

**IX.A. 2018 MICHIGAN ANNUAL CONFERENCE IMPLEMENTATION OF LEGISLATION**

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### 2018 LEGISLATION

#### R #1 – Plan of Organization

It was resolved by the Detroit Annual and West Michigan Conferences:

The Plan of Organization as presented as Exhibit A is the Plan of Organization of the Michigan Conference.

#### Michigan Conference Plan of Organization

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 people 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* and the Plan of Organization and direction of the annual conference.
  - 1.1.2.7 Executive Committee 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 people 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*, ¶ 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.
  - 1.1.3.3.8 A representative of the Board of Ordained Ministry.
- 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*, ¶ 608).
  - 1.1.3.4.2 Director of Communications (see *The Book of Discipline*, ¶ 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 Committee (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 Committee 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*, ¶ 608).
- 1.1.4.5.6 Legislative Coordinator.
- 1.1.4.5.7 Director of Communications (see *The Book of Discipline*, ¶ 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*, ¶ 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*.
- 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*, ¶ 609).
    - 1.2.3.4.4 Director of Connectional Ministries (see *The Book of Discipline*, ¶ 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*, ¶ 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*.
    - 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 people 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*, ¶ 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*.
- 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*.
- 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*.
- 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*.
- 1.4.3 Membership.
- 1.4.3.1 Division of Church and Society.
- 1.4.3.1.1 Four people 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 Division 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 people 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*.
  - 1.5.3 Membership.
    - 1.5.3.1 Twelve people 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 (selected by the Board of Global Ministries).
- 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*.
- 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.
  - 1.6.3.6 The archivists of the following United Methodist-related institutions shall serve as *ex officio* members with voice only.
    - 1.6.3.6.1 Adrian College.
    - 1.6.3.6.2 Albion College.

- 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* 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 confer-

- ence 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*).
- 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.
- 2.1.3.1.2 Five lay people 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.
- 2.1.3.2.3 A representative of the Division on Religion and Race of the Board of Justice.
- 2.1.3.2.4 Any member of the Connectional Table residing within the bounds of the Annual Conference.
- 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*, ¶ 619).
- 2.1.3.3.2 Director of Connectional Ministries (see *The Book of Discipline*, ¶ 608).
- 2.1.3.3.3 Director of Communications (see *The Book of Discipline*, ¶ 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 Director of Benefits and Human Resources.
- 2.1.3.3.7 Any other directors whose position may be created by the Conference Leadership Council (see § 2.1.2.6, above).
- 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*, ¶ 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*.
- 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 whom 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 people 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*, 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.
      - 2.3.3.2.1 A district superintendent designated by the cabinet.
      - 2.3.3.2.2 Conference lay leader (or designated representative).
      - 2.3.3.2.3 Chairperson (or representative) of the Committee on Rules.
      - 2.3.3.2.4 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*, ¶ 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 Ensuring 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* 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*.
- 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 PROTECTION POLICY IMPLEMENTATION TEAM

- 2.5.1 Purpose – Train and certify those who will work with children, youth, or vulnerable adults at conference events.
- 2.5.2 Duties.
- 2.5.2.1 Propose changes to the conference protection policy (§ 8, below) as needed.
- 2.5.2.2 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.
- 2.5.2.3 In accordance with the policies and procedures of the conference protection policy (§ 8, below), train volunteer certification trainers.



- 2.5.2.4 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.
- 2.5.3 Membership.
  - 2.5.3.1 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).
  - 2.5.3.2 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.
- 2.5.4 Organization – The committee shall elect the following officers from among its members:
  - 2.5.4.1 Chairperson.
  - 2.5.4.2 Vice chairperson.
- 2.5.5 Amenability – The committee 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*.
- 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*.
- 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 people 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*.
  - 3.3.2.6 Fulfill all other responsibilities enumerated in ¶ 631 of *The Book of Discipline*.
- 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*, ¶ 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*.
- 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 (age 18-30).
- 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 young adults 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*.

- 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 them 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*.
- 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 adult lay persons (age 18-30) who shall be nominated by the committee on nomi-

- nations and who shall be professing members of a local church within the annual conference.
- 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 people 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 following general agencies.
- 3.4.6.1 General Board of Higher Education and Ministry.
- 3.4.6.2 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*.
  - 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*.
  - 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*.
- 3.5.3 Membership.
  - 3.5.3.1 Division of Congregational Vibrancy.

- 3.5.3.1.1 Four people 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 people 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*.
- 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*.
  - 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* and the direction of the annual conference.
    - 4.1.2.7.1.1 Create and define, in consultation with the Committee on Human Resources and the Conference Board of Pension and Health Benefits, the position of Director of Conference Benefits and Human Resources.
    - 4.1.2.7.1.2 Fulfill all other responsibilities enumerated in ¶¶ 613-618 of *The Book of Discipline*.
- 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 people 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*, ¶ 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*, ¶ 608).
    - 4.1.3.3.5 Director of Benefits and Human Resources.

- 4.1.3.3.6 Any other conference directors as the Conference Leadership Council shall designate.
- 4.1.3.3.7 Any director level benefits officer as determined by the Board of Pension and Health Benefits.
- 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*, ¶ 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*.
- 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*, ¶ 619).
    - 4.2.3.6.2 Director of Benefits and Human Resources.
    - 4.2.3.6.3 Any other conference directors as the Conference Leadership Council shall designate.
    - 4.2.3.6.4 Any director level benefits officer as determined by the Board.
  - 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*, ¶ 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 Wespith 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*.
  - 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*.

- 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.
- 4.4.2.5 Fulfill all other responsibilities enumerated in ¶ 2512 of *The Book of Discipline*.
- 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*, ¶ 619).
    - 4.4.3.3.2 Director of Connectional Ministries (see *The Book of Discipline*, ¶ 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:
    - 1.5.4.1.1 Chairperson.
    - 1.5.4.1.2 Vice chairperson.
    - 1.5.4.1.3 Secretary.
  - 4.4.4.2 Except as otherwise required by law, the Director of Administrative Services and Conference Treasurer (see *The Book of Discipline*, ¶ 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*.
  - 4.5.3 Membership.
    - 4.5.3.1 Four ordained clergy members of the annual conference.

- 4.5.3.2 Three lay people 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 people – 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-quadrennium 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 people 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*, ¶ 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*.
  - 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*.
- 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*, ¶ 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*, ¶ 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).
- 4.9 COMMITTEE ON HUMAN RESOURCES
- 4.9.1 Purpose – Provide adequate program and support staff to carry out the purposes, goals, and responsibilities of the annual conference.
- 4.9.2 Duties.
- 4.9.2.1 The committee shall be amenable to the Council on Finance and Administration with respect to administrative human resources policies and procedures. While the committee is primarily an administrative committee, it has a critical role in the programming functions of the conference. It is the responsibility of the committee to constantly evaluate the conference's staffing needs vis-à-vis the vision and mission of the conference.
- 4.9.2.2 The committee shall also be amenable to the Conference Leadership Council, having input and taking direction on conference staffing as it relates to the mission and vision of the conference.
- 4.9.2.3 Consult and collaborate with director level staff and the appointive cabinet (as needed) on the hiring, evaluation, sup-

- port, training, and termination of non-exempt and exempt staff.
- 4.9.2.4 Guide the annual evaluation of director level staff.
- 4.9.2.5 Oversee the implementation of conference human resources policies and procedures handbook.
- 4.9.2.6 Oversee the editing and maintenance of the conference employee handbook.
- 4.9.2.7 Defines the role and functions of the Director of Benefits and Human Resources in consultation with the Council on Finance and Administration.
- 4.9.3 Membership.
- 4.9.3.1 Eight people who shall be members of the annual conference (if clergy) or professing members of a local church within the annual conference (if laity).
- 4.9.3.2 Members shall serve four-year terms, renewable once, in annually staggered classes.
- 4.9.3.3 Members shall be nominated by the Committee on Nominations.
- 4.9.3.4 *Ex officio* with vote.
- 4.9.3.4.1 Bishop or clergy assistant to the Bishop (at the Bishop's discretion).
- 4.9.3.4.2 A district superintendent chosen by the cabinet.
- 4.9.3.5 *Ex officio* with voice, but no vote.
- 4.9.3.5.1 Director of Connectional Ministries (see *The Book of Discipline*, ¶ 608).
- 4.9.3.5.2 Director of Administrative Services and Conference Treasurer (see *The Book of Discipline*, ¶ 609).
- 4.9.3.5.3 Director of Benefits and Human Resources.
- 4.9.3.5.4 Chair of the personnel committee of the Council on Finance and Administration.
- 4.9.4 Organization.
- 4.9.4.1 A chairperson chosen by the Committee on Nominations from among the members.
- 4.9.4.2 A vice-chairperson chosen by the Committee on Human Resources from among its membership.
- 4.9.4.3 A secretary chosen by the Committee on Human Resources from among its membership.
- 4.9.5 Amenability – The committee shall be amenable to the Council on Finance and Administration (§ 4.1., above) and the Conference Leadership Council (§ 2.1, above) as expounded in §§ 4.9.2.1 and 4.9.2.2, above.

## § 5 RULES OF ORDER

### 5.1 PRE-CONFERENCE

- 5.1.1 Reports.
- 5.1.1.1 All agencies that are directly amenable to the annual conference (enumerated hereinabove) and director-level staff of the annual conference are required to submit an annual report to the conference secretary no later than February 15. These re-

- ports shall be available on the conference website no later than April 1 and shall be included in the conference journal. Each agency's report shall include the report of any agencies amenable to it. (See § 5.1.1.4, below.)
- 5.1.1.2 Notwithstanding § 5.1.1.1, the Board of Pension and Health Benefits and the Director of Administrative Services and Conference Treasurer shall submit an annual report no later than March 31.
- 5.1.1.3 Notwithstanding § 5.1.1.1, the Committee on Nominations shall submit an annual report no later than the start of the annual conference session.
- 5.1.1.4 All agencies not directly amenable to the annual conference (enumerated hereinabove) shall submit a report to the agency to which they are amenable no later than January 20. These reports shall be included in the reports of those supervising agencies as specified in § 5.1.1.1, above.
- 5.1.1.5 The report of the conference statistician shall be available on the conference website no later than March 31 and shall be printed in the Journal.
- 5.1.1.6 The proposed plan of organization of the annual conference shall be made available on the conference website no later than April 15 and shall be printed in the Journal.
- 5.1.2 Resolutions.
- 5.1.2.1 A resolution – a motion to initiate new business in the annual conference session – may be submitted by any of the following:
- 5.1.2.1.1 A clergy member of the annual conference.
- 5.1.2.1.2 A professing member of a local church within the annual conference.
- 5.1.2.1.3 A specific person on behalf of an agency or other subdivision of the annual conference.
- 5.1.2.1.4 A specific person on behalf of a local church or ministry setting of the annual conference or a committee thereof.
- 5.1.2.2 All resolutions, upon being introduced in the annual conference session, must be presented by a member (clergy or lay) of the annual conference. The presenter of the resolution need not be the author of the resolution.
- 5.1.2.3 Resolutions must be submitted in writing to the Legislative Coordinator no later than February 15. An extended deadline for 2020 General Conference related petitions is Friday, April 5 at 5pm.
- 5.1.2.4 A copy of any resolution that would require an expenditure of more than \$1000 must be sent to the Council on Finance and Administration, along with a five-year cost projection, no later than February 1.
- 5.1.2.5 If a resolution is submitted by multiple persons or entities, only the name of the person(s) actually signing it shall be published as the submitter. If more than two people actually

- sign a resolution, only the first two names will be published, along with the total number of additional signers.
- 5.1.2.6 Resolutions may be accompanied by a rationale, which shall not exceed 300 words.
- 5.1.2.7 The Committee on Rules reserves the right to edit any resolution for grammar, spelling, and clarity. The committee's edits shall not substantively alter the resolution.
- 5.1.2.8 Anyone submitting a resolution that affects other people or other entities is strongly encouraged to consult with the affected parties before submitting the resolution.
- 5.1.2.9 Anyone wishing to introduce a resolution (that was not timely submitted) directly in the plenary at the Annual Conference session must (in addition to requesting a suspension of the rules [§ 5.1.2.3]) have brought the following:
- 5.1.2.9.1 At least 1700 paper copies of the resolution.
- 5.1.2.9.2 A copy of the resolution on a thumb drive.
- 5.1.3 All resolutions and other items that must be voted or acted upon by the annual conference shall be posted to the conference website no later than April 15. The date for posting to the website petitions related to the 2020 General Conference May 15.
- 5.1.4 All requests for presentation time at the annual conference session must be made to the Commission on the Annual Conference Session no later than February 15. The granting of such requests shall be at the discretion of the Commission on the Annual Conference Session.

