

IX. LEGISLATION

A. LEGISLATIVE ACTION INDEX

MICHIGAN CONFERENCE BUSINESS ITEMS #1-15			
Item #	SUBJECT	ACTION	COMMITTEE/PERSON IMPLEMENTATION
1	Rules of Order	Concurrence amended	Rules of Order, A.C. Commission, Design Team
2	Plan of Organization	Concurrence	CLT's, Design Team
3	Establishment of 9 Districts	Concurrence	Bishop, et.al.
4	Legal and Financial Task Force	Concurrence	Bishop, Task Force
5	CFA Policies and Procedures	Concurrence	CFA's, Treasurer
6	Joint Distributing Committee (JDC)	Concurrence	JDC, CPOPHB, Benefit Officer
8	Human Resources Policy	Concurrence	CLT's, DCM's, Benefit Off.
9	Parsonage Guidelines	Concurrence	Trustees, App. Cabinet
10	Flexible Housing Policy	Concurrence	Trustees, Pers. Comm., Appointive Cabinet
11	Covenant of Clergy Sexual Ethics	Concurrence	Bd. Ordained Min, Orders, Cabinet, Task Force
12	Policy for the Protection of Children, Youth, and Vulnerable Adults	Concurrence	Implementation Team, Conference Support Staff
13	Area Extension Trust Fund and Detroit Extension Fund Restructure	Concurrence	UM Foundation, et. al.
14	WMC Board of Global Ministries Loan and Church Extension Fund	Concurrence	CLT's, CFA, DCM's
15	Area Nominations Committee Enabling Motion	Concurrence	Area Nominations, DCM's
WEST MICHIGAN CONFERENCE BUSINESS ITEMS #16-26			
16	Delegates for Special Session of the General Conference	Concurrence	Delegations, Conf. Sec.
17	Housing/Rental Allowance for Retired or Clergy on Disability	Concurrence	CBOPHB, Appointive Cabinet, Benefit Officer
18	Wesley Park UMC Parsonage	Concurrence	Appointive Cabinet
21	Minimum Salary Support	Concurrence	District Superintendents, Local Church
22	Equitable Comp. Guidelines	Concurrence	Equitable Compensation, District Superintendents
23	Annual Policy Recommendations	Concurrence	Treasurer, CFA, CLT's, DCM
24	MRPF Rate	Concurrence	CBOPHB, Benefit Officer
25	2018 Comprehensive Benefit Funding Plan	Concurrence	CBOPHB, Benefit Officer
26	2018 Budget	Concurrence	CFA, Treasurer, DCM

B. MICHIGAN CONFERENCE BUSINESS ITEMS LEGISLATION THAT PASSED

A DESIGN TEAM EXECUTIVE SUMMARY.



DESIGN TEAM EXECUTIVE SUMMARY

Introduction

A new thing is on the horizon! Legislation for the new Michigan Conference is ready to be acted upon at Annual Conference 2017. This work represents over two years of prayerful discernment and hundreds of hours listening to clergy and laity across the state, via email, web, and 13 different listening sessions with hundreds of United Methodists participating. The Design Team proposes a new structure that provides a clear vision for Michigan United Methodists to move in a common, more focused direction.

The 45-page Plan Of Organization document in the Legislation Book lays out the vision for the new conference. It offers a more flexible and nimble structure that aligns resources and focuses on equipping the local church. The plan will create vibrant congregations that have a transformational impact on the communities in which they live and serve.

Vision

The purpose of the Annual Conference is to make disciples of 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. — *Book of Discipline of The UMC 2016*



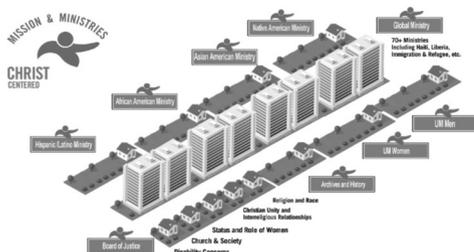
The Michigan Conference equips and connects through Christ-centered:

- Mission & Ministry
- Bold & Effective Leaders
- Vibrant Congregations

This vision will help to inform strategies, align resources, make decisions, evaluate ministry, and shape what we are known for across the state.

Structure

The proposed structure meets the requirements of *The Book of Discipline of The United Methodist Church*. It is also reflective of the new vision and aligns with the three components of that vision. The structure is designed to create greater unity of our common Christian witness across this state and around the globe. The restructure of leadership, districts, facilities, and policies are proposed with that goal in mind. Extensive time has also been given to the areas of pension and health care, and a plan for the new conference is progressing.



Picture it!

Our guiding image for the new conference is analogous to a plan for a community composed of three major neighborhoods. Each is aligned with one aspect of our Christ-Centered Vision. See the example at the left. Each neighborhood is comprised of “blocks” of leadership. Each block is made up of distinct homes of ministry and mission. Many of these homes also have multiple ministry gardens that serve as fruitful extensions of their ministry.

Leadership

The Bishop will lead the annual conference and will be advised by two leadership teams; The Conference Leadership Council (CLC) and Appointive Cabinet. The CLC is a 20+member team responsible for aligning conference resources with the vision statement. It is comprised of four clergy members and five lay persons nominated by the annual conference. They are joined by an Episcopal Representative, Conference Lay Leader, Dean of the Appointive Cabinet, President of the Council of Finance and Administration, and a representative of the Division on Religion and Race of the Board of Justice. The CLC also includes the various Directors of Connectional Ministry, Clergy Excellence, Congregational Vibrancy, Communications, Treasurer and Administrative Service, and Benefits and Human Resources. The Appointive Cabinet will appoint pastoral leadership to congregations and serve as Chief Missional Strategist for the newly-configured districts.

Districts and Facilities

It is proposed that the Michigan Conference be comprised of nine districts. *The Book of Discipline* empowers the conference to set the number of districts, but gives the bishop the authority to set the district lines. A task force will be established to assist the bishop in this responsibility. Disciplinary requirements, Judicial Council decisions, geography and natural affinities like travel, culture, and economics are all factors considered in this proposal. Reducing the number of districts will allow resources to be invested in a staffing model intended to strengthen local churches. The Episcopal Office will remain at the current location with additional space being leased nearby. The proposal celebrates and values current staff, yet also allows room to equip our new conference with the talent necessary to achieve our goals.

Conclusion

July 2018 is the anticipated date by which the new Michigan Conference will essentially begin to function, with final alignment happening no later than January 1, 2019. We encourage you to read the entire structure document. It represents more than two years of deep listening, discernment and visioning. It celebrates our diversity and aligns our resources directly with the actions needed to fulfill our vision. It allows a larger and more racially and theologically diverse pool of clergy leaders for appointments. It removes duplication and inefficiency. We also encourage you to visit Design.MichiganUMC.org to read more about this process that began more than 4 years ago. It has involved countless numbers of people. Take a moment to share your thoughts and prayers or ask questions. And please, continue to pray for our state and the new Michigan Conference. May God bless our coming together! And may our coming together help bless, to an even greater extent, the communities in which we serve!

A Brief Overview Of Design Team Voting Items

Rules of Order

The proposed rules are the result of collaboration between the Design Team, the West Michigan Conference Rules of Order Committee, and the Detroit Conference Committee on Reference and Daily Procedure (ReDaP). The proposal is a reflection of existing rules the conferences already have in common. There are also some changes, such as the elimination of the “response petition” process that has been a part of the West Michigan rules. Instead, opportunity for amendments will take place in Legislative Committees and/or on the plenary floor. Districts will no longer select Lay Equalization members. Instead, Lay Equalization members will be selected by the Board of Laity. There will also be proportional representation for each church based on one lay member for every 173 members (the previous ratio in the Detroit Conference was 1/233 members). This action will increase the representation for local congregations. The new rules also propose that there be no limit on ballots for the General and Jurisdictional Delegates, which currently has a six ballot limit.

Structure

The proposed structure focuses on equipping and connecting local congregations for vibrant ministry. For this reason, some agencies are consolidated and have the flexibility to create ministry teams/task forces. Administration and programmatic agencies will work closely together, aligning Vision, *The Book of Discipline of The UMC - 2016* requirements, and available resources to create effective ministries in our communities. The new structure of 49 boards and agencies, with 403 positions, will contribute to and allow for new ideas and ministries to emerge. One net result of the new structure is that 574 persons who currently serve in the combined structures of the Michigan Area will now be available to contribute to ministry in their local congregations and districts.

Re-Districting

Please see the report and rationale that accompanies the two related legislation Items #3 and #4.

Council on Finance and Administration Policies

These proposed policies reflect the collaborative work of the Joint Council on Finance and Administration (CFA) task force. The policies include actions and guidelines that have effectively served the Conferences and have guided the CFA’s in their fiduciary responsibilities. The most significant changes are in the apportionment formula to be based on a congregation’s expenditures and the use of the term “Ministry Shares” as the name of the formula.

Joint Distributing Committee: Pension and Health Benefits

The Book of Discipline of The UMC - 2016 mandates the existence of this committee when two or more conferences are uniting. This team has been meeting for over two years in preparation for the smooth transition to a single comprehensive benefits plan for the Michigan Conference. The nine points of their motion establish the parameters around which this change will take place. Additional details are provided in the rationale and will be outlined during Annual Conference on the strategic and attentive ways in which affordability, sustainability and compassion find a workable financial and benefits balance.

Human Resources Policy

The net increase when combining two conference staff results in meeting a new legal compliance threshold. The Area Personnel Committee, in consultation with conference chancellors, and persons with HR expertise, developed a new policy to meet these legal requirements. This single policy reflects material from several existing HR policies in the Michigan Area. Future implementation, interpretation and maintenance updates of the policy will be managed by a single entity, the Human Resources Committee.

Parsonage Guidelines & Flexible Housing Policy

These two documents underwent a comprehensive review and revision in 2009 in the Michigan Area. These new documents are updated with *The Book of Discipline of The UMC - 2016* paragraphs and quotes.

Covenant of Clergy Sexual Ethics and Guidelines for Our Life Together

Previously developed by an Area Board of Ordained Ministry, Cabinet, Episcopal Office and at-large member task force, the covenant and guidelines have functioned well. The documents now reflect *The Book of Discipline of The UMC - 2016* language.

Policy for the Protection of Children, Youth, and Vulnerable Adults

Another collaborative Area task force reviewed the two conferences existing protection policies. The new policy was written with many of the same valuable components included and has been extensively reviewed by the Conference Chancellors for the necessary legal implications and protections.

Extension Loan Funds

Items #13 and 14 address the funds that three separate legal entities administer on behalf of the Conferences. These two action items put in motion a process for the consolidated administration of these funds and the direct allocation of some funds for particular development as determined by designated oversight bodies. Please read the rationale of these two motions for further details.

Nominations

Once the Michigan Conference structure is approved to effectively start on July 1, 2018, the Area Committee on Nominations, outlined in the motion, will develop a slate of nominations to present to the 2018 Annual Conference for approval.

Michigan Conference Design Team,
Rev. Glenn Wagner and Rev. Marsha Woolley, Co-Chairs

ITEM #1SUBJECT: **Rules of Order.**

RESULT: Concurrence with amendment

MOTION: **We move that the following Rules of Order be adopted as the Rules of the Michigan Conference of The United Methodist Church, effective upon adoption.**§ 5 **RULES OF ORDER** – see section XIV, page ____.**ITEM #2**SUBJECT: **Plan of Organization.**

RESULT: Concurrence

MOTION: **We move that the following Plan of Organization be adopted for the Michigan Conference of The United Methodist Church, effective 7/1/2018.****PLAN OF ORGANIZATION OF THE MICHIGAN ANNUAL CONFERENCE**

The Michigan Conference equips and connects through:
 Christ-Centered Mission and Ministry;
 Bold and Effective Leaders;
 Vibrant Congregations.

§ 1 **AGENCIES RELATING TO CHRIST-CENTERED MISSION AND MINISTRY**1.1 **COMMISSION ON THE ANNUAL CONFERENCE SESSION**

1.1.1 Purpose – Arrange and plan the annual conference session.

1.1.2 Duties.

1.1.2.1 Manage the order and flow of the entire annual conference session, including business/plenary sessions, for all matters.

1.1.2.2 Facilitate the business sessions of the annual conference.

1.1.2.3 Coordinate the daily schedule of the annual conference business sessions.

1.1.2.4 Plan, coordinate, and implement the worship and program content of the annual conference session.

1.1.2.5 Appoint the following for the annual conference session:

1.1.2.5.1 Worship planning task force in consultation with the Worship Coordinator.

1.1.2.5.2 Any other persons or task forces as the commission may deem necessary.

1.1.2.6 Ensure the Committee on the Journal (§ 1.3, below), which is amenable to it, is fulfilling its responsibilities pursuant to *The Book of Discipline of The UMC - 2016* and the Plan of Organization and direction of the annual conference.

1.1.2.7 Executive Team duties: implement the actions of the full commission between sessions of the full commission; interface with all vendors; establish and monitor annual budget; assist chairperson as requested in setting agenda for full commission.

- 1.1.3 Membership.
- 1.1.3.1 Eight voting members shall be nominated by the Committee on Nominations, in consultation with the Executive Team, who shall be either clergy members of the annual conference or lay persons who are members of a local church within the annual conference.
- 1.1.3.2 Annual Conference Coordinator/Coordinator for Event Planning.
- 1.1.3.2.1 Gives project management assistance to the Commission.
- 1.1.3.2.2 Creates systems for event planning and assists conference-sponsored event planning teams in setting up their event registration processes.
- 1.1.3.2.3 Negotiates venue terms and options.
- 1.1.3.2.4 Reports directly to the Director of Connectional Ministries (see *The Book of Discipline of The UMC - 2016*, ¶ 608).
- 1.1.3.3 *Ex officio* with vote:
- 1.1.3.3.1 Resident bishop (or representative).
- 1.1.3.3.2 Conference lay leader (or representative).
- 1.1.3.3.3 Conference secretary.
- 1.1.3.3.4 Chair of the Committee on Rules.
- 1.1.3.3.5 A district superintendent designated by the cabinet.
- 1.1.3.3.6 Legislative Coordinator.
- 1.1.3.3.7 Conference facilitator.
- 1.1.3.4 *Ex officio* with voice, but no vote.
- 1.1.3.4.1 Director of Connectional Ministries (see *The Book of Discipline of The UMC - 2016*, ¶ 608).
- 1.1.3.4.2 Director of Communications (see *The Book of Discipline of The UMC - 2016*, ¶ 609).
- 1.1.4 Organization.
- 1.1.4.1 The Commission shall elect from among its membership the following:
- 1.1.4.1.1 Chairperson.
- 1.1.4.1.2 Vice chairperson.
- 1.1.4.1.3 Head Usher.
- 1.1.4.1.4 Worship Coordinator.
- 1.1.4.2 The Legislative Coordinator shall have the following duties:
- 1.1.4.2.1 Receive new business in accordance with the Rules of Order (§ 5, below).
- 1.1.4.2.2 Assign business to legislative committees as appropriate in consultation with the Executive Team.
- 1.1.4.2.3 Maintain and revise (as necessary) the schedule of legislative process for the annual conference session in consultation with the rest of the Executive Team (see § 1.1.4.5, below).
- 1.1.4.2.4 Manage the flow of the legislative work of the annual conference session in consultation with the Executive Team.
- 1.1.4.3 The conference secretary shall serve as the secretary of the commission.

- 1.1.4.4 Members shall serve four-year terms, renewable twice, in annually staggered classes.
- 1.1.4.5 The Executive Team shall be composed of the persons serving in the following capacities:
 - 1.1.4.5.1 Bishop.
 - 1.1.4.5.2 Clergy Assistant to the Bishop.
 - 1.1.4.5.3 Chairperson.
 - 1.1.4.5.4 Worship Coordinator.
 - 1.1.4.5.5 Director of Connectional Ministries (see *The Book of Discipline of The UMC - 2016*, ¶ 608).
 - 1.1.4.5.6 Legislative Coordinator.
 - 1.1.4.5.7 Director of Communications (see *The Book of Discipline of The UMC - 2016*, ¶ 609).
 - 1.1.4.5.8 Conference Secretary.
 - 1.1.4.5.9 Annual Conference Coordinator.

1.2 COMMISSION ON COMMUNICATIONS

- 1.2.1 Purpose – Assist the conference Director of Communications (see *The Book of Discipline of The UMC - 2016*, ¶ 609) in communicating (via various forms of media) news and information about the annual conference and its ministries to the local churches of the conference and to the wider world.
- 1.2.2 Duties.
 - 1.2.2.1 As determined by the Conference Director of Communications.
 - 1.2.2.2 Fulfill all other responsibilities enumerated in ¶ 650 of *The Book of Discipline of The UMC - 2016*.
- 1.2.3 Membership.
 - 1.2.3.1 Four persons who shall be clergy members or local pastors of the annual conference (if clergy) or professing members of a local church within the annual conference (if laity).
 - 1.2.3.2 Members shall serve four-year terms, renewable once, in annually staggered classes.
 - 1.2.3.3 *Ex officio* with vote.
 - 1.2.3.3.1 Bishop or clergy assistant to the Bishop (at the Bishop's discretion).
 - 1.2.3.3.2 Conference lay leader.
 - 1.2.3.3.3 Any board member of United Methodist Communications residing within the bounds of the annual conference.
 - 1.2.3.4 *Ex officio* with voice, but no vote.
 - 1.2.3.4.1 Senior editor of conference communications.
 - 1.2.3.4.2 I.T. data manager (or representative).
 - 1.2.3.4.3 Conference Director of Communications (see *The Book of Discipline of The UMC - 2016*, ¶ 609).
 - 1.2.3.4.4 Director of Connectional Ministries (see *The Book of Discipline of The UMC - 2016*, ¶ 608).
 - 1.2.3.5 Members shall be nominated by the Committee on Nominations, in consultation with the Director of Communications.
- 1.2.4 Organization – The Conference Director of Communications (see *The Book of Discipline of The UMC - 2016*, ¶ 609) shall chair the commission.

- 1.2.5 Amenability – The commission shall be amenable to the Conference Leadership Council (§ 2.1, below).
 - 1.2.6 Relationship – The board shall relate to United Methodist Communications.
- 1.3 COMMITTEE ON THE JOURNAL
- 1.3.1 Purpose – Compile and cause to be published the journal of the annual conference.
 - 1.3.2 Duties.
 - 1.3.2.1 Review the format and content of the conference journal, ensuring compliance with *The Book of Discipline of The UMC - 2016*.
 - 1.3.2.2 Prepare a report for inclusion in the conference journal reviewing that legislation that requires follow-up or implementation by the conference or any agency thereof.
 - 1.3.2.3 Cause the conference journal to be printed and distributed to all members (clergy and lay) of the annual conference and all local churches of the annual conference.
 - 1.3.3 Membership.
 - 1.3.3.1 Four persons who shall be members of the annual conference (if clergy) or professing members of a local church within the annual conference (if laity).
 - 1.3.3.2 Members shall serve four-year terms, renewable once, in annually staggered classes.
 - 1.3.3.3 Members shall be nominated by the Committee on Nominations.
 - 1.3.3.4 *Ex officio* with vote – Conference secretary.
 - 1.3.3.5 *Ex officio with voice, but no vote* – Conference Director of Communications (see *The Book of Discipline of The UMC - 2016*, ¶ 609).
 - 1.3.4 Organization.
 - 1.3.4.1 The conference secretary shall serve as chairperson and secretary.
 - 1.3.4.2 The committee shall elect from among its members a vice chairperson.
 - 1.3.5 Amenability – The committee shall be amenable to the Commission on the Annual Conference Session (§ 1.1, above).
- 1.4 BOARD OF JUSTICE
- 1.4.1 Purpose.
 - 1.4.1.1 Relate the gospel to the world by showing that the reconciliation of humans to God effected through Jesus Christ involves personal, social, and civic righteousness.
 - 1.4.1.2 Challenge and equip the agencies of the annual conference to a full and equal participation of racial and ethnic constituencies in the total life and mission of the church.
 - 1.4.1.3 Challenge the annual conference and its local churches and agencies to a continuing commitment to the full and equal responsibility and participation of women in the total life and mission of the church.
 - 1.4.1.4 Advocate for the role of persons with disabilities in ministry and the leadership of the annual conference.

- 1.4.2 Duties.
 - 1.4.2.1 Division of Church and Society.
 - 1.4.2.1.1 Implement the Social Principles and the annual conference's policy statements on social issues within the annual conference.
 - 1.4.2.1.2 Provide forthright witness and action on issues of human well-being, justice, peace, and the integrity of creation.
 - 1.4.2.1.3 Develop, promote, and distribute resources to inform, motivate, train, and organize people toward issues of social justice.
 - 1.4.2.1.4 Fulfill all other responsibilities enumerated in ¶ 629 of *The Book of Discipline of The UMC - 2016*.
 - 1.4.2.2 Division on Religion and Race.
 - 1.4.2.2.1 Review and make appropriate recommendations for racial and ethnic inclusiveness and equity within the annual conference staff and on all annual conference agencies.
 - 1.4.2.2.1.1 Review and make appropriate recommendations for total inclusiveness and equity among conference staff and on all conferences agencies, reporting annually to the annual conference.
 - 1.4.2.2.1.2 Provide resources through collaboration and training to enable the work of the local church ministry area of religion and race, with particular emphasis placed on pastors and congregations involved in cross-racial/cross-cultural ministry.
 - 1.4.2.2.2 Consult with the Board of Ordained Ministry and the cabinet to ensure racial/ethnic inclusion and equity in the recruitment, credentialing, and itineracy processes of the annual conference. The executive committee of the Board of Ordained Ministry and cabinet shall meet at least once per year in joint sessions with the Commission on Religion and Race to create and assess long-term plans for identifying and developing clergy leaders who will serve the growing racial and ethnic populations of the church.
 - 1.4.2.2.3 Consult with local churches of the annual conference whose neighborhoods are experiencing changing racial/ethnic demographics in their neighborhoods and that desire to be in ministry with those changing neighborhoods, but coordinating conference leadership in support of racial and social justice movements impacting local communities, in consultation and partnership with other entities within and outside the boundaries of the annual conference.
 - 1.4.2.2.4 Support and provide programs of education in areas of cultural competency and racial justice and reconciliation.

- 1.4.2.2.4.1 Support and provide programs of education in areas of intercultural competency, institutional equity, and vital conversation at every level of the conference.
- 1.4.2.2.4.2 Partner with the Board of Justice and other agencies as they seek to develop vital conversations, programs, and policies of racial/ institutional equity and intercultural competency.
- 1.4.2.2.5 Partner with appropriate agencies and entities, and denominational bodies to assist in the resolution of complaints of racial/ethnic discrimination made by clergy or laity.
- 1.4.2.2.6 Fulfill all other responsibilities enumerated in ¶ 643 of *The Book of Discipline of The UMC - 2016*.
- 1.4.2.3 Division on the Status and Role of Women.
 - 1.4.2.3.1 Be informed about the status and role of all women in the total life of the annual conference.
 - 1.4.2.3.2 Assist the resident bishop and cabinet in focusing on issues related to women such as sexual harassment.
 - 1.4.2.3.3 Fulfill all other responsibilities enumerated in ¶ 644 of *The Book of Discipline of The UMC - 2016*.
- 1.4.2.4 Division on Disability Concerns.
 - 1.4.2.4.1 Develop programs that meet the needs of persons with disabilities.
 - 1.4.2.4.2 Assist the resident bishop and cabinet in focusing on issues important to persons with disabilities.
 - 1.4.2.4.3 Provide resources to local churches seeking to develop ministries that are attitudinally and architecturally accessible.
 - 1.4.2.4.4 Fulfill all other responsibilities enumerated in ¶ 653 of *The Book of Discipline of The UMC - 2016*.
- 1.4.3 Membership.
 - 1.4.3.1 Division of Church and Society.
 - 1.4.3.1.1 Four persons who shall be members of the annual conference (if clergy) or professing members of a local church within the annual conference (if laity).
 - 1.4.3.1.2 Members shall serve four-year terms, renewable once, in annually staggered classes.
 - 1.4.3.1.3 Members shall be nominated by the Committee on Nominations.
 - 1.4.3.1.4 *Ex officio* with vote:
 - 1.4.3.1.4.1 The mission coordinator for social action of the conference United Methodist Women.
 - 1.4.3.1.4.2 Any member of the General Board of Church and Society residing within the bounds of the annual conference.
 - 1.4.3.1.4.3 The conference peace with justice coordinator, who shall be named by the Di-

- vision of Church and Society and shall serve at the division's pleasure for up to eight years.
- 1.4.3.2 Division on Religion and Race.
- 1.4.3.2.1 Two clergy members of the annual conference.
- 1.4.3.2.2 Two laymen who shall be professing members of a local church within the annual conference.
- 1.4.3.2.3 Two laywomen who shall be professing members of a local church within the annual conference.
- 1.4.3.2.4 Members shall serve four-year terms, renewable once, in annually staggered classes.
- 1.4.3.2.5 Members shall be nominated by the Committee on Nominations.
- 1.4.3.2.6 *Ex officio* with vote – Any member of the General Commission on Religion and Race residing within the bounds of the annual conference.
- 1.4.3.3 Division on the Status and Role of Women.
- 1.4.3.3.1 Two clergy women who shall be members of the annual conference.
- 1.4.3.3.2 A clergyman who shall be a member of the annual conference.
- 1.4.3.3.3 Three laymen who shall be professing members of a local church within the annual conference.
- 1.4.3.3.4 Three laywomen who shall be professing members of a local church within the annual conference.
- 1.4.3.3.5 Members shall serve four-year terms, renewable once, in annually staggered classes.
- 1.4.3.3.6 Members shall be nominated by the Committee on Nominations.
- 1.4.3.3.7 *Ex officio* with vote – Any member of the General Commission on the Status and Role of Women residing within the bounds of the annual conference.
- 1.4.3.4 Division on Disability Concerns.
- 1.4.3.4.1 Four persons who shall be members of the annual conference (if clergy) or professing members of a local church within the annual conference (if laity).
- 1.4.3.4.2 Members shall serve four-year terms, renewable once, in annually staggered classes.
- 1.4.3.4.3 Members shall be nominated by the Committee on Nominations.
- 1.4.3.4.4 At least one member of the division shall have a physical disability.
- 1.4.3.4.5 At least one member of the division shall have a mental disability.
- 1.4.4 Organization.
- 1.4.4.1 The board shall be organized in four divisions as enumerated above.
- 1.4.4.2 Each division shall elect from among its members a convener.
- 1.4.4.2.1 The convener of the Division on the Status and Role of Women shall be a woman.

- 1.4.4.2.2 One of the conveners shall serve as vice chairperson of the board. The conveners shall decide amongst themselves who this shall be.
- 1.4.4.3 In addition to the members enumerated above, an additional person, nominated by the Committee on Nominations, shall serve as the chairperson of the board. This chairperson shall be a member of the annual conference (if clergy) or a professing member of a local church within the annual conference (if laity).
- 1.4.5 Amenability – The board shall be amenable to the Conference Leadership Council (§ 2.1, below).
- 1.4.6 Relationship – The board shall relate to the following general agencies:
 - 1.4.6.1 General Board of Church and Society.
 - 1.4.6.2 General Commission on Religion and Race.
 - 1.4.6.3 General Commission on the Status and Role of Women.
- 1.5 BOARD OF GLOBAL MINISTRIES
 - 1.5.1 Purpose – Engage the annual conference and its local churches in ministry with persons and in places around the world.
 - 1.5.2 Duties.
 - 1.5.2.1 Act as a conduit for interpretation, support, and programming between the annual conference and the General Board of Global Ministries.
 - 1.5.2.2 Plan, promote, and develop a spirit of global ministry within the annual conference and its local churches.
 - 1.5.2.3 Encourage and support specialized urban and town and country ministries.
 - 1.5.2.4 Envision and develop new forms of mission appropriate to the changing needs of the world.
 - 1.5.2.5 Appoint and train conference disaster relief coordinators.
 - 1.5.2.6 Recruit and support missionaries.
 - 1.5.2.7 Promote Christian, financial, and professional standards in health and welfare ministries within the annual conference.
 - 1.5.2.8 Fulfill all other responsibilities enumerated in ¶ 633 of *The Book of Discipline of The UMC - 2016*.
 - 1.5.3 Membership.
 - 1.5.3.1 Twelve persons who shall be members of the annual conference (if clergy) or professing members of a local church within the annual conference (if laity).
 - 1.5.3.2 Members shall serve four-year terms, renewable once, in annually staggered classes.
 - 1.5.3.3 Members shall be nominated by the Committee on Nominations.
 - 1.5.3.4 *Ex officio* with vote:
 - 1.5.3.4.1 Mission coordinator for education and interpretation of the conference United Methodist Women.
 - 1.5.3.4.2 The conference secretary of global ministries, who shall be appointed by the board and shall serve at its pleasure for up to eight years.
 - 1.5.3.4.3 Conference disaster response coordinator.

- 1.5.3.4.4 Any member of the General Board of Global Ministries residing within the bounds of the annual conference.
 - 1.5.3.4.5 Conference VIM Coordinator.
 - 1.5.4 Organization – The board shall elect the following officers from among its members:
 - 1.5.4.1 Chairperson.
 - 1.5.4.2 Vice chairperson.
 - 1.5.5 Amenability – The board shall be amenable to the Conference Leadership Council (§ 2.1, below).
 - 1.5.6 Relationship – The board shall relate to the General Board of Global Ministries.
- 1.6 COMMISSION ON ARCHIVES AND HISTORY
- 1.6.1 Purpose – Collect and preserve the records and historical data of the annual conference.
 - 1.6.2 Duties.
 - 1.6.2.1 Maintain a fire-safe historical and archival depository for the records and items of historical nature of the annual conference.
 - 1.6.2.2 Liaise with shrines, landmarks, and historical sites related to the annual conference and its churches and ministries.
 - 1.6.2.3 Work with the Commission on the Annual Conference Session in the planning of historical observances at the annual conference session.
 - 1.6.2.4 Encourage and assist local churches in the preservation and compilation of records and history.
 - 1.6.2.5 Fulfill all other responsibilities enumerated in ¶ 641 of *The Book of Discipline of The UMC - 2016*.
 - 1.6.3 Membership.
 - 1.6.3.1 Four clergy members of the annual conference.
 - 1.6.3.2 Four lay persons who shall be professing members of a church within the annual conference.
 - 1.6.3.3 Members shall be nominated by the Committee on Nominations.
 - 1.6.3.4 Members shall serve four-year terms, renewable once, in annually staggered classes.
 - 1.6.3.5 Any member of the General Commission on Archives and History shall serve as an *ex officio* member with voice and vote.
 - 1.6.4 Organization – The commission shall elect from among its members the following officers:
 - 1.6.4.1 Chairperson.
 - 1.6.4.2 Vice chairperson.
 - 1.6.4.3 Secretary.
 - 1.6.4.4 Treasurer.
 - 1.6.5 Amenability – The commission shall be amenable to the Conference Leadership Council (§ 2.1, below).
 - 1.6.6 Relationship – The board shall relate to the General Commission on Archives and History.

§ 2 AGENCIES RELATING TO BOLD AND EFFECTIVE LEADERS

2.1 CONFERENCE LEADERSHIP COUNCIL.

- 2.1.1 Purpose – The basic governing council of the annual conference.
- 2.1.2 Duties.
 - 2.1.2.1 Implementation of the vision and direction of the annual conference.
 - 2.1.2.2 Ensuring that the following agencies, which are amenable to it, are fulfilling their responsibilities pursuant to *The Book of Discipline of The UMC - 2016* and the Plan of Organization and direction of the annual conference:
 - 2.1.2.2.1 Board of Congregational Life (§ 3.5, below).
 - 2.1.2.2.2 Board of Global Ministries (§ 1.5, above).
 - 2.1.2.2.3 Board of Justice (§ 1.4, above).
 - 2.1.2.2.4 Board of Laity (§ 3.3, below).
 - 2.1.2.2.5 Board of Young People’s Ministries (§ 3.4, below).
 - 2.1.2.2.6 Commission on Archives and History (§ 1.6, above).
 - 2.1.2.2.7 Commission on Communications (§ 1.2, above).
 - 2.1.2.2.8 Committee on African-American Ministry (§ 3.9, below).
 - 2.1.2.2.9 Committee on Asian-American Ministry (§ 3.7, below).
 - 2.1.2.2.10 Committee on the Episcopacy (§ 2.4, below).
 - 2.1.2.2.11 Committee on Hispanic/Latino Ministry (§ 3.6, below).
 - 2.1.2.2.12 Committee on Human Resources (§ 2.5, below).
 - 2.1.2.2.13 Committee on Native American Ministry (§ 3.8, below).
 - 2.1.2.2.14 Protection Policy Implementation Team (§2.6, below).
 - 2.1.2.3 Ensuring that all agencies amenable to it (see § 2.1.2.2, above) are functioning with values and goals that are aligned with the vision for ministry set by the annual conference.
 - 2.1.2.4 Evaluation of the fruitfulness and effectiveness of the work of all agencies amenable to it (see § 2.1.2.2, above).
 - 2.1.2.5 Ensuring that all agencies amenable to it (see § 2.1.2.2, above) compile a list (that shall be published in the conference journal) of all non-conference entities to which they have provided funding (and which are thereby responsible for ensuring the appropriate use of such funding).
 - 2.1.2.6 At its discretion, the council may create and define the positions of additional conference directors (beyond those defined in *The Book of Discipline of The UMC - 2016*).
 - 2.1.2.7 The council may create task forces, work groups, and *ad hoc* committees as needed in order to ensure that its work is being done.
- 2.1.3 Membership.
 - 2.1.3.1 With voice and vote.
 - 2.1.3.1.1 Four clergy members of the annual conference, at least one of whom shall be a member of the Board of Ordained Ministry.

- 2.1.2.1.2 Five lay persons who are professing members of a congregation within the annual conference.
- 2.1.3.2 *Ex officio* with voice and vote.
 - 2.1.3.2.1 Conference lay leader.
 - 2.1.3.2.2 President of the Council on Finance and Administration.
 - 2.3.3.2.3 A representative of the Division on Religion and Race of the Board of Justice.
- 2.1.3.3 *Ex officio* with voice only.
 - 2.1.3.3.1 Director of Administrative Services and Conference Treasurer (see *The Book of Discipline of The UMC - 2016*, ¶ 619).
 - 2.1.3.3.2 Director of Connectional Ministries (see *The Book of Discipline of The UMC - 2016*, ¶ 608).
 - 2.1.3.3.3 Director of Communications (see *The Book of Discipline of The UMC - 2016*, ¶ 609).
 - 2.1.3.3.4 Bishop or clergy assistant to the Bishop (at the Bishop's discretion).
 - 2.1.3.3.5 Dean of the appointive cabinet.
 - 2.1.3.3.6 Any other directors whose position may be created by the Conference Leadership Council (see § 2.1.2.6, above).
 - 2.1.3.3.7 Any member of the Connectional Table residing within the bounds of the Annual Conference.
- 2.1.3.4 Members shall be nominated by the Committee on Nominations.
- 2.1.3.5 Members shall serve three-year terms, renewable thrice, in annually staggered classes.
- 2.1.3.6 Except for *ex officio* members listed hereinabove, chairpersons of conference agencies and employees of conference agencies shall be ineligible for membership on the council.
- 2.1.4 Organization.
 - 2.1.4.1 The council, in consultation with the Bishop, shall elect from among its voting members a president, vice president, and secretary.
 - 2.1.4.2 The Director of Administrative Services and Conference Treasurer (see *The Book of Discipline of The UMC - 2016*, ¶ 619) shall be the council treasurer.
- 2.2 BOARD OF ORDAINED MINISTRY.
 - 2.2.1 Purpose – To counsel and guide the equipping and qualification of candidates for ordained ministry and conference membership.
 - 2.2.2 Duties.
 - 2.2.2.1 Assume the primary responsibility for the enlistment and recruitment of ordained clergy by working in consultation with the cabinet and the General Board of Higher Education and Ministry to study and interpret the clergy needs and resources of the annual conference.
 - 2.2.2.2 Renew a culture of call in the church by giving strategic leadership to the annual conference, local churches, and other ministry settings.

- 2.2.2.3 Seek from schools of theology information about the personal and professional qualities of candidates for ministry.
- 2.2.2.4 Appoint and train clergy mentors.
- 2.2.2.5 Examine all applicants as to their qualification and fitness for the following:
 - 2.2.2.5.1 Annual election as local pastor.
 - 2.2.2.5.2 Election to associate membership.
 - 2.2.2.5.3 Election to provisional membership.
 - 2.2.2.5.4 Election to full membership.
- 2.2.2.6 Interview and make recommendations for applicants/those formally recommended for a change in conference relationship.
- 2.2.2.7 Provide support services for the career development, continuing education, morale, and preparation for retirement of clergy.
- 2.2.2.8 Provide means of evaluating the effectiveness of clergy in the annual conference.
- 2.2.2.9 Provide continuing support and management of diaconal ministers.
- 2.2.2.10 Administer the conference ministerial education fund.
- 2.2.2.11 Collaborate with the director of clergy excellence in the development of bold and effective leaders.
- 2.2.2.12 Fulfill all other responsibilities enumerated in ¶ 635 of *The Book of Discipline of The UMC - 2016*.
- 2.2.3 Membership.
 - 2.2.3.1 With voice and vote.
 - 2.2.3.1.1 At least twenty-five full (*i.e.*, ordained) clergy members of the annual conference.
 - 2.2.3.1.1.1 At least one of whom shall be engaged in extension ministry.
 - 2.2.3.1.1.2 At least one of whom shall be age thirty-five or younger.
 - 2.2.3.1.1.3 At least two-thirds of who shall be graduates of theological schools listed by the University Senate.
 - 2.2.3.1.1.4 At least one of whom shall be retired.
 - 2.2.3.1.2 At least three clergy persons who are either associate members or local pastors who have completed course of study.
 - 2.2.3.1.3 At least twelve lay persons who are professing members of a local church within the annual conference.
 - 2.2.3.2 *Ex officio* with voice and vote.
 - 2.2.3.2.1 Chairpersons of the following:
 - 2.2.3.2.1.1 Order of Elders.
 - 2.2.3.2.1.2 Order of Deacons.
 - 2.2.3.2.1.3 Fellowship of Local Pastors and Associate Members.
 - 2.2.3.2.2 A district superintendent named by the Bishop.
 - 2.2.3.2.3 Director of Clergy Excellence.

- 2.2.3.3 Members shall be nominated by the Bishop.
- 2.2.3.4 Members shall serve four-year terms (starting at the close of the annual conference session following General Conference), renewable twice, with quadrennially staggered classes.
- 2.2.4 Organization.
 - 2.2.4.1 The board shall elect from among its members the following officers:
 - 2.2.4.1.1 Chairperson.
 - 2.2.4.1.2 Vice chairperson.
 - 2.2.4.1.3 Secretary.
 - 2.2.4.1.4 At least one registrar.
 - 2.2.4.2 The conference relations committee of the board shall be chaired by the vice chairperson of the board and shall be composed of as many members as the board shall decide. District superintendents may not serve on the conference relations committee.
 - 2.2.4.3 The board may establish further committees of itself as it may deem necessary.
- 2.3 COMMITTEE ON NOMINATIONS
 - 2.3.1 Purpose – Preparation and presentation to the annual conference a slate of nominees for the conference agencies, giving careful consideration to racial/ ethnic, geographic, demographic, age, and gender balance.
 - 2.3.2 Duties.
 - 2.3.2.1 Preparation of a slate of nominees for presentation to the annual conference. The committee shall have the duty, whenever necessary, to assign nominees to specific classes within an agency.
 - 2.3.2.2 Assist other agencies with the following:
 - 2.3.2.2.1 Identifying the skill sets and perspectives needed to perform the agency's work.
 - 2.3.2.2.2 Auditing the skill sets of current and prospective members.
 - 2.3.2.3 Except as otherwise provided by *The Book of Discipline of The UMC - 2016*, filling agency vacancies that occur between sessions of the annual conference.
 - 2.3.2.4 By a three-fourths vote, the committee may remove from office any member of an agency for whose nominations it is responsible should that member fail to perform the duties required.
 - 2.3.3 Membership.
 - 2.3.3.1 Two persons nominated by the annual conference session.
 - 2.3.3.2 Ten persons nominated by the Conference Leadership Council.
 - 2.3.3.3 *Ex officio* with vote:
 - 2.3.3.3.1 A district superintendent designated by the cabinet.
 - 2.3.3.3.2 Conference lay leader (or designated representative).
 - 2.3.3.3.3 Chairperson (or representative) of the Committee on Rules.
 - 2.3.3.3.4 Secretary of the annual conference.

- 2.3.3.4 *Ex officio* with voice, but no vote – Director of Connectional Ministries (see *The Book of Discipline of The UMC - 2016*, ¶ 608).
- 2.3.3.5 Members shall serve four-year terms, renewable once, staggered annually.
- 2.3.4 Organization – The committee shall elect the following officers from among its members:
 - 2.3.4.1 Chairperson.
 - 2.3.4.2 Vice chairperson.
 - 2.3.4.3 Secretary.

2.4 COMMITTEE ON THE EPISCOPACY

- 2.4.1 Purpose – Provide personal support and counsel to the resident bishop.
- 2.4.2 Duties.
 - 2.4.2.1 Support the resident bishop in the oversight of the spiritual and temporal affairs of the church, with special reference to areas in which the bishop has presidential responsibility.
 - 2.4.2.2 Be available to provide counsel to the resident bishop.
 - 2.4.2.3 Make determinations and appropriate recommendations concerning the episcopal needs of the conference.
 - 2.4.2.4 Advise the bishop as to conditions within the annual conference.
 - 2.4.2.5 Interpret the nature and function of the episcopal office to the annual conference.
 - 2.4.2.6 Engage in annual consultation and appraisal concerning the balance of the resident bishop's relationship to and responsibilities within the annual conference and its agencies.
 - 2.4.2.7 Report the annual conference's needs concerning episcopal leadership to the jurisdictional committee on the episcopacy via the committee's representatives thereto. The committee's representatives to the jurisdictional committee on the episcopacy shall ensure that this report includes profiles of the annual conference's assets, limits, and strengths, and that it shall be used when the jurisdictional committee assigns bishops to episcopal areas.
 - 2.4.2.8 Ensure that the Committee on the Episcopal Residence (§ 4.7, below), which is amenable to it, is fulfilling its responsibilities pursuant to *The Book of Discipline of The UMC - 2016* and the Plan of Organization and direction and of the annual conference.
 - 2.4.2.9 Fulfill all other responsibilities enumerated in ¶ 637 of *The Book of Discipline of The UMC - 2016*.
- 2.4.3 Membership.
 - 2.4.3.1 Members nominated by the Committee on Nominations.
 - 2.4.3.1.1 Six clergy members of the conference.
 - 2.4.3.1.2 Six lay persons who shall be professing members of a local church within the conference, one of whom shall be the conference lay leader.
 - 2.4.3.2 Three members appointed by the resident bishop who, if laity, shall be professing members of a local church within the conference and, if clergy, shall be members of the annual conference.

- 2.4.3.3 Members of the jurisdictional committee on the episcopacy who reside within the bounds of the conference shall be *ex officio* members with vote.
 - 2.4.3.4 No staff person of the annual conference or any agency thereof, nor an immediate family member of such staff person shall serve as a member of the committee, except that this prohibition shall not apply to the conference lay leader nor to members of the jurisdictional committee on the episcopacy residing within the bounds of the conference.
 - 2.4.3.5 Members shall serve four-year terms, renewable once, in annually staggered classes.
 - 2.4.3 Organization – The committee shall elect from among its members the following officers:
 - 2.4.3.1 Chairperson.
 - 2.4.3.2 Vice chairperson.
 - 2.4.3.3 Secretary.
 - 2.4.4 Amenability – The committee shall be amenable to the Conference Leadership Council (§ 2.1, above).
- 2.5 COMMITTEE ON HUMAN RESOURCES
- 2.5.1 Purpose – Provide adequate program and support staff to carry out the purposes, goals, and responsibilities of the annual conference.
 - 2.5.2 Duties.
 - 2.5.2.1 Consult and collaborate with director level staff and the appointive cabinet (as needed) on the hiring, evaluation, support, training, and termination of non-exempt and exempt staff.
 - 2.5.2.2 Guide the annual evaluation of director level staff.
 - 2.5.2.3 Oversee the implementation of conference human resources policies and procedures handbook.
 - 2.5.2.4 Oversee the editing and maintenance of the conference employee handbook.
 - 2.5.3 Membership.
 - 2.5.3.1 Eight persons who shall be members of the annual conference (if clergy) or professing members of a local church within the annual conference (if laity).
 - 2.5.3.2 Members shall serve four-year terms, renewable once, in annually staggered classes.
 - 2.5.3.3 Members shall be nominated by the Committee on Nominations.
 - 2.5.3.4 *Ex officio* with vote:
 - 2.5.3.4.1 Bishop or clergy assistant to the Bishop (at the Bishop's discretion).
 - 2.5.3.4.2 A district superintendent chosen by the cabinet.
 - 2.5.3.5 *Ex officio* with voice, but no vote.
 - 2.5.3.5.1 Director of Connectional Ministries (see *The Book of Discipline of The UMC - 2016*, ¶ 608).
 - 2.5.3.5.2 Director of Administrative Services and Conference Treasurer (see *The Book of Discipline of The UMC - 2016*, ¶ 609).
 - 2.5.3.5.3 Any other conference director as may be directed by the Conference Leadership Council.

- 2.5.4 Organization.
 - 2.5.4.1 A chairperson chosen by the Committee on Nominations from among the members.
 - 2.5.4.2 A vice-chairperson chosen by the Committee on Human Resources from among its membership.
 - 2.5.4.3 A secretary chosen by the Committee on Human Resources from among its membership.
- 2.5.5 Amenability – The committee shall be amenable to the Conference Leadership Council (§ 2.1, above).

2.6 PROTECTION POLICY IMPLEMENTATION TEAM

- 2.6.1 Purpose – Train and certify those who will work with children, youth, or vulnerable adults at conference events.
- 2.6.2 Duties.
 - 2.6.2.1 Propose changes to the conference protection policy (§ 8, below) as needed.
 - 2.6.2.2 In accordance with the policies and procedures of the conference protection policy (§ 8, below), train and certify volunteers to work with children, youth, and vulnerable adults at conference events.
 - 2.6.2.3 In accordance with the policies and procedures of the conference protection policy (§ 8, below), train volunteer certification trainers.
 - 2.6.2.4 In accordance with the policies and procedures of the conference protection policy (§ 8, below), process and certify (or decline, as appropriate) applications for protection policy certification.
- 2.6.3 Membership.
 - 2.6.3.1 Eight adults (at least 18 years of age) who shall be members of the annual conference (if clergy) or professing members of a local church within the annual conference (if laity).
 - 2.6.3.2 Members shall serve four-year terms, renewable once, in annually staggered classes.
 - 2.6.3.3 Members shall be nominated by the Committee on Nominations.
- 2.6.4 Organization – The team shall elect the following officers from among its members:
 - 2.6.4.1 Chairperson.
 - 2.6.4.2 Vice chairperson.
- 2.6.5 Amenability – The team shall be amenable to the Conference Leadership Council (§ 2.1, above).

§ 3 AGENCIES RELATING TO VIBRANT CONGREGATIONS

3.1 UNITED METHODIST WOMEN

- 3.1.1 Purpose – To know God and to experience freedom as whole persons through Jesus Christ; to develop a creative, supportive fellowship; and to expand concepts of mission through participation in the global ministries of the church.

