

2025 SECTION I CONFERENCE RULES

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 Annual Session of the California-Pacific Conference.

NOTE (2): **Groups requesting changes** to the Conference Rules, Policies, Standards, and Guidelines (Section I of the Conference Journal) for presentation/action at the 2026 Annual Session of the California-Pacific Conference are asked to send proposed changes to the Conference Rules Committee **no later** than **MARCH 15, 2026**. Changes should be e-mailed to: ***rules@calpacumc.org***.

NOTE (3): Unless otherwise noted, references to *The Discipline* in this text refer to *The Book of Discipline of The United Methodist Church 2020-2024*.

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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 Book of Discipline 2020/2024*.
- C. **Composition and Character:** The composition and character of the Annual Conference shall be in accordance with ¶602, *The Book of Discipline 2020/2024*.
- D. **Powers and Duties:** The powers and duties of the Annual Conference shall be in accordance with ¶604, *The Book of Discipline 2020/2024*.

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 for the transformation of the world. Local churches and extension ministries of the Church provide the most significant arena through which disciple-making occurs.” (¶120 *The Discipline*).
“The mission of the Church is to make disciples of Jesus Christ for the transformation of the world by proclaiming the good news of God’s grace and by exemplifying Jesus’ command to love God and neighbor, thus seeking the fulfillment of God’s reign and realm in the world. The fulfillment of God’s reign and realm in the world is the vision Scripture holds before us.” (¶121 *The Discipline*).
2. The **Mission of the Annual Conference:** “The purpose of the annual conference is to make disciples for Jesus Christ for the transformation of the world 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. Our connectional relationship is also suggested by ¶132, *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.”

III. OFFICERS OF THE ANNUAL CONFERENCE

A. Conference Secretary

1. The Conference Secretary shall be nominated by the Conference Nominations 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 Council on Finance and Administration (“CFA”) is authorized to pay from the Conference Administration Fund, Journal related expenses of the Conference Secretary incident to his/her work.
 - b. The Reports of all Conference Essential Ministry Teams, Agencies, Boards, Commissions, Committees, or Councils 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 made available in digital format free of charge to all Conference Members, Conference Staff, and official United Methodist Agencies that request. Printed versions of the Journal may be made available at a cost determined by the Conference Secretary.
 - e. Lay Person contact and Clergy Salary information will be handled with a reasonable level of privacy. Journal information is never to be given or sold to outside commercial entities.
4. The Conference Secretary shall be authorized to edit for accuracy and brevity the Preliminary Reports for each Session of the Annual Conference.

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5. The Conference Secretary shall be authorized to provide the UM Daily, Reports, and Resolutions from Essential Ministry Teams, Agencies, Boards, Commissions, Committees, or Councils. In addition, he/she may provide only such Reports and Resolutions, 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 Nominations Committee and elected in accordance with ¶603.7 of *The Discipline*.
2. The Conference Statistician shall gather data from the Churches, Essential Ministry Teams, Agencies, Boards, Commissions, Committees, or Councils of the Annual Conference and prepare statistical reports and analyses for publication in the Journal or, at the request of stated Conference Essential Ministry Teams, Agencies, Boards, Commissions, Committees, or Councils, in cooperation with the Cabinet and the Chief Financial and Benefits Officer.
3. The Conference Statistician shall report to the Bishop and the Annual Conference.

C. Chief Financial and Benefits Officer (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 Chief Financial and Benefits Officer (CFBO).
3. The Chief Financial and Benefits Officer shall be the Treasurer of all Conference groups and Agencies.

D. Conference Chancellor

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

E. Conference Lay Leader and Associate Lay Leader

1. The Conference Lay Leader shall be nominated in accordance with ¶607.9 of *The Discipline* by the Lay Persons of the Conference Nominations 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 and ¶607 of *The Discipline*.
3. At the Annual Conference Session PRECEDING General Conference an Associate Conference Lay Leader is to be elected; engaged during the following Conference year in "learning" the position of Conference Lay Leader. Nomination procedures to be the same as in Paragraph 1, above, as is the election to Conference Lay Leader. This position would be exempt from the Tenure Rule (Conference Rule VI.D). Position is for one year and considered a member of the Annual Conference under (Conference Rule IV.A.3.)

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. Home Missioners
 - e. Conference President of United Women in Faith
 - f. Conference President of United Methodist Men
 - g. Conference Lay Leader (One vote only; Co-Lay Leaders, refer to Rule IV.A.3.p)
 - h. District Lay Leaders (One vote only per District)

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- i. Conference Director of Lay Servant Ministries
 - j. Conference Secretary of Global Ministries (if Lay)
 - k. President of the Conference Young Adult Council
 - l. President of the Conference Youth Council
 - m. Chair of Conference College Student Organization
 - n. 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.
 - o. In Districts where United Methodist Lay Persons serve as Campus Ministers/Directors of Wesley Foundations, they shall be added as District-at-large Lay Members to the Annual Conference. In Districts where United Methodist Clergy serve as Chaplains, Campus Ministers, and Directors of Wesley Foundations, the Lay Persons elected as their balancing counterpart shall be elected from either the Campus Ministry Board of Directors or a student from that ministry/foundation. In making sure that such inclusion is adhered to, special consideration shall be given to the inclusion of United Methodist Young Adults who are active participants in Campus Ministry.
 - p. 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 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, ten (10) lay members to the Annual Conference, five (5) of whom shall be youth (age 12-18) and nominated by the District Council on Youth Ministries, and five (5) 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 from the most recent statistics available as of September 1 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. Retired Deaconesses and Retired Home Missioners.
 - e. Conference officers – Secretary, Treasurer (Chief Financial and Benefits Officer), Statistician (if they are laity) and the Conference Chancellor.
 - f. Lay chairpersons of the District Leadership Teams.
 - g. Executive Directors of the Conference who are not clergy.
 - h. Lay Directors and Lay Associate Directors of Conference Ministry Areas.
 - i. Lay chairpersons of the following Conference Boards and Agencies:
Rationale: To clarify what Boards, Agencies, and Committees shall have their Chairpersons be voting members of the Annual Conference, if not from any other category, if the Chairpersons are Lay. Those organizations marked (Disciplinary) are required by *The Book of Discipline*. Those marked (Functional) are required simply for the total organization of the Annual Conference session to function. Those marked (added per Amendment) were included during the voting of the Rules Change.

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This rule is solely for the purposes of calculating the required Lay Equalization of the voting members of the Annual Conference.

Justice and Compassion Essential Ministry Team (Functional)

Leadership and Discipleship Essential Ministry Team (Functional)

Camping, Outdoor and Retreat Ministries, Council on (added per Amendment)

Higher Education and Campus Ministry, Council on (added per Amendment)

Young Adult Ministry, Council on (Disciplinary)

Youth Ministry, Council on (Disciplinary)

Connectional Table (Functional)

Episcopacy, Committee on (Disciplinary)

Interfaith-Ecumenical Committee (Disciplinary)

Communications Commission (formerly Mission Articulation) (Disciplinary)

Nominations (Functional)

Religion and Race (Disciplinary)

Sessions (Functional)

Status and Role of Women (Disciplinary)

Rules (Functional)

Congregational Vitality Essential Ministry Team (Functional)

Equitable Compensation, Commission on (Disciplinary)

Hispanic Committee (added per Amendment)

Korean Ministry Council (added per Amendment)

Native American Committee (Disciplinary)

Pacific Islander Commission (added per Amendment)

Strengthen the Black Church, Committee to (added per Amendment)

Discipline Mandated and Other Bodies (Functional)

Archives and History Commission (Disciplinary)

Board of Trustees (Disciplinary)

Congregational Loan Committee (added per Amendment)

Finance & Administration, Council on (Disciplinary)

Pension & Health Benefits, Board of (Disciplinary)

Staff Relations Committee (Functional)

- i. Lay members of General Boards and Agencies.
 - j. Presidents of District United Women in Faith.
 - k. Presidents of District United Methodist Men.
 - l. Lay Members of the Annual Conference's elected General and Jurisdictional Conference delegations; such persons will be Lay Members until new delegations are elected.
 - m. Two of the clergymates selected by their Executive Officers.
 - n. Any Connectional Table Lay members who are not Annual Conference lay members will be added as lay members through Connectional Table.
 - 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.
 - p. Associate Lay Leader or Co-Lay Leader
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.

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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 Book of Discipline*.
2. Voters may select any number of names on a printed ballot form or an electronic ballot that does not exceed the number of persons to be elected. More selections on a ballot than the number of persons to be elected will render the ballot invalid.
3. Where there is duplication of surnames among the persons for whom a vote is to be cast and/or those printed on a ballot form or electronic ballot, both the first and last name of the person(s) for whom the vote(s) is (are) intended shall be written.
4. Only the official ballot form or electronic ballot (provided by the Secretary of the Conference) will be accepted by the tellers.
5. All members who wish to vote shall be seated within the Bar of the Conference at the time of the balloting.
6. Pre-conference nominations shall in no way limit the freedom to nominate 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. In addition to whatever provisions may be made for a process for pre-conference nominations, there must be a time prior to the casting of the first ballot when nominations are received from the floor of the annual conference. Subsequent nominations from the floor may only be made following a vote, to allow time for consideration between a nomination and the next vote.
7. On each ballot, all those who receive a majority of votes shall be elected. No delegate may be elected without receiving a majority of the valid votes, which are cast on a particular ballot. This procedure shall be repeated for Jurisdictional Conference delegates and alternates. The number of alternates to be elected shall be at least two lay and two clergy delegates and may be as large as one-half of the number of lay and clergy delegates elected to the Jurisdictional Conference.
8. 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.
9. 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.
10. 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 Committee and conducted by the Conference Secretary.

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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 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 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 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 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 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 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. **Business of the Annual Conference** develops from several sources including *The Book of 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 Essential Ministry Team, Agency, Board, Commission, Committee, or Council, 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).

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- b. All Reports from Essential Ministry Teams, Agencies, Boards, Commissions, Committees, or Councils 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 April 15** prior to the opening date of the Annual Session of the California-Pacific Conference, in order to be included in the Preliminary Reports. Each Report shall include the number on the Organization as well as the number voting for and against the Report. No Report shall be included 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 or e-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 presented to the Annual Conference members at least **twenty-four (24) hours** in advance preceding its presentation for consideration.
 - e. The Conference Secretary shall be authorized to edit and provide 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 Essential Ministry Teams, Agencies, Boards, Commissions, Committees, or Councils. 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 EMT, Agency, Board, etc.), recommendation, and comment for Conference consideration.
 - b. No Recommendation shall be before the Annual Conference for action unless it has been presented to the Annual Conference members **at least twenty-four (24) hours** in advance preceding its presentation for consideration.
 3. RESOLUTIONS – Requests for approval on matters of policy or position may be brought before the Annual Conference from Essential Ministry Teams, Agencies, Boards, Commissions, Committees, or Councils 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 EMT, Agency, Board, etc.), recommendation, and comment for Conference consideration.
 - b. Resolutions shall be presented to the Annual Conference members **at least twenty-four (24) hours** in advance preceding its presentation for consideration. Resolutions to be included 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, Essential Ministry Teams, Agencies, Boards, Commissions, Committees, and Councils 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 Chief Financial and Benefits Officer, for payment of the necessary cost.

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- d. Resolutions shall be presented as briefly and fairly as possible within the limits of time. Minority Reports are acceptable for any Resolution.
Resolutions shall be limited to one issue or concern.
Resolutions shall be numbered consecutively beginning with the last two numbers of the year, after which the numbering shall restart at “1.”
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.
 - i. Such list shall be published in each year’s Journal and such other places as may be helpful.
 - ii. Each year the Conference Secretary shall notify the appropriate Conference organization 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 an Essential Ministry Team, Agency, Board, Commission, Committee, or Council 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 EMT, Agency, Board, etc.), recommendation, and comment for Conference consideration.
 - b. Petitions shall be sent to the Conference Secretary prior to a deadline set by the Conference Secretary. 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 Essential Ministry Team, Agency, Board, Commission, Committee, or Council 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 Essential Ministry Team, Agency, Board, Commission, Committee, or Council most closely related to the content of the petition as determined either by the signer or by the Conference Secretary.
 - f. Each Essential Ministry Team, Agency, Board, Commission, Committee, or Council to which Petitions are assigned shall meet following the closing dates for receipt of Petitions, consider each petition, and recommend: 1) Concurrence, 2) Non-Concurrence 3) Referral (to another Conference EMT, Agency, Board, etc.), or 4) Concurrence with Amendment.
 - i. The Essential Ministry Team, Agency, Board, Commission, Committee, or Council will communicate their action, in writing, including any reasons for Non-Concurrence, to the Petitioner and to the Conference Secretary. The Petitioner who has received a Non-Concurrence, after considering the reason for the Non-Concurrence, may notify the Conference Secretary of the desire to have the Petition presented to the Annual Conference.
 - ii. All Petitions receiving Concurrence, Concurrence with Amendment, and those receiving a Non-Concurrence, but desired by the Petitioner to be presented, shall, unless considered spurious by the Conference Secretary, be included 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 Non-Concurrence will also have printed a brief statement of the reasons for Non-Concurrence.
 - iii. A Petitioner(s) who has received a “Concurrence with Amendment” may notify the Conference Secretary of his/her/their desire to have the Petition considered without the amendment. In that

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- case, it will be listed and presented as a Petition having received a “Non-Concurrence.” 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.
- iv. All other Petitions need be listed by number only and labeled “withdrawn.”
 - g. Each Essential Ministry Team, Agency, Board, Commission, Committee, or Council to which Petitions have been referred shall report its recommendation to the Annual Conference at a time to be assigned by the Conference Secretary. If such a Petition is not acted upon by the Annual Conference, it shall be considered null and void.
 - h. Each Essential Ministry Team, Agency, Board, Commission, Committee, or Council 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 beginning with the last two numbers of the year, 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
 - i. The estimated fiscal impact
 - ii. The staff resource and time required
 - iii. 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:
 - i. Review,
 - ii. Consultation with appropriate Essential Ministry Team, Agency, Board, Commission, Committee, or Council and,
 - iii. Development of a recommendation for Conference consideration.
 - d. All Motions, which affect budgetary matters, in any way, shall be provided to the Conference, no 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 provided to 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 **twenty-four (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.
9. TECHNICAL/VIRTUAL CONFERENCE SESSIONS – Should unexpected circumstances prevent physical gathering for an Annual Session, the Sessions Task Force under the direction of the Bishop may establish technical/virtual means to gather and to carry out the business of the Annual Conference. This must include methods to experience worship, participate in debate (including ways to perfect legislation), and vote. Security measures must be included to ensure the integrity of voting.

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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, as Lay or Clergy Member, 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 an Essential Ministry Team, Agency, Board, Commission, Committee, or Council 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 Essential Ministry Team, Agency, Board, Commission, Committee, or Council. Laity employed by the Conference as staff persons shall be entitled to the privilege of the floor, without vote. Laity serving as Officers of the Conference shall be entitled to the privilege of the floor with 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.

F. Legislative Sections

1. There may be Legislative Sections as deemed necessary by the Conference Secretary in consultation with the Sessions Task Force. They shall be composed of approximately equal numbers of Laity and equal numbers of 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 foster active participation by Conference Members in the legislative process, engaging in deliberate and thoughtful discussion, and then 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 review, consideration, or action on slates of persons to be elected to Conference Essential Ministry Teams, Agencies, Boards, Commissions, Committees, or Councils;
 - d. Conducting official business (i.e. the work that is designated to, or a regular practice) of Annual Conference Essential Ministry Teams, Agencies, Boards, Commissions, Committees, or Councils;
 - 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 which have proposed amendments, shall not be placed on the Consent Calendar and shall be referred back to a Plenary Session (see also 5 below).