## 5.2 MEMBERSHIP

- 5.2.1 The annual conference membership shall be composed of the following:
- 5.2.1.1 Clergy members as defined in ¶¶ 32 and 602 of *The Book of Discipline*.
- 5.2.1.2 At least one lay person elected by each charge.
- 5.2.1.2.1 A charge that has more than one church with 101 or more professing members shall elect one lay member for each church with 101 or more professing members.
- 5.2.1.2.2 Each charge with more than one clergy person under episcopal appointment shall be entitled to as many lay members as it has clergy under episcopal appointment.
- 5.2.1.2.3 Churches with more than 167 professing members shall be entitled to at least one lay member for every 167 professing members or major fraction thereof.
- 5.2.1.2.4 Lay members shall have been professing members of The United Methodist Church for at least two years and shall have been active participants in The United Methodist Church for at least four years.
- 5.2.1.2.5 The rule that lay members shall have been professing members of The United Methodist Church for at least two years (§ 5.2.1.2.4, above)

- shall not apply in the case of youth (under age 18).
- 5.2.1.3 Deaconesses and home missionaries under episcopal appointment within the bounds of the annual conference.
  - 5.2.1.4 Diaconal ministers who are members of a local church within the annual conference.
  - 5.2.1.5 Presidents of the conference United Methodist Women and United Methodist Men.
  - 5.2.1.6 Conference lay leader.
  - 5.2.1.7 District lay leaders.
  - 5.2.1.8 Convener of the Division of Youth Ministry of the Board of Young People's Ministries.
  - 5.2.1.9 Convener of the Division of Young Adult Ministry of the Board of Young People's Ministries.
  - 5.2.1.10 One person between the ages of 12 and 18, inclusive, from each district.
  - 5.2.1.11 One person between the ages of 18 and 30, inclusive, from each district.
  - 5.2.1.12 Conference director of lay servant ministries.
  - 5.2.1.13 Conference secretary of global ministries.
- 5.2.2 In order to equalize lay and clergy membership as required by ¶¶ 32 and 602.4 of *The Book of Discipline*, the following persons, when laity, shall be members of the annual conference in the order listed below.
- 5.2.2.1 Conference secretary.
  - 5.2.2.2 Conference chancellor.
  - 5.2.2.3 Annual Conference Coordinator.
  - 5.2.2.4 Director of Administrative Services/Conference Treasurer (see *The Book of Discipline*, ¶ 619).
  - 5.2.2.5 Conference parliamentarian.
  - 5.2.2.6 Associate conference lay leader.
  - 5.2.2.7 Director of Connectional Ministries (see *The Book of Discipline*, ¶ 608).
  - 5.2.2.8 Any other conference director.
  - 5.2.2.9 Any conference associate director.
  - 5.2.2.10 Chairperson of the Committee on the Episcopacy.
  - 5.2.2.11 Persons serving on general or jurisdictional agencies or the Connectional Table.
  - 5.2.2.12 Delegates to General and Jurisdictional Conferences for the four Annual Conference sessions following their election.
  - 5.2.2.13 Conference statistician.
  - 5.2.2.14 Members of the Committee on Rules.
  - 5.2.2.15 Members of the Conference Leadership Council.
  - 5.2.2.16 Members of the Council on Finance and Administration.
  - 5.2.2.17 Trustees of the annual conference.
  - 5.2.2.18 Legislative coordinator.
  - 5.2.2.19 Conference facilitator.
  - 5.2.2.18 Members of the Commission on the Annual Conference Session.
  - 5.2.2.19 Members of the Committee on the Journal.
  - 5.2.2.20 Members of the Board of Ordained Ministry.

5.2.2.21 Chairpersons of other conference agencies (enumerated in §§ 1-4, above).

5.2.3 Any remaining lay members necessary for equalization shall be selected by the Board of Laity.

5.2.4 The following, if laity, shall be granted voice but not vote:

5.2.4.1 A representative from each of the affiliate entities enumerated in § 10, below.

5.2.4.2 Affiliate clergypersons.

5.3 RESPONSIBILITY FOR THE COST OF ATTENDANCE

5.3.1 Active clergy – The local church or ministry to which clergy are appointed shall pay for registration, room, and board.

5.3.2 Retired clergy (except as stated in § 5.3.7, below).

5.3.2.1 The annual conference shall pay for registration.

5.3.2.2 Retired clergy shall pay for their own room and board.

5.3.3 Laity representing charges – The charge shall pay for registration, room, and board.

5.3.4 Laity attending by virtue of office (enumerated in §§ 5.2.1.3 through 5.2.1.13 and 5.2.2, above) – The annual conference shall pay for registration, room, and board.

5.3.5 Laity selected by the Board of Laity (as per § 5.2.3, above) – The annual conference shall pay for registration, room, and board.

5.3.6 Those who are being received into provisional membership and who are not currently serving as local pastors – the Board of Ordained Ministry shall pay for registration, room, and board.

5.3.7 Notwithstanding § 5.3.2, above, the Board of Ordained Ministry shall pay for registration, room, and board for retired clergy serving on the Board of Ordained Ministry.

5.4 THE ANNUAL CONFERENCE SESSION

5.4.1 In accordance with ¶ 603.2 of *The Book of Discipline*, the Bishop shall determine the time of the annual conference session.

5.4.2 The Commission on the Annual Conference Session shall determine the place and the program for the annual conference session.

5.4.3 In addition to the business (plenary) sessions of the annual conference, the following sessions shall also be held:

5.4.3.1 An orientation session for lay members of the annual conference shall be held early in the conference session. It is recommended that this be done as early as possible.

5.4.3.2 Clergy session.

5.4.3.2.1 A clergy session shall be held at which questions relating to matters of ordination, character, and conference relations of clergy shall be attended to.

5.4.3.2.2 Ordained clergy and lay members of the Board of Ordained Ministry shall have voice and vote in the clergy session.

5.4.3.2.3 Non-ordained clergy shall have voice, but no vote in the clergy session.

5.4.3.2.4 Lay persons, other than those serving on the Board of Ordained Ministry, shall not be admit-

- ted to the clergy session unless the clergy session shall expressly authorize otherwise.
- 5.4.3.3 Corporate session.
    - 5.4.3.3.1 A corporate session shall be held to handle any corporate matters that may be required by the laws of the State of Michigan and any other business specified by the Board of Trustees.
    - 5.4.3.3.2 The chair of the Board of Trustees shall preside at the corporate session.
  - 5.4.4 All materials distributed by the ushers at the annual conference session must be approved by either the Commission on the Annual Conference Session or the Committee on Rules.
  - 5.4.5 Voting area.
    - 5.4.5.1 At the first business session of the annual conference session, a voting bar shall be fixed. All members of the annual conference, lay and clergy, must display a membership badge in order to be admitted to the bar of the conference.
    - 5.4.5.2 Except for volunteers assisting with the functioning of the annual conference session (*e.g.*, ushers and pages), paid personnel acting within the course of their duties (*e.g.*, audio-visual technicians and facilities staff), area office staff, and anyone entitled to voice but not vote in the annual conference session (as enumerated in § 5.2.4, above), no one who is not a voting member of the annual conference shall be allowed in the bar of the conference when the conference is in session.
    - 5.4.5.3 Except by leave of the annual conference, no member who is not within the bar of the conference at the time a question is called for shall be allowed to vote.
  - 5.4.6 Accessibility – Handicap accessible seating areas shall be clearly marked at all Annual Conference business sessions.
  - 5.4.7 Voting procedure.
    - 5.4.7.1 All voting shall be by show of colored placards unless otherwise directed by the presiding officer. A division of the house shall occur upon motion for same, supported by at least one-fifth of the members present and voting.
    - 5.4.7.2 Except as otherwise directed by *The Book of Discipline* or by these rules, all questions shall be decided by a simple majority of those present and voting.
  - 5.4.8 No later than 11:00 a.m., the minutes of the previous day's proceedings shall be made publicly available for viewing, by posting in a conspicuous place at the site of the conference session, posting to the conference website, or e-mailing to conference members.
  - 5.4.9 Reports timely submitted for approval need not be read aloud or read into the record before being voted upon.
  - 5.4.10 Introductions of speakers shall be limited to two minutes.
  - 5.4.11 Opportunity shall be given for announcements to be read by the conference secretary at the close of each business session.
  - 5.4.12 Procedures governing speeches from the floor of the business session.
    - 5.4.12.1 Microphones shall be placed around the conference floor so that members may speak from near their seats.

- 5.4.12.2 Any member desiring to speak in debate, present any matter, or make any motion shall raise the provided colored placard while seated and wait to be recognized by the chair.
- 5.4.12.3 Upon being recognized by the chair, members shall proceed to the microphone to which they were directed and before saying anything else shall give their name and the church or extension ministry to which they are appointed (in the case of active clergy), church (in the case of laity representing their local church pursuant to § 5.2.1.2, above), agency or position (in the case of laity who are members by virtue of office pursuant to § 5.2.2, above), equalization status (in the case of laity selected by the Board of Laity pursuant to § 5.2.3, above), or retired status (in the case of retired clergy).
- 5.4.12.4 After identifying themselves, members speaking to a motion shall state whether they are speaking for or against said motion.
- 5.4.12.5 Any member desiring to speak on a question of privilege shall, upon being recognized by the chair, briefly state the question but shall proceed only when the chair has decided it to be a privileged question.
- 5.4.12.6 No member shall speak more than twice as to the same motion.
- 5.4.12.7 Speeches shall be no longer than three minutes in duration. This time period shall begin after a speaker has been properly recognized by the Chair and has properly introduced himself/herself.
- 5.4.12.8 Except for non-debatable motions, no resolution, report, or motion shall be adopted or a question relating thereto decided without opportunity having been given for at least three speeches in favor thereof and three speeches against.
- 5.4.12.9 Before debate on any resolution begins, the presenter or his/her representative shall have the opportunity to speak for up to three minutes.
- 5.4.12.10 At the conclusion of debate on any main motion, the presenter of said motion or his/her representative shall be entitled to speak up to one minute even after the previous question has been called.
- 5.4.13 Legislative committees.
  - 5.4.13.1 The Committee on Rules shall, in consultation with the Commission on the Annual Conference Session, decide the number of legislative committees into which the annual conference will be divided.
  - 5.4.13.2 The conference registrar shall randomly assign all members to a legislative committee, with care being given to make certain that members with disabilities be assigned to a committee meeting in a room with barrier-free access.
  - 5.4.13.3 All resolutions to come before the annual conference shall be assigned by the Committee on Rules to any of the legislative committees. The Committee on Rules may, at its discretion assign resolutions directly to the plenary, by-passing legislative committees. Such an action should only be taken in cases



- where a resolution is non-controversial and/or highly technical in nature.
- 5.4.13.4 All resolutions, upon initially being brought to the floor (whether in a legislative committee or in the plenary) shall be introduced by a presenter who must be a member of the annual conference. The presenter shall have up to three minutes to speak to the resolution before debate begins. At the conclusion of debate, the presenter of said motion shall be entitled to speak up to three minutes even after the previous question has been called. No resolution shall be considered by its assigned committee unless a presenter is present at the committee session. In the event no presenter for a resolution is present, no one may designate himself/herself as a presenter.
- 5.4.13.5 All rules governing debate in the plenary session shall govern debate in legislative committees.
- 5.4.13.6 Notwithstanding § 5.4.13.2, the chairperson and recorder of a given legislative committee shall be members (with all privileges appertaining thereto) of that committee only.
- 5.4.13.7 Notwithstanding § 5.4.13.2, the presenter of a resolution being considered by a given legislative committee shall be a member of that committee only.
- 5.4.13.8 If a resolution has more than one presenter, only one of those presenters shall be entitled to voice and vote in the committee (except for presenters who were originally selected by the registrar as members of that committee).
- 5.4.13.9 Irrespective of the number of resolutions a member submits, he/she shall only serve as a presenter for one resolution. A member submitting more than one resolution shall be responsible for recruiting another member to serve as presenter for each additional resolution submitted.
- 5.4.13.10 When a legislative committee votes in favor of a resolution, the resolution shall come before the plenary as perfected for ordinary debate and discussion in accordance with all applicable rules.
- 5.4.13.11 When a legislative committee votes against a resolution, the question of whether to consider that resolution notwithstanding the vote of the legislative committee shall be brought to the plenary. Only in the event that at least 20% of the plenary votes in favor of consideration shall the resolution then be considered by the plenary.
- 5.4.13.12 When the question of consideration of a resolution notwithstanding the vote of the legislative committee is brought before the plenary in accordance with § 5.4.13.11, the presenter of the resolution shall not have the opportunity to speak before the vote on whether to consider the resolution is taken. Should the plenary vote to consider a resolution notwithstanding the vote of the legislative committee, the presenter shall then have the opportunity to speak for up to three minutes before debate begins and shall have the right to give a concluding speech (§ 5.4.12.10).