- 3.1.2 Duties.
 - 3.1.2.1 Work with the district and local units of United Methodist Women in developing programs to meet the needs and interests of women and the concerns and responsibilities of the global church.
 - 3.1.2.2 Promote the plans and responsibilities of the national office of United Methodist Women.
 - 3.1.2.3 Fulfill all other responsibilities enumerated in ¶ 647 of *The Book of Discipline of The UMC - 2016*.
 - 3.1.3 Membership.
 - 3.1.3.1 The membership shall be composed of all of the members of the local United Methodist Women units existing within the bounds of the conference.
 - 3.1.3.2 *Ex officio* with vote
 - 3.1.3.2.1 Resident bishop.
 - 3.1.3.2.2 Members of the board of directors of the national office of United Methodist Women residing within the bounds of the conference.
 - 3.1.3.2.3 Members of the United Methodist Women Program Advisory Group residing within the bounds of the conference.
 - 3.1.3.2.4 Members of the North Central Jurisdiction United Methodist Women leadership team residing within the bounds of the conference.
 - 3.1.4 Organization – The United Methodist Women shall elect from among its members the following positions:
 - 3.1.4.1 President.
 - 3.1.4.2 Treasurer.
 - 3.1.4.3 Secretary.
 - 3.1.4.4 A committee on nominations whose membership shall be determined by the membership of the United Methodist Women.
 - 3.1.4.5 Any other committees that the membership may create.
 - 3.1.5 Relationship – The conference United Methodist Women shall relate to the national organization of United Methodist Women.
- 3.2. UNITED METHODIST MEN
- 3.2.1 Purpose – A creative, supportive fellowship of men who seek to know God and Jesus Christ that meets the inspirational needs of men in evangelism, mission, and spiritual discipline.
 - 3.2.2 Duties.
 - 3.2.2.1 Promote the objectives and responsibilities of the General Commission on United Methodist Men.
 - 3.2.2.2 Establish, support, and maintain local church units of United Methodist Men.
 - 3.2.2.3 Empower personal witness and evangelism in men.
 - 3.2.2.4 Encourage the involvement of men in mission.
 - 3.2.2.5 Promote the scouting movement and other youth organizations recognized by the General Commission on United Methodist Men.

- 3.2.2.6 Fulfill all other responsibilities enumerated in ¶ 648 of *The Book of Discipline of The UMC - 2016*.
- 3.2.3 Membership.
 - 3.2.3.1 The membership of the United Methodist Men shall be made up of all men who are professing members of local churches within the bounds of the annual conference.
 - 3.2.3.2 *Ex officio* members.
 - 3.2.3.2.1 Any member of the North Central Jurisdiction United Methodist Men residing within the bounds of the conference.
 - 3.2.3.2.2 Any member of the General Commission on United Methodist Men residing within the bounds of the annual conference.
 - 3.2.3.2.3 Conference lay leader (or designated representative).
 - 3.2.3.2.4 Resident bishop.
- 3.2.4 Organization.
 - 3.2.4.1 The organization shall elect the following officers from among its members:
 - 3.2.4.1.1 President.
 - 3.2.4.1.2 Vice-president.
 - 3.2.4.1.3 Secretary.
 - 3.2.4.1.4 Treasurer.
 - 3.2.4.2 The resident bishop shall serve as the honorary president.
 - 3.2.4.3 The organization may elect additional officers and committees as its members may direct.
- 3.2.5 Relationship – The conference United Methodist Men shall relate to the General Commission on United Methodist Men.

3.3 BOARD OF LAITY

- 3.3.1 Purpose.
 - 3.3.1.1 Foster an awareness of the role of laity in the church.
 - 3.3.1.2 Develop and promote stewardship within the annual conference.
 - 3.3.1.3 Provide for the training of lay members of the annual conference.
 - 3.3.1.4 Provide support and direction for the ministry of the laity at all levels of the church.
 - 3.3.1.5 Provide organization and support for the development of local church leaders.
- 3.3.2 Duties.
 - 3.3.2.1 Develop and promote programs to cultivate the further understanding of the theological and biblical basis for the ministry of the laity.
 - 3.3.2.2 Give direction and guidance to lay programs within the conference.
 - 3.3.2.3 Give support and direction to the conference for local church leadership development.
 - 3.3.2.4 Advocate for the needs of lay persons within all levels of the church.
 - 3.3.2.5 Organize a conference committee on lay servant ministries in accordance with ¶¶ 266-268 of *The Book of Discipline of The UMC - 2016*.

- 3.3.2.6 Fulfill all other responsibilities enumerated in ¶ 631 of *The Book of Discipline of The UMC - 2016*.
 - 3.3.3 Membership.
 - 3.3.3.1 Conference lay leader.
 - 3.3.3.2 Conference associate lay leader.
 - 3.3.3.3 The district lay leaders.
 - 3.3.3.4 The associate district lay leaders.
 - 3.3.3.5 Conference director of lay servant ministries.
 - 3.3.3.6 President of the United Methodist Men (or representative).
 - 3.3.3.7 President of the United Methodist Women (or representative).
 - 3.3.3.8 Convener of the Division of Young Adult Ministry of the Board of Young People's Ministries.
 - 3.3.3.9 Convener of the Division of Youth Ministry of the Board of Young People's Ministries.
 - 3.3.3.10 Conference scouting coordinator.
 - 3.3.3.11 Director of Connectional Ministries (see *The Book of Discipline of The UMC - 2016*, ¶ 608).
 - 3.3.3.12 A district superintendent designated by the cabinet.
 - 3.3.4 Organization.
 - 3.3.4.1 The conference lay leader shall be the chairperson of the board.
 - 3.3.4.2 The conference associate lay leader shall be the vice chairperson of the board.
 - 3.3.5 Amenability – The board shall be amenable to the Conference Leadership Council (§ 2.1, above).
- 3.4 BOARD OF YOUNG PEOPLE'S MINISTRIES
- 3.4.1 Purpose.
 - 3.4.1.1 Strengthen youth ministry in the local churches of the annual conference.
 - 3.4.1.2 Strengthen young adult ministry in the local churches of the annual conference.
 - 3.4.1.3 Interpret and promote United Methodist ministries in higher education.
 - 3.4.2 Duties.
 - 3.4.2.1 Division of Youth Ministry.
 - 3.4.2.1.1 Initiate and support plans, activities, and projects that are of particular interest to youth.
 - 3.4.2.1.2 Support and facilitate the formation of youth caucuses.
 - 3.4.2.1.3 Recommend to the Committee on Nominations qualified youth for conference agency membership.
 - 3.4.2.1.4 Elect representatives to jurisdictional youth events.
 - 3.4.2.1.5 Assist graduating youth entering college with transition to campus ministries.
 - 3.4.2.1.6 Set policy and give direction for the conference Youth Service Fund.
 - 3.4.2.1.7 Recommend to the General and Jurisdictional Conference delegation qualified youth for general and jurisdictional agency membership.

- 3.4.2.1.8 Facilitate an Adult Workers network for designing training for workers with youth ministries in local churches.
- 3.4.2.1.9 Fulfill all other responsibilities enumerated in ¶ 649 of *The Book of Discipline of The UMC - 2016*.
- 3.4.2.2 Division of Young Adult Ministry.
 - 3.4.2.2.1 Initiate and support plans, activities, and projects that are of particular interest to young adults.
 - 3.4.2.2.2 Support and facilitate the formation of young adult caucuses.
 - 3.4.2.2.3 Recommend to the Committee on Nominations qualified young adults for conference agency membership.
 - 3.4.2.2.4 Assist graduating college students with transition to adult congregational life.
 - 3.4.2.2.5 Recommend to the General and Jurisdictional Conference delegation qualified young adults for general and jurisdictional agency membership.
 - 3.4.2.2.6 Fulfill all other responsibilities enumerated in ¶ 650 of *The Book of Discipline of The UMC - 2016*.
- 3.4.2.3 Division of Higher Education and Campus Ministry.
 - 3.4.2.3.1 Make recommendations concerning annual conference policies in the area of higher education.
 - 3.4.2.3.2 Train and provide resources for the local churches of the annual conference in the areas of higher education and campus ministry.
 - 3.4.2.3.3 Evaluate schools, colleges, universities, and campus ministries related to the annual conference, with concern for the quality of their performance, the integrity of their mission, and their response to the missional goals of the annual conference.
 - 3.4.2.3.4 Advocate for the financial needs of conference-related schools, colleges, universities, and campus ministries.
 - 3.4.2.3.5 Monitor the annual conference's fiduciary and legal relationships with United Methodist-related schools, colleges, universities, and campus ministries.
 - 3.4.2.3.6 Assist colleges and universities affiliated with the annual conference in raising funds and attracting students.
 - 3.4.2.3.7 Encourage participation in campus ministries.
 - 3.4.2.3.8 Provide resources and training for campus ministries.
 - 3.4.2.3.9 Fulfill all other responsibilities enumerated in ¶ 634 of *The Book of Discipline of The UMC - 2016*.
- 3.4.3 Membership.
 - 3.4.3.1 Division of Youth Ministry.
 - 3.4.3.1.1 Two clergy persons appointed in the annual conference, who shall serve four-year terms, renewable once, in biennially staggered classes.

- 3.4.3.1.2 Two adult (*i.e.*, age 18 or older) laypersons who shall be professing members of a local church within the annual conference, who shall serve four-year terms, renewable once, in biennially staggered classes.
- 3.4.3.1.3 Ten youth (age 13-17), who shall be professing members of a local church within the annual conference, who shall serve one-year terms, renewable as long as they are under age 18 at the start of a new term.
- 3.4.3.1.4 Members shall be nominated by the Committee on Nominations.
- 3.4.3.2 Division of young adult ministry.
 - 3.4.3.2.1 Two young adult (age 18-30) clergy persons of the annual conference who shall be nominated by the committee on nominations.
 - 3.4.3.2.2 Four young adults (age 18-30) who shall be nominated by the district council on ministry (or equivalent structure), and who shall be members of the annual conference (if clergy) or professing members of a local church within the annual conference (if laity).
 - 3.4.3.2.3 Members shall serve one-year terms, renewable as long as they are age 30 or under at the start of the new term.
- 3.4.3.3 Division of Higher Education and Campus Ministry.
 - 3.4.3.3.1 Six persons who shall be members of the annual conference (if clergy) or professing members of a local church within the annual conference (if laity).
 - 3.4.3.3.2 Members shall serve four-year terms, renewable once, in annually staggered classes.
 - 3.4.3.3.3 Members shall be nominated by the Committee on Nominations.
 - 3.4.3.3.4 *Ex officio* with vote – any member of the General Board of Higher Education and Ministry residing within the bounds of the annual conference.
- 3.4.4 Organization.
 - 3.4.4.1 The board shall be organized in three divisions as enumerated above.
 - 3.4.4.2 Each division shall elect from among its members a convener.
 - 3.4.4.3 One of the conveners shall serve as vice chairperson of the board. The conveners shall decide amongst themselves who this shall be.
 - 3.4.4.4 In addition to the members enumerated above, an additional person, nominated by the Committee on Nominations, shall serve as the chairperson of the board. This chairperson shall be a member of the annual conference (if clergy) or a profession member of a local church within the annual conference (if laity).

- 3.4.4.5 *Ex officio* with voice, but no vote – A representative of the Michigan Area Board of Christian Camping.
- 3.4.5 Amenability – The board shall be amenable to the Conference Leadership Council (§ 2.1, above).
- 3.4.6 Relationship – The board shall relate to the General Board of Higher Education and Ministry and Discipleship Ministries.

3.5 BOARD OF CONGREGATIONAL LIFE

- 3.5.1 Purpose.
 - 3.5.1.1 Lead and assist the local churches of the annual conference in their efforts to communicate and celebrate the redeeming love of God as revealed in Jesus Christ and to invite persons into discipleship through this love.
 - 3.5.1.2 Inform the conference and its agencies of the needs and opportunities of small membership churches.
 - 3.5.1.3 Interpret and advocate for the unity of the Christian church, while encouraging dialog and cooperate with persons of other religions, starting at the local church level.
 - 3.5.1.4 Promote and interpret ethnic local church concerns to the annual conference.
 - 3.5.1.5 Collaborate with the director of congregational vibrancy in overseeing any staff and processes related to the development of vital congregations and new church development.
- 3.5.2 Duties.
 - 3.5.2.1 Division of Congregational Vibrancy.
 - 3.5.2.1.1 Develop a unified and comprehensive program for leadership training to serve all age groups in the home, church, and community.
 - 3.5.2.1.2 Develop and promote a comprehensive program of Christian education for all ages.
 - 3.5.2.1.3 Provide training for local church confirmation leaders.
 - 3.5.2.1.4 Plan and promote an effective, comprehensive ministry of evangelism for persons of all ages.
 - 3.5.2.1.5 Promote the use of *The United Methodist Hymnal* and *The United Methodist Book of Worship* in all local churches of the conference.
 - 3.5.2.1.6 Promote seminars and training events in the area of worship, including music and other arts.
 - 3.5.2.1.7 Plan and promote a comprehensive program of stewardship for all age groups.
 - 3.5.2.1.8 Develop programming for the local church regarding ecology and the environment.
 - 3.5.2.1.9 Promote and provide training regarding spiritual formation and devotional life for persons of all ages.
 - 3.5.2.1.10 Fulfill all other responsibilities enumerated in ¶ 630 of *The Book of Discipline of The UMC - 2016*.
 - 3.5.2.2 Division on the Small-Membership Church.
 - 3.5.2.2.1 Assist the Committee on Nominations in ensuring that laity and clergy from small-membership churches are included in the decision-making agencies of the annual conference.

- 3.5.2.2.2 Assist the resident bishop and cabinet in focusing on issues related to small-membership churches.
- 3.5.2.2.3 Fulfill all other responsibilities enumerated in ¶ 645 of *The Book of Discipline of The UMC - 2016*.
- 3.5.2.3 Division on Christian Unity and Interreligious Relationships.
 - 3.5.2.3.1 Recommend to the annual conference goals, objectives, and strategies for the development of ecumenical relationships.
 - 3.5.2.3.2 Encourage participation by the local churches of the annual conference in ecumenical ministries and missions.
 - 3.5.2.3.3 Fulfill all other responsibilities enumerated in ¶ 642 of *The Book of Discipline of The UMC - 2016*.
- 3.5.3 Membership.
 - 3.5.3.1 Division of Congregational Vibrancy.
 - 3.5.3.1.1 Four persons who shall be members of the annual conference (if clergy) or professing members of a local church within the annual conference (if laity).
 - 3.5.3.1.2 Members shall serve four-year terms, renewable once, in annually staggered classes.
 - 3.5.3.1.3 Members shall be nominated by the Committee on Nominations.
 - 3.5.3.1.4 *Ex officio* with vote – any member of Discipleship Ministries residing within the bounds of the annual conference.
 - 3.5.3.2 Division on the Small-Membership Church.
 - 3.5.3.2.1 Four persons who shall be members of the annual conference (if clergy) or professing members of a local church within the annual conference (if laity).
 - 3.5.3.2.2 Members shall serve four-year terms, renewable once, in annually staggered classes.
 - 3.5.3.2.3 Members shall be nominated by the Committee on Nominations.
 - 3.5.3.3 Division on Christian Unity and Interreligious Relationships.
 - 3.5.3.3.1 Six persons who shall be members of the annual conference (if clergy) or professing members of a local church within the annual conference (if laity), one of whom shall serve as the district coordinator for Christian unity and interreligious relationships.
 - 3.5.3.3.2 Members shall serve four-year terms, renewable once, in annually staggered classes.
 - 3.5.3.3.3 Members shall be nominated by the Committee on Nominations.
 - 3.5.3.3.4 *Ex officio* with vote – any United Methodists residing within the bounds of the annual conference who are members of the following:
 - 3.5.3.3.4.1 The Office of Christian Unity and Interreligious Relationships of the Council of Bishops.
 - 3.5.3.3.4.2 The governing board of the National Council of the Churches of Christ in the U.S.A.

- 3.5.3.3.4.3 The World Methodist Council.
 - 3.5.3.3.4.4 The United Methodist delegation to the most recent World Council of Churches Assembly.
 - 3.5.3.3.4.5 The United Methodist delegation to the most recent plenary meeting of Churches Uniting in Christ.
- 3.5.4 Organization.
- 3.5.4.1 The board shall be organized in four divisions as enumerated above.
 - 3.5.4.2 Each division shall elect from among its members a convener. One of the conveners shall serve as vice chairperson of the board; the conveners shall decide amongst themselves who this shall be.
 - 3.5.4.3 In addition to the members enumerated above, an additional person, nominated by the Committee on Nominations, shall serve as the chairperson of the board. This chairperson shall be a member of the annual conference (if clergy) or a professing member of a local church within the annual conference (if laity).
 - 3.5.4.4 The director of congregational vibrancy shall be an *ex officio* member of the board with vote.
- 3.5.5 Amenability – The board shall be amenable to the Conference Leadership Council (§ 2.1, above).
- 3.5.6 Relationship – The board shall relate to Discipleship Ministries.
- 3.6 COMMITTEE ON HISPANIC/LATINO MINISTRY
- 3.6.1 Purpose.
 - 3.6.1.1 Implement the National Plan for Hispanic Ministry within the bounds of the conference.
 - 3.6.1.2 Provide direction and leadership for Hispanic/Latino ministries within the conference.
 - 3.6.2 Duties – The committee shall, in keeping with its purpose (as set forth in § 3.6.1, above), define its duties in any way it sees fit, subject to the approval of the Conference Leadership Council.
 - 3.6.3 Membership – The committee shall define its membership in any way it sees fit, subject to the approval of the Conference Leadership Council.
 - 3.6.4 Organization – The committee shall organize itself in any way it sees fit, subject to the approval of the Conference Leadership Council.
 - 3.6.5 Amenability – The committee shall be amenable to the Conference Leadership Council (§ 2.1, above).
- 3.7 COMMITTEE ON ASIAN-AMERICAN MINISTRY
- 3.7.1 Purpose.
 - 3.7.1.1 Develop and support leadership for Asian-American churches and communities within the annual conference.
 - 3.7.1.2 Train, support, and empower Asian-American clergy and lay leadership for effective ministry in their churches, their communities, and the world.
 - 3.7.2 Duties – The committee shall, in keeping with its purpose (as set forth in § 3.7.1, above), define its duties in any way it sees fit, subject to the approval of the Conference Leadership Council.

- 3.7.3 Membership – The committee shall define its membership in any way it sees fit, subject to the approval of the Conference Leadership Council.
- 3.7.4 Organization – The committee shall organize itself in any way it sees fit, subject to the approval of the Conference Leadership Council.
- 3.7.5 Amenability – The committee shall be amenable to the Conference Leadership Council (§ 2.1, above).

3.8 COMMITTEE ON NATIVE AMERICAN MINISTRY

- 3.8.1 Purpose – Monitor and promote Native American ministries within the annual conference.
- 3.8.2 Duties.
 - 3.8.2.1 Manage the distribution of the Native American Ministries Sunday offering.
 - 3.8.2.2 Fulfill all other responsibilities enumerated in ¶ 654 of *The Book of Discipline of The UMC - 2016*.
 - 3.8.2.3 The committee shall, in keeping with its purpose (as set forth in § 3.8.1, above), define any other duties in any way it sees fit, subject to the approval of the Conference Leadership Council.
- 3.8.3 Membership.
 - 3.8.3.1 Insofar as possible, the majority of the committee's members should be Native Americans.
 - 3.8.3.2 Taking into account the mandate of § 3.8.3.1, above, the committee shall define its membership in any way it sees fit, subject to the approval of the Conference Leadership Council.
- 3.8.4 Organization – The committee shall organize itself in any way it sees fit, subject to the approval of the Conference Leadership Council.
- 3.8.5 Amenability – The committee shall be amenable to the Conference Leadership Council (§ 2.1, above).

3.9 COMMITTEE ON AFRICAN-AMERICAN MINISTRY

- 3.9.1 Purpose.
 - 3.9.1.1 Develop and support leadership for African-American churches and communities within the annual conference.
 - 3.9.1.2 Train, support, and empower African-American clergy and lay leadership for effective ministry in their churches, their communities, and the world.
- 3.9.2 Duties – The committee shall, in keeping with its purpose (as set forth in § 3.9.1, above), define its duties in any way it sees fit, subject to the approval of the Conference Leadership Council.
- 3.9.3 Membership – The committee shall define its membership in any way it sees fit, subject to the approval of the Conference Leadership Council.
- 3.9.4 Organization – The committee shall organize itself in any way it sees fit, subject to the approval of the Conference Leadership Council.
- 3.9.5 Amenability – The committee shall be amenable to the Conference Leadership Council (§ 2.1, above).

§ 4 ADMINISTRATIVE AGENCIES

4.1 COUNCIL ON FINANCE AND ADMINISTRATION.

- 4.1.1 Purpose – To develop, maintain, and administer a comprehensive and coordinated plan of fiscal and administrative policies, procedures, and management services for the annual conference.
- 4.1.2 Duties.
- 4.1.2.1 Cooperation with the Conference Leadership Council in the development of the conference benevolences budget pursuant to ¶ 612.7 of *The Book of Discipline of The UMC - 2016*.
- 4.1.2.2 Presentation to the annual conference of a budget, developed in conjunction with the recommendations of the Conference Leadership Council.
- 4.1.2.3 Development of a ministry share formula for approval by the annual conference.
- 4.1.2.4 Ensure that appropriate compensation is provided for Clergy Assistant to the Bishop, the district superintendents, and the director of connectional ministries.
- 4.1.2.5 Develop policies for clergy moves undertaken in connection with a change in appointment.
- 4.1.2.6 Make a recommendation to the annual conference regarding any request for a conference-wide financial appeal.
- 4.1.2.7 Ensuring that the Commission on Equitable Compensation (§ 2.14, below), is fulfilling its responsibilities pursuant to *The Book of Discipline of The UMC - 2016* and the direction of the annual conference.
- 4.1.2.8 Fulfill all other responsibilities enumerated in ¶¶ 613-618 of *The Book of Discipline of The UMC - 2016*.
- 4.1.3 Membership.
- 4.1.3.1 With voice and vote.
- 4.1.3.1.1 Six clergy members of the annual conference.
- 4.1.3.1.2 Seven lay persons who are professing members of a local church within the annual conference.
- 4.1.3.1.3 At least one of the thirteen members enumerated above shall be appointed to (in the case of a clergy person) or a member of (in the case of a lay person) a church with fewer than two hundred members.
- 4.1.3.2 *Ex officio* with voice and vote – Any member of the General Council on Finance and Administration who resides within the bounds of the annual conference.
- 4.1.3.3 *Ex officio* with voice only.
- 4.1.3.3.1 Director of Administrative Services and Conference Treasurer (see *The Book of Discipline of The UMC - 2016*, ¶ 619).
- 4.1.3.3.2 Resident Bishop or clergy assistant to the Bishop (at the Bishop's discretion).
- 4.1.3.3.3 A district superintendent chosen by the Cabinet.
- 4.1.3.3.4 Director of Connectional Ministries (see *The Book of Discipline of The UMC - 2016*, ¶ 608).
- 4.1.3.3.5 Any other conference directors as the Conference Leadership Council shall designate.

- 4.1.3.4 Members shall be nominated by the Committee on Nominations.
 - 4.1.3.5 Members shall serve four-year terms (starting at the close of the annual conference session following General Conference), renewable once, with quadrennially staggered classes.
 - 4.1.4 Organization.
 - 4.1.4.1 The council shall elect from among its voting members a president, a vice president, and a secretary.
 - 4.1.4.2 The Director of Administrative Services and Conference Treasurer (see *The Book of Discipline of The UMC - 2016*, ¶ 619) shall be the council treasurer.
 - 4.1.5 Relationship – The council shall relate to the General Council on Finance and Administration.
- 4.2 BOARD OF PENSION AND HEALTH BENEFITS
- 4.2.1 Purpose – Have charge of the interests and work of providing pension benefits and health insurance coverage to the clergy and eligible lay employees of the annual conference.
 - 4.2.2 Duties.
 - 4.2.2.1 Provide retirement, disability, and death benefits for all clergy members of the annual conference, their surviving spouses, and their dependent children.
 - 4.2.2.2 Work with the Clergy Retirement Security Program of the General Board of Pension and Health Benefits.
 - 4.2.2.3 Provide health insurance coverage for all clergy members, full-time local pastors, and full-time lay employees of the annual conference.
 - 4.2.2.4 Continuously evaluate the quality and cost of the conference health insurance plan.
 - 4.2.2.5 Provide information regarding conference health insurance benefits to all persons upon request.
 - 4.2.2.6 Fulfill all other responsibilities enumerated in ¶ 639 of *The Book of Discipline of The UMC - 2016*.
 - 4.2.3 Membership.
 - 4.2.3.1 Six clergy members of the annual conference.
 - 4.2.3.2 Six lay persons who shall be professing members of a local church within the annual conference.
 - 4.2.3.3 Members shall be nominated by the Committee on Nominations.
 - 4.2.3.4 Members shall serve one non-renewable eight-year term, in annually staggered classes.
 - 4.2.3.5 *Ex officio* with vote:
 - 4.2.3.5.1 Any board member of Wespath Benefits and Investments residing within the bounds of the annual conference.
 - 4.2.3.5.2 A district superintendent designated by the cabinet.
 - 4.2.3.6 *Ex officio* with voice, but no vote.
 - 4.2.3.6.1 Director of Administrative Services and Conference Treasurer (see *The Book of Discipline of The UMC - 2016*, ¶ 619).

- 4.2.3.6.2 Any other conference directors as the Conference Leadership Council shall designate.
- 4.2.4 Organization.
- 4.2.4.1 The committee shall elect from among its members the following officers:
- 4.2.4.1.1 Chairperson.
- 4.2.4.1.2 Vice chairperson.
- 4.2.4.1.3 Secretary.
- 4.2.4.2 The Director of Administrative Services and Conference Treasurer (see *The Book of Discipline of The UMC - 2016*, ¶ 619) shall serve as the treasurer of the board.
- 4.2.4.3 The executive committee of the board shall be composed of the four officers enumerated above.
- 4.2.5 Relationship – The board shall relate to Wespath Benefits and Investments.
- 4.3 ADMINISTRATIVE REVIEW COMMITTEE
- 4.3.1 Purpose – To ensure that the disciplinary procedures for involuntary changes in conference relationship are followed.
- 4.3.2 Duties.
- 4.3.2.1 Review the entire administrative process leading to the action for a change in conference relationship.
- 4.3.2.2 Report to the clergy session on the finding of its review.
- 4.3.2.3 Fulfill all other responsibilities enumerated in ¶ 636 of *The Book of Discipline of The UMC - 2016*.
- 4.3.3 Membership.
- 4.3.3.1 Three full clergy members of the annual conference.
- 4.3.3.2 Two additional full clergy members of the annual conference who shall serve as alternate committee members.
- 4.3.3.3 None of the foregoing shall be a district superintendent (or a relative thereof) or a member of the Board of Ordained Ministry (or a relative thereof).
- 4.3.3.4 Members shall be nominated by the Bishop.
- 4.3.3.5 Members shall serve four-year terms, renewable once.
- 4.4 BOARD OF TRUSTEES
- 4.4.1 Purpose – Management of property owned by the annual conference.
- 4.4.2 Duties.
- 4.4.2.1 Receive and hold in trust for the benefit of the annual conference all donations and bequests of real property and tangible personal property made to the annual conference.
- 4.4.2.2 Maintain all conference property.
- 4.4.2.3 Sell any conference property as may be directed by the annual conference or allowed by *The Book of Discipline of The UMC - 2016*.
- 4.4.2.4 In conjunction with the conference chancellor, manage any legal affairs related to any conference property.
- 4.4.2.5 The Board of Trustees shall serve as the Board of Directors of the Michigan Conference of The United Methodist Church, a Michigan ecclesiastical corporation.

- 4.4.2.6 Fulfill all other responsibilities enumerated in ¶ 2512 of *The Book of Discipline of The UMC - 2016*.
 - 4.4.3 Membership.
 - 4.4.3.1 Six clergy members of the annual conference.
 - 4.4.3.2 Six lay persons who are professing members of a local church within the annual conference.
 - 4.4.3.3 *Ex officio* with voice, but not vote.
 - 4.4.3.3.1 Director of Administrative Services and Conference Treasurer (see *The Book of Discipline of The UMC - 2016*, ¶ 619).
 - 4.4.3.3.2 Director of Connectional Ministries (see *The Book of Discipline of The UMC - 2016*, ¶ 608).
 - 4.4.3.4 All board members must be at least eighteen years of age.
 - 4.4.3.5 All board members must fulfill any other criteria for serving on the board of directors of a corporation that the laws of the State of Michigan may require.
 - 4.4.3.6 Members shall be nominated by the Committee on Nominations.
 - 4.4.3.7 Except as otherwise required by law, members shall be elected to four-year terms, renewable once, with annually staggered classes.
 - 4.4.4 Organization.
 - 4.4.4.1 Except as otherwise required by law, the board shall elect the following from among its members:
 - 4.4.4.1.1 Chairperson.
 - 4.4.4.1.2 Vice chairperson.
 - 4.4.4.1.3 Secretary.
 - 4.4.4.2 Except as otherwise required by law, the Director of Administrative Services and Conference Treasurer (see *The Book of Discipline of The UMC - 2016*, ¶ 619) shall serve as the board treasurer.
- 4.5 COMMITTEE ON INVESTIGATION
- 4.5.1 Purpose – Consideration of judicial complaints against clergy members of the annual conference, clergy on location within the bounds of the annual conference, local pastors, and diaconal ministers.
 - 4.5.2 Duties.
 - 4.5.2.1 Conduct an investigation into the allegations made in a judicial complaint made against any of the persons enumerated above.
 - 4.5.2.2 Issue a bill of charges and specifications against the respondent to a judicial complaint upon a finding of reasonable grounds.
 - 4.5.2.3 Fulfill all other responsibilities enumerated in ¶¶ 2703-2706 of *The Book of Discipline of The UMC - 2016*.
 - 4.5.3 Membership.
 - 4.5.3.1 Four ordained clergy members of the annual conference.
 - 4.5.3.2 Three lay persons who are professing members of a local church within the annual conference.
 - 4.5.3.3 Three ordained clergy members of the annual conference shall serve as alternate members.

- 4.5.3.4 Six lay persons – three of whom, if possible, shall be diaconal ministers – who are professing members of a local church within the annual conference shall serve as alternate members.
- 4.5.3.5 Members shall be nominated by the resident bishop.
- 4.5.3.6 Members shall serve a one-quadrrennium term.
- 4.5.3.7 Members of the following entities and their immediate family members shall be ineligible for membership of the committee:
 - 4.5.3.7.1 Cabinet.
 - 4.5.3.7.2 Board of Ordained Ministry.
- 4.5.4 Organization.
 - 4.5.4.1 The committee shall elect a chairperson from among its membership.
 - 4.5.4.2 Seven members (or alternate members seated as members) shall constitute a quorum.
 - 4.5.4.3 For the investigation of complaints against a diaconal minister, two alternate lay members shall be seated (bringing the total of lay members to five).

4.6 COMMITTEE ON RULES

- 4.6.1 Purpose.
 - 4.6.1.1 In consultation with the Conference Leadership Council, maintain the efficient functionality and disciplinary compliance of the annual conference plan of organization.
 - 4.6.1.2 Consult with the Commission on the Annual Conference Session to ensure the efficient and orderly flow of the legislative process in preparation for and at the annual conference session.
- 4.6.2 Duties.
 - 4.6.2.1 Initiate and propose revisions of the annual conference plan of organization as appropriate.
 - 4.6.2.2 Initiate and propose revisions of the rules of order (§ 5, below) as appropriate.
 - 4.6.2.3 Assign and train legislative committee chairs and recorders.
- 4.6.3 Membership.
 - 4.6.3.1 Eight voting members who shall be either clergy members of the annual conference or lay persons who are members of a local church within the annual conference.
 - 4.6.3.2 *Ex officio* with vote:
 - 4.6.3.2.1 Legislative Coordinator (Selected by the Commission on the Annual Conference Session)
 - 4.6.3.2.2 Annual Conference Facilitator.
 - 4.6.3.2.3 A district superintendent designated by the cabinet.
 - 4.6.3.2.4 Annual Conference Secretary.
 - 4.6.3.2.5 Conference parliamentarian (if one is appointed by the bishop).
 - 4.6.3.3 *Ex officio* with voice, but no vote – Director of Connectional Ministries (see *The Book of Discipline of The UMC - 2016*, ¶ 608).
 - 4.6.3.4 Members shall be nominated by the Committee on Nominations.

- 4.6.3.5 Members shall serve four-year terms, renewable twice, in annually staggered classes.
- 4.6.4 Organization.
 - 4.6.4.1 The committee shall elect from among its members the following officers:
 - 4.6.4.1.1 Chairperson.
 - 4.6.4.1.2 Vice-chairperson.
 - 4.6.4.1.3 Secretary.
- 4.7 EPISCOPAL RESIDENCE COMMITTEE
 - 4.7.1 Purpose – Give oversight in matters of upkeep, maintenance, improvements, and insurance for the episcopal residence.
 - 4.7.2 Duties.
 - 4.7.2.1 Make recommendations regarding the purchase or sale of an episcopal residence.
 - 4.7.2.2 Prepare a proposed annual budget for the cost of providing the episcopal residence.
 - 4.7.2.3 Supervise the expenditure of funds related to the maintenance and upkeep of the episcopal residence.
 - 4.7.2.4 Fulfill all other responsibilities enumerated in ¶ 638 of *The Book of Discipline of The UMC - 2016*.
 - 4.7.3 Membership.
 - 4.7.3.1 Chairperson of the Committee on the Episcopacy (or representative).
 - 4.7.3.2 President of the Council on Finance and Administration (or representative).
 - 4.7.3.3 Chairperson of the Board of Trustees (or representative).
 - 4.7.3.4 Others may be co-opted, with voice but without vote, as needed.
 - 4.7.4 Amenability – The committee shall be amenable to the Committee on the Episcopacy (§ 2.10, above).
- 4.8 COMMISSION ON EQUITABLE COMPENSATION
 - 4.8.1 Purpose – Recommend conference standards for pastoral support and administer funds used to supplement pastoral support in instances where a charge is unable to meet its support requirements.
 - 4.8.2 Duties.
 - 4.8.2.1 Submit to the annual conference session a recommended schedule of the required minimum salary for appointed pastors.
 - 4.8.2.2 Recommend to the annual conference standards and guidelines to be used in determining whether a charge qualifies for equitable compensation support.
 - 4.8.2.3 Administer the equitable compensation fund in accordance with the standards and guidelines adopted by the annual conference.
 - 4.8.2.4 Fulfill all other responsibilities enumerated in ¶ 625 of *The Book of Discipline of The UMC - 2016*.
 - 4.8.3 Membership.
 - 4.8.3.1 Four clergy members of the annual conference, at least one of whom shall be appointed to a church with fewer than 200 members.

- 4.8.3.2 Four lay persons who shall be professing members of a church within the annual conference, at least one of whom shall be a member of a church with fewer than 200 members.
- 4.8.3.3 Members shall serve four-year terms, renewable once, in annually staggered classes.
- 4.8.3.4 Members shall be nominated by the Committee on Nominations.
- 4.8.3.5 *Ex officio* with vote:
 - 4.8.3.5.1 A district superintendent appointed by the cabinet.
 - 4.8.3.5.2 A member of the Council on Finance and Administration.
- 4.8.3.6 *Ex officio* with voice, but no vote – Director of Administrative Services and Conference Treasurer (see *The Book of Discipline of The UMC - 2016*, ¶ 619).
- 4.8.4 Organization.
 - 4.8.4.1 The commission shall elect from among its members the following officers:
 - 4.8.4.1.1 Chairperson.
 - 4.8.4.1.2 Vice chairperson.
 - 4.8.4.1.3 Secretary.
 - 4.8.4.2 The Director of Administrative Services and Conference Treasurer (see *The Book of Discipline of The UMC - 2016*, ¶ 619) shall serve as the treasurer of the commission.
- 4.8.5 Amenability – The board shall be amenable to the Council on Finance and Administration (§ 4.1, above).

§ 5 RULES OF ORDER

Found in Legislation Item #1. This section is pulled out of this document for AC 2017 voting purposes. The final Plan of Organization will include Rules of Order as Section 5.

§ 6 OFFICERS OF THE ANNUAL CONFERENCE

6.1 SECRETARY

- 6.1.1 Election.
 - 6.1.1.1 At the first session of the annual conference following General Conference, the annual conference shall elect a secretary, nominated by the Committee on Nominations in consultation with the Bishop, who shall take office immediately following the adjournment of that session of the annual conference.
 - 6.1.1.2 Notwithstanding the foregoing, the outgoing secretary shall still be responsible for the completion of that year's conference journal.
 - 6.1.1.3 The secretary shall serve a four-year term, renewable once.
 - 6.1.1.4 If the secretary wishes to retire after one term, he/she must notify the Committee on Nominations and the Bishop by January 1 of the year preceding General Conference.
- 6.1.2 The secretary, after certifying the number of lay members necessary for equalization with clergy members, shall determine the distribution of lay members (in accordance with the rules hereinabove) and shall notify the proper persons no later than January 10.

- 6.1.3 Duties.
 - 6.1.3.1 Serve as the chair of the Committee on the Journal.
 - 6.1.3.2 Receive all required agency annual reports and shall ensure that they contain no action items or budget proposals.
 - 6.1.3.3 Keep a fair and accurate record of the proceedings of the annual conference session.
 - 6.1.3.4 Preserve the journals and papers of the annual conference.
 - 6.1.3.5 Receive and review any written notices of corrections and additions to the conference journal as published, incorporating them into the permanent records of the annual conference as appropriate.
 - 6.1.3.6 Serve *ex officio* on the Commission on the Annual Conference Session and the Committee on Rules.

- 6.2 STATISTICIAN
 - 6.2.1 The statistician shall be elected, upon nomination of the Committee on Nominations in consultation with the Bishop, at the session of the annual conference immediately preceding General Conference.
 - 6.2.2 The statistician shall serve a four-year term, renewable once.

- 6.3 FACILITATOR
 - 6.3.1 The conference shall elect, upon nomination of the Committee on Nominations, a layperson to serve as facilitator.
 - 6.3.2 The facilitator shall serve a four-year term, renewable once.
 - 6.3.3 The facilitator shall be seated at an announced location on the floor of the annual conference session and shall have the duties of assisting anyone who needs assistance in understanding and using procedures and resources of the conference session.
 - 6.3.4 The facilitator shall serve as an *ex officio* member of the Commission on the Annual Conference Session and the Committee on Rules.
 - 6.3.5 Nominated by the Committee on Nominations and elected by the annual conference for a four-year term, renewable once.

- 6.4 PARLIAMENTARIAN
 - 6.4.1 The Bishop may, at his or her discretion, appoint a conference parliamentarian.
 - 6.4.2 The parliamentarian shall assist the Bishop in ensuring that the annual conference session is run in accordance with the rules of order set forth hereinabove.
 - 6.4.3 The parliamentarian, should one be chosen, shall serve at the Bishop's pleasure.

- 6.5 CHANCELLOR
 - 6.5.1 The conference shall designate a chancellor, who shall be nominated by the Bishop and elected quadrennially by the annual conference.
 - 6.5.2 The chancellor shall be a member of a local church within the annual conference and shall also be a member in good standing of the State Bar of Michigan.
 - 6.5.3 Except as prohibited by the Michigan Rules of Professional Conduct, the chancellor shall serve as legal advisor to the Bishop and to the annual conference.

6.6 DIRECTOR OF ADMINISTRATIVE SERVICES AND CONFERENCE TREASURER

- 6.6.1 Coordinates and collaborates with the Council on Finance and Administration regarding the conference budget process and the oversight of the treasury staff.
- 6.6.2 Coordinates with the Board of Trustees regarding facility contracts and concerns.
- 6.6.3 Oversees information technology (I.T.) contracts in consultation with the director of communications.
- 6.6.4 Elected by the annual conference at the first session following each General Conference.
- 6.6.5 Directly amenable to the Council on Finance and Administration (§ 1.2, above).
- 6.6.6 Fulfills all other responsibilities enumerated in ¶ 619 of *The Book of Discipline of The UMC - 2016*.

6.7 LAY LEADER

- 6.7.1 Fosters awareness of the role of the laity within the congregation and through their ministries in the home, workplace, community, and world.
- 6.7.2 Advocates for the role of the laity in the life of the church, encouraging laypersons in the general ministry of the church.
- 6.7.3 Meets with the cabinet when matters relating to the coordination, implementation, or administration of the conference program, or other matters as the cabinet may determine.
- 6.7.4 Fulfills all other responsibilities enumerated in ¶ 607 of *The Book of Discipline of The UMC - 2016*.
- 6.7.5 Nominated by the Bishop in consultation with the Board of Laity, and elected for one four-year term.

§ 7 FINANCIAL POLICIES

Found in Legislation Item #5. This section is pulled out of this document for AC 2017 voting purposes. The final Plan of Organization will include Financial Policies as Section 7.

§ 8 PROTECTION POLICY

Found in Legislation Item #12. This section is pulled out of this document for AC 2017 voting purposes. The final Plan of Organization will include the Protection Policy as Section 8.

§ 9 HUMAN RESOURCES POLICIES

Found in Legislation Item #8. This section is pulled out of this document for AC 2017 voting purposes. The final Plan of Organization will include the Human Resources Policies as Section 9.

§ 10 AFFILIATE ENTITIES OF THE ANNUAL CONFERENCE

- 10.1 AFFILIATED VIA THE BOARD OF GLOBAL MINISTRIES
 - 10.1.1 Bronson Health Group.
 - 10.1.2 Clark Retirement Community.
 - 10.1.3 Methodist Children's Home Society.
 - 10.1.4 United Methodist Community House.
 - 10.1.5 United Methodist Retirement Communities, Inc.

- 10.2 AFFILIATED VIA THE BOARD OF YOUNG PEOPLE’S MINISTRIES
 - 10.2.1 Adrian College.
 - 10.2.2 Albion College.
 - 10.2.3 Bay Shore Evangelical Association.
 - 10.2.4 Michigan Area Board of Christian Camping.
 - 10.2.5 Lake Louise Christian Community.

- 10.3 AFFILIATED VIA THE COMMISSION ON ARCHIVES AND HISTORY – Michigan Area United Methodist Church Historical Society, Inc.

- 10.4 AFFILIATED VIA THE COUNCIL ON FINANCE AND ADMINISTRATION
 - 10.4.1 Michigan Area Loan Funds.
 - 10.4.2 United Methodist Foundation of Michigan.

INDEX

Accessibility § 5.4.6

Administrative Review Committee § 4.3

Administrative Services, Director of and Conference Treasurer § 6.6

Affiliate entities § 10

African-American Ministry, Committee on § 3.9

Annual Conference Coordinator/Coordinator for Event Planning § 1.1.3.2

Annual Conference Session, Commission on the § 1.1

Archives and History, Commission on § 1.6

Asian-American Ministry, Committee on § 3.7

Chancellor § 6.5

Christian Unity and Interreligious Relationships, Division of – *see Congregational Life, Board of*

Church and Society, Division of – *see Justice, Board of*

Clergy Session § 5.4.3.2

Communications, Commission on § 1.2

Conference Leadership Council § 2.1

Congregational Life, Board of § 3.5

Congregational Vibrancy, Division of – *see Congregational Life, Board of*

Consent Calendar § 5.4.14

Corporate Session § 5.4.3.3

Cost of annual conference attendance § 5.3

Dependent care § 5.6

Disability Concerns, Division on – *see Justice, Board of*

Duration of resolutions § 5.4.13.16

Episcopacy, Committee on the § 2.4

Episcopal nominee endorsements § 5.7.4

Episcopal Residence Committee § 4.7

Equitable Compensation, Commission on § 4.8

Facilitator, Conference § 6.3

Finance and Administration, Council on § 4.1

Financial policies § 7

General Conference delegates § 5.7

General Conference petitions § 5.7.3

Global Ministries, Board of § 1.5

Higher Education and Campus Ministry, Division of – <i>see Young People’s Ministries, Board of</i>	
Hispanic/Latino Ministry, Committee on.....	§ 3.6
Historical Reports	§ 5.1.1
Human Resources, Committee on.....	§ 2.5
Human Resources policies	§ 9
Investigation, Committee on	§ 4.5
Journal, Committee on the	§ 1.3
Jurisdictional Conference delegates	§ 5.7
Jurisdictional Conference petitions	§ 5.7.3
Justice, Board of.....	§ 1.4
Laity, Board of.....	§ 3.3
Laity Orientation	§ 5.4.3.1
Lay leader.....	§ 6.7
Legislative committees.....	§ 5.4.13
Legislative Coordinator.....	§ 1.1.4.2
Membership of the annual conference	§ 5.2
Native American Ministry, Committee on	§ 3.8
Nominations	5.5
Nominations, Committee on	§ 2.3
Ordained Ministry, Board of.....	§ 2.2
Parliamentarian	§ 6.4
Parliamentary authority.....	§ 5.8
Pension and Health Benefits, Board of.....	§ 4.2
Protection policy	§ 8
Protection Policy Implementation Team	§ 2.6
Religion and Race, Division on – <i>see Justice, Board of</i>	
Resolutions.....	§ 5.1.2
Rules, Committee on the	§ 4.6
Secretary, Conference	§ 6.1
Small-Membership Church, Division on the – <i>see Congregational Life, Board of</i>	
Speeches.....	§ 5.4.12
Statistician	§ 6.2
Status and Role of Women, Division on the – <i>see Justice, Board of</i>	
Treasurer – <i>see Administrative Services, Director of and Conference Treasurer</i>	
Trustees, Board of.....	§ 2.6
United Methodist Men	§ 3.2
United Methodist Women	§ 3.1
Voting procedures.....	§ 5.4.7
Young Adult Ministry, Division of – <i>see Young People’s Ministries, Board of</i>	
Young People’s Ministries, Board of.....	§ 3.4
Youth Ministry, Division of – <i>see Young People’s Ministries, Board of</i>	

ITEM #3

SUBJECT: **The Establishment of Nine (9) Districts in the Michigan Conference.**

RESULT: Concurrence

MOTION: **RESOLVED, that the Michigan Annual Conference will have nine (9) districts.**

**REPORT &
RATIONALE:**

The district is the place where there is the greatest potential and flexibility within *The Book of Discipline of The UMC - 2016* to align our missional effort with the new conference vision. The proposed nine district model is something new. It breaks down old boundaries and releases valuable resources to create new relationships, staffing models, and structures that align our missions with our conference-wide vision. District Superintendents will need to supervise more churches, but the model is manageable and it allows them to shift from crisis management to a focus on district mission.

In the proposed Plan of Organization of the Michigan Annual Conference, the Bishop, Conference Directors, and the Conference Leadership Council will share the primary responsibility for stewarding the mission and the vision of the Annual Conference. The district will serve as a primary locus for connecting and equipping clergy and lay leaders and local churches in the fulfillment of the conference's mission and vision. Each district will have one District Superintendent, per *The Book of Discipline of The UMC - 2016* and related Judicial Council Rulings, appointed by and directly amenable to the Bishop. The District Superintendent will serve as the "chief missional strategist" and will fulfill the duties of supervision and appointment outlined by *The Book of Discipline of The UMC - 2016*.

The guiding values for the work of the district and District Superintendent will be relationship, contextualization, and missional alignment. The district will be a Christ-centered community where relationships with God, each other, and the world will be formed, nurtured, deepened. The district Superintendent, as "chief missional strategist," will be responsible for ensuring the Conference vision is discerned, interpreted and implemented appropriately within each local context. The district will play a crucial role in aligning leaders, congregations, missions and ministries with the Conference vision.

District Geographic Boundaries, Staffing Configuration, Name, and Office Location

The Book of Discipline of The UMC - 2016 provides in ¶ 415.4 that the Annual Conference determines the number of districts, and the Bishop "forms" the districts after the Conference determines the number. Bishop Bard has published on the Conference website the consultative process he will use to "form" the Districts if the "Nine (9) District Resolution" is approved at the 2017 Annual Conference session. This process will include working with District Superintendents and appropriate boards and agencies to determine geographic boundaries, staffing configuration, name and office location for each District.