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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 no earlier than the next Plenary Session following initial presentation of that recommendation.
6. Facilitators for Legislative Sections shall be appointed by the Conference Secretary and are responsible for presiding, presenting the assigned items, and coordinating the discussion. Qualified leaders, including but not limited to District Superintendents, shall be appointed by the Conference Secretary in consultation with the Bishop to serve as Section Presiders.
7. Definitions:

Legislative Section – An online, in-person, or hybrid gathering of Conference Members meeting to consider legislation to be presented in Plenary Sessions of the Annual Conference. Legislative Sections may take place prior to the first Plenary Session.

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

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

Non-Concurrence - The result of a Legislative Section vote 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 Essential Ministry Teams, Agencies, Boards, Commissions, Committees, Councils, and other affected groups and individuals a list of all actions of the Conference with a listing of what Local Church, District, and Conference Essential Ministry Teams, Agencies, Boards, Commissions, Committees, Councils, 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 Essential Ministry Team, Agency, Board, Commission, Committee, Councils, or Individual with adequate notice to such Organization 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 provided to the Conference no later than the close of the last plenary session of the day preceding their presentation for consideration.
2. Essential Ministry Teams, Agencies, Boards, Commissions, Committees, or Councils 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.

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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 Essential Ministry Team, Agency, Board, Commission, Committee, or Council. 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 Officers, Executive Directors, or Directors employed by the Annual Conference.
- B. **Inclusiveness** — Unless otherwise provided the Annual Conference recommends that the Conference Nominations 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 Nominations 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-quadrannium except for organizations whose terms are established by *The Book of 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, except for the conference Board of Ordained Ministry on which an elected board member may serve a maximum of three consecutive four-year terms. To determine if a person has reached maximum tenure of eight years, his/her service of half or more of the length of a term (4-year, quadrennial, or 8-year) shall count as a full term. Conversely, a person's service of less than half the length of a term shall not count towards the maximum tenure.
 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 Book of Discipline*.
 5. Tenure shall not be limited for:
 - a. Pacific Islander Clergy serving on the Pacific Islander Commission
 - b. Members of the Native American Committee
 - c. Conference Chancellor
 - d. Executive Director of Connectional Ministries
 - e. Chief Financial and Benefits Officer (Conference Treasurer)
 - f. Lawyers' Committee
 - g. Exempt Staff and support persons serving on the Sessions Task Force by virtue of their position.

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6. District 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 Nominations Committee is empowered to make the nomination to the Annual Conference may be filled by the Nominations Committee between sessions of the Annual Conference.
2. Any other vacancy which occurs between sessions of the Annual Conference may only be filled by the following process, except as stipulated otherwise by *The Book of Discipline*:
 - a. The conference officer or organization empowered to make the nomination to the Annual Conference sends a nomination to the Nominations Committee with a request that the vacancy be filled as soon as possible.
 - b. The Nominations Committee votes to elect the person nominated by the conference officer or organization empowered to make this nomination.
Until the Nominations Committee elects a person to fill a vacancy, the nominee may not serve on the conference organization.
3. 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 Nominations Committee will present the name for election by the Annual Conference to fill the vacancy.
4. 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 Nominations 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 Book of 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
 - Committee on Episcopacy
 - Committee on Investigation
 - Conference Council on Youth Ministries (youth members only)
 - Conference Young Adult Council (young adult members only)
 - Disaster Response Committee
 - Members of the Inter-Ethnic Strategy Group (ethnic minorities only)
 - Hispanic Committee, Conference (Hispanic only)
 - Korean Ministry Council (Koreans only)
 - Native American Committee (Native Americans only)
 - Pacific Islanders Commission (Pacific Islanders only)
 - Sessions Task Force (except for at-large members)
 - Strengthen the Black Church, Committee to (black members only)
 - United Methodist Men Executive Committee
 - United Women in Faith Executive Committee

G. Chair Limitations

No person shall serve as the Chair and/or Vice-Chair of more than one Conference Organization or major sub-committee (a group which lasts a year or more) at any one time.

H. Classes

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

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I. **Ex-officio Representatives**

When the Conference President of the United Women in Faith, 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 Nominations 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 Nominations Committee), those selections, with supporting documentation, shall be submitted to the Conference Nominations Committee. The Conference Nominations Committee will notify the submitting Organization concerning their compliance/noncompliance 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 Nominations Committee. If these nominations are received during the Annual Conference prior to final publication of the Nominations Committee report, 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 Nominations 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 included in the section "Essential Ministry Teams of the Annual Conference," Section B of The Journal.

VII. **CONNECTIONAL TABLE**

A. **The Connectional Table (CT)**

1. **Function**

The Connectional Table will help to focus and guide the mission and ministry of The United Methodist Church within the boundaries of the California-Pacific Conference in the spirit of ¶608 *The Discipline*.

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This body gathers the diversity of our voices assisting the annual conference to seeking, name, and claim God's vision for us. It will be accountable to the annual conference and serve in partnership with the Executive Director of Connectional Ministries and the Conference Treasurer/Chief Financial and Benefits Officer. It shall assist the annual conference in:

- “1. envisioning the ministries necessary to live out the mission of the church in and through the annual conference;
2. creating and nurturing relationships and connections among the local, district, annual conference, and general church ministries;
3. providing encouragement, coordination, and support for the ministries of nurture, outreach, and witness in districts and congregations for the transformation of the world;
4. ensuring the alignment of the total resources of the annual conference to its mission;
5. developing and strengthening ethnic ministries, including ethnic local churches and concerns;
6. providing for advocacy and monitoring functions to ensure that the church is consistent with its stated values.” (§608 *The Discipline*)

2. Organization

It shall organize and determine its meeting schedule within 30 days following the session of annual conference at which its membership is elected or named.

3. Membership

Its *membership* shall include the following:

- A Chairperson nominated by the Conference Nominations Committee in consultation with the Executive Director of Connectional Ministries and Conference Treasurer/CFBO and elected by the annual conference to serve a quadrennium;
- Conference Lay Leader(s);
- Chairpersons of Justice and Compassion; Leadership and Discipleship, Congregational Vitality Essential Ministry Teams; Council on Youth Ministries; Council on Young Adult Ministries; Council on Higher Education and Campus Ministries; and Camp and Retreat Ministries Council;
- The Chairperson of the Conference Council on Finance and Administration;
- The Chairperson of the Board of Ordained Ministry;
- First Lay and Clergy person General Conference delegates (or designate from delegation);
- Presidents or Chairpersons of the Conference Hispanic and Native American Committees, the Conference Korean Ministry Council, the Pacific-Islanders Commission, and the Committee to Strengthen the Black Church for the 21st Century;
- Five additional members for the purpose of gender, racial, age and district inclusivity to be nominated by the Conference Nominations Committee and elected by the Annual Conference to serve a quadrennium;
- Executive Director of Connectional Ministries;
- Conference Treasurer/Chief Financial and Benefits Officer;
- Bishop (Non-voting);
- Dean of the Cabinet (Non-voting);
- The President & CEO of the California-Pacific United Methodist Foundation (Non-voting);
- The Conference Secretary (Non-voting);
- The Chairpersons of the Conference Commission on the Status and Role of Women, and the Conference Commission on Religion and Race;
- Lay or clergy members of the Annual Conference who may be elected to serve on the Connectional Table of The United Methodist Church.

B. The Coordinating Council (CT)

1. Function

The Coordinating Council is the Executive Committee of the Connectional Table. Holding to the principles of transparency, equity, and sustainability, this council coordinates the implementation of the vision God provides for the annual conference. This body will focus on strategy; in order to

- address emergent matters between annual conference sessions
- align resources for sustainable ministry

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- harmonize our efforts
 - promote effectiveness
 - and offer measures for accountability.
2. Organization
As the executive committee of the Connectional Table the Coordinating Council shall be organized and a meeting schedule established the first meeting of the Connectional Table each conference year.
3. Membership
Its membership shall include the following members of the Connectional Table:
- Chairperson of the Connectional Table, who shall be the Chairperson of this body;
 - Conference Lay Leader(s);
 - Chairpersons of Justice and Compassion; Leadership and Discipleship, Congregational Vitality Essential Ministry Teams;
 - The Chairperson of the Conference Council on Finance and Administration;
 - The Chairperson of the Board of Ordained Ministry;
 - Executive Director of Connectional Ministries;
 - Conference Treasurer/Chief Financial and Benefits Officer;
 - Bishop (Non-voting);
 - Dean of the Cabinet (Non-voting);
 - The President & CEO of the California-Pacific United Methodist Foundation (Non-Voting)
 - Two of the Lay At-Large members of the Connectional Table to bring balance and equity of representation.

VIII. ESSENTIAL MINISTRY TEAMS

A. Justice and Compassion Essential Ministry Team (JC-EMT)

1. Statement of Purpose of the JC-EMT
The JC-EMT shall act on behalf of the California-Pacific Annual Conference to empower, connect and resource laity, clergy, congregations, and communities as they meaningfully engage in ministries of justice and compassion, both locally and globally. The JC-EMT shall carry out responsibilities according to ¶629.2 of *The Discipline*.
2. Goals of the JC-EMT
- a. Primary Goals
 - i. Develop and promote programs on church and society, including prison ministry and reform concerns.
 - ii. Serve to connect the General Board of Church and Society and the district and local churches in relating the gospel of Jesus Christ to the members of the Church and the communities in which they live.
 - iii. Name conference Peace with Justice Coordinator.
 - iv. Promote a framework for networking of and partnerships between Local Churches and communities, organized to achieve common goals in justice and compassion ministries.
 - v. Identify linkages of churches and/or informal groups, organized around a common cause.
 - vi. Support emerging task forces that respond to particular justice and/or compassion issues.
 - vii. Maintain communication links with identified churches and groups working on common goals in this ministry area on behalf of the Annual Conference.
 - viii. Promote and facilitate linkages between churches or groups with other religious and nonreligious community groups working to secure a more just society.
 - ix. Emphasize and advocate for ministries of/with the poor, in particular those that are disseminating the good news of Jesus Christ and working on the elimination of poverty and health-related issues connected to poverty.
 - x. Discern and participate in articulating a prophetic voice and vision for the Annual Conference in conjunction with the Connectional Table.

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- xi. Strengthen local and global perspectives, engagement and awareness for justice and compassion in congregations, communities, corporations and government.
- xii. Develop a marketing strategy and secure funding for justice and compassion ministries that move us beyond traditional sources.
- b. Secondary Goals
 - i. Encourage, support and provide linkages and resources on behalf of the Annual Conference for allocation to task forces, groups and other ongoing initiatives.
 - ii. Initiate arenas for meaningful civil discourse on divisive social issues related to justice and compassion ministries.
 - iii. Maintain a data base of Annual Conference churches that are involved in:
 - (a) Justice and compassion ministries
 - (b) Covenant missionary relationships
 - iv. Increase the number of churches in covenant missionary relationship(s) by 10% in each calendar year, seeking to reach 100% in covenant relationship(s).
 - v. Communicate any available resources for local churches for all goals.
- c. Tertiary Goals
 - i. Maintain and refine disaster response plans for the Annual Conference:
 - (a) Conduct disaster preparedness training annually in at least four different geographical areas of the Annual Conference.
 - (b) Be the liaison with UMCOR's disaster response program.
 - (c) Secure, manage and report any financial and personnel resources used in disaster response programs of the Annual Conference.
 - ii. Administer personnel and financial support of the JC-EMT.
3. Membership and Officers of the JC-EMT
 - a. Membership

The JC-EMT shall be comprised of members nominated by the Conference Nominations Committee and elected by the Annual Conference; the Conference UWF officers who by virtue of their office serve in this ministry area; and members of general boards and agencies related to this ministry team, who serve as representatives to the Annual Conference and hold their membership in the California-Pacific Annual Conference.

 - i. The membership of the EMT shall be constituted as follows:
 - (a) Eight at-large members elected by the Annual Conference Session ensuring representation of all ethnicities across the Annual Conference.
 - (b) One representative from each District.
 - (c) Conference UWF Mission Coordinator for Social Action (§629.2 *The Discipline*).
 - (d) Conference UWF Mission Coordinator of Education and Interpretation (§633.2 *The Discipline*).
 - (e) Member(s) of the General Board of Global Ministries who hold their membership in the California-Pacific Annual Conference.
 - (f) Member(s) of the General Board of Church and Society who hold their membership in the California-Pacific Annual Conference.
 - b. Election and Terms of Office

All members except the geographical, UWF, and general board members, will be selected by the Conference Committee and be elected to one-year terms, with the possibility of serving for a maximum of eight consecutive years.
 - c. Election of Officers
 - i. Officers of the JC-EMT:
 - (a) A JC-EMT Chairperson
 - (b) Vice-chair of the Global Ministries Strategy Group
 - (c) Vice-chair of the Church and Society Strategy Group

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- ii. A recording secretary and a financial secretary for the JC-EMT shall be elected by the JC-EMT in the same manner. The positions of recording secretary and financial secretary may be held by a single person or by two different persons.
 - iii. Core Team: The Core-Team of the JC-EMT shall consist of the chairperson, the two vice-chairs, the recording secretary and the financial secretary.
 - d. Ex-Officio Members
Any staff persons shall have voice but no vote in matters before the JC-EMT and will be accountable to the JC-EMT. Up to one (1) designated person by each Task Force, Conference Support Team, and Expert Resource Group, who have not otherwise been elected as members of the JC-EMT shall have voice but no vote.
4. Structure and Staffing of the JC-EMT
- a. Strategy Group Election & Term of Office
 - i. Each strategy group will consist of the Vice-chair for that strategy group and at least five (5) additional members from the JC-EMT.
 - ii. The whole JC-EMT will decide by consensus which of its members will serve in which strategy group.
 - iii. The Conference UWF Mission Coordinator for Social Action shall be a member of the Church & Society Advocacy Engagement strategy group (§629.2 *The Discipline*), and the Conference UWF Mission Coordinator of Education and Interpretation shall be a member of the Global Ministries Mission Engagement strategy group (§633.2 *The Discipline*).
 - iv. The Annual Conference's member(s) of the General Board of Global Ministries will serve in the Global Ministries Mission Engagement strategy group, and the Annual Conference's member(s) of the General Board of Church and Society will serve in the Church & Society Advocacy Engagement strategy group.
 - v. The JC-EMT will have the following two (2) strategy groups:
 - (a) Church & Society Advocacy Engagement
 - (b) Global Ministries Mission Engagement
 - b. Duties of the Strategy Groups
 - i. *Church and Society Advocacy Engagement* (Assumes responsibility for the responsibilities of the Board of Church & Society, per §629 *The Discipline*)
 - (a) Network with and evaluate the efficacy and relevance of all existing and proposed California-Pacific Annual Conference justice advocacy ministries in areas relevant to the responsibilities assigned to the General Board of Church and Society.
 - (b) Encourage and coordinate task forces and conference support teams that are related to advocacy and Peace with Justice ministries (§629.2 *The Discipline*).
 - (c) Ensure that Conference Support Teams assigned to the strategy group have enough members to function.
 - (d) Coordinate with Conference Support Teams, Special Internet Partners, and Expert Resource Groups.
 - (e) Coordinate with other annual conferences, Western Jurisdiction, and General Board of Church and Society work.
 - (f) Evaluate prophetic needs.
 - ii. *Global Ministries Mission Engagement* (assumes responsibility for the work of the Board of Global Ministries) §633 *The Discipline*.
 - (a) Network and evaluate compassion response in ministries of/with the poor and for the elimination of poverty.
 - (b) Coordinate, encourage, and advocate for the work of mission task forces and conference support teams.
 - (c) Ensure that Conference Support Teams assigned to the strategy group have enough members to function.