- 5.4.13.13 A legislative committee may only consider business assigned to it by the Committee on Rules, except that any substitute resolution duly moved by a member of the legislative committee shall be considered by the committee.
- 5.4.13.14 At the discretion of the Commission on the Annual Conference Session, a non-legislative discussion item may be assigned to the several legislative committees provided that such discussion advances a clearly defined purpose.
- 5.4.13.15 After the legislative committees have concluded their business, the Legislative Coordinator shall compile a written report of their work, to be presented to the plenary as soon as possible. The report shall contain the following:
  - 5.4.13.15.1 Editorial corrections to any resolutions.
  - 5.4.13.15.2 Proposed amendments (to any resolutions or substitute resolutions), including the results of the votes thereon.
  - 5.4.13.15.3 Proposed secondary amendments (to any resolutions or substitute resolutions), including the results of the votes thereon.
  - 5.4.13.15.4 Proposed substitute resolutions, including the results of the votes thereon.
  - 5.4.13.15.5 The results of the final votes taken on all resolutions (or substitutes thereto).
  - 5.4.13.15.6 The names of the committee chairs and recorders.
  - 5.4.13.15.7 A listing of which resolutions have been placed on the consent calendar (see § 5.4.14, below).
- 5.4.13.16 Once adopted, all resolutions shall be valid until the close of the Annual Conference session eight years thence (unless otherwise prohibited by *The Book of Discipline*).
- 5.4.14 Consent calendar.
  - 5.4.14.1 Any resolution (or substitute resolution) that sustains a vote of concurrence by at least nine-tenths of its legislative committee shall be placed on the conference consent calendar.
  - 5.4.14.2 All resolutions placed on the conference consent calendar shall be considered *en masse* by the plenary, whose consideration of the consent calendar shall not be subject to debate, amendment, or substitution.
  - 5.4.14.3 Notwithstanding § 5.4.14.2, any resolution may be removed from the consent calendar by a vote of at least two-fifths of the plenary. Any resolution, upon being removed from the consent calendar, shall be considered as an ordinary item of business.
  - 5.4.14.4 The consent calendar shall not be brought to a vote until at least two hours after it has been distributed to the members of the conference.
- 5.4.15 Adopted resolutions.
  - 5.4.15.1 All adopted resolutions shall be published on the conference website as soon as is practical.

- 5.4.15.2 The conference secretary shall determine which resolutions require action by an agency, officer, or employee of the annual conference and shall, as soon as is practical after the close of the annual conference session, submit the relevant resolution(s) to the parties of whom action is required.
- 5.4.15.3 Any resolution or any portion of a resolution subsequently ruled by a bishop's decision of law to be null, void, and/or of no effect shall immediately be removed from the conference website, and all conference action thereon shall immediately cease. In the event that the Judicial Council fails to sustain the ruling of the Bishop in whole or in part, any reinstated portion of the resolution shall immediately be returned to the conference website, and all conference action thereon shall immediately resume.
- 5.4.15.4 Except as otherwise specified either therein or by *The Book of Discipline*, all resolutions adopted by the annual conference shall be valid from the close of the annual conference session until the close of the following annual conference session.

## 5.5 NOMINATIONS

- 5.5.1 Each agency shall annually review its membership to identify members who have not functioned. After consultation with the person(s) so identified, a written request for replacement shall be sent to the Committee on Nominations no later than January 10, with a copy of such request sent to the person(s) so identified.
- 5.5.2 Any agency wishing to suggest nominees may do so by submitting the request in writing to the Committee on Nominations no later than January 10.
- 5.5.3 Except as otherwise required by *The Book of Discipline*, all terms of office shall begin at the close of the annual conference session.
- 5.5.4 Aside from *ex officio* membership, no one may serve on more than two agencies at once.
- 5.5.5 The Committee on Nominations, when nominating persons for agency membership, shall give primary consideration to aptness, experience, diversity, inclusiveness, and efficiency.
- 5.5.6 Aside from *ex officio* membership, no employee of the annual conference shall be eligible to serve on an agency that has supervisory responsibility over the area of that employee's work.
- 5.5.7 Except as otherwise provided herein, no district superintendent shall serve on a conference agency.
- 5.5.8 At the annual conference session immediately following General Conference, the annual conference shall elect people – nominated by the Committee on Nominations in consultation with the Conference Leadership Council – to the following positions:
  - 5.5.8.1 Secretary.
  - 5.5.8.2 Director of Administrative Services and Conference Treasurer (see *The Book of Discipline*, ¶ 619).
  - 5.5.8.3 Statistician.
- 5.5.9 For purposes of organization each council, board, commission, division or committee required to elect its own officers as provided in the Plan

of Organization shall be convened on call by a person named by the Director of Connectional Ministries. The convener shall be someone other than a member of such group and shall conduct the election of the officers to be elected

## 5.6 DEPENDENT CARE

- 5.6.1 While carrying out the responsibilities of the annual conference or any agency thereof, members may be reimbursed for dependent care provided in their homes. Such reimbursement shall not exceed ten hours per day and shall not exceed minimum wage.
- 5.6.2 Each agency shall be responsible for budgeting for appropriate dependent care expenses when considering its membership and time requirements.
- 5.6.3 Dependent care expenses shall be vouchered and reimbursed.
- 5.6.4 Local churches are encouraged to support members in need of dependent care for conference responsibilities by volunteering to provide dependent care whenever possible.
- 5.6.5 Agency members are encouraged to enlist family members and friends for dependent care whenever possible.
- 5.6.6 Conference agencies may choose to provide on-site childcare. In such cases, parents shall be responsible for bringing necessary items (e.g., toys, lunches) for their children. The conference protection policy (§ 8, below) shall be strictly followed.

## 5.7 GENERAL AND JURISDICTIONAL CONFERENCES

- 5.7.1 Nomination of candidates for General and Jurisdictional Conference delegation.
  - 5.7.1.1 Nomination forms designed by the Committee on Rules and the Order of Business shall be made available on the conference website no later than October 15 of the calendar year preceding delegate elections.
  - 5.7.1.2 Candidates may be nominated by themselves or by another clergy member of the annual conference (in the case of clergy) or by another professing member of a local church within the annual conference (in the case of laity).
  - 5.7.1.3 The names of the candidates and the information on their nomination forms shall be posted to the conference website no later than April 1.
- 5.7.2 Election of delegates.
  - 5.7.2.1 Elections shall occur at the annual conference session in the calendar year immediately preceding General Conference.
  - 5.7.2.2 The Commission on the Annual Conference Session shall appoint a group of tellers, who shall be composed of people ineligible (as per ¶¶ 35-36 of *The Book of Discipline*) and/or unwilling to serve as delegates.
  - 5.7.2.3 The election of General Conference delegates and Jurisdictional Conference delegates shall constitute a single process, with General Conference delegates being elected first.
  - 5.7.2.4 Eligible voters may vote for as many different people as are being elected on a particular ballot.

- 5.7.2.5 In order to be elected, a candidate must receive a vote on a simple majority of valid (*i.e.*, non-defective) ballots cast.
- 5.7.2.6 Clergy and laity ballots shall be taken separately, alternating between the two.
- 5.7.2.7 After the designated number of delegates for General Conference has been elected, the election of Jurisdictional Conference delegates shall begin on the following ballot.
- 5.7.2.8 The Jurisdictional Conference delegates shall serve as reserve delegates to General Conference in the order elected. The West Michigan and Detroit Conferences shall each send three clergy and three laity reserve delegates (total of 12) to the Special 2019 General conference with expenses covered by the Michigan Conference in accordance with the per diem and travel guidelines of the General Conference
- 5.7.2.9 After the designated number of delegates for Jurisdictional Conference has been elected, an additional ballot shall be taken, on which the two highest vote-getters (regardless of whether their vote totals constitute a majority) shall be elected as reserve delegates to Jurisdictional Conference.
- 5.7.2.10 Ties shall be broken by the casting of lots.
- 5.7.2.11 All conference members must be seated in the bar of the conference at the time a vote is taken in order to vote.
- 5.7.2.12 A ballot that includes more votes than people being elected on that ballot shall be invalid and shall not be counted in the vote total.
- 5.7.2.13 After each vote, the secretary of the conference (or a person designated by him/her) shall announce the number of votes received by all candidates who received at least 10 votes.
- 5.7.2.14 Write-in votes shall be allowed on any ballot, provided the name being written in meets the requirements set forth in ¶¶ 35-36 of *The Book of Discipline*.
- 5.7.2.15 Candidates' names need not be spelled correctly on a ballot. Any ballot on which the intent of the voter can be reasonably discerned will be counted.
- 5.7.3 Petitions to General and Jurisdictional Conferences.
  - 5.7.3.1 Anyone eligible to submit a resolution to the annual conference may submit a proposed petition to General or Jurisdictional Conferences for endorsement by the annual conference.
  - 5.7.3.2 Petitions to General or Jurisdictional Conferences shall be treated like resolutions except that they shall not be subject to amendment (although they shall be subject to substitution, and substitute motions shall be subject to amendment).
- 5.7.4 Endorsement of episcopal nominees.
  - 5.7.4.1 At the session of the annual conference immediately prior to Jurisdictional Conference, the annual conference may endorse any number of episcopal nominees, up to the number of bishops being elected.
  - 5.7.4.2 The Jurisdictional Conference delegation, at its discretion, may nominate candidates for endorsement.

- 5.7.4.3 Immediately following the presentation of the candidates for endorsement recommended by the Jurisdictional Conference delegation, any conference member may make a nomination from the floor.
- 5.7.4.4 Any full elder eligible for the office of bishop may be endorsed for election. A full elder need not be a member of the annual conference or a declared candidate for the episcopacy in order to be endorsed.
- 5.7.4.5 A ballot shall be taken no less than four hours after nominations are made.
- 5.7.4.6 Members may vote for up to the number of episcopal vacancies in the jurisdiction or the number of nominations, whichever is fewer. Provision shall be made on each ballot for a vote of no endorsement.
- 5.7.4.7 A nominee must receive a vote on at least 60% of the valid (*i.e.*, non-defective) ballots in order to receive the endorsement of the annual conference.
- 5.7.4.8 The number of ballots taken shall be equal to the number of episcopal vacancies, except that no further ballots shall be taken if either of the following occurs:
  - 5.7.4.8.1 The number of candidates who have received the endorsement of the annual conference has reached the number of episcopal vacancies.
  - 5.7.4.8.2 At least 60% of the valid (*i.e.*, non-defective) ballots cast are for a vote of no endorsement.