Below is one possibility of boundary lines for nine (9) districts. These boundaries are provided solely for the purpose of visualizing a nine (9) district model. These are not final boundaries. This initial visualization of district lines is done with possible geographic and travel affinities in mind.



B THE PROCESS OF FORMING NINE DISTRICTS – by Bishop David Alan Bard.

To form districts after consultation with the district superintendents and after the number of the same has been determined by vote of the annual conference.

The Book of Discipline of The UMC - 2016, ¶ 415.4, among the “presidential duties” of a bishop

The 2017 Annual Conference session of the Detroit and West Michigan Conferences will vote on a proposal from the Michigan Conference Design Team that will authorize the forming of nine districts in the new Michigan Annual Conference. The final responsibility for forming those districts resides in the office of the Bishop. Here is the process I intend to use in forming the nine districts.

The vote of the annual conferences in 2017 is the first step. Elected clergy and lay members to Annual Conference decide on the number of districts.

The task then falls to me to form the districts. It is important to me that this is a highly consultative process, and your input is welcome. The final decisions are

mine to make, but I will strive to make them “our” decisions. Decisions will be made to further our Conference Mission: Christ-Centered – Mission and Ministry, Bold and Effective Leaders, and Vibrant Congregations.

My primary consultation will be with the Full Cabinet, which includes the District Superintendents, the Directors of Connectional Ministry, the Clergy Assistant to the Bishop, the Conference Lay Leaders, and other conference staff. Given the size of the Full Cabinet, it seems prudent to being with a smaller task group.

We will begin with the illustrative map provided by the Design Team. This will be a helpful beginning point and only a beginning point. In determining district boundaries, we will take into account current district lines and charge alignments, as well as geographic affinities such as travel patterns and hub communities.

It is important to acknowledge both the significance of this moment and that the districts lines can be changed some over time as may be needed for mission and ministry.

At Annual Conference you will also be asked to authorize the bishop to form a task force to examine financial and legal issues that may be involved in the transition from twelve to nine districts. This task force will make recommendations regarding issues such as the incorporation of districts and the establishment of District Mission Funds.

Once the district boundaries are established, I would ask District Superintendents to gather a few key leaders, lay and clergy, to advise on district names and district office locations.

The timeline is to have the new districts formed and beginning to function July 1, 2018, unless we encounter significant legal and/or financial issues. This will mean that district boundaries need to be identified by January 1, 2018 so district superintendent appointments can be made during the Appointive Cabinet’s work in January 2018.

The marriage of confusion and creativity is the beginning of new life. We start now from places we have never been allowed to imagine before and out of them we can imagine new conclusions as well. (Joan Chittister, Between the Dark and the Daylight). In the beginning, when God created (Genesis 1:1). Please pray for the Spirit of God to give creative wisdom to all involved in this process, so that we might indeed be about our mission.

If you would like to provide ideas about new districts to me, please do so through Comments@MIareaUMC.org.

ITEM #4

SUBJECT: **Creation of Legal and Financial Task Force to Form New Districts.**

RESULT: Concurrence

MOTION: RESOLVED that the Bishop shall form a Task Force to examine the legal and financial structure of each of the districts, as follows:

1. The Task Force shall consist of:
 - a. Bishop Bard
 - b. Clergy Assistant to the Bishop
 - c. Two (2) District Superintendents
 - d. DAC and WMC Directors of Connectional Ministries
 - e. Director of Administrative Services and Conference Treasurer
 - f. Director of Benefits and Human Resources
 - g. Chair (or designee) of DAC and WMC Boards of Trustees
 - h. Chair (or designee) of joint CFA

- i. One (1) District Lay Leader from WMC
- j. One (1) District Lay Leader from DAC
- k. Executive Director (or designee) of the United Methodist Union of Greater Detroit
- l. Three (3) other lay or clergy persons to be determined by the Bishop
- m. DAC and WMC Chancellors (Consultants with voice but no vote)
- n. Executive Director (or designee) of the UM Foundation
2. The Task Force shall study the current legal and financial structures of the districts of both conferences, and the current use of district funds, including endowed or invested funds by district mission and church extension boards or their equivalent.
3. The Task Force shall make at least the following findings and recommendations:
 - a. Whether each new Michigan Conference district should be separately incorporated, and the procedure for either incorporation of new districts or dissolution of existing districts.
 - b. Whether long term/invested district mission and church extension funds should be separately incorporated and the procedure for either incorporation of new district mission funds or dissolution of existing district mission funds.
 - c. The needed oversight of current and future district funds, and recommendations concerning new district governance structures going forward to ensure Conference oversight and missional alignment.
 - d. Any proportional allocation of current resources once the district lines are fixed.
 - e. A Michigan Conference policy concerning the disposition of the proceeds of the sale of church properties, with a special emphasis on both conference and district functions in new church starts and church re-vitalization.
 - f. Legal status of other existing ministries and entities currently residing in existing districts.
4. The Task Force shall issue a report of its findings and preliminary recommendations to be placed on the conference website by February 1, 2018. It shall then work with appropriate boards and agencies of the conferences and districts to implement its recommendations with the goal of bringing any consequent resolutions requiring action by the conferences to the 2018 sessions of Annual Conference. Such recommended actions will be posted on the conference website by April 15, 2018.

ITEM #5

SUBJECT:

CFA Policies & Procedures for the Michigan Conference of The UMC.

RESULT:

Concurrence

MOTION:

We move the adoption of the following policies and procedures for the Michigan Conference of The United Methodist Church effective 1-1-2019:**Council on Finance and Administration Policies and Procedures**
for the Michigan Conference of The United Methodist Church

Section I: Administration

A. Local Church Contributions

- B. Clergy Support Items
- C. Cabinet Level Salaries
- Section II: Travel Policy
- Section III: Moving Policy
- Section IV: Investment Policy
- Section V: Miscellaneous Policies
 - A. Conference-Wide Appeal for Funds
 - B. World Service Apportionment
 - C. General Church Apportionments
 - D. Presentation of Proposed Budgets
 - E. Auditing Requirements
 - F. Bonding of Treasurers
 - G. Control System
 - H. Housing/Furnishing Allowance
 - I. Conflict of Interest
 - J. Depositories
 - K. Interest Earnings
 - L. Electronic Mail and Internet Usage

SECTION I: ADMINISTRATION

A. Local Church Contributions

1. All ministry shares apportioned to individual churches for the conference fiscal year shall be divided in ten (10) monthly installments. A statement will be sent from the treasurer's office 12 times a year.
2. All contributions, whether apportioned or un-apportioned, for Michigan Area agencies and institutions, and for all benevolent causes of The United Methodist Church, shall be sent to the Conference Treasurer for distribution.

B. Clergy Support Items

1. Travel Reimbursement – Churches shall reimburse pastors of local congregations for travel expenses using a voucher system based on reimbursement equivalent to the IRS allowance for business mileage.
2. Expense Reimbursement – Churches may reimburse pastors of local congregations for professional expenses as defined by IRS code. A voucher system shall be used for such reimbursement.
3. Utilities – Churches shall pay all utilities in full for their parsonages, including heat, electricity, water, sewage, and basic telephone service.
4. Annual Conference – The Michigan Conference recommends that the local church pay living expenses for their clergy and lay members who attend Annual Conference. Such expenses should be paid at the rate specified for registration, meals and lodging as shown on the Annual Conference registrations materials.
5. Health Insurance
 - a. Enrollment in the conference active group health care plan in most situations will be mandatory for all eligible participants. Enrollment of eligible dependents is optional at the discretion of the participant.

- b. Each charge or conference-approved group shall share with the participant the full cost of conference group health insurance covering the pastor/conference lay employee and his/her dependents according to the approved premium sharing schedule.
 - c. Even if a pastor is enrolled as a dependent in a spouse's health care plan, the church will be expected to share a portion of the cost of the Conference active group health care plan.
 - d. In the case of health benefits coverage for dependents when there is a legal separation or divorce, please refer to the conditions established by the healthcare policy of the Conference Board of Pension & Health Benefits.
 - e. At the time of a pastoral move, the insurance should be paid to the end of the billing period by the church from which the pastor is moving.
 - f. If a pastor is enrolled as a dependent on a spouse's health care plan, the pastor must have a signed waiver of coverage placed in the file in the Benefits office. Joining the active conference group health care plan during the open enrollment period is always an option. Enrollment since the last previous open enrollment period is a prerequisite to receiving certain retirement benefits.
6. Effective dates for salary and Clergy Retirement Security Plan/Comprehensive Protection Plan (CRSP/ CPP) Payments for Ministerial Appointment Changes
- a. The salary shall be paid through June 30 when an appointment change is made at the session of Annual Conference. Salary payments for mid-year appointments will coincide with the effective date of the appointment.
 - b. Payment on CRSP/ CPP billing from the General Board of Pension and Health Benefits shall be made for the entire month of June for those appointment changes made during the session of Annual Conference. CRSP/ CPP payments for mid-year appointments with an effective date of the first of the month shall be made for the previous month for the outgoing pastor and for the current month for the incoming pastor. Payments for appointment changes effective the 15th of a month shall be made for half of the current month for the outgoing pastor and half of the current month for the incoming pastor.
7. United Methodist Personal Investment Plan (UMPIP) – This is the pastor's recommended contribution (at least three percent) to his/her own personal retirement account. The local church is not required to contribute to this. Where churches do, however, it shall be considered as part of the total cash salary and so reported.

C. Cabinet Level Salaries

The salaries of District Superintendents, Director of Connectional Mission and Ministries, Director of Conference Benefits and Human Resources Services, Director of Administrative Services and Conference Treasurer, Director of Communications, Director of Clergy Excellence, and the Director of Congregational Vibrancy shall be set by CFA. CFA shall consider the best information available, including, but not limited to, the denominational average compensation, Conference average compensation, the

average salary of the top 10 highest paid pastors, and the US Consumer Price Index or inflation rate.

SECTION II: TRAVEL EXPENSE POLICIES

A. Conference Travel

Expenses incurred due to travel on behalf of the Michigan Annual Conference of The United Methodist Church may be reimbursed. All persons who are entitled to travel and other expense reimbursements must complete and submit an expense reimbursement form on a regular basis. Expenses within the appropriate budget limits will be reimbursed. Each form should include detailed explanations of trip expenses and mileage. Receipts for all expenses exceeding \$10 must be attached to the report. According to IRS regulations, reimbursed expenses which are inadequately supported or un-documented may be considered additional compensation and thus be taxable to the recipient.

1. Who May Request Travel Reimbursement – Any Conference employee or member of a Commission, Board, or agency who has traveled for a required Conference purpose may request travel reimbursement. Such amounts must be reasonable. Expenses relating to commuting will not be reimbursed.
2. Information and Documentation Requirements –
 - a. Airlines – Receipt from airline must be provided. Electronic tickets may be documented with the emailed receipt from the airline company. Air travel insurance is not a reimbursable expense.
 - b. Auto Expenses – Includes parking fees, tolls, car rental (see below), taxicab, shuttles and other expense incurred in ground transportation; all of which are eligible to be reimbursed. No police or court fines or tickets for parking violations will be reimbursed.
 - c. Car Rental – Rental cars are reimbursable where common carriers are not available or feasible due to scheduling needs, or actual rental cost including gas and other charges are less than the standard mileage rate or common carrier cost.
 - d. Dates of Travel – The expense report should clearly indicate the dates of travel for each trip.
 - e. Incidentals – Tips for baggage handling, porters, bellhops, restaurant service, and business telephone charges are reimbursable. Incidentals should not exceed \$10 per day.
 - f. Lodging – Lodging should be obtained at the most reasonable rate available for the location. A copy of the bill should be submitted with the expense report. Actual cost will be reimbursed when a copy of the bill is submitted. Entertainment expenses are not reimbursable.
 - g. Meals – Meals are reimbursable when travel begins prior to or ends after the normal meal time. Reimbursement will not be made for alcoholic beverages. Generally, meals should not exceed \$40 per day. The maximum daily meal allowance begins when you leave your office. The trip ends

when you arrive back at your office but excludes personal travel during the total trip.

- h. Mileage – Miles traveled on Conference business will be reimbursed at the appropriate rate approved by the Internal Revenue Service. Total miles per trip should be itemized for each day reported. Mileage to be reimbursed is the round trip miles from the primary office location, unless the trip originates from home in a different city, in which case the mileage to be reimbursed is **the lesser** of the round trip miles from the primary office location or the home location. Odometer readings are not required but may be reported. Commuting miles and miles incurred for personal business en route for conference business are not reimbursable.

A group mileage report may be completed for committee meetings where there are no other expenses which require receipts to be attached to the report. Any expense reimbursement requiring a receipt must be reported separately by individuals.
 - i. Purpose – The business purpose of each trip must be clearly documented on the travel expense report. Confidential information need not be disclosed but should be maintained in a personal log or diary for your own records. Group meal receipts must document all individuals included in the expense.
 - j. Receipts – Receipts must be submitted for all expenses exceeding \$10. The receipt should report individual items purchased. The original detailed receipts and the credit card authorization receipt showing the partial card number and any tip amounts must accompany any requisition submitted for expenses paid by credit card. Please submit original receipts only. If costs are being shared by another organization and receipts are required for that entity, a copy of the shared items and corresponding expense report submitted to the second organization may be submitted.
 - k. Registration Fees – Evidence of fees paid must be submitted.
 - l. Spouse Expenses – Spousal travel expenses will only be reimbursed in situations where their presence is required by the Conference on Conference business. To avoid any perception that personal expenses are being reimbursed, Board minutes or other written documentation should document a spouse's required presence.
3. Who May Approve Expense Reports – The Bishop may approve travel reimbursement required of District Superintendents; the Director of Connectional Ministries may approve travel reimbursement request for Associate Directors and Treasurer. The Treasurer may approve reimbursement requests by the Director of Connectional Ministries or the Conference Benefits Officer. No individual may approve a reimbursement to themselves.

Group Mileage Reports may be approved by an officer of the committee, Director of Connectional Ministries or Treasurer. The individual approving the group travel should not be listed as a payee for travel on the same report.

4. Timing of Check Requests and Processing – Forms for each month should be received in the Treasurer's Office as soon as feasible after the month's travel is completed. Travel expense reimbursement requests will be processed in the normal processing schedule. Forms which are incomplete or improperly filled out may result in a delay in processing the check or may be returned for further information.
5. Travel and other expense advances are issued only in very rare instances, except for District Superintendents and conference staff. Upon signing a promissory note, an advance may be obtained, which will be due and payable when the person leaves the staff position.
6. Conference personnel who draw travel allowance by voucher shall receive reimbursement equivalent to the federal IRS allowance for business mileage. This is designed to cover the cost of automobile operation.
7. All others drawing travel expenses from conference funds shall receive reimbursement equivalent to the federal IRS allowance for moving and medical care mileage for car and travel and \$.02 per mile per passenger up to five people. This is designed to cover out-of-pocket expenses (i.e. gas and oil).

B. Travel expense by conference agencies

1. The travel expense of authorized representatives of conference agencies attending meetings convened by conference agencies drawing their full budget from the conference shall be paid by the agency which calls the meeting.
2. Dependent reimbursement cost necessary for dependents (children, sick or elderly) may be distributed from the Administrative budget for a member of any board, commission or committee meeting. The amount reimbursed shall not exceed \$40.00 per day, per member.
3. Travel to non-United Methodist agencies - The travel expenses of authorized conference representatives attending meetings convened by non-United Methodist agencies within the state of Michigan, shall be paid by the conference, as provided in Part 1 of this section, to the extent the expenses are not borne by the convening agency.

SECTION III: MOVING EXPENSE POLICY

A. Eligible Persons and Moves

1. No moving expenses will be approved until the Appointment Status Sheet is received by the Conference Treasurer's office.
2. All pastors under active appointment within the Michigan Annual Conference structure are eligible to receive moving expenses benefits. This will include local church pastors, district superintendents, staff members of conference or district coun-

cils, boards, and agencies, treasurers, bishop's assistants, superintendents or directors of parish development, Conference-approved evangelists, and campus ministers.

3. Seminary students and pastors from outside the Michigan Annual Conference who are accepting appointment in the Conference are eligible for moving expense benefits as provided in this code up to a limit of 750 miles.
4. The Conference will pay for one retirement move for pastors who have retired or plan to retire from Episcopal appointment in the Conference. The move must be taken within five years of the retirement date. The designation of a retirement move must be declared in writing before the moving expenses are incurred. A move within the state of Michigan shall be paid in accordance with the provisions of this code. A move outside the state shall be paid up to the cost equivalent of 600 miles beyond the state border. Pastors called out of retirement and assigned to a charge will be granted an additional retirement move.
5. A disability move or the move of the surviving spouse of an eligible active pastor shall be paid in accordance with the policy for retiring pastors. The Conference shall pay for the move, out of the parsonage or other approved housing, to another residence in the event of an eligible pastor's death, in accordance with the policy for retiring pastors.
6. When a separation or pending divorce action makes a move advisable, the spouse of a pastor is entitled to reimbursement for one move. Benefits are the same as those available to a surviving spouse of a deceased pastor.
7. Move within a charge from one parsonage to another are the responsibility of the local charge unless ordered by the Cabinet.
8. Pastors not eligible for moving expense benefits include those:
 - a. Under appointment outside the structure of the Conference
 - b. On sabbatical, leave of absence, or location
 - c. Who no longer have membership in the Annual Conference

B. Policy for Moves

1. Interstate moves: for interstate moves, two or three estimates must be obtained before choosing a moving company to get the lowest rate available. Most movers will provide a "not-to-exceed" estimate.
2. Intrastate moves: moves greater than 40 miles within the State of Michigan. These moves are regulated by state law, and the cost is based solely on weight and distance. Multiple estimates are not required.
3. Local zone moves (40 miles outside of corporate limits): local zone moves are not regulated, as are other moves within the state. Therefore, two or three estimates must be obtained to get the lowest rate available. Charges will be based on an hourly rate times the number of employees involved. Most movers will provide a "not-to-exceed" estimate if asked.
4. Family travel: family travel for pastors covered by this policy will be paid upon request, for one car, at the Conference rate,

for miles exceeding 100, plus tolls. One overnight lodging will be paid for moves of more than 350 miles upon presentation of receipts.

5. Expenses covered by this code:
 - a. Normal state tariff provision for loading, transporting, and unloading of household goods up to a maximum weight of 20,000 pounds, including professional books and equipment. Reasonable additional weight will be allowed for clergy couples to enable movement of professional books and equipment for each clergy person. Hand written weight certificates will not be accepted.
 - b. Up to \$150 will be paid by the Conference to cover needed packing materials, including wardrobes and dish packs. Mattress boxes will be provided.
 - c. One extra pickup and one extra delivery.
 - d. Reasonable charges for necessary handling of special items such as a piano or freezer.
 - e. Standard liability insurance of 60 cents per pound which is furnished by the moving company, at no extra charge, under basic tariff provisions. It is now required that the householder sign a release statement on the Bill of Lading on the day of the move to release the shipment to a value of 60 cents per pound. Failure to do this will allow the moving company to charge a premium for insurance to cover the shipment at a value of up to \$1.50 per pound.
 - f. Where there are medically recognized physical limitations, up to \$1,000 additional shall be allowed for packing. A physician's authorization must be provided. Contact the Conference Treasurer for authorization.
 - g. Storage charges are the responsibility of the local church is the parsonage is not ready for occupancy. The Conference will pay only to the place of storage.
 - h. When a moving company has been selected and an estimate given contact the Conference Treasurer's office for authorization to be given to the mover.
6. Expenses NOT covered by this code:
 - a. Moving of items other than normal household goods and books, such as boats, trailers, autos, building materials, firewood, fishing shanties, dog houses, etc.
 - b. Packing and/or unpacking services, except as noted in 4f.
 - c. Full value insurance beyond standard liability insurance provided by the moving company.
 - d. Charges for waiting time, extra labor, and connecting and/or disconnecting appliances.
 - e. Consequential damages resulting from any part or aspect of the move.
 - f. Emotional or pain and suffering damages arising directly or indirectly from any part or aspect of the move.

C. Miscellaneous Policies

1. No moving company shall employ a pastor or an immediate family member of the pastor to solicit business at any time for

- the purpose of receiving a commission or other consideration.
2. No company shall be allowed to establish an office at the seat of the Conference for the purpose of soliciting business.
3. Each pastor is advised to request a copy of his/her inventory sheet from the mover at the time of loading and that it be signed by both the pastor and the moving company.
4. Pastors may want to check with their moving company or homeowners' insurance company and request an All-Risk policy that would cover all damages in the moving of household goods from one residence to another.

D. Administration

1. The Conference Treasurer shall administer the Moving Expense Fund.
2. Pastors anticipating a move shall consult with the Conference Treasurer's office to review the guidelines of this code.
3. The pastor shall be responsible for contacting a moving company and for scheduling the loading and unloading of household goods.
4. A written estimate of the cost of moving services shall be made by the moving company, and a copy shall be sent to the Conference Treasurer's office in advance of the move.
5. A letter of authorization shall be sent from the Conference Treasurer's office to the moving company with a copy to the pastor.
6. Billing for the cost of moving expenses covered by this code shall be made directly to the Conference Treasurer's office. Moving expenses not covered by this code shall be billed directly to the pastor.
7. Provision for payment of any unusual expenses which are not defined by this code shall be arranged through consultation with the Conference Treasurer prior to the move.
8. Requests for exceptions to the provisions of this code shall be made to the Conference Treasurer in advance of the move. The treasurer shall review and decide on each exception after consultation with the Cabinet and/or CFA, as necessary.
9. Pursuant to IRS rules, local moves and retirement moves are considered taxable compensation to the employee. The treasurer's office will provide 1099-MISC to the employee in accordance with IRS rules.

Recommended Moving Companies, listed alphabetically:

Corrigan Moving Systems, United Van Lines
4204 Holiday Drive, Flint, MI 48507
810-235-9700 or 800-695-0540

7409 Expressway Court St, Grand Rapids, MI 49548
616-455-4500
www.corriganmoving.com

Escanaba Moving Systems, United Van Lines
2601 Danforth, Escanaba, MI 49829
906-786-8205

Frisbie Moving and Storage, United Van Lines
14225 Schaefer Hwy, Detroit, MI 48227
313-837-0808

Guindon Moving & Storage Company
1600 3rd Avenue North, Escanaba, MI 49829
800-562-1075 or 906-786-6560

Henry L. Myers Moving, Allied Van Lines
1621 11th Avenue, Port Huron, MI 48060
810-982-0149

Palmer Moving & Storage, North American Van Lines
24660 Dequindre, Warren, MI 48091-3332
800-521-3954

Rose Moving & Storage, Allied Van Lines
41775 Ecorse Road, #190, Belleville, MI 48111
800-521-2220
www.rosemoving.com

Stevens Worldwide Van Lines Clergy Move Center
527 Morley Drive, Saginaw, MI 48601
989-755-3000 or 800-678-3836
www.stevensworldwide.com

Taylor Moving & Storage
8320 Hilton Road, Brighton, MI 48114
810-229-7070 or 800-241-7122
www.taylormoving-storage.com

Thunder Bay Moving & Storage, Atlas Van Lines
2630 US 23 South, Alpena, MI 49707
989-356-9394 or 800-828-2016

SECTION IV: INVESTMENT POLICY

A. Statement of Purpose

The purpose of this Investment Policy (IP) is to provide governance and oversight to investments of Conference funds under the control and responsibility of the West Michigan Annual Conference Council on Finance and Administration (CFA). The intent is to facilitate and not hinder conference agencies in the execution of their duties related to the management of their investment portfolios and in the use of their funds as provided in *The Book of Discipline of The UMC - 2016*.

In recognition of its fiduciary responsibilities and the mandate of *The Book of Discipline of The UMC - 2016* (§ 613.5), the Council on Finance and Administration (CFA) has developed this Investment Policy (IP) governing investment of their respective conference funds.

B. Delineation of Responsibilities

1. Under *The Book of Discipline of The UMC - 2016* (§ 612.1), the purpose of the CFA shall be to develop, maintain, and administer a comprehensive and coordinated plan of fiscal and admin-

istrative policies, procedures, and management services for the annual conference. Accordingly, the CFA is responsible for establishing principles, policies, standards and guidelines for the investment of all monies, assets and properties of the conference.

2. The CFA is ultimately responsible for the financial integrity and oversight of Annual Conference financial resources. Under this Investment Policy all operational and implementation of policy decisions may be delegated to the Investment Committee.
3. The CFA shall at least once per year review the Investment Policy, the effectiveness of the Investment Committee and the overall results of the investments, and will acknowledge in writing that they have done so.

C. Members of the Investment Committee

The Conference Investment Committee shall be a sub-committee of CFA and be composed of five CFA members selected by CFA. The members' individual terms shall not exceed eight years and shall be staggered to provide for continuity and experienced leadership. The chairperson and other officers shall be nominated by the Committee from among its members and approved by CFA.

Responsibilities of the Investment Committee:

1. to define and develop investment goals, and other operational guidelines;
2. to recommend to the CFA the selection and discharge of the Investment Managers;
3. to monitor and evaluate the performance results and risk posture of the Investment Manager(s);
4. to provide semi-annually to the CFA a written account of the investment results, accounting summary and any significant developments;
5. to provide annually to the CFA a written annual evaluation of the Investment Managers;
6. to require all portfolios will be managed with the aim of maximizing funds available for mission in a manner consistent with the preservation of capital, the Policies Relative to Socially Responsible Investments and the Social Principles of The United Methodist Church;
7. to establish effective communication procedures between the Committee, the CFA, the staff and the outside service providers;
8. to monitor and control investment expenses;
9. to delegate the execution and administration of certain Committee responsibilities as appropriate to the Conference Treasurer who serves as its staff;
10. to carry out any other duties required for the legal operation of the investments, including but not limited to hiring outside vendors to perform various services;
11. to report to the CFA any significant deviations from this policy for prior approval before they are implemented.

D. Investment Managers

To achieve its investment objectives and to ensure alignment with United Methodist Policies Relative to Socially Responsible Invest-

ments and Social Principles, the Investment Managers of Conference Funds, shall be **The United Methodist Foundation of Michigan, and Wespath Benefits and Investments.**

E. Investment Performance Benchmarks

The investment performance of total portfolios and asset class components will be measured against the published benchmark for the respective investment funds, as well as, against commonly accepted performance benchmarks. Consideration shall be given to the extent to which the investment results are consistent with the investment objectives and guidelines as set forth in this Investment Policy. The standard of care when making decisions is the Prudent Expert Standard, defined as:

“... the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.”

F. Responsibilities of Investment Managers

The Investment Managers shall provide the Investment Committee quarterly or as necessary the following written reports:

1. the portfolio’s complete holdings;
2. a review of the investment performance measured against the respective benchmarks;
3. a commentary on investment results in light of the current investment environment and the goals and guidelines;
4. a review of the key investment decisions and the rationale for these decisions;
5. a discussion of the manager’s outlook and what specific decisions this outlook may indicate;
6. any recommendations as to changes in goals and guidelines in light of material and sustained changes in the capital market; and any significant change in the manager’s investment outlook, ownership or key employees.

G. Socially Responsible Investment Guidelines

As an Annual Conference of The United Methodist Church we are committed to implementation of the socially responsible investment policies in *The Book of Discipline of The UMC - 2016* (§ 717). (We encourage all of our congregations to be socially responsible investors.)

“Sustainable and Socially Responsible Investments—In the investment of money, it shall be the policy of The United Methodist Church that all general boards and agencies, including Wespath Benefits and Investments, and all administrative agencies and institutions, including hospitals, homes, educational institutions, annual conferences, foundations, and local churches, make a conscious effort to invest in institutions, companies, corporations, or funds with policies and practices that are socially responsible, consistent with the goals outlined in the Social Principles. All United Methodist institutions shall endeavor to seek invest-

ments in institutions, companies, corporations, or funds that promote racial and gender justice, protect human rights, prevent the use of sweatshop or forced labor, avoid human suffering, and preserve the natural world, including mitigating the effects of climate change. In addition, United Methodist institutions shall endeavor to avoid investments in companies engaged in core business activities that are not aligned with the Social Principles through their direct or indirect involvement with the production of anti-personnel weapons and armaments (both nuclear and conventional weapons), alcoholic beverages or tobacco; or that are involved in privately operated correctional facilities, gambling, pornography or other forms of exploitative adult entertainment. The boards and agencies are to give careful consideration to environmental, social, and governance factors when making investment decisions and actively exercise their responsibility as owners of the companies in which they invest. This includes engaging with companies to create positive change and hold them accountable for their actions, while also considering exclusion if companies fail to act responsibly.”

H. Target Asset Allocations and Rebalancing Guidelines

The purpose of allocating among asset classes is to ensure the proper level of diversification and risk for each portfolio. The primary considerations in the asset allocation decision process are:

1. maintaining inflation-adjusted purchasing power;
2. growing the corpus of the funds to meet future obligations;
3. achieving a minimum return in excess of inflation but with minimal annual fluctuations in the corpus; and,
4. maintaining the longevity of the assets and their distributions while taking into consideration that there may be no additional contributions.

I. General Investment Policies

1. Not less than 30% nor more than 70% of the market value of the assets of the fund shall be in equity securities, unless otherwise determined by the Investment Committee.
2. Not more than 20% of the market value of the assets of the fund shall be in cash or cash equivalents, unless otherwise determined by the Investment Committee.
3. No more than 10% of the market value of the assets are in the securities of any one issuer, except for securities of the U.S. Government or its agencies.
4. No more than 20% of the market value of the equity assets are in the equity issues of companies in any one industry.
5. Periodically market conditions may cause the portfolio’s investments in various equities (mutual funds) to temporarily vary from the established industry allocation policy.

J. Investment Restrictions

1. Fixed-Income securities may be held only if such securities are issued by the U.S. Treasury or any agency of the U.S. Government, or are corporate bonds rated in one of the top two letter

classifications by Moody's or Standard and Poor's. Convertible securities will be considered as equity securities.

2. Short-term securities may be held only if such securities are issued by the U.S. Treasury or an agency of the U.S. Government; are commercial paper rated P-1 by Moody's, A-1 by Standard and Poor's or F-1 by Fitch's; or are certificates of deposit of U.S. banks which have or whose holding companies have a Standard and Poor's rating of A+ or better.
3. No direct investments shall be made in foreign currency denominated securities, including American Depository Receipts except as follows: Investments may be made in common stocks, bonds and American Depository Receipts of those foreign securities listed on the New York, American or NASDAQ exchanges. Investment in a foreign securities pooled fund operated by a U.S. based money manager is also permitted provided that all transactions are in dollars.
4. Investments shall not be made in commodities, real estate (except Real Estate Investment Trusts [REITS]), commodity contracts, financial futures, oil, gas mineral leases, mineral rights or royalty contracts.
5. Margin transactions, short sales, options, put, calls, straddles, and/or spreads shall not be used.
6. Investments shall not be made in the securities of an issuer which, together with any predecessor, has been in operation for less than three years.
7. Investments shall not be made in securities for which market quotations are not readily available.
8. Investments shall not be made in securities for the purpose of exercising control or management.
9. Private placements of debt or equity will not be purchased.
10. Investments shall not knowingly be made in securities of companies which have significant interest in the following activities: alcoholic beverages, tobacco, or gambling.
11. Investments shall not knowingly be made in voting securities of companies which derive more than 15% of revenue from military contracts including both domestic and foreign customers. In the case of nonvoting securities the limit shall be 5% of revenue.
12. Investments shall not knowingly be made in companies which derive more than 3% of revenue from nuclear weapons contracts.
13. Investments shall not be made if such investments will result in income which would require the filing of federal, state or local tax returns.

K. Amendments and Revisions

Amendments or changes to this Investment Policy may be made by the CFA and incorporated directly into the policy as a revision and restatement or acknowledged and noted in an addendum until such time as the Investment Policy is revised and restated.

L. Investment of Other Conference Funds

The Conference Board of Pensions and Health Benefits and the

Board of Trustees are given separate authority and responsibility in *The Book of Discipline of The UMC - 2016* for the management and investment of funds under their control. In carrying out their investment responsibilities, they may, if they determine, engage the services of the Investment Managers under this Policy to manage their funds, provided such funds shall be maintained in separate accounts. They shall also acknowledge that the responsibilities of the Investment Committee and Investment Managers and other investment guidelines as outlined in this Policy shall apply to their separate funds.

SECTION V: MISCELLANEOUS POLICIES

A. Conference-Wide Appeal for Funds

No proposal for apportionments or conference-wide appeals for funds shall be recognized from the Conference floor until it has first been submitted to the Council on Finance and Administration prior to completion by the Council of its annual budget recommendations to the Conference. [See ¶613.2 a-c of *The Book of Discipline of The UMC - 2016*.]

B. World Service Apportionment

1. Special attention should be given to *The Book of Discipline of The UMC - 2016* which reads in part: “The World Service Fund is basic in the financial program of The United Methodist Church. World Service on apportionment represents the minimum needs of the general agencies of the church. Payment in full of these apportionments by local churches and annual conferences is the first benevolent responsibility of the church.” (¶ 812 of *The Book of Discipline of The UMC - 2016*.)
2. Likewise, attention is called to ¶ 820.5 which reads: “Churches and individuals shall give priority to the support of the World Service and conference benevolences and other apportioned funds.”

C. General Church Apportionments

Recognizing the importance of ministries supported by the General Church apportionments, the Michigan Annual Conference shall make every effort to support all apportioned items at 100%. If the level of receipts in any year is insufficient to do so, the CFA shall use general reserve funds toward achieving the 100% goal, at the discretion of the Council on Finance and Administration. The Episcopal Fund shall be paid at 100%.

The Michigan Annual conference will continue to make monthly remittance on General Church Apportionments and challenges it churches to do the same. Interpretive, educational and motivational assistance will be given to local church leaders in an effort to improve understanding of and support for all Ministry Shares.

D. Presentation of Proposed Budgets

The budgets of all Conference boards, commissions, committees, institutions and agencies seeking support from the Conference or from churches, groups, or individual members of the churches of the Conference, shall present their proposed budget for the ensuing year to

the Council on Finance and Administration for recommendation to and approval by the Annual Conference. Conference program budgets will be processed by the Conference Leadership Council.

The following limitations shall apply only to those Conference boards, commissions, committees, institutions, and agencies which receive their total budget support from the Conference through Ministry Shares, fees, or gifts.

1. No Annual Conference agency expense of the budget under Connectional Ministry and Administration shall exceed the annual amount budgeted except as authorized by the Conference Council on Finance and Administration.
2. Gifts and bequests
 - a. No board, agency or commission may accept gifts or bequests that will obligate that board, agency, or commission beyond its present budget.
 - b. If the receipt of such gifts or bequests could obligate the Annual Conference in the future, it cannot be received or accepted until it has been approved by the board, agency, or commission, the Council on Finance and Administration, and the Annual Conference.
 - c. If the acceptance of such a gift or bequest must be determined prior to a session of the Annual Conference, approval may be given by a two-thirds vote each of the Board of Trustees and the Council on Finance and Administration, voting separately.
3. Within the budget approved by the Annual Conference, the various Conference boards, commissions, committees, institutions and agencies are individually given the task of distributing these funds in ways consistent with their assigned responsibilities.
4. No funds shall be shifted between budget areas of administration, program, and projects without the approval of the Council on Finance and Administration.
5. No program should be initiated or continued unless there is a reasonable assurance of adequate funds on a continuing basis to allow the program to be successful.

E. Auditing Requirements

All agencies receiving financial support from Conference benevolences, or from any other authorized Conference-wide appeal, shall make audited reports (as defined in *The Book of Discipline of The UMC - 2016*) to the Council on Finance and Administration concerning all such receipts and disbursements thereof in such detail and at such times as the Council may direct. Furthermore, the books of the Conference Treasurer shall be audited annually as defined in *The Book of Discipline of The UMC - 2016*.

F. Bonding of Treasurers

The Conference contracts for fidelity bonds covering financial personnel of the Conference agencies located in the Conference headquarters and the Conference treasurer as required by *The Book of Discipline of The UMC - 2016*, paragraph 618.1. In addition, a fidelity bond is provided for each Conference Trustee and for related

staff, up to \$1,000,000 by the General Council on Finance and Administration through the General Church Insurance Program.

G. Control System

The Council on Finance and Administration shall have a system of control in the disbursement of funds apportioned for Conference staff, boards and agencies to insure that they remain within their allocated budget. During the first six months of the fiscal year, the Conference treasurer's office will honor vouchers presented for expenditures up to 70% of the amount approved the Annual Conference for that board or agency. For the remainder of the year, spending by a board or agency may not exceed that board or agency's prorated amount of Ministry Share receipts to date not yet expended, with the exception of salaries and like expenses. Exceptions will be made only with the approval of the appropriate supervising council or its executive committee (Conference Leadership Council or the Council on Finance and Administration) as documented in its minutes.

There shall be no carrying forward of budgeted funds from Ministry Share receipts from one year to the next by any agency or board of the Conference without the approval of the Council on Finance and Administration. The following exceptions have been approved:

1. A fund of up to \$10,000 may be accumulated for transitional activities at the time of a change of bishop, administered by the Episcopacy Committee.
2. A fund of up to \$25,000 may be accumulated for maintenance of conference-owned properties, administered by the Board of Trustees.
3. A fund of up to \$25,000 may be accumulated for counseling needs, administered by the Conference Treasurer at the direction of the Episcopal Office, for victims of clergy sexual misconduct.
4. A fund of up to \$14,000 may be accumulated for district office equipment, to be administered by the Cabinet, and \$7,500 for equipment for the Conference Treasurer's office.

H. Housing/Furnishing Allowance

An amount of the salaries of the District Superintendents, Director of Connectional Mission and Ministries, Director of Conference Benefits and Human Resources Services, Director of Administrative Services and Conference Treasurer, Director of Communications, Director of Clergy Excellence, and the Director of Congregational Vibrancy, Associate Directors, assistant to the Bishop, and Director of the United Methodist Foundation (if listed under the appointments) may be designated by the person and approved by the Council on Finance and Administration as a fair housing/furnishing allowance for Internal Revenue Service Section 107 purposes.

I. Conflict of Interest Policy

Michigan Annual Conference officials, employees and/or members of the various boards and commissions of the Conference shall not, during their term of service, receive any compensation or have any financial interest in any contract, or in any firm or corporation which provides goods or services (excluding publicly held companies where

the official, employee, or member owns less than 1% of the voting stock thereof) or in any contract for the supply of goods or services, or the procurement of furnishings or equipment, interest in any construction project of the Conference, site procurement by the conference, or any other business matter whatsoever, unless approved in advance by the board or commission upon which the member participates, after full disclosure of the conflict including the amount of compensation and/or benefit the official, employee or member will receive.

The term “official,” “employee,” or “member of the board or commission” shall include the official’s, employee’s, or member’s immediate family. Immediate family shall be defined as any person residing with the official, employee or member, and their mother, father, and/or sons or daughters.

J. Depositories

Depositories for the funds of Central Treasury shall be as determined by the Council on Finance and Administration upon recommendation by the Conference Treasurer.

K. Interest Earnings

All interest earned on General Funds carried in Central Treasury shall be accumulated in a General Funds Interest Account. (This does not include funds in Central Treasury which are being held for specific purposes, and have been designated as Interest Earning Funds by the Council.) At the end of each fiscal year, this General Interest Account shall be transferred and accumulated in the Conference Contingency Fund to be administered by the Council on Finance and Administration.

L. Electronic Mail and Internet Usage

Conference employees are provided with e-mail and internet access for the purpose of furthering the business of the Michigan Annual Conference. All computing equipment provided to employees for their use remains the property of the Michigan Annual Conference, and use thereof is subject at any time to monitoring by management without notice.

Use of Conference e-mail accounts is limited to business purposes. As such, they may not be used to solicit participation in any non-Conference-sponsored activities. Employees who engage in personal use of Conference e-mail do so at their own risk and expense. The Michigan Annual Conference will neither assume nor share any responsibility for any harassment, defamation, copyright violation, or other violations of civil or criminal law that may occur as a result of personal and/or inappropriate e-mail use. Responsibility for such incidents shall rest solely with the person who engages in such activities. Employees are prohibited from accessing other employees’ files without the express consent of appropriate management personnel. Employees are also prohibited from using Conference computer equipment and e-mail accounts to forward chain letters, jokes, or “spam.”

Employees are reminded that e-mail communications should be drafted with the same thought and concern that would be devoted to other types of written communications, such as letters or memoranda.

The Conference reserves the right at any time and without notice to access and disclose all messages, sent from and received by Conference e-mail accounts.

Employee access to the internet on Conference-owned computer equipment is strictly limited to business purposes. Employees are expressly prohibited from accessing any illegal websites. Accessing websites with racist, pornographic, defamatory, sexist, or otherwise offensive content is strictly prohibited. Employees who download copyrighted material in violation of the Copyright Act of 1976, 17 U.S.C. §101, *et seq.*, are reminded that they are subject to Federal criminal prosecution. The Michigan Annual Conference will not assume any responsibility for any civil or criminal prosecutions of employees in connection with improper internet activity, nor will the Michigan Annual Conference bear any portion of legal fees employees may incur in connection with such improper activity.

The use of chat rooms with Conference-owned equipment is strictly prohibited.

Conference employees are urged to exercise caution in opening e-mail attachments from unknown persons due to the risk of computer worms and viruses. Any Conference employees who knowingly allow Conference computer equipment to become infected by a virus or worm shall be subject to disciplinary action, up to and including immediate termination. Such employees may also be held legally and financially liable for these actions. The Michigan Annual Conference reserves the right to commence civil litigation or to press criminal charges in such circumstances.

Violation of any Conference rule regarding e-mail and internet usage may result in disciplinary action, up to and including immediate discharge from employment.

ITEM #6

SUBJECT: **Recommendations of the Michigan Conference Joint Distributing Committee (JDC).**

RESULT: Concurrence

MOTION: We move the adoption of the following resolution, containing these many elements which together create a comprehensive structure to provide fair and equitable value for all involved parties including the Annual Conference, Local Church, Participant, and Related Agencies, which are in harmony with The Joint Distributing Committee's (JDC) previously stated vision, values, and objectives:

- A. Supplement One (Pre-82) Retirement Plan: The Past Service Rate (PSR) will be established at the same rate for all current and future retirees of both conferences effective January 1, 2019. In future years, the PSR will be established annually at approximately 1.30% of the Past Service Rate to Conference Average Compensation (PRS/CAC) ratio.
- B. The current Retirement and Welfare Plans (Clergy Retirement Security Program, Comprehensive Protection Plan, UM Life Options) will be

funded based on a participant/total compensation ratio and distributed amongst all conference and related entities.

- C. The Michigan Conference will provide a group health care plan for eligible members of the active and retired population. The cost of the program will be shared by the salary paying unit and the participant. A uniform premium (single blended rate) will be assessed to each salary paying unit based on the projected total premium expense for the entire plan. A three tier premium will be assessed to each participant based on a single, two person, or family policy.
- D. Enrollment in the Michigan Conference active group health care plan will be mandatory in most situations for all eligible participants. (Exceptions may include coverage through: a former employer; a spouse's plan; a military plan.) Enrollment of eligible dependents will be optional as determined by the participant.
- E. Salary paying units with an eligible participant that waives the conference group health care plan will be expected to share a portion of the conference health care plan premium at a reduced rate.
- F. Eligibility for continuation of health care coverage in retirement will be determined per the health care policy based on years of eligible service.
- G. Grand-parented populations from the Detroit and West Michigan Conferences will be established and will follow the current provisions of each respective conference in determining post-retirement eligibility and cost sharing for all current retirees and all active participants that are eligible to retire by January 1, 2024. "Eligible to retire" refers to the definitions as defined by *The Book of Discipline of The UMC - 2016*. Post-retirement provisions for non-grand-parented participants will be determined by the health care policy requirements as established by the Michigan Conference.
- H. Utilizing available benefits reserves, the post-retirement health care liability of both former conferences will be fully funded on January 1, 2019.
- I. To provide financial relief for all local churches, beginning January 1, 2019 former West Michigan churches will no longer be assessed an annual expense toward the post-retirement health liability. Former Detroit churches currently paying a single person health care rate for the group active health care plan will receive financial support for 3-5 years to assist their transition to a blended rate.

ITEM #8

SUBJECT: **Human Resources Policy.**

RESULT: Concurrence

MOTION:

Michigan Conference Human Resources Policy

The mission of The United Methodist Church is to make disciples of Jesus Christ for the transformation of the world.

The vision of the Michigan Conference of The United Methodist Church is:

The Michigan Conference equips and connects through:

- ***Christ-centered Mission and Ministry***
- ***Bold and Effective Leaders***
- ***Vibrant Congregations***

The vision identifies what we want to be known for across the state. It helps inform strategies, alignment of resources, making decisions and evaluating ministry. It becomes the lens and foundation for determining staffing models and organizational structures.

INTRODUCTORY STATEMENT

1. The purpose of this document is to provide policies for the employment of staff by agencies of the Michigan Conference of The United Methodist Church (“MC”).
2. *The Book of Discipline of The UMC - 2016* is the final authority for clergy and takes precedence over any policies which may be at variance with it as set forth in this document with respect to clergy employees.
3. These policies shall be applicable to staff employed by the Conference Leadership Team, the Conference Council on Finance and Administration, the Committees on District Superintendentcy, the Board of Pension and Health Care. Representatives of each of these agencies shall be called together by the Director of Connectional Ministries every two years to review this policy. Each employing agency shall make provisions for its own personnel committee as it relates to specific job and associated responsibilities under their purview.
4. This document of policies and practices is not intended to create a contract of employment between the employer and employee. The employee should not and cannot rely on this document as a contract of employment.
5. Staff employees of the MC and its agencies are “at will” employees. Employment is at the will of the employer, and either the employer or employee may at any time terminate the employment relationship with or without reason, and with or without notice. The MC will follow state and federal laws that are applicable to a faith-based organization.

GENERAL EMPLOYMENT EXPECTATIONS

For the sake of the mission of Jesus Christ and the most effective witness to the Christian Gospel, all persons employed by the MC or its agencies will seek to live according to the highest ideal of Christian life.

The following are offered as a reminder to all employees:

- First and foremost, each employee is a representative of The United Methodist Church. There is, therefore, a need to practice self-discipline because each employee's actions and attitudes are often before the public.
- Each employee will maintain a helpful relationship with other employees, maintain a spirit of unity, and show an interest in understanding and furthering all work.
- While there may be less formality in the office due to the spirit of Christian fellowship among employees, there is no lessening of the need for maintaining dignity with all who come to the offices to transact business.
- Respect confidential matters.

HIRING & EMPLOYMENT PROCEDURES

Agencies and/or their personnel committees shall develop job descriptions for each of its paid positions. Each agency shall be responsible for the hiring and dismissal of its employees. When clergy persons are involved, consultation must be conducted with the Appointive Cabinet.

Candidates for employment shall be interviewed by the hiring agency. Salaries or wages are determined by the hiring agency in accordance with its guidelines and in keeping with budgeted amounts allotted to that agency. Fair pay for substantially similar work shall be a guideline in setting salaries or wages, with allowance for special skills, training and relevant experience.

In compliance with the Immigration Reform and Control Act of 1986, all new employees will be required to present documented proof of identity and eligibility to work in the United States.

Performance Evaluations

Improvement and development in employee performance is a continuous process. The employee is expected to perform tasks in a satisfactory manner as defined by his/her job description and his/her supervisor. The supervisor is expected to monitor the employee's performance and to notify the employee when performance is not in accordance with expected standards.