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- (d) Name one person to serve as the Conference Secretary of Global Ministries who will work with the Vice-chair of this strategy group to relate this group to the objectives and scope of work of the General Board of Global Ministries (§633.3 *The Discipline*).
 - (e) Ensure that functions of the disability concerns ministry are carried out (§653 *The Discipline*).
 - (f) Coordinate the work of disaster response (§633.4.b (22) *The Discipline*):
 - (1) Appoint an Annual Conference disaster response coordinator.
 - (2) Encourage the formation of a disaster response committee.
 - (3) Develop in conjunction with the disaster response committee, emergency plans to include training, implementation, evaluation, and fund raising for disaster response within the Annual Conference.
 - (g) Establish and facilitate mechanisms for Volunteers In Mission (VIM) coordination.
 - (h) Coordinate work with the Joint Commission on Church Extension in Mexico.
 - (i) Oversee the development and maintenance of General Board of Global Ministries covenant relationships between local communities and GBGM missionaries, and promote missionary support throughout the Annual Conference.
 - (j) Coordinate with Conference Support Teams, Special Interest Partners, and Expert Resource Groups.
 - (k) Coordinate with other annual conferences, Western Jurisdiction, and General Board of Global Ministries work.
- c. Task Force
- i. Must be a response to a specific issue with specified goal(s) and timeframes.
 - ii. Will not last more than 3 years.
 - iii. Must have a chairperson designated by the members of the task force.
 - iv. Will be assigned by the Core Team to a strategy group for oversight.
 - v. Approval and Formation
Task forces are approved by the Core Team and can be formed by any group of annual conference members to help coordinate the annual conference's response to a specific issue.
- d. Conference Support Team
- i. Standing committees of the JC-EMT dedicated to a particular ministry area.
 - ii. Must have a chairperson designated by the members of the Conference Support Team.
 - iii. Membership must have at least one (1) JC-EMT member.
 - iv. Will be assigned by the Core Team to a strategy group.
 - v. Approval and Formation
 - (a) By annual conference resolution
 - (b) By approval of the JC-EMT
 - (c) Committees defined by The Discipline and assigned by the annual conference to be overseen by the JC-EMT.
- e. Special Interest Partner
- i. Organization approved by the JC-EMT whose work furthers the goals of the JC-EMT.
 - ii. Special interest partner(s) will be invited by the JC-EMT to send observers to meetings of the JC-EMT to help coordinate their work with the work of the JC-EMT.
- f. Expert Resource Group
- i. Dedicated to a particular ministry area.
 - ii. Can provide advice and recommendations to the JC-EMT about their particular ministry area.
 - iii. Can appoint a contact person to be an ex-officio member of the JC-EMT.
 - iv. JC-EMT will appoint a JC-EMT member as a contact person.
 - v. Members
 - (a) Annual Conference members who volunteer or are asked to be resource people for the JC-EMT.
 - vi. Approval and Formation
 - (a) By approval of the JC-EMT.

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5. Connectional Relationships / Responsibilities of the JC-EMT
 - a. The JC-EMT will relate to each of the other EMTs by:
 - i. Working with the Congregational Vitality EMT to:
 - (a) Approve and coordinate new ministries that address poverty, justice, and compassion so as to embody and/or communicate the gospel message of Jesus Christ.
 - (b) Instill commitment to ministries of justice and compassion in all new-start pastors and communities for communicating the gospel message of Jesus Christ.
 - ii. Working with the Leadership and Discipleship EMT to:
 - (a) Coordinate leadership development in areas of justice and compassion.
 - (b) Emphasize leadership development for pastors and laity in ministries of/with the poor for disseminating the good news of Jesus Christ.
 - iii. Working with the Connectional Table to ensure that concerns for prophetic and passionate ministries are integral to the vision, goals, and objectives of the California-Pacific Annual Conference.
 - iv. Working with the appropriate body to:
 - (a) Cooperate in the creation of an annual budget for the JC-EMT.
 - (b) Coordinate the development of funds and support from sources outside the Annual Conference and The United Methodist Church
 - b. Connectional Responsibilities:
 - i. Any members of the California-Pacific Annual Conference who are members of general boards and agencies whose work is related to the JC-EMT will be members of the JC-EMT.
 - ii. The JC-EMT will be responsible for the scope of work in the areas of Church & Society and Global Ministries, and coordinate the distribution of funds from the Peace with Justice Sunday special offering, as required by *The Book of Discipline*.
 - iii. Members of the JC-EMT will also serve as connections to partners in areas of justice and compassion ministries from other denominations, religious communities, and secular organizations.

B. Leadership and Discipleship Essential Ministry Team (LD-EMT)

1. Statement of Purpose of the LD-EMT

To support our faith communities (churches and other groups...) through identifying and transforming Christian disciples into fruitful, Spirit-led leaders. The Leadership and Discipleship Essential Ministry Team shall be and provide for the equivalent structure of the Board of Discipleship as required by ¶630 *The Discipline*.
2. Goals of the LD-EMT
 - a. Primary Goals
 - i. Provide training and resources for faithful, fruitful lay leadership and clergy leadership who are called, equipped, motivated and effectively nurturing the “making disciples of Jesus Christ for the transformation of the world.”
 - ii. Strengthen faith communities (i.e. Churches, mission congregations, Campus Ministries, etc.) which will develop a vital culture of serving as they nurture lay leadership and clergy leadership who can proclaim the Gospel of Jesus Christ in many contexts.
 - iii. Develop an integrated process of recruiting, training, and supporting clergy who are competent and “going on to perfection” resulting in a dynamic and growing ministry.
 - iv. Provide for an integrated process of recruiting, training, and supporting Lay Speaking Ministries, Lay Missioners, and Certified Lay Ministers who are competent and “going on to perfection” resulting in a dynamic and growing ministry.
 - v. Create and implement a communication network about leadership that is clear, current, and relevant.
 - b. Secondary Goals
 - i. Develop leaders who understand our UM system and Wesleyan heritage and can build upon and adapt it for the future.

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- ii. Ensure a strong partnership between laity and clergy.
- iii. Work toward synergy and partnership between all groups (within leadership and among all EMTs)
- iv. Help leaders discern where God is calling them to serve – lay and clergy.
- c. Tertiary Goals
 - i. Assure clear and vital relationships with other “Non-Annual Conference Organizations” involved in leadership development and training.
 - (a) (i.e. United Women in Faith, United Methodist Men, Claremont School of Theology, Fuller Theological Seminary and other seminaries, United Methodist Campus Ministry Assoc. (UMCMA), Center for Pacific and Asian-American Ministries (CPAAM), the Academia Methodista Hispana, Christian Educators Fellowship (CEF), Scouting, Elders & Deacons Orders, Fellowship of Local Pastors & Assoc. Members, etc.)
 - ii. Assure that all the mandated leadership connections to the general church are filled.
 - iii. Offer leadership development and training in collaboration with the other Essential Ministry Team’s in and for local faith communities as well as at all levels of the Annual Conference
3. Membership and Officers of the LD-EMT
 - a. The Leadership and Discipleship EMT shall be constituted with sixteen (16) voting members as follows:
 - i. Eight (8) At-Large Members serving four-year terms.

Skill & Talent Key: At-Large Members need to be chosen with consideration of the passion, leadership skills and background needed to form a working team focused on the leadership needs and purposes of this rule; with a multi-cultural and multi-contextual awareness and competency that the Council outlined in the purpose geographical region of the Cal-Pac Annual Conference requires for its leadership training.
 - ii. Six (6) Voting Members of the following councils.
 - (a) One (1) from Council on Young Adult Ministry (CCYA) of this charter; with a multi-cultural and multi-contextual awareness and competency that the Council designated by the YA Council (the CCYA).
 - (b) One (1) from the Conference Council on Youth Ministry (CCYM) designated by the CCYM.
 - (c) One (1) from Laity Council designated by the Laity Council
 - (d) One (1) from Lay Servant Ministries designated by Lay Servant Ministries.
 - (e) One (1) from Higher Ed & Campus Ministry Council (HECMC) designated by the HECMC
 - (f) One (1) from Camping, Outdoor & Retreat Ministry Council (CORMC) designated by the CORMC.
 - iii. Two (2) Ex-Officio with voice, but no vote
 - (a) Designated District Superintendent Liaison from the Mission Steering Group
 - (b) Designated Liaison from the Connectional Table
 - iv. Staff Support (without Vote)
 - (a) Dir. of Leadership for the Annual Conference
 - (b) Other leadership staff.
 - b. Election & Term of Office
 - i. The Eight (8) At-Large members shall be nominated by the Cal-Pac Annual Conference Committee and are elected to a four-year term, with the option of another consecutive four-year term.
 - ii. No member of the EMT will be permitted to serve beyond eight-total consecutive years.
 - iii. In order to secure experience and stability, the membership shall be divided into four classes of two (2), one of which shall be elected each year for a four-year term.
 - iv. Each year’s new class, and vacancies at the time of the Annual Conference, shall be elected by the Annual Conference through nominations by the Annual Conference committee or its equivalent agency, and/or from the floor of the Annual Conference.
 - v. The ex-officio members are subject to the election and terms as stipulated within their respective bodies.

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- c. Election of Officers
The necessary officers (Team leader, Secretary, etc.) shall be determined and elected by the Leadership and Discipleship EMT through a simple majority vote.
4. Structure of the LD-EMT
 - a. Leadership Councils and Task Forces
General Description: The Leadership and Discipleship EMT Councils and Task Forces are the working groups of the Leadership and Discipleship EMT. They will provide for the necessary equivalent structures for the Board of Higher Education and Campus Ministry, The Board of Laity, Council on Youth Ministry and Conf. Council on Young Adult Ministry called for by *The Book of Discipline*.
 - i. Councils: on-going standing committees of the Leadership and Discipleship EMT:
 - (a) May fulfill a disciplinary requirement
 - (b) Focus is on long-term, ongoing ministries that are core to Annual Conference/LEMT mission/ministry.
 - (c) Membership: see individual Council listed below.
 - (d) Entitled to one representative each, with voice and vote on the Leadership and Discipleship EMT
 - (e) Councils can create short-term task forces for specific tasks, projects or needs.
 - ii. Task Force: a short-term, self-populating group of individuals who are pursuing ways to realize the Mission/Vision of the Annual Conference in their area-location.
 - (a) Have a life of no more than two years, may be renewed.
 - (b) Address a specific need or issues related to leadership, activities reflect the Annual Conference Mission / Vision / Core Values.
 - (c) Have voice but no vote on the Leadership and Discipleship EMT
 - (d) Comprised of at least three people, leader is chosen by the Task Force.
 - (e) Can have a collaborative connection and effort among other EMTs.
 - (f) Reports to the Leadership and Discipleship EMT or the Leadership and Discipleship EMT council to which they relate.
 - (g) Is given access to funding and other resources of the A.C. through application to the Leadership EMT.
 - (h) Funding for these Task Forces may be through a combination of Annual Conference budget, grants, and outside funding sources.
 - (i) Governed by Annual Conference Rules. (i.e. diversity and inclusivity.)
 - iii. The Leadership and Discipleship EMT shall also provide for the recognition, communication and relationship of any current or future groups, Councils and Task Forces needed to identify, develop, deploy, evaluate, and monitor the emerging needs and issues relating to leadership as needed on an Annual Conference level.
 - b. Conference Council on Young Adult Ministries
The purpose of the Conference Council on Young Adult Ministries is described in ¶650 *The Discipline*
 - i. Definition
 - (a) 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.
 - (b) College Age students shall be those Young Adults who are students in colleges or universities or in the age range of undergraduate studies.
 - (c) Young Professionals shall be those Young Adults who are out of college and under 35.
 - (d) 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.

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- (e) All Coordinators and Representatives on the Conference Council on Young Adults shall be young adults age 19-35.
 - (f) CCYA members must be members of their District A-Team.
 - (g) The Council shall select one representative to the Sessions Committee.
 - ii. Membership on the Conference Council on Young Adult Ministries shall include:
 - (a) One elected District Young Adult Coordinator from each of the districts.
 - (b) One appointed District Young Adult Representative from each of the districts.
 - (c) Three (3) to six (6) appointed District Young Adult Representative from each of the Districts. District Young Adult Representatives must be between the ages of 18-30.
 - (d) One elected Young Adult President of CCYA.
 - (e) Conference Director of Young People Ministries.
 - (f) Conference Coordinator of Young Adult Ministries.
 - (g) Seven members at large.
 - iii. Elections and Appointments
 - (a) District Young Adult Coordinator
 - (1) Election of the District Young Adult Coordinator shall take place every two years with a limit of five terms.
 - (2) Nominations may be submitted by District A-Teams, District Superintendents and the Conference Director of Young People Ministries.
 - (3) Election will be made by District A-Team participants and will be overseen by the District Superintendent and Conference Director of Young People Ministries.
 - (4) 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.
 - (b) District Young Adult Representatives shall be appointed for a minimum one-year term by each District A-Team.
 - (c) CCYA Cabinet
 - (1) 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.
 - (2) 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.
 - (d) 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.
 - (e) 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.
 - iv. The Conference Council on Young Adult Ministries is responsible to the Leadership and Discipleship Essential Ministry Team.
 - c. Conference Council on Youth Ministries
 - i. The purpose of the Conference Council on Youth Ministries is described in ¶649 *The Discipline*.
 - ii. Membership on the Conference Council on Youth Ministries shall include one youth from each Mission Area in the Annual Conference, 3-6 Adult Youth Coordinators per District, the elected Youth President of the Council, the Conference Manager of Young People's Ministries, and nine youth members at large (selected by the Nominations Committee). It is recommended that at least two-thirds of the membership of the Council be youth.
 - iii. Officers of the Council are elected by the members of Council on the first meeting after Annual Conference.
 - iv. The Conference Council on Youth Ministries is responsible to the Leadership and Discipleship Essential Ministry Team.

