10. Standing Rules

Division I. The Annual Conference Session

A. Location

Annual Conference shall determine the location of its future sessions.

B. Bar of the Conference

The bar of the Conference shall be set by the Commission on the Annual Conference Session. Clergy members of other Conferences may sit within the bar. Any Conference officer, staff member, Certified Director of Christian Education or Music may sit within the bar and have the privilege of the floor without vote.

C. Rules of Order

1. Appropriate areas shall include:
   a. Annual Conference rules and procedures.
   b. Definitions of Conference boards, agencies, and committees including membership, duties, and special considerations. Philosophy and background information may be referred to through a resource reference, but not generally included. Any significant on going groups and positions now existent but previously omitted from the Rules, may be brought to Annual Conference for consideration of inclusion. However, task forces and ad hoe committees designed to last four years or less shall not be included.
   c. Fiscal rules, procedures, and policies including apportionments, major funds, property, remuneration, and reimbursement.
2. Amending the standing rules. All motions shall:
   a. Contain that intention within the motion,
   b. Be presented in printed form to the Conference and the Committee on Conference Legislation at least 24 hours before voting, and
   c. Receive a two thirds vote of those present and voting.
   d. Each responsible conference agency, board, or committee, within one year following each General Conference, shall submit to the Committee on Legislation and to the Conference Secretary a set of proposed changes to the Standing Rules, which will conform its rules to the current Discipline and to the committee/ board/ agency's current practice.
3. Editing and revising shall:
   a. Be done by the Committee on Conference Legislation,
   b. Include removing items with a self limiting deadline, and
   c. Maintain the spirit of the adopted amendment.
4. All motions, resolutions, and amendments shall be written on blanks designated by the Secretary of the Conference.
5. Parliamentary Procedure. The Parliamentary Procedure track will use Legislative Sections to recommend action to the Plenary Session (a session open to all Conference members).
   a. Resolutions and recommendations submitted to the Annual Conference Session, except the Conference budget, elections and personnel actions of the Board of Ordained Ministry, shall be considered in a Legislative Section before consideration in a Plenary Session. The task of a section is to consider amending the legislation and then recommend action by the Plenary Session.
   b. The number of sections will be established by the Commission on the Annual Conference Session. The Commission will recruit leadership for the sections.
   c. The Commission shall assign members to sections.
   d. Members of one section may attend another section and have the privilege of the floor without vote. The section may extend the privilege of the floor to non Conference members.
   e. The Commission's Agenda Committee will assign legislation to the sections.
   f. Proposers of legislation will arrange to have it presented to the section. Conference members who present legislation will become members of the section where they present it.
   g. If ten or more members of a section wish to present a minority report on legislation from the section to the plenary session, they may select a spokesperson and do so.
   h. Legislation will be presented to the plenary session by one of the section's leaders. Minority reports will be presented

after the section's recommendations.

i. The Session shall have a Consent Calendar which includes legislation that will be adopted by one vote without discussion, not sooner than 24 hours after it is distributed.
   (1) When the Section's prevailing vote on legislation is 85% or more of the total of those voting, the legislation will automatically be placed on the Consent Calendar.
   (2) The printed Consent Calendar will be distributed in plenary session. If the Section amended the legislation, the amendment(s) will be printed with the Consent Calendar.
   (3) If a Conference Member wishes to remove legislation from the Consent Calendar, s/he must submit a removal petition signed by ten Conference Members. 'Me petition must be submitted to a member of the Agenda Committee within the time limits set by the Session.
   (4) If legislation is removed from the Consent Calendar, it shall be presented in plenary session by one of the section's leaders. The first signer of the removal petition or another member designated on the petition shall have the first opportunity to speak from the floor.

6. Petitionary Procedure. The Petitionary Procedure track will allow introduction of resolutions, recommendations and petitions to the Annual Conference Session Plenary Session without consideration by a Legislative Section and without calling for a vote by the Plenary Session.
   a. Resolutions, recommendations and petitions will be brought to the attention of the Annual Conference Session in Plenary Session through non Parliamentary Procedure.
   b. The Commission on the Annual Conference Session will schedule time for an introduction of the resolution, recommendation or petition in Plenary Session.
   c. The resolution, recommendation or petition may be introduced in the Plenary Session by a representative of the group or the individual submitting it.
   d. The resolution, recommendation or petition is not debated. (Questions for clarification may be included within the time allotted for presentation.)
   e. The resolution, recommendation or petition is not submitted for a vote.
   f. Members of the Annual Conference may demonstrate their support for the resolution, recommendation or petition by taking direct action in one or more ways, as invited by the presenter(s), e.g., affixing their signatures to the original resolution, recommendation or petition; receiving a copy of the resolution, recommendation or petition to transmit to a person in a position to take action on the topic of concern addressed by the resolution, recommendation or petition; agreeing to join a network of persons committed to taking action on the topic of concern addressed by the resolution, recommendation or petition; covenanting to share information about the topic of concern with others in their congregations and communities and members of the media; and/or agreeing to a commitment to prayer, study and action in response to the topic of concern addressed by the resolution, recommendation or petition.
   g. Any copy of the petition circulated following the Annual Conference Session should indicate that it represents only the personal position of those Conference members who have signed and does not represent the position of the Annual Conference body.

7. Rules relating to debate.
   a. Rule One: Undebatable motions.

The following motions shall be acted on without debate:

(1) To adjourn,
(2) To suspend the rides,
(3) To lay on the table,
(4) To take from the table,
(5) To call for the previous question,
(6) To reconsider a non debatable motion,
(7) To limit or extend the limits of debate,
(8) To call for the order of the day.

   b. Rule Two: Rights of the main motion. The main question may be opened to debate under the following motions: to adopt to commit or refer, to substitute, to postpone, and to reconsider. No new motion, resolution, or subject shall be

entertained until the one under consideration shall have been disposed of. This restriction shall not preclude secondary motions.

c. Rule Three: Precedence of secondary motions.

If any one or more of the following motions shall be made when one or more other motions are pending, the order of their precedence in relation to one another shall be the same as the order of their listing below:

(1) To fix the time for adjournment,
(2) To adjourn,
(3) To take recess,
(4) To lay on the table,
(5) To order the previous question,
(6) To limit or extend the limits of debate,
(7) To postpone to a given time,
(8) To commit or refer,
(9) To amend or to amend by substitution (one amendment being allowed to an amendment), and
(10) To postpone indefinitely.

d. Rule Four: Tabling related motions.

No motion which adheres to another motion or has another motion adhering to it can be laid on the table by itself. Such motions, if laid on the table, carry with them the motions to which they respectively adhere or which adhere to them.

e. Rule Five: Previous question.

Any member who moves the previous question shall indicate to what it is to apply, if any secondary motion(s) are pending. If the member does not so indicate, it shall be regarded as applying only to the immediately pending question. This motion shall be taken without debate, and shall require a two thirds vote. If adopted, the vote shall be taken without further debate except as provided in Rule Ten.

f. Rule Six: Procedure for amending by substitution.

When a resolution is properly before the Conference for consideration and action, even if amendments are pending, a substitute may be offered for the report, resolution, or amendment under consideration. This substitute shall be an alternative to what is before the house. The Conference shall then proceed first to perfect the original report or resolution, including consideration and action on any amendments which may be offered to it. The same perfecting process shall then be followed with respect to the substitution. The question shall then be put first on the motion to substitute, followed by the motion to adopt the report or resolution, provided, however, that the motion for the previous question shall not be in order on the adoption of the report or recommendation or on making the proposed substitution until opportunity has been given for at least two speakers for and two against the question, the amendment or the substitution.

g. Rule Seven: Unlawful motion after speech.

It shall not be in order for a member immediately after discussing a pending question and before relinquishing the floor to make a motion whose adoption would limit or stop debate.

h. Rule Eight: Exceptions to majority vote.

A majority of those voting shall decide all questions with the following exceptions:

(1) One third of those present and voting shall suffice to sustain a call for a count vote, and
(2) A two thirds vote shall be required to sustain a motion to suspend or amend the rules; to sustain a motion for the previous question; to set aside a previous order, to consider a special order before the time set therefore. (Refer also: (I. C. 2) Standing Rules; (IV. C. 1) Clergy relations change; (V. A. 7) Board of Ordained Ministry; (V. E. 3. a) CCOM Executive Committee; (VI. F. 6) Apportionment Budget; (VI. T. 3) emergency allocation of capital.)

i. Rule Nine: Reporting on count votes.

Resolutions, for which a count vote was called, shall be recorded and reported with the results of the vote.

j. Rule Ten: Reconsideration.