## 5.8 PARLIAMENTARY AUTHORITY

- 5.8.1 The proceedings of the annual conference shall be governed by the following in order of priority and precedence:
  - 5.8.1.1 *The Book of Discipline*.
  - 5.8.1.2 The acts of the preceding North Central Jurisdictional Conference.
  - 5.8.1.3 The Plan of Organization of the Michigan Annual Conference.
  - 5.8.1.4 *Robert's Rules of Order Newly Revised* (11<sup>th</sup> edition).
- 5.8.2 The Plan of Organization of the Michigan Annual Conference shall remain in force and effect until repealed, amended, or superseded by a vote of at least two-thirds of the annual conference.
- 5.8.3 Notwithstanding § 5.8.2, if any portion of the Plan of Organization of the Michigan Annual Conference be invalidated, either directly or indirectly, by General Conference, the Judicial Council, or an episcopal ruling of law, the remaining portions of the Plan of Organization shall remain in effect.

## § 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 and the Order of Business.
- 6.2 STATISTICIAN
- 6.2.1 The statistician shall be elected, upon nomination of the Committee on Nominations in consultation with the Bishop and Conference Treasurer, at the session of the annual conference immediately preceding General Conference.
- 6.2.2 The statistician shall report directly to the conference treasurer.
- 6.2.3 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*.

#### 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*.
- 6.7.5 Nominated by the Bishop in consultation with the Board of Laity, and elected for one four-year term.

### § 7 FINANCIAL POLICIES

[To be supplied by the Council on Finance and Administration.]  
See 2017 Journal & 2018 Resolution #28



§ 8 PROTECTION POLICY

[To be supplied by the Protection Policy Implementation Team.]

See 2017 Journal

§ 9 HUMAN RESOURCES POLICIES

[To be supplied by the Committee on Human Resources.]

See 2017 Journal & 2018 Resolution #7

§ 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.

§ 11 DISTRICTS

- 11.1. Nine Districts. There shall be nine (9) Districts in the Michigan Conference. The boundaries shall be determined from time to time by the Bishop. (2016 Discipline ¶ 415.4)
- 11.2. *Book of Discipline.* At all times, operation of the Districts in the Michigan Conference shall be subject to the *Book of Discipline*, as amended from time to time, and this Plan of Organization.
- 11.3. Incorporation. All Districts shall be separately incorporated and shall comply with the Michigan Non-Profit Corporation Act. (*Book of Discipline* ¶ 2518.2). The bylaws shall describe the duties of the Officers and Directors. The District Leadership Team shall be the Board of Directors of the corporation. The officers of the District Leadership Team shall be the officers of the corporation.

- 11.4. Basic District Structure. The following shall be the basic structure of each District.
- 11.4.1 District Conference. Each District shall hold a District Conference at least annually at a time and place selected by the District superintendent in consultation with the District Leadership Team and in a manner consistent with the Discipline. (2016 Discipline ¶ 658-659). Membership of the District Conference shall be all clergy members of the Michigan Conference appointed or residing in the District, and the professing members of all congregations located in the District. No congregation shall be represented by more than ten (10) professing members.
- 11.4.2 District Leadership Team. Each District shall have a District Leadership Team.
- 11.4.2.1. Membership. The team shall consist of between six (6) and fifteen (15) members as nominated by the District Nominating Committee and as elected by the District Conference. The members shall serve for three (3) year terms, and no member may serve for more than three consecutive terms. The District Conference may stagger the terms in its discretion. The District Superintendent and the Lay Leader shall be members with voice and vote. The District Leadership Team shall elect its own officers; a Chair, Secretary and Treasurer, who shall also be the officers of the Corporation. It may elect such additional officers as it deems appropriate.
- 11.4.2.2. Vision Team. Prior to and at the commencement of each new District, and for a reasonable time thereafter, in the discretion of the District Superintendent, a Vision Team may be organized to do visioning for the District. The members shall be appointed by the District Superintendent. This Vision Team will disband after it has done its initial visioning work and a District Leadership Team is properly elected by the District Conference. The Vision Team shall perform the functions of the District Leadership Team until the District Leadership Team is properly elected by the District Conference.
- 11.4.2.3. Roles and Responsibilities. The District Leadership Team shall be the primary programmatic, fiduciary and administrative agency of District. It may create such subcommittees as it deems appropriate.
- 11.4.2.3.1. The District Leadership Team officers shall serve as the Board of Trustees for the District and perform all functions inherent in a Board of Trustees, including the owning of any District real estate and being the party to any legal contracts. (*Book of Discipline* ¶2518). Unless the District Leadership Team is directed by the Annual Conference Board of

- Trustees, the Annual Conference Board of Trustees shall be responsible for the sale of all closed church buildings and parsonages in the District or owned by the District.
- 11.4.2.3.2. The District Leadership Team shall serve as the District Board of Missions. It shall receive and manage all invested and budgeted funds held by the District. Invested funds shall consist of funds currently held by District Boards of Mission and Church Extension, or their equivalent, prior to January 1, 2019. Additional invested funds may be received through gift, fundraising, or the receipt of the proceeds of the sale of closed church property, as determined by the Annual Conference. With the advice of the District Superintendent and the Conference Leadership Council, the District Leadership Team shall make all decisions regarding the use of invested and budgeted funds in the mission and ministry of the District.
- 11.4.2.3.3. Exception. The United Methodist Union of Greater Detroit shall serve as the Board of Missions for the District(s) which includes the City of Detroit.
- 11.4.3 Committees Required by Discipline. All Districts shall have a District Committee on the Superintendency, District Committee on Ministry, and District Committee on Church Location and Building. The makeup, meetings, and authority of these committees shall be as required by the Discipline. They shall report regularly to the District Conference and District Leadership Team.
- 11.4.4 Nominating Committee. There shall be a District Nominating Committee to make recommendations to the District Conference. It shall consist of between four (4) and ten (10) members. The District Superintendent shall be the chair of the Committee and the Lay Leader shall be a member. Members shall be elected to three (3) year terms, with no member serving more than three consecutive terms. Members shall be elected by the District Conference and may be in staggered classes as directed by the District Conference. In making nominations for all District agencies, care shall be taken to have an inclusive membership and that is otherwise representative of the District
- 11.4.5 Reporting and Accountability. The District Leadership Team shall make oral and written annual reports to the District Conference and such reports as requested to the Michigan Conference of all of its activities, including the receipt, investment, management and disbursement of assets. The District Leadership Team shall also be amenable to the Conference Leadership Council, and shall be amenable to the Conference Board of Trustees for property related

matters and to the Conference Council on Finance and Administration for all financial matters.

- 11.5 Other Agencies. The District may have such other agencies as the District Conference may determine from time to time not inconsistent with the Discipline or this Plan of Organization.

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**R #2 – Authorize CBOPHB to Manage Benefits Claims**

It was resolved by the Detroit Annual and West Michigan Conferences:

The Detroit Annual Conference and West Michigan Conference Boards of Pension and Health Benefits move to:

Authorize The Conference Board of Pension and Health Benefits (CBOPHB) to negotiate, compromise, or submit to arbitration any claims for benefits that may arise under the Michigan Conference Health Care Plan, the Michigan Conference Lay Employee Welfare Plan (death and disability), the United Methodist Retirement Plans (Pre-82, Ministerial Pension Plan, Clergy Retirement Security Program, United Methodist Personal Investment Plan), the United Methodist Clergy Welfare Plan (Comprehensive Protection Plan); and for that purpose to retain legal counsel as needed.

All references to the Michigan Conference of The United Methodist Church in this resolution also applies fully to its predecessor conferences, The Detroit Annual Conference of The United Methodist Church and The West Michigan Conference of The United Methodist Church.

**R #3 – Housing/Rental Allowance for Retired or Clergy on Medical Leave**

It was resolved by the Detroit Annual and West Michigan Conferences:

The Detroit Annual Conference and West Michigan Conference Boards of Pension and Health Benefits move to establish the Housing/Rental Allowance for retired or clergy on medical leave status in the Michigan Conference as follows:

1. An amount equal to 100% of the pension/disability payments received during the year 2019 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 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 Michigan Conference and whose name and relationship to the conference is recorded in the Journal of the 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.
5. All references to the Michigan Conference of The United Methodist Church in this resolution also applies fully to its predecessor conferences, The Detroit Annual Conference of The United Methodist Church and The West Michigan Conference of The United Methodist Church.

#### **R #5 – 2019 Past Service Rate**

It was resolved by the Detroit Annual and West Michigan Conferences:

The Detroit Annual Conference and West Michigan Conference Boards of Pension and Health Benefits move to:

Establish the 2019 Past Service Rate (PSR) for the Ministers' Reserve Pension Fund (Pre-82) at \$830 in the Michigan Conference(s) prior to 1982. The surviving spouse benefit shall remain at 85 percent.

All references to the Michigan Conference of The United Methodist Church in this resolution also applies fully to its predecessor conferences, The Detroit Annual Conference of The United Methodist Church and The West Michigan Conference of The United Methodist Church.

#### **R #7 – Michigan Conf. Human Resources Policy (#1)**

It was resolved by the Detroit Annual and West Michigan Conferences:

We move the adoption of the following resolution, adding the following language to the Michigan Conference Human Resources Policy following the INTRODUCTORY STATEMENT and before the GENERAL EMPLOYMENT EXPECTATIONS:

#### **AMENDMENTS AND CORRECTIONS**

The Michigan Conference Human Resources Committee is authorized to amend and/or correct this policy between sessions of Annual Conference if needed to conform with changes in federal, state and local laws, and with Human Resources best practices in accordance with the mission of the Church. All such changes will be approved by the Conference Leadership Council and reported to the next session of the Annual Conference.

#### **R #9 – Policy on Use of Proceeds of Sale & Accumulated Assets of Local Church Properties**

It was resolved by the Detroit Annual and West Michigan Conferences

That the following policy shall be the policy of the Michigan Conference beginning January 1, 2019.



### Policy on the Use of Proceeds of Sale of Local Church Properties

This policy shall be applied related to ¶2549 of the *2016 Book of Discipline of the United Methodist Church*, and its successors, entitled “Disposition of Proceeds from the Sale of Property of a Closed Local Church”:

Whenever property is disposed of by the Michigan Conference Board of Trustees pursuant to ¶ 2549 of the Discipline, the following shall be the policy and procedure for the distribution of any proceeds of sale:

- Any expenses, such as but not limited to, utilities, legal fees, closing costs, necessary improvements, maintenance and upkeep shall be deducted from the proceeds and reimbursed to the Conference Trustees or entity that covered these expenses.
- Any unpaid Ministry Shares and District Apportionments in the year the local church closes shall be paid to the Conference and/or District.
- Any arrearage in payment of Health Care and/or Pension payments shall be reimbursed to the Conference.
- Any identifiable unused grant funds shall be returned to the granting board/agency.

The remaining balance of these proceeds shall be distributed in the following manner:

- Fifty (50) percent of the net proceeds and accumulated assets be distributed to the Michigan Conference Leadership Council, to be used in alignment the Conference vision and mission, with a particular priority and emphasis on new church starts.
- Fifty (50) percent of the net proceeds shall be distributed to the appropriate District and used as determined by the District Leadership Team, or its equivalent, in alignment with the Conference and/or District vision and mission. Paragraph 2549.7 and its applicable connections to ¶212 shall be acknowledged and operative.
  - For net proceeds from the sale of church properties located in the District which contains the City of Detroit, twenty (20) percent of the net proceeds will be distributed to the District Leadership Team, and eighty (80) percent of the net proceeds will be distributed to the United Methodist Union of Greater Detroit.
- An annual report as to how all such funds are utilized shall be made by the above groups to the Conference Board of Trustees and included in the Conference Journal.

### **R #10 – Add Statement Concerning Clergy Families to the Covenant of Clergy Sexual Ethics Policy**

It was resolved by the Detroit Annual and West Michigan Conferences:

WHEREAS at the 2017 combined session of the Detroit and West Michigan Annual Conference, a motion was made to add a statement concerning the harm done to clergy families in matters of clergy misconduct and

WHEREAS this motion was referred to the Michigan Area Healthy Boundaries Task Force to bring back language to address this concern to add to The Covenant of Clergy Sexual

Ethics. A policy of The Michigan Annual Conference to the 2018 combined session of the Detroit and West Michigan Annual Conferences.