1. New employees

During the employee's first 90 days of employment, the supervisor will verbally discuss the employee's performance with him/her approximately every 30 days. The purpose of these meeting is to give guidance and coaching during the initial phases of employment and to make sure that the employee is properly performing the duties of the position. Should there be any issues or problems of performance during this period, the supervisor should document those issues and contact the agency executive for advice and coaching on how to proceed.

2. Existing/Regular employees

Each employee will have an annual evaluation of his/her performance that will coincide approximately with his/her hire date. This evaluation will be in writing and will be conducted by the employee's immediate supervisor, with copy to the agency executive. It will cover job duties as defined in the employee's job description. The supervisor should consult with the agency executive for guidance and coaching prior to the evaluation to make sure that critical job factors are covered. If the supervisor believes that an employee's work at any given time is not being done satisfactorily, the employee will be notified in writing through an interim evaluation. Prior to this notification, the supervisor should contact the agency executive to discuss the performance issues for guidance and coaching in how to conduct the employee meeting.

3. Available process for dealing with unsatisfactory employee performance

Nothing in this section shall be construed to imply that there is any probationary period of employment, that progressive discipline applies, or to alter the "employment at will" doctrine of the MC:

- a. The supervisor should write a report of the deficiency and share it with the employee, discuss how the deficiency can be corrected, determine the date when the correction is to be completed, and advise the employee as to what action(s) may be taken if the deficiency is not corrected by that date.
- b. On the date set for the correction to be completed, the supervisor should advise the employee if the deficiency has been sufficiently corrected, as determined solely by the supervisor.
- c. If the deficiency has not been corrected sufficiently, the supervisor should confer with the agency executive to determine whether disciplinary action is appropriate. The agency executive may also confer with the chair of the agency personnel committee or the Conference Human Resources Committee.

- d. Within five (5) working days of the date set for the correction of the deficiency, the determined disciplinary or other action should be shared with the employee.
- e. Disciplinary action may include, but is not limited to, the following: oral reprimand, written reprimand, disciplinary lay-off, suspension for a specific term or while other disciplinary action is being considered, or termination of employment. This action is not to be considered progressive, and any action may be used which the employer deems appropriate.
- f. Written documentation for the above process should be constructed.

4. Personnel Records

An employee's personnel file is confidential, and will be kept in a secured place by the executive staff person assigned human resource responsibilities. The personnel file may be viewed by the employee upon written request. Upon receipt of a written request, the agency executive will share the personnel file with the employee within a reasonable time. Personnel files may not be taken out of the building, and the agency executive will remain with the employee while the file is reviewed. The employee may request a copy of the entire file or any part thereof. The agency executive or executive assigned human resource responsibilities may charge a reasonable fee for copies of the file. In general, the personnel file will include the Employment Application, hire-in documents, acknowledgement of receipt of the employee manuals, performance evaluations, education certificates and any letters or documents pertinent to his/her employment with the MC. All employee medical information must be kept in a separate, confidential and protected file.

5. Social Security Numbers (SSN)

Documents containing an employee's SSN shall be kept in confidential files. Except as required for necessary legitimate business purposes, no employee is permitted to have access to SSNs, including documents that contain SSNs, or to keep, view, use, copy, disclose or distribute another person's SSN. The MC limits access to SSNs to those employees whose duties require that he/she use this information in connection with MC business. Whenever possible, only the last four digits of the SSN should be used. When documents containing SSNs are no longer needed and are to be discarded, such documents must be disposed of in a manner that ensures the confidentiality of the SSNs.

6. Lost Items

The MC is not responsible for employees' personal items brought into the work place which are lost, left behind or otherwise misplaced.

7. Department Specific Policies and Procedures

Policies and procedures relative to individual departmental needs, unless otherwise directed by the current *The Book of Discipline of The UMC*, may be established, but should not be in conflict with the Conference Human Resources Policy and procedures. These departments may include, but not be limited to:

- Connectional Ministries
- Communications
- Finance and Administrative Services, including IT services
- Benefits
- District Administration
- Episcopal Administration Team.

TYPES OF EMPLOYMENT

There are two basic categories of employment: Exempt and non-exempt.

Exempt Employees

The Fair Labor Standards Act (FLSA) lists and defines the following general exemptions: Administrative, Executive, Professional, Out-Side Sales and Ministerial (i.e., clergy and those who perform essentially religious functions).

An exempt employee is not subject to the minimum wage or overtime pay requirements of the FLSA.

Exempt employees of MC agencies may include, but not be limited to Clergy, Director of Connectional Ministry, Director of Administrative Services and Conference Treasurer and the Assistant Treasurer.

Non-Exempt Employees

A non-exempt employee is subject to the minimum wage requirement, and must receive overtime pay for hours actually worked above forty in each workweek. Overtime is paid at time-and-a-half of the employee's "regular rate."

Each agency shall identify its exempt and non-exempt employees, according to compliance with the FLSA regulations.

Full Time Employment

A full-time employee regularly works thirty or more hours per week. A full-time employee is entitled to fringe benefits which include health coverages, disability income insurance, retirement benefits and worker's compensation. A full-time employee shall also be granted vacation, sick days, personal days, bereavement leave and paid holidays.

Part-time Employment

A part-time employee is one who regularly works less than thirty hours a week. She/he receives only wages as compensation, and is not entitled to most fringe benefits other than vacation days, holidays and sick days, which will be provided on a pro-rated basis according to hours worked. The exception to this is that part-time employees working more than 20 hours per week shall participate in the conference retirement benefits program. Part-time employees are also eligible for worker's compensation coverage, should he/she sustain a work-related injury or illness.

Temporary Employment

A temporary employee is one who works full- or part-time for a specific, limited project or period of time. Temporary employees are not eligible for coverage under our fringe benefits package. College work-study students shall be included in this category.

Flex-Time Employment

An employee may apply for consideration of flex time, which is an exception to the stated regular office hours. The decision for approval shall be made by the supervisor in his/her discretion.

Time-Specific Employment

The MC may hire persons for a specific period of time to complete a specific task or project. The provisions of this Personnel Policies Manual shall be applicable to such agreement only to the extent they are specifically incorporated into the agreement by its express terms, and to the extent that it describes conduct and behaviors established for our workplaces.

Job Description/Flexibility

All job descriptions are subject to change or modification by the agency Executive Director in consultation with the appropriate direct supervisor.

COMPENSATION AND BENEFITS

Employee compensation shall be established on a salary or hourly basis. Salary, which is established on an annual basis will be divided into equal pay period allocations. Any confirmed failure to pay overtime, overpayment or other error in pay, whether discovered by the employee or the MC, and whether to the employee's detriment or benefit, will be corrected with a deduction or credit in the employee's next regular paycheck or as soon as practicable. Any employee who believes his/her pay is wrong must immediately report it to the Conference Treasurer. Arrangements for the early release of a paycheck to an employee must be made with the Conference Treasurer in advance of the request.

All employees will be paid via the employee's choice of either direct deposit or payroll debit card, once provided with information regarding payroll debit cards.

Work Periods

Office hours will be set by the employing agency in consultation with the supervisor and related personnel committee. The Conference Ministry Center will be notified of those hours. As a general rule, MC staff offices are open Monday through Friday, from 8:30 a.m. to 4:30 p.m. The work week officially begins at 12:00 a.m. on Monday and concludes at 11:59 p.m. the following Sunday. An employee is allowed to take a one-hour unpaid lunch period each work day. Hourly employees must record his/her time "off the clock" for lunch. Furthermore, an employee is allowed to enjoy two fifteen-minute paid breaks during a full work day. Normally, that would be one in the first half of the work day and one in the second half of the work day. Breaks cannot be combined with each other or with the lunch period, nor can they be used to leave early at the end of the workday or arrive late at the beginning of the workday.

If an employee believes it is necessary to leave the office during working hours, he/she must notify and secure the consent of his/her supervisor prior to leaving.

Overtime

The federal Fair Labor Standards Act (FLSA) defines a normal work week for overtime standards as 40 hours. Overtime pertains to hourly and salaried non-exempt employees only. Employees classified as salaried exempt are not eligible for overtime payments. Employees may occasionally work more than 40 hours in a work week, which must be pre-approved by the supervisor in advance. When a non-exempt employee actually works more than 40 hours in a work week, he/she will be compensated at 1.5 times his/her hourly rate of pay for those excess hours.

Time Reporting

All non-exempt employees need to report all hours worked in the manner prescribed by the Executive Team or the District Superintendent. An employee is responsible for recording his/her time records and, with his/her supervisor, ensuring the record's accuracy. This includes time worked at off-site functions and time spent traveling to such functions. All employees are required to record and report to the satisfaction of his/her supervisor the use of vacation, personal or sick time.

Paid Holidays

A full-time regular status employee is entitled to eleven (11) paid holidays each year. They are:

1. New Year's Eve Day
2. New Year's Day
3. Martin Luther King Jr.'s Day
4. Good Friday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Thanksgiving Day
9. Day after Thanksgiving Day
10. Christmas Eve**
11. Christmas Day**

** Generally when Christmas falls on a weekend, both Friday and Monday shall be paid holidays of Christmas Eve and Christmas Day. The same shall hold true for New Year's Eve Day and New Year's Day.

A part-time employee is entitled to holidays on a pro-rated basis, according to the typical number of hours in his/her working schedule. If a holiday falls during an employee's scheduled vacation period, that will count as a paid holiday and not be counted as a vacation day.

Pension

All full-time employees, lay or clergy, are enrolled in the United Methodist Pension program beginning on the first day of employment.

Worker's Disability Compensation

Employees are covered under the Worker's Disability Compensation Act for work-related injury or illness. Employees are responsible for immediate notification to his/her supervisor of the injury or illness.

Unemployment Insurance Benefits

As a religious organization, the MC and its agencies are not required to participate in the state or federal unemployment insurance program. Therefore, a person whose employment ends for any reason will not qualify for unemployment compensation.

SPECIFIC EXPECTATIONS OF EMPLOYMENT

An employee must abide by the following minimum standards of employment conduct. A breach of these standards will result in disciplinary action. Disciplinary actions will be taken based on individual circumstances of the situation, and may include termination from employment. These standards are not all inclusive and do not change the "at will" status of employment, nor do they create a progressive disciplinary policy:

- Reporting to work as scheduled.
- Complying with all MC and agency safety and security regulations.
- Maintaining confidences and privacy regarding confidential information.
- Performing job duties as assigned.

The following are some examples of actions which will not be tolerated and may be grounds for immediate termination. *This list is not all inclusive but highlights areas of emphasis.* Policies affecting the workplace and employment relationship are detailed in the section that follows, "Policies Which Guide Our Employment."

- Sexual harassment or abuse in the workplace or at any work-related function.
- Discriminatory behavior or disparaging remarks which are based on age, gender, gender identification, sexual orientation, socio-economic class, race, color, ethnicity,

national origin, disability, marital status, veterans status, weight, height, familial status, or pregnancy.

- Bullying and/or intimidating behavior.
- Theft, destruction, defacement or misuse of an agency's property or another employee's personal property.
- Falsifying or altering any agency records, applications or reports.
- Misrepresenting the MC's, agency's or employee's position.
- Any act of violence or the making of a threat of violence.
- Breach of confidential matters and/or disclosure of private information.
- Not maintaining confidences.

POLICIES WHICH GUIDE OUR EMPLOYMENT

Confidentiality Policy

The MC expects all employees, whether clergy or laypersons, to maintain the highest standards of confidentiality with respect to matters seen, heard or read about in the course of employment. Neighbors, friends, community members and others rely on the ability of the church and its employees to maintain confidences in times of personal need and distress. Additionally, in the normal course of business, work-related private information will also be accessible, and should be safeguarded as well. Employees will be required to sign a Confidentiality Agreement as a condition of employment, and from time to time thereafter as a reminder of the high responsibility we have as members and/or employees of the MC. The church is a place of forgiveness, healing and grace, and it is the expectation that all employees will behave in a trustworthy manner to foster those ideals.

Social Media Policy

Social media includes work-related electronic media, such as email, texting, "chat" programs, telephone, the MC website and other media that facilitate communications throughout the MC. Social media also includes non-MC personal activity, such as 'blogs', chat rooms, forums and programs/media such as Facebook, LinkedIn, Twitter, YouTube, Instagram and any other similar type of program. Employees are not authorized to use non-conference social media in his/her capacity as an employee of the MC, or for personal use during working hours. Personal social media use in an official MC capacity must be authorized in advance and approved in writing by the department supervisor.

When using MC social media (primarily computer resources and email programs), employees must adhere to standards of civility and decency. Emails should always be business-like in tone and responded to promptly.

Employees often use social media for personal reasons. This should be done outside of normal working hours. Employees should refrain from posting information, comments, opinions or other information which would identify him/her as an employee of the MC or would be identifiable as Conference-related. While the MC cannot curtail employee use of social media relating to terms and conditions of employment, we hope that concerns and suggestions for changes desired by the employee would be discussed with his/her supervisor. If further discussion is warranted, the employee or supervisor may also bring the matter to the attention of the agency executive or the chairperson of the related personnel committee.

Equipment Use/Electronic Devices Policy

The MC will maintain and make available to select employees various electronic devices for use on the job. This may include, but not be limited to, devices such as computers and cell phones. Additionally, it is recognized that employees may also possess and utilize his/her own

personal electronic devices. The following are guidelines for use of all electronic devices while at the work place or for use in conjunction with MC related matters:

- MC provided media should only be used for MC related matters, except in emergency situations or when prior authorization for personal use has been obtained from the appropriate level of supervision.
- Employees should not be “surfing the web”, making internet purchases, downloading materials or visiting inappropriate web sites for personal purposes using MC provided resources at any time, or with the personal devices during work time.
- Employees should understand that the MC may, at any time and without prior notice, examine MC provided electronic devices and download or copy files, remove information, reformat or otherwise alter information contained in the device. Unauthorized use of the device for personal matters may result in loss of the information, and the MC will not be responsible for this loss. Employees should never store personal information on any MC owned device or property, as this information may not be secure, and may be accessed at any time, with or without notice to the employee. Employees should have no expectation of privacy when using the MC's e-mail, media, electronic and other equipment and resources.
- The use of personal electronic media for personal matters during working time is generally not allowed, except in emergency situations, or as authorized in advance by the supervisor. This includes use of radios or other personal listening devices, mobile phones, computers, computer tablets or readers and other similar media. If radios or other listening devices are approved by the supervisor, then they shall be maintained at a volume level that does not interfere with the concentration of other workers. The MC recognizes that many families stay in touch during the work day via text messaging or email, and supervisors may allow occasional, intermittent and infrequent use of personal media devices for these purposes. However, employees should strive to organize the non-working time so as to handle personal matters, except for emergencies.

Conflict of Interest Policy

It is the policy of the MC to prohibit its employees from engaging in any activity, practice or act which conflicts with, or appears to conflict with, the interests of the MC. Employees are expected to represent the MC in a positive and ethical manner, and have an obligation both to avoid conflicts of interest and to refer questions and concerns about potential conflicts to his/her supervisor.

Equal Opportunity/Title VII Preference Policy

As a Christ-centered faith organization, the MC and its agencies value the rich diversity of cultures, context, life experiences and regional identities that are a part of our local churches, their communities and our wider connection. Therefore, the MC and its agencies are Equal Opportunity Employers, observing employment practices without regard to age, gender, gender identity, sexual orientation, socio-economic class, race, color, ethnicity, national origin, disability, marital status, veterans' status, weight, height, familial status or pregnancy.

Title VII of the Civil Rights Act of 1964, as amended, permits religious organizations to give employment preference to those who are members of that religion. The MC reserves the right to employ those who practice and profess faith in Jesus Christ. The MC and its agencies, being a religious organization, will claim these rights granted under Title VII.

In addition to being applicable to MC staff, United Methodist clergy persons are covered by this policy except where *The Book of Discipline of The UMC* (current edition) takes precedence.

Anti-Harassment Policy

A. Prohibited Discriminatory Harassment.

It is the firm policy of the MC to provide and maintain a work environment that is free of harassment and discrimination based on age, gender (see the definition of sexual harassment below), gender identity, sexual orientation, socio-economic class, race, color, ethnicity, national origin, disability, marital status, veterans' status, weight, height, familial status or pregnancy. Harassment is any unwelcome or unsolicited verbal, physical, or sexual conduct that unreasonably interferes with an employee's job performance or creates a hostile, offensive, or abusive working environment. Examples of harassment include, but are not limited to, disparaging remarks about a person's age, gender, gender identity, sexual orientation, socio-economic class, race, color, ethnicity, national origin, disability, marital status, veterans' status, weight, height, familial status or pregnancy; unwelcome or unsolicited touching or threats of physical harm; and the use of degrading words, nicknames, pictures, stories, or jokes.

B. Sexual Harassment Defined.

1. Basic definition:

For purposes of this policy, the term "sexual harassment" means unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct or communication of a sexual nature when:

- a. Submission to such conduct or communication is made either explicitly or implicitly a term or condition of the individual's employment; or
- b. Submission to or rejection of such conduct or communication by an individual is used as a basis for employment decisions affecting such individual; or
- c. Such conduct or communication has the purpose or effect of unreasonable interfering with an individual's employment or creating an intimidating, hostile, or offensive work environment.

2. Examples:

Examples of unwelcome sexual harassment include, but are not limited to, threatening adverse employment actions if sexual favors are not granted; promising preferential treatment in return for sexual favors; unwanted physical contact; and/or sexually offensive remarks, including the following kinds of prohibited behavior:

Verbal: sexual advances or propositions or threats; continuing to express interest after being informed the interest is unwelcome; sexual innuendoes; suggestive or insulting comments or sounds including whistling; sexual jokes or teasing of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; and any other abuse of a sexual nature.

Visual: display of sexually suggestive objects, pictures, or letters; leering; obscene gestures; sexually suggestive or offensive graffiti.

Physical: unwanted physical contact, including offensive touching, pinching, brushing the body, impeding or blocking movement; unwanted sexual intercourse or other unwanted sexual acts; sexual assault or battery.

The above list is not meant to be exhaustive, but is included to provide examples of prohibited action.

C. Complaint and Investigation.

Any employee who feels that she or he has been subjected to harassment of any kind, who is aware of conduct prohibited under this policy, or who feels that she or he has been subject to sexual harassment, or has been retaliated against for having brought a complaint of or having opposed sexual harassment and/or for having participated in the complaint process must report or otherwise bring the matter to the attention of either their immediate supervisor, the Director of Connectional Ministry or the Director of Conference Benefits and HR Services of the MC.

The MC will investigate all allegations of sexual harassment promptly. To protect the interests of the complainant, the person complained against, witnesses, any other who may report incidents of sexual harassment, and all other persons affected, confidentiality will be maintained to the extent practicable and appropriate under the circumstances.

If as result of an investigation, the MC determines that a violation of this policy has occurred, the MC will take prompt and appropriate remedial action to eliminate the policy violation and to insure that it does not recur, up to and including termination of any employee found to be in violation of this policy.

The MC's employees can and are encouraged to report any and all incidents of harassment without fear of reprisal. The MC prohibits any form of retaliation against any employee for filing a complaint under this policy or for participating in a complaint investigation.

At-Will Employment Policy

All non-appointed employees of the MC are employed at-will, and not by contract. Employment at-will means the employee and the MC are free to terminate the employment relationship at any time, with or without notice, and for any reason. The fact that the employment relationship is terminable at-will may not be modified by any oral agreements or representations unless such is also in writing and signed by the employee, the employing agency executive and the Chair of the Conference Human Resources Committee.

Exemption from Unemployment Insurance Policy

Church related organizations are exempt from participation in state and federal unemployment insurance programs. The MC does not provide unemployment insurance as an employment benefit after employment ceases.

Weapons and Dangerous Objects Policy

All weapons, firearms, and dangerous instruments are prohibited on MC property. The MC strictly prohibits employees, contract or temporary staff, and any other individuals associated with or representing the MC from possessing, transferring, selling, using or threatening to use a weapon or dangerous instrument (as defined below) in MC work locations. These 'locations' include any personally owned vehicles that are parked in any area provided for MC personnel, regardless of whether the individual is licensed to carry the weapon or not. MC personnel are further prohibited from being in possession of weapons off MC or church property when involved in any activity of or for the MC.

For purposes of this policy, any firearm – loaded or unloaded – is considered a weapon. A dangerous instrument is defined as any instrument, article or substance that, under immediate circumstances, is capable of causing serious physical injury or death.

Employees who live year round in MC owned/leased/rented residences need to secure (under lock) personally owned weapons for use outside of the ministry and that the liability for said weapons are the sole responsibility of the employee. A rider on the employee's home owners/renter's policy is recommended.

Employees who know or reasonably believe that another individual is in possession of a weapon or dangerous instrument must notify a supervisor or manager of the MC. If the individual is found to be in violation of this policy, he/she will be subject to disciplinary action, up to and including termination of employment. In cases involving clergy employees, the Office of the Bishop will be notified and appropriate action taken. Where appropriate, the MC will report the possession or use of weapons or dangerous instruments to local law enforcement authorities.

Substance Use and/or Abuse Policy

All MC public premises are to be drug and alcohol free. Use of illicit drugs and alcohol is not allowed in any of the MC business areas including building, grounds, and conference vehicles. Persons who are found working while intoxicated by illicit drugs or alcohol will be subject to disciplinary action up to and including immediate termination. Under these circumstances, assistance will be provided to ensure that the employee arrives home safely.

Right to Search Policy

The MC and its agencies are committed to providing a safe environment for its personnel. The MC reserves the right at any time, at its sole discretion, to search all conference-owned property, suspicious packages, lockers, desks, purses, briefcases, personal property or vehicles on MC premises or vehicles used to carry out MC business. This includes the retrieval of any information found on computers or written documents on MC facilities, equipment and/or property. Searches will be conducted by a Conference Director or local law enforcement authorities and may be conducted without notice. Employees who refuse to permit a search under this policy may be subject to disciplinary action, up to and including the termination of employment.

Issues and Concerns Process

The purpose of the issues and concerns process is to ensure fair treatment of all employees and to resolve problems so that constructive working relationships and an effective working environment may be maintained for the benefit of all. Normally as issues arise, they are most properly addressed with the immediate supervisor and should be discussed promptly. For certain situations including, but not limited to, discharge, disciplinary action and demotion a more formal process of reconciling is necessary. This is not meant to be an arena to resolve concerns about performance evaluations, which are not included in this process. A more thorough list of the kinds of issues included and excluded from this process is in the Conference HR Handbook. If talking with the supervisor does not settle the issue, then the reconciliation process outlined in the Conference HR Handbook may be pursued. Nothing in this policy shall be construed to terminate the at-will employment status of conference employees. All agreements will not be binding on the Annual conference.

Protection from Retaliation Policy

Employees who file an earnest report of suspected misconduct or violation of any of the policies, procedures and/or regulations of the MC, as well as those who participate in any such in-

investigation will not be subject to retaliation in the form of adverse employment action, such as compensation decisions, punitive work assignments or termination.

LEAVE TIME

Vacation

During the first year of employment, vacation shall be on a pro-rated basis from the anniversary date until December 31 of the year hired. All full-time non-exempt employees will then be on a calendar year basis for vacation schedules.

A non-exempt employee's vacation is granted as follows:

- An employee with more than one (1) year and less than five (5) years of completed service shall be granted ten (10) days of vacation with pay annually;
- An employee with more than five (5) years and less than ten (10) years of completed service shall be granted 15 days of vacation with pay annually;
- An employee with ten (10) or more years of completed service shall be granted twenty (20) days of vacation with pay annually.

An exempt employee's vacation benefits will be established at the time of hire, but if not included in a written agreement signed by the appropriate MC representative, the vacation benefits applicable to non-exempt employees shall apply to the exempt employee in question.

A part-time employee is entitled to vacation days, holidays and sick days on a pro-rated basis, according to the typical number of hours in his/her working schedule.

Up to five (5) days of vacation may be carried from one year into the next and no vacation days may be accumulated or carried forward more than one (1) year. Accumulated vacation time in excess of the allowable carry-over is lost if not used by the end of the calendar year. An employee is required to use at least half of his/her vacation days annually. Accrued but unused vacation balances will be paid out upon termination of employment. In certain cases of discharge for misconduct, payment of accrued vacation may not be paid out, at the sole discretion of the Director of Conference Benefits and HR Services.

Vacation days must be scheduled in advance through and approved by the employee's supervisor.

Sick Time

Sick leave will be earned and credited on the following schedule for regular full-time employees:

- Full-time employees will earn sick leave at the rate of one work day for each completed calendar month of continuous service from the date of hire.
- Employees may accumulate up to fifty days of sick leave. Employees will not be compensated for unused sick days;
- Current employees who have accumulated sick days in excess of fifty days may use those days for sick leave purposes, if approved, but will not accumulate additional sick days until his/her sick days balance falls below fifty days.
- An employee may donate up to five sick days per year for use by another employee who contracts a serious disease or injury and has used up his/her own earned sick days.

A part-time employee is entitled to sick days on a pro-rated basis, according to the typical number of hours in his/her working schedule.

Sick leave, by definition, is designed to be used for medical reasons. When the employee is ill or has sustained an injury, and is unable to work, sick leave should be utilized. The employee

is required to call his/her supervisor and report his/her absence as soon as possible. The employee should thereafter call in each day he/she is unable to work so that the supervisor is aware of his/her impending absence and can make arrangements to cover essential work.

Employees may also be authorized to use sick leave to care for the illness/injury of immediate family members, which include husband, wife, son, daughter, parents, brother, sister, grandparents, grandchildren, guardians and spouse's parents. Step relationships are also included. In these instances, short term (3 days or less) situations should be handled in the same manner as reporting an employee's own illness. The employee is required to call in each day to report his/her impending absence.

During extended absences due to personal illness/injury, pregnancy, adoption or foster care placements, employees may also use personal days and accrued vacation days after sick leave has been exhausted.

Family Medical Leave Act provisions may also be used, if the employee is eligible and if the employer meets the level of requirement for offering FMLA.

Family and Medical Leave Act of 1993 (FMLA)

For eligible employing units and eligible employees, the FMLA will apply.

a. Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

b. Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

c. Benefits and Protections

During FMLA leave, the MC will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

d. Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if they work at a worksite where at least 50 employees are employed by the employer within 75 miles.

e. Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

f. Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the MC's operations. Leave due to qualifying circumstances may also be taken on an intermittent basis.

g. Substitution of Paid Leave for Unpaid Leave

Employees are required to use vacation or other accrued paid time-off while taking FMLA leave. In order to use paid time-off for FMLA leave, employees must comply with the MC's normal policies.

h. Employee Responsibilities

Employees must provide the MC with 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the MC's normal call-in procedures.

Employees must provide sufficient information for the MC to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the MC if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees must provide medical certification and periodic recertification supporting the need for leave when leave is requested for the employee's own serious health condition. Employees will also be required to provide a fitness-for-duty certification upon returning from leave.

i. MC Responsibilities

The MC will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required as

well as the employees' rights and responsibilities. If they are not eligible, the MC will provide a reason for the ineligibility.

The MC will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the MC determines that the leave is not FMLA-protected, the MC will notify the employee.

j. **Enforcement**

The FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

After five continuous days of sick leave have been taken, an employee may be asked to provide the supervisor with a letter from his/her physician on letterhead paper indicating his/her inability to work, and his/her projected date of release to return to work. A physician's authorization to return to work on the actual date allowed will also be required.

Employees who are eligible may be covered under a disability insurance policy provided by the MC. Eligibility for disability is at the sole discretion of the insurance carrier, and is not controlled by the MC. The insurance carrier may require information independent of that requested by the MC.

Short term disability benefits (if approved) may be augmented and integrated with unused sick, personal and vacation days. However, an employee shall not receive more than 100% of his/her wages/salary using a combination of short term disability benefits and available sick, personal and/or vacation days.

Time Off for Illness/Injury – Exempt Employees

An exempt employee who is not eligible for FMLA leave and is disabled due to illness or injury for more than 50 days in a year may apply for disability leave in consultation with the agency's personnel committee.

Bereavement Leave

Regular full-time and part-time employees may receive up to five paid days of bereavement leave per year due to a death in the immediate family (includes husband, wife, son, daughter, parents, brother, sister, grandparents, grandchildren, guardians and spouse's parents. Step relationships are also included).

In the year of the employee's hire, bereavement leave days will be prorated based upon the number of full months left in the calendar year.

If more time is needed away from work, an employee may request approval for the use of vacation time, sick leave and/or personal days.

Parental Leave

Employees may request up to 30 days (6 work weeks) of paid leave at his/her regular rate of pay for the birth/adoption/foster care placement of a child in his/her home. These additional

30 days are available only in these circumstances, and are not ‘deducted’ or charged against the employee’s earned leave balances. This paid parental leave will constitute a part of FMLA leave where applicable. If FMLA leave is not available, additional accumulated sick, personal and vacation days may be used to extend the 30 day (6 work weeks) paid leave, if available and if approved by the supervisor, for up to 60 days (12 work weeks) total time away.

Jury Duty

Eligible full time and part-time employees required to serve on jury duty will be paid the difference between his/her regular average wages and the remuneration received for jury duty by the applicable governmental agency to a maximum of 15 days. The employee shall give notice of his/her potential jury duty as soon as possible.

Military Leave

Military leaves will be granted in accordance with state and federal regulations. The leave will be unpaid by the MC, however, employees may use any available vacation time for the absence.

Continuation of the health care premium benefit by the employer is available as required by USERRA, based on the length of leave, and is subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit Accruals, such as vacation, sick leave and paid holidays will be suspended during the military leave, and will resume upon the employee’s return to active employment with the MC.

Employees on military leave for periods up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing for reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position he/she would have attained had he/she remained continuously employed, or a comparable one, depending on the length of military service, in accordance with USERRA. Returning employees will be treated as though he/she were continuously employed for purposes of determining benefits based on length of service.

Religious / Community Service

Personnel are encouraged to be a part of the United Methodist connectional system. The employee may be excused with pay to serve and provide volunteer services for United Methodist events/programs agencies if it does not hinder his/her work, and if authorized by his/her immediate supervisor in advance. In addition, the employee may be excused with pay to serve and provide volunteer services for their own religious community, if not United Methodist, or to another form of not-for-profit community service agency, provided such services are not in conflict with the United Methodist Social Principles.

A full-time regular employee is granted five (5) service days a year. They may not be carried over from one year to the next. Service days that are not used are forfeited.

No compensation will be paid for unused service days at the time of termination or retirement.

Personal Days

Personal days are available to a full-time regular employee to allow the employee to conduct personal business and keep appointments of a personal nature when these cannot be done outside the normal working hours. Personal days must be scheduled in advance. They may not be used to extend vacation time.

A full-time regular employee is granted five (5) personal days a year. They may not be carried over from one year to the next. Personal days that are not used are forfeited.

No compensation will be paid for unused personal days at the time of termination or retirement.

Leave of Absence

Regular full-time and part-time employees who are not eligible for FMLA leave but who have completed a full year of employment may request an unpaid leave of absence. Such leave must be approved in advance by the employing agency. A leave of absence shall not exceed three months.

Benefits are suspended during a leave of absence. The employee may pay the medical insurance premiums to ensure coverage continuation. A leave of absence is not considered as service for the purposes of accrual of time-based benefits.

Study/Renewal Leave

After every six years of continuous employment, a full-time exempt employee may be granted a paid leave of up to three months for the purpose of study, renewal and spiritual growth. Requests and plans for such leave must be approved by the employee's supervisor and submitted to the employee's supervisory committee for review and approval at least three months prior to beginning the leave. Unused leave under this benefit may not be accumulated.

TRAVEL & EXPENSE POLICIES & PROCEDURES

Employees will be reimbursed for pre-approved business expenses and reasonable expenses incurred while on pre-approved business travel for the MC. All reimbursable expenses must be supported by an appropriate receipt provided to the MC.

CONTINUING EDUCATION

The opportunity for upgrading job related skills through continuing education is provided to regular full time and part-time employees who have completed one full year of employment. Employees who wish to avail themselves of this opportunity must submit a plan to his/her supervisor for approval.

Up to five days a year will normally be granted to each employee for continuing education. Financial assistance may be made available by the employing agency for tuition, books, travel, lodging and meals in accordance with the CFA travel reimbursement policy.

WEATHER AND EMERGENCY CLOSINGS

The Conference Ministry Center will be closed if the local school system is closed due to inclement weather, or as otherwise determined by the Executive Staff. Employees will typically be paid for hours during which the offices are closed for weather and/or emergency reason. Regional offices may establish their own policy as it relates to the basis for office closure.

TERMINATION, LAY-OFF AND RETIREMENT

Even though employees of the MC are "at will employees", the following is recommended as treatment befitting The United Methodist Church:

Employee Resignation

When resigning, the employee is requested to provide written notice to the supervisor at least two weeks before his/her final day of work. The supervisor shall determine whether the em-

ployee shall finish the two week notification period, or be released with wages paid through the two week period.

Abandonment, or non-approved absence from work, is considered a voluntary resignation.

Involuntary Termination

Should it become necessary to terminate a regular, full-time employee due to a workforce reduction through no fault of the employee, the supervisor will provide written notice to the employee affected at least two weeks before the effective termination date.

Regular full-time employees subject to a workforce reduction will receive a severance offer, based on anniversary date of hire as follows:

- Ten (10) days wages shall be paid if the employee has completed one (1) year, but less than four (4) years' service;
- Twenty (20) days wages shall be paid if the employee has completed four (4) through nine (9) years' service;
- Forty (40) days wages shall be paid if the employee has completed ten (10) or more years' service.

The employee must sign a Confidential Severance Agreement and General Release in order to receive the severance pay offered.

Employees terminated by the employing agency for any other reason, including for misconduct or performance issues, may not be provided notice and will not be offered severance.

When clergy are involved in a potential termination or lay-off, consultation must first take place with the Appointive Cabinet.

Retirement

On his/her date of hire, all full-time employees are enrolled in the pension program of the General Board of Pensions of The United Methodist Church. Details of the plan are available from the Conference Treasurer.

Retired persons receiving pension benefits from the Board of Pensions of The United Methodist Church shall have a portion of his/her health care premiums paid by the MC in accordance with the rate established by the MC and contained in the Pension and Health Care Policy of the MC, as it may from time to time be established and re-established. The retired employee will be responsible for the other part of the premium.

Retired persons must enroll in Medicare at age 65, or the earliest date of eligibility.

ITEM #9

SUBJECT: **Parsonage Guidelines.**

RESULT: Concurrence

MOTION:

Parsonage Guidelines

A POLICY OF THE MICHIGAN CONFERENCE
OF THE UNITED METHODIST CHURCH

PROPOSED FOR THE 2017 ANNUAL CONFERENCE

Philosophy of Parsonage Guidelines

Our Flexible Housing and Parsonage Guideline Policies have been based on the foundational understanding that housing shall be provided for our pastors. All pastors serving full-time in local churches, District Superintendents and full-time Annual Conference staff performing the

function of Director or Associate Director, or those Conference staff positions with contractual agreements with General Boards/Agencies of The UMC shall be provided with either a parsonage or housing allowance (See ¶258.2.g) q (16) & ¶620 of *The Book of Discipline of The United Methodist Church – 2016*). **There shall be flexibility in housing options as determined by the local congregation or the designated Annual Conference body.** Providing either a parsonage or a housing allowance shall be determined by the local congregation, or the designated Annual Conference body, for the purpose of enabling ministry and the itinerant ministry of the Annual Conference. (See the Flexible Housing Policy for housing options.)

The Book of Discipline of The United Methodist Church – 2016 identifies the areas of responsibilities of three distinct groups – one relating primarily to housing and two relating to primarily to itinerancy and appointments.

LOCAL CHURCH

The Local Church accepts certain responsibilities for adequate pastoral support in this mutual covenant. ¶620 of *The Book of Discipline of The United Methodist Church - 2016* states, “Assumption of the obligations of the itinerancy, required to be made at the time of admission into the traveling connection, puts upon the Church the counter obligation of providing support for the itinerant ministry of the Church.”

Duties of the committee on pastor-parish relations are outlined in ¶258.2 of *The Book of Discipline of The United Methodist Church – 2016*. The following specific matters are noted in ¶258.2.g) 16 “To consult on matters pertaining to...housing (which may be a church-owned parsonage or housing allowance in lieu of parsonage if in compliance with the policy of the annual conference), and other practical matters affecting the work and families of the pastor and staff, and to make annual recommendations regarding such matters to the church council, reporting budget items to the committee on finance.”

CLERGY

Clergy take vows at their ordination agreeing that they will offer themselves “without reserve to be appointed and to serve as the appointive authority may determine (¶335.c.1 *The Book of Discipline of The United Methodist Church - 2016*).” The requirements and implications of the itinerancy are repeatedly emphasized in *The Book of Discipline of The United Methodist Church – 2016*. Some of those implications include certain guarantees related to an appointment, minimum compensation, benefits and provisions for housing. Some of those implications are also the forfeiture of certain restrictions by clergy in terms of where they will serve. Each pastor serves at the discretion and direction of the Bishop and Cabinet. This is a reality inherent in our polity.

BISHOP

The third party in this covenant of obligations is the Bishop. The particular responsibilities of the Bishop are delineated in Chapter Three, “The Superintendency”, *The Book of Discipline of The United Methodist Church – 2016*. Section VIII contains the paragraphs that address the material related to Appointment Making:

- ¶425 Responsibility
- ¶426 Consultation and Appointment-Making
- ¶427 Criteria
- ¶428 Process of Appointment-Making
- ¶429 Frequency

These paragraphs outline a comprehensive process, the outcome of which is intended to provide continuity of leadership in local congregations and a comparable intersection of gifts required and gifts possessed between a congregation and pastor(s) appointed to serve there.

It is important that local church or Annual Conference-owned parsonages across the Conference meet certain standards so that differences in quality, size and equipment are kept to a minimum. These guidelines apply for local church pastors, district superintendents and Annual Conference professional staff, when a parsonage is provided.

The Parsonage Guidelines Policy shall be posted on the Conference web site, presented to all new pastors by each respective district superintendent, distributed annually by the district superintendent to the local church Board of Trustees, pastor parish relations committee or staff parish relations committee. The Parsonage Guidelines Policy shall be reviewed annually by the Conference Board of Trustees and the Cabinet. Any changes shall be brought to the Annual Conference for its action.

The Annual Conference affirms that the parsonage is the private home of the pastor. Therefore, the parsonage should not by design or intention be considered as an extension of the church space for program use. The church and the pastor should maintain the home so that it can be opened to friends and parishioners alike with dignity and pride.

The Annual Conference recognizes that families in our culture are of varying sizes and needs. In the interest of Christian stewardship, we must seek homes that make efficient use of space, are energy efficient and are adaptable to the needs of clergy family members.”

SECTION I - GENERAL GUIDELINES

Location

Locate the parsonage so as to be conducive to the best possible living conditions for the family, with special reference to accessibility to schools and stores. The family should have the opportunity to follow customary family patterns without unnecessary interruption. The parsonage should not be located where it could conceivably be a hindrance to the future expansion of the church buildings.

Barrier Free Concerns

All parsonages purchased, built, or remodeled in the future shall conform to the needs of the handicapped. One entrance shall be wheelchair accessible.

Sound Construction

The parsonage shall be of sound construction with sound foundations. Cracking walls and sagging floors are danger signs of structural unsoundness. Do not attempt to remodel an existing parsonage if it involves extensive structural modifications, partition moving, or cutting of exterior walls.

Energy Conservation

It is advisable that an energy audit be considered to determine what might be done to make the parsonage more energy efficient with attention to water seals, storm windows and doors, etc. It is further recommended that any parsonage built or purchased in the future be as energy efficient as possible. (Example: zone heating, minimum of 12” of insulation in ceiling and 6” in sidewalls.)

Parsonages with fireplaces shall include glass doors for energy conservation.

Sliding storm doors can be added and should be considered for energy conservation.

Safety

The parsonage shall contain certain safeguards for the parsonage family’s safety.

At least three fire extinguishers, one in the house, one in the garage and one in the basement, shall be kept in working condition and should be professionally inspected annually.

Smoke and carbon monoxide detectors should be provided – a minimum of one for each floor including the basement.

A radon test shall be performed in geographic areas where radon seepage is suspected to be problematic.

Motion lights should be provided in dark areas.

Dead bolts shall be provided on outside doors.

There shall be a lead-based paint disclosure.

There shall be safe wiring of the electrical system, adequate power to serve the house, and sufficient outlets.

SECTION II - SPECIFIC GUIDELINES FOR EXISTING PARSONAGES

1. **Bedrooms:** There should be a minimum of three bedrooms of standard size with ample closet space in each. It is recommended that one room on the main floor be adaptable to use as a fully accessible bedroom. Having one of the bathrooms adjoined to the main bedroom is desirable. If the house does not have central air, window air-conditioning in the bedrooms and/or the study should be provided. Window coverings shall be furnished.
2. **Bathrooms:** Two bathrooms are recommended. One could be with shower only. One should be on the main floor and be handicapped-accessible. Window coverings shall be furnished. Each bathroom shall have washable walls or tiles, mirror and adequate medicine chest and storage. Adequate linen storage shall be provided.
3. **Kitchen:** The minimum kitchen would include adequate built-in cabinets, garbage disposal and dishwasher, sink, stove with self-cleaning oven, microwave, frost-free refrigerator with frozen food storage, good light and electric outlets that meet current electrical standards. Window coverings shall be furnished. Carpeting is not recommended but there must be appropriate, safe and desirable floor covering. A breakfast area is desirable. Plumbing shut-off valves should be provided at appliances.
4. **Living Room:** Appropriate, safe and desirable flooring (with attention given to health issues) and window coverings shall be furnished.
5. **Dining Room:** A separate dining room is considered important. Appropriate, safe and desirable flooring (with attention given to health issues) and window coverings shall be furnished.
6. **Study:** A study is advisable and should be away from the family activities and noise. Where possible, it is preferable to have the pastor's main office in the church, but if it is in the parsonage, it should be at least 200 square feet with an outside entry if at all possible. Bookshelves, desk, chairs, private telephone line and other essential equipment shall be provided. Window coverings and appropriate floor covering shall be furnished. High-speed internet access should be provided if the office in the home is the primary office.
7. **Family Room:** Very desirable, especially for the children of the family. It should be located away from the living room and study.
8. **Closets:** Adequate closet and storage space shall be provided throughout the house.
9. **Garage:** Two-car garage with automatic garage door opener and outside door, storage room (in the garage or in the basement) and storage for yard equipment shall be provided.

- 10. Laundry Facility:** A fully handicapped-accessible laundry facility shall be furnished. Automatic clothes washer and dryer shall be furnished and maintained.
- 11. Utilities:** All utilities shall be provided by the church, including water, gas, electric, and waste removal. Utilities shall be secured in the name of the church to insure uninterrupted service during a change of pastors.
- a. Telephone:** The church shall provide a minimum of two touch-tone telephones and outlets. The local church shall pay basic telephone charges; personal long distance costs are the pastor's responsibility.
 - b. Water:** There shall be a safe and dependable hot and cold water system throughout the house, including water softening equipment where needed. The church shall provide the salt. Two or more outside spigots shall be provided.
 - c. Light:** The pastor shall furnish standard light bulbs. The church shall provide specialty outdoor lamps (example: mercury vapor or halogen).
 - d. Heating:** A central heating system with the capacity to adequately heat the entire habitable parts of the house, with a humidifier or its equivalent, and the proper automatic thermostatic controls, must be provided. The heating system shall be maintained by the church and shall be inspected annually with regard to soundness of heat exchanger, flue pipes, and chimney condition. If a wood stove or fireplace is in use, it too must be checked yearly with chimney cleaning provided by the church.

An instruction sheet should be posted near the furnace as to the maintenance and care of the furnace. The name of a reputable furnace company to be used should be specified.

For responsible stewardship of energy and finance, the house shall be fully insulated, with energy-efficient storm and screen doors and windows.

The pastor is responsible for the furnace filters to be changed at least twice yearly. The church, if needed, shall provide a dehumidifier.
 - e. Trash:** The church shall furnish weekly waste removal pick-up service. Recycling is desirable.
 - f. Windows:** All moveable windows shall be in operating condition. The parsonage family shall be responsible for window cleaning of the parsonage unless professional cleaning is needed, such as in hard to access parts of the house.
- 12. Decorations:**
- a.** At pastoral changes, redecoration of the parsonage is recommended.
 - b. Color:** Color preferences vary greatly among clergy families. This is reflected in their furnishings and other possessions. Therefore, it is recommended that the parsonage be decorated in consultation with the parsonage family. The Pastor-Parish Relations Committee should consult the new pastoral family regarding colors.
- 13. Cable and TV Connection:** The church shall provide basic cable or satellite service with basic internet service, if available. The pastor pays for expanded services. In the event that the parsonage is the pastor's main office, the church shall provide for high-speed internet service, if available.
- 14. Parsonage Grounds and equipment:**
The parsonage shall have adequate outside lighting.

The grounds around the house shall be well drained and fertilized every year. The parsonage family shall care for the grounds. If the yard is unusually large, contains shrubs, or requires a great deal of time to maintain it in keeping with the surrounding neighborhood, the church shall consider assisting the pastor with additional help or service. Ordinary mowing and trimming of the lawn shall be the responsibility of the pastor. The church, if needed or desired, shall provide fertilizing and lawn treatment, tree pruning and landscaping changes.

Large or long driveways may also require help from the church in the winter.

Grounds-care equipment shall include an adequate power lawnmower and snow blower for the property. It shall also include, but not be limited to, hoses, rakes, spade, ladder, etc.

Landscaping and exterior care of the parsonage shall be such as to be a credit to the church in the community.

There shall be either a septic tank in good working condition, with adequate drainage area on the parsonage property, or sufficient access to a public sewer system.

A sump pump and dehumidifier shall be provided for the basement if conditions warrant.

- 15. Insurance:** The church is responsible to secure and pay for insurance for the property. It is recommended that 100% replacement cost of the parsonage and church-related structures and church furnishings be carried. It should include home-owner type coverage maintained at a minimum of eighty percent (80%). The pastor shall be responsible for his/her own insurance on personal furnishings and belongings.

SECTION III - PARSONAGE MAINTENANCE

Local Church Responsibility:

Under the direction of the Board of Trustees, there shall be a Parsonage Committee consisting of representatives of the Board of Trustees, Pastor-Parish Relations Committee and/or additional persons (perhaps from UMW or UMM) with special skills and interests. This committee shall adhere to these minimum guidelines for all parsonages.

The District Board of Church Location and Building is required to approve plans for remodeling (if cost exceeds 25% of the value) or new construction or purchase (§2521, *The Book of Discipline of The UMC - 2016*).

No assets from the sale of a church-owned parsonage shall be used for current operating expenses of the charge (*The Book of Discipline of The UMC - 2016*, §2543). Proceeds from the sale of such a church-owned parsonage shall be placed in escrow by the trustees of the local church, at least equaling an amount necessary to cover the future purchase of a parsonage or an amount to cover a down payment (of not less than 20% of cost of home meeting parsonage standards in the area) plus closing costs. It is recommended that the principal account on the escrow be adjusted annually to provide equity with inflation and the real estate market. Interest received from an escrow account may be used toward the provision of a housing allowance. If a period of five (5) years has passed and there is no evident need to purchase another parsonage, then the escrow funds may be released for the purpose of church capital improvements. The evident need shall be determined by a two-thirds (2/3) vote of a called church conference. Any such sale of a church-owned parsonage must include consent of the pastor, district superintendent, board of church location and building, and the charge conference.

The local church board of trustees or elected parsonage committee shall properly maintain an adequate and comfortable home for the parsonage family. The parsonage shall be regarded as the pastor's home and the privacy of the parsonage family shall be respected at all times. No

unannounced “inspections” shall be conducted. Keys to the parsonage shall be limited to the parsonage family and the church office or a person mutually designated by the parsonage family and the Board of Trustees. At the convenience of the parsonage family, the parsonage committee shall inspect the home annually to see what needs to be done, if anything, to meet these guidelines and to take the necessary steps to accomplish any improvements.