A motion to reconsider an action of the Conference shall be in order at any time if offered by a member who voted with the prevailing side. If the motion proposed to reconsider is non debatable, the motion to reconsider may not be debated.

k. Rule Eleven: Speakers for and against

(1) No member shall speak more than once on a question until every member choosing to speak shall have spoken. No member shall speak for or against a pending matter immediately after another member favoring the same side has spoken, unless no speaker of the opposite side desires

the floor. No person shall speak more than twice on a question or more than two minutes at a time without the permission of Conference. Insofar as it is possible, the chair shall recognize an equal number of laity and clergy, as well as an even distribution throughout the bar of the Conference.

(2) A motion for the previous question shall not be in order until opportunity be given for two speeches for and two against the main motion and each subsidiary motion.

(3) The person presenting the majority report or main motion shall have an opportunity to speak just prior to the vote being taken. This right of the presenter to close the debate shall prevail in like manner when a vote is about to be taken on a motion to amend, to substitute, to postpone, to refer, or to lay on the table, or any other motion the adoption of which, in the judgment of the chair, would vitally affect the report under consideration.

l. Rule Twelve: Robert's Rules of Order (newly revised) shall govern proceedings of the Conference in all matters not herein specified.

8. Influence: Demonstration of approval or disapproval during the process of debate, shall be deemed a breech of order.

D. Offerings

There shall be an offering administered by the Board of Pensions for special needs among Conference Claimants and former local pastors. All other offerings shall be determined by the Commission on the Annual Conference Session.

E. Annual Conference News

A summary of the previous day's Conference action shall be distributed by the Conference Secretary. The Conference Council on Ministries' Communications Committee is responsible for giving press coverage of each session. No news shall be released for publication except through the Committee. Announcements shall be given to the Secretary in writing for daily publication. Vocal announcements will be permitted in emergency cases only.

F. Reports and Recommendations

1. The Conference Secretary shall be responsible for managing the consideration of all reports and recommendations by the session. The Conference Communications Committee shall be responsible for publishing reports and recommendations on the conference web site in such a way that they may be downloaded by conference members and printed as desired. The Communications committee shall be responsible for publicizing the availability of material published on the web site. Persons without web access may request printed copies from the conference office.

   a. Timing. The Conference Secretary shall send instructions regarding the submission of reports and recommendations to all Conference Agencies prior to the second week in December. The instructions shall include directions for submitting reports and recommendations in the preferred format. Deadlines for reports and recommendations to be received by the Conference Secretary shall be established by the Commission on the Annual Conference Session. In case of a special session, the Commission shall designate an appropriate time schedule for submission, preparation and distribution of the necessary printed materials. The Commission on the Annual Conference shall provide for the dissemination of deadlines for Reports and Recommendations throughout the Annual Conference.

2. Reports

   a. Each council. Board, commission, committee or agency shall submit an annual report as an expression of its accountability to the Annual Conference which shall contain:

      (1) The achievements of the previous calendar year.

      (2) Actions resulting from any recommendation adopted by the previous conference session on recommendation of the council, board, commission, committee or agency submitting the report, or referred to the agency by the conference session.

      (3) The number on the agency, number of votes received when the report was adopted, number for, against, and

abstaining, date of first meeting, and number of meetings held. The votes may be received via email or fax.

b. Each report shall be limited to the number of words specified by the Secretary of the Annual Conference.

c. A separate personnel report shall be submitted by every board and agency having responsibility for employed personnel. All personnel reports shall be printed together in the Preliminary Report separate from other reports and recommendations. They shall include:

(1) A statement of all professional staff persons who are presently or have been employed by the agency during the previous year,

(2) Salaries and sources of finding,

(3) Procedures used by the agency to review and evaluate such staff persons, and

(4) Specific recommendations for personnel when Conference action is required.

d. Reports received after the established deadline may be added to the web site and will be included in the Conference Journal if received in time.

3. Recommendations, Resolutions, and Petitions

a. Recommendations, resolutions and petitions may be brought before the session by councils, boards, commissions, committees or agencies of the Annual Conference; by a local church, through action of its administrative board, charge conference, or church conference; or by individual lay members of local churches within the Annual Conference or clergy members of the Annual Conference, directly to the Conference Secretary. Items submitted by agencies and local churches shall include the number of members of that body, the number present, the number voting for, against and abstaining and the date that the action was taken.

b. Recommendations, resolutions and petitions shall be submitted without "whereas" clauses, but may include an explanatory statement which shall not be subject to action by the session.

c. Recommendations, resolutions or petitions received via email or digital file will be acknowledged by the Conference Secretary. Those not conforming to the appropriate format will be returned to the sender for reformatting.

d. In order to be considered at the session in the current year, recommendations, resolutions and petitions must be received by the Conference Secretary by the deadline established by the Commission on the Annual Conference Session. A copy of the recommendation, resolution or petition must be submitted to the Conference Legislative Committee for review. Items resulting only from situations whose late development prevented their consideration before the deadline, according to the determination of the Secretary of the Annual Conference may be submitted up to June 1, and when accepted shall be distributed in the First Day Packet. The decision of the Conference Secretary may be appealed to the Bishop.

e. The Conference Communications Committee shall publish on the conference web site material received prior to the deadline established by the Commission, as well as material submitted prior to June I which has been approved by the Secretary of the Annual Conference. After June 1, persons or agencies wishing to distribute recommendations must supply enough copies in the form required for recommendations for all Conference members. The expense must be home by the agency or individual. The following are exempt from the rule: budget and apportionment calculation reports of the Council on Finance & Administration, the report of the Board of Pensions, and the report of the Nominating Committee.

4. Distribution of materials on the Floor of the Conference shall be done only by the official pages. Material so distributed shall be limited to that which is pending action by the session. All other material which may be of special interest to the session may be placed in a convenient location, designated by the Commission on the Annual Conference Session, where interested parties may obtain copies. No non member, organization or institution unrelated to the Annual Conference shall be permitted to distribute material on the floor of the Conference

without prior consent of the chair of the Commission. Any material so approved for distribution shall contain the name of the individual and/or organization that assumes responsibility for its origination.

G. Minutes of Clergy Session

1. Minutes of the Executive Session of Annual Conference actions shall be printed in the Journal, including answers to disciplinary questions, and
   a. Actions needed for the information of the whole Conference,
   b. Actions the Executive Session requests by its vote, and
   c. Actions setting policy regarding procedures of the Division of Ordained Ministry and/or the Executive Session.

H. Delegates to General & Jurisdictional Conferences

(See Paras. 32 34, 2004 Discipline.)

1. We are an inclusive and pluralistic church. We desire to have a delegation that is representative of the entire Conference considering such factors as sex, age, race, sexual orientation, persons with handicapping conditions, geography, and Conference members who have gained experience at previous General and Jurisdictional Conferences as well as those who have never served as delegates.
2. Nominations of Lay Delegates
   a. The Conference United Methodist Women and United Methodist Men, all ethnic caucuses, the Commission on Religion and Race, Commission on the Status and Role of Women, Council on Youth Ministries, and Young Adult Council, shall encourage nominations for delegates to General and Jurisdictional Conferences and inform people of the responsibilities, time and travel involved.
   b. Nominations shall be sent to the Conference Secretary by May 10 of the year of the election. The nomination shall include the person's name, Church, District, and a brief statement of the nominee's church experience and qualifications, including age, ethnic background, and number of terms as General/Jurisdictional Conference Delegate if applicable. A photo, no larger than 2 by 3 inches, may be included. Other information and endorsements may be added as space permits. Space is limited to one half of a standard 8 1/2 x 11 inch sheet with a one half inch margin allowance on all four sides, or 7/2 inches wide by 4/2 inches high. All text must be entered on a standard typewriter size. A statement from the nominee indicating a willingness to serve if elected must be attached to the nomination.
   c. The Conference Secretary shall have the nominations, including the half page descriptive statement, printed for distribution prior to the opening session.
   d. At the opening session, additional nominations may be made if supported by at least twenty votes.
   e. The Conference Secretary shall prepare a ballot which shall list all nominations by name only in groups according to sex with spaces for nominations from the floor and columns for at least ten ballots.
3. Nominations of Clergy Delegates
   a. The Conference Secretary shall mail a nominating ballot to all eligible clergy on May 1 of an election year.
   b. Those desiring may nominate, in alphabetical order, the required number of names. Ballots shall be returned to the Conference Secretary no later than fifteen days before the Annual Conference Session begins. Ballots with an incorrect number of names and those received after the deadline are void. All ballots shall be signed and dated.
   c. The Conference Secretary shall prepare the official ballot by alphabetically listing all names which received at least twenty votes. The form shall provide spaces for nominations from the floor and columns for at least ten ballots.
   d. At the opening session, additional nominations may be added if supported by at least twenty votes.
4. Method of Voting and Tallying
   a. Official ballots, on different colored paper for lay and clergy members, shall be given to lay and clergy members at the opening session. Both lay and clergy shall receive a second form, identical to the first, but marked "FOR TABULATION ONLY."
   b. After the vote on the fast ballot has been

counted, the tellers shall line out all names of those elected and those who received less than twenty votes. The Bishop announces the results. Additional ballots are taken following the same procedure.

c. An election is declared if a person received a majority of the valid votes cast. A valid vote is one which appears in a ballot cast for the precise number of lawful and qualified candidates, or for a lesser number, corresponding with the number of delegates to be elected on that ballot. All other votes are invalid.

d. For electing the required number of delegates and alternates in the Jurisdictional Conference, a new ballot shall contain the names of all persons not elected to General Conference who received thirty or more votes on any ballot. If additional nominees are needed from the floor, those supported by at least thirty votes may have their names added to the list.

e. After the election of the Jurisdictional Delegates, one additional ballot shall be taken for reserve delegates with the first five lay persons and the first five clergy persons being considered reserve delegates according to the numerical ranking of total votes received. Vacancies which may occur within these reserve delegates shall be filled using the list of nominees appearing on this final ballot according to the numerical ranking of total votes received.

