5. Security/Accessibility       | 11. Written & Verbal Agreements   |
| 6. Inter-Denominational Matters | 12. Structure for Communications  |

**Materials Available**

*The above topics are covered in the following guidelines prepared by the Conference Board of Global Ministries and are available upon request.*

**IV. GROWTH OF COVENANT RELATIONSHIP**

The relationship between congregations or groups sharing a church facility requires constant work and attention in order to grow and develop. Many problems are simply the result of inattention or lack of communication. There are several models of relationship in practice. Some of them foster growth while others inhibit it. The landlord-tenant relationship is one of the most widely practiced and least helpful

models.

While a few congregations may want to consider the eventual transfer of property from one group to another, many shared situations would do well to focus their efforts on more contact with each other and better understanding. Whatever the goals of the relationship they should be intentionally thought out and mutually agreed upon.

**V. SOURCES FOR ADDITIONAL INFORMATION**

For additional information, contact the United Methodist Center, P.O. Box 6006, Pasadena, CA 91102. Telephone: 626-568-7300 or 800-244-8622. Please mark all correspondence ATTN: Shared Facilities.

**VI. SHARED FACILITIES GUIDELINES DOCUMENT**

**A. Introduction**

**1. Joint Mission**

The church of Jesus Christ exists in and for the world. It is the function of the local church to minister to the needs of persons in the communities where the church is located and to provide appropriate training and nurture to all age groups, cultural groups, racial groups, ethnic groups, and groups with handicapping conditions (§202, *The Discipline*). In order to enhance this ministry two congregations may share the use of a given church building.

Since both churches' purpose is mission, ministry and worship of the living God, the joint mission and affirmation of each other's ministry needs to be valued over the limitations of the "tenant/landlord" relationship.

Creative ventures in sharing buildings can be an opportunity for growth for both congregations. It is a rare privilege to experience ethnic, cultural, and language diversity in such intimacy over a long period of time. For both congregations this can be an opportunity to grow in understanding and in an appreciation of pluralism.

**2. Facility Ownership**

Sharing of local church facilities is a desirable approach that maximizes the use of United Methodism's facility resources while minimizing the funds locked up in real estate and buildings; this, in turn, frees significant funds for dynamic outreach and ministry. In sharing, the legal ownership of the facility is not, and should not be made, an issue or concern. The local church holding the grant deed is the legal owner.

In United Methodism, all properties are held with an agreement that they will be used for United Methodist activities and purposes. United Methodism urges the maximum accomplishment of its missional priorities, theological concepts, and social principles. Therefore, the fullest and best use of all properties is fully supported and essential. The primary emphasis, in a sharing relationship must be the establishment and continuation of a cooperative relationship that supports the missional accomplishments of both congregations, not ownership.

**3. Written versus Verbal**

We recommend written agreements among churches for several reasons (although there may be some situations where they are not necessary). These reasons are as follows:

- a. Verbal understandings are not usually as clear and verifiable as written agreements. Verbal agreements tend to become vague as time passes.
- b. For persons whose native language is not English it is sometimes easier to understand written English than spoken English.
- c. If the clergy and/or lay leadership changes, written agreements assure more continuity. (In other words, the agreement does not leave or alter when the pastor does!)
- d. A written agreement may be translated into another language.
- e. A written agreement can be changed as circumstances change.

**4. A Word About Language**

We recommend the use of clear, direct statements rather than excessively legalistic language. Simple, direct terms that say clearly what is intended often invite further dialogue.

**5. A Biblical Basis - Stewardship of Resources**

The basis for all our conversations about shared building use is the concept of stewardship. A steward is one who takes care of something that belongs to another. Everything we have, as individuals and as a church, is a gift from God and belongs to God. That's a difficult concept to grasp because we work for what we have so we think we deserve it and own it; we are actually stewards, not owners.

Especially when it comes to church property it is clear that we are called to take care of and use, that property for God's purposes. What is your understanding of stewardship? How is God calling your congregation to use your resources - physical and financial - to further God's purposes? How is God enabling your congregation to grow in its stewardship and mission through the use of the church building?