Prior to the annual inspection, the persons making the inspection should review this booklet as a reminder of the provisions and maintenance standards. They shall keep a record of their inspection so that they can take initiative in improving the parsonage and grounds. It is suggested that such inspections take place in late spring prior to annual conference, and/or in the fall prior to charge conference.

To better facilitate maintenance, a log of major appliances should be kept by the parsonage committee, including dates items were purchased, repairs, warranties, and service contracts.

A refurbishing and replacement schedule should be set up.

The church shall pay for cleaning carpets and window coverings annually.

The pastor and parsonage committee should have an understanding of what separates minor repairs (pastor’s responsibility) and major repairs (church’s responsibility). If the use of an extension ladder is needed, the pastor should negotiate help from the church.

The church budget should include a separate line for parsonage maintenance and improvement in the amount of 2% of the insured value of the parsonage. If the funds are not used in any given year, they are held in escrow for the time when needed.

Pastor’s Responsibility: The pastor should care for the parsonage as a “good steward” of the property, avoiding undue wear and tear. The pastor is responsible for any damages caused by pets, guests or family members. All necessary precautions shall be taken to prevent pets from damaging the parsonage. The parsonage family must correct such damage.

Mutual Responsibility:

At the time of change of pastors, the parsonage committee shall take responsibility for seeing that the parsonage is in good condition for the in-coming pastor. Needed cleaning shall be the responsibility of the out-going pastor, but if this has not been cared for, the parsonage committee shall assume this responsibility. If needed cleaning is due to neglect or carelessness, the out-going pastor shall pay for the cost of said cleaning.

The parsonage committee (or trustees) must meet with the in-coming pastor, and develop a clear understanding of the procedures for maintenance: 1) which repairs and maintenance the pastor should expect to do; 2) which breakdowns should be reported for referral to get the job done (and to whom notification is to be given by the pastor); 3) what amount is in the church budget in a separate parsonage maintenance and improvement fund.

In the area of interior decorating, the parsonage committee and the parsonage family shall work together before any changes are made. If non-washable drapes are used, cleaning responsibility is with the church. Carpet repair, replacement, and periodic major cleaning are the responsibility of the local church unless damage is caused by carelessness of the parsonage family.

All sub-standard parsonages shall be considered for recommendation to conform, as nearly as possible, to the above guidelines as soon as possible.

Records:

Keep a record of each annual inspection and update as problems are resolved. The trustees shall be responsible for duplicate inventory lists; one shall be kept at the church, and one at the parsonage. This list should include all church-owned furnishings of the parsonage and garage, as well as yard and grounds equipment. A copy of this list should be made available to each new pastor.

The pastor and parsonage committee shall provide a record of local servicing agencies and a file of service manuals, and any other information necessary for all mechanical equipment related to the parsonage. Place and date of purchase, serial number, warranty information, and all parts lists should be included. The list should be updated annually, the list given to the pastor, and reviewed with him/her when he/she leaves the charge.

SECTION IV - PROCEDURES AT PASTORAL CHANGE:

Pastor leaving: When there is a pastoral change, there shall be an inspection of the house with the pastor before the pastor leaves for his/her new appointment.

Pastor Arriving: When there is a pastoral change, the new pastor shall inspect the parsonage, making a list of needed repairs and creating a written statement of property conditions for the trustee record.

ITEM #10

SUBJECT: **Flexible Housing Policy.**

RESULT: Concurrence

MOTION:

Flexible Housing Policy
OF THE MICHIGAN CONFERENCE
OF THE UNITED METHODIST CHURCH

PROPOSED FOR THE 2017 ANNUAL CONFERENCE

Our Flexible Housing and Parsonage Guideline Policies have been based on the foundational understanding that housing shall be provided for our pastors. All pastors serving full-time in local churches, District Superintendents and full-time Annual Conference staff performing the function of Director or Associate Director, or those Conference staff positions with contractual agreements with General Boards/Agencies of The UMC shall be provided with either a parsonage or housing allowance (See ¶258.2g) (16) & ¶620 of *The Book of Discipline of The United Methodist Church* – 2016). **There shall be flexibility in housing options as determined by the local congregation or the designated Annual Conference body.** Providing either a parsonage or a housing allowance shall be determined by the local congregation, or the designated Annual Conference body, for the purpose of enabling ministry and the itinerant ministry of the Annual Conference. (See the Flexible Housing Policy for housing options.)

The Book of Discipline of The United Methodist Church – 2016 identifies the areas of responsibilities of three distinct groups – one relating primarily to housing and two relating primarily to itinerancy and appointments.

LOCAL CHURCH

The Local Church accepts certain responsibilities for adequate pastoral support in this mutual covenant. ¶620 of *The Book of Discipline of The United Methodist Church* - 2016 states, “Assumption of the obligations of the itinerancy, required to be made at the time of admission

into the traveling connection, puts upon the Church the counter obligation of providing support for the itinerant ministry of the Church.”

Duties of the committee on pastor-parish relations are outlined in ¶258.2 of *The Book of Discipline of The United Methodist Church – 2016*. The following specific matters are noted in ¶258.2.g) (16) “To consult on matters pertaining to . . . housing (which may be a church-owned parsonage or housing allowance in lieu of parsonage if in compliance with the policy of the annual conference), and other practical matters affecting the work and families of the pastor and staff, and to make annual recommendations regarding such matters to the church council, reporting budget items to the committee on finance.”

CLERGY

Clergy take vows at their ordination agreeing that they will offer themselves “without reserve to be appointed and to serve as the appointive authority may determine (¶335.c.1 *The Book of Discipline of The United Methodist Church - 2016*).” The requirements and implications of the itinerancy are repeatedly emphasized in *The Book of Discipline of The United Methodist Church – 2016*. Some of those implications include certain guarantees related to an appointment, minimum compensation, benefits and provisions for housing.

Some of those implications are also the forfeiture of certain restrictions by clergy in terms of where they will serve. Each pastor serves at the discretion and direction of the Bishop and Cabinet. This is a reality inherent in our polity.

BISHOP

The third party in this covenant of obligations is the Bishop. The particular responsibilities of the Bishop are delineated in Chapter Three, “The Superintendency”, *The Book of Discipline of The United Methodist Church – 2016*.

Section VIII contains the paragraphs that address the material related to Appointment Making:

- ¶425 Responsibility
- ¶426 Consultation and Appointment-Making
- ¶427 Criteria
- ¶428 Process of Appointment-Making
- ¶429 Frequency

These paragraphs outline a comprehensive process, the outcome of which is intended to provide continuity of leadership in local congregations and a comparable intersection of gifts required and gifts possessed between a congregation and pastor(s) appointed to serve there.

THE GUIDELINES FOR PROVIDING A HOUSING ALLOWANCE ARE AS FOLLOWS:

1. A. Negotiations to establish a housing allowance in a local church will include the pastor, the committee on pastor-parish relations, the finance committee, and the chair of the board of trustees. The district superintendent shall be informed before and as negotiations progress. The purpose of these negotiations is to develop a clear understanding by all parties as to the arrangements mutually acceptable. Final arrangements must have approval of the church/charge conference.
- B. Negotiations to establish a housing allowance for a cabinet appointment will include the district superintendent, the district superintendency committee, the district board of trustees or parsonage committee, the district board of church location and building, conference council on finance and administration, trustees of the annual conference, and the bishop. Final arrangements must be mutually agreed upon by these parties.

- C. Negotiations to establish a housing allowance for a conference staff appointment will include the staff person, the personnel committee, conference council on finance and administration, the trustees of the annual conference, and the bishop. Final arrangements must be mutually agreed upon by these parties.
 - D. Negotiations to establish a housing allowance for a new church start pastor will include the pastor, the New Church Committee, the Director of New Church Development and the District Superintendent. Final arrangements must be mutually agreed upon by these parties.
2. A written record of the housing agreements (signed by the parties mentioned in #1 above) shall be maintained in the files of the district superintendent, the pastor, and the charge conference, and also by the bishop's office and conference trustees where applicable. The written agreement will stipulate clearly:
 - A. The amount to be allowed every month;
 - B. That the pastor's participation in the arrangement for a housing allowance in lieu of a parsonage shall not hinder his/her participation in the itinerancy for future appointments.
 - C. That a housing allowance in lieu of a parsonage shall not hinder the acceptance of a subsequent pastoral appointment where a parsonage is desired by the pastor. If, in subsequent appointments, a housing allowance is not desired by the incoming pastor, the local church/charge, or the designated Annual Conference body, shall seriously consider this request and shall provide housing, either through purchase or rental. As stated in the opening paragraph of this policy, either a parsonage or housing allowance shall be provided. (See ¶258.2.g) (16) & ¶620 of *The Book of Discipline of The United Methodist Church – 2016*.)
 - D. The church/charge conference, or the designated Annual Conference body, shall also have the option to change to a parsonage at subsequent transition times.
 3. A housing allowance shall be based on the rental value of the current parsonage or, if the church/charge, or the designated Annual Conference body, does not own a parsonage, on the rental value of an average home in the parish setting that meets the Conference Parsonage Guidelines Policy. In addition to the housing allowance, an agreed upon allowance or the actual cost for utilities shall be paid.
 4. If the pastor chooses to purchase or rent a home, the down-payment and closing costs on a house, (or security deposit for a rental) and all other costs of purchase and maintenance are the responsibility of the pastor, district superintendent, or conference staff and are not included in housing arrangements.
 5. No assets from the sale of a church-owned parsonage shall be used for current operating expenses of the charge (*The Book of Discipline of The UMC - 2016*, ¶2543). Proceeds from the sale of such a church-owned parsonage shall be placed in escrow by the trustees of the local church, at least equaling an amount necessary to cover the future purchase of a parsonage or an amount to cover a down payment (of not less than 20 percent of cost of home meeting parsonage standards in the area) plus closing costs. It is recommended that the principal account on the escrow be adjusted annually to provide equity with inflation and the real estate market. Interest received from an escrow account may be used toward the provision of a housing allowance. If a period of five (5) years has passed and there is no evident need to purchase another parsonage, then the escrow funds may be released for the purpose of church capital improvements. The evident need shall be determined by a two-thirds (2/3) vote of a called church conference. Any such sale of a

church-owned parsonage must include consent of the pastor, district superintendent, board of church location and building, and the charge conference.

If the parsonage is not sold, but held for rental purposes, income there from may be applied toward a housing allowance for the pastor or for current expenses. Said rental parsonage shall be maintained at the conference and local community rental housing code standards and inspected annually by the local board of trustees, in readiness for possible future use as the parsonage.

Assets from the sale of a new church start parsonage, prior to the constituting church conference, will conform to agreements made at the time of the original purchase of the parsonage.

6. Once initiated, a housing allowance is expected to continue for the duration of a pastoral appointment. The amount of the housing allowance shall be subject to annual approval of the charge conference. The charge conference shall not have the authority to reduce the housing allowance without having consultation with the pastor, the committee on pastor-parish relations, and the district superintendent. Any reduction shall not be effective prior to June 30th following the church/charge conference (See ¶624, *The Book of Discipline of The UMC - 2016*).

Once an appointment is in place, if a change to a housing allowance is initiated at the pastor's request and the parties noted in point #1 above have all agreed, the responsibility of the cost for moving is the pastor's. If a change to a housing allowance is initiated by the church, the parties noted in point #1 above have all agreed, the responsibility of the cost for moving is the church's.

7. The local church/charge shall allow the pastor who receives a housing allowance to live where he/she chooses in the communities served. If the pastor desires to live outside the communities served, he/she must receive the consent of the committee on pastor-parish relations or the staff parish relations committee.
8. The housing allowance may be used for purchase, rent, or lease as desired by the pastor.
9. The incoming pastor shall have no obligation to purchase the home of his/her predecessor.
10. If a church which previously provided a housing allowance will be providing a parsonage for an incoming pastor, housing accommodations shall be provided for the pastor until the newly acquired parsonage is ready, and any additional costs for storage or an additional move shall be the responsibility of the local church.

GUIDELINES FOR SETTING THE LEVEL OF HOUSING ALLOWANCES

It is recommended that a guideline be established for determining housing allowance amounts, which includes at least the following two components:

1. **Monthly** rental amount equal to the average monthly rental of a property meeting the parsonage standards in the agreed locale, as determined by an independent realtor appraisal. (Validation of this number would be by comparison to 1 percent of the property valuation; the housing allowance should not exceed this figure.)
2. **Utilities** amount based on historical data of the past three years for the parsonage being replaced by the housing allowance, with consideration for inflation.

(Encourage individuals to seek out the most competitive rates; for example, for telephone usage).

The reasonable housing allowance numbers would be determined through consultation of the trustee liaison and the appropriate parsonage committee. Facts from independent realtors or appraisers should be obtained, at least for the base year.

Michigan Conference Design Team
Glenn Wagner and Marsha Woolley, Co-Chairs

ITEM #11

SUBJECT: **Covenant of Clergy Sexual Ethics & Guidelines for Our Life Together.**

RESULT: Concurrence

MOTION:

Covenant of Clergy Sexual Ethics
A POLICY OF THE MICHIGAN CONFERENCE
OF THE UNITED METHODIST CHURCH

Preamble

This policy states expected standards of behavior and defines inappropriate sexual conduct by clergy so that we maintain healthy relationships of integrity and safety for the sake of our common ministry to the people of God in the name of Jesus Christ. It also provides guidance so that when incidents of sexual misconduct, sexual abuse, or sexual harassment are alleged, the complainant and the respondent may experience grace, justice, and reconciliation. Grace extends unconditional love while holding us accountable to the consequences of inappropriate behavior.

Statement of Covenant

God has called us, through the grace of Jesus Christ, into covenant with God and one another. This covenant is intended by God to be a means of reconciliation, justice, faith, hope, and love. We live out this covenant in the Church. This covenant implies that there are standards to which clergy are expected to adhere and assumes that each clergy person seeks to live according to these high standards. “*Ordination and membership in an Annual Conference in The United Methodist Church is a sacred trust.*” (*The Book of Discipline of The UMC – 2016* ¶362). Sexual misconduct, sexual abuse, and sexual harassment of any kind is sinful behavior against God and one another. Not only does such behavior violate a person’s humanity, but also constitutes an unjust use of status and power which breaks this sacred trust. Therefore, all clergy are expected to live out the highest ethical standards regarding the role of human sexuality in all interpersonal relationships.

Theological & Pastoral Reflections

We recognize that sexuality is God’s good gift given as a birthright to all persons as a part of their fundamental humanity, and we call all persons to the disciplined, responsible fulfillment of themselves, others, and society in the stewardship of this gift.

As clergy called and set apart for leadership in the church, we have agreed “*for the sake of the mission of Jesus Christ in the world*” to dedicate ourselves to “*exercise responsible self-control by personal habits conducive to bodily health, mental and emotional maturity, fidelity in marriage and celibacy in singleness, social responsibility, and growth in the knowledge and love of God.*” *The Book of Discipline of The UMC - 2016* ¶310.2d Like any of our behaviors, our sexual behavior and relationships must comply with the highest standards of a Christ-like life. We in the church are expected to live in covenant with each other and hold each other to those standards.

Clergy sexual misconduct involves both a misuse of the gift of sexuality and an abuse of the power inherent in any pastoral relationship. When sexually intimate acts take place within the pastoral relationship they become tainted with ambivalence, confusion, guilt, and sometimes fear. Secrecy, which often accompanies such acts, only reinforces these feelings and further signals that there is something wrong with the relationship. Sexual relationships where one or both persons are exploitive, abusive, or promiscuous are beyond the parameters of acceptable Christian behavior and are ultimately destructive to individuals, families, churches, clergy colleagues, and the social order.

An inherent imbalance of power exists in any clergy relationship simply through the clergy role. A similar imbalance of power can also exist when one clergy supervises another clergy. The sacred trust inherent in ordination, consecration and licensing that makes effective ministry possible leaves persons in clergy relationships open, vulnerable, and predisposed to believe that clergy shall act only in ways that will contribute to those persons' well-being. Therefore, the only appropriate and acceptable clergy response to the trust and power given them through their roles is to minister within healthy boundaries to all persons as beloved children of God.

Definitions

Clergy: The term “clergy” as used in this policy includes all ordained, commissioned, licensed, and consecrated persons serving in the Michigan Annual Conference, including those serving in extension ministries, appointments beyond the local church, on leave, honorable location, retired, and those lay persons assigned to pastoral ministry in a local church by a District Superintendent. All clergy are accountable to Christ, to *The Book of Discipline of The UMC - 2016*, to the Annual Conference, to one another, and to those whom they serve.

Clergy Relationships: A clergy relationship exists between a clergy person and any other person

1. when the other person is a parishioner of a congregation to which that clergy person is currently, or was previously appointed;
2. when the other person is mentored or supervised by, is a colleague with, or receives ministry from a clergy person serving in any function for which he or she was ordained, licensed, hired or approved by the Annual Conference or its representatives;
3. when a clergy person uses the authority of the clergy office or role in establishing a relationship with the other person, including pastoral care / counseling relationships, and;
4. when the other person is a member of a community which recognizes the clergy person as a person in ministry.

Healthy Boundaries: “*Healthy boundaries provide a nurturing and safe physical, emotional, sexual and spiritual environment for individuals.*” (L. Sperry, *Sex, Priestly Ministry, and the Church*, 2003, p.10) Clergy who practice healthy boundaries recognize that they have personal, professional, and ethical limits, understand clearly where those limitations are, and live out their ministry accordingly. Healthy boundaries are a clear reflection of our Wesleyan commitment to do no harm, to do all the good we can, and to stay in love with God. (R. Job, *Three Simple Rules: A Wesleyan Way of Living*, 2007)

Clergy Sexual Misconduct: Clergy sexual misconduct occurs when a clergy person initiates or allows any sexual contact or behavior with a person with whom he or she has a clergy relationship and includes, but is not limited to the chargeable offenses listed in ¶2702 of *The Book of Discipline of The UMC - 2016*. This is further defined in Resolution #2044:

Sexual misconduct within a ministerial relationship is a betrayal of a sacred trust. It can include child abuse, adult sexual abuse, harassment, rape or sexual assault, sex-

ualized verbal comments or visuals, unwelcome touching and advances, use of sexualized materials including pornography, stalking, sexual abuse of youth or those without capacity to consent, or misuse of the pastoral or ministerial position using sexualized conduct to take advantage of the vulnerability of another. (*The Book of Resolutions of The United Methodist Church 2016*, p. 776)

Sexual Harassment: Sexual harassment [is] any unwanted sexual comment, advance, or demand, either verbal or physical that is reasonably perceived by the recipient as demeaning, intimidating, or coercive... Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination on the basis of gender." (*The Book of Discipline of The UMC - 2016*, ¶161.J)

"[Sexual harassment] is unwanted sexual or gender-directed behavior within a pastoral, employment, ministerial (including volunteers), mentor, or colleague relationship that is so severe or pervasive that it alters the conditions of employment or volunteer work or unreasonably interferes with the employee or volunteer's performance by creating a hostile environment that can include unwanted sexual jokes, repeated advances, touching, displays, or comments that insult, degrade, or sexually exploit women, men, elders, children, or youth." (*The Book of Resolutions of The United Methodist Church 2016*, p. 776)

Sexual harassment can consist of a single intense or severe act, or of multiple persistent or pervasive acts. There are many possible scenarios which could constitute sexual harassment. Each situation must be evaluated on a case-by-case basis.

Sexual Abuse: Sexual abuse [in ministry] is a form of sexual misconduct and occurs when a person within a ministerial role of leadership (lay or clergy, pastor, educator, counselor, youth leader, or other position of leadership) engages in sexual contact or sexualized behavior with a congregant, client, employee, student, staff member, coworker, or volunteer." (*The Book of Resolutions of The United Methodist Church 2016*, p. 777) Sexual abuse within the ministerial relationship involves a betrayal of sacred trust, a violation of the ministerial role and exploitation of those who are vulnerable.

Pornography: Pornography is sexually explicit material that portrays violence, abuse, coercion, domination, humiliation, or degradation for the purpose of sexual arousal. Pornography sexually exploits and objectifies both women and men. Any sexually explicit material that depicts children is abhorrent and victimizes children. Pornography ruins lives, careers, and relationships. We oppose all forms of pornography and consider its use a form of sexual misconduct. (*The Book of Discipline of The UMC - 2016*, ¶ 161Q).

Standards for Clergy Conduct

- A. Clergy members of the Annual Conference are accountable for their integrity and conduct in their personal lives and professional ministries. Thus, it is inappropriate for any clergy person to use pornography, or to commit sexual misconduct of any kind, either with someone with whom they have a clergy relationship or not. A violation of our covenant with God, of clergy relationship, of clergy responsibility, and of clergy authority is abusive and unethical, which could result in the discontinuance of the clergy person's ordained, commissioned, licensed, or consecrated status, and/or assignment.
- B. Clergy have the responsibility for developing healthy and ethical relationships with all other persons. Married clergy have made a vow to nurture and maintain fidelity and faithfulness in their marital relationship. Single clergy must maintain appropriate conduct in dating relationships as understood in our Christian teaching, and honor their vow to maintain celibacy in singleness. (See *The Book of Discipline of The UMC - 2016*, ¶ 310.2d)

- C. A single clergy person engaging in a romantic relationship with a single person with whom he or she has a clergy relationship does not necessarily commit sexual misconduct. However, the clergy person must be aware of the inherent imbalance of power that he or she has in this type of clergy relationship and take full responsibility for the related potential for harm. A single clergy person entering into this type of relationship bears the burden of demonstrating that there has been no abuse of power or exploitation in the relationship, in light of all relevant factors, including the personal history and mental status of the other person and the likelihood of an adverse impact on the person or on others.

Expectations

- A. Clergy frequently relate to persons who are fragile and vulnerable and therefore must exercise special care:
1. to maintain their own psychological, emotional, and spiritual health;
 2. to be properly and adequately prepared and educated, including continuing education, in order that they may provide appropriate help for those in their care;
 3. to seek counsel, advice, and supervision from one's spiritual director, counselor/therapist, accountability partner/group, mentor, or District Superintendent;
 4. to know their own abilities and set appropriate limits beyond which they will refer those for whom they provide pastoral care to other professional care givers.
- B. Clergy shall participate in educational training programs of the Annual Conference related to Healthy Boundaries and Clergy Sexual Ethics and will sign and abide by the related covenant document.
- C. Clergy of the Annual Conference are bound to one another in a covenantal relationship of mutual accountability, care, and support. Those within the clergy covenant are encouraged to prayerfully discern when it is appropriate to offer caring support to colleagues who may be in need of assistance.

Reporting

- A. The Church is a place for healing and justice; therefore, it must recognize, prevent, and stop sexual misconduct. As leaders in the Church, clergy in particular bear responsibility for confronting one another with knowledge of sexual misconduct since it places an unfair and unavoidable burden on the victim(s). Truth-telling may be risky and painful, and may stir up strong feelings of fear and anger for all involved. Even so, truth-telling has the power to release both offenders and victims from the secrecy, denial, and guilt that result from sexual misconduct. The Church is called to bring about reconciliation, and restoration of all parties as identified in *The Book of Discipline of The UMC - 2016*, ¶362.1.
- B. When an allegation of clergy sexual misconduct is made, all care will be taken by those involved in any investigation to determine the nature of the complaint and the appropriate response. Every complaint will be taken seriously and treated with integrity and confidentiality. *The Book of Discipline of The UMC - 2016* will be followed in response to all complaints.
- C. Retaliation – It is important to protect persons who disclose clergy sexual misconduct. Retaliation against those persons by anyone will not be tolerated.
- D. Reporting – If persons have experienced, become aware of, or are accused of any incidence of clergy sexual misconduct, they should immediately contact the office of a District Superintendent or the Office of the Bishop. Clergy who have experienced sexual harassment or another form of sexual misconduct by a clergy or lay person should im-

mediately contact the office of a District Superintendent or the Office of the Bishop. These addresses and phone numbers are available in any local United Methodist Church. In addition, if an incident involves minors, the elderly, or the disabled, reporting to the Michigan Department of Human Services (855-444-3911) is also mandatory.

NOTE: This document is provided solely for the purpose of this Covenant of Clergy Sexual Ethics. The statements, reflections, definitions, standards, and expectations named herein do not create any additional chargeable offenses, nor sanction any conduct which may constitute a chargeable offense, pursuant to *The Book of Discipline of The United Methodist Church 2016*. If any provision of this policy is in conflict with *The Book of Discipline of The United Methodist Church, The Book of Discipline of The United Methodist Church* shall prevail. Such conflict shall not be grounds for invalidating the entire policy. Revised February 21, 2017, to be effective January 1, 2019.

Guidelines for Our Life Together

Michigan Conference of The United Methodist Church

The Michigan Conference seeks to be both proactive and preventive in responding to issues that impact the church and its mission. In response to current concerns in both the Church and the world, we have adopted the following Guidelines. All clergy in our community, both active and retired, are asked to uphold these Guidelines.

The Michigan Conference will use these Guidelines as a complement to *The Book of Discipline of The UMC - 2016*. They address timely concerns that are not addressed in other resources. They will be utilized as an educational tool of the Board of Ordained Ministry, license certification school, for further dialogue, and at other conference trainings.

While no policies or other documents can anticipate all of the challenges and situations that may arise, the Guidelines for Our Life Together delineate key areas of personal and professional relationships, integrity, power, and conflicts of interest. These guidelines are designed to assist our community to have a common understanding of difficult issues, which may arise.

As clergy within the Michigan Area, we will be guided by the following:

A. IN OUR PERSONAL AND PROFESSIONAL RELATIONSHIPS WE WILL

1. Be above reproach in all that we do;
2. Serve the members and constituents in our current appointment and not provide ministerial services elsewhere unless a consultation between the former pastor/retired pastor and the pastor under appointment determine that it is for the health and in the best interest of the congregation;
3. Keep appropriate confidences and privileged information;
4. Avoid communicating (verbal, written, and electronic) negatively about a colleague, especially our predecessor or our successor;
5. Avoid the appearance of impropriety in visitation and counseling sessions;
6. Maintain a healthy emotional and social balance and maintain boundaries between pastoral identity and self-identity, private and community life, self and others;
7. Separate our ministerial role from our personal lives in relation to those directly served by our ministry (see Standards for Clergy Conduct [C.] in the Covenant for Clergy Sexual Ethics);
8. Encourage the congregation in the care and upkeep of the parsonage, leave the church and parsonage clean and in good condition, and accept financial re-

sponsibility for damage to the parsonage beyond normal wear and tear (see Conference Parsonage policy);

9. Practice habits that encourage and promote the physical, emotional, and spiritual health of our families and ourselves.

B. IN ISSUES OF INTEGRITY WE WILL

1. Be fiscally responsible;
2. Be honest;
3. Properly represent the policy, mission, and program of the Annual Conference and The United Methodist Church;
4. Acknowledge sources for preaching and in written material; we will not plagiarize another's work;
5. As full time clergy, accept employment outside of the appointed charge only with the consent of the S/PPRC and conference cabinet (§ 338.1);
6. Maintain the highest ethical standards regarding the use of modern technology, avoiding even the perception of inappropriate use of the internet and understanding that email and text messaging are not a private domain and should not be treated as such;
7. Provide pastoral services for weddings, baptisms, and funerals to church members without charge; the receipt of honoraria is acceptable.
8. Abstain from pornography and gambling in any form;
9. Abstain from misuse or abuse of alcohol and drugs, prescription or other.

C. IN REGARD TO POWER ISSUES WE WILL

1. Be aware of the power that is inherent in our various roles and use that power to maximize ministry opportunities that communicate worth, mutuality, and collegiality;
2. Provide ministerial services in order to build up the body of Christ;
3. Establish clear, appropriate boundaries with anyone with whom we have a ministerial, business, professional, or social relationship;
4. Not use our ministerial status, position, relationship, or authority to abuse, misguide, negatively influence, manipulate, or take advantage of anyone.

D. IN AREAS WHERE THERE MIGHT BE A CONFLICT OF INTEREST WE WILL

1. Advise and refer persons to other clergy or other professionals such as lawyers, doctors, counselors, etc. when appropriate; be aware that our judgment can be impaired by prior dealings, by becoming personally involved, or by becoming an advocate for one party against another;
2. Absent ourselves at an appropriate time from discussion and decision when there is an actual or potential conflict of interest in matters affecting ourselves, our family, or our financial interests;
3. Never take advantage of anyone to whom we are providing services in order to further our personal, religious, political, financial, or business interests or those of our family;
4. Use discretion concerning the acceptance of or return of gifts for ourselves or our family;
5. Avoid using the congregation as a captive audience for products or services created or provided in a non-clergy role;
6. Not accept or confer an office, position, assignment, or receive compensation, which may present the appearance of favoritism or a conflict of interest.

Adopted from existing Guidelines of the Detroit Annual Conference and the West Michigan Conference for the Michigan Conference to be effective January 1, 2019. Revised February 20, 2017.

ITEM #12

SUBJECT: Policy for the Protection of Children, Youth and Vulnerable Adults.

RESULT: Concurrence

MOTION:

Policy for the Protection of Children, Youth and Vulnerable Adults

Michigan Conference of The United Methodist Church

Preamble

Christians are called to live according to the gospel of Jesus. All persons are created by God. God intends all persons to have worth and dignity in their relationships. We are a connected body, and when one part of this body is injured physically, emotionally or spiritually, the entire body is rendered less than God intended.

The scriptures witness to a God who brings about justice, mercy and grace. This policy is an act of hospitality to those who may be at risk due to their age, size, and mental and/or physical capacities.

The innocence of children is what best enables them to seek out God with fearless enthusiasm. That innocence is also what leaves them most vulnerable to abuse, bullying or neglect. Every 15 seconds a child is abused or neglected.¹ Often abuse occurs in settings where children, youth or vulnerable adults should have been able to feel safe -- homes, schools, camps, and sadly the church. In more than three quarters of the reported incidents of child abuse, the victim was related to or acquainted with the abuser.²

Although the practice of abuse, bullying and neglect, or the making of false accusations is not to be condoned, we will continue to acknowledge that God's grace is available to all. All persons are valued as human beings in God's image.

The purpose of this policy is to protect all who come to us, to protect both our paid and volunteer staff from potential false allegations of abuse, and to limit the extent of legal liability of the Conference. Therefore, this policy, prompted by the 1996 General Conference of The United Methodist Church, is designed to minimize the risk of abuse, bullying and/or neglect to children, youth, and vulnerable adults at Conference and District events.

Section I. Care Provider Authorization and Re-Authorization

A. Implementation

1. The Michigan Conference Protection Policy Implementation Team (hence forth this shall be referred to as the MC PPIT) shall implement this policy and develop procedures to that end.
2. The MC PPIT is granted discretion to require additional screening including a personal interview.

B. Minimum Requirements

1. All care providers shall:
 - a. Be at least 16 years of age. Upon turning 18 years of age, applicant must re-apply for authorization as an adult.

1. Joy Thornburg Melton, *SAFE SANCTUARIES: REDUCING THE RISK OF CHILD ABUSE IN THE CHURCH* (Nashville, TN: Discipleship Resources, 1998). Available through www.discipleshipresources.org and www.cokesbury.com. Rev. Melton is a deacon in the North Carolina Conference of The United Methodist Church. She is both a Christian educator and an attorney.

2. *Ibid.*

- b. Care providers must be at least 5 years older than the oldest child or youth receiving care.
 - c. Be active in a local congregation or ministry setting for at least 6 months at the time of application.
 - d. Complete the Authorization Application for all Conference and District events, programs and activities. All applicants under the age of 18 must also have their parent's signature on the application.
 - e. Provide no fewer than three (3) written references (non-familial, not of the same household).
 - f. Submit written permission and pertinent information for background checks of criminal and Registered Adult Sex Offender records to be pursued when possible with local, county, state and/or federal law enforcement agencies at the discretion of the MC PPIT.
- C. Qualifications
1. No one shall serve as a care provider if she/he is known to have been previously convicted of, or pled guilty or no contest to, any crime arising out of any act or conduct involving sexual abuse, or any act or conduct which is of a sexual, molesting, seductive, or criminally deviant nature, whether or not such conduct involved a child. This includes but is not limited to, crimes involving pedophilic behavior (molestation of a pre-adolescent child), incest, rape, assaults involving vulnerable adults, children or youth, murder, kidnapping, pornography, and the physical abuse of a vulnerable adult, child, or youth. This qualifying rule shall apply no matter how long ago the crime occurred.
 2. Applications will not be accepted from anyone who has acknowledged or admitted that she/he has participated as a perpetrator in any previous act of sexual abuse of a vulnerable adult, child or youth. This qualifying rule shall apply no matter how long ago or whether a civil or criminal verdict was rendered.
 3. If the MC PPIT determines that the person is unsuitable to serve, the application shall be denied and the applicant shall be notified. The MC PPIT reserves the right to not accept any person for volunteer or paid service. If at any time the applicant is found to be unsuitable, the MC PPIT has the authority to review or revoke participation.
- D. Confidentiality and Document Access
- All documents and information obtained on all care providers shall remain confidential except as noted below.
1. All consents by parents or guardian will be accessible to leadership in the Conference for use in promoting the health, welfare, and safety of participants at Conference related functions and events.
 2. All documents and information obtained during the screening process may be disclosed when there is a duty to inform and/or it is reasonably necessary in the context of any criminal or civil litigation involving the care provider, whether authorized or an applicant, of the Conference.
 3. Names of authorized care providers will be available to Conference ministry leaders unless otherwise instructed by the care provider in writing.

- E. Records Retention
All applications and application documents will be retained digitally.

Section II. Training and Education

- A. Training Care Providers Trainers
- The MC PPIT shall be responsible for approving applicants and training the trainers of care providers. Training materials will be provided by the MC PPIT.
 - The intent of training the trainers is to provide consistent content and its interpretation. The content of training shall be consistent with this policy. Additional material may be added at the discretion of the MC PPIT.
- B. Care Provider
1. MC PPIT shall provide training of conference authorized care providers.
 2. The intent of this training is to create a safe environment and raise awareness of and sensitivity to the issues of abuse, neglect and bullying.
 - a. The goals of the training are for trainees to
 - i. Know, understand and be familiar with the Policy
 - ii. Agree to implement the Policy of the Conference.
 - b. The content of the training shall be consistent with this policy. Additional material may be added at the discretion of the MC PPIT.
 3. Care Providers shall complete the training and education for authorization. Care provider authorization must be renewed every 3 years.
 4. The MC PPIT shall be responsible for maintaining a current list of all conference authorized care providers.

Section III: Care Provider Supervision

- A. General Statement
1. Proper supervision is necessary for the duration of the event to avoid creating the opportunity for both actual abuse, bullying or neglect, and false accusations of abuse, bullying or neglect to occur.
 2. Proper supervision includes providing care providers with Protection Policy training.
 3. Supervision during the care provider's performance of their responsibilities shall give special attention to high-risk settings such as nurseries, restrooms, and overnights.
 4. Pastors and staff in host churches not directly involved with the program, devotional leaders, event speakers, musicians, or other specialist providing services such as food or entertainment may be present, but may not be alone with children, youth, or vulnerable persons.
 5. Parents, legal guardians, and special needs care givers may be present with their children or care recipient, but may not be alone with other children, youth or vulnerable persons until they are qualified as a conference authorized care provider.
- B. General Rules
1. Adequate staffing
 - a. All district or Conference-related functions, activities, and events involving children, youth and vulnerable persons shall be staffed to meet the standards of this Policy. It is the respon-

- sibility of the sponsoring agency to ensure standards set forth in this Policy are being met. The portion of the function, activity or event, which involves care providers, shall be cancelled when staffing required by this Policy is not provided.
- b. Providing staffing shall be the responsibility of the event director of the Conference-related function, activity, or event.
 - c. All care providers under the age of 18 shall be at least five years older than those receiving care. Care providers under 18 years of age shall comprise no more than 20% of the staff for an event, activity, or function.
 - d. Ratios of staff to children shall be in compliance with the rules and regulations of the State of Michigan.
2. Sleeping Accommodations. Sleeping areas, restrooms, and changing areas shall be separated by gender, and supervised by the same gender.
 3. Two Care Provider Rule
 - a. At least two conference authorized care providers, one of which must be an adult, shall be present at each Conference-related function, activity, or event involving children, youth, or vulnerable adults.
 - b. The two-care provider rule in the preceding paragraph may be waived at the discretion of the event director or care provider in the following situations.
 - i. The conference authorized care provider is an adult and there are at least three children over 13 years of age present.
 - ii. One adult care provider remains while the other care provider temporarily leaves the area or room for a medical, family, or other reasonable necessity, i.e., escorting a child, youth, or vulnerable person to the rest room.
 - iii. One adult care provider remains when the other care provider must leave for an unexpected medical, family, or other reasonable necessity.
 - iv. A care provider is taking a child, youth or vulnerable person to or from a Conference-related function, activity, or event. The waiver must be completed for each child, youth, or vulnerable person.
 - v. A conference authorized care provider temporarily remains with a child, youth or vulnerable person while waiting for others to arrive or while the child, youth or vulnerable person is waiting to leave a conference-related function, activity, or event, providing there is another adult or older child present.
 4. Participants will be released only to those indicated on a release form signed by the parent or guardian.
- C. Event Director Responsibilities
1. Secure a safe and appropriate location that is conducive to the health and welfare of the participants and appropriate for the objectives of the event.
 2. Provide adequate supervision of children, youth, and vulnerable per-

- sons by confirming the number of conference authorized care provider leaders needed for the event.
3. Ascertain the authorization status and suitability of leaders for the particular event.
 4. Implement these policies and related procedures, including reporting and documentation of alleged incidents.
 5. Establish and communicate to all staff expectations and procedures for the event, for instance, procedures regarding medications, medical situations (universal precautions) and emergencies and how they will be handled during the event.
 6. Establish a sign-in and sign-out procedure of participants.
 7. Establish a procedure to obtain copies of permission slips, release forms, medical permission and other necessary paperwork in compliance with applicable laws and regulations of the State of Michigan and other requirements of the Conference.
 8. Attend to the care of conference authorized care providers and young children including safe spaces, safe equipment and toys. Compliance with federal, state and county guidelines. Additional information may be available on the conference website, michiganumc.org.

Section IV: Policy For Reporting Suspected Abuse, Bullying Or Neglect Involving Children, Youth or Vulnerable Persons

- A. Persons Required to Report
 1. All care providers and Conference employees who have reasonable cause to suspect abuse or neglect of a child, youth, or vulnerable person in compliance with state law shall report all known and suspected cases of abuse or neglect which (a) occur on the Conference premises; (b) occur at a Conference-related function, activity or event, or; (c) are disclosed during a Conference-related function, activity or event. All other persons may report known and suspected cases of abuse or neglect in accordance with this Policy and the laws of the State of Michigan. This policy supports mandatory reporting in compliance with the State of Michigan.
 2. If any child, youth, or vulnerable person arrives at a Conference-related event with signs of abuse or neglect, the event director shall immediately implement this Policy's reporting procedures in compliance with state law.
 3. The reporting requirements in this Policy are the minimum requirements. This Policy does not preclude anyone from reporting a known or suspected case of abuse or neglect to others for the protection of children, youth, and vulnerable adults. Unless such protection requires otherwise, however, confidentiality of the information reported or received shall be respected to protect the rights and interest of the victim, the alleged perpetrator and their families.
 4. Under Michigan law, anyone reporting in good faith a known or suspected case of abuse or neglect to Children's Protective Services or Adult Protective Services is immune from civil or criminal liability, which might otherwise be incurred thereby.
- B. Required Reporting Process
 1. The care provider shall immediately report the known or suspected abuse or neglect to the event director.

2. For the protection of all parties, if the suspected or alleged perpetrator is in/on the premises, he or she is to be isolated from the program and have no contact with the children, youth, or vulnerable adults.
3. As soon as possible and in all cases within 24 hours, the care giver who observed or received the disclosure shall telephone an oral report to Children's Protective Services or Adult Protective Services to the Centralized Intake TOLL FREE number for the State of Michigan **(855-444-3911)**. This oral report shall be made in conjunction with the person who made the observations or received the disclosure. The following information is typically required in the oral report:
 - a. Name, age and gender of the alleged victim and other family members;
 - b. Address, phone number and/or direction to the alleged victim's home;
 - c. Parent's place(s) of employment (if known);
 - d. Name and address of alleged perpetrator;
 - e. Description of the suspected abuse;
 - f. Current condition of the alleged victim.
4. Within 72 hours, the care giver who observed or received the disclosure, shall submit a completed State of Michigan "Report of Known or Suspected Child Abuse or Neglect" to Children's Protective Services, or its equivalent to Adult Protective Services in accordance with the directions given at the time of the oral report. The event director may be a resource for completing this form.
5. The event director and the entire staff of the Conference-related function, event, activity or program shall cooperate with Children's Protective Services or Adult Protective Services.
6. Following contact with local Children's Protective Services or Adult Protective Services, the event director shall inform:
 - a. The chairperson of the group sponsoring the Conference-related function, activity or event.
 - b. The Conference staff person assigned to the ministries of the sponsoring group. The staff person shall inform the Conference Director of Connectional Ministries, the Bishop, and the District Superintendent of the sponsoring District.
 - c. The facility director, manager or host church clergy person.
7. Notification of a parent or legal guardian of the alleged victim of abuse or neglect shall be determined by Children's Protective Services or Adult Protective Services. The event director shall follow the parent's or legal guardian's wishes regarding the continued participation of the involved child, youth or vulnerable person, unless otherwise instructed by Children's Protective Services or Adult Protective Services.
8. Matters of known or suspected abuse or neglect are to be kept confidential, except as required by law, to assist appropriate agencies in their investigations, or as disclosed to Conference representatives with a need to know such information consistent with the requirements of the law. The incident is not to otherwise be discussed with persons other than those involved in the reporting.
9. The Protection committee may edit this process to be in compliance with applicable State laws. Such edits shall be included in annual reports to annual conference.

- C. Reporting When The Alleged Perpetrator Is The Care Provider Or Conference Employee
When the event director becomes aware of or receives a report of alleged abuse or neglect by a care provider or Conference employee, or the care provider is the known or suspected perpetrator, the event director or the person who received the disclosure or the one witnessing the abuse or neglect shall report the abuse or neglect as outlined in Section IV. B., in addition to notifying the corresponding District Superintendent.
- D. Reporting When The Alleged Perpetrator Is The Event Director
When anyone at a Conference-related function, activity or event becomes aware of or receives a report of alleged abuse or neglect by the event director, she/he shall follow the procedures outlined in Section IV. B.
- E. Reporting When The Alleged Perpetrator Is A Michigan Conference Pastor, Clergy or Diaconal Minister
1. If the suspected or alleged perpetrator is on the premises he or she is to be isolated from the program and have no contact with children, youth or vulnerable adults.
 2. The event director shall follow the procedures outlined in Section IV. B.
- F. Reporting When The Alleged Perpetrator Is Another Child, Youth or Vulnerable Person
1. If the suspected or alleged perpetrator is on premises he or she is to be isolated from the program and have no contact with children, youth or vulnerable adults.
 2. The event director shall follow the procedures outlined in Section IV. B.
 3. Unless instructed otherwise by CPS, APS, or the local enforcement agency, the event director may confidentially inform the contact person for the facilities hosting the event and the parents or guardians of involved parties.
- G. Reporting All Other Suspected Cases of Abuse, Bullying Or Neglect
In all other cases of suspected abuse, bullying or neglect, the event director and the Conference Director of Connectional Ministry or designee shall be immediately notified, and the reporting procedures referenced in Section IV.B or Section IV.H. shall be implemented.
- H. Section 380.1310b of The State of Michigan Law Addressing Bullying In Schools.
Bullying is not a mandated reportable offense. However, it is behavior that must be reported to protect participants, care receivers, care givers and conference ministries.
Reporting procedures follow.
1. The event director will be notified of alleged bullying incidents.
 2. The event director will determine what, if any, follow up steps are to be taken.
 3. Together the event director, in consultation with the Conference Director of Connectional Ministry, or designee, shall determine what notification, if any, is appropriate to give to the parent or legal guardian, or the victim and the perpetrator or others.
 4. The event director will submit a written report of the incident and response to the Conference Director of Connectional Ministry, or designee, for information purposes.

Section V. Follow-Up After Reports of Known Or Suspected Abuse, Bullying Or Neglect
 General Goals And Objectives

After reporting procedures have been completed, the following goals and objectives as prioritized below shall be addressed:

1. Protection for the alleged victim and other children, youth, and vulnerable adults from any continued exposure to abuse, bullying or neglect.
 2. Care for the spiritual, emotional and physical well-being of the alleged victim and the alleged perpetrator.
 3. Respect and preservation of the legal rights of both the alleged victim and the alleged perpetrator.
 4. Safeguarding the privacy of all parties involved.
 5. Care for the spiritual and emotional well-being of the Conference.
 6. Protection of the legal and financial interests of the Conference.
- A. Investigation
1. In accordance with the laws of the State of Michigan, Conference workers (paid and volunteer) shall not conduct any investigation of reports or accusations of abuse or neglect.
 2. Following the guidance of an attorney representing the Conference, the Conference shall cooperate in any proper investigations by the Children's Protective Services, Adult Protective Services, law enforcement agency, liability insurer and the parties involved.
- B. Additional Response Requirements
- When the alleged abuse or neglect involves (1) a Conference or District employee as the alleged perpetrator, (2) an abuse occurring on Conference property, or (3) a child, youth or vulnerable person participating in any Conference-related function, activity, event or program, the following procedures shall be observed: [For alleged abuse or neglect involving Michigan Conference United Methodist pastors or diaconal ministers see item 8 in this section]
1. The status of the accused care provider (if applicable) shall be immediately suspended, and he or she shall not be permitted to continue providing any services for children, youth or vulnerable adults in any Conference-related function, activity, event or program. Authorization may be re-instated only after satisfactory completion of the screening qualifications set forth in this Policy.
 2. The Bishop or designee shall appoint a contact person to handle, oversee and/or represent the Conference in all communications with the Children's Protective Services, Adult Protective Services, law enforcement agencies, attorneys and investigators.
 3. The Bishop or designee shall give written notice to the liability insurance carrier for the Conference
 4. If the alleged perpetrator is an employee of the Conference, the Conference Personnel Committee may discharge or place the employee on a leave of absence pending the completion of any investigations by the Children's Protective Services, Adult Protective Services, any responding law enforcement agencies and/or the completion on any legal proceedings. A leave of absence may be with or without pay, at the discretion of the Conference Personnel Committee. The employee may be reinstated after a leave of absence or discharge, only if ap-

- proved by the MC PPIT with satisfactory completion of the screening qualifications set forth in this policy.
5. The Bishop or designee shall be the spokesperson solely authorized to respond to the media and general public. The designee may or may not be the same person appointed in item 2 of this section at the discretion of the Bishop. In all communications with media and the general public, the confidentiality of the victim and alleged perpetrator will be protected.
 6. When appropriate the Bishop shall inform the Conference of the situation and how the Conference is responding to it. In all communications with the Conference, the confidentiality of the victim and alleged abuser will be protected.
 7. Everyone involved in the response is strongly encouraged to document his/her activities and all communications regarding the suspected abuse or neglect.
 8. When the alleged perpetrator is a Michigan Conference pastor, clergy person or diaconal minister, the Clergy Sexual Misconduct Policy shall be implemented.
- C. Response To The Victim(s) And The Accused
The MC PPIT recommends that appropriate sensitive care be expressed to the victim, and the accused, as well as their families. Although the practices of abuse, bullying, neglect, or the making of false accusations are not to be condoned, we will continue to acknowledge that God's grace is available to all.