BE IT RESOLVED THAT the following sentence be added to the preamble section of the Covenant of Clergy Sexual Ethics. A Policy of The Michigan Annual Conference approved at the 2017 combined session of the Detroit and Michigan Annual Conferences. (*Addition is in bold italic font*)

#### PREAMBLE

This policy states expected stands 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. *While this policy focuses on a clergy person's professional role, it is understood that any form of clergy sexual misconduct brings great harm to the clergy person's family.* This policy 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.

#### **R #12 – Poor People's Campaign: A National Call for a Moral Revival**

It was resolved by the Detroit Annual and West Michigan Conferences

That the Michigan Area Annual Conference declares its prayerful support for The Poor People's Campaign: A National Call for a Moral Revival currently ongoing in our state and others. We point to it as a movement of the gospel, pray for its work, and encourage United Methodists to participate in its witness.

#### **R #13 – Acknowledgement of Sin**

It was resolved by the Detroit Annual and West Michigan Conferences

We acknowledge we have sinned in how we have sometimes treated those marginalized, especially people of color, Native Americans, women and LGBTQI people.

#### **R #14 – Call for Unity in Diversity**

It was resolved by the Detroit Annual and West Michigan Conferences:

Whereas the called General Conference of 2019 is considering proposals that will affect the ministry of The United Methodist Church for generations; and that The UMC strives to demonstrate the grace to remain united in ministry while acknowledging our differences; and

Whereas, the United Methodists of the West Michigan and Detroit Annual Conferences are seeking to model our unity in the creation of a new Annual Conference and schism within the denomination would be detrimental to our vision,

Be it resolved: that The West Michigan and Detroit Annual Conferences urge the General Conference to affirm unity in our diversity, and challenge in love all that divides and offer to all people God's saving grace through Jesus Christ that transforms the world. Therefore, we pray that you will resist schism and express openness to diverse perspectives in matters of human sexuality.

### **R #15 – Prevent Gun Violence**

It was resolved by the Detroit Annual and West Michigan Conferences:

“The Michigan Conference of the United Methodist Church calls on the state of Michigan through communication by the Bishop to state representatives and senators to advocate for a state of Michigan ban on private ownership of AR-15s and other semi-automatic rifles that fit the 1994 federal definition of assault weapons and were banned from 1994 to 2004.”

### **R #16 – Raise the Age in Michigan**

It was resolved by the Detroit Annual and West Michigan Conferences

All Michigan Area United Methodists (especially Youth Pastors and Youth Leaders) are strongly encouraged to participate in the state-wide “Raise the Age” campaign. By contacting State Representatives urging them to call the chair of the Law and Justice Committee, and then calling the State Senators, we can advocate passage of Michigan HB 4664, permitting 17-year-olds to be considered as juveniles in criminal court (the same as in 45 other states) and HB 4969, requiring these youths to be held in juvenile facilities while awaiting trial, rather than jail.

### **R #17 – Breastfeeding Facility at Michigan Annual Conference**

It was resolved by the Detroit Annual and West Michigan Conferences:

The Michigan Annual Conference will create an adequate space for nursing and pumping mothers while at Annual Conference to ensure the inclusion of all mothers

We commit ourselves to:

1. Ensuring this space has access to all conference proceedings and is within reasonable walking distance from the floor.
2. Specifically designating this area for nursing and pumping mothers, and provide proper signage and have adequate privacy.
3. Providing comfortable seating, access to electrical outlets from seating, a refrigerator for the safe storage of expressed milk.
4. Make reasonable accommodations as requested by any parents in regards to the feeding of their young children.
5. Seek out 2-3 recently/currently nursing mothers to consult on the adequacy of the designated space.

### **R #20 – End U.S. Military Support of the Saudi Coalition for the War on Yemen**

It was resolved by the Detroit Annual and West Michigan Conferences

The Michigan Conference urges its members to advocate for legislation by the U.S. Senate to end the U.S. military support of the Saudi coalition for war on Yemen. We urge our members to contact Senators Gary Peters (202-224-6221) and Debbie Stabenow (202-224-4822) in order to end U.S. assistance of this military action.

### **R #21 – Stop a War on North Korea**

It was resolved by the Detroit Annual and West Michigan Conferences:

We call upon United Methodists to do "the things that make for peace" (Luke 19: 42) on the Korean Peninsula. We recommend that United Methodists make time each week to prevent a war on North Korea and establish a peace process. We would also encourage our own government to recognize the right of all Korean people to negotiate on behalf of themselves.

We recommend these activities:

1. Study Resolution 6135. Korea: Peace, Justice, and Reunification, The 2016 Book of Resolutions of The United Methodist Church
2. Call Senators Gary Peters 202-224-6221 and Debbie Stabenow 202-224-4822 to ask them to co-sponsor Senator Markey's S. 2016 and Senator Murphy's s. 2047 to stop the President of the United States from starting a war on North Korea without congressional approval.
3. Call your Congressional Representative to ask him or her to co-sponsor Representative Ro Khanna's HR 4140 to stop the President of the United States from starting a war on North Korea without congressional approval.
4. Study the prayers and counsel of Wisconsin Conference UMC Bishop Hee-Soo Jung, September 2017, etc.
5. Study and act on the publications of the General Board of Church and Society, The United Methodist Church

### **R #22 – You Shall Not Bear False Witness**

It was resolved by the Detroit Annual and West Michigan Conferences:

The Michigan Conference encourages its pastors and lay leaders to lead sessions on the importance of not bearing false witness and telling the truth including these activities:

1. Bible study starting with Exodus 20:16 based on The New Interpreters Bible Commentary, Volume I, p. 851-853, or other theologically sound material.
2. A study of our Baptismal Covenant including our promise to "...accept the freedom and power God gives you to resist evil, injustice, and oppression in whatever forms they present themselves."

3. The research of the falsehoods, lies, "white lies," and the public portrayal of reality that is skewed by self-interest, party ideology, or ignorance by U.S. political and government officials.

**R #25 – Protecting the Right to Peacefully Address Injustice Through Boycotts, Divestment and Sanctions**

It was resolved by the Detroit Annual and West Michigan Conferences:

It is proposed that the Michigan Conference oppose any state or federal legislation that seeks to restrict the right to address injustice through boycotts, divestment and sanctions.

It is proposed that the Conference Secretary or other person on behalf of the Conference write a letter to the President of the United States and to the Governor, the congressional representatives and the members of the legislature of Michigan, informing those elected officials of this resolution and attaching the full text of the resolution. This letter should include the approximate number of congregations and church members within the state of Michigan.

It is proposed that Bishop David Bard continue to urge congregations and church members to take an active role in promoting justice issues with their local, regional and national elected officials. Because of Bishop Bard's leadership, congregations and church members using the facts of this resolution will communicate those facts to their elected officials. They will advocate against anti-BDS legislation appearing anywhere our state or country.

**R #26 – Guidelines for Equitable Compensation Support**

It was resolved by the Detroit Annual and West Michigan Conferences:

The Commission on Equitable Compensation moves the Conference Guidelines for Equitable Compensation Support for 2019.

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 Paragraph 213 Review as provided in paragraph 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. 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 pastor's 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 four consecutive years, reducing the original grant amount by 25% 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, 2017.

### **R #27 – Minimum Base Compensation Support for 2019**

It was resolved by the Detroit Annual and West Michigan Conferences:

In accordance with paragraph 625.3 of *The Book of Discipline of The UMC – 2016*, the Minimum Base Compensation Schedule reflects the mandatory minimum cash salary which pastors shall be paid 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.

In addition, the Commission proposes that churches budget a mandatory minimum of \$1500 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.)

The minimum budget amount for Professional Expenses is requested in an attempt to balance allocations from church to church, to help guide SPRCs and congregations in adequately equipping clergy to meet the Disciplinary requirements for continuing education, and to adequately maintain a professional library, journal subscriptions, office equipment

(i.e. software, computers, cell phones, etc.) and other expenses related to the conduct of ministry.

The schedule shows the first 10 years of service mandatory minimums, followed by the recommended minimum for 11-40 years of service based on the recommended increase or decrease approved at Annual Conference. Under no circumstances should a Pastor's salary be reduced if already larger than the recommended minimum salary.

#### 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 of 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 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.

The Commission on Equitable Compensation recommends the following Minimum Base Compensation Schedule be adopted for 2019

2019 MINIMUM BASE COMPENSATION SCHEDULE

YEARS	Local Pastor			Associate Member			Provisional Member			Full Member		
	DAC 2018	WMAC 2018	2019	DAC 2018	WMAC 2018	2019	DAC 2018	WMAC 2018	2019	DAC 2018	WMAC 2018	2019
1	\$35,173	\$35,662	\$36,375	*	*	*	\$39,252	\$39,797	\$40,593	***	***	***
2	\$35,524	\$36,019	\$36,739	*	*	*	\$39,644	\$40,193	\$40,997	***	***	***
3	\$35,879	\$36,376	\$37,104	*	*	*	\$40,040	\$40,591	\$41,403	***	\$42,464	\$43,313
4	\$36,239	\$36,732	\$37,467	*	*	*	\$40,439	\$40,990	\$41,810	\$42,310	\$42,897	\$43,755
5	\$36,600	\$37,090	\$37,832	\$38,232	\$38,764	\$39,539	\$40,804	\$41,387	\$42,215	\$42,731	\$43,327	\$44,194
6	\$36,968	\$37,448	\$38,197	\$38,613	\$39,148	\$39,931	\$41,252	\$41,784	\$42,620	\$43,158	\$43,754	\$44,629
7	\$37,337	\$37,804	\$38,560	\$38,999	\$39,533	\$40,324	\$41,665	\$42,181	\$43,025	\$43,591	\$44,142	\$45,025
8	\$37,710	\$38,161	\$38,924	\$39,389	\$39,923	\$40,721	\$42,083	\$42,580	\$43,432	\$44,026	\$44,613	\$45,505
9	\$38,086	\$38,519	\$39,289	\$39,784	\$40,317	\$41,123	**	\$42,978	\$43,838	\$44,467	\$45,045	\$45,946
10	\$38,468	\$38,875	\$39,653	\$40,181	\$41,630	\$42,463	**	\$43,376	\$44,244	\$44,912	\$45,475	\$46,385
11		\$39,653	\$40,446		\$42,463	\$43,312		\$44,244	\$45,129		\$46,385	\$47,313
12		\$40,431	\$41,240		\$43,296	\$44,162		\$45,112	\$46,014		\$47,295	\$48,241
13		\$41,209	\$42,033		\$44,129	\$45,012		\$45,980	\$46,900		\$48,205	\$49,169
14		\$41,987	\$42,827		\$44,962	\$45,861		\$46,848	\$47,785		\$49,115	\$50,097
15		\$42,765	\$43,620		\$45,795	\$46,711		\$47,716	\$48,670		\$50,025	\$51,026
16		\$43,543	\$44,414		\$46,628	\$47,561		\$48,584	\$49,556		\$50,935	\$51,954
17		\$44,321	\$45,207		\$47,461	\$48,410		\$49,452	\$50,441		\$51,845	\$52,882
18		\$45,099	\$46,001		\$48,294	\$49,260		\$50,320	\$51,326		\$52,755	\$53,810
19		\$45,877	\$46,795		\$49,127	\$50,110		\$51,188	\$52,212		\$53,665	\$54,738
20		\$46,655	\$47,588		\$49,960	\$50,959		\$52,056	\$53,097		\$54,575	\$55,667