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- d. Regional Councils for Young People's Ministries
 - i. Definition: The Regional Council is a multi-Mission Area based leadership committee open to all youth and young adult workers from a common geographic region within the California-Pacific Annual Conference. Regional Councils meet to network, plan multi-Mission Area events and training, and voice their feedback and needs to their Mission Area, District and Annual Conference.
 - ii. Organization: A district may have more than one Regional Council in order to cover large areas under approval and supervision of the Conference Manager of Young People Ministries. Each Regional Council will designate an annual calendar for gatherings. When a district has more than one Regional Council, district-wide gatherings shall be scheduled for all Regional Councils to participate in a single gathering.
 - iii. Leadership: The Executive Director of Connectional Ministries shall assign a Conference Manager of Young People Ministries to provide leadership, vision and accord among the Youth and Young Adult ministries in the Conference, including Regional Councils, CCYM and CCYA. Adult coordinators will be appointed by the Conference Manager to provide leadership to Regional Councils.
 - iv. The Regional Council is responsible to the Leadership and Discipleship Essential Ministry Team.
- e. Higher Education and Campus Ministries Council
 - i. The purpose of the Higher Education and Campus Ministry Council (HECMC) is described in ¶634 *The Discipline*.
 - ii. Membership on the Higher Education and Campus Ministry Council shall consist of:
 - (a) ten members at-large (nominated by the Conference Nominations Committee). (Every effort shall be made by the Conference Nominations Committee to ensure that these at-large members reflect the diversity of districts, geographies, races, ethnicities, language groups, genders, sexual orientations, and life-circumstances included within the California-Pacific annual Conference.;
 - (b) two campus ministers who have been recognized by the HECMC (elected by the campus ministers at a meeting of campus ministers convened during or within a month following Annual Conferences held in even-numbered years) to serve two-year terms;
 - (c) three student representatives from campus ministries that have been recognized by the HECMC (nominated by the Conference Nominations Committee on the recommendation of the Campus Ministries);
 - (d) one representative from the Conference Board of Trustees (selected by the Trustees);
 - (e) one representative from the Claremont School of Theology (selected by the President of CST);
 - (f) any GBHEM members residing within the boundaries of the Conference shall serve as ex-officio members with voice and vote;
 - (g) one District Superintendent (selected by the Bishop) shall serve as an ex-officio member of the Council with voice, but without vote;
 - (h) the Executive Director of the Leadership and Discipleship Essential Ministry Team or a designee of the Director of Connectional Ministries shall serve as an ex-officio member of the Council with voice, but without vote;
 - (i) one liaison from the board of each campus ministry that is recognized by HECMC (elected by the campus ministry board) shall serve a one-year term as an ex-officio member of the Council with voice and vote;
 - (j) with the exception of the two campus minister representatives indicated above, campus ministers who are serving campus ministries recognized and supervised by the HECMC shall not serve as District representatives, at-large members or voting ex-officio members of the HECMC. They shall be ex-officio members of the HECMC with voice, but without vote.
 - iii. The Executive Committee of the Higher Education and Campus Ministry Council shall—as applicable—consist of the Chairperson, Vice-Chairperson, Recording Secretary, Administrative Secretary and Financial Secretary of the HECMC (all to be elected by the HECMC at its first

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- meeting following the Annual Conference), as well as the Director of the Leadership and Discipleship Essential Ministry Team, (with voice, but without vote), the two Campus Minister representatives, one of the three Campus Ministry Representatives (chosen from among and by the Campus Ministry Representatives).
- iv. The Executive Committee shall have authority to conduct the business of the Council in between meetings of the Council subject to review and approval by the Council either by email or at a subsequent meeting of the Council.
 - v. The Higher Education and Campus Ministry Council shall be responsible to the Leadership and Discipleship Essential Ministry Team.
- f. Laity Council
- i. The purpose of the Laity Council is defined in ¶631 *The Discipline*.
 - ii. Membership shall be composed of the Conference Lay Leader, the Director of Lay Servant Ministry, all the Lay Leaders of the districts, the Associate Lay Leader of each District, the Lay Servant Ministries Certified Lay Minister Director, each Lay Servant Ministries District Director, the respective Lay Servant Ministries language District Directors in Tongan, Spanish and Korean, UWF Rep., UMM Rep., UM Youth, UM Young Adult, Cabinet Rep., Exec. Dir. Of Conn Min., Director of Communication, and Bishop with voice but no vote. The Conference Lay Leader shall be the chair of the Laity Council. The Conference Lay Leader shall be nominated by the Lay Members of the Nominations Committee.
 - iii. District Lay Leaders will also serve on the Nominations Committee.
 - iv. This Council is responsible for the Lay Servant Ministry and Certified Lay Ministry responsibilities of the Annual Conference. The lay members of the Laity Council shall nominate the Director of the Lay Servant Ministry. The office shall be filled by a certified lay servant. The nomination will be forwarded to the Nominating Committee to be included in the slate of nominations at Annual Conference.
 - v. The Lay Servant Ministries language Directors will be recommended by the respective Conference language committee, commission or caucus. The recommendation will be forwarded to the Nominating Committee to be included in the slate of nominations at Annual Conference.
 - vi. The Laity Council is responsible to the Leadership and Discipleship Essential Ministry Team.
- g. Camping, Outdoor, and Retreat Ministries Council
- i. The purpose of the Camping, Outdoor, and Retreat Ministries Council is defined in ¶630 *The Discipline*.
 - (a) 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 Operations, and the Program Coordinator/Manager or equivalent representative from each Conference Campsite. The Director of Camping and the Program Coordinators/Managers shall serve without vote.
 - (b) 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.
 - ii. The Camping, Outdoor, and Retreat Ministries Council is responsible to the Leadership and Discipleship Essential Ministry Team.
5. Connectional Relationships / Responsibilities of the LD-EMT
- a. Liaison Relationship to other Leadership Agencies:
 - i. Board of Ordained Ministry
 - ii. Other Independent Clergy Personnel Bodies
Administrative Review Committee
Conference Joint Committee on Incapacity
 - iii. Other liaisons: There may be other representatives from groups as needed as this structure evolves.
 - iv. Assignments of Leadership and Discipleship EMT to other EMT's and bodies
 - (a) One at-large to the Nomination Committee

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C. Congregational Vitality Essential Ministry Team (CV-EMT)

1. Statement of Purpose of the CV-EMT
 - a. To assist Bishop and Cabinet and conference staff, the Congregational Vitality Essential Ministry Team assists churches in every age and stage of their life cycle.
 - b. Responsibilities – Make recommendations concerning Congregational Vitality development in our Annual Conference. Subject to the superintending leadership of the Bishop and the Cabinet, the CV-EMT shall:
 - i. Create healthy systems to encourage discussion and action around the natural life cycle of churches and ministries
 - ii. Establish year-to-year priorities within Congregational Vitality
 - iii. Develop and apply evaluative tools to monitor progress
 - iv. Budget and manage resources
 - v. Maintain lines of accountability and collaboration with the Districts and Annual Conference through the District Planning and Strategy committees, the Inter-Ethnic Strategy Group and the Connectional Table
 - vi. Provide grants and resources to support churches and ministries in various stages of their life cycle
2. Membership and Officers of the CV-EMT
 - a. Membership

The Congregational Vitality Essential Team shall be comprised of thirteen (13) members total. The membership of the Team shall be constituted as follows:

 - Chair
 - Vice Chair/Secretary
 - Five (5) DPAS representatives, one representative from each DPAS
 - Three (3) clergy from Cal-Pac
 - Three (3) lay members from Cal-Pac
 - Two (2) Conference Staff members- Congregational Vitality and Property Redevelopment
 - b. Elections and Terms of Office

Eight (8) members of the CV-EMT will be nominated by the Nominations Committee and are subject to yearly terms with a maximum of eight years total.
 - c. Election of Officers

The Chair, Vice-chair/Secretary shall be decided by the CV-EMT.
 - d. Ex-Officio Members

The Congregational Vitality EMT shall have the Director of Congregational Vitality and Property Redevelopment. Staff persons shall have voice but no vote in matters before the EMT.
3. Board of Congregational Development

The Congregational Vitality EMT absorbs the Board of Congregational Development and expands on its current work.

IX. BODIES MANDATED BY THE BOOK DISCIPLINE

A. Administrative Review Committee

The purpose of the Administrative Review Committee is defined in ¶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 1st 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.
3. Shall follow the fair process hearing procedures as established in ¶362 *The Discipline*.

B. Archives and History, Commission on – 13 Members (¶641 *The Discipline*)

1. Election & Term of Office: The thirteen (13) members of the Archives and History Commission shall be selected by the Conference Committee and are elected to a four-year term with the option of another consecutive four-year term. The Commission shall be divided into classes.

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2. Officers: At the beginning of each appointment year (July), the Board is to elect, by simple majority, its Chairperson and Secretary.
3. Standing Committee: Archives and History shall establish committees as it deems necessary to fulfill its responsibility.
4. Ex-Officio Members: The Director of Human Resources along with her/his staff shall provide staff support to Archives and History. In all cases, staff members may have voice in all matters but no vote.
5. There are no Commission members specified to a General or Jurisdictional agency by either *The Book of Discipline* or Conference Rules. Should representation of the Commission be required at any Connectional Level, the Commission may make an interim assignment of one of its members pending a change to this Rule by action of the Annual Conference.

C. Cabinet

The Cabinet, under the leadership of the Bishop, is the expression of superintending leadership in and through the annual conference. It is expected to speak to the conference and for the conference to the spiritual and temporal issues that exist within the region encompassed by the Annual Conference. The membership shall consist of: five District Superintendents, and the Bishop. Members are ex-officio. The Cabinet will be responsible to the Bishop.

D. Clergy Medical Leave, Joint Committee on

1. The purpose of the Joint Committee on Clergy Medical Leave is defined in ¶652 of *The Discipline*.
2. Membership on the Joint Committee on Clergy Medical Leave shall include three representatives of the Board of Pension & Health Benefits, three representatives of the Board of Ordained Ministry, and a Cabinet representative.
3. The Joint Committee on Clergy Medical Leave is attached to the Leadership and Discipleship Essential Ministry Team.

E. Communications Commission

1. In compliance with ¶646 *The Discipline*, the purpose of the Conference Communications Commission is to undergird the mission and vision of the California-Pacific Conference through communications. It is “a service agency to meet the communication, publication, multimedia, public and media relations, interpretation, and promotional needs of the Annual Conference. It may be responsible for providing resources and services to Conference Agencies, Districts, and Local Churches in the field of communication. The Conference Communications Commission shall have a consultative relationship with Agencies and Bodies within the Conference structure.”
2. The strategic aim of Conference Communications Commission is to identify inclusive and diverse communication strategies that amplify the mission and vision of the California-Pacific Conference and support the implementation of those strategies at the church and conference levels.
3. The Conference Communications Commission will be comprised of 6 persons with strong skills in communications. There will be 1 person from each district of the California-Pacific Conference, plus the chair. They shall also be aware, and capable, of interacting with the congregations and diverse communities found within the region of the California-Pacific Conference. The commission may choose to establish task forces as needed on topics such as crisis communications, local church resources, etc., and may ask for additional temporary volunteers from the conference to comprise these task forces. They will be nominated and elected for membership through the nominations process of the California-Pacific Conference.
4. The Conference Communications Commission will report to the Annual Conference.
5. Membership: Members at large: 6, Ex-officio: Cal-Pac Director of Communications (no vote).

F. Episcopacy, Committee on - ¶636 *The Discipline*

1. The Committee on Episcopacy will be organized and function as per ¶636 *The Discipline* and shall meet annually. It shall be convened by the Bishop and shall elect a chairperson, a vice chairperson, and a secretary. The Bishop and/or chairperson are authorized to call additional meetings (when desired).
2. The membership shall consist of: Bishop (voice, no vote), 2 appointed by Bishop (1/5 of committee per ¶636 *The Discipline*), 8 at-large, including Conference Lay Leader(s); one at-large is elected chairperson; one at-large is elected vice-chairperson; and one is elected secretary, by the committee; Lay and Clergy Member of Jurisdictional Committee on Episcopacy (ex-officio with vote). (The Committee is attached

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to, but not amenable to the Connectional Table, for purposes of coordination and collaboration in fulfilling the mission of the Annual Conference.)

G. **Equitable Compensation, Commission on (CEC)** – Required by ¶624 *The Discipline*:

1. Description of the CEC in the Congregational Vitality EMT: The CEC serves as advocate for the appointed clergy of our Conference, recommending and maintaining salary and benefits schedules, and fulfilling the Disciplinary requirement that all pastors are paid a minimum salary. The CEC also serves as administrator, creating and maintaining rules and application processes surrounding EC funding. Currently there are no required benchmarks for growth attached to EC funding, so there is no direct link between funding and “creating healthy, fruitful ministries.” We propose to support pastors who are growing and revitalizing ministries by establishing this partnership between Congregational Vitality and the CEC. We envision leveraging some CEC funds for pastors growing new ministries, while remaining attentive to *The Book of Discipline* mandates.
2. The Commission on Equitable Compensation, as listed below, is to be substituted for the current definition of the Commission on Equitable Compensation in our Conference rules:
Equitable Compensation, Commission on –17 members – [¶624, *The Discipline*].

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– *Human Resources Council*, and *the Board of Ordained Ministry*; and Members at Large so that the total membership shall not exceed 17 persons. At Large Members shall include 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.

3. The Commission is accountable to the Annual Conference. It shall consult with the Council on Finance and Administration and may collaborate with the Connectional Table and other Essential Ministry Teams for the purpose of supporting the vision and mission of the Annual Conference.

H. **Finance and Administration, Council on** – 12 Members (¶611 *The Discipline*)

1. Election & Term of Office: The twelve (12) members of the Council on Finance and Administration shall be selected by the Conference Nominations Committee and are elected to a four-year term with the option of another consecutive four-year term.
2. The Council shall be divided into four classes with three members in each annual class.
3. Officers: At the beginning of each appointment year (July), the Council is to elect, by simple majority, its Chairperson and Secretary.
4. Standing Committees: The Council shall have the following Standing Committees. Each Standing Committee shall have a duly elected member of the Council as its leader. However, each Standing Committee may be populated by other members of the Council or other non-members who have interest or expertise in matters relating to that Standing Committee. Membership of each Standing Committee is to be populated and approved by the Council on Finance and Administration.
 - a. Budget (Process, Tracking & performance) Committee – Recommend Six (6) Members
 - b. Stewardship – Recommend Six (6) Members
 - c. Investment Strategy – Recommend Three (3) Members
 - d. Fund Development – Recommend Three (3) Members
 - e. Audit Committee – Recommend Four (4) Members
 - f. Congregational Loan Fund

The Congregational Loan Fund (CLF) will be administered under the Conference Council on Finance and Administration (CFA). CFA to establish a CLF Sub-Committee named from within its members, three members from the previous Congregational Loan Committee. A representative from the Cabinet as well as the Chair of the Congregational Vitality EMT. An as needed at-large member category included to assure skill needs. The Chief Financial and Benefits Officer, Congregational Loan Director, Cabinet Representative and the Director of Congregational Vitality EMT will be Ex-officio (voice but no vote) on this sub-committee. It will be the responsibility of the CLF Sub-Committee to recommend to the CFA criteria and guidelines for and ways to promote and interpret the CLF. The CLF shall also receive Congregational loan and conditional donation and grant requests and make loan and

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conditional donation and grant recommendations to the CFA. The CFA will have the final authority in determining the criteria, guidelines, promotion and interpretation of the CLF as well as in approving loan and conditional donation and grant recommendations.

5. Ex-Officio Members: The Chief Financial and Benefits Officer along with her/his staff (including the congregational Loan Officer) shall provide staff support to the Council on Finance and Administration. In all cases, staff members may have voice in all matters but no vote. Additionally, in fulfillment of ¶611 *The Discipline*, the Bishop, a Cabinet Representative, a liaison from another EMT and a liaison from the Foundation may have voice but no vote in matters before the Council.
6. Any members of the General Council on Finance and Administration or the Jurisdictional Council on Finance and Administration, when such a member of either body resides within this Conference, shall have voice and no vote in all matters before the Council on Finance and Administration. Should representation of the Council be required at any Connectional Level, the Council may make an interim assignment of one of its members pending a change to this Rule by action of the Annual Conference.

I. Council on Unity and Interreligious Relationships – ¶642 *The Discipline*

1. This Council will assume the functions of the Commission on Christian Unity and Inter-Religious Concerns. It will collaborate with the Executive Director of Connectional Ministries in helping the Annual Conference to live its interfaith commitment.
2. The Council will be organized and function as per ¶642 *The Discipline*, giving attention to ¶610.5 and exercising leadership relating to ¶ 437-438)
3. The membership shall consist of: 1 chair, nominated by the Bishop, elected by AC, 8 at-large, nominated by Council and elected by Annual Conference, District Coordinators for Christian Unity and Interreligious Concerns - with specific responsibility to liaison with local counterparts.
4. Ex-officio members with vote shall be: any representatives of the following general boards, residing within the bounds of California-Pacific annual conference; General Commission on Christian Unity and Interreligious Concerns; Governing Board of Nat'l Council of Churches Christ in the U.S.A.; The World Methodist Council; The Methodist delegation to the most recent World Council of Churches Assembly; The Methodist delegation to the most recent plenary meeting of Churches Uniting in Christ. The Council on Unity and Interreligious Relationships reports to the Annual Conference through the Connectional Table.

J. Nominations Committee

1. The Nominations Committee will be responsible for developing and bringing forward for annual conference election a full slate of nominees as indicated within the rules of *Connectional Table, Justice and Compassion EMT, Leadership and Discipleship EMT, and Congregational Vitality EMT*.
2. The membership shall consist of: District Lay Leaders, Conference Lay Leader, 1 rep from each of the EMTs, 12 at-large of which it is strongly encouraged that no less than 6 are clergy, nominated by District Lay Leaders, elected by annual conference.
3. The Chair/Co-Chairs are elected by the Nominations Committee from 12 at-large by the committee. It is strongly encouraged that the Chair person will be a lay person. If the committee chooses to have co-chairs, the Co-Chairs shall consist of one clergy and one lay person.
4. The Nominations Committee is accountable to the Annual Conference.