VI. Revisions

- A. This policy shall be reviewed regularly. When the MC PPIT determines a change is appropriate or timely, the edits or change shall be presented to annual conference for action.
- B. The MC PPIT may edit any part of this policy at any time to be in compliance with applicable State of Michigan laws. Such edits shall be included in annual reports to annual conference.

Conclusion

As Christians, we are called to live according to the gospel of Jesus. All persons are created by God. God intends all persons to have worth and dignity in their relationships. We are a connected body, and when one part of this body is injured physically, emotionally or spiritually, the entire body is rendered less than God intended.

While the vast majority of those who work with our programs are of the highest moral and spiritual character, and are deeply committed to the needs of those to whom they minister, the reality is that the potential for abuse, bullying or neglect is present. The conference insurance policies require a consistent policy of screening, training, supervising and reporting. Further, we live in a litigious society which mandates the need for a conference-wide policy that is clear and consistently enforced.

We understand that those with clear backgrounds and records might find this process burdensome or offensive. Yet if we are to take seriously our responsibility for children, youth and vulnerable adults, all applications for workers and volunteers must be treated in the same manner. This policy is an act of hospitality to those who may be at risk due to their age, size, and mental and/or physical capacities. We thank you for your understanding and cooperation as we endeavor to make our programs safe and secure for all who participate.

Definitions of Terms

1. **Abuse:** Abuse means harm or threatened harm to an individual's health or welfare through physical abuse, bullying, sexual abuse, sexual exploitation, maltreatment, and/or sexual harassment. For the purposes of this policy, 'hazing' is considered a form of abuse.
2. **Adult:** means a person at least 18 years of age.
3. **Applicant:** a person who is applying to be an authorized care provider.
4. **Appropriate:** conduct that one could reasonably assume would be acceptable and permissible by the child's parent or guardian.
5. **Bullying:** Intentional behavior that is meant to hurt and dominate another person or group of persons. It is characterized by an imbalance of power between the individual who bullies and the target. Bullying can be physical, verbal, emotional, social, spiritual, or sexual. Cyberbullying is the use of technology for the same purpose. This includes, and not limited to, the following:
 - A. Substantially interfering with their opportunities, benefits, or programs involving the Conference, its districts, or its agencies.
 - B. Adversely affecting their ability to participate in or to benefit from the programs or activities of the Conference, its districts, or its agencies by placing the individual in reasonable fear of physical harm or causing substantial emotional distress.
 - C. Having an actual and substantial detrimental effect on their physical or emotional health.
 - D. Causing substantial disruption in, or interference with, the orderly operation of the programs or activities of the Conference, its districts, or its agencies.
6. **Care Provider:** anyone (including employees, volunteers, lay and clergy) charged with the supervising of children, youth, and vulnerable adults during a Conference or District related function, event or activity. An authorized care provider has completed the Michigan Conference Protection Policy requirements for all staff members (paid or volunteer) who will work with children, youth, and vulnerable adults at Conference and District ministry settings.
7. **Conference:** refers to the Michigan Conference of The United Methodist Church.
8. **DHS:** means the Department of Health and Human Services in the state of Michigan which guards the safety and welfare of children, youth and vulnerable adults.
9. **Event Director:** refers to the person overseeing all personnel and programming at a Conference or District related function, event, or activity.
10. **Event site:** the location of a Conference or District related function, event, or activity. This does not exclusively apply to a United Methodist facility.
11. **Leader:** anyone responsible for overseeing a specific activity during a Conference or District function, or event.
12. **Negligence:** failure to act as a reasonably prudent person would do in the same or similar circumstance. It can include failing to prevent an act of abuse or omission of an act that would ensure the health, welfare, and safety of a child, youth, or vulnerable person.
 - A. Negligent treatment, including the failure to provide adequate food, clothing, shelter, health care and protection from abuse; or
 - B. Placing a child, youth, and vulnerable person at an unreasonable risk to the health or welfare of a vulnerable adult, child or youth by failure of the parent, legal guardian or any other person responsible for the health or welfare of a child, youth, and vulnerable person to intervene to eliminate that risk when that person is able to do so, and has or should have knowledge of the risk. (See State of Michigan Compiled Laws Act # 238, Public Acts of 1975, Sections 722.622.2d).
13. **Parent or Guardian:** means any parent, step-parent, foster parent, grandparent or appointed guardian who has the general responsibility for the health, education or welfare of a child, youth, and vulnerable person.

14. **Participants:** Participants are children, youth, or vulnerable adults, as well as all others, who are registered, enrolled, attending, or otherwise participating in an event or activity sponsored by or under the auspices of the Michigan Conference.
15. **Physical abuse:** Physical abuse is any non-accidental act or failure to act that results in bodily harm. Physical abuse may result from punishment to a person that is overly punitive or inappropriate to the individual's age or condition.
16. **Protection Policy Committee:** Committee is the group elected by the Conference to oversee the implementation of this Policy.
17. **Sexual Abuse:** any conduct of a sexual nature which violates or attempts to violate the free choice and consent of another person, and includes any criminal sexual act defined by any federal, state, or municipal law, which includes but is not limited to rape, sexual molestation, sexual battery, aggravated sexual battery, lewd and lascivious behavior, enticement of a child, indecent solicitation of a child, aggravated indecent solicitation of a child, exhibiting sexually explicit material, or indecent liberties with a child, youth, or vulnerable person.
18. **Sexual Misconduct:** the intentional touch of the intimate parts or the clothing covering the immediate area of the intimate parts of a child, youth or vulnerable person.
19. **Sexual Exploitation:** means allowing, permitting or encouraging children, youth, and vulnerable adults to engage in prostitution or in the photographing, filming, creating electronic or computer generated images or any other form of depicting a child, youth, and vulnerable person engaged in actual suggestive sexual conduct. (See Michigan Compiled Laws Act # 238, Public Acts of 1975, Section 722.322.2 (1).
20. **Sexual Explicit Material:** means any printed, electronic or computer generated matter, picture, sculpture or sound recording which can reasonably be construed as being produced for the purpose of stimulating sexual excitement, arousal or gratification.
21. **Sexual harassment:** Sexual harassment is any sexually related behavior that is unwelcome, offensive, or which fails to respect the rights of others. Sexual harassment includes any unwelcome advance, a request for a sexual favor, and any other verbal, nonverbal, or physical contact of a nature that creates an intimidating, hostile, or offensive environment.
22. **Shall, Should, May:** were carefully chosen terms used in this Policy, giving recognition to their different meanings. "Shall" is to be considered as mandatory, "may" is to be considered permissive, and "should" is to be considered a term of strong encouragement.
23. **Event Staff persons:** authorized persons who provide leadership and/or care for events of the Michigan Conference and/or its districts whether they are volunteers or paid.
24. **Team:** the Michigan Conference Protection Implementation Team.
25. **Volunteer:** any person receiving no salary or wages for providing any services, care, guidance, assistance or supervision for any children, youth, and vulnerable adults in a Conference or district related function, event or activity.
26. **Vulnerable person:** an individual who because of age, developmental disability, mental illness, or physical handicap requires supervision or personal care or lacks the personal and social skills required to live independently.

Michigan Conference Design Team
Glenn Wagner and Marsha Woolley, Co-Chairs

ITEM #13

SUBJECT: Area Extension Trust Fund and Detroit Extension Fund Restructure.

RESULT: Concurrence

MOTION: Whereas The Missions and Church Extension Trust Fund of the Michigan Area of The United Methodist Church provides loans for acquisition, construction,

expansion, renovation and re-financing of local United Methodist churches and agencies, is governed by a board elected by the Detroit and West Michigan annual conferences, and administered by staff of the United Methodist Foundation of Michigan;

And, whereas The Extension Fund of the Detroit Annual Conference of The United Methodist Church provides loans with a missional emphasis for projects similar to those named above, is governed by a board elected by the Detroit Annual Conference, and administered by staff of the United Methodist Union of Greater Detroit;

And, whereas the United Methodist Foundation of Michigan provides a continuum of financial stewardship, value-aligned asset management, and donor-directed services for Michigan Area United Methodist churches, districts, agencies, and individuals, is governed by a self-sustaining board of directors, and is recognized as the primary provider of financial stewardship services across the Michigan Area of The United Methodist Church;

And, whereas conference leaders, staff, directors, and Design Team members recognize the multiple benefits of consolidating those organizations, including a single point of contact for church leaders to access financial stewardship consultation, investments, loans, and planned-giving services, and a significant reduction in resources spent on governance and administration;

And, whereas the respective boards of directors of the United Methodist Foundation of Michigan, The Missions and Church Extension Trust Fund of the Michigan Area, and The Extension Fund of the Detroit Annual Conference, have voted their support of the following resolution;

Therefore, be it resolved that The Missions and Church Extension Trust Fund of the Michigan Area of The United Methodist Church and The Extension Fund of the Detroit Annual Conference of The United Methodist Church be re-structured as limited liability companies with the United Methodist Foundation of Michigan as the sole member;

And, be it further resolved that the United Methodist Foundation of Michigan revise its governing articles of incorporation and bylaws accordingly and in compliance with the Group Ruling requirements of the General Council on Finance and Administration of The United Methodist Church.

ITEM #14

SUBJECT: **West Michigan Conference Board of Global Ministries Loan and Church Extension Fund.**

RESULT: Concurrence

MOTION: Whereas, “In 1953 Bishop Marshall Reed appointed an Advisory Committee on Church Extension and their recommendation to conduct a campaign to raise \$350,000 was approved and the campaign began in October of 1955 (page 81 of 1955 West Michigan Conference Journal.)”

And whereas roughly 11.5% was to be for grants and bequests and the remaining 88.5% was to be for loans, it was determined that the Fund was to be used primarily for the building of churches in new situations and secondarily in

needy situations of missionary character... (page 84, 1955 West Michigan Conference Journal.)

And whereas, the 1975 West Michigan Conference Journal on page 145 lists the updated "Guidelines for Loans and Grants" from this fund.

And whereas, the boards of the Mission and Church Extension Trust Fund (MCE) and the Detroit Extension Fund have agreed to consolidating governance and administration of the two funds, providing a single point of contact for local United Methodist churches and agencies seeking loans, and reducing time spent on governance and administration.

And whereas, the MCE Trust Fund is governed by a board elected by the Detroit and West Michigan annual conferences, and administered by staff of the UM Foundation of Michigan. Its assets total about \$14.7 million, with \$8.5 million loaned to 33 churches. It is funded principally by investments totaling \$12.7 million on loan from individuals and churches, so it does not fund high risk projects.

And whereas, the Detroit Extension Fund is governed by a board elected by the Detroit Annual Conference, and administered by staff of the UM Union of Greater Detroit. Its assets total about \$5 million, with \$1.1 million loaned to 3 churches.

And whereas, these two funds (MCE Trust Fund and the Detroit Extension Fund) should remain as separate corporate entities to preserve the protections required for investments in the MCE Trust Fund, but need a structure that provides a single governing body and a single administration team. The United Methodist Foundation has agreed that the Foundation serve as an umbrella organization, providing a single board and staff serving all three entities (MCE, Detroit Extension Fund and the UM Foundation).

And whereas, the West Michigan Board of Global Ministries, working in collaboration with the Design Team, has agreed to the following proposal for annual conference action;

And whereas the current value of the investments and outstanding loans of the West Michigan Board of Global Ministries Loan and Church Extension Fund is approximately \$1.2 million.

Therefore be it resolved, that the following action is approved so that the West Michigan Conference Mission and Church Extension Loan Fund be re-distributed and divided accordingly for the following purposes:

- \$400,000 will be included with other existing New Church Development Funds ("Vibrant Congregations")
- \$100,000 will be designated for development of "Bold and Effective Leaders"
- \$100,000 will be designated for development of "Christ Centered Mission and Ministry"
- \$100,000 will be designated for development of "Ministry with Young People"
- The remaining balance of approximately \$500,000 will be combined with the Detroit Extension Fund to create the Michigan Conference Church Extension Fund.

The specifics of the oversight and accountability of these funds are to be outlined by the Conference Leadership Council or the respective Boards of Directors in alignment with the vision and structure of the new Michigan Conference of The United Methodist Church and in accordance with each entity's by-laws.

ITEM #15

SUBJECT: Area Nominations Committee Enabling Motion.

RESULT: Concurrence

MOTION: We move on behalf of the Committees on Nominations of the West Michigan and Detroit Conferences that upon approval of the new plan of organization for the new Michigan Conference by the Michigan Area Conference that a Joint Area Nominations Committee prepare a slate of nominations to be presented to the 2018 Annual Conference. This committee shall consult with the two Conference Leadership Teams as this slate is prepared.

The committee shall consist of the following persons:

- 6 from each conference;
 - Detroit: Paula Timm, Laurie de la Garza, Ruby Anderson, Don Archambeau, Taylorie Bailey, Janet Lerner
 - West MI: David Selleck, Herb Vanderbilt, Melissa Claxton, Simmie Proctor, Virginia Heller, Laurie Dahlman
- The DCM from each Conference
- The Lay Leader, or their designee, from each conference,
 - West MI: Ann Soles
 - Detroit: Bonnie Potter
- The Rules of Order/Standing Rules chair from each conference
 - Detroit: Todd Price;
 - West MI Judy Coffey
- A representative from the Cabinet designated by the Bishop.

C AREA MINISTRY CENTER REPORT.

**REPORT TO THE ANNUAL CONFERENCE STAFF
OF THE TRUSTEES' AREA OFFICE SPACE TASK FORCE**

Annual Conference 2017

Trustees' Task Force Members: Bishop David Bard; John Boley, Clergy Asst. to the Bishop; Bill Gehman, Area Center Trustees Chairperson; Rob Long, Detroit Trustees; Jim LeBaron, West MI Trustee; Marsha Woolley, Design Team co-chair; David Dobbs, Area Treasurer; Don Emmert, Area Benefits Officer; Jerome DeVine & Benton Heisler, Directors of Connectional Ministries

Guiding Values: The following guiding values were named by the Design Team in regard to the area office space conversation:

- Investing in a ministry tool not real estate
- Balancing Needs/Affordability/Stewardship
- Sensitivity to staff and desired retentions
- Minimal disruptive physical moves from one site to a new location
- Flexibility in the sites and use of space

- Accessibility: ADA compliance, travel lanes, food and lodging amenities in proximity for staff and guests
- Sustainable Architecture/Green
- Keeping Flint Bethel UMC and the Flint and Grand Rapids employees updated as appropriate

Options Considered:

- Build out the current Area Center current location, including acquire parking land to north &/or agreement with Mega Mall for parking. Estimated cost was \$2.5 million.
- Acquire a “new” facility that meets our specifications for parking & space. Estimated cost was \$2.5 million.
- Take Reasonable Interim Steps:
 - Use existing vacant UM church property
 - Lease necessary property to meet our interim needs
 - Maintain or sell the Grand Rapids Conference Center
 - Partial conversion of the current Area Center
 - Some combination of the above

The task force met on several occasions from September, 2016 to January 2017, reviewed a 43 page report of viable property options in the Lansing region, met with Area Finance Leaders and toured multiple sites that included existing UM churches and potential office spaces. The following is the conclusion reached by the Task Force and was affirmed by the Area Trustees and the Design Team.

Clark Crossing (a 3-5 year interim): *(Occupancy by end of 2017-July, 2018 at the latest)*

Negotiation and planning is underway to lease and renovate a suite at the Clark Crossing, for a total of approximately 5,000 SF. This location is one mile north of the current Area Center. It is in the large “mall” area on the NE corner of US 127 & Clark Rd. We are finalizing the office layout and cost estimate. We anticipate that we will be able to report at Annual Conference on the projected cost of this office configuration and we anticipate there will not be a need to borrow any funds to accomplish this project.

The staff that is anticipated to be in that location include the 10 persons associated with the Treasury and Benefits staff, the Director of Congregational Vibrancy, the Director of Clergy Excellence and the two administrative assistants who would support their work and possibly a receptionist who would have a variety of support roles. There would also be one or two “generic work cubicles” for other mobile conference staff.

At the current Area Ministry Center on Northcrest Rd., one smaller meeting will be converted into office spaces for the Director of Connectional Ministry and an Administrative Assistant.

Positive Aspects: This option provides adequate space for staff, meetings and parking, allows continued use of Conference Center in Grand Rapids in the interim for some storage and staff, or the use of an alternative Grand Rapids site. It also does not financially over-commit the Conference in the midst of the unsettledness in the denomination. The director level positions are in close proximity to the Bishop and the treasury/benefits staff is all in one location. This option also allows us to live into our new reality with flexibility and an opportunity for adjustment in the years to come.

Negative Aspects: Leasing and not owning. All staff is not in one building. No control of who occupies the spaces adjacent to our units.

Implications:**FLINT:**

There has been a steady dialogue with the leadership of the Flint Bethel UMC congregation from whom the Detroit Conference currently leases the south portion of that facility so that there is an understanding of the implications of this move and the current projected timeline. Current lease expenses for this facility are \$72,000 per year.

It has not yet been determined where the exact lines of the re-districting will be placed. Once that is determined by the Bishop, in consultation with the Cabinet and the regions affected, it may have an impact on where the location of the District Office is for that region.

GRAND RAPIDS:

Conversations have been in process with Grand Rapids First UMC in regard to the potential of space being available to lease at “First Place,” the four story ministry center next to the church. The concept being considered is that the following entities could be housed there: the GR District Office, the UM foundation, any MI Conference staff for whom there is not the expectation they would be located in Lansing. Projected lease expense for this 3,500 square foot option is approximately \$40,000.

Conversations, led by the Trustees, are also in process to determine the value and potential sale market for the current West MI Conference Center building located at 11 Fuller. Current operations expenses for this 13,000 square foot, 70 plus year old building are approximately \$50,000/year.

STORAGE:

There are a number of Conference supplies, equipment, Conference archive files, new church start equipment and furnishings items that are rarely accessed, or are used only at the time of the Annual Conference session. We are anticipating the storage of these items in the former Salem UMC which is 20 minutes north of the Area Ministry Center, just 5 minutes north of St. Johns, just off US 127 near Uncle John’s Cider Mill. The MI Area Camping Ministry staff also use this facility as an office hub.

Michigan Conference Design Team
Glenn Wagner and Marsha Woolley, Co-Chairs
on behalf of the Trustees’ Area Office Space Task Force



—WMC Photos

C. WEST MICHIGAN CONFERENCE BUSINESS ITEMS

LEGISLATION THAT PASSED

ITEM #16

SUBJECT: Delegates for Special Session of the General Conference.
RESULT: Concurrence
MOTION: The West Michigan Annual Conference affirms that its delegates to the 2016 General Conference, or their lawful successors, shall be the delegates to any special session of the General Conference prior to the 2020 General Conference.

ITEM #17

SUBJECT: Housing/Rental Allowance for Retired or Clergy on Disability.
RESULT: Concurrence
MOTION: The West Michigan Conference Board of Pension and Health Benefits moves to establish the Housing/Rental Allowance for retired or clergy on disability in the West Michigan Conference as follows:

1. An amount equal to 100% of the pension/disability payments received during the year 2018 is hereby designated as a rental/housing allowance for each retired and disabled ordained or licensed minister of The United Methodist Church who is or was a member of the West Michigan Conference at the time of his or her retirement or disability;
2. This rental/housing allowance shall apply to each retired and disabled ordained or licensed minister who has been granted the retired relationship or placed on medical leave by the West Michigan Conference and whose name and relationship to the conference is recorded in the Journal of the West Michigan Conference or in other appropriate records maintained by the conference;
3. The pension/disability payment to which this rental/housing allowance applies shall be the pension/disability payment resulting from all service of such retired and disabled ordained or licensed ministers from all employment by any local church, annual conference or institution of The United Methodist Church, or from any other employer who employed the minister to perform services related to the ministry and who elected to make contributions to the pension and welfare funds of The United Methodist Church for such retired minister's pension or disability benefits;
4. The amount of the housing/rental allowance that may be excluded is limited to the lesser of: a) The amount designated as the housing/rental allowance, or b) The amount actually expended for housing/rent, or c) The fair rental value of housing, if required by law.

ITEM #18

SUBJECT: Wesley Park UMC Parsonage Sale Proceeds Exception.
RESULT: Concurrence
MOTION: That Wesley Park UMC, Wyoming, Michigan, be permitted to use up to 80% of the accumulated assets from the May 2012 sale of the Wesley Park UMC parsonage. These funds would be used for congregational redevelopment focused on building relationships with people in the neighborhood surrounding the church, and making disciples of Jesus Christ for the transformation of the

world, following the five-year plan that details the steps we will take and the growth we anticipate. We believe this investment, in coordination with the Vital Church Initiative prescriptions, will create a dynamic opportunity for growth and vitality in our immediate community. Wesley Park UMC will retain at least 20% of the accumulated assets to use as a down payment for a parsonage, whenever that need may arise.

ITEM #21

SUBJECT: Minimum Salary Support for 2018.

RESULT: Concurrence

MOTION: The Commission on Equitable Compensation recommends the following Minimum Salary Schedule be adopted for 2018.

In addition, the Commission proposes that churches budget a mandatory minimum of \$1,500 for professional expenses and continuing education, exclusive of mileage reimbursements, for each full time clergy person under appointment. In cases of less than full time appointment, it is recommended that the budgeted amount be prorated in accordance with the appointment (i.e., ½ Time = \$750, etc.)

To assist, the charts below show the first 10 years of service mandatory minimums, followed by the recommended minimum for 11-40 years of service. Each chart is based on the recommended increase or decrease approved at Annual Conference.

In accordance with ¶625.3 of *The Book of Discipline of The UMC - 2016*, the Minimum Salary Schedule reflects the mandatory minimum cash salary which pastors shall be paid based on their status and years of service. While not mandatory, local congregations are strongly encouraged to give consideration to paying pastors with more than 10 years of service an additional 2% of the tenth year minimum for each additional year of service they have completed. As examples: A Full Member with 15 years of service must be paid a minimum of \$45,475, but the congregation is encouraged to consider paying an additional \$4550 (5 x \$910), for a total of \$50,025 based on 5 additional years' service. A Local Pastor with 20 years of service must be paid a minimum \$38,875, but the congregation is encouraged to consider paying an additional \$7780 (10 x \$778), for a total of \$46,655 based on 10 additional years' service.

2018 Minimum Salary Schedule

Year	Full-Time Local Pastor		Associate Member		Provisional Member		Full Member	
	2017	2018	2017	2018	2017	2018	2017	2018
1	34,963	35,662	*	*	39,017	39,797	**	**
2	35,313	36,019	*	*	39,405	40,193	**	**
3	35,663	36,376	*	*	39,795	40,591	41,631	42,464
4	36,012	36,732	*	*	40,186	40,990	42,056	42,897
5	36,363	37,090	38,004	38,764	40,575	41,387	42,477	43,327
6	36,714	37,448	38,380	39,148	40,965	41,784	42,896	43,754
7	37,063	37,804	38,758	39,533	41,354	42,181	43,276	44,142
8	37,413	38,161	39,140	39,923	41,745	42,580	43,738	44,613
9	37,764	38,519	39,526	40,317	42,135	42,978	44,162	45,045
10	38,113	38,875	40,814	41,630	42,525	43,376	44,583	45,475
YOS	572	778	612	833	638	868	669	910
11	38,685	39,653	41,426	42,463	43,163	44,244	45,252	46,385
12	39,257	40,431	42,038	43,296	43,801	45,112	45,921	47,295
13	39,829	41,209	42,650	44,129	44,439	45,980	46,590	48,205
14	40,401	41,987	43,262	44,962	45,077	46,848	47,259	49,115
15	40,973	42,765	43,874	45,795	45,715	47,716	47,928	50,025
16	41,545	43,543	44,486	46,628	46,353	48,584	48,597	50,935
17	42,117	44,321	45,098	47,461	46,991	49,452	49,266	51,845
18	42,689	45,099	45,710	48,294	47,629	50,320	49,935	52,755
19	43,261	45,877	46,322	49,127	48,267	51,188	50,604	53,665
20	43,833	46,655	46,934	49,960	48,905	52,056	51,273	54,575
21	44,405	47,433	47,546	50,793	49,543	52,924	51,942	55,485
22	44,977	48,211	48,158	51,626	50,181	53,792	52,611	56,395
23	45,549	48,989	48,770	52,459	50,819	54,660	53,280	57,305
24	46,121	49,767	49,382	53,292	51,457	55,528	53,949	58,215
25	46,693	50,545	49,994	54,125	52,095	56,396	54,618	59,125
26	47,265	51,323	50,606	54,958	52,733	57,264	55,287	60,035
27	47,837	52,101	51,218	55,791	53,371	58,132	55,956	60,945
28	48,409	52,879	51,830	56,624	54,009	59,000	56,625	61,855
29	48,981	53,657	52,442	57,457	54,647	59,868	57,294	62,765
30	49,553	54,435	53,054	58,290	55,285	60,736	57,963	63,675
31	50,125	55,213	53,666	59,123	55,923	61,604	58,632	64,585
32	50,697	55,991	54,278	59,956	56,561	62,472	59,301	65,495
33	51,269	56,769	54,890	60,789	57,199	63,340	59,970	66,405
34	51,841	57,547	55,502	61,622	57,837	64,208	60,639	67,315
35	52,413	58,325	56,114	62,455	58,475	65,076	61,308	68,225
36	52,985	59,103	56,726	63,288	59,113	65,944	61,977	69,135
37	53,557	59,881	57,338	64,121	59,751	66,812	62,646	70,045
38	54,129	60,659	57,950	64,954	60,389	67,680	63,315	70,955
39	54,701	61,437	58,562	65,787	61,027	68,548	63,984	71,865
40	55,273	62,215	59,174	66,620	61,665	69,416	64,653	72,775

\$200 shall be added to the Minimum for a 2-Point Charge
 \$350 shall be added to the Minimum for a 3-point Charge

Counting Years of Service To Determine Minimum Compensation

Pastors serving under appointment full or part time will have years of service counted equally for the purpose of moving through the salary schedule. Pastors serving more than six months under appointment in a year will be credited with a full year's service for the purpose of moving through the salary schedule. Pastors serving six months or less under appointment in a year will remain in the year of the salary schedule they are in. When an additional full year of service is completed, pastors will move to the next year in the salary schedule. For salary schedule purposes, years of service are carried over equally from one category to another as clergy status changes.

ITEM #22

SUBJECT:

RESULT:

MOTION:

Guidelines for Equitable Compensation Support.

Concurrence

The Commission on Equitable Compensation moves the Conference Guidelines for Equitable Compensation Support for 2018.

Guidelines for Equitable Compensation Support

1. Local congregations shall conduct an annual stewardship campaign. Congregations receiving Equitable Compensation support are expected to participate in ongoing stewardship education and planning through programs such as the Stewardship Academy offered through the United Methodist Foundation of Michigan, the Vital Church Initiative (VCI) or a Paragraph 213 Review as provided in ¶213 of *The Book of Discipline of The UMC - 2016*.
2. Local congregations receiving Equitable Compensation grants shall annually counsel with the district superintendent concerning levels of pastoral support.
3. *IF REASONABLY POSSIBLE*, churches should be grouped in a denominational or ecumenical grouping so as to provide an average attendance of at least 134 under the care of one pastor. The 134 figure is calculated using average giving, salary packages, church expenses, and ministry share totals as submitted in Tables I, II, and III. Multi-church charges that become single-point charges will most often not be eligible for financial assistance from the commission unless the church seeking assistance has an average attendance of at least 134. The cabinet shall report to the annual conference how many charges fall beneath the minimum standard of 134 in average attendance.
4. Local congregations requesting equitable compensation support shall voucher pastors' travel and business expenses according to the guidelines of the Council on Finance and Administration.
5. Local congregations may receive Equitable Compensation support for up to three consecutive years, reducing the original grant amount by 30% each year. Equitable Compensation funds shall not be used to fund more than the conference minimum salary.
6. Congregations receiving Equitable Compensation shall pay Ministry Shares in full.
7. Churches receiving or applying for Equitable Compensation that have planned or are planning to enter into building or remodeling projects that require permission of the District Board of Church Location and Building, or which exceed 10% of the total annual budget of the local congregation,

shall not proceed with proposed projects and/or related capital campaigns until such time as a plan for ending Equitable Compensation support has been presented and approved by the Commission on Equitable Compensation and the district superintendent. Exceptions to this guideline shall be given greater consideration when proposed projects are related to building accessibility.

8. Exceptions to these guidelines may be considered upon recommendation of the bishop and the cabinet.

– Approved by Annual Conference 1984, Revised 1993, 2002, 2007, 2009, 2010, 2011, 2012, 2015, 2016.

ITEM #23

SUBJECT: **Annual Policy Recommendations for 2018.**

RESULT: Concurrence

MOTION: The following shall be the policy recommendation for 2017:

- A. Special Sundays: The following Special Sundays will be observed with offerings in compliance with the action of the 2016 General Conference:

	2017	2018
Human Relations Day	Jan 15	Jan 14
UMCOR Sunday	March 26	March 11
Native American Ministry Sunday	April 30	April 15
*Peace with Justice Sunday	*June 11	*May 27
World Communion Sunday	Oct 1	Oct 7
United Methodist Student Sunday	Nov 26	Nov 25
World Aids Day	Dec 3	Dec 2

These Sundays will be observed with offerings:

	2017	2018
Racial Ethnic Local Church Sunday	Feb 5	Feb 4
Golden Cross Sunday	May 7	May 6
UM Volunteer in Mission Awareness	June 4	June 3
Rural Life Sunday	Aug 20	Aug 19
Christian Education Sunday	Sept 10	Sept 9
Disability Awareness Sunday	Oct 22	Oct 21
*Camp Sunday		

*or on a date to be determined by the local church

- B. Youth Ministries: \$2.00 per youth member will be assessed for the YOUTH SERVICE FUND. 70% is to be used by the conference youth program and 30% by the general church youth program.
- C. The Council on Finance and Administration is authorized to establish a line of credit with the depository bank in the amount it determines appropriate to meet the needs of the conference.
- D. The auditor of record of the Conference Treasurer shall be a firm of certified public accountants, to be determined by the Council on Finance and Administration.
- E. Furnishings allowance according to IRS regulations shall be allowed for the district superintendents and conference clergy staff persons as payroll withholding within their approved salary. A similar provision is available

for local church pastors in an amount determined by the charge conference.

- F. District superintendents and other clergy on the conference staff shall be allowed to designate the amount of their individual housing allowance within the approved salary and housing allowance in accordance with IRS regulations.

ITEM #24

SUBJECT: Ministers' Reserve Pension Fund (MRPF) – Pre-82 Past Service Rate.

RESULT: Concurrence

MOTION: The Past Service Rate (PSR) in 2018 for clergy service before 1982 shall be increased to \$772 for every year of service. The surviving spouse benefit shall remain at 85 percent.

ITEM #25

SUBJECT: 2018 Comprehensive Benefit Funding Plan.

RESULT: Concurrence

MOTION: The West Michigan Conference Board of Pension & Health Benefits moves that the 2018 Comprehensive Benefit Funding Plan as summarized and affirmed in the "letter of opinion" from the General Board of Pension and Health Benefits be adopted by the West Michigan Annual Conference.



Opinion on West Michigan Conference 2018 Comprehensive Benefit Funding Plan
The funding plan meets the standards for a Pre-82 funding plan as established by Wespath Benefits and Investments and the favorable opinion requirements for a funding plan. Note: The statement above and any written opinion provided by Wespath do not imply any representation as to the ability or probability of the applicable plan sponsor to fulfill the obligations included in the funding plan.

Wespath Benefits and Investments

Wespath Benefits and Investments
1901 W Chestnut Ave
Glenview, IL 60025
07/18/2017

ITEM #26

SUBJECT: West Michigan Conference Budget Recommendation for 2018.

RESULT: Concurrence

MOTION: The Council on Finance and Administration recommends the following:

1. The amount of \$5,645,541 shall be the Conference budget for 2018 and the Ministry Shares Rate shall be 12.8% which remains the same as last year.

2. The World Service and Conference Benevolence budget will be distributed as follows: 41% to World Service and 59% to Conference Benevolence.
3. The salary of District Superintendents and Director of Connectional Ministries shall be \$84,000. Support staff wages shall be increased 3%, to achieve parity in compensation levels between the West Michigan and Detroit Conferences as the transition toward the Michigan Conference moves forward.
4. There shall be support for five district superintendents and the existing six district offices for the first half of 2018. This budget is predicated on a 6 month transition for the 6 district offices in the second half of the year and 45% of the district superintendent support for nine district superintendents.

Ministry Shares Giving Assumptions:

Table 3 Giving Base from All Churches X Percentage Rate X Projected Pay-In Rate = Ministry Shares Receipts

$$\$53,142,755 \times 12.8\% \times 83\% = \$5,645,886$$

MINISTRY SHARES RECEIPTS = \$5,645,886

West Michigan Conference 2018 Budget

	2016 Actual	2016 Approved	2017 Approved	2018 Proposed
Giving Base from Table 3	\$53,557,195	\$54,321,926	\$54,096,532	\$53,142,75
Ministry Shares Percentage Rate	13.00%	13.00%	12.80%	12.80%
Pay-in Rate	80.5%	84.5%	83.0%	83.0%
Total Anticipated Giving	\$5,604,218	\$5,967,264	\$5,747,216	\$5,645,886
Expenditures Budget		81%		
A. Connectional Ministry		\$5,720,099		
DS Salary	\$79,194	\$79,194	\$79,986	\$84,000
I. District Superintendents Fund				
Salaries	\$399,970	\$395,971	\$399,930	\$380,100
New Pastor Orientation	\$198	\$500	\$500	\$500
Continuing Education	\$2,797	\$5,000	\$5,000	\$5,000
Health Care Plan	\$65,469	\$67,590	\$67,590	\$80,000
Workers Comp Insurance	\$1,957	\$2,500	\$3,000	\$2,500
Pension Support	\$74,365	\$74,245	\$74,987	\$71,269
Travel Expense & Intro Meetings	\$81,666	\$75,000	\$75,000	\$80,000
BOM and Fall Retreat	\$0	\$1,000	\$1,000	\$1,000
New Superintendent Transition Fund	-	\$0	\$0	\$0
Renewal Leave	-	\$0	\$0	\$0
Contingency	-	-	-	-
	\$626,422	\$621,806	\$627,007	\$620,369

	2016 Actual	2016 Approved	2017 Approved	2018 Proposed
2. District Office Expense				
Albion	\$73,749	\$70,780	\$71,209	\$74,633
Heartland	\$69,358	\$71,030	\$71,459	\$74,633
Grand Rapids	\$69,238	\$70,560	\$70,989	\$74,633
Grand Traverse	\$71,693	\$72,630	\$73,059	\$74,633
Kalamazoo	\$69,567	\$71,250	\$71,679	\$74,633
Lansing	\$61,585	\$56,890	\$57,319	\$74,633
District Office Rentals	\$59,640	\$55,542	\$55,542	\$62,109
Misc. Exp/Office Equipment	included	Included	included	Included
Total District Office Expense	\$474,830	\$468,682	\$471,256	\$509,907
Total District Superintendents Fund	\$1,101,525	\$1,090,488	\$1,098,263	\$1,130,276
2. Episcopal Fund	\$253,486	\$270,479	\$254,103	\$252,534
3. Equitable Compensation Fund	\$73,992	\$76,500	\$76,500	\$70,000
4. Health Care Program	\$0	\$0	\$0	\$0
5. Ministerial Pension & Insurance Reserve	\$0	\$0	\$0	\$0
6. Bd. of Ordained Min./Min. Enhancement	\$47,953	\$47,000	\$47,000	\$47,000
7. Clergy Advocacy	\$0	\$2,000	\$2,000	\$2,000
8. Moving Expense Fund	\$140,745	\$197,800	\$182,800	\$160,000
9. Clergy Transition Fund	-	-	-	-
10. Abuse Prevention Team	\$14,159	\$500	\$500	\$10,500
11. Contingency Fund	-	-	-	-
Total Connectional Ministry Funds	\$1,631,587	\$1,684,767	\$1,661,166	\$1,672,310
B. Administrative Funds				
1. General Church Apportionments				
Interdenominational Cooperation	\$18,582	\$22,540	\$22,665	\$22,525
General Administration	\$83,514	\$101,303	\$101,886	\$101,257
Total General Apportionments	\$102,096	\$123,843	\$124,551	\$123,782
2. Jurisdictional Conference	\$17,432	\$16,000	\$16,000	\$16,000
3. Michigan Area Administration				
Area Expense Fund	\$15,120	\$15,120	\$15,037	\$18,642
Area Assistant To Bishop's Office	\$100,195	\$96,216	\$109,602	\$112,855
Area Episcopal Committee	\$800	\$800	\$800	\$800
Area Ministry Center	\$51,692	\$51,629	\$144,891	\$149,308
Area Communications	\$140,981	\$140,981	\$170,000	\$179,126
Area Parsonage Committee	\$3,276	\$3,500	\$3,500	\$3,500
Total Area Administration	\$312,001	\$308,246	\$443,830	\$464,231
4. Conference Administration				
Commission on Archives and	\$18,357	\$18,000	\$18,000	\$18,000
Conference Properties	\$146,710	\$155,000	\$155,000	\$145,000

	2016 Actual	2016 Approved	2017 Approved	2018 Proposed
Program Committee	\$26,516	\$28,000	\$11,000	\$11,000
Secretary Expenses	\$9,718	\$15,000	\$14,000	\$10,000
Statistician Expenses	\$460	\$500	\$500	\$500
Victim's Fund	-	-	-	-
Legal Contingencies-Conf Chancellor	\$27,716	\$15,000	\$32,392	\$25,000
At Large Lay Members Expense	\$55,184	\$40,000	\$93,000	\$93,000
Council on Finance & Administration				
Treasurer's Office	\$239,997	\$254,616	\$237,823	\$223,000
Auditing Expense	\$21,660	\$22,000	\$22,000	\$22,000
CFA Meeting Expenses	\$1,254	\$1,200	\$1,200	\$1,200
Administrative Services	\$51,317	\$40,850	\$49,800	\$49,800
Total CF&A	\$314,228	\$318,666	\$310,823	\$296,000
Conference Committees	\$165	\$500	\$500	\$500
Nomination & Leadership Development	\$1,298	\$3,000	\$3,000	\$3,000
Total Conference Administration	\$600,352	\$593,666	\$638,215	\$602,000
5. Administration Contingency/ Delegation Expense Fund	\$17,432	\$15,000	\$0	\$2,000
6. Conference Budget Reserve		\$25,000	\$10,000	-
7. Camps Deficit Reduction	-	-	-	\$30,000
Total Administrative Funds	\$1,049,313	\$1,081,755	\$1,232,596	\$1,238,013

C. World Service & Conf. Benevolences				
1. World Service	\$776,519	\$839,057	\$858,047	\$852,749
2. Conference Benevolence Programs				
Coordination and Meeting Expenses:			\$2,750	\$2,750
Commission on Christian Unity	-	\$250	-	-
Commission on Religion & Race	-	\$250	-	-
COSROW	-	\$250	-	-
Board of Evangelism	-	\$500	-	-
United Methodist Men	-	\$500	-	-
Hunger Committee	-	\$500	-	-
Prison Ministry	-	\$500	-	-
Board of Church & Society	-	\$500	-	-
Board of Discipleship	-	-	-	-
Communications Commission	\$36,000	\$36,000	-	-
Disability Concerns Committee	\$6	\$500	-	-
Cooperative Ministry Fund	-	\$500	-	-
Board of Christian Camping	\$234,864	\$253,725	\$183,000	\$200,000
District Youth Ministry Grants	\$18,622	\$20,000	\$20,000	\$20,000
Board of Global Ministries	\$71,846	\$105,000	\$62,750	\$56,000

	2016 Actual	2016 Approved	2017 Approved	2018 Proposed
Racial/Ethnic Local Church	\$163,608	\$179,550	\$149,895	\$118,000
Higher Ed. & Campus Ministry	\$322,374	\$324,000	\$193,000	\$203,000
Young Adult Ministry	-		-	-
Connnectional Ministries Office	\$510,984	\$515,000	\$467,000	\$422,600
Board of Lay Ministries	\$1,581	\$3,000	\$3,000	\$3,000
Conference Personnel Committee	\$1,104	\$1,500	\$1,500	\$1,500
Indian Workers Conference	\$122,460	\$123,633	\$111,270	\$100,000
Vital Church Initiative	\$50,744	\$55,000	\$52,500	\$50,000
Hispanic/Latino Committee	\$41,666	\$45,000	\$43,000	\$40,000
CLT Pooled Ministry Fund	\$10,000	\$10,000	\$30,000	-
CLT Contingency	-	-	-	-
Total Conference Benevolences	\$1,585,859	\$1,675,658	\$1,316,665	\$1,216,850
WORLD SERVICE & CONFERENCE BENEVOLENCE	\$2,362,378	\$2,514,715	\$2,177,712	\$2,069,599
D. New Church Development	\$294,292	\$257,326	\$244,460	\$237,000
E. Ministerial Education Fund	\$279,166	\$288,065	\$289,809	\$288,019
F. Black Colleges Fund	\$110,176	\$114,912	\$115,602	\$114,888
G. Africa University Fund	\$26,808	\$25,724	\$25,871	\$25,712
TOTAL CONFERENCE BUDGET	\$5,708,720	\$5,967,263	\$5,747,215	\$5,645,541
Excess Receipts Over Expenditure	(\$104,502)	\$0	\$1	\$346
Budget Increase/(Decrease) vs. Last Year		\$258,543	(\$220,048)	(\$185,582)
Percent Increase/(Decrease) vs. Last Year		4.53%	-3.69%	-3.18%



-WMC Photos

D. POLICIES, PROCEDURES AND RULES OF THE ANNUAL CONFERENCE

EXPLANATORY NOTE:

At the Thirty-first Session of the Annual Conference, June 2-6, 1999, Conference amended Rule 23.B.7.b.3 of the Rules of Order, by adding the following: "Conference Policies, Procedures, and Rules regarding financial matters need to be considered by Legislative Committees and come before the Annual Conference only if they are changed." The items listed below are the aforesaid policies, procedures and rules, and are designated with the initials "PPR", followed by a number.

Addresses for the Six Lanes projects plus full bios, country profiles and recent newsletters are available by checking the Conference Mission Web Site at www.michiganumc.org.

PPR #1 Advance Specials 2017

This is the list of Advance Specials that the Conference Board of Global Ministries recommends for local church support in the next two years.

LANE 1 — MISSIONARY SALARY SUPPORT

Chin Cho #3022047 – UM Missionary in Mongolia
Deborah Dornon #10920Z – Tansen Mission Hospital, Kathmandu, Nepal
Lester Dornon #10919Z – Doctor, Tansen Mission Hospital
Delbert Groves #12150Z – Director, New Life Center, Zambia
Sandy Groves #12150Z – New Life Center, Community Health Education, Zambia
Ellen Hoover #12150Z – Director, The English Speaking School of Lubumbashi, DR Congo
Jeff Hoover #12150Z – Professor, Katanga Methodist University, Mulungwishi, DR Congo
Dieudonne Karihano #12150Z – Agriculturist & Community Developer, Mozambique
Sonya Luna #3019618 – Michigan Area Director of Latino & Hispanic Ministries, Michigan
Mbwizu Ndjungu #12909Z – Cameroon Initiative, Cameroon
Nkemba Ndjungu #12910Z – Director, Cameroon Initiative UMC, Cameroon
Chelsea Williams #3022062 – Global Mission Fellow at NOAH project in Detroit, Michigan
Ut To #14175Z – Director, Vietnam Initiative, Vietnam
Karen Vo-To #14174Z – Vietnam Initiative, Women's Ministry, Vietnam
Paul Webster #11865Z – Director, Mujila Falls Ag Project, Mujila Falls
Robert Amundsen #773978/Pastor 3050-70 - Pastor of Thousand Sticks UMC, Red Bird
Mark Smallwood #773728 - Teacher at Red Bird School, Kentucky
Rebecca Smallwood Covenant 822 - Teacher at Red Bird School, Kentucky

LANE 2 — GLOBAL PROJECTS

AFRICA...

CAMEROON:

Cameroon Initiative #00344A (served by Nkemba & Mbwizu Ndjungu)

DEMOCRATIC REPUBLIC OF CONGO

Katanga Methodist University #14433A (served by Jeff & Ellen Hoover)

Mulungwishi Seminary Scholarships #05773A

English Speaking School of Lubumbashi #10337A (served by Ellen Hoover)

LIBERIA

Bishop Judith Craig's Children's Village #11820A

ZAMBIA

Lord's Mountain Orphanage (formerly Front Porch Orphans) #14420T

Bwafwano Care Project in Kitwe #3021211

Kafakumba Pastors' School #11438A

Mujila Falls Ag Project #15016A (served by Paul Webster)

New Life Center (Uzima Mupya) #15057A (served by Delbert & Sandy Groves)

ZIMBABWE

Babyfold at Old Mutare Hospital #11713T

Basic Essentials for Africa University Students #3020619

ASIA...**CHINA**

Amity Printing Press #11422A

MONGOLIA

Mongolia Initiative #00209A (served by Helen Sheperd)

VIETNAM

Vietnam Initiative #14932A (served by Ut To & Karen Vo To)

EASTERN EUROPE...**RUSSIA**

Russia Initiative #11510A

LATIN AMERICA/CARIBBEAN...**BOLIVIA**

Urban Santa Cruz Children's Ministry #12320A

JAMAICA

PAPA's Ministries (Pastors and Priest Available for Service) #3021286

SPECIAL OFFERING...