The following are some Biblical passages that might be used by one or both congregations, separately or together, to lay a foundation for sharing facilities:

Genesis 1:26-31	“be fruitful and multiply”
Matt. 25:14-29	Parable of Talents
II Cor. 8:1-9	“this is not an order”
II Cor. 9:6-15	Cheerful Giver
Matt. 25:31-46	“I was a stranger and you welcomed me”
Luke 6:37-42	Law of Giving and Receiving
I Peter 4:8-11	Practice Hospitality
Phil. 2:5-8	Servanthood
Romans 12:1-8	One Body
Acts 2:1-12	Language of the Spirit
Acts 2:43-47	Hold all in Common
Acts 11:28-30	Salvation for All

**B. GUIDELINES FOR CHURCHES SHARING FACILITIES**

**1. Preliminary Concerns**

- a. In the early stages of consideration of the sharing of a building there should be a meeting of the leadership, lay and clergy, of both congregations:
  - (1) to share their vision, mission, purpose, and ministry;
  - (2) to examine their purpose, both short and long range, for desiring to share facilities; and
  - (3) to consider how this can enhance the ministry of both congregations.
- b. Both congregations should develop future long range facilities' goals. Some of the questions that should be considered are:
  - (1) Are we sharing facilities with the hope and possibility that the two congregations will merge?
  - (2) Does the sharing of facilities provide the guest congregation an opportunity to save enough money to Implement their plan to purchase their own facilities?
  - (3) Are both churches interested in a long-term sharing relationship while maintaining separate identities?
  - (4) Will the sharing of a building enable the development of new ministries by one or both congregations?
- c. Any agreement must be made in consultation with the District Superintendent. If the guest congregation is an ethnic non-UM church, consideration should be given as to whether or not a new United Methodist Church could be started instead. The host pastor should contact appropriate ethnic UMC leadership and nearby ethnic UMC churches about the appropriateness of hosting such a church and the possibility of developing a new UMC instead.
- d. Both churches should develop a written policy for the use of church facilities. Both congregations should:
  - (1) be prepared to suffer some inconveniences; but
  - (2) not to enter into the venture primarily for financial reasons.
- e. No United Methodist Church should pay rent to another UMC. However, the guest congregation should be expected to pay its fair share of the building expenses. The suggested fees would depend upon the nature and extent of the joint venture. The fees should be mutually agreed upon.
- f. No United Methodist Church should support its own budget except utility and building expenses, including long-term maintenance, from contributions from another congregation.
- g. It is recommended that a liaison committee be established and meet regularly. It should consist of the two pastors and key elected lay leadership from both congregations. This committee would have responsibility for the following items:
  - (1) a mutually agreed upon schedule;
  - (2) joint bilingual services; and
  - (3) programs to enhance understanding and appreciation of each other's culture.
- h. There may also be a joint Building and Maintenance Committee established to ensure proper care, clean-up, and maintenance of facilities.
- i. Each congregation needs to assume responsibility for clean-up of their own activities.
- j. Every United Methodist Church should be able to have a church sign in its own language on the outside of the church building. Each are to be mutually agreed upon. Also,

bilingual interior signs should be used.

- k. Each congregation should be able to use decor appropriate to its own culture and its own choosing in consultation with each other.

## 2. Statement of Intent

Some churches may wish to create a mutual statement of intent about their sharing of church facilities. This may include both short and/or long range goals.

It is recommended that the form of the statement be a “faith covenant.” In the case of two Christian churches a mutual profession of faith in Christ would be appropriate. In the case of an inter-faith arrangement a mutual faith in God might be affirmed. The purpose of such a statement is to highlight the common bonds of faith, mission and responsibility in order to distinguish the arrangement from a secular “lease” or rental situation.

In addition to sharing facilities the parties of the covenant may want to engage in planned activities that enhance understanding and appreciation of each other's traditions, rituals and/or culture.

Creativity and mutuality are encouraged in the development of a Statement of Intent. Some sample statements are available upon request.

The following questions may be helpful as a guide in developing a Statement of Intent:

- a. How long will the arrangement last? (i.e. indefinitely, until a new building is completed, until the congregations merge?)
- b. How does this relationship reflect your understanding of a shared ministry?
- c. How does your relationship reflect a shared faith?
- d. What is your commitment to working together in a covenant relationship and to developing participation and cooperation between the members of both congregations and/or groups?

## 3. Structure or Models for Communication

Many different structural relationships between congregations sharing the same facility are possible. The choice of the relationship depends on the goals and circumstances of both congregations. Also, the relationship may change as time progresses; those following are suggestive; most of these are options for UMCs sharing with other UMCs.