K. Ordained Ministry, Board of

The purpose of the Board of Ordained Ministry is defined in ¶634 *The Discipline*.

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 ¶634 *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 ¶634 *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

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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* 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 Book of Discipline*) or Commissioning (under the 1996 *The Book of Discipline*) shall meet the qualifications prescribed in the appropriate *The Book of 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 Provisional 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 Discipline*.
 - 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 Provisional 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 ¶351 *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 ¶634 *The Discipline*.
- L. Pension and Health Benefits, Board of – 15 Members ¶639 *The Discipline***
1. Election & Term of Office: The fifteen (15) members of the Board of Pension & Health Benefits shall be selected by the Conference Nominations Committee and are elected to an eight-year term. The Board shall be divided into classes.
 2. Officers: At the beginning of each appointment year (July), the Board is to elect, by simple majority, its Chairperson and Secretary.

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3. Standing Committee: The Board shall establish Committees as it deems necessary to fulfill its obligations.
4. Ex-Officio Members: The Director of Human Resources along with her/his staff shall provide staff support to the Board of Pension & Health Benefits. In all cases, staff members may have voice in all matters but no vote. Additionally, a liaison from the Council on Finance and Administration and a liaison from CHARMS may have voice, but no vote in matters before the Board.
5. Any members of the General Board of Pensions and Health benefits, when such a member resides within this Conference, shall have voice and no vote in all matters before the Board of Pension & Health Benefits. Should representation of the Board be required at any Connectional Level, the Board may make an interim assignment of one of its members pending a change to this Rule by action of the Annual Conference.

M. Religion and Race, Commission on – ¶643 *The Discipline*

1. The Commission on Religion and Race will be organized and function as per ¶643 *The Discipline*, with attention to ¶2002 where applicable)
2. A majority of the members shall be ethnic minority persons.
3. The membership shall consist of: 12 at large, nominated by Nominations Committee, elected by AC, Lay and Clergy Members of the General Commission on Religion and Race, residing in the annual conference, shall be ex officio with vote.
4. Cross-Cultural Bridging Standing Committee
 - a. Responsibilities: Coordinate and facilitate ministries through current and future racial ethnic/language ministry plans.
 - i. Coordinate and communicate strategies for racial ethnic/language ministries to build cross-cultural bridges for greater collaboration between all constituencies.
 - ii. Establish links with current and future ethnic/language plans to understand trends, and to leverage resources for cross-cultural initiatives.
 - iii. Develop tools to assess the New Ministries needs of ethnic/language local churches and seek to reach out to their diverse neighborhoods.
 - iv. Connect ethnic communities to the resources of the Annual Conference
 - v. Hold new and revitalized ministry strategic initiatives accountable to the core values of the Conference Commission on Religion and Race.
 - vi. Advocate for, and strategize towards a DNA shift to cross-cultural ministry.
 - vii. Promote and support cultural humility and cultural competency.
 - b. The Cross-Cultural Bridging Standing Committee shall have 10 members and be constituted as follows:

Ten [10] at-large members from current and future racial ethnic/language plans. Additional members consist of individuals beyond racial/ethnic/language plans who are passionate about cross-racial/multi-cultural congregational development.
5. The Commission on Religion and Race reports to the Connectional Table but is accountable to the Annual Conference.

N. Status and Role of Women, Commission on the – ¶644 *The Discipline*

1. The Status and Role of Women will be organized and function as per ¶644 *The Discipline* in harmony with ¶2103).
2. The membership shall consist of: 12 at-large; nominated by Nominations Committee, elected by AC (one woman from at-large shall be nominated/elected chairperson, one named by Conference UWF, Lay and Clergy Members of the General Commission on the Status and Role of Women, residing in the Annual Conference, shall be voting members.
3. Election shall take into account the adequate representations of racial and ethnic groups and of the various age categories, and to include persons of special competence. A majority of the members shall be women.
4. The Commission on the Status and Role of Women reports to the Connectional Table but is accountable to the Annual Conference.

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O. Trustees, Board of – 12 Members ¶2512 *The Discipline*

1. Election & Term of Office: The twelve (12) members of the Board of Trustees shall be selected by the Conference Committee and are elected to a four-year term with the option of another consecutive four-year term. The Board shall be divided into four classes with three members in each annual class.
2. Standing Committees: The Board shall have the following Standing Committees. Each Standing Committee shall have a duly elected member of the Board as its leader. However, each Standing Committee may be populated by other members of the Board or other non-members who have interest or expertise in matters relating to that Standing Committee. Membership of each Standing Committee is to be populated and approved by the Board of Trustees.
 - a. Lawyers Committee – Recommend Six (6) Members
One Member Elected as Conference Chancellor
SKILLS: Corporate Law, Litigation, Real Estate, Non-Profit
Each member assigned to each District
 - b. Insurance Committee – Recommend Four (4) Members
 - c. Camp & Campus Ministry Property Committee – Recommend Six (6) Members
Liaisons from Campus Ministry & Camping
SKILLS: Facility Management, Strategic Planning & Real Estate
 - d. Episcopal Residence Committee – Recommend six (6) Members (Fulfills ¶637 of *The Discipline*)
 - e. Conference & District Offices Property – Recommend one (1) Member District Superintendency Committee Representatives
3. Ex-Officio Members: The Resident Bishop and the Chief Financial and Benefits Officer along with her/his staff shall provide staff support to the Board of Trustees. In all cases, staff members may have voice in all matters but no vote.

X. JUDICIAL BODY

A. Committee on Investigation

(Under Judicial Council Decision 1296, the provisions pertaining to the role of the Committee on Investigation for clergy members of the Annual Conference that existed in *The Book of Discipline 2008* are restored.)

The purpose of the **Committee on Investigation** is defined in ¶2706 of *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.

XI. OTHER BODIES

A. Annual Conference Sessions Task Force

1. The Annual Conference Sessions Task Force will be responsible for annually assisting the Bishop in developing and guiding the purpose, content and agenda of the Annual Conference Session. The Task Force will be responsible for implementing and managing the practical aspects of the Sessions. They are empowered to call upon other persons and resources to accomplish this task.
2. The membership shall consist of: the Bishop (or a person designated by the Bishop), who shall chair the Task Force, Cabinet members assigned by the Bishop, the Chief Financial and Benefits Officer, the Conference Lay Leader(s), the Conference Secretary(s), the Conference Statistician, Stage Manager, Technical Manager, Conference Registrar, the Executive Director of Connectional Ministries, Annual Conference Worship Chairperson, and the Agenda Chairperson. In addition, there shall be six members at-large nominated by the Nominations Committee.
3. The members of the Conference Sessions Task Force, (except the members-at-large), shall be exempt from the 8-year tenure rule, found at Rule VI.D.5.f. Additional members may be invited to serve by virtue of role or function. (The Task Force is attached to, but not amenable to, the Connectional Table, for purposes of coordination and collaboration in fulfilling the mission of the Annual Conference session.)

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B. Conference Hispanic Committee

1. To plan, coordinate, and carry out the work of the 'Conference Strategic Plan for Ministry with Hispanics in the California-Pacific Annual Conference 2012-2022,' adopted by the Annual Conference at its 2011 session. This group shall operate as a sub-committee *attached to* the Connectional Table and reporting to the Annual Conference through this EMT.
 - a. The Hispanic Committee will be composed of the following voting members:
 - (1) Two Representatives from each of the District Hispanic Committees or where there is no such committee, two persons designated by the district
 - (2) Three Representatives from the Latin-American Methodist Advocacy Group (L.A.M.A.G.)
 - (3) Four members at large nominated by the Conference Committee on Nominations and elected by the Annual Conference.
 - b. The elected chair of the Conference Hispanic Committee shall be from among the Hispanic members of the Committee, and shall be a voting member of the Connectional Table.

Staff for this Committee, who shall have voice but no vote, shall be the Associate Director for Hispanic/Latino Ministries.

C. Inter-Ethnic Strategy Group

1. The Inter-Ethnic Strategy Group will be responsible for speaking with a broader voice for advocacy in all ministries and missions of our Annual Conference. It connects to the desired primary outcomes in the areas of Congregational Vitality, Justice & Compassion, Leadership Development. It shall be comprised of representatives from current and future racial ethnic caucuses.
2. The membership shall consist of: 2 members assigned by each caucus, and 4 members at large nominated by the Nominations Committee.
 - a. Cal-Pac Korean Caucus
 - b. Pacific Islander's Committee
 - c. Latin American Ministry Advocacy Group (L.A.M.A.G.)
 - d. Black Ministers for Church Renewal (B.M.C.R.)
3. Ethnic Caucuses
 - a. Native American Committee – Required by ¶654 The Discipline.
 - 1) The current makeup of the Native American Committee as listed below, shall be substituted for the current definition of the Native American Committee in our Conference Rules: Native American Committee - 11 members, a majority of Native Americans where possible. Membership shall include: One clergy serving the NAUMC Anaheim, one clergy serving the Circle of Life NA Fellowship Los Angeles, one Regional Representative of the Native American International Caucus (NAIC), one Youth/Young Adult, one representative from the NAUMC Anaheim and one from the Circle of Life NA Fellowship Los Angeles, one representative from the conference (staff or cabinet) with no vote, and the balance of the board made up of AT LARGE members for a total of 11. For purposes of advocacy, monitoring, and coordination of concerns with other ethnic ministries, The Native American Committee is accountable to the Inter-Ethnic Strategy Group, which is accountable to the Connectional Table. For purposes of new and revitalized ministry development, The Native American Committee is accountable to the Cross- Cultural Bridging Standing Committee.
 - b. Changes to Racial Ethnic Councils and Commissions
 - 1) To enable creativity & self-determination, racial ethnic/language groups will continue to self-organize and mobilize around particular issues, initiatives, and strategies.
 - a) Conference Hispanic Committee (See Description in the Rules for Connectional Table)
 - b) Korean Ministry Council – 21 members
 - 1) As an integral part of the Conference the Council will resource Korean-American 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.

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- 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.
- c. Pacific Islanders Committee – 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 Islanders Committee 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 Justice & Compassion EMT, and two District Superintendents (one from each Pulenga).
 - 3) Officers of the Pacific Islanders Committee shall consist of:
 - Co-Chairpersons: Samoan and Tongan from Hawaii/ Mainland Pulenga
 - Four Coordinators: Samoan and Tongan from each Pulenga
 - Two Comptrollers: Samoan and Tongan from separate Pulenga
 - Two Secretaries: Samoan and Tongan from separate Pulenga
 - One Treasurer: Cal-Pac Executive Director of Finance and Facilities
 - Four Assistant Treasurers: Samoan and Tongan from each Pulenga
 - 4) The Pacific Islanders Committee 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 Islanders Committee shall consist of two Pulenga, one in Hawaii and one on the mainland. Each Pulenga shall consist of one pastor and four lay persons, 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 Committee's membership above.
 - 6) Responsibilities and Relationships
 - The Committee 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.
 - With regard to ministerial leadership the Committee itself shall be sensitive to the cultural and religious heritage of Pacific Islanders as well as the historical Wesleyan tradition of Methodism, and shall interpret The Book of Discipline with due regard for its permissive inclusiveness validating the variety of leadership styles within United Methodism.
 - The Committee 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' Committee and ratification by the Annual Conference.
- d. Committee to Strengthen the Black Church – 11 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 2 from the North, South, East and West districts (1 lay and 1 clergy) all elected at large; in addition to the chairpersons of Conference Black Methodists for Church Renewal (BMCR), Black Clergy Women, and the Ebony Prophets. Terms shall be for 4 years. African-Americans exempt from one-position rule. It is strongly recommended that all members shall be black, or members of black churches.

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- 4 The Inter-Ethnic Strategy Group reports to the Connectional Table but is accountable to the Annual Conference.

D. Mission Steering Group

Supports Bishop and Cabinet in their general superintending role to achieve the mandates of *The Book of Discipline*, in particular the coordination, implementation and administration of the Conference Program. The membership shall consist of these members by Bishop's appointment according to Disciplinary provisions. Bishop and Cabinet, Assistant to the Bishop, Director of Finance and Facilities, Director of Leadership, Director of Justice and Compassion, Director of Mission & Ministry and Communications, Director of Resource, Director of California-Pacific United Methodist Foundation, and the Conference Lay Leaders. Members are ex-officio. The Mission Steering Group will be responsible to the Bishop.

E. Staff Relations Committee

1. Purpose:

To establish uniform and equitable policies and practices in the employment and compensation of personnel, in consultation and cooperation with other conference agencies that employ staff in accordance with ¶613.13 *The Discipline*

2. Scope:

The Staff Relations Committee (SRC) has responsibility for carrying out the duties and tasks that accomplish the SRC purpose for all staff employed by the California-Pacific Annual Conference in the various Essential Ministry Teams and other subdivisions and work areas, specifically: Finance and Facilities, Connectional Ministries, Human Resources, Communications, Camp and Retreat Ministries, and District Offices. These responsibilities are:

- a. To develop and update personnel policies, and to recommend changes to the Annual Conference as may be required from time to time.
- b. To apply or revise policy as necessary between sessions of the Annual Conference 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 substantive application or revision of the Personnel Policies will be reported to the next session of the Annual Conference with the appropriate recommendations(s).
- c. To develop and recommend salary ranges for all staff positions of the Annual Conference.
- d. To review and approve job descriptions for new and substantially altered staff positions.
- e. To form and coordinate recruiting and selection teams for open and available senior staff positions of the Conference.
- f. To review and monitor the use of a system of performance management for all Conference staff, ensuring the conducting of annual performance evaluations by supervisory staff.
- g. To act as the final appeals board for non-appointed Conference staff grievances.

3. Organization:

The SRC shall be composed of 20 members, with 15 voting members and 5 ex-officio, non-voting members.

- a. From Justice & Compassion EMT: Chair and one additional member (2)
- b. From Congregational Vitality EMT: Chair and one additional member (2)
- c. From Leadership and Discipleship EMT: Chair, and one member from the Camping and Retreat Ministry Council (2)
- d. From Connectional Table: Chair and one additional member (2)
- e. From Council on Finance and Administration: one member
- f. From Board of Pension and Health Benefits: one member
- g. At large: Five members from the Annual Conference at large who have specific experience in or knowledge of one or more of the following areas: employment laws, benefits, salary administration, employment policy, employee relations (5)

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- h. Ex-officio, non-voting: Director of Human Resources, Chief Financial and Benefits Officer, Executive Director of Connectional Ministries, Director of Camping and Ministry Operations, one member of the Cabinet (5)
 - i. The SRC Chair shall be elected from among the voting membership of the SRC, with the exception of those who are on the committee as Chair of their respective EMT.
 - ii. There are, therefore, a total of 11 people from whom the Chair may be elected.
 - i. Three subcommittees consisting of 2-3 people each shall be formed out of the voting and non-voting membership of the SRC to work with Human Resources staff on specific ongoing responsibilities of the SRC.
 - i. Compensation Subcommittee: Reviews salary surveys and develops salary ranges for conference staff for review and approval by the SRC.
 - ii. Job Description Subcommittee: Develops job descriptions as needed for review and approval by the SRC and Annual Conference.
 - iii. Policy Development Subcommittee: Develops and updates personnel policies for review and approval by the SRC.
4. Meeting Schedule:
The SRC shall meet at least twice annually to conduct the business of the committee. The SRC shall meet as needed to fill any vacancies of senior staff. The SRC shall meet as needed to receive, review and reach decisions regarding grievances brought by non-appointed Conference staff.