World Communion Sunday – Fund #5820

LANE 3 — NATIONAL PROJECTS**GENERAL PROJECTS IN THE UNITED STATES:**

A Child #123456

NOMADS #982658

REGIONAL PROJECTS IN THE UNITED STATES:**APPALACHIA**

Appalachia Service Project #982050

KENTUCKY

Henderson Settlement #773365

Red Bird Mission #773726

Red Bird Missionary Conference #773978 (served by Amundsen)

Red Bird School #773728 (served by Smallwoods)

NEW MEXICO

McCurdy Ministries #581479

SPECIAL OFFERINGS:

- Human Relations Day – Fund #5807
- Peace with Justice Sunday – Fund #5809
- United Methodist Student Day – Fund #5816

LANE 4 — UMCOR/HUNGER**GLOBAL PROJECTS:**

- Bread for the World #982325
- Church World Service Tools of Hope-Blankets #982810
- Church World Service CROP #982380
- ECHO (Education Concerns Hunger Organization) #982447
- Heifer Project International #982530
- Heifer Fill the Ark #982418
- International Disaster Response Fund #982450
- Imagine No Malaria #3021190
- Landmine Prosthesis Program #982580
- Material Resources #901440
- Water and Sanitation #3020600
- World Hunger/Poverty Mission Emphasis #982920

REGIONAL PROJECTS:**ASIA**

- Community-based Health & Development in Afghanistan #3020522

CARIBBEAN/HAITI

- HAPI (Haitian Artisans for Peace International) #3020490-Project
- Haiti School Hot Lunch Program #418790
- Haiti Solar Ovens #418812
- Grace Children's Hospital #418520

UNITED STATES

- Food Resources Bank #982493
- National Disaster Response Fund #901670
- Society of St. Andrew (Potato Project) #801600
- Sager-Brown UMCOR Depot #901515
- North Central Jurisdiction UMVIM Response #901375

SPECIAL OFFERING

- UMCOR Sunday - Fund #5822

LANE 5 — RACIAL-ETHNIC CHURCHES**AFRICAN AMERICAN CHURCHES**

- Battle Creek Washington Heights UMC

ASIAN AMERICAN CHURCHES

- Grand Rapids Vietnamese UMC
- Lansing Korean UMC

HISPANIC CHURCH

- Grand Rapids La Nueva Esperanza

NATIVE AMERICAN CHURCHES

- Bradley Indian Mission of the UMC
- Charlevoix Greensky Hill Indian Church
- Kewadin Indian Mission

Mt. Pleasant Chippewa Indian Church
 Northport Indian Mission
 Salem Indian Mission of the UMC
 Indian Workers Conference

MULTI-ETHNIC CHURCHES

Lansing Faith UMC

SPECIAL OFFERINGS

Native American Ministries Sunday-Fund #5813
 RELC Sunday-Fund #5806

LANE 6 —LOCAL PROJECTS

COMMUNITY DEVELOPMENT

Benton Harbor: Lighthouse Ministries (formerly Harbor Harvest)
 Grand Rapids: Martin Luther King Academy
 Grand Rapids: Justice for our Neighbors (JFON)
 Grand Rapids: La Nueva Outreach Ministries
 Grand Rapids: North End Community Ministry (NECM)
 Grand Rapids: South End Community Outreach Ministry (SECOM)
 Grand Rapids: Trinity UMC Community Ministries
 Grand Rapids: United Methodist Community House
 Grand Rapids: United Methodist Metropolitan Ministry
 Holton: Holton Community Center
 Kalkaska: Kalkaska Area Interfaith Resources (KAIR)
 Lansing: South Lansing Ministries
 Missaukee Area Cooperative Ministries/Lake City UMC and others
 Muskegon: Pathfinders
 Muskegon Heights: Mission for Area People (M.A.P.)
 Midwest Distribution Center

HEALTH AND WELFARE

Detroit: Methodist Children's Home Society, Children's Village
 Grand Rapids: Clark Retirement Community
 Grand Rapids: PaWaTing MaGedWin Senior Meals
 Holland: PET West Michigan, manufacturing child-size Personal Energy Transports
 Kalamazoo: Bronson Methodist Hospital
 Northport: Spirit Journey

OUTREACH TO COLLEGE STUDENTS

Central Michigan University Wesley Foundation
 Ferris State University Wesley Foundation
 Michigan State University Wesley Foundation
 Grand Valley Wesley Fellowship
 Western Michigan University Wesley Foundation

UNITED METHODIST CAMPS

Conference Camps: Albright, Crystal Springs, Lake Michigan, Lakeview, and Wesley Woods
 Lake Louise Christian Community and Camp
 Scholarships for Ethnic Youth...Fund #6910
 Camp Scholarships...Fund #7480
 Camp New Day Scholarships...Fund #7482

ADDITIONAL POSSIBILITIES FOR GIVING

Conference Youth Council Mission Trip to HAPI in Mizak, Haiti 2013
 Habitat for Humanity...all West Michigan affiliates
 Michigan Interfaith Council on Alcohol Problems (MICAP)
 West Michigan Centers for Peace and Justice
 Creative Peace Movement (Central District)
 Peace with Justice Community (Grand Rapids District)
 Swords into Plowshares Peace Center (Grand Traverse District)
 Swords into Plowshares Peace Center (Kalamazoo District)
 Shalom Center for Justice and Peace (Lansing District)

SPECIAL OFFERINGS

Camp Sunday #5812
 Christian Education Sunday #5442
 Golden Cross Sunday #5814
 Rural Life Sunday #5808
 Volunteer in Mission Awareness Sunday #5850

PPR #2 Local Church

1. All churches shall submit payments on Ministry Shares and other giving to the Conference Treasurer on a monthly basis.
2. contributions, whether apportioned or unapportioned, for Michigan Area agencies and institutions, and for all benevolent causes of The United Methodist Church, shall be sent to the Conference Treasurer for distribution.
3. Every church shall assume responsibility for adequate travel reimbursement for its pastor or pastors in its annual budget. Following are guidelines to help a local church administer its travel allowance for pastors:
 - a. Each pastor shall keep an accurate record of the number of miles traveled on church business.
 - b. The payment for mileage driven in any given year shall be by voucher at the maximum rate allowed by the Internal Revenue Service for that year. Other travel expenses, including room and board at Annual Conference up to Conference rates, shall be at cost.
4. Every church shall assume responsibility to provide in its annual budget for health family rate insurance through the conference group policy for its pastor or pastors. If such provision is not necessary because coverage is provided by some other source (pastor's spouse), half the savings benefit will remain with the church.
5. Effective dates for salary and Clergy Retirement Security Plan/Comprehensive Protection Plan (CRSP/PPP) payments for Ministerial Appointment changes:
 - a. The salary shall be paid through June 30 when an appointment change is made at the session of the Annual Conference. Salary payments for mid-year appointments will coincide with the effective date of the appointment.
 - b. Payment on CRSP/PPP billing from the General Board of Pension and Health Benefits shall be made for the entire month of June for those appointment changes made during the session of Annual Conference. CRSP/PPP payments for mid-year appointments with an effective date of the first of the month shall be made for the previous month for the outgoing pastor and for the current month for the incoming pastor. Payments for appointment changes effective the 15th of a month shall be made for half of the current month for the out-going pastor and half of the current month for the in-coming pastor.

PPR #3 Conference and District Travel Expenses Reimbursement

1. All conference and district travel and dependent care expenses shall be by voucher only.
2. Conference personnel who draw travel allowances by voucher shall receive reimbursement equivalent to the Federal IRS allowance for business mileage.
3. All others drawing travel expenses from conference funds shall receive reimbursement equivalent to the Federal IRS allowance for volunteer mileage for car and travel, and \$.02 per mile per passenger up to five people.
4. The travel expense of authorized representatives of conference agencies attending meetings convened by conference agencies drawing their full budget from the conference shall be paid by the agency that calls the meeting.
5. The travel expense of authorized conference representatives attending meetings convened by non-United Methodist agencies within the state of Michigan shall be paid by the conference, as provided in item 2, to the extent the expenses are not borne by the convening agency.
6. It is expected that all pastors and local church staff will be reimbursed from their local church travel expense account; therefore, reimbursement checks from the Conference Treasurer shall be payable to the local church. Other reimbursable costs may include approved lodging, tolls, parking and telephone, if the organizational unit has budgeted for them.
7. Reimbursement cost necessary for dependents (children, sick or elderly) may be included in the administrative budget of any organization for members attending board, commission or committee meetings. The amount reimbursed shall not exceed \$20.00 per day per member.

PPR #4 Finance and Accounting

1. All agencies and institutions outside the Conference central treasury that are receiving money in the total amount of \$5,000 or more within a year from the West Michigan Conference shall file a copy of their annual audit report, a financial review by an independent CPA, or other financial statements approved by the Conference Treasurer with the Conference Treasurer's Office.
2. Depositories for the funds of Central Treasury shall be as determined by the Council on Finance and Administration upon recommendation by the Conference Treasurer.
3. The books of Central Treasury shall be audited annually by a CPA.
4. There shall be no carrying forward of budgeted funds from one year to the next by any agency or board of the Conference without approval of the Council on Finance and Administration. The following exceptions have been approved:
 - a. The Conference Properties budget of the Conference Board of Trustees may accumulate unexpended funds in order to establish a maximum reserve fund of \$25,000 for property maintenance.
 - b. The Board of Christian Camping is permitted to establish an insurance Deductible Reserve Fund not to exceed \$5,000. The funding of this reserve account will come from the Camp Board budget.
 - c. The Equitable Salary Commission may accumulate up to an amount of \$10,000 in a Temporary Disability Fund.
 - d. The Treasurer's office may set aside up to \$7,500 annually for the purchase of computer hardware and systems.
 - e. The New Church Development Commission may accumulate annually its unexpended funds up to the rate of Apportionments received in that year.

- f. The Connectional Ministry Section, the Administrative Funds Section and the World Service and Conference Benevolences Section of the Conference Budget may accumulate apportioned or unspent funds in a Contingency Fund account from year to year up to a maximum of 10% of the amount budgeted in the current year.
5. Before the beginning of the year, the Council on Finance and Administration will determine if it will be necessary to restrict spending for the following year. If the spending restriction requires reducing salary levels, the salary changes will be implemented effective January 1 after consultation with and approval of the Conference Council on Ministries and the Cabinet. If there are no restrictions, the Conference Treasurer will distribute the actual amount received for each organizational unit of the Conference on a monthly basis. During the first six months of the fiscal year, the Conference Treasurer will honor vouchers presented for expenditures up to 70 percent of the approved budget for that board or agency. At the end of the six-month period, the Conference Council on Finance and Administration will review the Ministry Shares receipts and the disbursements made to determine if it will be necessary to restrict spending for the balance of the year. If a restriction is found to be necessary and if that restriction involves reducing salary levels, the changes will be implemented after consultation with and approval of the Conference Council on Ministries and the Cabinet. The Conference Council on Finance and Administration will advise all organizational units of the budget reduction through the Conference Treasurer. The World Service Apportionments and all other General Church Apportionments will be paid at the rate each General Church Apportionment is received from the local churches. Additional payments, over and above the amount remitted from local churches, may be made to the General Church at the discretion of the West Michigan Conference Council on Finance and Administration if appropriate funds are available.
6. After consultation with and approval of affected boards and agencies, and the Cabinet, the Conference Council on Finance and Administration may re-designate the use of certain funds to meet the short-term needs of conference boards and agencies.
7. All interest earned on General Funds carried in Central Treasury shall be accumulated in a General Funds Interest Account. (This does not include funds in Central Treasury which are being held for specific purposes and have been designated as Interest Earning Funds by the Council.) At the end of each fiscal year, this General Interest Account shall be transferred and accumulated in the Conference Contingency Fund to be administered by the Council on Finance and Administration.
8. The Conference Contingency account may accumulate funds from interest earnings and budgeted Apportionments not to exceed an amount equal to one month's operating expenditures of the Conference. This would be 1/12 of the Conference budget.
9. Guidelines for the borrowing of money from financial institutions to fund capital expenditures of certain organizational units of the West Michigan Conference:
 - a. Requests to borrow \$75,000 or less will be acted upon by the Council on Finance and Administration. Requests to borrow more than \$75,000 will be automatically referred to the next session of the Annual Conference with recommendation.

- b. Emergency or unexpected borrowing needs will also be referred to the Council on Finance and Administration, which may act on behalf of the Annual Conference.
- c. The Chairperson and the Secretary of both the Council on Finance and Administration and the organizational unit seeking the funds will sign the promissory note and/or other documents required by the lending institution. If the loan is to be secured by a mortgage, the signature of the authorized officers of the corporation holding title to the property will also be required.

NOTE: To the extent not prohibited by *The Book of Discipline*, the organizational units governed by the foregoing policy shall be all Councils, Boards and Commissions of the Conference and District; all Divisions, Sections, Committees and similar sub-groups of the foregoing; all Wesley Foundations; the Conference Equitable Salary Commission; the United Methodist Foundation of the West Michigan Conference; all District Boards of Trustees, District Boards of Missions, United Methodist Unions and City Missionary Societies.

- 10. It is the responsibility of the Council on Finance and Administration to receive, consider, report, and make recommendations to the annual conference regarding the following prior to final decision by the annual conference:
 - a. any proposal to raise capital funds for any purpose;
 - b. funding considerations related to any proposal that may come before the conference;
 - c. any requests to conduct a special conference-wide financial appeal, whether by special collections, campaigns, or otherwise in the local churches of the conference.
- 11. Request for conference funding of projects, programs, or agencies located within a district shall be presented for information to the District Council on Ministries or equivalent ministries before being presented to a conference program board, the Conference Leadership Team, or the Council on Finance and Administration. The funding request shall include:
 - [1] the amount to be requested from the conference,
 - [2] the total budget projected, including anticipated income and estimated expenditures, and
 - [3] a separate listing of United Methodist sources of income anticipated or to be solicited.

Exceptions to this are the conference-related institutions of Adrian and Albion colleges, Bronson Methodist Hospital, campus ministries, Methodist Children's Home, Clark Retirement Community, and state-wide interdenominational bodies which may continue to make requests directly to the related conference agency board. These provisions shall apply to emergency asking as well as to annual budget requests.

PPR #5 Conference Conflict of Interest Policy

West Michigan Annual Conference officials, employees and/or members of the various boards and commissions of the Conference shall not, during their term of service, receive any compensation or have any financial interest in any contract, or in any firm or corporation which provides goods or services (excluding publicly held companies where the official, employee, or member owns less than 1% of the voting stock thereof) or in any contract for the supply of goods or services, or the procurement of furnishings or equipment, interest in any construction project of the

Conference, site procurement by the Conference, or any other business matter whatsoever, unless approved in advance by the official's or employee's immediate supervisor or the board or commission upon which the member participates, after full disclosure of the conflict including the amount of compensation and/or benefit the official, employee or member will receive.

The term official, employee or member of the board or commission shall include the officials, employee's or member's immediate family. Immediate family shall be defined as any person residing with the official, employee or member and their mother, father, and/or sons or daughters.

PPR #6 Moving Expense Code West Michigan Conference – UMC

A. Eligible Persons and Moves

1. All pastors under Active appointment within the West Michigan Conference structure are eligible to receive moving expense benefits. This will include local church pastors, district superintendents, staff members of conference or district councils, boards, and agencies, treasurers, bishop's assistants, superintendents or directors of parish development, conference-approved evangelists, and campus ministers.
2. Seminary students and pastors from outside the West Michigan Conference who are accepting appointment in the conference are eligible for moving expense benefits as provided in this code up to a limit of 750 miles.
3. The conference will pay for one retirement move for pastors who have retired or plan to retire from Episcopal appointment in the conference. The designation of a retirement move must be declared in writing before the moving expense is incurred. A move within the state of Michigan shall be paid in accordance with the provisions of this code. A move outside the state shall be paid up to a limit of 500 miles beyond the state border. Pastors called out of retirement and assigned to a charge will be granted an additional retirement move.
4. A disability move or the move of the surviving spouse of an eligible pastor shall be paid in accordance with the policy for retiring pastors. The conference shall pay for the move, out of the parsonage or other approved housing to another residence in the event of an eligible pastor's death, in accordance with the policy for retiring pastors.
5. When a separation or pending divorce action makes a move advisable, the spouse of a pastor is entitled to reimbursement for one move. Benefits are the same as those available to a surviving spouse of a deceased pastor.
6. Moves within a charge from one parsonage to another are the responsibility of the local charge unless ordered by the Cabinet.
7. Pastors not eligible for moving expense benefits include those:
 - a. Under appointment outside the structure of the Conference
 - b. On sabbatical, leave of absence or location
 - c. Who no longer have membership in the Annual Conference?

B. Policy for Moves

1. Interstate Moves – For interstate moves, 2 or 3 estimates should be obtained before choosing a moving company to get the lowest rate available.
2. Local Zone Moves (8 miles outside of corporate limits) – Local zone moves are not regulated, as are other moves within the state. Therefore, 2 or 3 estimates should be obtained to get the lowest rate available.

3. Family Travel – Family travel for pastors covered by this policy will be paid upon request, for one car, at the conference rate, except the first 100 miles, plus tolls. If used and receipts presented, one overnight lodging will be paid for moves in excess of 350 miles.
4. Expenses covered by this code:
 - a. Normal state tariff provision for loading, transporting and unloading of household goods up to a maximum weight of 20,000 pounds, including professional books and equipment. Hand written weight certificates will not be accepted.
 - b. Up to \$125 will be paid by the conference to cover needed packing materials, including wardrobes and dish packs.
 - c. One extra pickup and one extra delivery.
 - d. Reasonable charges for necessary handling of special items such as a piano or freezer.
 - e. Standard liability insurance of 60 cents per pound which is furnished by the moving company, at no extra charge, under basic tariff provisions.
NOTE: *It is now required that the householder sign a release statement on the Bill of Lading on the day of the move to release the shipment to a value of 60 cents per pound per article. Failure to do this will allow the moving company to charge a premium for insurance to cover the shipment at a value of up to \$1.50 per pound.*
 - f. Where there are medically recognized physical limitations, up to \$1,000 additional shall be allowed for packing.
 - g. Storage charges are the responsibility of the local church if the parsonage is not ready for occupancy. The conference will pay only to the place of storage.
5. Expenses NOT covered by this code:
 - a. Moving of items other than normal household goods and books, such as boats, trailers, autos, building materials, firewood, fishing shanties, dog houses, etc.
 - b. Packing and/or unpacking services, except as noted in 4.f.
 - c. Full value insurance beyond standard liability insurance provided by the moving company.
 - d. Charges for waiting time, extra labor, connecting and disconnecting appliances.

C. Miscellaneous Policies

1. No moving company shall employ a pastor or an immediate member of his/her family to solicit business at any time for the purpose of receiving a commission or other consideration.
2. No company shall be allowed to establish an office at the seat of the conference for the purpose of soliciting business.
3. Each pastor is advised to request a copy of his/her inventory sheet from the mover at the time of loading and that it be signed by both the pastor and the moving company.
4. Pastors may want to check with their moving company or home insurance company and request an All-Risk policy that would cover all damages in the moving of their household goods from one residence to another.

D. Administration

1. The Conference Treasurer shall administer the Moving Expense Fund.
2. Pastors anticipating a move shall consult with the Conference Treasurer's office to review the guidelines of this code.

3. The pastor shall be responsible for contacting a moving company and for scheduling the loading and unloading of household goods.
4. A written estimate of the Cost of Moving Services shall be made by the moving company and a copy shall be sent to the Conference Treasurer's office in advance of the move.
5. A letter of authorization shall be sent from the Conference Treasurer's office to the moving company with a copy to the pastor.
6. Billing for the cost of moving expenses covered by this code shall be made directly to the Conference Treasurer's office. Moving expenses not covered by this code shall be billed directly to the pastor.
7. Provision for payment of any unusual expenses which are not defined by this code shall be arranged through consultation with the Conference Treasurer prior to the move.
8. Requests for exception to the provisions of this code shall be made to the Conference Treasurer in advance of the move. The treasurer shall review and decide on each exception after consultation with the Cabinet and/or CFA, as necessary.

PPR #7 Ministry Shares Formula

The West Michigan Annual Conference adopted the following Ministry Share (apportionments) effective January 1, 2005.

Ministry Shares Formula

The projected income of the West Michigan Annual Conference will be based on a Proportional Giving Model built upon the Biblical principle of "tithing." Our Ministry Shares formula will be based on each congregation sharing a *Base Percentage Rate* of the *Actual Receipts* each local church as the basic conference budget. Special Needs funding may be added when necessary.

Definitions

- a. *Actual Receipts* is the total annual income of the local church excluding receipts for capital fund campaign approved by the District Committee on Church Building and Location. Actual Receipts are funds that are to be used exclusively in support of the annual operating and benevolence budgets and do not include funds used for capital improvements and acquisitions. These funds include:
1. Payment of pledges or other commitments toward the annual operating and benevolence budgets of the church.
 2. Receipts from constituents or members who did not pledge or amounts given beyond the amount pledged.
 3. Receipts from unidentified givers (for example, loose currency in the offering plate).
 4. Interest earned on funds on deposit or investments and used for the general operating or benevolence causes of the church.
 5. Proceeds from sale of church assets designated for the general operating or benevolence budget only.
 6. Proceeds from rental or fees.
 7. Fund raisers for operational and benevolent causes. Exceptions maybe granted by CFA upon request by the pastor for funds raised for special causes like UMCOR, VIM, Youth Mission trips, etc.
 8. Amounts received from undesignated grants and contract sources used to fund church programs.
 9. In-kind donations recorded in church financial statements.

10. Donations of property, memorials and bequests designated for church operating and benevolence expenses. Bequests and endowments designated for other designated causes are excluded.

Note: A local church may request a determination from CFA whether or not certain funds received are to be included as "Actual Receipts" before January 15.

- b. *Base Percentage Rate* is ten percent of the annual local church receipts. For 2005 only, the increase or decrease of ministry shares will be capped at 20%. The percentage figure will be reviewed annually and recommended by the Council on Finance and Administration to the Annual Conference churches for adoption, with a 60% vote of members present and voting required to change from the 10% base rate.
- c. *Special needs* - Additional connectional giving opportunities may be recommended by CFA to the Annual Conference for special needs or strategic planning emphasis, such as capital funds, new church development, pension plans, or health care, etc. Additional percentage giving opportunities will be presented for churches to pledge their partnership and financial support.

Methodology

- a. Annually, by February 1, each Local Church Treasurer shall submit to the Conference Treasurer, as part of the year end reports, the church's *Actual Receipts* information, using a Table III form.
- b. The compilation of Actual Receipts information from all the churches will provide an objective basis for the Council on Finance and Administration to prepare its Ministry Shares recommendation to the Annual Conference. (For example, 2005 Ministry Shares based on 2003 data.). The Ministry Shares recommendation includes the Base Percentage Rate, any Special Needs and the Conference Budget.
- c. Within thirty days after approval of the Ministry Shares recommendation by annual conference, the local church shall submit to the Conference Treasurer a pledge adopted by its administrative council stating the amount of its Ministry Shares based on the approved Base Percentage Rate, any Special Needs and its reported Actual Receipts. If the Conference Treasurer finds a variance between the pledge amount submitted by the church and the expected Ministry Shares amount, he/she shall bring it to the respective church for resolution and if necessary to CFA and Cabinet for final resolution within thirty days.
- d. By August 15, the Conference Treasurer shall provide the churches their respective Ministry Shares statement showing the distribution of funds based on the ratio of each fund in the approved conference budget.
- e. A congregation in financial distress shall be provided consultation assistance by other churches or advisors within the district or conference staff upon request from the local church with the recommendation of the District Superintendent. Written documentation of the financial issues and the projected solution will be filed with the Council on Finance and Administration through the office of the District Superintendent.
- f. As a regular practice, it is recommended that local church treasurers remit at least 10% of their actual receipts or one-twelfth of their annual ministry shares to the conference treasurer monthly.

PPR # 8 District Superintendent Salary Formula

The salary of district superintendents shall be recommended by the Council on

Finance and Administration annually by taking into consideration factors such as:

- The conference average compensation
- The consumer price index or inflation rate
- The salary of the top 10 highest paid pastors
- The salary of district superintendents across the denomination
- The salary of district superintendents in the Detroit Conference
- Such other factors that are deemed appropriate under the circumstances.

PPR #9 Housing/Rental Allowance for Retired or Clergy on Disability

1. An amount equal to 100% of the pension/disability payments received during the year 2018 is hereby designated as a rental/housing allowance for each retired and disabled ordained or licensed minister of The United Methodist Church who is or was a member of the West Michigan Conference at the time of his or her retirement or disability;
2. This rental/housing allowance shall apply to each retired and disabled ordained or licensed minister who has been granted the retired relationship or placed on medical leave by the West Michigan Conference and whose name and relationship to the conference is recorded in the Journal of the West Michigan Conference or in other appropriate records maintained by the conference;
3. The pension/disability payment to which this rental/housing allowance applies shall be the pension/disability payment resulting from all service of such retired and disabled ordained or licensed ministers from all employment by any local church, annual conference or institution of The United Methodist Church, or from any other employer who employed the minister to perform services related to the ministry and who elected to make contributions to the pension and welfare funds of The United Methodist Church for such retired minister’s pension or disability benefits;
4. The amount of the housing/rental allowance that may be excluded is limited to the lesser of: a) The amount designated as the housing/rental allowance, or b) The amount actually expended for housing/rent, or c) The fair rental value of housing, if required by law.

PPR #10 Health Care – Premium Rates

That the Conference Board of Pension and Health Benefits be authorized to establish the annual premium rates for all participants in accordance with the amounts required to provide for the anticipated needs and within the amount provided in the Conference budgets for 2018 AND 2019 and to evaluate and implement improvement in benefits of the existing plans as opportunity may arise.

PPR #11 Special Sundays

- A. Special Sundays: The following Special Sundays will be observed with offerings in compliance with the action of the 2016 General Conference:

	2017	2018
Human Relations Day	Jan 15	Jan 14
UMCOR Sunday	March 26	March 11
Native American Ministry Sunday	April 30	April 15
*Peace with Justice Sunday	*June 11	*May 27
World Communion Sunday	Oct 1	Oct 7
United Methodist Student Sunday	Nov 26	Nov 25
World Aids Day	Dec 3	Dec 2

These Sundays will be observed with offerings:

	2017	2018
Racial Ethnic Local Church Sunday	Feb 5	Feb 4
Golden Cross Sunday	May 7	May 6
UM Volunteer in Mission Awareness	June 4	June 3
Rural Life Sunday	Aug 20	Aug 19
Christian Education Sunday	Sept 10	Sept 9
Disability Awareness Sunday	Oct 22	Oct 21
*Camp Sunday		

*or on a date to be determined by the local church

- B. Youth Ministries: \$2.00 per youth member will be assessed for the YOUTH SERVICE FUND. 70% is to be used by the conference youth program and 30% by the general church youth program.
- C. The Council on Finance and Administration is authorized to establish a line of credit with the depository bank in the amount it determines appropriate to meet the needs of the conference.
- D. The auditor of record of the Conference Treasurer shall be a firm of certified public accountants, to be determined by the Council on Finance and Administration.
- E. Furnishings allowance according to IRS regulations shall be allowed for the district superintendents and conference clergy staff persons as payroll withholding within their approved salary. A similar provision is available for local church pastors in an amount determined by the charge conference.
- F. District superintendents and other clergy on the conference staff shall be allowed to designate the amount of their individual housing allowance within the approved salary and housing allowance in accordance with IRS regulations.

PPR #12 Policy for the Protection of Children, Youth and Vulnerable Adults

West Michigan and Detroit Annual Conferences of The United Methodist Church

Preamble

Christians are called to live according to the gospel of Jesus. All persons are created by God. God intends all persons to have worth and dignity in their relationships. We are a connected body, and when one part of this body is injured physically, emotionally or spiritually, the entire body is rendered less than God intended.

The scriptures witness to a God who brings about justice, mercy and grace. This policy is an act of hospitality to those who may be at risk due to their age, size, and mental and/or physical capacities.

The innocence of children is what best enables them to seek out God with fearless enthusiasm. That innocence is also what leaves them most vulnerable to abuse, bullying or neglect. Every 15 seconds a child is abused or neglected.¹ Often abuse occurs in settings where children, youth or vulnerable adults should have been able to feel safe -- homes, schools, camps, and sadly the church. In more than three quarters of the reported incidents of child abuse, the victim was related to or acquainted with the abuser.²

1. Joy Thornburg Melton, *SAFE SANCTUARIES: REDUCING THE RISK OF CHILD ABUSE IN THE CHURCH* (Nashville, TN: Discipleship Resources, 1998). Available through www.discipleshipresources.org and www.cokesbury.com. Rev. Melton is a deacon in the North Carolina Conference of The United Methodist Church. She is both a Christian educator and an attorney.

2. Ibid.

Although the practice of abuse, bullying and neglect, or the making of false accusations is not to be condoned, we will continue to acknowledge that God's grace is available to all. All persons are valued as human beings in God's image.

The purpose of this policy is to protect all who come to us, to protect both our paid and volunteer staff from potential false allegations of abuse, and to limit the extent of legal liability of the Conference. Therefore, this policy, prompted by the 1996 General Conference of The United Methodist Church, is designed to minimize the risk of abuse, bullying and/or neglect to children, youth, and vulnerable adults at Conference and District events.

Section I. Care Provider Authorization and Re-Authorization

A. Implementation

1. The Michigan Conference Protection Policy Implementation Team (hence forth this shall be referred to as the MC PPIT) shall implement this policy and develop procedures to that end.
2. The MC PPIT is granted discretion to require additional screening including a personal interview.

B. Minimum Requirements

1. All care providers shall:
 - a. Be at least 16 years of age. Upon turning 18 years of age, applicant must re-apply for authorization as an adult.
 - b. Care providers must be at least 5 years older than the oldest child or youth receiving care.
 - c. Be active in a local congregation or ministry setting for at least 6 month at the time of application.
 - d. Complete the Authorization Application for all Conference and District events, programs and activities. All applicants under the age of 18 must also have their parent's signature on the application.
 - e. Provide no fewer than three (3) written references (non-familial, not of the same household).
 - f. Submit written permission and pertinent information for background checks of criminal and Registered Adult Sex Offender records to be pursued when possible with local, county, state and/or federal law enforcement agencies at the discretion of the MC PPIT.

C. Qualifications

1. No one shall serve as a care provider if she/he is known to have been previously convicted of, or pled guilty or no contest to, any crime arising out of any act or conduct involving sexual abuse, or any act or conduct which is of a sexual, molesting, seductive, or criminally deviant nature, whether or not such conduct involved a child. This includes but is not limited to, crimes involving pedophilic behavior (molestation of a pre-adolescent child), incest, rape, assaults involving vulnerable adults, children or youth, murder, kidnapping, pornography, and the physical abuse of a vulnerable adult, child, or youth. This qualifying rule shall apply no matter how long ago the crime occurred.
2. Applications will not be accepted from anyone who has acknowledged or admitted that she/he has participated as a

- perpetrator in any previous act of sexual abuse of a vulnerable adult, child or youth. This qualifying rule shall apply no matter how long ago or whether a civil or criminal verdict was rendered.
3. If the MC PPIT determines that the person is unsuitable to serve, the application shall be denied and the applicant shall be notified. The MC PPIT reserves the right to not accept any person for volunteer or paid service. If at any time the applicant is found to be unsuitable, the MC PPIT has the authority to review or revoke participation.
- D. Confidentiality and Document Access
- All documents and information obtained on all care providers shall remain confidential except as noted below.
1. All consents by parents or guardian will be accessible to leadership in the Conference for use in promoting the health, welfare, and safety of participants at Conference related functions and events.
 2. All documents and information obtained during the screening process may be disclosed when there is a duty to inform and/or it is reasonably necessary in the context of any criminal or civil litigation involving the care provider, whether authorized or an applicant, of the Conference.
 3. Names of authorized care providers will be available to Conference ministry leaders unless otherwise instructed by the care provider in writing.
- E. Records Retention
- All applications and application documents will be retained digitally.

Section II. Training and Education

- A. Training Care Providers Trainers
- The MC PPIT shall be responsible for approving applicants and training the trainers of care providers. Training materials will be provided by the MC PPIT.
- The intent of training the trainers is to provide consistent content and its interpretation. The content of training shall be consistent with this policy. Additional material may be added at the discretion of the MC PPIT.
- B. Care Provider
1. MC PPIT shall provide training of conference authorized care providers.
 2. The intent of this training is to create a safe environment and raise awareness of and sensitivity to the issues of abuse, neglect and bullying.
 - a. The goals of the training are for trainees to
 - i. Know, understand and be familiar with the Policy
 - ii. Agree to implement the Policy of the Conference.
 - b. The content of the training shall be consistent with this policy.

Additional material may be added at the discretion of the MC PPIT.
 3. Care Providers shall complete the training and education for authorization. Care provider authorization must be renewed every 3 years.
 4. The MC PPIT shall be responsible for maintaining a current list of all conference authorized care providers.

Section III: Care Provider Supervision**A. General Statement**

1. Proper supervision is necessary for the duration of the event to avoid creating the opportunity for both actual abuse, bullying or neglect, and false accusations of abuse, bullying or neglect to occur.
2. Proper supervision includes providing care providers with Protection Policy training.
3. Supervision during the care provider's performance of their responsibilities shall give special attention to high-risk settings such as nurseries, restrooms, and overnights.
4. Pastors and staff in host churches not directly involved with the program, devotional leaders, event speakers, musicians, or other specialist providing services such as food or entertainment may be present, but may not be alone with children, youth, or vulnerable persons.
5. Parents, legal guardians, and special needs care givers may be present with their children or care recipient, but may not be alone with other children, youth or vulnerable persons until they are qualified as a conference authorized care provider.

B. General Rules

1. Adequate staffing
 - a. All district or Conference-related functions, activities, and events involving children, youth and vulnerable persons shall be staffed to meet the standards of this Policy. It is the responsibility of the sponsoring agency to ensure standards set forth in this Policy are being met. The portion of the function, activity or event, which involves care providers, shall be cancelled when staffing required by this Policy is not provided.
 - b. Providing staffing shall be the responsibility of the event director of the Conference-related function, activity, or event.
 - c. All care providers under the age of 18 shall be at least five years older than those receiving care. Care providers under 18 years of age shall comprise no more than 20% of the staff for an event, activity, or function.
 - d. Ratios of staff to children shall be in compliance with the rules and regulations of the State of Michigan.
2. Sleeping Accommodations. Sleeping areas, restrooms, and changing areas shall be separated by gender, and supervised by the same gender.
3. Two Care Provider Rule
 - a. At least two conference authorized care providers, one of which must be an adult, shall be present at each Conference-related function, activity, or event involving children, youth, or vulnerable adults.
 - b. The two-care provider rule in the preceding paragraph may be waived at the discretion of the event director or care provider in the following situations.
 - i. The conference authorized care provider is an adult and there are at least three children over 13 years of age present.

- ii. One adult care provider remains while the other care provider temporarily leaves the area or room for a medical, family, or other reasonable necessity, i.e., escorting a child, youth, or vulnerable person to the rest room.
 - iii. One adult care provider remains when the other care provider must leave for an unexpected medical, family, or other reasonable necessity.
 - iv. A care provider is taking a child, youth or vulnerable person to or from a Conference-related function, activity, or event. The waiver must be completed for each child, youth, or vulnerable person.
 - v. A conference authorized care provider temporarily remains with a child, youth or vulnerable person while waiting for others to arrive or while the child, youth or vulnerable person is waiting to leave a conference-related function, activity, or event, providing there is another adult or older child present.
 - 4. Participants will be released only to those indicated on a release form signed by the parent or guardian.
- C. Event Director Responsibilities
 - 1. Secure a safe and appropriate location that is conducive to the health and welfare of the participants and appropriate for the objectives of the event.
 - 2. Provide adequate supervision of children, youth, and vulnerable persons by confirming the number of conference authorized care provider leaders needed for the event.
 - 3. Ascertain the authorization status and suitability of leaders for the particular event.
 - 4. Implement these policies and related procedures, including reporting and documentation of alleged incidents.
 - 5. Establish and communicate to all staff expectations and procedures for the event, for instance, procedures regarding medications, medical situations (universal precautions) and emergencies and how they will be handled during the event.
 - 6. Establish a sign-in and sign-out procedure of participants.
 - 7. Establish a procedure to obtain copies of permission slips, release forms, medical permission and other necessary paperwork in compliance with applicable laws and regulations of the State of Michigan and other requirements of the Conference.
 - 8. Attend to the care of conference authorized care providers and young children including safe spaces, safe equipment and toys. Compliance with federal, state and county guidelines. Additional information may be available on the conference website, michiganumc.org.

Section IV: Policy For Reporting Suspected Abuse, Bullying Or Neglect Involving Children, Youth or Vulnerable Persons

- A. Persons Required to Report
 - 1. All care providers and Conference employees who have reasonable cause to suspect abuse or neglect of a child, youth, or vulnerable person in compliance with state law shall report all known and suspected cases of abuse or neglect which (a) occur on the

- Conference premises; (b) occur at a Conference-related function, activity or event, or; (c) are disclosed during a Conference-related function, activity or event. All other persons may report known and suspected cases of abuse or neglect in accordance with this Policy and the laws of the State of Michigan. This policy supports mandatory reporting in compliance with the State of Michigan.
2. If any child, youth, or vulnerable person arrives at a Conference-related event with signs of abuse or neglect, the event director shall immediately implement this Policy's reporting procedures in compliance with state law.
 3. The reporting requirements in this Policy are the minimum requirements. This Policy does not preclude anyone from reporting a known or suspected case of abuse or neglect to others for the protection of children, youth, and vulnerable adults. Unless such protection requires otherwise, however, confidentiality of the information reported or received shall be respected to protect the rights and interest of the victim, the alleged perpetrator and their families.
 4. Under Michigan law, anyone reporting in good faith a known or suspected case of abuse or neglect to Children's Protective Services or Adult Protective Services is immune from civil or criminal liability, which might otherwise be incurred thereby.
- B. Required Reporting Process
1. The care provider shall immediately report the known or suspected abuse or neglect to the event director.
 2. For the protection of all parties, if the suspected or alleged perpetrator is in/on the premises, he or she is to be isolated from the program and have no contact with the children, youth, or vulnerable adults.
 3. As soon as possible and in all cases within 24 hours, the care giver who observed or received the disclosure shall telephone an oral report to Children's Protective Services or Adult Protective Services to the Centralized Intake TOLL FREE number for the State of Michigan **(855-444-3911)**. This oral report shall be made in conjunction with the person who made the observations or received the disclosure. The following information is typically required in the oral report:
 - a. Name, age and gender of the alleged victim and other family members;
 - b. Address, phone number and/or direction to the alleged victim's home;
 - c. Parent's place(s) of employment (if known);
 - d. Name and address of alleged perpetrator;
 - e. Description of the suspected abuse;
 - f. Current condition of the alleged victim.
 4. Within 72 hours, the care giver who observed or received the disclosure, shall submit a completed State of Michigan "Report of Known or Suspected Child Abuse or Neglect" to Children's Protective Services, or its equivalent to Adult Protective Services in accordance with the directions given at the time of the oral report. The event director may be a resource for completing this form.
 5. The event director and the entire staff of the Conference-related function, event, activity or program shall cooperate with Children's Protective Services or Adult Protective Services.

6. Following contact with local Children's Protective Services or Adult Protective Services, the event director shall inform:
 - a. The chairperson of the group sponsoring the Conference-related function, activity or event.
 - b. The Conference staff person assigned to the ministries of the sponsoring group. The staff person shall inform the Conference Director of Connectional Ministries, the Bishop, and the District Superintendent of the sponsoring District.
 - c. The facility director, manager or host church clergy person.
 7. Notification of a parent or legal guardian of the alleged victim of abuse or neglect shall be determined by Children's Protective Services or Adult Protective Services. The event director shall follow the parent's or legal guardian's wishes regarding the continued participation of the involved child, youth or vulnerable person, unless otherwise instructed by Children's Protective Services or Adult Protective Services.
 8. Matters of known or suspected abuse or neglect are to be kept confidential, except as required by law, to assist appropriate agencies in their investigations, or as disclosed to Conference representatives with a need to know such information consistent with the requirements of the law. The incident is not to otherwise be discussed with persons other than those involved in the reporting.
 9. The Protection committee may edit this process to be in compliance with applicable State laws. Such edits shall be included in annual reports to annual conference.
- C. Reporting When The Alleged Perpetrator Is The Care Provider Or Conference Employee
- When the event director becomes aware of or receives a report of alleged abuse or neglect by a care provider or Conference employee, or the care provider is the known or suspected perpetrator, the event director or the person who received the disclosure or the one witnessing the abuse or neglect shall report the abuse or neglect as outlined in Section IV. B., in addition to notifying the corresponding District Superintendent.
- D. Reporting When The Alleged Perpetrator Is The Event Director
- When anyone at a Conference-related function, activity or event becomes aware of or receives a report of alleged abuse or neglect by the event director, she/he shall follow the procedures outlined in Section IV. B.
- E. Reporting When The Alleged Perpetrator Is A Michigan Conference Pastor, Clergy or Diaconal Minister
1. If the suspected or alleged perpetrator is on the premises he or she is to be isolated from the program and have no contact with children, youth or vulnerable adults.
 2. The event director shall follow the procedures outlined in Section IV. B.
- F. Reporting When The Alleged Perpetrator Is Another Child, Youth or Vulnerable Person
1. If the suspected or alleged perpetrator is on premises he or she is to be isolated from the program and have no contact with children, youth or vulnerable adults.
 2. The event director shall follow the procedures outlined in Section IV. B.

3. Unless instructed otherwise by CPS, APS, or the local enforcement agency, the event director may confidentially inform the contact person for the facilities hosting the event and the parents or guardians of involved parties.
- G. Reporting All Other Suspected Cases of Abuse, Bullying Or Neglect
In all other cases of suspected abuse, bullying or neglect, the event director and the Conference Director of Connectional Ministry or designee shall be immediately notified, and the reporting procedures referenced in Section IV.B or Section IV.H. shall be implemented.
- H. Section 380.1310b of The State of Michigan Law Addressing Bullying In Schools.
Bullying is not a mandated reportable offense. However, it is behavior that must be reported to protect participants, care receivers, care givers and conference ministries.
Reporting procedures follow.
1. The event director will be notified of alleged bullying incidents.
 2. The event director will determine what, if any, follow up steps are to be taken.
 3. Together the event director, in consultation with the Conference Director of Connectional Ministry, or designee, shall determine what notification, if any, is appropriate to give to the parent or legal guardian, or the victim and the perpetrator or others.
 4. The event director will submit a written report of the incident and response to the Conference Director of Connectional Ministry, or designee, for information purposes.

Section V. Follow-Up After Reports of Known Or Suspected Abuse, Bullying Or Neglect

General Goals And Objectives

After reporting procedures have been completed, the following goals and objectives as prioritized below shall be addressed:

1. Protection for the alleged victim and other children, youth, and vulnerable adults from any continued exposure to abuse, bullying or neglect.
 2. Care for the spiritual, emotional and physical well-being of the alleged victim and the alleged perpetrator.
 3. Respect and preservation of the legal rights of both the alleged victim and the alleged perpetrator.
 4. Safeguarding the privacy of all parties involved.
 5. Care for the spiritual and emotional well-being of the Conference.
 6. Protection of the legal and financial interests of the Conference.
- A. Investigation
1. In accordance with the laws of the State of Michigan, Conference workers (paid and volunteer) shall not conduct any investigation of reports or accusations of abuse or neglect.
 2. Following the guidance of an attorney representing the Conference, the Conference shall cooperate in any proper investigations by the Children's Protective Services, Adult Protective Services, law enforcement agency, liability insurer and the parties involved.
- B. Additional Response Requirements
When the alleged abuse or neglect involves (1) a Conference or District employee as the alleged perpetrator, (2) an abuse occurring on Conference

property, or (3) a child, youth or vulnerable person participating in any Conference-related function, activity, event or program, the following procedures shall be observed: [For alleged abuse or neglect involving Michigan Conference United Methodist pastors or diaconal ministers see item 8 in this section]

1. The status of the accused care provider (if applicable) shall be immediately suspended, and he or she shall not be permitted to continue providing any services for children, youth or vulnerable adults in any Conference-related function, activity, event or program. Authorization may be re-instated only after satisfactory completion of the screening qualifications set forth in this Policy.
 2. The Bishop or designee shall appoint a contact person to handle, oversee and/or represent the Conference in all communications with the Children's Protective Services, Adult Protective Services, law enforcement agencies, attorneys and investigators.
 3. The Bishop or designee shall give written notice to the liability insurance carrier for the Conference.
 4. If the alleged perpetrator is an employee of the Conference, the Conference Personnel Committee may discharge or place the employee on a leave of absence pending the completion of any investigations by the Children's Protective Services, Adult Protective Services, any responding law enforcement agencies and/or the completion on any legal proceedings. A leave of absence may be with or without pay, at the discretion of the Conference Personnel Committee. The employee may be reinstated after a leave of absence or discharge, only if approved by the MC PPIT with satisfactory completion of the screening qualifications set forth in this policy.
 5. The Bishop or designee shall be the spokesperson solely authorized to respond to the media and general public. The designee may or may not be the same person appointed in item 2 of this section at the discretion of the Bishop. In all communications with media and the general public, the confidentiality of the victim and alleged perpetrator will be protected.
 6. When appropriate the Bishop shall inform the Conference of the situation and how the Conference is responding to it. In all communications with the Conference, the confidentiality of the victim and alleged abuser will be protected.
 7. Everyone involved in the response is strongly encouraged to document his/her activities and all communications regarding the suspected abuse or neglect.
 8. When the alleged perpetrator is a Michigan Conference pastor, clergy person or diaconal minister, the Clergy Sexual Misconduct Policy shall be implemented.
- C. Response To The Victim(s) And The Accused
- The MC PPIT recommends that appropriate sensitive care be expressed to the victim, and the accused, as well as their families. Although the practices of abuse, bullying, neglect, or the making of false accusations are not to be condoned, we will continue to acknowledge that God's grace is available to all.

Section VI. Revisions

- A. This policy shall be reviewed regularly. When the MC PPIT determines a change is appropriate or timely, the edits or change shall be presented to annual conference for action.
- B. The MC PPIT may edit any part of this policy at any time to be in compliance with applicable State of Michigan laws. Such edits shall be included in annual reports to annual conference.

Conclusion

As Christians, we are called to live according to the gospel of Jesus. All persons are created by God. God intends all persons to have worth and dignity in their relationships. We are a connected body, and when one part of this body is injured physically, emotionally or spiritually, the entire body is rendered less than God intended.

While the vast majority of those who work with our programs are of the highest moral and spiritual character, and are deeply committed to the needs of those to whom they minister, the reality is that the potential for abuse, bullying or neglect is present. The conference insurance policies require a consistent policy of screening, training, supervising and reporting. Further, we live in a litigious society which mandates the need for a conference-wide policy that is clear and consistently enforced.

We understand that those with clear backgrounds and records might find this process burdensome or offensive. Yet if we are to take seriously our responsibility for children, youth and vulnerable adults, all applications for workers and volunteers must be treated in the same manner. This policy is an act of hospitality to those who may be at risk due to their age, size, and mental and/or physical capacities. We thank you for your understanding and cooperation as we endeavor to make our programs safe and secure for all who participate.

Definitions of Terms

1. **Abuse:** Abuse means harm or threatened harm to an individual's health or welfare through physical abuse, bullying, sexual abuse, sexual exploitation, maltreatment, and/or sexual harassment. For the purposes of this policy, 'hazing' is considered a form of abuse.
2. **Adult:** means a person at least 18 years of age.
3. **Applicant:** a person who is applying to be an authorized care provider.
4. **Appropriate:** conduct that one could reasonably assume would be acceptable and permissible by the child's parent or guardian.
5. **Bullying:** Intentional behavior that is meant to hurt and dominate another person or group of persons. It is characterized by an imbalance of power between the individual who bullies and the target. Bullying can be physical, verbal, emotional, social, spiritual, or sexual. Cyberbullying is the use of technology for the same purpose. This includes, and not limited to, the following:
 - A. Substantially interfering with their opportunities, benefits, or programs involving the Conference, its districts, or its agencies.
 - B. Adversely affecting their ability to participate in or to benefit from the programs or activities of the Conference, its districts, or its agencies by placing the individual in reasonable fear of physical harm or causing substantial emotional distress.
 - C. Having an actual and substantial detrimental effect on their physical or emotional health.
 - D. Causing substantial disruption in, or interference with, the orderly operation of the programs or activities of the Conference, its districts, or its agencies.