- a. **Multiple Congregation Church:** Two or more congregations are developed within the same incorporated church. The groups may worship and do other programming separately, but all persons are members of one incorporated church. Administrative structures may be together or separate with a liaison committee or joint trustees board. This structure affirms the diversity of the different communities, yet it also has the unity of one church membership. This means there is no “host” and “guest” congregation; since all persons are members of the one church, all share in the ownership of the building.
- b. **Cooperative Parish:** Two or more separately chartered churches may form a Cooperative Parish according to guidelines established in ¶206, *The Discipline*. This introduces the possibility of a Cooperative Parish Trustees to hold title to and be responsible for Cooperative Parish properties. The goal here is a long-term cooperative relationship between congregations in the same facility. (This is not the only meaning of ¶206.)
- c. **Established UMC sponsors the development of a new UMC:** “When the communities where the church is located experience transition especially identified as economic and or ethnic, the local church shall engage in deliberate analysis of the neighborhood change and alter its program to meet the needs and cultural patterns of the new residents” (¶212.1, *The Discipline*). One way to accomplish this is to develop new ministries and new constituency groups within the church program. With the permission of the District Superintendent and District Board of Church Location and Building a local church may sponsor and accept responsibility for developing a new United Methodist Church. It is suggested that this be done in cooperation with the particular ethnic caucus or an ethnic church. This may begin as a Bible study, Sunday School, or worship group.
- d. **Merger:** Two chartered UMCs may decide to merge and become one congregation. The new church may still have special ministries for the different constituencies it serves.
- e. **Federated Merger:** similar to option 4. but with a church from another denomination (¶2546, *The Discipline*).
- f. **Short-Term Relationship:** A new developing congregation may wish to use another UMC's facilities in a shared capacity for a short time until it has developed the capacity to own its own facility.

In every shared building situation it is recommended that there be some organized structure for communication to coordinate calendar, develop joint programs, handle

disagreements and complaints, and oversee use of the building. Some options for this include:

- (1) a joint board of trustees from each congregation;
- (2) a joint building use committee representing each congregation;
- (3) a joint Administrative Board or Council on Ministries or representatives that officially sit on the other congregation's board or council;
- (4) a liaison committee organized to meet the needs of this local situation; and
- (5) joint staff meetings.

Some questions to guide your thinking:

- (1) Which of the above relationships, if any, most closely resembles your style of interaction?
- (2) Which committee(s) from each church shall be held jointly?
- (3) Which persons from each congregation shall constitute the membership of joint committees?
- (4) Shall any new committees be established which oversee the relationship between the churches? Which members of the churches shall be members of this committee?
- (5) What plans do the staff members of each congregation have for regular communication?
- (6) Other plans for administrative relationships:

**4. Use of Facilities**

This section is designed to clarify the use of facilities in four areas of concern over which conflict can easily develop:

- A. scheduling - Who uses which room and when?
- B. equipment - Who uses what equipment and supplies, and what are the methods for maintaining the equipment in usable order? "Equipment" might include office machines, telephones, kitchen utensils, outside facilities, storage space, education supplies, cleaning supplies, etc.;
- C. signs and decor; and
- D. supervision of children and noise/distraction levels.
- E. security/accessibility
- F. maintenance/clean-up

**A. SCHEDULING**

It is recommended that the scheduling of, and scheduling priorities for, building use be by mutual agreement. A master calendar of building use time that is available to all for consultation is helpful.

<b>WORKSHEET</b>		
—	The following room(s) will be shared by the congregations.	
	If there is to be a regular time of use, please note it here:	
—	The master calendar shall be located at:	
—	The people or committee responsible for the scheduling of rooms are:	
—	The following activities have building use priority for (in the order indicated):	
	ROOM	WEEKDAY
		TIME
1.		
2.		
3.		
4.		

**B. EQUIPMENT/SUPPLIES****WORKSHEET**

The following equipment or supplies shall be shared (when indicated). Conditions for their use and maintenance should be indicated here:

- Storage space:
- Kitchen facilities, utensils (including ovens, refrigerators, dishes, etc.):
  - Clean-up Procedures:
    - Who will provide cleaning supplies such as soap, towels, scrubbers, etc.?
    - How shall food be stored (if at all)?
- Office machines:
  - Who shall operate the machines?
  - Who will provide paper supplies, stamps, etc.?
- Telephone use
  - under what conditions shall the phone(s) be used, especially for long distance calls?
- The following items in the educational room(s) shall be shared:
  - What curriculum or supplies will be shared, and how shall it be provided?
- Outdoor facilities: (i.e., parking spaces, play yards, gardens, etc.)