F. Rules Committee – enlisted as needed by Connectional Table

1. The Rules Committee will be responsible for receiving requests from EMT's to assess areas of dysfunction within the rules of the EMT and makes an assessment and report; receiving requests for rule changes from each EMT or conference body, and vets them for conflict with *The Book of Discipline* or other Conference rules; and reports back to the submitting group if there are obvious problems with the suggested language from the submitting group. This is a responsive body, which is advisory to all the Annual Conference bodies, through the Connectional Table.
2. The membership shall consist of: 1 Chairperson, nominated by Committee, elected by AC and 4 at-large, nominated by Committee, elected by AC, serving for a one-year term.
3. The Rules Committee reports to the Connectional Table but is accountable to the Annual Conference.

XII. DISTRICT STRUCTURES

- A. **District Conferences:** District Conferences shall be held as provided in ¶658 and ¶659 of *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 ¶660.6 and ¶661 *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 Book of 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 Book of Discipline* and the Conference Rules.

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XIII. FISCAL RULES

A. Financial Procedures

1. Council on Finance and Administration (CFA) discourages incurring of debt. Any ministry/program that expects to run into a deficit must consult with the Chief Financial and Benefits Officer and CFA in advance.
2. Every Clergy member of the California-Pacific Annual Conference (Conference) shall file, annually with the Chief Financial and Benefits Officer, 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 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 (with no upgrade) to the mainland for appointed clergy and voting lay members of the Conference who reside in the Hawaii District.
2. The Sessions Task Force (or equivalent) shall include in their budget an estimated amount sufficient to cover the cost of economy class travel (with no upgrade) to the mainland for clergy and lay members of the Conference who reside in the Hawaii District.
3. This rule shall continue in effect until modified or deleted by an action of the Conference.

C. Conference Boards and Committees Travel Expenses

1. Travel expense, for members of Boards, Councils, Commissions and Committees elected by the 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 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 Chief Financial and Benefits Officer 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 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

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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.
4. 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' / Cabinet Expense Account Policies

1. District Superintendents' / Cabinet Level Appointed Clergy Compensation
 - a. Effective 1/1/2018, the formula for determining the salaries of the District Superintendents/Cabinet level appointed clergy (2023) shall be as follows: 1.5 times the Median Cash Salary (MCS) of the Annual Conference as reported by the Commission on Equitable Compensation for the year preceding the Conference budget preparation. The formula for determining the Median Cash Salary shall be that found in Conference Standards Section A, "Calculating the CEC-MCS." (2010)
 - b. The Conference shall be responsible for providing sufficient and equitable support for District Superintendent/Cabinet level appointed clergy housing. The formula for determining the housing allowance of the District Superintendent/Cabinet level appointed clergy shall be as follows: 1.25 times the Median Housing Allowance (MHA) for pastors as reported by the Committee on Equitable Compensation for the year preceding the Conference budget preparation. The formula for determining the Median Housing Allowance shall be described in Standards Section A, "Calculating the CEC-MCS Median Cash Salary." (2010)
 - c. Following the GCFA Clergy Tax guidelines, in addition to the basic housing allowance, District Superintendents/Cabinet level appointed clergy may designate a portion of the cash salary, which can be considered a housing appurtenance allowance for the day-to-day expenses related to the parsonage. (2023)
 - d. Utilities for housing – water, electricity, gas (fuel), sewer fee, trash, recycling, and green waste collection, basic providers cable/dish/streaming/TV plan, High Speed Internet, Phone; including related taxes, fees and surcharges, Cell phone plan, line access, and all related surcharges, taxes and fees related to the cost of a single staff phone – shall be paid (or reimbursed) upon submission of the bills to the Chief Financial and Benefits Officer. Office utilities when the office is not in home should be included in Office Expense reimbursement. Both home and office telephone expenses shall be reported in the "Telephone" category. In home office supplies shall be paid (or reimbursed) upon submission of the bills to the Chief Financial and Benefits Officer (scanned, faxed, and screen shot copies shall be considered as original receipts).
 - e. Health insurance plan payments, and the "employer share" of the pension and death and disability insurance payments, shall be paid directly by the Chief Financial and Benefits Officer 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. (2010)

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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; electronic copies shall be considered as original receipts):

- a. Actual miles driven at a rate determined annually by the CFA in accordance with IRS mileage allowances; a log shall be maintained giving date, mileage, and destination; travel between home and office is not included;
- b. Airfare 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, or if required for participation; 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 airfare to 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 and professional expenses shall be budgeted for in the District Superintendent/Cabinet level appointed clergy staff budget. Personal expenses incurred are the responsibility of the District Superintendent/Cabinet level appointed clergy staff.
- 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 Chief Financial and Benefits Officer. Care shall be taken to keep actual expense at or below the budgeted amounts. Vouchers and backup documentation shall reach the Office of the Chief Financial and Benefits Officer 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 Chief Financial and Benefits Officer is directed not to advance payment except for salary related items. An appeal for payment beyond the budgeted figure may be submitted to the CFA for negotiation.
- c. 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. District Office Expense

- a. Rent and Utilities for District office space shall be paid by the District Superintendents' Budget of the Conference.
- b. Office expenses to be budgeted as part of the 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 Chief Financial and Benefits Officer and the CFA. Additional equipment purchases shall be arranged between the District Union and the CFA.
- d. The Conference will pay salary and benefits for up to one full time support person. This staff person is an employee of the 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.

F. General Fiscal Rules (See *The Book of 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.

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3. Special Appeals (See *The Book of Discipline*)
 - a. No 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 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 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.
5. No Conference Board or Agency, which participates in the Conference Benevolence budget shall be permitted to carry a balance in its account. Any balance will be reviewed by CFA for future use and distribution for the benefit of the Conference. 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 above 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 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. 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.
9. 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 Conference Session.
10. Only in exceptional circumstance, the CFA is authorized to borrow funds from outside sources for a short-term cash flow need and only if the funds will be repaid in a reasonable time period

G. Clergy Retirement Security Program (CRSP) and Comprehensive Protection Plan (CPP)

The Clergy Retirement Security Program (CRSP) and the Comprehensive Protection Plan (CPP) shall be administered in conformity with the plan documents for the CRSP and CPP plans and the Addendum to the CRSP and applicable to the Conference, as adopted from time to time by the Conference and printed in the Conference Journal as a part of the Report of the Conference Board of Pension & Health Benefits.

H. Past Service Obligation

The responsibility for all past service benefits payable in accordance with Supplement One of the CRSP plan (known as the Pre-82 plan) shall rest with the Conference and shall be the budget obligation of the Board of Pension & Health Benefits if the level of funding should be reduced to the extent that a contribution into the plan is required. If this should occur, in funding the past service contribution, the Board shall use first the

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Future Pension Obligation Reserve held by the Conference Board of Pension and Health Benefits at Wespath Benefits and Investments or the Conference Endowment Fund.

The balance of needed funding shall be placed in the Ministerial Support Budget.

I. Conference Endowment Funds

The Board of Pension & Health Benefits is the recipient of the income from the Conference Endowment Fund. The funds received by the Board from this source shall be used for the benefit of Conference Claimants and/or Annuitants upon the recommendation of the Conference Board of Pension & Health Benefits and the approval of the Conference.

J. Minimum Compensation

All appointed pastors must receive compensation at least equal to the amounts set by the Conference. Churches are encouraged to pay their pastors more than minimum compensation.

It is the responsibility of the District Superintendent to inform the SPRC and Church/Charge Conference about minimum compensation standards for their pastor. However, pastors should also be well informed.

Minimum compensation includes the following components:

1. CASH SALARY: Minimum Salary Schedules may be found in each year's Conference Report from the Conference Commission on Equitable Compensation (CEC.) Associate members, Local Pastors, and Provisional Members are to use Schedule PLA. Elders and Deacons who are Full Members of the Conference are to use Schedule FM.. Proper placement on the Salary Schedule is determined as follows:
 - a. Each step on the schedule refers to the total number of service years in that clergy relationship.
 - b. Years of service are equal to total years of service on that schedule and not simply years since reception into Conference Membership. When calculating the years of service, the first year in the status counts as year one. (eg: Service as an elder from 2000-2017 equals 18 years.) If a pastor's appointment service years are not 21 continuous, then the Board of Pension & Health Benefits should be consulted to obtain the accurate number of service years appropriate for the pastor. It shall be the responsibility of the pastor to identify their correct years of service and proper step on the salary schedule.
 - c. Years of service on Schedule PLA do not transfer to Schedule FM. A pastor's first year as a full member puts them at year one on Salary Schedule FM regardless of the number of years served prior to full membership.
 - d. Clergy who have transferred into to this Conference or are approved to be under appointment in this Conference while retaining their membership in another Conference or in another Methodist Denomination shall have their years of service in those conferences or denominations count towards determining their proper placement on the salary schedule. Years of service as a Provisional, Local Pastor or Associate Member count towards placement on Schedule PLA and years of service as a Full Member count towards placement on Schedule FM. Minimum salaries are prorated for part-time appointments.
2. HOUSING: Adequate housing shall be provided, using as a guideline "Clergy Housing Policies and Standards," for each eligible clergy appointed to a charge.
 - a. A housing allowance provided in lieu of a parsonage shall be at least \$24,000 per year 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%, whichever is higher. (See Clergy Housing Policies and Standards).
 - b. This amount may be prorated for part-time appointments.
 - c. In the case of clergy couples where no parsonage is provided, both congregations will share in the payment of an adequate housing allowance. If there is a parsonage provided to one member of the clergy couple, the church of the other clergy member will provide funds to the other church, or to the clergy involved, to insure that housing is adequate, provided that such amount will not ordinarily exceed one half of the amount stated above. Any such arrangement shall be agreed upon by all parties involved and shall be approved by the District Superintendent(s). This is intended to be in keeping with Judicial Council Decision 588, October 23, 1987.
3. AUTO: The appointed pastor's ministerial auto expense, which excludes personal use and commuting miles from home to church, shall be an allowance provided each pay period or a monthly reimbursement. The

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minimum allowance shall be \$3,500 per year for single-point charges, and \$5,250 per year for multi-point charges. These amounts may be prorated for part-time appointments.

4. UTILITIES: Gas, water, electricity, sewer fee, trash, recycling, and green waste collection, basic providers cable/dish/streaming/TV plan, High Speed Internet, Phone; including related taxes, fees and surcharges, Cell phone plan, line access, and all related surcharges, taxes and fees related to the cost of a single staff phone, shall be provided. Compensation for these items may be prorated for part-time appointments. Access to Highspeed Internet may include DSL or Cable Modem for ministry purposes.
5. CONTINUING EDUCATION: A minimum of \$500 shall be provided continuing education purposes. This amount may be prorated for part-time appointments.
6. MINISTERIAL AND TRAVEL EXPENSES: Travel and other expenses directly related to performance of pastoral duties shall be paid by the church or provided as a reimbursement to the pastor.
7. ANNUAL CONFERENCE EXPENSES: Expenses related to the attendance of Annual Conference shall be paid by the church or provided as a reimbursement to the pastor in the amount of the actual costs for registration, travel, room and board.
8. HEALTH INSURANCE: Please refer to the Board of Pension and Health Benefits Rules for policies and standards.
9. PENSION AND COMPREHENSIVE PROTECTION PROGRAM: Please refer to the Board of Pension & Health Benefits Rules for policies and standards.
10. HAWAII DISTRICT COST OF LIVING: For pastors appointed in the district of Hawaii, a minimum of \$1,200 geographical cost of living variant shall be provided annually by the local church.

K. Commission on Equitable Compensation: Funding

Financial assistance is provided by the Committee on Equitable Compensation (CEC) under the following mandates from *The Book of Discipline*:

1. All appointed pastors are entitled to minimum compensation. Primary responsibility for paying the pastor rests with the local church to which the pastor is appointed.
2. If the local church is unable to pay their pastor, a short-term emergency subsidy grant may be awarded by CEC.
3. A church seeking funds from CEC must establish a compensation package for the pastor that does not exceed minimum compensation standards. The compensation package cannot include social security contributions, additional retirement benefits, professional expenses of more than \$200 per year, or any other compensation elements not included in minimum compensation standards, with the exception that reasonable premiums for dental insurance may be included. In addition, for the church seeking CEC funding, compensation elements shall be prorated for part time appointments.
4. Churches not receiving funding from CEC are encouraged to provide their pastors more than minimum compensation.
5. CEC funded grants may only be used to pay the pastor. The maximum grant that may be awarded is 100% of the pastor's cash salary.
6. 5-Year Rule: churches are eligible for subsidy grants from CEC for no more than five consecutive years. The maximum allowed grant per year is as follows:
 - a. Year 1 100% of the current pastor's minimum salary
 - b. Year 2 80% of the current pastor's minimum salary
 - c. Year 3 60% of the current pastor's minimum salary
 - d. Year 4 40% of the current pastor's minimum salary
 - e. Year 5 20% of the current pastor's minimum salary
 - f. Those churches whose initial application was made mid-year will receive a prorated reduction.
7. Churches receiving New Ministries grants may not receive grants from CEC. Churches receiving a subsidy grant from CEC are expected to pay 100% of their apportionments. (CEC salary support is excluded when reporting the pastor's salary as part of the grade figures formula for calculating apportionments.)
8. Funding application process:
 - a. Documentation required with each application includes: certification of payment of the pastor for the prior year (signed by pastor, SPRC chair, Trustees chair, and Finance chair);

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- b. documentation of apportionments paid for the prior year; income and expense report (budget vs. actual) for the prior year;
 - c. current year-to-date financial report; the income and expense budget for the ensuing calendar year;
 - d. a completed and signed clergy salary and benefits form enumerating the proposed package for the ensuing year; and average worship attendance and number of new members received for the last five years.
9. Additional documentation may be requested by CEC.
 10. Each application must be reviewed and approved by the Church/Charge Conference, the District Superintendent and the District Planning and Strategy (DPAS) committee or equivalent.
 11. To receive funding beginning on January 1 of any year, the application and all supporting documentation must be submitted to the DPAS before the deadline noted on the application. Special requests may be considered throughout the year and mid-year changes are considered prior to each Conference.
 12. The applicable DPAS must review each application and make a recommendation for action to CEC at least two weeks prior to CEC consideration of the application.
 13. When a grant is approved by CEC, a letter will be sent to the church detailing the amount approved.
 14. In the event a grant application is denied or reduced by CEC, the church and/or pastor may request a meeting with CEC to review the decision.
 15. The pastor's pension payments may be withheld from the EC subsidy grant and paid directly to the General Board of Pension and Health Benefits. A similar process may be used for payment of health insurance premiums.
 16. Budgeting guidelines for churches seeking grants from CEC:
 - a. The church budget must place the pastor's salary as its top priority for payment.
 - b. Non-appointed clergy and lay staff (including budgeted amounts for payroll taxes and worker's compensation) and additional contract services may not exceed 15% of total expenses. This includes all administrative, music, gardening, custodial, children, youth, and other program ministry staff costs.
 - c. Churches anticipating large deferred maintenance or remodeling plans should conduct a capital campaign to raise funds for such projects
 17. When CEC funding applications are reviewed by the CEC and local church expenses are discerned to be excessive, CEC may deny the application, reduce the amount requested by the amount of the excess expenses, or request that the church adjust their budget to meet the guidelines before the application is considered. CEC recognizes that requesting CEC funding may require a local church to re-configure lay staffing and/or reduce all other expenses to meet the Disciplinary mandate of "paying the pastor first."
 18. Vital Presence churches:
 - a. Vital Presence churches are exempt from the 5-year rule for funding from CEC.
 - b. Definition -- churches that may be designated as Vital Presence:
 - i. Provide an essential ministry to a distinctive underserved constituency, or are located in a socially or geographically isolated area;
 - ii. Demonstrate leadership skills and potential among their constituents;
 - iii. Are engaged in outreach service and witness in the wider community;
 - iv. Are willing to develop a working relationship with their DPAS and District Superintendent (DS) for the purpose of strengthening the congregation;
 - v. Attempt to remain current in paying apportionments.
 - c. Designating a church as Vital Presence will be the responsibility of the DPAS in consultation with the DS. The Vital Presence designation will be reviewed after three years and may be reviewed earlier if the DPAS or DS determines that the circumstances leading to this designation have substantially changed.
 - d. An annual progress report by the Administrative Council in consultation with the DPAS may be requested as an addendum to the application for CEC funding. The report should address these questions:
 - i. What is distinctive about this congregation?
 - ii. Describe the nature of its social/geographical isolated status.
 - iii. Identify the leadership potential in this congregation.