5. Boards, agencies, and committees elected by the Annual Conference shall not endorse any nominees for election to General Conference or Jurisdictional Conference or the episcopacy.

I. Nominations for Episcopal Election

1. Deciding whether to participate in the nominations process.

a. In the calendar year proceeding the year in which the Jurisdictional Conference meets, the Annual Conference shall ballot on this question: "Shall the Annual Conference Secretary distribute forms for the nomination of Episcopal candidates to the lay and clergy members of next year's Annual Conference, provided there is to be an Episcopal election?" A majority of the valid ballots cast shall be sufficient to instruct the Conference Secretary.

b. If the Annual Conference votes affirmatively on this question, but there is doubt as to whether there will be an Episcopal election, the Conference Secretary shall ask for the opinion of the Jurisdictional College of Bishops. If, in the judgment of the College of Bishops, it is likely there will be an Episcopal election, the Conference Secretary shall distribute the forms.

c. If the forms are not distributed, it is presumed the Annual Conference will not name nominees for the episcopacy the following Session, and a statement to that effect will be printed in the Conference newspaper.

2. Developing an Annual Conference ballot.

a. If forms are to be distributed, the Conference Secretary shall distribute them through the coordinated mailing and/or other communications and shall contain at least the following: "Each lay and clergy member of the Annual Conference is invited to list up to three ministers for the Annual Conference to nominate for Episcopal election. All ministers who are full members of any Conference are eligible for nomination. Names must be received by the Conference Secretary no later than April 15. Those submitting names shall sign the form identifying the local church or group by which they are elected as members of the Conference."

b. The Conference Secretary shall prepare a preliminary alphabetical list using the forms received, including the name, age, sex, ethnic background, conference membership and complete service record of ministers named by thirty or more members of the Annual Conference. The Conference Secretary shall contact all potential nominees, to secure their willingness to be listed on the ballot. A list of willing nominees shall be published in the Conference newspaper on or about June I and reported to members of Conference during the opening session.

c. Up to 24 hours prior to the taking of the first ballot, names may be added by petitions bearing the signatures of thirty or more members of the Annual Conference and a signed statement of willingness of

the potential nominee.

3. Pre Balloting Procedure.
   a. The process for Episcopal election shall be fully explained to the full Conference session before the balloting begins. The explanation shall be made by the head of the most recently elected Jurisdictional Conference delegation or his or her designee and shall include the processes of the Annual Conference and the Jurisdictional Conference Episcopal elections and the effect of expected retirements on the Western Jurisdictional College of Bishops. Members from the floor shall be invited to ask questions or make points of information in accordance with the rules of parliamentary procedure.
   b. Each nominee or representative of a nominee shall be given time, not to exceed five (5) minutes, to describe his or her vision for The United Methodist Church before the full Conference session.
   c. The full Conference session shall join in prayer before each balloting.
4. Selection of nominees:
   a. On every ballot, each member of the Annual Conference may vote for one clergy on the list. The Bishop shall report the results. Any minister receiving a majority of valid ballots shall become a nominee of this Annual Conference for Episcopal election by the Jurisdictional Conference. Those not receiving thirty or more votes shall not be listed on future ballots.
   b. After the results of each ballot are announced, the Annual Conference shall vote on the following question before balloting again: "Shall the Annual Conference continue to ballot in order to nominate ministers for Episcopal election?" Balloting shall continue if a majority supports it.
   c. When the process is completed, the Conference Secretary shall notify the Jurisdictional Conference Secretary of the results..

J. Effective Date for Changes in Conference Rules

Unless specified otherwise, the effective date for changes in the Rules with financial implication will be January 1 following approval at Annual Conference. Definition of what constitutes a financial implication shall rest with the Conference Council on Finance & Administration. Changes without financial implications will become effective on adjournment of the Annual Conference.

Division II. Conference Journal

A. Conference Journal

1. When certified by the Bishop and the Secretary, the Journal shall be the official record of the Conference. The 1971 Journal contains a complete listing of former EUB and Methodist churches.
2. The Journal Editor shall be responsible for receiving copy from the Conference Secretary, agencies and officers for the compiling, editing, and distribution of the Journal.
3. Copy for the Journal must be in the hands of the Conference Secretary no later than one week after the adjournment of the Annual Conference Session.
4. The Conference Journal shall be published in two formats, in printed form and on computer files distributed on CD. The entire Journal shall be published each year in CD format. In addition, the printed portion of the Journal which is bound and distributed to members shall include, in addition to other materials, the Business Questions of the Annual Conference, the adopted recommendations of the Conference Board of Pensions, and the following financial reports:
   a. The Conference apportionment budget as approved for the coming year, with accompanying notes, and with a comparison to the apportionment budget approved for the preceding fiscal year;
   b. The Financial Reports of the Council on Finance, the Board of Pensions, the Board of Trustees, the Board of Missions, the Board of Discipleship, the Conference Claimants Endowment Board, and the United Methodist Foundation.
5. Distribution:
   a. One copy to each of the following: Clergy members and other clergy under appointment; probationary members; lay members; alternate lay members who are seated within the bar of the Conference

and sign roll call cards; delegates of the youth and young adult delegations who are seated within the bar, sign roll cards, and request one in writing; churches for office and library use; and Conference claimants;

b. Three copies to the Conference Archives and copies to such other regional archives as request and justify a need for it;

c. Three copies to each member of the basic professional and other Conference staff;

d. One copy each to lay chairpersons of Conference agencies for which the Conference Nominating Committee has nominating responsibility and agencies for which the Conference has accepted Advance Special responsibility;

e. One copy to each lay member of Conference Legislation and Nominating Committees;

f. One copy, on request, to each lay District Coordinator who would not receive a copy under other provisions.

g. Additional copies, over the number specified above, may be ordered by Conference members, alternate members, and by representatives of agencies reporting to the Annual Conference. Orders for these additional copies shall be received by the Conference Secretary before the adjournment of the Annual Conference Session. Payment in full, at the per copy rate set by the Conference Secretary, must accompany each order. Others may be purchased from the Cokesbury Book Store.

6. Each local church shall maintain a file of Conference Journals, and it is the responsibility of the pastor to make sure that this is done.

Division III. Conference Officers (Non-Disciplinary)

A. Editor of the Journal

There shall be an Editor of the Conference Journal elected on nomination of the Nominating Committee in consultation with the Conference Secretary.

Division IV. Conference Membership and Clergy Relations

A. Basic Lay Membership

1. Lay members and alternate lay members shall be elected for the quadrennium in the Church Conference held following the regular session of the General Conference. The term of service shall begin January I and end with the close of the quadrennium or the commencement of the term of their successors. Members elected to fill vacancies shall serve the balance of the term.