YEARS	Local Pastor			Associate Member			Provisional Member			Full Member		
	DAC 2018	WMAC 2018	2019	DAC 2018	WMAC 2018	2019	DAC 2018	WMAC 2018	2019	DAC 2018	WMAC 2018	2019
21		\$47,433	\$48,382		\$50,793	\$51,809		\$52,924	\$53,982		\$55,485	\$56,595
22		\$48,211	\$49,175		\$51,626	\$52,659		\$53,792	\$54,868		\$56,395	\$57,523
23		\$48,989	\$49,969		\$52,459	\$53,508		\$54,660	\$55,753		\$57,305	\$58,451
24		\$49,767	\$50,762		\$53,292	\$54,358		\$55,528	\$56,639		\$58,215	\$59,379
25		\$50,545	\$51,556		\$54,125	\$55,208		\$56,396	\$57,524		\$59,125	\$60,308
26		\$51,323	\$52,349		\$54,958	\$56,057		\$57,264	\$58,409		\$60,035	\$61,236
27		\$52,101	\$53,143		\$55,791	\$56,907		\$58,132	\$59,295		\$60,945	\$62,164
28		\$52,879	\$53,937		\$56,624	\$57,756		\$59,000	\$60,180		\$61,855	\$63,092
29		\$53,657	\$54,730		\$57,457	\$58,606		\$59,868	\$61,065		\$62,765	\$64,020
30		\$54,435	\$55,524		\$58,290	\$59,456		\$60,736	\$61,951		\$63,675	\$64,949
31		\$55,213	\$56,317		\$59,123	\$60,305		\$61,604	\$62,836		\$64,585	\$65,877
32		\$55,991	\$57,111		\$59,956	\$61,155		\$62,472	\$63,721		\$65,495	\$66,805
33		\$56,769	\$57,904		\$60,789	\$62,005		\$63,340	\$64,607		\$66,405	\$67,733
34		\$57,547	\$58,698		\$61,622	\$62,854		\$64,208	\$65,492		\$67,315	\$68,661
35		\$58,325	\$59,492		\$62,455	\$63,704		\$65,076	\$66,378		\$68,225	\$69,590
36		\$59,103	\$60,285		\$63,288	\$64,554		\$65,944	\$67,263		\$69,135	\$70,518
37		\$59,881	\$61,079		\$64,121	\$65,403		\$66,812	\$68,148		\$70,045	\$71,446
38		\$60,659	\$61,872		\$64,954	\$66,253		\$67,680	\$69,034		\$70,955	\$72,374
39		\$61,437	\$62,666		\$65,787	\$67,103		\$68,548	\$69,919		\$71,865	\$73,302
40		\$62,215	\$63,459		\$66,620	\$67,952		\$69,416	\$70,804		\$72,775	\$74,231

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

R #28

Plenary

**MI CONFERENCE FINANCIAL POLICIES 2018-2019**  
**as Presented by the Council on Finance and Administration**

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Note: For other specific rules of a financial nature please check the following:

- Board of Equitable Compensation
- Board of Pension & Health Benefits

**CFA PRESIDENT'S REPORT**

WEST MICHIGAN AND DETROIT ANNUAL CONFERENCE  
 COUNCILS ON FINANCE AND ADMINISTRATION  
 JOINT PRESIDENTS' REPORT

In anticipation of the formation of the MI Area UMC Council on Finance and Administration and in a spirit of unity, we have chosen to issue a combined report to be included in both conference journals this year. Our councils have met jointly at each of the last two annual conferences and, during the past year, we have met jointly for all of our regular meetings.

Together we have worked to staff the Treasurer's office as it transitioned to handling the financial needs of both conferences. The Treasurer's office moved to Clark Corners in Lansing

in December of last year. The expanded staff now includes **David Dobbs**, Conference Treasurer/Director of Administrative Services; **Don Emmert**, Conference Benefits Officer; **Becky Emmert**, Treasury & Benefits Operations Manager; **Jennifer Gertz**, EZRA Specialist and Administrative Assistant to Executive Administrator; **Chad Lundy**, Accountant; **Nancy Wyllys**, Accounts Payable; **Rich Pittenger**, Accounts Receivable; **Michael Mayo-Moyle**, IT Specialist; and **John Kosten**, Benefits Administrator. Our sincere thanks go to each of these individuals for their dedication and invaluable skills during this critical time of transition.

Our CFAs truly appreciate how each congregation worked so faithfully in 2017 to pay their ministry shares or apportionments.

West Michigan Conference received 83.4% of the total Ministry Shares for 2017 and was able to pay our Episcopal Fund commitment to the general UM church in full in the amount of \$254,103.

In West Michigan Conference, 52 churches of every size paid 100% of their Ministry Shares (and it is notable that many other churches paid over 90% of their Ministry Shares.) This represents approximately 13% of the total 390 congregations in West Michigan Conference. Unfortunately, 36 congregations made no payment towards their Ministry Shares in 2017.

Detroit Annual Conference received 78.4% of the total Apportionments for 2017 and was able to pay our Episcopal Fund commitment to the general UM church in full in the amount of \$331,615.

In Detroit Annual Conference, 256 churches of every size paid 100% of their Apportionments. This represents approximately 63% of the total 408 congregations in Detroit Annual Conference. Unfortunately, 35 congregations made no payment towards their Common Budget Apportionments in 2017.

Special thanks go to each member of our CFAs who gives of their time and talents to help in our mission to assist in whatever way we can to make disciples of Jesus Christ for the transformation of the world.

**Susan Cobb**

West Michigan United Methodist Conference President of the Council on Finance and Administration

**Marj Goralski**

Detroit Annual United Methodist Conference President of the Council on Finance and Administration

### STEWARDSHIP RECOMMENDATION

The members of the Annual Conference strongly urge each local church to conduct an every-member commitment program as outlined by Discipleship Ministries or some other effective means of involving the congregation in the needs and program of the church. (Resources are also available through Discipleship Ministries of the United Methodist Church.)

### MINISTRY SHARES CALCULATION

Ministry Shares represent the connectional commitment of the United Methodist Church. All United Methodist churches share in support of the programs and ministries of the UMC as it offers Christ through district, conference, or worldwide activities. The Ministry Share components addressed through these policies include ministries managed by the Michigan Conference, the Ministerial Pension Fund, Church World Service, and the Episcopal Fund.

1. For the purpose of establishing a uniform system of financing the Conference, all Ministry Shares made by the Conference and Districts shall be based on the Grade Figure System employed by the Conference for the common budget.
2. The Council on Finance and Administration shall apportion the amount comprising the annual budget among the churches of the Michigan Annual Conference for the fiscal year (January through December.) These Ministry Shares shall be based on the Grade Figure System and in conformity with the requirements of *The Book of Discipline of The United Methodist Church* and rules adopted by the Annual Conference.
3. The Grade Figure System has been chosen because it allows Ministry Shares for the local church to be based upon the financial relationship of the local church to the total of the churches in the Conference. Each church is expected to assume its portion of the common budget. Giving in addition to Ministry Shares, such as designated special day offerings, authorized General and Conference Advance Specials, etc. is to be made in keeping with the *Discipline* affirmation that “payment in full [of the World Service apportionment] by local churches is the first benevolent responsibility of the church (§812).”
4. The grade figure for the common budget shall be determined by the current operating expense budget (lines 40 - 47 of the Local Church Report) plus non-United Methodist benevolent giving (line 37 of the Local Church Report), except that in any year when the Ministry Shares are paid in full, the non-United Methodist benevolent giving amount will be excluded from the calculation. Annual variances in the resulting calculation will be moderated by using a four-year rolling average of these numbers. (Note: the line numbers can change based upon changes to the Statistical Report.)
5. Steps in determining the grade figure for the common budget:

- a. For each local church, for each of the four most recent years reported, find the sum of lines 40 through 47 of the Local Church Report (plus line 37 non UMC benevolences – unless ministry shares are paid in full). For each year that Ministry Shares were paid in full, exclude the amount from Line 37. Add the four annual sums and find the simple average.
- b. Divide the simple average by the Conference total (simple average) for the same lines.
- c. Example:

Local church total 2017 = \$89,750	Conference total 2017 = \$57,147,624
Local church total 2016 = \$86,317	Conference total 2016 = \$58,487,020
Local church total 2015 = \$71,725	Conference total 2015 = \$56,025,720
Local church total 2014 = \$75,726	Conference total 2014 = \$51,369,385
Sum divided by four = \$80,879	Sum divided by four = \$55,757,437

Local church average \$80,879 divided by Conference average \$55,757,437 equals grade figure of .001451; multiply by the total common budget to calculate the Ministry Shares.

6. Benefits Ministry Shares provide funding for the following areas: contributions for the denomination's retirement plan; premiums for the denomination's welfare plan; all expenses related to operations of the Conference Benefits Office and Conference Board of Pension & Health Benefits. Therefore, every local church will be administered a Benefits Ministry Share in connectional support of these conference ministries. The calculation for Benefits Ministry Shares shall be separate from the grade figure for the common budget, and shall be based upon the annual compensation paid by each local church to its Appointed Clergy person or District Superintendent Assignment. The Conference Benefits Office will bill the Benefits Ministry Share to each local church monthly.
7. Steps in calculating the Benefits Ministry Shares billing:
  - a. For the purpose of Benefits Ministry Shares calculations, compensation includes base cash salary plus housing if provided. Twenty-five (25) percent of the base cash salary is added to the salary to determine compensation if a parsonage is provided. If a housing allowance is provided, the actual amount of the housing allowance is added to the salary to determine total compensation.
  - b. A fixed percentage of total compensation is used to calculate Benefits Ministry Shares. The fixed percentage will be established annually by CFA in collaboration with the Conference Board of Pensions and Health Benefits.
  - c. A reduced percentage will be used in situations of Retired Clergy Appointments, District Superintendent Assignments (DSA), or temporary situations of no appointment/assignment.
  - d. Benefits Ministry Share amounts will be adjusted the first of the month following a change in compensation or appointment status.
  - e. Example with Benefits Ministry Share percentage fixed at 12%:
    - 1) Compensation = \$40,000 salary plus parsonage  
Local church Benefits Ministry Share compensation is \$40,000 + 25% of \$40,000 or \$50,000 x 12% = \$6,000 annually, billed \$500 monthly
    - 2) Compensation = \$27,000 salary plus \$15,000 housing allowance  
Local church Benefits Ministry Share compensation is \$27,000 + \$15,000 or \$42,000 x 12% = \$5,040 annually, billed \$420 monthly
    - 3) Compensation = \$34,000 salary with no housing  
Local church Benefits Ministry Share is \$34,000 x 12% = \$4,080 annually, billed \$340 monthly
    - 4) Compensation = \$18,000 with no housing for a DSA  
Benefits Ministry Share percentage is reduced to 4% to reflect the DSA  
Local church Benefits Ministry Share is \$18,000 x 4% = \$720 annually, billed \$60 monthly
8. Overpayment of a church's Benefits Ministry and Common Budget Ministry Shares will be carried over to that church's Benefits Ministry and Common Budget Ministry Shares for the following year.
9. Special policies are further set out below for churches without a 4-year history:
  - a. Calculation of Ministry Shares for new churches: a new church will be assigned Ministry Shares by the Conference and the District 20% of its "full" amount during the first calendar year after the effective charter year. During the second calendar year, the Ministry Shares will be at 40%; during the third year 60%, fourth year 80%; fifth year and thereafter 100%. Prior to the end

- of the year of their chartering, new church starts are expected to send a tithe (10%) of their giving receipts to the Conference on a quarterly basis.
- b. Calculation of Ministry Shares for merged churches: the statistics of the merging churches will be added together before calculating the Ministry Shares of the newly formed church for the ensuing year. Reasons for departure from this procedure will be reviewed by CF&A upon appeal, and adjustments may be made on a case-by-case basis.
  - c. Calculation of Ministry Shares for vital merger churches: a new classification of merged churches will be “Vital Mergers.” Those mergers fulfilling the Vital Merger qualifications will be considered a new church start by the New Church Development Committee. As part of the Vital Merger process, the congregations involved will create a proposed budget for the merged church which will go into effect on the date the merged church begins worshiping and meeting as one congregation. This budget will be developed in consultation with, and given approval by, the District Superintendent and the District Committee on Church Building and Location. This budget will then be forwarded to the Conference Treasurers office to be used to formulate Ministry Share figures for the newly merged church. A new total base figure will be calculated for the merged church based on the formula outlined in paragraph 6. This new total base figure will be in effect until the actual financial records of the merged church are reported for the first full year of its existence and can be used to calculate a total base figure based on actual expenditures. The Vital Merger church will be assigned Ministry Shares by the Conference and District at 25% of its “full” amount during the first calendar year after the merger. During the second calendar year, the Ministry Shares will be 50%; 75% for the third calendar year; and 100% for the fourth calendar year and thereafter. The church must submit to the District Superintendent and Conference Treasurer’s offices and the Board of Pensions a plan for managed debt repayment for any conference pension or health care arrearages.
10. As Ministry Shares are received during the year, the World Service apportionment from the General church shall be paid at the level of receipts.
  11. The portion of the Ministry Share for each local church designated for the Episcopal Fund shall be paid in the same proportion as the church pays its pastor. (§818.3 of *The Book of Discipline of The United Methodist Church 2016*)
  12. Funds received in excess of expenses for the Conference fiscal year shall be placed in the reserves of the respective Ministry Share funds and maintained by the Conference Treasurer.
  13. During the Conference fiscal year, the Council on Finance and Administration, by a two-thirds (2/3) vote of its members, may use for the benefit of, or distribute to, Conference agencies and causes from the respective funds, such amounts as the Council by its action, upon concurrence with the Bishop, shall determine are required for use or distribution before the next session of the Annual Conference.