6. **Care Provider:** anyone (including employees, volunteers, lay and clergy) charged with the supervising of children, youth, and vulnerable adults during a Conference or District related function, event or activity. An authorized care provider has completed the Michigan Conference Protection Policy requirements for all staff members (paid or volunteer) who will work with children, youth, and vulnerable adults at Conference and District ministry settings.
7. **Conference:** refers to the Michigan Conference of The United Methodist Church.
8. **DHS:** means the Department of Health and Human Services in the state of Michigan which guards the safety and welfare of children, youth and vulnerable adults.
9. **Event Director:** refers to the person overseeing all personnel and programming at a Conference or District related function, event, or activity.
10. **Event site:** the location of a Conference or District related function, event, or activity. This does not exclusively apply to a United Methodist facility.
11. **Leader:** anyone responsible for overseeing a specific activity during a Conference or District function, or event.
12. **Negligence:** failure to act as a reasonably prudent person would do in the same or similar circumstance. It can include failing to prevent an act of abuse or omission of an act that would ensure the health, welfare, and safety of a child, youth, or vulnerable person.
 - A. Negligent treatment, including the failure to provide adequate food, clothing, shelter, health care and protection from abuse; or
 - B. Placing a child, youth, and vulnerable person at an unreasonable risk to the health or welfare of a vulnerable adult, child or youth by failure of the parent, legal guardian or any other person responsible for the health or welfare of a child, youth, and vulnerable person to intervene to eliminate that risk when that person is able to do so, and has or should have knowledge of the risk. (See State of Michigan Compiled Laws Act # 238, Public Acts of 1975, Sections 722.622.2d).
13. **Parent or Guardian:** means any parent, step-parent, foster parent, grandparent or appointed guardian who has the general responsibility for the health, education or welfare of a child, youth, and vulnerable person.
14. **Participants:** Participants are children, youth, or vulnerable adults, as well as all others, who are registered, enrolled, attending, or otherwise participating in an event or activity sponsored by or under the auspices of the Michigan Conference.
15. **Physical abuse:** Physical abuse is any non-accidental act or failure to act that results in bodily harm. Physical abuse may result from punishment to a person that is overly punitive or inappropriate to the individual's age or condition.
16. **Protection Policy Committee:** Committee is the group elected by the Conference to oversee the implementation of this Policy.
17. **Sexual Abuse:** any conduct of a sexual nature which violates or attempts to violate the free choice and consent of another person, and includes any criminal sexual act defined by any federal, state, or municipal law, which includes but is not limited to rape, sexual molestation, sexual battery, aggravated sexual battery, lewd and lascivious behavior, enticement of a child, indecent solicitation of a child, aggravated indecent solicitation of a child, exhibiting sexually explicit material, or indecent liberties with a child, youth, or vulnerable person.
18. **Sexual Misconduct:** the intentional touch of the intimate parts or the clothing covering the immediate area of the intimate parts of a child, youth or vulnerable person.
19. **Sexual Exploitation:** means allowing, permitting or encouraging children, youth, and vulnerable adults to engage in prostitution or in the photographing, filming, creating electronic or computer generated images or any other form of depicting a child, youth, and vulnerable person engaged in actual suggestive sexual conduct. (See Michigan Compiled Laws Act # 238, Public Acts of 1975, Section 722.322.2 (1).

20. **Sexual Explicit Material:** means any printed, electronic or computer generated matter, picture, sculpture or sound recording which can reasonably be construed as being produced for the purpose of stimulating sexual excitement, arousal or gratification.
21. **Sexual harassment:** Sexual harassment is any sexually related behavior that is unwelcome, offensive, or which fails to respect the rights of others. Sexual harassment includes any unwelcome advance, a request for a sexual favor, and any other verbal, nonverbal, or physical contact of a nature that creates an intimidating, hostile, or offensive environment.
22. **Shall, Should, May:** were carefully chosen terms used in this Policy, giving recognition to their different meanings. “Shall” is to be considered as mandatory, “may” is to be considered permissive, and “should” is to be considered a term of strong encouragement.
23. **Event Staff persons:** authorized persons who provide leadership and/or care for events of the Michigan Conference and/or its districts whether they are volunteers or paid.
24. **Team:** the Michigan Conference Protection Implementation Team.
25. **Volunteer:** any person receiving no salary or wages for providing any services, care, guidance, assistance or supervision for any children, youth, and vulnerable adults in a Conference or district related function, event or activity.
26. **Vulnerable person:** an individual who because of age, developmental disability, mental illness, or physical handicap requires supervision or personal care or lacks the personal and social skills required to live independently.

**PPR #13 Covenant of Clergy Sexual Ethics
A Policy of the Detroit and West Michigan Annual Conferences**

Preamble

This policy states expected standards of behavior and defines inappropriate sexual conduct by clergy so that we maintain healthy relationships of integrity and safety for the sake of our common ministry to the people of God in the name of Jesus Christ. It also provides guidance so that when incidents of sexual misconduct, sexual abuse, or sexual harassment are alleged, the complainant and the respondent may experience grace, justice, and reconciliation. Grace extends unconditional love while holding us accountable to the consequences of inappropriate behavior.

Statement of Covenant

God has called us, through the grace of Jesus Christ, into covenant with God and one another. This covenant is intended by God to be a means of reconciliation, justice, faith, hope, and love. We live out this covenant in the Church. This covenant implies that there are standards to which clergy are expected to adhere and assumes that each clergy person seeks to live according to these high standards. “*Ordination and membership in an Annual Conference in The United Methodist Church is a sacred trust.*” (*THE BOOK OF DISCIPLINE OF THE UNITED METHODIST CHURCH 2012* ¶363) Sexual misconduct, sexual abuse, and sexual harassment of any kind is sinful behavior against God and one another. Not only does such behavior violate a person’s humanity, but also constitutes an unjust use of status and power which breaks this sacred trust. Therefore, all clergy are expected to live out the highest ethical standards regarding the role of human sexuality in all interpersonal relationships.

Theological & Pastoral Reflections

We recognize that sexuality is God’s good gift given as a birthright to all persons as a part of their fundamental humanity, and we call all persons to the disciplined, responsible fulfillment of themselves, others, and society in the stewardship of this gift.

As clergy called and set apart for leadership in the church, we have agreed “*for the sake of the mission of Jesus Christ in the world*” to dedicate ourselves to “*exercise responsible self-control by personal habits conducive to bodily health, mental and emotional maturity, fidelity in marriage and celibacy in singleness, social responsibility, and growth in the knowledge and love of God.*” (*THE BOOK OF DISCIPLINE OF THE UNITED METHODIST CHURCH 2012 ¶310.2d*) Like any of our behaviors, our sexual behavior and relationships must comply with the highest standards of a Christ-like life. We in the church are expected to live in covenant with each other and hold each other to those standards.

Clergy sexual misconduct involves both a misuse of the gift of sexuality and an abuse of the power inherent in any pastoral relationship. When sexually intimate acts take place within the pastoral relationship they become tainted with ambivalence, confusion, guilt, and sometimes fear. Secrecy, which often accompanies such acts, only reinforces these feelings and further signals that there is something wrong with the relationship. Sexual relationships where one or both persons are exploitive, abusive, or promiscuous are beyond the parameters of acceptable Christian behavior and are ultimately destructive to individuals, families, churches, clergy colleagues, and the social order.

An inherent imbalance of power exists in any clergy relationship simply through the clergy role. A similar imbalance of power can also exist when one clergy supervises another clergy. The sacred trust inherent in ordination, consecration and licensing that makes effective ministry possible leaves persons in clergy relationships open, vulnerable, and predisposed to believe that clergy shall act only in ways that will contribute to those persons’ well-being. Therefore, the only appropriate and acceptable clergy response to the trust and power given them through their roles is to minister within healthy boundaries to all persons as beloved children of God.

Definitions

Clergy: The term “clergy” as used in this policy includes all ordained, commissioned, licensed, and consecrated persons serving in both the Detroit and West Michigan annual conferences, including those serving in extension ministries, appointments beyond the local church, on leave, honorable location, retired, and those lay persons assigned to pastoral ministry in a local church by a District Superintendent. All clergy are accountable to Christ, to *THE BOOK OF DISCIPLINE OF THE UNITED METHODIST CHURCH*, to the Annual Conference, to one another, and to those whom they serve.

Clergy Relationships: A clergy relationship exists between a clergy person and any other person

1. when the other person is a parishioner of a congregation to which that clergy person is currently, or was previously appointed;
2. when the other person is mentored or supervised by, is a colleague with, or receives ministry from a clergy person serving in any function for which he or she was ordained, licensed, hired or approved by the Annual Conference or its representatives;
3. when a clergy person uses the authority of the clergy office or role in establishing a relationship with the other person, including pastoral care / counseling relationships, and;
4. when the other person is a member of a community which recognizes the clergy person as a person in ministry.

Healthy Boundaries: “Healthy boundaries provide a nurturing and safe physical, emotional, sexual and spiritual environment for individuals.” (L. Sperry, *Sex, Priestly Ministry, and the Church*, 2003, p.10) Clergy who practice healthy boundaries recognize that they have personal, professional, and ethical limits, understand clearly where those limitations are, and live out their ministry accordingly. Healthy boundaries are a clear reflection of our Wesleyan commitment to do no harm, to do all the good we can, and to stay in love with God. (R. Job, *Three Simple Rules: A Wesleyan Way of Living*, 2007)

Clergy Sexual Misconduct: Clergy sexual misconduct occurs whenever a clergy person initiates or allows any sexual contact or behavior with a person with whom he or she has a clergy relationship and includes, but is not limited to the chargeable offenses listed in ¶2702 of the *2012 Book of Discipline of The United Methodist Church*. This is further defined in Resolution #2044:

Sexual misconduct within a ministerial relationship is a betrayal of a sacred trust. It can include child abuse, adult sexual abuse, harassment, rape or sexual assault, sexualized verbal comments or visuals, unwelcome touching and advances, use of sexualized materials including pornography, stalking, sexual abuse of youth or those without capacity to consent, or misuse of the pastoral or ministerial position using sexualized conduct to take advantage of the vulnerability of another. (*The Book of Resolutions of The United Methodist Church 2012*, p. 136)

Sexual Harassment/Impropriety: “[Is] any unwanted sexual comment, advance, or demand, either verbal or physical that is reasonably perceived by the recipient as demeaning, intimidating, or coercive...Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination on the basis of gender.” (*THE BOOK OF DISCIPLINE OF THE UNITED METHODIST CHURCH 2012*, ¶161.I)

“[Sexual harassment] is unwanted sexual or gender-directed behavior within a pastoral, employment, ministerial (including volunteers), mentor, or colleague relationship that is so severe or pervasive that it alters the conditions of employment or volunteer work or unreasonably interferes with the employee or volunteer’s performance by creating a hostile environment that can include unwanted sexual jokes, repeated advances, touching, displays, or comments that insult, degrade, or sexually exploit women, men, elders, children, or youth.” (*The Book of Resolutions of The United Methodist Church 2012*, p. 136)

Sexual harassment can consist of a single intense or severe act, or of multiple persistent or pervasive acts. There are many possible scenarios which could constitute sexual harassment. Each situation must be evaluated on a case-by-case basis.

Sexual Abuse: Sexual abuse [in ministry] is a form of sexual misconduct and occurs when a person within a ministerial role of leadership (lay or clergy, pastor, educator, counselor, youth leader, or other position of leadership) engages in sexual contact or sexualized behavior with a congregant, client, employee, student, staff member, coworker, or volunteer.” (*The Book of Resolutions of The United Methodist Church 2012*, p. 136) Sexual abuse within the ministerial relationship involves a betrayal of sacred trust, a violation of the ministerial role and exploitation of those who are vulnerable.

Pornography: Pornography is sexually explicit material that objectifies and dehumanizes other persons for the purposes of sexual excitement and erotic satisfaction. This includes but is not limited to material that portrays violence, abuse, coercion, domination, humiliation, or degradation for the purpose of arousal. In addition, any sexually explicit material that depicts children is pornographic and is a criminal act to access, possess, or distribute. “[T]he use of pornography in church programs, on church premises [including a parsonage] or with church property by persons in ministerial roles (lay and clergy) is a form of sexual misconduct.” (*The Book of Resolutions of The United Methodist Church 2012*, p. 162)

Standards for Clergy Conduct

- A. Clergy members of the Annual Conference are accountable for their integrity and conduct in their personal lives and professional ministries. Thus, it is inappropriate for any clergy person to use pornography, or to commit sexual misconduct of any kind, either with someone with whom they have a clergy relationship or not. A violation of our covenant with God, of clergy relationship, of clergy responsibility, and of clergy authority is abusive and unethical, which could result in the discontinuance of the clergy person’s ordained, commissioned, licensed, or consecrated status, and/or assignment.
- B. Clergy have the responsibility for developing healthy and ethical relationships with all other persons. Married clergy have made a vow to nurture and maintain fidelity and faithfulness in their marital relationship. Single clergy must maintain appropriate conduct in dating relationships as understood in our Christian teaching, and honor their vow to maintain celibacy in singleness. (See *THE BOOK OF DISCIPLINE OF THE UNITED METHODIST CHURCH 2012*, ¶310.2d)
- C. A single clergy person engaging in a romantic relationship with a single person with whom he or she has a clergy relationship does not necessarily commit sexual misconduct. However, the clergy person must be aware of the inherent imbalance of power that he or she has in this type of clergy relationship and take full responsibility for the related potential for harm. A single clergy person entering into this type of relationship bears the burden of demonstrating that there has been no abuse of power or exploitation in the relationship, in light of all relevant factors, including the personal history and mental status of the other person and the likelihood of an adverse impact on the person or on others. If a relationship develops, the clergyperson shall consult with the Michigan Area Boundary Trainers.

Expectations

- A. Clergy frequently relate to persons who are fragile and vulnerable and therefore must exercise special care:
 1. to maintain their own psychological, emotional, and spiritual health;
 2. to be properly and adequately prepared and educated, including continuing education, in order that they may provide appropriate help for those in their care;
 3. to seek counsel, advice, and support from Michigan Area Boundary Trainers, one’s spiritual director, counselor/therapist, accountability partner/group, mentor, or D.S;
 4. to know their own abilities and set appropriate limits beyond which they will refer those for whom they provide pastoral care to other professional care givers.

- B. Clergy shall participate in educational training programs of the Annual Conference related to Healthy Boundaries and Clergy Sexual Ethics and will sign and abide by the related covenant document.
- C. Clergy of the Annual Conference are bound to one another in a covenantal relationship of mutual accountability, care, and support. Those within the clergy covenant are encouraged to prayerfully discern when it is appropriate to offer caring support to colleagues who may be in need of assistance.

Reporting

- A. The Church is a place for healing and justice; therefore, it must recognize, prevent, and stop sexual misconduct. As leaders in the Church, clergy in particular bear responsibility for confronting one another with knowledge of sexual misconduct since it places an unfair and unavoidable burden on the victim(s). Truth-telling may be risky and painful, and may stir up strong feelings of fear and anger for all involved. Even so, truth-telling has the power to release both offenders and victims from the secrecy, denial, and guilt that result from sexual misconduct. The Church is called to bring about reconciliation, and restoration of all parties as identified in *THE BOOK OF DISCIPLINE OF THE UNITED METHODIST CHURCH 2012*, ¶363.1.
- B. When an allegation of clergy sexual misconduct is made, all care will be taken by those involved in any investigation to determine the nature of the complaint and the appropriate response. Every complaint will be taken seriously and treated with integrity and confidentiality. *THE BOOK OF DISCIPLINE OF THE UNITED METHODIST CHURCH 2012* will be followed in response to all complaints.
- C. Retaliation – It is important to protect persons who disclose clergy sexual misconduct. Retaliation against those persons by anyone will not be tolerated.
- D. Reporting – If you have experienced, become aware of, or are accused of any incidence of clergy sexual misconduct you should immediately contact the office of a District Superintendent or the Office of the Bishop. Clergy who have experienced sexual harassment or another form of sexual misconduct by a clergy or lay person should immediately contact the office of a District Superintendent or the Office of the Bishop. These addresses and phone numbers are available in any local United Methodist Church. In addition, if an incident involves minors, the elderly, or the disabled, reporting to the Michigan Department of Human Services (855-444-3911) is also mandatory.

NOTE:

This document is provided solely for the purpose of this Covenant of Clergy Sexual Ethics. The statements, reflections, definitions, standards, and expectations named herein do not create any additional chargeable offenses, nor sanction any conduct which may constitute a chargeable offense, pursuant to *The Book of Discipline of The United Methodist Church 2012*. If any provision of this policy is in conflict with *The Book of Discipline of The United Methodist Church*, *The Book of Discipline of The United Methodist Church* shall prevail. Such conflict shall not be grounds for invalidating the entire policy.

Guidelines for Our Life Together

Michigan Area of The United Methodist Church

The Detroit and West Michigan annual conferences seek to be both proactive and preventive in responding to issues that impact the church and its mission. In response to current concerns in both the Church and the world, we have adopted the following Guidelines. Everyone in our community, both active and retired, Elders and Deacons, Licensed and Supply Pastors, are asked to uphold these Guidelines.

The West Michigan and Detroit conferences will use these Guidelines as a complement to *THE BOOK OF DISCIPLINE*. They address timely concerns that are not addressed in other resources. They will be utilized as an educational tool of the Board of Ordained Ministry, license certification school, for further dialogue, and at other conference trainings.

While no policies or other documents can anticipate all of the challenges and situations that may arise, the Guidelines for Our Life Together delineate key areas of personal and professional relationships, integrity, power, and conflicts of interest. These guidelines are designed to assist our community to have a common understanding of difficult issues, which may arise.

As clergy within the Michigan Area, we will be guided by the following:

A. In Our Personal and Professional Relationships We Will:

1. Be above reproach in all that we do;
2. Serve the members and constituents in our current appointment and not provide ministerial services elsewhere unless a consultation between the former pastor/retired pastor and the pastor under appointment determine that it is for the health and in the best interest of the congregation;
3. Keep appropriate confidences and privileged information;
4. Avoid communicating (verbal, written, and electronic) negatively about a colleague, especially our predecessor or our successor;
5. Avoid the appearance of impropriety in visitation and counseling sessions;
6. Maintain a healthy emotional and social balance and maintain boundaries between pastoral identity and self-identity, private and community life, self and others;
7. Separate our ministerial role from our personal lives in relation to those directly served by our ministry (see Standards for Clergy Conduct [C.] in the Covenant for Clergy Sexual Ethics);
8. Encourage the congregation in the care and upkeep of the parsonage, leave the church and parsonage clean and in good condition, and accept financial responsibility for damage to the parsonage beyond normal wear and tear (see Conference Parsonage policy);
9. Practice habits that encourage and promote the physical, emotional, and spiritual health of our families and ourselves.

B. In Issues of Integrity We Will:

1. Be fiscally responsible;
2. Be honest;
3. Properly represent the policy, mission, and program of the annual conference and The United Methodist Church;
4. Acknowledge sources for preaching and in written material; we will not plagiarize another's work;

5. As full time clergy, accept employment outside of the appointed charge only with the consent of the S/PPRC and conference cabinet (paragraph #338.1);
 6. Maintain the highest ethical standards regarding the use of modern technology, avoiding even the perception of inappropriate use of the internet and understanding that email and text messaging are not a private domain and should not be treated as such;
 7. Provide pastoral services for weddings, baptisms, and funerals to church members without charge; the receipt of honoraria is acceptable.
 8. Abstain from pornography and gambling in any form;
 9. Abstain from misuse or abuse of alcohol and drugs, prescription or other.
- C. In Regard To Power Issues We Will:**
1. Be aware of the power that is inherent in our various roles and use that power to maximize ministry opportunities that communicate worth, mutuality, and collegiality;
 2. Provide ministerial services in order to build up the body of Christ;
 3. Establish clear, appropriate boundaries with anyone with whom we have a ministerial, business, professional, or social relationship;
 4. Not use our ministerial status, position, relationship, or authority to abuse, misguide, negatively influence, manipulate, or take advantage of anyone.
- D. In Areas Where There Might Be A Conflict of Interest We Will:**
1. Advise and refer persons to other clergy or other professionals such as lawyers, doctors, counselors, etc. when appropriate; be aware that our judgment can be impaired by prior dealings, by becoming personally involved, or by becoming an advocate for one party against another;
 2. Absent ourselves at an appropriate time from discussion and decision when there is an actual or potential conflict of interest in matters affecting ourselves, our family, or our financial interests;
 3. Never take advantage of anyone to whom we are providing services in order to further our personal, religious, political, financial, or business interests or those of our family;
 4. Use discretion concerning the acceptance of or return of gifts for ourselves or our family;
 5. Avoid using the congregation as a captive audience for products or services created or provided in a non-clergy role;
 6. Not accept or confer an office, position, assignment, or receive compensation, which may present the appearance of favoritism or a conflict of interest.

With thanks to the West Ohio Conference of the UMC for their work in developing this document. Spring 2015

PPR #14 Conference Plan for Disaster Response

This plan outlines the roles and responsibilities of those involved in disaster response in the West Michigan Conference, as well as processes to ensure the seamless flow of information and assistance to those affected by disaster. Local churches wishing to create a LOCAL CHURCH DISASTER RESPONSE plan should contact the Conference Office or visit the Disaster Response / Local Church Resources section of the West Michigan Conference website.

INTRODUCTION

A disaster is any specific event, natural or man-made, which results in overwhelming physical, economic and/or emotional damage to a community. It is in these settings that the Church has both the opportunity and the responsibility to reach out in meaningful ways with the love and hope of Jesus Christ. To ensure timeliness, avoid redundancy and provide an effective and appropriate response, the church must be ready, at all levels, when disaster strikes. This means planning and preparation *before* disaster strikes. With this in mind the West Michigan Annual Conference of The United Methodist Church has organized a structure and guidelines to facilitate the ability of the local church to be in ministry to persons in need as a result of a disaster. This plan establishes guidelines for responding to disasters within the West Michigan Annual Conference.

Purpose

- To provide immediate relief for acute human need and to respond to the suffering of persons in our communities caused by natural or man-made disaster.
- To resource and equip local United Methodist churches and districts as they assist their communities and individuals to prepare, respond to and recover from disaster.
- To assist and train District and local church disaster response coordinators to address emerging and ongoing issues related to disaster relief.
- To work cooperatively with the appropriate Conference units, ecumenical bodies, and interdenominational agencies in the identification of, advocacy for, and assistance with ministries for disaster response.
- To work cooperatively with United Methodist Communications in promotion of the One Great Hour of Sharing offering.

“I tell you the truth, whatever you did for one of the least of these friends of mine, you did for me.”

Matthew 25:40 (modified)

Scope

In the event of a disaster, resources available to the local church (i.e., volunteers, money, expertise, etc.) are sometimes limited or may not match the need. This is where the connectional system of The United Methodist Church can provide support and resources to the local church to respond effectively and appropriately. The following individuals and teams are typically active in disaster response in the West Michigan, depending on the nature, size and location of the disaster:

- Local Church Disaster Coordinators and local volunteers
- District Disaster Response Coordinators
- Conference Disaster Response Coordinator
- Conference Emergency Preparedness Committee
- Bishop, District Superintendents and extended Cabinet members

Visibility

The visible presence of The United Methodist Church is essential in any type of disaster regardless of the scope. Specific responses by agents of the Annual Conference are essential for the on-going well-being of God’s people. These responses deal in three areas of life: spiritual, emotional and physical.

- **Spiritual response:** Addresses the issues of seeing how God’s presence is available in the midst of suffering, despair and grief. The Church’s primary task

is to be present in the midst of suffering and to act as an agent of reconciliation. It is the responsibility of the Church to remind people that God really does care and to urge troubled hearts to trust God in times of stress and disaster.

- **Emotional response:** Must address the problems of loneliness, shock, disbelief, delayed grief and a multitude of related emotions that accompany those disasters that affect the lives of people. Pastors should seek specialized training to better equip them for meeting the needs of their people under such trying times. The individual districts and the Annual Conference should be leading the way in providing such training and making it desirable for all pastors and other interested persons to attend.
- **Physical response:** Will be more immediately seen and needed but is no more important than the spiritual and emotional responses to the people. The physical response must address itself to physical needs that are immediate as well as long term: scope of physical loss, finances, facilities and an unending list of needs that are unseen and are unique to a particular situation.

Whom Do We Help?

We help all persons in need regardless of race, creed, religious affiliation, gender, etc. The love of Jesus Christ knows no limits.

Who Does What When?

This question is the one to which the majority of this plan addresses itself. In answering the question of “Who Does What When?” the concept of “TURF” must be set aside. “Who is in charge?” is not the primary concern because the plan is in charge of the situation and we all function under its guidance. Laity, local church pastors, Disaster Response Coordinators, District Superintendents, Conference staff persons, Bishops, all must work together to achieve the common goal of reaching out to and helping God’s people in the name of Christian love.

BEFORE DISASTER STRIKES

Every local church in the West Michigan Annual Conference shall develop a disaster response plan for themselves, unique to their particular locale, circumstances and resources, which “dove-tails” into the Conference plan. For assistance in this, please contact the Conference Office.

Conference, District and Local Church Disaster Response Coordinators and Organizations will benefit by learning about disaster response needs and resources available in their particular areas. This will be accomplished best as they:

- Evaluate their disaster response capabilities.
- Develop a relationship with their county emergency management organization.
- Develop plans and protocols to assist local congregations in responding to communities following a disaster.
- Prepare their facilities.
- Train congregation members / staff.
- Secure supplies.

WHEN DISASTER STRIKES

It is to be remembered that the first response in a disaster is through the Emergency Management Division of the Michigan State Police. The next line of response is by the American Red Cross and/or the Salvation Army. These groups are responsible for the immediate needs of a disaster including rescue, mitigating the results of the

disaster, providing food, shelter and other physical needs. We must be careful not to interfere with the services that they are mandated to provide.

1. The Local Church Disaster Response Coordinator is the point person in the local situation. He/she reports to the District Disaster Response Coordinator and the District Superintendent. Assessment needs to be done as soon as possible.
2. The District Disaster Response Coordinator is the point person for coordinating all relief efforts within the District. He/she maintains contact with the local church pastor(s), Local Church DRC, the District Superintendent, and the Conference Disaster Response Coordinator, and makes his/her assessment of the situation as needed.
3. The District Superintendent makes contact with the local church(es) and pastor(s), assimilates reports and forwards them to the Conference level, works with the District Disaster Response Coordinator and provides oversight and support.
4. The Bishop provides pastoral oversight through the Cabinet. An on-site visit within seventy-two (72) hours is highly recommended.
5. The Conference Disaster Response Coordinator coordinates relief efforts within the Conference and calls the Emergency Preparedness Committee together within seventy-two (72) hours to receive reports and coordinate action plans. *While needs assessments are immediately necessary, our response depends on what agencies such as the American Red Cross, the Salvation Army, State and Federal agencies are doing. We need not and should not, duplicate their work. We need to respond to those who are left out of the system, meet the needs that the other agencies cannot, and to build on what they have done.*

ORGANIZATION

The Conference Plan for Disaster Response defines the responsibilities of the local church, the District and the Conference. It also includes an overall plan of ministry towards those who are affected by a disaster.

Conference Emergency Preparedness Committee

- The Conference Disaster Response Team (CDRT) is that committee of the West Michigan Conference charged with the responsibility of responding to disaster(s) in the Conference. The membership (with voice and vote) consists of:
 - Conference Disaster Response Coordinator
 - District Disaster Response Coordinators or Representative
 - Conference Volunteer in Mission Coordinator
 - Conference Director of Communications
 - Representative from the Board of Global Ministries
 - Cabinet Representative
- The CDRT may be activated to meet the needs of a disaster by:
 - Bishop or Bishop's designee
 - Director of Connectional Ministries
 - Conference Disaster Response Coordinator
 - Affected district's Disaster Response Coordinator / Superintendent
- Upon such activation of the CDRT, the following persons shall automatically become ex-officio members with voice and vote:
 - Bishop or Bishop's designee
 - Director of Connectional Ministries

- District Superintendent(s) of the affected area
- Conference Treasurer or Assistant Treasurer.
- The CDRT shall coordinate the Conference response, establish policies, procedures, and funding guidelines, plan for the disbursement of funding, and arrange for evaluation and an accountability report.
- In cooperation with District Disaster Teams, assist districts and local churches in the preparation of disaster ministry plans.
- Provide training opportunities and resources in all phases of disasters including, but not limited to:
 - Early Response Teams (ERT)
 - Connecting Neighbors (Local Church Disaster Planning)
 - Spiritual and Emotional Care (Care Team)
 - Case Management
 - Volunteer Management
- Work collaboratively with other conferences of The United Methodist Church, The United Methodist Committee on Relief (UMCOR) and other organizations active in disaster as appropriate.
- Create and implement a system for tracking, coordinating and deploying trained disaster response volunteers within and outside of the West Michigan Annual Conference.
- Collaborate with District Disaster Teams for location of supply depots and distribution and collection sites.

Conference Disaster Response Coordinator

- Support the Conference Emergency Preparedness Committee in carrying out the plan. Responsibilities include administrative oversight and implementation of the plan, policies and funding procedures.
- Shall see to the provision of reports, materials, and secretarial services to facilitate the implementation of the plan.
- Coordinate disaster response / disaster ministry / preparedness training opportunities throughout the Conference.
- Assign and deploy Early Response Teams as needed / requested.

Office of the Bishop

Leadership by the resident Bishop is extremely important. For many, a bishop's appearance at the disaster site symbolizes the "awesome presence" of Christ and the commitment of his Church to relief of suffering. ***Don't dismiss or minimize the value of "symbols" to people in need. The Bishop's role as the symbol of a caring church cannot be filled by anyone else!*** Communities receiving a visit are grateful that their pain was important enough for the Bishop to be present with them. Communities not receiving a visit won't forget the slight. Unfortunately, District Superintendents and other well-intentioned staff members often try to "protect" a Bishop's time by wrongly advising that it isn't necessary for him or her to go to the disaster area. This protection does much damage to the Conference in the long run. A disaster is a tragedy, and the Conference cannot conduct "business as usual." *(Don't delay too long. A visit long after the crisis gives the impression that the Bishop couldn't be bothered enough to drop everything and come when people needed it.)*

- The Bishop, the Clergy Assistant to the Bishop, or the Conference Director of Connectional Ministries shall serve as the official liaison with the General Church and contact the United Methodist Committee On Relief (UMCOR) and

arrange for an on-site visit by an UMCOR Disaster Response Coordinator, if necessary.

- In consultation with a representative of the CDRT and the Conference Treasurer, shall make a request to UMCOR for relief funds, if needed.
- The Bishop, or his/her designee, in consultation with the Conference Committee on Communications, shall become the official spokesperson and information officer. Said spokesperson and information officer will contact the appropriate Conference media outlets.
- Offer pastoral care and oversight either directly or through the Cabinet.

District Superintendent

The District Superintendent (DS) is responsible for oversight and supervision of churches and local pastors in the District where they serve. Therefore, in the event of a disaster affecting their District, it is imperative that the District Superintendents are kept informed so that they, in turn, can inform the Bishop as well as minister to those in their care. Including the DS on the District Disaster Team facilitates communication and ensures that the DS has input into the response effort.

- Contact and coordinate response with the District Disaster Response Coordinator (DDRC).
- Coordinate the compiling of needs assessment for the area or District.
- Develop a disaster plan for the District, in consultation with the District DRC.
- Provide support and guidance for the pastors involved.
- Contact all churches and pastors involved in the disaster as soon as possible. If contact is by telephone, a personal contact should be made within twenty-four (24) hours.
- Physically survey damage within twenty-four (24) to forty-eight (48) hours.
- If the DS is not functional an active DS or a former DS will be assigned by the Bishop to the affected area. This Superintendent will assume responsibilities for the District in consultation with the presiding DS and will function as long as necessary.
- If the disaster affects more than one-quarter (1/4) of the churches, an active DS or a former DS will be assigned by the Bishop to the affected area. This Superintendent will team with the presiding DS and will function as long as necessary.
- Will work out of the District office, if operational. If not operational, the District Superintendent and DDRC will determine an appropriate location, preferably an operational church close to the disaster area.

District Disaster Response Coordinator

The District Disaster Response Coordinator (DDRC) is the point of contact for coordinating disaster response and disaster-related efforts at the District level. The DDRC is a partner and advocate for the local churches in their District as it relates to disaster issues as well as liaison to the District office and the Conference Emergency Preparedness Team.

- Assume primary responsibility for implementing the Conference plan in his/her District.
- He/she will operate out of the nearest operational local church.
- He/she will coordinate relief efforts in the area: Who, What, When, Where, How.
- If DDRC is unable to function, the DDRC from the closest unaffected District will function in his/her place.

- Develop a District Disaster Team that includes your District Superintendent.
- In concert with the Conference and your District Disaster Team, develop a District Disaster Response Plan.
- Work with local churches and extension ministries to assist them in the preparation of their disaster ministry plans.
- Cooperate and coordinate with the District Superintendent, local church pastor(s), and laity on relief efforts.
- Participate in and build relationships with agencies active in disaster response in your District (*VOAD, COAD, LTRO, EOC, interfaith organizations, etc.) If you are unable to participate yourself, select a representative from the District team so that The United Methodist Church continues to be recognized, at all levels, as a valuable partner in the disaster response community.
- Identify locations for supply depots, identify and inventory available equipment, update forms and procedures as necessary. Collaborate with other District Disaster Teams for location of supply depots, distribution sites, etc...
- If not contacted by the local church(s) or the District Superintendent within twenty-four (24) hours of the disaster, he/she shall initiate contact.
- Serve as a member of the Conference Emergency Preparedness Committee.

Local Church

The point of contact at the community level for all United Methodist assistance in a disaster is the local United Methodist church. However, the local church is not expected to respond alone or in a vacuum. There are many resources available to assist the church. By working with a local church disaster team, the District Disaster Coordinator and the Conference Emergency Preparedness Committee, many of the necessary connections are easily made.

The Local Church Disaster Coordinator is the point person for ensuring fulfillment of the roles and responsibilities of the local church. See page 12 for more information.

The responsibilities of the Local Church include but are not limited to:

- Work with the pastor or designated church leadership to identify a Local Church Disaster Response Coordinator and recruit a disaster response team. If the pastor is not part of the team, ensure that the team includes a process for keeping the pastor informed and updated regarding activities before, during and after a disaster.
- Develop a local church plan that includes:
 - Caring for people
 - Caring for church facilities
 - Caring for community
 - Caring for others in the Conference and beyond
- The pastor and the Board of Trustees should annually review insurance coverage and make an annual inventory of church property and contents and provide a safe repository of valuable records.
- Communicate with the DDRC regularly to ensure knowledge of the church plans in the event of a disaster. This should include any plans the church has to partner with other organizations, such as the American Red Cross as a shelter, the county as a point of distribution, etc.
- Send a copy of the plan to the DDRC / District office, as well as the CDRC / Conference office.

- Encourage those with special needs to register with the county (most counties have plans to evacuate special needs persons).
- Know where the District depot(s) is located. Does the church have a plan to contribute to the depot regularly?
- Keep strict and separate accounting of disaster funding and document all expenditures and receipts of money.
- Annually receive UMCOR's One Great Hour of Sharing offering.

If a church wishes to become a shelter or work as a service center during a disaster, a written agreement between the American Red Cross and the local church is required. If the church contracts with the Red Cross, a signed copy of this agreement is to be sent to the Conference Office. With an agreement, the American Red Cross covers the liability and damage that might occur in relation to operating the shelter and also provides staff to run the operation.

Pastor

The point of contact at the community level for all United Methodist assistance in a disaster is the vacuum. There are many resources available to assist the church. By working with a local church disaster team, the District Disaster Coordinator and the Conference Emergency Preparedness Committee, many of the necessary connections are easily made.

- Work with church leadership to identify a Local Church Disaster Response Coordinator and recruit a disaster response team.
- Primarily function as spiritual caregiver to his/her local church. In the event that the local church does not have a LCDRC, the pastor would serve as point person for ensuring fulfillment of the roles and responsibilities of the local church.
- Provide a general needs assessment within twelve hours to the District Superintendent.*
- Provide a specific needs assessment within twenty-four (24) to forty-eight (48) hours including names and needs and submit them to the District Superintendent.*
- If the pastor is not functional, the church Lay Leader, Chairperson of the Trustees or other specifically named individual will become the primary contact person and assume responsibility for said needs assessment.
- Work out of the local church office, if operational. If not operational will work out of the parsonage. If that is not operational, it should be assumed that the local church is unable to provide any type of meaningful leadership. The District Superintendent should then immediately assign another qualified person to go into the charge to serve in pastoral ministry.

** unless he/she has specified someone else.*

Local Church Disaster Response Coordinator

It is important for the coordinator to know that this task is a team effort! By working with the District Coordinator, the Conference Coordinator, the pastor, lay leader, and church officials, many of the connections can be easily made. There are resources available in all of these areas. The Local Church Response Coordinator is the point person when a disaster strikes and should quickly team with the pastor and District Disaster Response Coordinator.

- Work with the pastor and Trustees in developing a disaster response plan.
- Develop a Disaster Response Committee to help the pastor and Trustees to make an assessment of special needs populations within the community (i.e.,

the elderly, poor, unemployed, immigrants, disabled, shut-ins, children, etc.), persons often most vulnerable in a disaster.

- Compile a list of persons willing to volunteer to implement the Disaster Plan (i.e., help serve food, do cleanups, provide transportation, child care, reconstruction, organize support groups, etc.).
- Keep church plans updated and apprise the congregation of those plans.
- Communicate with the District Disaster Coordinator and inform him/her of the scope of the church plans and the church's availability to help in a disaster that might occur outside of their local community.
- Encourage the church's participation in One Great Hour of Sharing and other special advances for the purpose of disaster relief.
- Establish communication with the District Disaster Coordinator and maintain a list of phone numbers to be used to connect with the appropriate Conference Disaster Response Team members.
- Develop contacts with local relief agencies (County Emergency Management, American Red Cross, Salvation Army, Faith Based Groups, etc.) through participation in the local VOAD (Volunteer Organizations Active in Disasters). If there is no local VOAD, it would be wise to talk with the Conference Disaster Coordinator about either helping set up a local VOAD or working with some other local group. As a Conference we encourage working with the VOAD if at all possible. (VOAD – Volunteer Organizations Active in Disasters).
- Become familiar with existing community service agencies. (Do they have a plan to help the needy in a disaster as an extension of their normal services?)
- Develop an Assessment Team and allow Conference Trainers to teach this team how to effectively do assessment work following a disaster.

FUNDING IN DISASTER RESPONSE

Policies and Procedures Related to Funds

Financial Limitations

- UMCOR money is to provide immediate relief of acute human need.
- UMCOR money cannot be used to repair or rebuild disaster-damaged church property.
- General Appeal money can only be used for its designated purpose.
- No money will be given to survivors. All disbursement of funds will be made to approved vendors.
- Annual Conference money will be used for needs designated by the **Emergency Preparedness Committee**.
- Conference money must be used first before General Appeal and UMCOR money can be used.
- All UMCOR money not used must be returned to UMCOR at time of close out.

Resources Available From UMCOR

- \$10,000 will be sent to the Conference Treasurer as soon as the Bishop makes the request for UMCOR assistance. This is start-up money for disaster relief.
- UMCOR money can be requested for any additional amount over the original \$10,000. Detailed budgets need to accompany the request. Requests for more than \$100,000 need the approval of the entire UMCOR Board of Directors which meets only periodically.

- Upon invitation UMCOR personnel will assist the Conference and the Conference Disaster Response Coordinator following a disaster.
- Equipment such as generators, pressure washers, ice coolers for bulk ice, etc. can be requested. UMCOR takes care of transporting the equipment to the scene at no cost to the Conference.
- Flood Buckets and Health Kits are available through Sager Brown at no cost to the Conference.

General Information

- All West Michigan Annual Conference churches will be encouraged to participate in the special Sunday offering set aside for One Great Hour of Sharing. Funds will go to the United Methodist Committee on Relief.
- Churches will also be encouraged to donate moneys for disaster-response needs before and after a disaster. Unless specified, the moneys collected will be placed in a Conference Disaster-Response Fund and administered by the Conference Treasurer.
- Large disasters may generate significant amounts of donated money from within and outside the Conference, most of it arriving during the first one or two months following the event. In such cases, the Conference Treasurer will assign an accounting number for these designated funds.
- The Conference Treasurer will keep a record of expenditures based on purpose of expense (i.e., materials/furnishings, utilities, contractor services, etc.), and not according to districts or disasters. District Disaster Coordinators requesting funds are expected to keep a record of moneys spent on a disaster response under their leadership and make the necessary report.
- Request for money from the Disaster-Response Fund will follow rules governing check requisition as set forth by the Conference.
- Because of the nature of disasters, funds must be distributed during the relief phase in a timely manner. Paper trails and good accounting are essential for all transactions, but quickly launching disaster operations requires considerable flexibility in disbursing money. In most instances, once-a week disbursements work well.
- The Conference Treasurer is not responsible for spending decisions for a disaster.
- Church funds are needed most during the Recovery Phase, long after contributions have dwindled or stopped completely. For this reason, it is necessary to let government and other agencies spend their money during the Relief Phase while church funds are conserved. Special circumstances may make it necessary to provide small amounts of emergency assistance to a few survivors during the Relief Phase. Any assistance should be based on documented need, and pre-set equal amounts should not be provided to survivors. Assistance should wait until case management is in place to set priorities for genuine needs, before most funds are dispensed.
- As soon as possible following a disaster, the Conference Disaster Response Coordinator will use the network of the Conference and District leadership to notify congregations of the need for money. The Bishop will make the decision to request moneys for the disaster response. A Conference mailing to congregations, e-mail to pastor, and the Conference Web site may be used to inform churches of the disaster and ask that an offering be taken during two Sundays following the disaster. Congregations will be asked to help while the

news is fresh. Any delay may cause members to assume the church is not involved in the response, and they will donate to other agencies.

- It is important to vigorously generate local funds for local disasters. UMCOR expects a conference to spend conference-generated funds first – before denominational money is used.

UMCOR Funding Guidelines

Part I – Relief Phase

- **Request for funds must come from the Bishop’s office with the assistance of the Conference Disaster Response Coordinator.**
 - To meet immediate emergency needs—food, clothing, and shelter.
 - To begin set-up of response organization.
 - To assist local churches with added burdens caused by the response needs.
 - Relief Phase request may not exceed \$10,000 per disaster incident.

Part II – Recovery Phase

- **Request for UMCOR grants must be accompanied by a preliminary budget and come from the Bishop’s office. Assistance and format for this procedure can come from the Conference Disaster Response Coordinator.**
 - To provide direct assistance to clients.
 - To pay salary of conference-hired staff for recovery organization.
 - To help set up the disaster-recovery organization.
 - To cover administrative costs; which will be less than 20 percent of total request
 - Funds may not be used to repair church owned property unless specified in funding request.

APPENDIX A

Management of Volunteers

The role of volunteers is to assist people in the devastated area to rebuild their lives, often through rebuilding damaged structures. This work should be done so as to reduce the trauma and chaos of the situation as much as possible. The primary concern should be the survivor! The Conference Disaster Response Coordinator, or designee, in conjunction with the Conference UM-VIM Coordinator, makes all management and deployment decisions for volunteers (including Early Response Teams).

Volunteers should / must:

- Be Safe Sanctuary Certified by the Conference. This is *required* for all ERT members.
- Be willing to listen and assist survivors in obtaining a range of disaster-related services.
- Be ready and willing to go when their skills are needed and their team can be accommodated.
- Be caring, understanding, sensitive, and nonjudgmental.
- Be willing to do the tasks assigned.
- Know and understand the disaster stages and timelines.
- Contact the UM-VIM Coordinator, Early Response Coordinator or the designated contact in devastated areas to see when and how they can offer assistance.

- Check in with local coordinator / authorities for task assignments.
- Communicate so adequate time is available to prepare work assignments for skills of volunteers and the time they have to serve.
- Leave for the affected area with all sleeping and other personal needs for housing, gasoline and food.
- Only work on projects assigned by the appropriate coordinator (Unauthorized repairs can prevent owners from receiving insurance payments or federal assistance).
- Relief Phase Volunteers must be ERT-certified.
- Be Flexible.

Volunteer teams should:

- Be led by a trained UM-VIM / ERT team leader.
- Not go unprepared, unannounced or uninvited!
- Appoint a leader or liaison to coordinate with local response group.
- Plan on providing needed materials for rebuilding or cleanup.
- (ERT's) provide own transportation, food, lodging and first aid.
- Set aside time for sharing group experiences, rest, and worship.

Remember: Volunteers are guests and servants!

Early Response Teams (ERTs)

An Early Response Team is a specialized, trained and certified collection of volunteers that comes self-contained into an area, if and when requested.

The **purpose** of an Early Response Team is to provide a caring Christian presence in the aftermath of a disaster.

The **tasks** of an ERT are:

- Take steps to prevent further damage to a family's personal property (stabilize). Such steps may include tarping, debris removal, chainsaw work, and cleaning out flooded homes.
- To be part of a caring ministry of listeners who will help the survivors begin to heal.

Early Response Teams **DO NOT**:

- Make permanent repairs or begin rebuilding. To do so before insurance and government assessments are done and permission to proceed is given may reduce or eliminate any assistance from those sources. Such action can become a liability issue for team members, churches, and the Conference if teams are thought to hinder or duplicate a person's access to benefits.
- Arrive in a disaster area without an invitation from the Conference Disaster Response Coordinator.
- Out-of-conference teams DO NOT come in until invited by the North Central Jurisdiction UM-VIM Office or the affected conferences DRC.
- Come in unless they are trained, certified and recognized by the Conference, UMCOR and the UM-VIM Jurisdiction Office.
- Make promises to the survivors.

Connecting Neighbors – Local Church Preparedness

Disaster Response is an effective ministry by which we become instruments of God's healing and hope. By becoming the hands and feet of Christ, we share in a

commitment to the spiritual, emotional and physical needs of people in a time of crisis. Local churches are in a unique position to be a positive force in response to disasters. While local church plans can not lessen the impact of a disaster, a well thought out and followed plan can help mitigate the emotional and spiritual impact. At the 2008 UMCOR Academy, Connecting Neighbors, Conference personnel were equipped to return to their respective conferences and share information for developing local church disaster response ministries. Part of this training is working with local churches to develop a written disaster response plan.

UM-VIM and Disaster Recovery Teams

Rebuilding and permanent repairs will be done by UM-VIM Disaster Recovery Teams and others who will work during the Recovery Phase. These teams go in under the direction of the Conference UM-VIM Coordinator. Once the Recovery office is set up, the volunteer teams will work through the recovery office.

Donated Goods

- Do not solicit donations for clothing! Refer all such donations to the Seventh-day Adventists and/or the Salvation Army.
- Never send supplies unannounced or unexpected.
- In-kind (noncash) donations will be received based on specific needs or otherwise redirected to other agencies.
- Location for collection/distribution of donated goods will be determined by local coordinator based on available space and specific needs.
- Materials or financial assistance should be distributed through the direction of the local response unit.
- Cash donations are recommended and should be sent to the local church. Funds collected are for disaster relief. Some suggestions for use of excess funds:
 - Forward funds to the Conference Treasurer designated for the West Michigan Annual Conference Disaster Response Fund.
 - Use for local church disaster response ministry or missions trips.
 - Forward funds to UMCOR or apply to One Great Hour of Sharing offering.

Repair of Damaged Church Property

Unless specifically given for that purpose, money from the United Methodist Committee on Relief cannot be used for repairing churches. Under certain conditions, the District may seek to help churches raise money to repair churches damaged in a disaster. The Conference takes seriously the mandate that church-owned properties have adequate insurance, including flood coverage (*which requires a separate policy*). The task of rebuilding or repairs will rest with each church and its trustees.

When Disaster Strikes – Checklist

<p>Local Church Response Disaster Coordinator <i>and</i> Pastor</p>	<ul style="list-style-type: none"> o Assesses general situation and physical needs of people and area and forwards initial assessment to the District Superintendent and the District Disaster Response Coordinator. o Establishes contact with the local Emergency Management Team as soon as possible. o Provides specific needs assignments within 24 hours. o Begins seeking response to needs, general and specific. o Coordinates relief efforts on a local basis.
<p>District Superintendent</p>	<ul style="list-style-type: none"> o Contacts pastor(s) involved and the District Disaster Response Coordinator as soon as possible. o Receives report of pastor(s). o Conducts on-site visit within 24 hours.
<p>District Disaster Response Coordinator</p>	<ul style="list-style-type: none"> o Conducts an on-site visit with the District Superintendent. o Coordinates relief efforts for the District. o Contacts the Conference Disaster Response Coordinator.
<p>Conference Disaster Response Coordinator</p>	<ul style="list-style-type: none"> o Conducts an on-site visit with the Bishop. o Coordinates relief efforts, in cooperation with DDRC's on a conference level. o Works in consultation with the Bishop to coordinate communication efforts.
<p>Conference Emergency Preparedness Committee</p>	<ul style="list-style-type: none"> o Meets within 72 hours of the disaster. o Receives reports, requests funds and dispenses funds as necessary and available.
<p>Bishop</p>	<ul style="list-style-type: none"> o Provides press information. o Visits area(s) within 72 hours. o Contacts District Superintendents. o Requests funds from UMCOR, if needed.



–WMC Photos