2. The Conference Secretary shall determine the number of lay members to be elected by local churches so that the total number of lay members will equal the total number of clergy members (see Para. 32, 2004 Discipline). By August 1 in the year of the quadrennial General Conference, the Conference Secretary, in consultation with the Conference Statistician, shall determine the number of clergy members of the Annual Conference. This shall fix the official number of lay members for the following quadrennium. There shall be Lay Members selected by the following rules:

   a. Each lay member shall have been for the two years next preceding his or her election a member of The United Methodist Church and shall have been an active participant in The United Methodist Church for at least four years next preceding his or her election.

   b. Each church shall be allotted one lay member.

   c. Where any church has appointed to it more than one clergy member, that church shall be allotted an additional lay member so that the basic number of lay members equals the number of clergy members appointed to that church.

   d. By virtue of their consecration, Diaconal ministers, active and retired, are lay members of the Annual Conference.

   e. Conference Lay Ministers assigned by the District Superintendent to a local church are members of the Annual Conference (see Para. 271, 2004 Discipline).

   f. Persons holding each of the following offices shall be lay members of the Annual

Conference: the Conference President of the United Methodist Women; the Conference President of United Methodist Men; the Conference Lay Leader; lay delegate or reserve lay delegate to Jurisdictional Conference; each District Lay leader. Each of the following shall be lay members if the office is held by a lay person: Chairperson or vice chairperson of each of the Conference Council on Ministries, the Council on Finance & Administration, the Commission on the Annual Conference Session; the Agenda chairperson of the Annual Conference Session; chairperson of each of the Board of Church and Society, the Board of Conference Mission Strategy, the Board of Discipleship, the Board of Higher Education and Campus Ministry, the Commission on Ethnic Minority Congregations and Ministry, the Commission on Religion and Race, the Commission on the Status and Role of Women, the Committee on Conference Legislation, the Committee on Personnel Policies and Practices, Conference Board of Pensions, the Conference Board of Trustees, the United Methodist Foundation, the Conference Nominating Committee, the District Council on Ministries, Retired Clergy Association President and Executive Officer of the Retired Clergy Association.

g. The Young Adult Delegation shall be allotted one lay member who shall be the Conference Young Adult Coordinator. The Young Adult Delegation also shall have allotted to it two additional lay members from each District.

h. The Conference Council on Youth Ministry shall be allotted one lay member who shall be the Chairperson of the Conference Council on Youth Ministry. The Conference Council on Youth Ministry also shall have allotted to it four additional lay members from each district.

i. The remaining number of additional lay members shall be allotted, an equal number to each District, with any then remaining to be allotted, one per District, starting with the District which has the largest number of churches, and continuing in descending order until the required number is provided. These additional lay members shall then be allotted within each District, one per church, starting with the largest church, and continuing in descending order according to membership, until the required number is provided.

3. After the formula set forth above has determined the allotment of lay members, the following procedure shall be followed in the year of the General Conference:
   a. By August 1 the Conference Secretary, in consultation with the Conference Statistician, shall forward to the District Superintendents a list of the churches that are to elect one or more additional lay members.
   b. By September 1 each District Superintendent shall arrange for each church to nominate and elect the proper number of lay members.
   c. At the annual Charge Church Conference each church shall elect its lay member(s). The District Superintendent shall certify the names of those elected, and shall forward the names and addresses of those elected to the Conference Secretary and the Conference Office.
4. Additional rules:
   a. Election to any office named in section A.2.f. above shall constitute election as a lay member.
   b. There shall be a young adult delegation of not more than forty four (44) persons, of whom at least four shall come from each District, and all of whom shall be seated within the Bar of the Conference. The method of selection of these young adult delegates shall be established each year by the Conference Young Adult Council with approval of the Commission on the Annual Conference Session. The Conference Young Adult Council shall provide training and preparation for these delegates. The forty four delegates shall elect from their membership the two young adult members from each District as full voting lay members of the Annual Conference Session. The young adult delegation may elect from its membership two alternate young adult members from each District under the supervision of the Conference Young Adult Council.

Alternates and remaining delegates shall have voice, but not vote.

c. There shall be a youth delegation, all of whom shall be seated within the Bar of the Conference. The number and method of selection of these youth delegates shall be established each year by the Conference Council on Youth Ministry with approval of the Commission on the Annual Conference Session. The Conference Council on Youth Ministry shall provide training and preparation for these delegates. Four youth members shall be elected from each District as full voting members of the Annual Conference Session. The youth delegation may elect from its membership one alternate youth member from each District under the supervision of the Conference Council on Youth Ministry. Alternates and remaining delegates shall have voice, but not vote.

d. If during the quadrennium, a church experiences a change in the number of ministers appointed, the lay members) of that church shall be increased or decreased accordingly as of the date of the change in appointment. Any newly elected lay member under this provision shall serve for the balance of the quadrennium. When a church experiences a reduction in lay member(s) under this provision, the previously elected lay member who is no longer certified shall be considered the first alternate lay member unless the Church/ Charge Conference shall determine otherwise.

e. All Certified Candidates for Ordained and Diaconal Ministry and one observer from each officially recognized United Methodist Fellowship and members of the Commission on the Annual Conference Session not otherwise lay members of the Annual Conference shall be invited to attend Annual Conference Sessions at their own expense and be sent all pre Conference materials. They shall be seated within the Bar of the Conference with voice, but not vote, and will not be counted against or toward additional lay members.

f. The Conference Secretary shall list in the Conference Journal the names and addresses of lay members elected by the Charge/Church Conferences and certified by the District Superintendents.

g. The Conference Office shall maintain lay member names and addresses for purposes of mailings of official notices and appropriate information.

B. Clergy Membership

1. Requirements for admission are found in Paras. 330 & 333 2004 Discipline. A prerequisite to being admitted by any method into full connection in this Conference shall be graduation with a Master of Divinity degree or its equivalent from a theological school listed by the University Senate, or its equivalent body outside the United States. All clergy from other Christian churches shall meet this requirement. Candidates shall seek the guidance and counsel of the Board of Ordained Ministry as to procedures for meeting these requirements.
2. Membership in full connection will be granted to the applicant only after the successful completion of a minimum of two years of full time service under the supervision of a District Superintendent in this Conference following graduation from an approved seminary. Special appointments outside this Conference will be given individual consideration.
3. All candidates seeking admission into this Conference from other denominations shall be recognized as probationary members and shall meet the requirements of United Methodist history, polity, and doctrine (Para. 347.b 2004 Discipline).
4 For associate members, see Para. 602.c, 2004 Discipline.

C. Clergy Relations

All clergy members desiring a change in Conference relationship shall consult the Board of Ordained Ministry. All changes in relationship shall require a two thirds vote of the clergy members in full connection (Paras. 353 359, 2004 Discipline).

D. Appointments to Extension Ministry

Every clergy member of the Conference appointed to an extension ministry or to a setting beyond the local church shall report to the Conference Secretary through the Conference

Relations Committee of the Board of Ordained Ministry a statement of compensation. The compensation shall be published in the Journal. Clergy members appointed to any field other than the local church, the Superintendency, Conference Staff, or an agency reporting to the Conference through the employing agency shall file annually a written report of their work with the Board of Ordained Ministry as an addition to the official Appointment to Extension Ministry Report. The forms and the request will be sent by the District Superintendents with the Annual Appointment Request forms.

E. Privilege of Other Denominational Clergy

1. On recommendation of the Board of Ordained Ministry, the clergy members in full connection may approve ministers in good standing in other Christian denominations to serve as pastors in charge while retaining their denominational affiliation; such ministers, provided that they shall agree in writing to support and maintain the doctrine and polity of the United Methodist Church while under appointment may be granted voice and vote in the Annual Conference on all matters except the following:
   a. Constitutional amendments;
   b. Election of delegates to the General or Jurisdictional Conference; and
   c. All matters of ordination, character, and Conference relations of ministers. Their ordination credentials shall be examined by the Board of Ordained Ministry. Those who have credentials equivalent to the standards for full connection in our Annual Conference shall be granted this privilege of relationship..

F. Clergy Vacations

Pastors shall have a minimum of four weeks vacation within each Conference year, exclusive of all Sundays spent at Conference camps and on other Conference business. Pastors shall consult with the Pastor Parish Relations Committee each time that their absence from their Charge requires arrangements for pulpit supply and pastoral care.

G. Maternity/Paternity Leaves

Para. 356, 2004 Discipline, makes a three month maternity/paternity leave available for any probationary member, associate member, or minister in full connection who so requests it at the birth or adoption of a child. Ministers, Pastor-Parish Relations Committees and other agencies employing ministers under appointment are encouraged to study both this paragraph of the Discipline and the statement adopted by the 1982 Annual Conference Session Journal (pp. 151 153).

H. Clergy Courtesy

All pastoral functions, for example preaching, baptisms, weddings, and funerals, are the responsibility and privilege of the pastor under appointment to the specific charge, circuit, or parish. Retired clergy, former clergy, located clergy, clergy in special appointments, or neighboring clergy shall perform such functions only on the invitation of the pastor in charge.

I. Criminal or Civil Offenses

1. In the event that a clergy has been charged with criminal or civil offenses which impair that clergy's ability to function in his/her appointment, as determined by the District Superintendent after consultation with the church's Pastor Parish Relations Committee, and if an Investigating Committee is not called immediately, the Bishop and the Cabinet, with the approval of the Executive Committee of the Board of Ordained Ministry, may change the appointment to an at large appointment. That clergy shall then be eligible to receive the Annual Conference minimum salary until the matter has been resolved through disciplinary process, following final court resolution of the charges. The matter may be resolved by:
   a. Reappointment,
   b. Action of an Investigating Committee, as provided in the Discipline, or
   c. Convening of a panel including the Bishop, all District Superintendents, the Chairperson of the Board of Ordained Ministry, Chairpersons of the Conference Relations Committee and Pastoral Care Committee of the Division, two members of the District Committee on Ordained Ministry of the District in which the charged clergy's church is located, and three other members of the Board of Ordained Ministry appointed by its chairperson who are peers of the charged clergy especially of the same sex and/or

same ethnic group.