## 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 Conference 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 registration 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.
  - 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 health-care 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 chooses to be enrolled as a dependent on a spouse's health insurance plan, the pastor must have a signed waiver of coverage placed in the file in the Benefit's 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 Change.
  - 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 Council of Finance & Administration. Council of Finance & Administration 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 I – TRAVEL EXPENSE POLICIES**

**A. Conference travel**

Expenses incurred due to travel on behalf of the Michigan 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 in 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 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 any employee of the Conference and the Bishop. 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 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 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.
3. Seminary students and pastors from outside the 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.
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 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. Moves 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 – Moves to or from states other than Michigan. Interstate moves are very competitive and 2 or 3 estimates should 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, 2 or 3 estimates should 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 “Not To Exceed” estimates if asked.
4. Family travel – Family travel for pastors covered by this policy will be paid upon request, for one car, at the IRS rate (except the first 100 miles), 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. Handwritten 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 for each clergy person.
  - 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.*
  - g. 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.
  - h. 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.
  - i. When a moving company has been selected and an estimate given, contact the treasurer’s office for authorization to be given to the mover. Because

Michigan in-state moves are regulated by tariff, only one estimate is needed if items 1 and 2 above do not apply to the move.

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 5.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.
  - 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 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 in advance of the move.
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.
9. Pursuant to IRS rules, employer paid moves are considered taxable to the employee. The treasurer's office will provide 1099-MISC to the employee in accordance with the IRS rules.

**APPROVED MOVING COMPANIES***(Listed Alphabetically)*

- 1.\*\* **Corrigan Moving Systems**  
**United Van Lines**  
4204 Holiday Dr.  
Flint 48507  
810-235 9700 / 800-695-0540  
  
7409 Expressway Court St  
Grand Rapids 49548  
616-455-4500  
www.corriganmoving.com
2. **Escanaba Moving Systems**  
**United Van Lines**  
2601 Danforth  
Escanaba 49829  
906-786 8205
3. **Frisbie Moving and Storage**  
**United Van Lines**  
14225 Schaefer Hwy  
Detroit 48227  
313-837 0808
4. **Guindon Moving & Storage Co.**  
1600 3rd Ave. N.  
Escanaba 49829  
800-562-1075 / 906-786-6560
5. **Henry L. Myers Moving**  
**Allied Van Lines**  
1621 11th Avenue  
Port Huron 48060
6. **Palmer Moving & Storage**  
**North America Van Lines**  
24660 Dequinre  
Warren 480913332  
800-521-3954
7. **Rose Moving & Storage**  
**Allied Van Lines**  
41775 Ecorse Road, #190  
Belleville, MI 48111  
800-521-2220  
www.rosemoving.com
8. **Stevens Worldwide Van Lines**  
**Clergy Move Center**  
527 Morley Drive  
Saginaw 48601  
989-755 3000 / 800-678-3836  
www.stevensworldwide.com
9. **Taylor Moving & Storage**  
8320 Hilton Rd.  
Brighton, MI 48114  
810-229-7070 / 800-241-7122  
www.taylormoving-storage.com
10. **Thunder Bay Moving & Storage**  
**Atlas Van Lines**  
2630 US 23 South  
Alpena 49707  
989-356-9394/800-828-2016

## 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 Michigan Conference Council of Finance & Administration. 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 *2016 Book of Discipline of The United Methodist Church*. In recognition of its fiduciary responsibilities and the mandate of the *2016 Book of Discipline of The United Methodist Church* (613.5), the Council of Finance & Administration has developed this IP governing investment of their respective conference funds.

### B. Delineation of Responsibilities

1. Under the *2016 Book of Discipline of The United Methodist Church* (612.1), the purpose of the Council of Finance & Administration shall be to develop, maintain, and administer a comprehensive and coordinated plan of fiscal and administrative policies, procedures, and management services for the conference. Accordingly, the Council of Finance & Administration is responsible for establishing principles, policies, standards and guidelines for the investment of all monies, assets and properties of the conference.
2. The Council of Finance & Administration is ultimately responsible for the financial integrity and oversight of conference financial resources. Under this IP all operational and implementation of policy decisions may be delegated to the Investment Committee.
3. The Council of Finance & Administration shall at least once per year review the IP, 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 Council of Finance & Administration and be composed of five Council of Finance & Administration members selected by Council of Finance & Administration. The members' individual terms shall not exceed eight years and shall be staggered to provide for continuity and experienced leadership. The chairperson and other offices shall be nominated by the Committee from among its members and approved by the Council of Finance & Administration.

1. Responsibilities of the Investment Committee:
2. To define and develop investment goals, and other operational guidelines.
3. To recommend to the Council of Finance & Administration the selection and discharge of the Investment Managers.
4. To monitor and evaluate the performance results and risk posture of the Investment Manager(s).
5. To provide semi-annually to the Council of Finance & Administration a written account of the investment results, accounting summary and any significant developments.
6. To provide annually to the Council of Finance & Administration a written annual evaluation of the Investment Managers.
7. 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.
8. To establish effective communication procedures between the Committee, Council of Finance & Administration, the staff and the outside service providers.

9. To monitor and control investment expenses.
10. To delegate the execution and administration of certain Committee responsibilities as appropriate to the Conference Treasurer who serves as its staff.
11. To carry out any other duties required for the legal operations of the investments, including but not limited to hiring outside vendors to perform various services.
12. To report to the Council of Finance & Administration 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 Investments and Social Principles, the Investment Managers of Conference Funds, shall be The United Methodist Foundation of Michigan and Wespeth 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 IP. 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 *2016 Book of Discipline of The United Methodist Church (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 Wespeth 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 proactives that are socially responsible, consistent with the goals outlined in the Social Principles. All United Methodist institutions shall endeavor to seek investments 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 cored 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. General Investment Policies**

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. Investments in a foreign securities pooled fund operated by a U.S. based money manager is also permitted provided that all transactions are in dollars.



- a. 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.
- b. Margin transactions, short sales, options, put, calls, straddles, and/or spreads shall not be used.
- c. 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.
- d. Investments shall not be made in securities for which market quotations are not readily available.
- e. Investments shall not be made in securities for the purpose of exercising control or management.
- f. Private placements of debt or equity will not be purchased.
- g. Investments shall not knowingly be made in securities of companies which have significant interest in the following activities: alcoholic beverages, tobacco, or gambling.
- h. 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.
- i. Investments shall not knowingly be made in companies which derive more than 3% of revenue from nuclear weapons contracts.
- j. 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 IP may be made by the Council of Finance & Administration and incorporated directly into the policy as a revision and restatement or acknowledged and noted in an addendum until such time as the IP 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 *2016 Book of Discipline of The United Methodist Church* 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 the 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 recommendation to the conference [See ¶614.5 a-c of *The 2016 Book of Discipline*.]

**B. World Service Apportionment**

1. Special attention should be given to the *2016 Book of Discipline* 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 2016 Book of Discipline*).

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 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 to achieve the 100% goal, at the discretion of the Council of Finance & Administration. The Episcopal Fund shall be paid at 100%.

The Michigan Conference will continue to make monthly remittance on General Church Apportionments and challenges its 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 Team.

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 this 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 of Finance & 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 *2016 Book of Discipline*) to the Council on Finance and Administration concerning all such receipts and the disbursement thereof in such detail and at such times as the Coun-

cil may direct. Furthermore, the books of the Conference Treasurer shall be audited annually as defined in the *2016 Book of Discipline of The United Methodist Church*.

**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 *2016 Book of Discipline of The United Methodist Church*. 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 ensure 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 by 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 Shares 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 Shares receipts 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:

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, 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 that person and approved by CFA as a fair housing/furnishing allowance for Internal Revenue Service Section 107 purposes.

**I. Conflict of Interest**

Michigan Conference officials, employees and/or members of the various boards and commissions of the conference shall not, during their time 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 percent of the voting stock thereof) or in any contract for the supply of goods or services or the procurement of furnishings or equip-

ment, interest in any construction project of the conference, site procurement by the conference, or any other business whatsoever unless approved in writing in advance by the official's or employee's immediate supervisor and/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 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 determined by the Council of Finance & Administration upon recommendation by the Conference.

**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 purposed, 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 of Finance & Administration.

**L. Policy on 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 any legal fees employees may incur in connection with such improper activity.

The use of chat rooms with conference-owned computer 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.

### SPECIAL OFFERINGS

The annual conference recommends:

- A. The support of general and conference Advance Specials as particularly approved by the annual conference (see *ENGAGE Book*).
- B. The special days designated in the *Discipline* and by the Michigan Annual Conference with offerings for:
  - 1. Christian Education Sunday
  - 2. World Communion Sunday
  - 3. Rural Life Sunday
  - 4. United Methodist Student Day
  - 5. Human Relations Day
  - 6. One Great Hour of Sharing
  - 7. Native American Sunday
  - 8. Golden Cross Sunday
  - 9. Peace With Justice Sunday
  - 10. Disability Awareness Sunday (without offering)

### CALENDAR

The following dates are established:

- A. **January 9, 2019** - Last day for submitting payments to the conference treasurer for credit on the previous conference fiscal year.
- B. **January 25, 2019** - Deadline for all boards, commissions, committees, and agencies to submit their budget requests for the ensuing conference fiscal year to the Council on Finance and Administration
- C. **January 31, 2019** - Last day for receiving pastor's annual report by the conference statistician and treasurer.