**C. SIGNS AND DÉCOR**

We recommend that each congregation using the buildings have an outside sign indicating their presence. This may be in English or in another language when appropriate. The placement, size and wording of the signs should be mutually agreed upon. Internal signs indicating bathrooms, classrooms, coming events, and offices in English and other language(s) are also important.

Symbols for worship (banners, icons, crosses, candles) and other decor (pictures, flags, etc.) in the sanctuary or building are important artifacts to each group. It is recommended that decor be as movable as possible, so that each group may alter the worship environment to suit its identity and needs.

**WORKSHEET**

- The following outdoor signs shall be erected:
  - The content and location of the signs shall be:
  - The following indoor signs shall be:
  - Their content and location shall be:
- The following decor is considered “movable,”
  - and may be moved when other congregations gather:
    - Who is responsible for removing the decor?
    - Who is responsible for replacing the decor?
    - Where shall each congregation's decor be stored when not in use?
- The following decor items shall be permanent (not moved):

**D. SUPERVISION****WORKSHEET**

The following persons are responsible for supervision of children:

**E. SECURITY/ACCESSIBILITY**

This section is designed to clarify who shall have access to the church buildings, and who is responsible for locking the building.

**WORKSHEET**

- The following committee shall decide policies on key distribution, whether keys shall be duplicated, what the process for duplication shall be, and where keys - including master keys - shall be kept.
  - Who, for each congregation, is responsible for locking the building after its use?
  - The following persons should have keys:
 

PERSON	KEY(S)
1.	
2.	
  - In the event of an emergency involving building access who shall be notified?

**F. MAINTENANCE/CLEAN-UP**

This section is designed to clarify the procedures for maintaining the church property in good condition and what janitorial work shall be done.

**WORKSHEET**

- Which committee shall oversee the standards and procedures for church building maintenance?
- If there are to be printed standards for the cleaning and maintenance of a given room, Where shall it be located? (For example, where are the “standards for cleaning the kitchen?”) Who shall create the standards?
- Is there to be a paid janitorial staff person? Will one or both congregations act as employer? Who will pay wages?
- Where shall cleaning supplies be located? Who will buy and maintain supplies? Which committee shall oversee the maintenance of church grounds? If there is to be a church “work day?” Who shall participate and when?

**5. Financial/Legal Arrangements**

**A. Church Budgets**

There are several possibilities for the interrelationship of church budgets for those who share a building.

1. **Totally separate budgets:** Each congregation maintains a separate budget, and financial records. It is expected that each congregation would make its budgets and records accessible to the other. In this situation the “host” congregation has the major budgetary responsibility for the church buildings.
2. **Joint Budget:** The congregations maintain the same budget.
3. **Joint Building Budget:** Both congregations contribute to a joint budget for all items relating to church building and maintenance, and both are involved in decisions regarding expenditure of funds. This option can be helpful in enabling a guest congregation to have a sense of ownership in the building.
4. **Joint Program Budget:** A special budget for a specific joint program such as Vacation Church School or a mission outreach program may be developed.

**B. Financial Arrangements**

When a UM church shares its facility with a non-UM church, a formal cost-sharing agreement may be entered into with a specific charge based on verifiable costs.

When a UM church hosts another UM church, a tenant/landlord relationship is not appropriate. Rent cannot be charged since we cannot rent to “ourselves”. This situation should be considered as a missional project designed to enhance the ministry of both congregations. The “host” congregation should not enter into such an agreement with the

intent of making money or enabling itself to continue to survive. Both congregations should expect to have some inconveniences and some limitation on space and time of building use. The “guest” congregation should expect to contribute its share of the costs of building maintenance and upkeep. This contribution should not be understood as rent and should be mutually agreed upon depending upon the strength and situation of both congregations.

- What are the total budgets of the two congregations?
- What is the membership and worship attendance of both congregations?
- What is the total cost of operating the building?
- How many hours is each congregation expected to use the building?
- Based on this information, what portion of the building cost should each congregation agree to pay?
- What program costs shall be shared?
- How should budget decisions be made? How is each congregation involved in budgetary decisions?