J. Voting Limitations

Any person receiving salary or stipend for performance of a task on behalf of any Conference agency shall be disqualified from voting on matters that relate to the specific task which she or he is performing for that salary or stipend

Division V. Conference Leadership and Agencies

A. Guidelines

1. These Standing Rules cover those details of agency structure not specified in the Discipline.
2. Unless otherwise stated, members of Conference agencies are nominated by the Conference Committee on Nominations and elected by the Annual Conference.
3. Unless otherwise specified in the Standing Rules or the Discipline, the term of all members of agencies elected by the Annual Conference shall be for the four years beginning July I following the Annual Conference Session.
4. In even numbered years, following the Annual Conference Session, the officers and chairs of standing committees of each of the five boards shall serve as an interim Executive Committee with power to act for its Board until the Board meets to organize.
5. Terms of office shall be staggered to provide continuity of leadership. During the initial establishment of this structure approximately half of the officers and members of each agency shall be elected to two year terms.
6. This structure is designed to provide the minimum organization for each board, council or commission. Within the limits of the agency budget and for the purpose of assisting the agency in its work, the boards, councils, and commissions may establish working groups and task forces which include persons that are not members of that agency. All such groups shall be chaired by a member of the agency and are amenable to their parent body.
7. By a two thirds vote, the Board of Ordained Ministry may authorize non members of that Board to chair the Pastor's School Board of Managers and the Multi lingual Ministry Committee.
8. Unless the Discipline, the Annual Conference, or the Articles of Incorporation, or Bylaws of an Incorporated agency provide otherwise, if a member of any Conference agency is absent from two consecutive meetings of the agency without a reason acceptable to the agency, that person shall cease to be a member thereof, and shall be notified. Unless the Discipline, the Annual Conference, or the Articles of Incorporation, or Bylaws of an incorporated agency provide otherwise, any vacancy in a Conference agency between Annual Conference Sessions shall be filled for the remainder of the Conference year by the ministry staff. When the ministry staff is not empowered to fill the vacancy, the agency involved is asked to consult with the ministry staff before taking final action.
9. Members of General Boards and Agencies residing within the bounds of the Annual Conference shall be assigned as ex officio members, unless the Constitution or Standing Rules provide otherwise, to appropriate Annual Conference Boards and Agencies by the ministry staff in consultation with the person involved when the Discipline has not already made such assignment.
10. The maximum tenure for consecutive service on any one agency shall be two terms of four years or three triennial terms or one eight year term. However, this rule shall not apply to years of service by virtue of holding another office, e.g., member of a General Agency, or service in filling unexpired terms of less than two years.
11. Ex officio members have a vote unless otherwise stated.
12. Representation on agencies:
    a. We intend that our Annual Conference structure fully reflect our commitment to becoming an inclusive church. As one step toward this goal, our Conference shall continue affirmative action in selecting leadership as stated in Para. 609.5 2004 Discipline. In the nomination and election of the membership on councils, boards and agencies of the Annual Conference, special attention shall be given to the inclusion of clergy women, youth, young adults, older adults, persons with handicapping conditions, and racial and

ethnic persons, in keeping with policies for general church agencies. It is recommended that the membership of such agencies include one-third clergy, one third lay women and one-third lay men except for the Board of Ordained Ministry. There shall be concern for geographic (with consideration for Nevada) and large small church balance in establishing agency membership.

b. Unless otherwise stated by the Discipline, there shall be no less than five percent youth and five percent young adults in the membership of each agency. Youth and young adults may serve on Conference boards and agencies as representatives of that age level only until June 30 following their 18th or 30th birthday, respectively.

13. Comprehensive strategies or similar plans adopted by the Annual Conference are to be considered by each agency as additional responsibilities assigned to the agency of the Annual Conference.

B. Conference Lay Leader

1. Responsibilities: There shall be a Conference Lay Leader having the responsibilities as the elected leader of the Conference laity for fostering the awareness of the role of laity both within the congregation and through their ministries in the workplace, community, and world; enabling and supporting lay participation in the planning and decision making process of the Annual Conference, Districts, and local churches; relating to, supporting, and helping to coordinate the work of organized laity groups in the Conference; and planning (in consultation with others) for the State of Laity address at Annual Conference.
2. Memberships: The Conference Lay Leader shall be a member of Annual Conference; the Conference Council on Ministries and its Executive Committee; Conference Committee on Nominations; Conference Board of Laity; Conference Committee on Episcopacy; and, Commission on Annual Conference Session.
3. Election:
   a. The position of Conference Lay Leader shall have a quadrennial term of office and. shall be elected by the Annual Conference Session on nomination of the Conference Nominating Committee.
   b. To provide continuity in leadership, the election of the Conference Lay Leader shall be at the Annual Conference Session prior to General Conference. The person elected shall serve as Conference Lay Leader Elect until the close of the following Annual Conference Session on which time she/he will assume the duties of the Conference Lay Leader; she/he shall serve in cooperation with the Conference Lay Leader in meeting the responsibilities of the position during the intervening time.

C. Conference Board of Laity

1. Responsibilities: There shall be a Conference Board of Laity which shall provide for the ministry of the laity and having responsibilities as provided in PP 630 in the 2004 Discipline.
2. Membership: The following shall be members of the Board with vote: the Conference Lay Leader, the District Lay Leaders and the Conference Director of Lay Speaking, the Presidents and or representatives elected by each of the conference organization of United Methodist Men and United Methodist Women. The Conference Lay Leader shall chair the Board

D. Conference Director of Lay Speaking

The Director of Lay Speaking, who may be either clergy or lay, shall be nominated by the Conference Committee on Nominations and elected by the Annual Conference. In addition to membership on the Board of Discipleship, the Director would also be a member of the Board of Laity. The Director would be a resource person to the several District committees; help develop such committees where they are not organized; help develop policy and procedures, in conjunction with the District Directors, for the lay speaking ministry so as to assure consistency throughout the Conference in implementing the provisions of Paras.267-270, 2004 Discipline.

E. Conference Council on Finance & Administration

1. Responsibilities: There shall be a Conference Council on Finance & Administration

having the responsibilities as provided in Para. 610, 1996 611, 2000 Discipline.

2. Membership:
   a. Elected members shall consist of seven clergy, seven laywomen, and seven laymen.
   b. Ex officio members:
      (1). Conference Treasurer and Director of Administrative Services without vote, the Assistant Treasurer without vote;
      (2) Members of the General Council on Finance & Administration who reside within the bounds of the Conference with vote unless voting membership is in conflict with another provision of the Discipline in which case their membership shall be without vote;
      (3) A District Superintendent chosen by the Cabinet without vote;
      (4) One member of Conference Committee on District Superintendency without vote;
      (5) The Director of Connectional Ministry without vote, and another representative of the Council on Ministries selected by the Cabinet without vote; and
      (6) Presiding Bishop without vote.

F. Conference Council on Ministries

1. Responsibilities: The Annual Conference Council on Ministries shall have the following purpose and responsibilities:
   a. To provide leadership development, ministry resources and formation to fulfill the annual conference's mission;
   b. To coordinate, nurture, provide oversight of programs, staff and agencies of the conference to fulfill its mission and vision;
   c. Connect local churches, districts, annual conference and general church program for mission and ministry. And such other responsibilities as the Discipline or the Annual Conference may assign.
2. Membership
   a. The following shall be members of the Conference Council on Ministries with vote: the Chair, Vice Chair and secretary, Chairs: CCOM Personnel Committee; the Conference Board of Church and Society, the Conference Board of Discipleship; the Conference Board of Higher Education and Campus Ministry; The Conference Board of Missions; the Conference Commission on Communications; the Conference Committee Reconciliation; the Conference Board of Camping and Retreat Ministries; the Commission on Christian Unity and Interreligious Concerns; and District Council on Ministries Chairs or equivalent; the Presidents of the Conference United Methodist Women, Conference United Methodist Men, the Conference Lay Leader, and up to 5 members at large.
   b. The following shall be members of the Conference Council on Ministries without vote: the Conference Director of Connectional Ministries; CCOM Staff, the Conference Treasurer and elected representative to the General Council on Ministries.
   c. Officers: The Chair and Vice Chair of the CCOM will always be comprised of at least one Clergy and one Layperson; there shall be a secretary and the Conference Treasurer shall be the treasurer of the Council and agencies related to it.
3. Executive Committee
   a. Responsibilities: The Council shall have an Executive Committee whose major role shall be to plan the agenda for the Council meetings, to develop procedures for the Council to work effectively, and to prepare recommendations for consideration by the Council. The Executive Committee shall have authority to act for the Council on matters which the Executive Committee, by two thirds vote of those present, determines cannot wait for action by the Council. The Council shall meet frequently enough to minimize the need for such action on its behalf.
   b. Membership: The voting membership of the Executive Committee shall consist of the Chair, Vice Chair and Secretary of the Council, the chair of the Personnel Committee, and up to four other members elected by the Council if and as needed to insure that approximately one half of the members of the Executive Committee shall be laypersons. The elected representative of the General Council

on Ministries, the Director of Connectional Ministry, and the Conference Treasurer shall be non voting members.