## 2019 MICHIGAN CONFERENCE BUDGET

	2017	2017 West	2018	2018 West	2018	2018 West	2018	2019	Increase/ (Decrease)
	Detroit Actual	Michigan Actual	Detroit Budget	Michigan Budget	Combined Budget	Michigan Budget	Michigan Budget	Michigan Budget	
<b>A) Clergy Support Budget</b>									
1) District Superintendents	\$1,279,748	\$1,092,545	\$1,481,153	\$1,130,276	\$2,611,429	\$1,130,276	\$2,102,743	\$2,102,743	(508,686)
<b>2) Episcopal Fund</b>	\$331,615	\$217,333	\$322,776	\$252,534	\$575,310	\$252,534	\$562,632	\$562,632	(12,678)
<b>3) Ministerial Education Fund</b>	\$213,246	\$243,940	\$368,132	\$288,019	\$656,151	\$288,019	\$641,692	\$641,692	(14,459)
4) Episcopal Residence Committee	\$4,000	\$2,558	\$4,000	\$3,500	\$7,500	\$3,500	\$7,500	\$7,500	-
5) Equitable Compensation Committee	\$47,332	\$82,026	\$81,200	\$70,000	\$151,200	\$70,000	\$125,000	\$125,000	(26,200)
6) Clergy Advocacy	\$-	\$-	\$-	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	-
7) Abuse Prevention Team	\$-	\$450	\$-	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500	-
8) Clergy Moving Expense Fund	\$236,466	\$219,740	\$250,000	\$160,000	\$410,000	\$160,000	\$350,000	\$350,000	(60,000)
Sub-total Clergy Support Budget	\$2,112,408	\$1,858,591	\$2,507,261	\$1,916,829	\$4,424,090	\$1,916,829	\$3,802,067	\$3,802,067	(622,023)
Provision for Unpaid Ministry Shares	\$-	\$-	\$407,453	\$392,745	\$800,198	\$392,745	\$601,976	\$601,976	(198,222)
Total Clergy Support Budget	\$2,112,408	\$1,858,591	\$2,914,714	\$2,309,574	\$5,224,288	\$2,309,574	\$4,404,043	\$4,404,043	(820,245)
<b>B) Administration Budget</b>									
1) Council on Finance & Administration	\$832	\$938	\$1,500	\$1,200	\$2,700	\$1,200	\$2,000	\$2,000	(700)
2) Treasurer's Office	\$410,574	\$277,068	\$448,661	\$294,800	\$743,461	\$294,800	\$684,164	\$684,164	(59,297)
3) Jurisdictional Conference	\$16,498	\$12,871	\$20,723	\$16,000	\$36,723	\$16,000	\$36,723	\$36,723	-
4) General Conference Delegation	\$2,500	\$-	\$2,500	\$2,000	\$4,500	\$2,000	\$20,000	\$20,000	15,500
<b>5) General Church Administration</b>	\$98,626	\$77,148	\$129,422	\$101,257	\$230,679	\$101,257	\$225,596	\$225,596	(5,083)
6) Area Administration	\$284,238	\$317,416	\$324,427	\$280,805	\$605,232	\$280,805	\$556,453	\$556,453	(48,779)
7) Operations	\$225,024	\$-	\$206,018	\$-	\$206,018	\$-	\$332,783	\$332,783	126,765
8) Conference Secretary	\$4,047	\$875	\$8,300	\$10,000	\$18,300	\$10,000	\$18,300	\$18,300	-
9) Conference Statistician	\$2,796	\$604	\$3,100	\$500	\$3,600	\$500	\$3,600	\$3,600	-

	2017		2017 West Michigan		2018 Detroit		2018 West Michigan		2018 Combined Budget		2019 Michigan Budget		Increase/ (Decrease)
	Actual	Detroit	Actual	Michigan	Budget	Detroit	Budget	Michigan	Budget	Budget	Budget	Budget	
10) Conference Trustees	\$1,218		\$215,117		\$795		\$145,000		\$145,795		\$1,000		(144,795)
11) Committee on Archives & History	\$11,191		\$18,000		\$20,342		\$18,000		\$38,342		\$40,586		2,244
12) Committee on Human Resources	\$1,419		\$505		\$1,500		\$1,500		\$3,000		\$5,000		2,000
13) Legal Fees	\$17,592		\$17,091		\$30,000		\$25,000		\$55,000		\$55,000		-
14) Contingency Funds	\$130,395		\$893		\$23,000		\$30,500		\$53,500		\$50,000		(3,500)
Sub-total Administration Budget	\$1,206,951		\$938,527		\$1,220,288		\$926,562		\$2,146,850		\$2,031,205		(115,645)
Provision for Unpaid Ministry Shares	\$-		\$-		\$207,784		\$189,846		\$397,630		\$343,926		(53,704)
Total Administration Budget	\$1,206,951		\$938,527		\$1,428,072		\$1,116,408		\$2,544,480		\$2,375,131		(169,349)
C) Conference Benevolences Budget													
<i>1) Agencies Relating to Christ-Centered Mission and Ministry</i>													
a) Commission on Annual Conference Session	\$135,500		\$68,689		\$230,500		\$104,000		\$334,500		\$325,000		(9,500)
b) Commission on Communications	\$166,076		\$170,000		\$168,000		\$179,126		\$347,126		\$396,000		48,874
c) Committee on Journal	\$237		\$-		\$11,220		\$-		\$11,220		\$11,220		-
d) Board of Justice	\$9,402		\$-		\$6,950		\$-		\$6,950		\$15,000		8,050
e) Board of Global Ministries	\$53,020		\$44,655		\$62,567		\$56,000		\$118,567		\$210,000		91,433
f) Engage Program Promotion	\$256		\$-		\$7,000		\$-		\$7,000		\$-		(7,000)
<i>2) Agencies Relating to Bold and Effective Leaders</i>													
a) Conference Leadership Council	\$1,261		\$-		\$3,000		\$2,750		\$5,750		\$10,000		4,250
b) Board of Ordained Ministry	\$92,359		\$36,333		\$116,232		\$47,000		\$163,232		\$95,279		(67,953)
c) Committee on Nominations	\$378		\$377		\$3,000		\$3,000		\$6,000		\$7,500		1,500
d) Committee on the Episcopacy	\$1,200		\$800		\$1,200		\$800		\$2,000		\$2,000		-
e) Protection Policy	\$2,494		\$-		\$3,500		\$-		\$3,500		\$5,000		1,500

	2017 Detroit Actual	2017 West Michigan Actual	2018 Detroit Budget	2018 West Michigan Budget	2018 Combined Budget	2019 Michigan Budget	Increase/ (Decrease)
<b>3) Agencies Relating to Vibrant Congregations</b>							
a) United Methodist Men	\$480	\$-	\$-	\$-	\$-	\$-	-
b) United Methodist Women	\$-	\$-	\$-	\$-	\$-	\$-	-
c) Board of Laity	\$2,811	\$2,400	\$6,000	\$3,000	\$9,000	\$10,000	1,000
d) Board of Young People's Ministry	\$37,477	\$437,329	\$46,250	\$223,000	\$269,250	\$350,000	80,750
e) Board of Congregational Life	\$253,551	\$427,732	\$270,500	\$287,000	\$557,500	\$581,000	23,500
f) Committee on Hispanic/Latino Ministry	\$24,762	\$529	\$27,000	\$40,000	\$67,000	\$39,000	(28,000)
g) Committee on Asian-American Ministry	\$2,947	\$-	\$7,000	\$-	\$7,000	\$47,000	40,000
h) Committee on Native-American Ministry	\$592	\$108,243	\$2,757	\$100,000	\$102,757	\$115,000	12,243
i) Committee on African-American Ministry	\$1,412	\$-	\$3,000	\$-	\$3,000	\$66,000	63,000
j) Racial & Ethnic Local Churches	\$-	\$141,843	\$-	\$118,000	\$118,000	\$-	(118,000)
4) Administrative Expenses/Compensation	\$810,178	\$463,338	\$792,000	\$422,600	\$1,214,600	\$2,147,841	933,241
<b>5) World Service Fund</b>	\$825,025	\$692,684	\$1,089,942	\$852,749	\$1,942,691	\$1,899,882	(42,809)
6) Pathways Funding	\$105,654	\$27,000	\$135,000	\$-	\$135,000	\$-	(135,000)
7) MI Area Camping	\$204,771	\$176,730	\$270,000	\$200,000	\$470,000	\$400,000	(70,000)
8) Contingency Funds	\$-	\$-	\$15,000	\$-	\$15,000	\$25,000	10,000
9) Assets Released from Restrictions	\$20,000	\$-	\$-	\$-	\$-	\$-	-
Sub-total Conference Benevolences Budget	\$2,751,843	\$2,798,683	\$3,277,618	\$2,639,025	\$5,916,643	\$6,757,722	841,079
Provision for Unpaid Ministry Shares	\$-	\$-	\$416,700	\$540,717	\$957,417	\$925,303	(32,114)
Total Conference Benevolences Budget	\$2,751,843	\$2,798,683	\$3,694,318	\$3,179,742	\$6,874,060	\$7,683,025	808,965



	2017 Detroit Actual	2017 West Michigan Actual	2018 Detroit Budget	2018 West Michigan Budget	2018 Combined Budget	2019 Michigan Budget	Increase/ (Decrease)
D) Other Apportioned Causes							
1) Black College Fund	\$112,259	\$88,504	\$146,844	\$114,888	\$261,732	\$255,965	(5,767)
2) Africa University Fund	\$28,267	\$28,450	\$32,863	\$25,712	\$58,575	\$57,284	(1,291)
3) Interdenominational Fund	\$21,935	\$17,055	\$28,791	\$22,525	\$51,316	\$50,185	(1,131)
Sub-total Other Apportioned Causes	\$162,460	\$134,009	\$208,498	\$163,125	\$371,623	\$363,434	(8,189)
Provision for Unpaid Ministry Shares	\$-	\$-	\$-	\$33,423	\$33,423	\$-	(33,423)
Total Other Apportioned Causes	\$162,460	\$134,009	\$208,498	\$196,548	\$405,046	\$363,434	(41,612)
Total Conference Common Budget	\$6,233,662	\$5,729,810	\$8,245,602	\$6,802,272	\$15,047,874	\$14,825,633	(222,242)
E) Benefits Ministry Shares Budget							
1) Pension/Welfare Payments to Wespath	\$-	\$-	\$1,260,000	\$-	\$1,260,000	\$3,128,220	1,868,220
2) Benefits Office	\$-	\$-	\$500,000	\$-	\$500,000	\$711,780	211,780
Total Benefits Ministry Shares Budget	\$-	\$-	\$1,760,000	\$-	\$1,760,000	\$3,840,000	2,080,000

## B. 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.*

#### **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 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 Michigan Conference and whose name and relationship to the conference is recorded in the Journal of the 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;
5. All references to the Michigan Conference of The United Methodist Church in this resolution also applies fully to its predecessor conferences, The Detroit Annual Conference of The United Methodist Church and The West Michigan Conference of The United Methodist Church.

#### **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 #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.<sup>1</sup> 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.<sup>2</sup>

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

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](http://www.discipleshipresources.org) and [www.cokesbury.com](http://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.*

- 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.

## 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. Sections 722.622.2d).
  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. Sections 722.622.2d).
  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. Sections 722.622.2d).
  16. **Protection Policy Committee:** Committee is the group elected by the Conference to oversee the implementation of this Policy. Sections 722.622.2d).
  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. Sections 722.622.2d).
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 & Guidelines for Our Life Together**

A Policy of the Michigan Annual 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. While this policy focuses on a clergy person’s professional role, it is understood that any form of clergy sexual misconduct brings great harm to the clergy person’s family. This policy 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, 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 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 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 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 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 (§ 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.

**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><b>Local Church Response</b> Disaster Coordinator <i>and</i> Pastor</p>	<ul style="list-style-type: none"> <li>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.</li> <li>o Establishes contact with the local Emergency Management Team as soon as possible.</li> <li>o Provides specific needs assignments within 24 hours.</li> <li>o Begins seeking response to needs, general and specific.</li> <li>o Coordinates relief efforts on a local basis.</li> </ul>
<p><b>District Superintendent</b></p>	<ul style="list-style-type: none"> <li>o Contacts pastor(s) involved and the District Disaster Response Coordinator as soon as possible.</li> <li>o Receives report of pastor(s).</li> <li>o Conducts on-site visit within 24 hours.</li> </ul>
<p><b>District Disaster Response Coordinator</b></p>	<ul style="list-style-type: none"> <li>o Conducts an on-site visit with the District Superintendent.</li> <li>o Coordinates relief efforts for the District.</li> <li>o Contacts the Conference Disaster Response Coordinator.</li> </ul>
<p><b>Conference Disaster Response Coordinator</b></p>	<ul style="list-style-type: none"> <li>o Conducts an on-site visit with the Bishop.</li> <li>o Coordinates relief efforts, in cooperation with DDRC's on a conference level.</li> <li>o Works in consultation with the Bishop to coordinate communication efforts.</li> </ul>
<p><b>Conference Emergency Preparedness Committee</b></p>	<ul style="list-style-type: none"> <li>o Meets within 72 hours of the disaster.</li> <li>o Receives reports, requests funds and dispenses funds as necessary and available.</li> </ul>
<p><b>Bishop</b></p>	<ul style="list-style-type: none"> <li>o Provides press information.</li> <li>o Visits area(s) within 72 hours.</li> <li>o Contacts District Superintendents.</li> <li>o Requests funds from UMCOR, if needed.</li> </ul>