C. Legal

It is important that churches are aware of their responsibilities for insurance coverage. We recommend a careful investigation of liabilities and responsibilities, including possibly co-signing insurance policies.

Care should be taken to be sure all employees are covered under Workers' Compensation and that IRS and Social Security regulations are followed.

**6. Special Circumstances**

Perhaps there are special circumstances not anticipated by this workbook which deserve consideration. This may be especially true when churches of differing denominations or faiths are involved. This section is designed to invite further thinking on areas of special concern among churches sharing a building.

- A. Are there special matters of church polity which need to be addressed?
- B. Are there unique circumstances which will affect the way your churches interact?
- C. What special gifts or opportunities for service, mission, or worship present themselves because of the sharing of buildings?

**7. Evaluation/Re-Negotiation/Termination**

The relationship between the churches/congregations which share a building should be reviewed annually in order to reflect on the blessings and the problems which arise. Both congregations should understand how changes in the covenant may be made. These questions are designed to guide this process.

- A. Will there be a regular, designated time when both churches may review and reflect upon their relationship? When shall that be?
- B. When may the covenant be changed? What process shall be used?
- C. Which person/committees shall be involved in discussions and decisions regarding a change in the covenant?
- D. When shall a change in the covenant take place?

Some provision should be made for the termination of the relationship between the congregations. At least three (3) months advance notice should be given by either congregation wishing to terminate the sharing. The District Superintendent must be notified.

In the event of the closing or moving of the host congregation details for the transfer of ownership from one congregation to the other must be worked out in accord with The Discipline and in consultation with the District Superintendent and the District Committee on Church Building and Location.

**DESIGNATION of UMC-OWNED PROPERTY AS CULTURAL,  
HISTORICAL OR ARCHITECTURAL LANDMARKS**

The following policy has been established with regard to properties held in trust for the benefit of The United Methodist Church under the provision of ¶2503 of *The Discipline* by the Annual Conference Board of Trustees; by any District Board of Trustees within the California-Pacific Annual Conference; and by any Local Church or Church-Related Agency Board of Trustees located within the California-Pacific Annual Conference:

1. This shall be a standing policy of the Annual Conference and shall remain in effect until amended or deleted by a future Session of the Annual Conference and/or its legal successors in interest.
2. Governmental designation of Church-owned real property can cause a reduction in the market value of

said property. When such property is designated as a Cultural, Historical or Architectural Landmark, the rights of the Church (at all levels) as a property owner and as a religious institution are severely restricted.

Typically, the exterior facade of a building may not be altered without governmental permission. In some instances, alterations of the interior are forbidden without specific governmental permission. Improvements (such as buildings) on the property are either forbidden to be demolished, or can only be demolished after extensive and expensive applications and hearings. Sale of landmarked property, when it is no longer required for church purposes, becomes almost impossible: a buyer is not given the freedom to demolish the structures on the property or to use it as he/she sees fit. Such limitations would render Church-owned property virtually unsalable in the future. This could prevent the church from transforming the donations given in the past to establish real property for United Methodist use into new establishments for United Methodist Church use; a promise made to the donors at the time their donations were originally solicited.

In exchange for such limitations on the use of property, governmental bodies typically will compensate the property owner for such reduction in property value and limitations on development and use by allowing federal and state income tax credits against actual expenditures made for future rehabilitation work done to the property. Such income tax credits are worthless to a church since a church does not pay income taxes.

In general, such governmental designation should be discouraged. However, there are instances when allowing such a landmarking to take place is in the best interests of both the public and the church. Therefore, the following principles are established as the policy of the Annual Conference:

3. Any Board of Trustees which voluntarily wishes to cooperate with a governmental body in having that property landmarked which said Board of Trustees holds in trust for The United Methodist Church must do the following:
  - (a) Comply with the provisions of ¶2515, 2517.2, 2539, 2540, 2541, and/or 2543 (as appropriate) of *The Discipline*, just as if such landmarking were a sale of the property.
  - (b) Obtain a majority vote of the Bishop and the Cabinet, combined, approving such a voluntary landmarking of Church-owned property.
4. On behalf of the Annual Conference, the Annual Conference Board of Trustees, as the designated successor in interest to church-owned property held in trust for The United Methodist Church under ¶2548.5, *The Discipline*; and as the designated agency to intervene and take any necessary legal steps to safeguard and protect the interests and rights of the Annual Conference anywhere and in all matters relating to property and rights to property of any of its agencies, organizations or local churches under ¶2512.4, *The Discipline*; is directed to intervene, at the request of the Superintendent of the District in which the affected property is located, to oppose any governmental effort to involuntarily designate any such property as a Cultural, Historical or Architectural Landmark. This intervention may include engaging whatever legal or professional counsel is needed. Such intervention may include opposing such landmarking designation in any or all state or federal courts, if necessary and appropriate. The Annual Conference Board of Trustees may, at its discretion, undertake such intervention by financial assistance to the affected Board of Trustees. Said funding shall come first from any positive balance in the fund listed in (5) below. Additional funding, if necessary, may be requested from the CFA.
5. The Annual Conference Board of Trustees shall establish a designated trust fund under its supervision, to be used to help defray the costs of opposing governmental efforts at involuntary landmarking of Church-owned property, as designated in 4 above. Funds contributed to this fund may only be used for the designated purpose. Income from the investment of the corpus of this trust fund may be used by the CFA, or its successor organization, for any purpose it shall designate. The Board of Trustees is directed to solicit voluntary contributions to this fund. Such contributions are to be considered designated contributions to the Annual Conference and are not to be included in the expenses, which are a part of the Grade Figure calculation.

The Conference Board of Trustees is directed to request monies from the apportioned budget of the Annual Conference, as reasonably available, to put into this fund to hold in reserve for use for the designated purpose. Solicitation of monies for the fund shall cease when the corpus amount attained totals \$100,000. When funds are expended for the designated purpose, the Conference Board of Trustees shall be authorized to again solicit funds to replenish this fund until the corpus amount again attains the sum of \$100,000.

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**BUDGETING GUIDELINES FOR CHURCHES**  
**RECEIVING EQUITABLE COMPENSATION FUNDING**

Before a pastor and church seeks a subsidy grant from Equitable Compensation, the local church finance committee and church council needs to carefully and conservatively develop a church budget that places the pastor's salary as its top priority for payment. The Book of Discipline mandates that every appointed pastor be paid the minimum salary adopted by an annual conference (§§342, 624.9, 2008 *The Discipline*). CEC funds can only be used to pay the pastor's salary, and should be considered "emergency" temporary funding. Such funding should not be considered an additional source of funding for church budgets, programs, or ministries.

When a pastor and church receives CEC funding, priority in the budget must be given to pay the pastor first with available funds, and then budget only for "essential" and "necessary" expenses, including conference benevolences and apportionments. It is not appropriate for a church to budget all desired but optional ministry expenses first and then determine what is left over to pay the pastor. Lay staff and contract services, including all administrative, music, gardening, custodial, children, youth, and other program ministry staff costs (including payroll taxes and worker's compensation insurance) must not exceed 15% of the total proposed budget including apportionments by conference rule (Standards for Equitable Compensation Funding Application Process, No. 12). In order for churches to request the least they need from conference apportionment funds to pay their pastor, churches receiving CEC funding should omit from annual budgets any anticipated optional ministry expenses such as support for UMC or non-UMC missionaries, guest evangelists or speakers (beyond vacation supply), local church mission projects or other UMC or non-UMC mission projects outside of conference apportionments. Special fundraising should be done for those types of "mission" projects instead of including them in the annual church budget. Churches anticipating large deferred maintenance or remodeling plans should look to conducting a major capital campaign over several years and securing a loan instead of putting a large amount in an annual budget, thus creating a budget shortfall requiring CEC funding for the pastor.

When CEC funding applications are reviewed by the CEC and local church expenses are discerned to be "excessive," then CEC will either reduce or deny the request and the church will be directed to reduce such budgeted expense, thus making more funds available to pay the appointed pastor's salary. Other funding sources within or outside of the annual conference may be needed to support desired and needed, but "non-essential" expense of the local church. CEC recognizes that requesting CEC funding may require a local church to re-configure lay staffing, including staff reductions, and reducing all other expenses to meet the Disciplinary guideline of "Paying the pastor first." It is the ordained and appointed pastor who has a claim upon the annual conference to be paid the minimum compensation salary and benefits (§§342, 624.9, 2008 *Discipline*). The local church budget has no such claim on annual conference funds, only the pastor.

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