4. Personnel Committee
   a. Responsibilities: The Council shall have a Personnel Committee whose responsibilities shall include, but not be limited to, counseling with the staff, developing staff job descriptions and preparing recommendations on personnel items (including compensation) for consideration by the Council.
   b. Membership: Voting membership of the Committee shall consist of a Chairperson and six other members elected by the Council.
5. Conference Council on Ministries Nominating Committee
   a. Responsibilities: It shall nominate the Chair and members of the CCOM personnel committee and task forces or subcommittees established by the Council unless the Council provides otherwise.
   b. Membership: The Vice Chair of the Council shall act as the Chair of the Council's Nominating Committee. The Committee will consist of five Conference Council on Ministries members, including the Chair of the Nominating Committee, members elected by the Council and the Director of Connectional Ministries (without vote).
6. Other Committees: The Council may create additional sub-committees as needed to fulfill its purpose and responsibilities. Council shall determine the membership, responsibilities, and budgets of its sub-committees.

G. Other Agencies

1. Annual Conference Session, Commission on the

a. Responsibilities: Evaluate the purpose and process on Annual Conference Session, designate the number and purpose of offerings, plan and arrange for worship, program, business, and entertainment (Communion, Memorial Service, daily schedule, orders of the day, speakers, musicians, editor of the printed program, the bar of the Conference, registration procedures), and other responsibilities relating to the Annual Conference Session.

b. Membership:
   (1) Elective members: four ministers, three lay men, three lay women, one youth, and one young adult.
   (2) Ex officio members: Bishop, Council Director, Conference Treasurer, Conference Secretary, President of the United Methodist Women, President of the United Methodist Men, Conference Lay Leader, a member of the Executive Committee of the Board of Ordained Ministry, chairpersons of the Annual Conference Session Agenda Committee, COM Communications Committee, Council on Youth Ministry, Young Adult Delegation Committee of the Young Adult Council, Retired Clergy Association, and committees or task groups created by the Commission. The Districts in which the two successive Conferences will meet shall be represented by one minister and two lay persons named by the District Superintendent. When appropriate a representative from the host institution shall be included.
   (3) Officers: chairperson and vice chairperson, who may chair the agenda committee, to be elected by the Annual Conference from among the elective members. The Commission may elect other officers as needed.

2. Archives & History, Commission on

a. Responsibilities:
   (1) All documents or materials screened and acquired by the Commission or by the Director(s) of Archives on behalf of the Commission shall be the property of the Annual Conference.
   (2) The membership of the Commission shall elect a Survey Committee consisting of not less than three nor more than five persons to make a periodic review of items deposited in the archives which are deemed by the Director of Archives to be ephemeral, redundant, or non archival in character. The Survey Committee shall make recommendations to the

Director of Archives respecting the disposition of such items, including, but not restricted to, retention in the Conference Archives, placement in other depositories, or donation to the Conference Historical Society for the annual book exchange. The Director of Archives is empowered to execute the recommendations of a majority of the Survey Committee.

b. Membership: The Commission shall consist of six (6) members elected by the Annual Conference. The Director(s) of Archives nominated by the Commission and elected quadrennially by the Conference shall be ex-officio member(s) and are exempt from the Conference tenure rule.

3. California Nevada United Methodist Foundation:

There shall be a California Nevada United Methodist Foundation, a California Corporation, whose membership shall be determined by the Directors of the Foundation in accordance with its Bylaws. The Directors shall be elected in accordance with the Bylaws of the Foundation. The Foundation has been established pursuant to Para. 2513, 2008 Book of Discipline. The Foundation may submit financial reports to the Annual Conference.

4. Camping and Retreat Ministries, Conference Board of

a. Responsibilities:
   (1) Oversight of operations, capital development and funding of our Conference Camp and Retreat Centers.
   (2) Development of year round programming in the area of camping and retreat ministries for all age levels.
   (3) Promotion of camp and retreats opportunities primarily through our Conference Camp and Retreat Centers.
   (4) Undertake the responsibilities as outlined in the 2004 Discipline Para. 629.1(b&d) and 629.2 (e).

b. Membership:
   (1) There shall be between ten (10) and fifteen (15) voting members nominated by the Conference Committee on Nominations. They shall be arranged into three classes, expiring at two year intervals. In consultation with the Conference Committee on Nominations, the Board may add up to 3 additional voting members who may be helpful to its work.
   (2) Ex officio members without vote include the Conference Coordinator of Youth and Camping Ministries.
   (3) Officers: chairperson, vice-chairperson, and secretary to be elected annually from among members of the Board.

c. The chairperson may appoint additional committees as needed to fulfill the board's responsibilities. The leader of any such committee shall be selected by the board from among the board membership.

5. Children and Poverty, Conference Committee on

a. Building on a vision expressed in the Bishop's Initiative on Children and Poverty, the Conference Committee on Children and Poverty will encourage and challenge congregations to be in ministry with children and the poor. In addition to other funds, the Committee shall administer the Estelle D. Wyman Memorial Children's Fund for ministries with children and for the pursuit of justice, safety and health for all children.

b. Membership will consist of nine members in three triennial classes, brought by the Conference Nominating Committee. In addition, the committee itself may add up to six additional members who may be helpful in our work. Officers will consist of a chair, vice-chair, financial secretary, and recording secretary.

6. Christian Unity & Interreligious Concerns, Commission on

a. Responsibilities: The Commission on Christian Unity & Interreligious Concerns shall have functions set forth in Para. 641a. 2004 Discipline, and duties the Annual Conference, or the Conference Council on Ministries may assign to it. The Commission shall designate some of its members to be advocates for the concerns of the Commission within each of the Districts.

b. Membership: In addition to members of

the General Commission on Christian Unity & Interreligious Concerns, the Governing Board of the National Council of Churches of Christ in the USA, or official United Methodist delegate to the most recent World Council of Churches Assembly, or the plenary meeting of the Consultation on Church Union who reside within the bounds of the Conference, the Commission shall consist of up to twenty (20) members, fifteen of whom shall be elected by the Annual Conference, from among whom a chairperson, vice chairperson, and secretary will also be elected by the Annual Conference. The Commission is authorized to elect up to five additional members whose presence would be helpful to the Commission.

7. Church & Society, Board of

a. Responsibilities: The Board of Church & Society shall have functions related to the objectives and scope of work of the General Board of Church & Society (Para. 1004, 2004 Discipline), and such other responsibilities as the Discipline, the Annual Conference, or the Conference Council on Ministries may assign to it. The Board of Church & Society may relate to the United Methodist and ecumenical coalitions and other groups as determined by the Board.

b. Membership: In addition to the members of the General Board of Church and Society who reside within the bounds of the Conference, the Board shall consist of up to thirty four (34) members: Chairperson, Vice Chairperson, Secretary, District Liaisons (one from each of 7 districts; named by each District), Conference United Methodist Women Mission Coordinator for Social Action (elected by UMW), 18 members at large, 5 members at large (elected by the Board).

Except where noted, the members of the Board are nominated and elected by Annual Conference..

8. Communications, Conference Commission on:

The Communications Commission is an advisory and resource body to the California Nevada Conference in cooperation with the Communication Director. The Communication Commission consists of up to 20 members, with 10 to be nominated by the Nominations Committee and 10 to be nominated by the Commission; that leadership of the Commission shall consist of a Chairperson and Secretary, to be nominated by the nomination committee in consultation with the commission; that members shall serve four-year terms, renewable at the recommendation of the Commission, and that a quorum consists of the members present at a properly convened meeting of the commission. It:

a. Serves as an editorial advisory group to the Communications Director;
b. Has representation on the Northern California Ecumenical Media Resource Center Board of Directors;
c. Provides assistance and resources to strength local churches
d. Promotes the Connectional Relationship through its publications and other resources;
e. Is available as consultant for other conference agencies;
f. Provides training opportunities for Conference and local church leadership in communications using the resources of the General Commission on Communication (Para. 726.10k, 1992 Discipline)
g. Helps the local church understand its financial responsibility to the Annual Conference and the denomination, and engages local church support;
h. Develops and promotes use of Publication Guidelines to encourage consistent, effective communication;
i. Respects the range of beliefs within the spectrum of theology of the United Methodist Church and the importance of communicating those differences objectively;
j. Communicates the ethnic and cultural diversity in our Annual Conference.