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- iv. Describe progress in leader development during the past year.
- v. Describe plans for future leader development during the next 12 months.
- vi. What changes are foreseen in this community over the next years?
- vii. What is the congregation doing to benefit the community?
- viii. How has the congregation worked with the DS and DPAS during the past year? What are the observable results?

L. Pastor's Compensation Arrearage Policy

It is the pastor's responsibility to notify the District Superintendent (DS), in writing and within five working days, of an arrearage in receipt of compensation. The local church shall remedy the arrearage immediately. *The Book of Discipline* does not allow for a reduction in the pastor's compensation until the beginning of the next Conference year.

The Book of Discipline does not allow for the proceeds from the sale or mortgage of a church's real property to be used to pay for the current or budgeted expenses of a local church, including arrearages. If the arrearage is not remedied within 30 days, the pastor shall notify the DS and the Conference Commission on Equitable Compensation (CEC) in writing and within five working days.

1. The DS and/or CEC may require a meeting with the lay leadership of the local church to:
 - a. Review the church's budget and determine if changes need to be made
 - b. Develop a payment plan to remedy the arrearage before the end of the Conference year.
 - c. Schedule an outside audit of all church funds in compliance with General Council on Finance and Administration (GCFA) guidelines.
2. Any arrearage in compensation must be reported by the pastor before the end of the calendar year, or the Conference year if the pastor's appointment to the church ends, whichever comes first. The pastor must report the arrearage on the Certification of Payment form and send the form to the DS and CEC. Failure to report the arrearage on the Certification of Payment form may result in the pastor forfeiting any claim to the unpaid compensation.
3. It is the responsibility of the pastor to provide written evidence of an arrearage
4. Should there be a dispute between the pastor and the local church about the validity and/or the amount of a claimed arrearage, the Cabinet or CEC shall call an ad hoc committee to determine the validity and amount of the arrearage claim. The ad hoc committee shall consist of two representatives of CEC, two representatives of the Cabinet, one representative of the Chief Financial and Benefits Officer, one representative of the Conference office on Human Resources, and one representative of the CFA. The ad hoc committee shall consult with both the pastor and the church.
5. If the pastor's claim is with the Conference (see Rule 7b, below): The ad hoc committee shall have the authority to commit the Conference to payment of a valid claim if the amount of the payment is up to 6 months of the pastor's compensation. The ad hoc committee shall refer valid claims of higher amounts to a plenary session of the next annual meeting of the Conference, where the claim shall be deliberated and voted upon by the Conference.
6. Decisions of the ad hoc committee may be appealed, by either the pastor or church, to a plenary session of the next annual meeting of the Conference, where the claim shall be deliberated and voted upon by the Conference.
7. The local church is responsible for paying a valid arrearage claim.
 - a. After an appointment ends, *The Book of Discipline* states that the pastor no longer has claim on the local church for compensation funds.
 - b. After an appointment ends, the pastor's claim will be with the Conference, and valid claims will be paid to the pastor by the Conference. The Conference will then have a claim with the local church, and the local church shall pay the Conference the full amount paid by the Conference to the pastor. Churches that fail to meet their financial obligations may be closed.

M. 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

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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 Conference. Copies of the current guidelines shall be available to any local church upon request.

N. Moving Expense Plan

Clergy members of the Conference and full-time local pastors who are appointed to charges within the Conference or to conference exempt staff positions, campus ministers under appointment by the Bishop, and lay exempt employees of the Conference shall be eligible for the moving policy benefit in accordance with the policies and procedures set forth below:

1. Clergy members and full time local pastors due to a change in appointment are eligible for the moving benefit that shall relate only to the actual transportation costs of household goods and personal property unless otherwise authorized by the CFA/Cabinet. In keeping with IRS regulations stating that reimbursed moving costs are now considered taxable income to the individual, the office of the Chief Financial and Benefits Officer will provide to every moving clergy member and moving full time local pastor an IRS 1099 form stating actual moving costs incurred. In addition, a remuneration of five percent (5%) of the total amount of the move costs will be disbursed to assist with the incurred tax liability. The total of the move cost and the 5% remuneration will be included on the IRS 1099 Form. This disbursement will be for the year in which the move occurred only.
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 and 8 following, the Conference shall be responsible for 70% of the applicable moving costs. The remaining 30% shall be paid by the Church or Conference department/EMT receiving the clergy. The actual transportation costs of household goods and personal property and one office stop (on same day as move) will be allowed up to a maximum of 14,000 pounds or if move is under 50 miles, 4 workers for 12 hours. Minimum insurance will be covered and packing or packing materials up to \$600 will be reimbursed. Moves involving hours or weights in excess of the maximum allowances stated above, and any other expenses not authorized in these rules will be paid by the moving party. Exceptions are only made as described in section 14 below.
4. Hawaii moves to and from the mainland and the Hawaii District and intra-state Hawaii District moves shall be based on the following formula: the Conference shall be responsible for 80% of the costs related to the move of household goods not to exceed 12,000 pounds, costs of travel, including one-way airfare for the clergy member, spouse, and his/her dependents, shipment of one vehicle, and minimum insurance; the remaining 20% shall be paid by the church or Conference department receiving the clergy.
5. Retiring clergy members and full-time local pastors who are currently appointed to, and serving, charges within the bounds of this Conference or who are appointed to Conference exempt staff position – provided that this rule shall not include clergy who retire under the twenty-year rule (§358.2.a, *The Discipline*) – are eligible for the moving policy benefit. The Conference shall be responsible for 100% of the applicable moving costs of household goods and personal property within the bounds of the 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 be eligible for this moving policy benefit 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 Conference.
6. When a clergy person becomes deceased while under appointment in this Conference, the surviving spouse and/or surviving minor children are eligible for the move policy benefit as stated in section 5 above.
7. Clergy appointed to Medical Leave as per BOD §356 and current conference rules are eligible for the moving policy benefit. The Conference shall be responsible for 100% of the applicable moving costs of household goods and personal property within the bounds of the Conference as set forth in the applicable provisions of sections 1, 2 and 3 above. These provisions shall be in effect for any initial move within one year of the appointment to Medical Leave.

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8. Those clergy who are completing basic seminary education necessary for ordination, and who are returning from school outside the Conference to an appointment within the Conference, are eligible for to moving expenses in accordance with the applicable provisions of these rules.
9. Moves by clergy or full-time local pastors coming to an appointment in the Conference from outside its bounds of the Conference are eligible for the moving policy benefit as set forth in sections ,2, and 3 above, with the exception that it will be paid 80% by Conference and 20% by local church of Conference department/EMT. Travel expenses for the clergy, spouse, and his/her dependent children 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 Chief Financial and Benefits Officer. When driving, the reimbursement will be the current move mileage rate as set by the IRS for one vehicle, otherwise one-way airfare for eligible dependents will be paid by the Conference.
10. Clergy who are Conference members returning from sabbatical leave, or from additional continuing education, from outside the Conference to their new appointment will be eligible for the moving policy benefit as with other moves.
11. Persons employed on the Exempt Staff of the Conference shall be eligible for the moving policy benefit at the time of their employment or appointment (clergy) in our Conference. The 20/30% portion of moving expense shall be charged to the employing department or EMT. Travel expenses for the staff person, spouse, and dependent children will be planned with the Director of the employing Department/EMT prior to moving, as to what constitutes reasonable and reimbursable expense. Such charges are subject to review by the Chief Financial and Benefits Officer.
12. Moving expenses related to appointments beyond the local churches not covered in 1 (above), shall not be the responsibility of the Conference or local church.
13. All moves are to be coordinated through the office of the Chief Financial and Benefits Officer. The District Superintendent shall provide a move authorization form to the office of the Chief Financial and Benefits Officer to start the process. For convenience and control a corporate central billing will be paid by the Conference and will invoice the local church/pastor for their portion of the move expense.
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 Chief Financial and Benefits Officer in advance of the move.
15. When two clergy members in the same household receive new appointments, the move will be authorized as a single move with an additional 1,000 pounds and one extra stop for a second office.
16. The following exclusions will not be paid by the Conference: a) packing and unpacking service (except Hawaii as packing service is needed for insurance purposes); b) storage costs; c) bulky items such as grand pianos, hot tubs, firewood, machine shop equipment, etc.; d) vehicles (except Hawaii); f) debris removal services or any unauthorized third-party services that are not pre-approved.

O. 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 Conference’s property and liability and Worker’s Compensation insurance program (for those in the Hawaii District, this would be the District’s program), which must carry the following minimum insurance: (2011)

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).

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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.

P. 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, de-chartering, 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.

Q. 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 health insurance for active clergy, and retired clergy 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. Active and retired Conference lay staff employed by the Conference may participate in the HIP subject to rules established by the Board of Pension & Health Benefits. 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. Health Management Organization (HMO)
 - b. Out of HMO area: Choice through a conference-contracted third-party administered plan
 - c. Retiree Plan: Choice through a conference-contracted third-party administered plan
3. Definitions
 - a. *"Health Reimbursement Account (HRA)."* A Health Reimbursement Account is an IRS regulated, employer-sponsored account that allows participants to receive reimbursement for qualified healthcare expenses, including amounts paid for health insurance costs, Medicare premiums, and other eligible healthcare expenses. Qualified healthcare expenses cannot be covered if the member is not participating in the conference-contracted third-party administered plan.
 - b. *"Target HRA Contribution."* – Each year, the Board of Pension & Health Benefits shall determine the maximum contribution amount that may be contributed to an individual's HRA, with the maximum to be contributed for those who have fifty (50) years of service.
 - c. *"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 without regard to geographical location.
 - d. *"Years of Service."* For purposes of the HIP, "years of service" for clergy shall include years served under appointment either on a full-time basis or a less than full-time 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 ¶357.7 *The Discipline*, years served while in such effective relationship will count toward the HIP subsidy.
 - i. *Periods Not Included Under Years of Service* – "Years of service" shall not include any period of time a clergy is not serving for the following reasons: transitional leave, personal leave, family leave, or involuntary leave. Years of service shall not include any period of time where there is no record of appointment.

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- ii. Service Determined in Whole Years – The final determination of a clergy’s years of service shall be in whole years. If a clergy’s years of service calculation results in a fractional year, the service will be rounded up to the next full year.
 - iii. Non-U.S. Service – In determining years of service, service in churches outside the geographic boundaries of the United States shall be included in the years of service calculation if such non-U.S. church was a member of the United Methodist Church at the time of such service. If the non-U.S. church is not a member of the United Methodist Church, the clergy’s service in such church shall not be included.
 - iv. Exceptions Granted – If an exception for eligibility to the subsidy is granted pursuant to Paragraph Q.8 below, any subsidy provided pursuant to Paragraph Q.5.h below shall be determined as if the individual had no less than ten (10) years of service.
 - e. Throughout *Section Q. The Health Insurance Plan (HIP) of the Conference*, the terms “Annual Conference” and “Conference” are used interchangeably, and for the purposes of these rules, are one and the same.
4. Health Insurance Plan Eligibility
- The following individuals are eligible to participate in the HIP. See Paragraph R.5 below for Financial Responsibility.
- a. Active Clergy Eligibility
 - i. *Clergy* – Every eligible active clergy member under episcopal appointment within this Conference, including full, provisional, associate, local pastors, and members of another denomination or conference, must be enrolled in the active clergy HIP, or where equivalent coverage is available under a spouse’s or other group plan, or under a state health insurance exchange/marketplace established pursuant to regulations set forth under the Affordable Care Act. “Equivalent coverage” means a level of benefit coverage, including copayments and other out of pocket costs, that are comparable to the health insurance benefits offered through the HIP.
 - (a) *Medical Leave* - Clergy appointed to medical leave are eligible and must be enrolled in a health plan as defined under paragraph 4.a.i above.
 - (b) *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 at the participant’s sole cost.
 - ii. *Clergy Spouse and Dependent Children* – If the active clergy member is enrolled in the HIP, the clergy’s spouse and dependent children under the age of 26, or disabled (provided 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 under the age of 26 or disabled (provided the disabled dependent child is not eligible for Medicare, Medi-Cal or other government sponsored healthcare programs) 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.
 - b. Retired Clergy Eligibility
 - i. *Ordained Clergy* - A clergy member who retires under the rules of *The Book of Discipline* while under episcopal appointment within this Conference shall be eligible to participate in the HIP.
Local Pastors: A licensed local pastor who retires under the rules of *The Book of Discipline* while under episcopal appointment within this Conference shall be eligible to participate in the HIP.
 - (a) *Medicare Eligible* - All retiree HRA contributions are predicated on Medicare eligibility and participation in Medicare Parts A and B, and in the conference-contracted third-party administered plan.

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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).

5. Financial Responsibility for Health Insurance

The Board of Pension & Health Benefits is responsible for annually reviewing the HIP and establishing the financial obligations of the parties.

a. Active Clergy

The local church or salary paying unit is responsible for payment of the health insurance costs for the plan selected by the active clergy appointed to that local church or salary paying unit for the clergy and eligible dependents at the following levels:

- i. For clergy appointed full-time or three-quarter time, or cumulative equivalent, the church(es) shall be responsible for the full amount of the cost for the clergy and family.
- ii. For clergy appointed less than three-quarter time, or cumulative equivalent, the church shall be responsible for payment of the cost for the clergy and family in proportion to the level of the appointment. For clergy appointed one-half time, the church shall be responsible for payment of one half of the premium cost for the clergy and family. For clergy appointed one-quarter time, the church shall be responsible for payment of one quarter of the cost for the clergy and family.

b. Active Conference Lay Staff Members

The Conference is responsible for payment of the health insurance cost for Conference lay staff members and eligible dependents participating in HIP.

c. Medical Leave

Clergy appointed to medical leave must be enrolled in the HIP. The premium for clergy appointed to medical leave and eligible dependents is the responsibility of the Board of Pension & Health Benefits, not to exceed the cost of the HIP for active clergy living within the bounds of the Conference.

d. Personal Leave, Family Leave, Transitional Leave, Sabbatical Leave, Appointed to School

Clergy appointed to any of these categories may participate in the HIP. The cost of insurance is the participant's responsibility.

e. Retirees – Clergy

For eligible clergy who retire as a member of the Conference and have served at least 10 years under appointment within this Conference during the 15 years immediately preceding such clergy's date of retirement (and was a member of this Conference for at least 10 of the 15 years immediately preceding such date of retirement), the Board of Pension & Health Benefits will contribute the following amount to a Health Reimbursement Account (HRA), to assist with qualified medical expenses:

- i. *Medicare Eligible* – The Board of Pension & Health Benefits will establish HRAs for each eligible retired clergy and spouse enrolled in a plan through the conference-contracted third-party administered plan, and will contribute to each HRA an amount equal to the Target HRA Contribution multiplied by two percent (2%) for each year of service the retired clergy member served within the United Methodist denomination up to their date of retirement.
- ii. *Not Medicare Eligible* – The Board of Pension & Health Benefits will subsidize the medical insurance cost for each eligible retired clergy and spouse enrolled in the active HIP an amount equal to 10% of the actual premium for the active plan, plus the Target HRA Contribution multiplied by two percent (2%) for each year of service the retired clergy member served within the United Methodist denomination up to their date of retirement. The non-Medicare eligible pastor will be billed for the difference between the subsidy and the actual premium cost.
- iii. *Eligible Dependent Children* – If an eligible retired clergy (or surviving spouse, as applicable) has eligible dependent children, the Board of Pension & Health Benefits will supplement the retiree's (or surviving spouse's) HRA contribution with an additional two percent (2%) for each year of service the retired clergy member served within the United Methodist denomination up to the date of the retired clergy's retirement.
- iv. For each eligible retired clergy participating in the retiree HIP who retired prior to 1982 or has attained 85 years of age (or will attain age 85 in the current year) (and such clergy's spouse, surviving spouse and eligible dependent children) the Board of Pension & Health Benefits will

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establish a Health Reimbursement Account (HRA) and contribute to such HRA an amount equal to 120% of the current year's Target Retiree HRA. For clergy retiring in 2020 and beyond, when the clergy, spouse, or surviving spouse reaches the age of 85, in order for the clergy, spouse, or surviving spouse of such clergy to receive the additional HRA at age 85, (a) such clergy must have met the initial eligibility rule of retiring as a member of and serving in Cal-Pac Conference as described in Paragraph 3.c for at least 10 of the 15 years immediately preceding their retirement and (b) the clergy's years of service within the United Methodist denomination at the time of retirement must have totaled at least 20.