9. Conference Legislation, Committee on

a. Responsibilities: Codify Conference legislation, edit the Standing Rules for approval by the Annual Conference, and be available for consultation with any agency of the Conference seeking to change the Conference Rules. Beginning in 2005, all proposed legislation submitted to the Conference Secretary shall be sent simultaneously to the Chair of the Conference Committee on Legislation for

review and standardized preparation for Conference action.

b. Membership: The Committee shall consist of twelve (12) persons, in four equal four-year classes, elected by the Annual Conference. A chairperson, vice chairperson, and secretary shall be nominated from the twelve members by the Conference Nominating Committee and elected by the Annual Conference.

10. Missions, Conference Board of

a. Responsibilities: Conference Board of Missions shall have functions related to the objectives and scope of work the General Board of Global Ministries as set forth in the United Methodist Book of Discipline and the United Methodist Development Fund, and such other responsibilities as the Discipline, the Annual Conference, or the Conference Council on Ministries shall assign to it. The Board shall be the Commission on Equitable Salaries which is required by The Book of Discipline. The Board shall administer the Ethnic Minority Congregations, and Emerging Congregations Funds.

b. Membership: In addition to the members of the General Board of Global Ministries reside within the bounds of the Conference, the Board shall consist of up to forty (40) members: A chairperson, vice chairperson, secretary, chairpersons of its standing committees, a Disaster Response Coordinator, the UMW Mission coordinator for Education and Interpretation and, thirteen other members elected by the Annual Conference. The Board is authorized to elect up to five additional members whose presence would be helpful in the judgment of the Board.

c. Standing Committees:

(1). The Board shall divide its membership into nine standing committees:

(a) Equitable Salaries,
(b) Ethnic Ministries,
(c) New Church Development,
(d) Mission Education,
(e) Volunteers in Mission,
(f) Health and Relief,
(g) Local Church Revitalization,
(h) Mission Personnel
(i) Disaster Preparedness

(2). The Board shall determine the functions and budgets of its committees

11. Conference Personnel Working Group

a. Responsibilities: The Conference Personnel Working Group shall seek to facilitate communication and cooperation among Conference agencies and staff. Input from the Working Group will be made to the participating agencies for their annual budgetary processes and personnel policy deliberations.

b. Membership: The Working Group shall consist of the personnel chairperson (or persons with duties similar to personnel chairpersons) of the Conference Board of Pensions, the Conference Council on Finance & Administration, the Conference Council on Ministries, and the Conference Committee on District Superintendency. The Chairperson of the Conference Committee on District Superintendency will act as Convener of the Working Group.

12. Discipleship, Board of

a. Responsibilities: The Board of Discipleship shall have functions related to the objectives and scope of work of the General Board of Discipleship (Para. 629, 2004 Discipline) and such other responsibilities as the Discipline, the Annual Conference, or the Conference Council on Ministries may assign to it. The Board of Discipleship shall be the corporate successor to the Board of Discipleship in Society.

b. Membership: In addition to the members of the General Board of Discipleship who reside within the bounds of the Conference, the Board shall consist of a chairperson, vice chairperson, secretary, chairpersons from each District Council on Ministries, Coordinator of Older Adult Ministries, and up to five additional persons representing special concerns or skills. The Chairperson, Vice chairperson, and secretary shall be nominated by the Conference Nominating Committee and elected by the Annual Conference. The committee chairpersons shall be nominated by the Conference Nominating Committee, in consultation with the Board and may draw those nominees

from a pool provided by the Board, and they shall be elected by the Annual Conference. The Committee representatives to the Board shall be named by the committees. The DCOM representatives to the Board shall be named by the DCOMs. Any "additional members" (up to five) may be elected by the Board.

c. Standing Committees and Task Forces:

Older Adult Ministry Council

(1) The majority of the membership of the Older Adult Ministries Council shall be older adults; it will also include persons (regardless of age) who, because of their specialized interests, education, training, and experience, have developed a passion for ministry with older adults. Those serving on the Conference Council on Older Adult Ministries shall be members of The United Methodist Church, or members of a shared ecumenical ministry with a pastor under appointment by a United Methodist Bishop. The Council shall include both laypersons and clergy; at least onehalf of the membership shall be laypersons. There shall be one member from each district, selected jointly by the District Superintendent and the District Lay Leader. There shall also be members at-large, nominated by the Conference Nominating Committee and elected by the Annual Conference; to achieve racial, ethnic, and gender inclusiveness; and to assure participation by persons with specialized interests, education, training, and experiences. The Conference Lay Leader (or designee), and the Conference Coordinator of Older Adult Ministries (if any) shall serve ex-officio, with vote. Members should represent the diversity of older adults in the general population, including retired persons, working persons, persons with handicapping conditions, persons with chronic illnesses, single persons, widowed persons, married persons, persons resident in a variety of institutions providing for assisted living, and persons with a wide variety of family situations. The Council shall elect its own officers.

(2) The Council is to fulfill the following responsibilities:

(a) Initiate and support ministries, plans, activities, and projects that are of particular interest to older adults, including but not limited to retired persons, working persons, persons with handicapping conditions, persons with chronic illnesses, single persons, widowed persons, married persons, persons resident in a variety of institutions providing for assisted living and levels of care and persons with a wide variety of family situations and levels of care.

(b) Advocate on behalf of older adults

(c) Support and facilitate, where appropriate, the formation of older adult caucuses

(d) Identify the needs, concerns, and potential contributions of older adults in the annual conference and its districts

(e) Cooperate with the boards and agencies of the annual conference in receiving and making recommendations to provide for the needs of older adults in The United Methodist Church

(f) Recommend to the Annual Conference Committee on Nominations qualified older adult for membership on boards and agencies

(g) Participate with the Annual Conference Board of Discipleship or equivalent structure, in the nomination of the Coordinator of Older Adult Ministries, for election by the Annual Conference Division V. Conference Leadership and AgenciesStanding Rules

(h) Educate and keep before the annual conference and its districts the lifelong process of aging with emphases on the quality of life, intergenerational understandings, and faith development

(i) Serve as a focal point for supplying information and guidance on older adult ministries within the annual conference and its districts
(j) Support the development of resources that will under gird older adult ministries within the annual conference and its districts.

Other committees:
The Board shall form, and name members to, such standing committees and task forces as it shall determine necessary to carry out its work. It may form new committees as it judges necessary and terminate existing ones when their tasks have been completed. The Board shall determine the budgets and functions of its committees to be reported to Annual Conference.

13. District Superintendency, Conference Committee on

a. Responsibilities: Coordinate the work of the District Committees and recommend overall Conference policy regarding District Superintendency; be available at the request of the Bishop for consultation in matters related to the District Superintendency; and recommend to the Council on Finance & Administration and the Conference Board of Trustees the budget for the District Superintendency including salary and suitable provision for dwelling, travel, secretary, and office expense. In this process the committee shall periodically develop, revise, distribute and encourage the use of a working paper on the role and function of the District Superintendency
b. Membership: The basic membership shall be the chairperson, secretary, and three at large members nominated by the Conference Committee on Nominations in consultation with the Bishop and elected by the Annual Conference Session. All basic members will serve a term of four years. Additional members of the committee shall be: Two representatives of each District Committee selected by the District Committee in consultation with the District Superintendent; ex officio members without vote: a representative from the Council on Finance & Administration, and a representative of the Cabinet.

14. District Superintendency, District Committees on

a. Responsibilities: To support the District Superintendent of the District in the oversight of the spiritual and temporal affairs of the Church, with special reference to the District where the Superintendent has responsibility (Para. 666.4,2004 Discipline).
b. Membership: This Committee shall include the District lay leader, two laywomen, two laymen, two clergy and two at large members nominated by the District Nominating Committee selected to make possible the representation of racial and ethnic minorities, youth, young adults, and older adults. Two additional persons shall be appointed by the District Superintendent. At least three of the eleven persons shall be clergy and seven shall be lay persons (Para. 662.1, 1996 663.1 2000 Discipline).

15. Episcopacy, Conference Committee on

a. The Committee shall have the responsibilities and membership specified in Para. 636, 2004 Discipline.