- v. If two eligible retired clergy are married to one another, the subsidy for each retired clergy (and his/her participating eligible spouse) 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.
 - vi. For purposes of determining 10 of the last 15 years of service described above, service rendered in the Desert Southwest Conference shall be considered as service rendered in this Conference if such service was rendered prior to the establishment of the Desert Southwest Conference in 1985.
 - vii. If a participant meets the eligibility criteria set forth in Paragraph Q.4.b. above, but does not qualify for a subsidy, the participant may continue to participate in the HIP at the participant's sole cost.
- f. **Retirees – Conference Lay Staff Members**
- The Board of Pension & Health Benefits will contribute the following amount towards medical health expenses, with the participant responsible for paying the unsubsidized portion:
- i. *Medicare Eligible* – The Board of Pension & Health Benefits will establish an HRA for each eligible Conference lay staff retiree enrolled in the HIP, and will contribute to the retiree's HRA an amount equal to the Target HRA Contribution multiplied by two per cent (2%) for each year of the retiree's documented full-time employment by any Annual Conference, General Conference Agency, or local church of the United Methodist Church. This subsidy presently increases to 100% at age 85.
 - ii. *Not Medicare Eligible* – The Board of Pension & Health Benefits will subsidize the medical insurance premium for each eligible Conference lay staff retiree enrolled in the HIP an amount equal to the Target HRA Contribution multiplied by two percent (2%) for each year of the retiree's documented full-time employment by any Annual Conference, General Conference Agency, or local church of the United Methodist Church. At age 85, the HRA contribution increases to 120% of the target HRA.
 - iii. *Eligible Dependent Children* – If an eligible lay staff retiree (or surviving spouse, as applicable) has eligible dependent children, the Board of Pension & Health Benefits will supplement the retiree's (or surviving spouse's) HRA contribution with an additional two percent (2%) for each year of the retiree's documented full-time employment by any Annual Conference, General Conference Agency, or local church of the United Methodist Church.
- g. **Surviving Spouses of Active Clergy and Conference Lay Staff Members**
- For the surviving spouse and dependent children of an active clergy member or Conference lay staff member, the Board of Pension & Health Benefits will subsidize 100% of the HIP cost for 24 months beginning with the first month following the date of the clergy or lay staff member's death. Beginning the 25th month after the clergy or lay staff member's death, the subsidy shall be determined in accordance with Paragraph Q.5.e or Q.5.f above, based on the deceased clergy's or lay staff member's years of service as of the individual's date of death. The participant shall be responsible for paying the unsubsidized portion. At such time as the surviving spouse becomes eligible for Medicare and has been continuously covered on the Conference active HIP, eligibility to a Health Reimbursement Account and the selection of a plan through the conference-contracted third-party administered plan will apply under the terms outlined in Paragraphs Q.5.e or Q.5.f. above. The amount of the HRA will be calculated using the deceased clergy's or lay staff member's years of service as of the individual's date of death.

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- h. The Board of Pension & Health Benefits is under no obligation to subsidize any health insurance premiums for retirees unless specifically provided for in these Rules, and reserves the right to recommend changes in the level of subsidization or contributions (see Paragraph Q.7, Changes and Amendments to the HIP).
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 Pension & Health Benefits 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 Pension & Health Benefits for greater effectiveness in the general itinerancy and recruitment in the Conference, either in the past, present or future. The Board of Pension & Health Benefits, 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, ABUSE PREVENTION, AND BOUNDARY TRAINING PROCESS FOR CLERGY, DECLARED CANDIDATES, AND LAY PERSONS ASSIGNED

A. **Applicability of policy, and frequency of background checks and trainings:**

1. A background check is required every three years for clergy and lay persons assigned under episcopal appointment, and as part of the application process for provisional membership or transfer into conference membership. In addition to the background check, all clergy under episcopal appointment, including those transferring into conference membership, lay persons assigned, elders appointed to extension ministries, and deacons appointed beyond the local church, must complete online training through either the Ministry Safe or Safe Gatherings abuse-prevention program. In addition, declared candidates for ordained ministry are subject to this policy. Under these programs, the background check and the online training are initiated simultaneously. Retired clergy who are appointed to serve a church must undergo a background check and training through the Ministry Safe or Safe Gatherings program at the time of the appointment. In addition to the online training and electronic background check obtained through Ministry Safe or Safe Gatherings, clergy in all classifications listed above who are appointed to churches, or to Conference staff in positions serving youth, are required to obtain a criminal background check via a Live Scan fingerprint search.
2. The boundaries and sexual ethics training is required every three years for clergy and lay persons assigned under episcopal appointment and as part of the application process for provisional membership or transfer into conference membership. This includes clergy serving under appointment, lay persons assigned, those transferring into conference membership, elders appointed to extension ministries, deacons appointed beyond the local church, and retired clergy serving under appointment.

B. **Disqualifying offenses and handling of unsatisfactory background check results:**

- 1.a. A person who is not a clergy member in full connection may 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.
- 1.b. A clergy member in full connection who has made a false statement of any material fact or attempted any deception or fraud in any part of the selection process is subject to the complaint procedure in the Book of Discipline, ¶362. (2020/2024)
2. A person convicted of a crime of child abuse, sexual assault, child neglect, murder, voluntary manslaughter, felony assault, arson, robbery, burglary, indecent exposure, public lewdness, terrorist threat, offenses against a minor, kidnapping, or a felony violation of the Controlled Substance Act may be disqualified and prohibited from serving as a representative of the California-Pacific Conference. *From Background Screening Guide for Religious Institutions, Philadelphia Indemnity Insurance Company.*
3. Unsatisfactory background check results will be reviewed by the Bishop and handled under the complaint procedures outlined in the Book of Discipline, ¶362
4. Other factors that will be considered:
 - a. The nature and seriousness of the offense;
 - b. The circumstances under which the offense occurred;
 - c. The age of the person at the time of the offense;
 - d. Societal conditions that may have contributed to the nature of the offense;
 - e. The probability that the person will repeat the offense;

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- f. The person's commitment to rehabilitation (if rehabilitation is called for).
- g. *The Book of Discipline* in 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.
- h. 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." [GCFA Legal Manual – 2005-2012 Edition, Personnel, Section 1, p. 16.]

C. Processing background check results and training:

1. **Declared Candidates for Ministry:** The Administrative Assistant of each district is designated as a Ministry Safe Administrator and Safe Gatherings Regional Administrator for declared candidates, and receives information about new declared candidates from the District Committee on Ordained Ministry (DCOM). The Administrative Assistant receives notification from Ministry Safe and Safe Gatherings regarding the background check and training completion. If a report presents concern about a declared candidate, as reported to the District Administrative Assistant, the Administrative Assistant forwards the information to the DCOM Chair, the DCOM Registrar, and the District Superintendent for review and handling. In keeping with Book of Discipline requirements, a credit report will be obtained for declared candidates as part of the approval for the candidacy process.
2. **Candidates for Provisional Membership:** The Associate Director of Lay and Clergy Credentialing and Development reviews current compliance for those who applied to the Board of Ordained Ministry for provisional membership, and refers to the District Office for initiation of background check if needed. The District Administrative Assistant provides results to the Associate Director of Lay and Clergy Credentialing and Development, who reports the information to the Provisional Registrar of the Board.
3. **Clergy:** Background checks and training for all classifications referenced in section A [Applicability section] are conducted through the Ministry Safe and Safe Gatherings systems. Actual results and reports are confidential and are not available to or shared with anyone outside the District or Episcopal Office. If a questionable or unsatisfactory background check is received, the District Office Administrative Assistant provides a copy to the District Superintendent, who processes it to the Bishop for handling, as outlined in section B.3 of this policy.
4. All persons under episcopal appointment: The boundaries and sexual ethics training is provided by the Conference. Records of successful completion of this training is monitored and held by the Cabinet.
5. Waivers: A background check, or review of a background check previously conducted, will not be required for clergy of our Annual Conference appointed to United Methodist General Boards and Agencies who are required to submit to background checks as a condition of their employment/appointment with the agency.

D. Background check storage:

Electronic background check results and reports are stored online in the Ministry Safe and Safe Gatherings systems, and are accessible by administrators at the District and Conference Offices.

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E. Financial implications:

The California-Pacific Annual Conference is responsible for the costs of the trainings and the background checks.

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*, 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.” ¶363.1 *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 Discipline*.
- B. This policy applies to all Full, Associate, and Provisional 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 (¶358.2, and ¶359.4).

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III. PROCEDURES

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

STATUS OF THE ACCUSED	PERSON TO RECEIVE COMPLAINT
Ordained or Provisional 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 §363.5, 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 clergyperson 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.

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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 SPRC(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 Staff-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 Staff-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 Staff-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 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 Staff-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 Staff-Parish Relations Committee, in concert with the Trustees, in providing adequate pastoral family housing, in optimum agreement with these Policies and Standards.

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- b. Assist the Staff -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 Staff -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:

- i. Is, or will, the location be conducive to good living on the part of the parsonage family?
- ii. Is, or will, the location be in convenient relationship to shopping areas, schools and the church?
- iii. Location should not be such as to conceivably be a hindrance to future growth of the church plant.
- iv. 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

i. 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 (vi.) below).
- (c) One full-length mirror permanently installed is helpful.

ii. Bathrooms:

One and three fourths or two bathrooms are to be preferred.

iii. 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.

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- iv. 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.
 - v. 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.
 - vi. 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.
 - vii. 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)
 - i. All permanent planting should be the responsibility of the church.
 - ii. 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).
 - iii. An outdoor patio area and recreational space are useful additions.
 - e. Miscellaneous
 - i. Adequate shelter for the pastor's car, sufficient to house two cars should be provided.
 - ii. 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

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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 Staff -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. (§2533.4, *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.

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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. Ref. II.A.3.
 - b. For each appliance:
 - i. Operating instructions or manuals, etc.
 - ii. 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:
 - i. Sprinkler systems
 - ii. Turn-off valve for gas
 - iii. Turn-off valves for outside and inside water
 - iv. Meters
 - v. Fuse or switch boxes, circuit-breakers, and main-switch all properly labeled
 - vi. Size and change intervals for heating and cooling filters
 - vii. Various permanent plants which are seasonal
 - viii. Any unusual appliances, equipment, or household peculiarities (such as hidden attic door)
 - ix. 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

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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 Chief Financial and Benefits Officer.

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 to a local church shall be allowed at least four weeks per appointment year for vacation at their regular rate of pay; no more than four of which may be Sundays. Vacation does not count as continuing education, Renewal Leave, Annual Conference, or other connectional responsibilities. Accrued vacation days shall be capped at four weeks and no more days may be accrued beyond the cap. For the spiritual and physical well-being of the clergy, it is encouraged that the four weeks of vacation be taken each appointment year. In the event of a change of appointment, any unused accrued vacation days due the clergy are the responsibility of the current appointment.

POLICIES REGARDING NOMINATIONS TO CONFERENCE AND DISTRICT ORGANIZATIONS

These policies will apply to the Annual Conference Committee, the District 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.

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4. Unless required by *The Book of 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 Staff Relations 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 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 Committee or appropriate entity who are aware of eligible persons

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 unsaleable 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:

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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, 2523, 2539, 2540, *and/or* 2541, (as appropriate) of *The Discipline*, just as if such landmarking were a sale of the property.
 - b. Obtain a majority vote of the *Appointive* Cabinet, 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 ¶2549.5, *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 *with a majority vote of the Appointive Cabinet* 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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STANDARDS

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 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.

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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 (both salaried staff and contracted services) 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
18. 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 missional; 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,

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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.

19. 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.
20. 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.
21. 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.
22. Churches have the right to appeal any decision made by the Commission on Equitable Compensation.

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 Pension & Health Benefits 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, provisional 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.

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Adjustment for annual increases due to added years of service – because the salaries of pastors receiving minimum salaries adjust upwards by 1% each year as they step up by one year of service on the minimum salary schedule, the CEC-MCS shall be adjusted down by 1%. For example, if the MCS increases by 3%, the CEC-MCS increase shall be 2%.

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 CEC-MCS when serving 25 years in appointment to local churches. Thus, Schedule FM, pastors starting their 25th year of service will receive 100% of the CEC-MCS. Schedule PL, pastors starting their 25th year of service will receive CEC-90% (or 10% less) than the MCS. On both schedules, every year of appointment will increase or decrease by 1% per year from the 25-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.

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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.

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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.

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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 Book of 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 Justice and Compassion Essential Ministry Team 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.

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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

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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:
 - i. To share their vision, mission, purpose, and ministry;
 - ii. To examine their purpose, both short and long range, for desiring to share facilities; and
 - iii. 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:
 - i. Are we sharing facilities with the hope and possibility that the two congregations will merge?
 - ii. Does the sharing of facilities provide the guest congregation an opportunity to save enough money to implement their plan to purchase their own facilities?
 - iii. Are both churches interested in a long term sharing relationship while maintaining separate identities?
 - iv. 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:
 - i. Be prepared to suffer some inconveniences; but
 - ii. 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:
 - i. A mutually agreed upon schedule;
 - ii. Joint bilingual services; and
 - iii. 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

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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 trustee 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 (¶2548 *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:

- i. A joint board of trustees from each congregation;
- ii. A joint building use committee representing each congregation;

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- iii. A joint Administrative Board or Council on Ministries or representatives that officially sit on the other congregation's board or council;
- iv. A liaison committee organized to meet the needs of this local situation; and
- v. Joint staff meetings.

Some questions to guide your thinking:

- i. Which of the above relationships, if any, most closely resembles your style of interaction?
- ii. Which committee(s) from each church shall be held jointly?
- iii. Which persons from each congregation shall constitute the membership of joint committees?
- iv. Shall any new committees be established which oversee the relationship between the churches? Which members of the churches shall be members of this committee?
- v. What plans do the staff members of each congregation have for regular communication?
- vi. 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.

WORKSHEET			
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 scheduling rooms are:			

The following activities have building use priority for (in the order indicated):			
<u>ROOM</u>	<u>USE</u>	<u>WEEKDAY</u>	<u>TIME</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

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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:

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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	
<ul style="list-style-type: none">• 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:	
<u>PERSON</u>	<u>KEY(S)</u>
1. _____	_____
2. _____	_____
<ul style="list-style-type: none">• 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	
<ul style="list-style-type: none">• 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

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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 Book of Discipline* and in consultation with the District Superintendent and the District Committee on Church Building and Location.