16. Higher Education & Campus Ministry, Board of

a. Responsibilities: The Board of Higher Education & Campus Ministry shall have functions related to the objectives and scope of work as described in Para. 633 2004 Discipline, and such other responsibilities as the Discipline, the Annual Conference or the Conference Council on Ministries may assign to it. The Board of Higher Education & Campus Ministry may relate to other ecumenical campus ministry organizations as determined by the Board.
b. Membership:
(1) In addition to person(s) serving as a member of General Board of Higher Education & Ministry from this Annual Conference, the Board shall consist of up to twenty six (26) members: a chairperson, vice chairperson, secretary, chairpersons of its standing committees, and twelve other members (at least two of whom shall be

students), elected by the Annual Conference; and one member designated by the Young Adult Council. The Board is authorized to elect up to five additional members whose presence would be helpful in the judgment of the Board.

(2) All United Methodist campus ministers serving within the bounds of the Conference and the University Chaplain at University of the Pacific shall be ex officio members without vote.

c. Standing Committees:

(1) The Board shall divide its membership into three standing committees:

(a) Endowment & Budget (endowment development and conference budget allocations)

(b) Campus Ministries (existing programs, new initiatives, United Methodist Student Movement)

(c) Communications & Connectional Relationships (Special Sundays, Black College Fund, Scholarships, Africa University) and public policy.

(2) The Board shall determine the function and budgets of its committees.

17. Filipino American Ministries, Conference Committee on

a.Responsibilities: The Committee shall have the following purposes and responsibilities:

(1) To grow a strong sense of unity among Filipino American United Methodists within the Annual Conference.

(2) To develop and deepen a sense of mission and ministry, celebrating and enhancing our cultural roots and values as part of our identity.

(3) To create programs and effective strategies for involving and equipping our members, especially young adults, youths, and children.

(4) To fully participate in and support NAFAUM and Paglago, our national and regional program for new congregational growth and development and the revitalization of existing churches and fellowships.

(5) To raise the consciousness of Filipino Americans towards the advocacy of and support for relevant social issues.

(6) To engage the Annual Conference and its constituents in cultural awareness and education.

(7) To partner with the Annual Conference in the formation and sustaining new Filipino American United Methodist congregations.

b. Membership:

(1) The Committee shall consist of one (1) representative each from: CA-NV Regional Paglago, Philippines Solidarity Task Force, Philippines Medical-Dental VIM, Christmas Institute, and The Spiritual Image; president/chairperson of Filipino American Ministry Caucus; one youth or young adult under age 35; Director of Connectional Ministry without a vote; and up to seven (7) additional members at large, one from each of the seven Districts, nominated by the Conference Committee on Nominations.

(2) A chairperson, vice chairperson, and secretary shall be nominated from the members of the Committee and elected by the Annual Conference. The Filipino American Ministry Caucus treasurer will serve by virtue of his/her office.

(3) The Committee shall include both laypersons and clergy; at least one-half of the membership shall be laypersons. They shall be arranged into three classes, expiring at two-year intervals.

18. Hmong Ministry, Conference Committee on

a. Responsibilities: The Committee shall have the following purposes and responsibilities:

(1) To assist Hmong United Methodist congregations in spreading the Gospel through evangelism to the Hmong-American communities within the boundaries of the Annual Conference.

(2) To provide leadership development and ministry resources for Hmong United Methodist churches, fellowships and ministries.

(3) To help the California-Nevada Annual Conference and sponsoring United Methodist churches of Hmong ministries and fellowships in understanding of the Hmong culture, value and language.
(4) To serve as a bridge between the California-Nevada Annual Conference and Hmong United Methodist churches, fellowships, and ministries in terms of mission and vision of Hmong United Methodist ministries.
(5) To assist the Annual Conference in the formation of new Hmong United Methodist congregations.

b. Membership:
(1) The Committee shall consist of (1) the pastor of each Hmong United Methodist ministry/fellowship/church; (2) the pastor of the sponsoring United Methodist Church where the Hmong ministry/fellowship is located; (3) the Hmong Caucus Executive Board; (4) the Director of Connectional Ministry without vote; and (5) up to seven members at large, one from each of the seven districts (of which 3/4 shall be Hmong United Methodists) to serve in triennial classes, nominated by the Conference Committee on Nominations with the recommendation provided by the Hmong Caucus.
(2) A chairperson, vice chairperson, and secretary shall be nominated from the members by the Committee and elected by the Annual Conference.

19. Memoirs, Committee on

a. Responsibilities: Assists the Annual Conference Worship Task Force in planning the Annual Conference Memorial Service; prepares memorial service statements for inclusion in the Journal in consultation with the Conference Secretary; and in consultation with the Commission on Archives & History and the Retired Clergy Association, develops biographical statements about the Ordained and Diaconal ministers, current local pastors and those in a retired relationship with the Conference, bishops (who served, were elected from, or reside in the Conference), retired and active Associate Ministers, ordained clergy from other annual conferences and from other denominations presently under appointment in this Conference, deaconesses of the Conference, and the spouses or partners of all of the above. Persons who do not come under the above categories who have given exceptional service in the Conference may receive appropriate memorial recognition at the discretion of the Committee on Memoirs, in consultation with the Board of Laity.

b. Membership:
(1) A chairperson who could be either lay or clergy and six members at large (two clergy, two laymen, and two lay women) in three triennial classes, nominated by the nominating committee of the Retired Clergy Association, and presented at the Annual Conference Session.
(2) Ex officio: The Executive Officer of the Retired Clergy Association, who shall serve as staff to the committee.

20. Native American Ministries, Committee on

a. Responsibilities - It is the responsibility of Committee on Native American Ministries to: assist the annual conference in establishing new churches and faith communities; advocate for inclusion of Native American United Methodists to serve at all levels of the church; determine the distribution of the Native American Ministries Sunday offering, coordinate the promotion of Native American Ministries Sunday, monitor Native American ministries within the annual conference; offer the gifts of the Native American Community to the annual conference; develop and support new and existing Native American churches and faith communities; identify, promote, and support the development of Native American clergy and lay leadership.

b. Membership: A Chairperson, Vice Chairperson, Secretary and Finance Secretary shall be nominated from the members by the Committee and elected by the Annual Conference. The pastor of each Native American ministry/fellowship/church shall be a member. Up to seven

members at large, one from each of the seven districts nominated by the Conference Committee on Nominations. When possible, the membership shall consist of a majority of Native Americans. The Committee membership shall be organized into 3 classes, expiring at two year intervals.

c. Permanent Standing Committees: A Funding Committee composed of the Vice Chair, and 3 members at large. The purpose of the Funding Committee shall be to make recommendations to the full Committee on Native American Ministry on the distribution of the Native American Ministries Sunday offering.

d. The Committee on Native American Ministry will relate to the Conference Board of Mission.

21. Ministerios Hispanos-Latinos, Comité de

a. Responsibilities
   (1) To administer the Hispanic Endowment
   (2) To distribute funds earned from the endowment to Hispano-Latino ministries within the bounds of the California Nevada Annual Conference
   (3) Start and monitor new Hispano-Latino Churches and Ministries and revitalize existing Hispano-Latino Churches in the California Nevada Annual Conference.
   (4) Develop new leaders and pastors for Hispano-Latino Ministries in the Conference.
   (5) Develop, monitor and support Conference wide Hispano-Latino programs.
   (6) To coordinate, implement and link with the National Hispanic Plan of the UMC.
   (7) To act in an advisory and consultative manner with the Bishop, Cabinet, ministry staff and conference boards and agencies regarding Hispano-Latino ministries.

b. Membership
   (1) The Conference Treasurer and every Hispanic Pastor under appointment, Latino seminary student, and lay missionary under assignment in the Conference;
   (2) The President of the Hispanic Caucus,
   (3) One Cabinet Representative,
   (4) Two representatives from The Board of Missions,
   (5) A Representative from CFA (Non Voting)
   (6) Five lay persons from churches with ministries to and with Hispanics or Latinos.
   (7) Additional at large members may be added to maintain balance and District representation.

c. Officers are as follows: President, Vice President, Secretary, three Representatives to Board of Missions. Officers are limited to two consecutive four year terms and are nominated by the Conference Nominating committee in consultation with the committee. At large members are limited to two 4 year terms and are to be nominated by the Conference Nominating Committee. Representatives are designated by their respective agencies.

d. Standing Committees
   (1) Executive committee (Cabinet rep, President, VP, Secretary)
   (2) Finance and Funding,
   (3) Programming

e. Accountability - to the Annual Conference

22. Nominations, Committee on

a. Responsibilities and Guidelines for Nominations:
   (1) Prepare nominations for Conference officers, boards, divisions, commissions, and committees, except where specific provision is otherwise mandated. The chairperson shall prepare an accurate list of all Conference agencies, including the personnel and officers of the agencies, no later than seventeen (17) days after the adjournment of Conference.
   (2) An individual, Nominating Committee, or agency making nominations shall secure the consent of the nominee before any report is made.
   (3) Additional nominations shall be submitted to the Conference Commit-

tee on Nominations with signatures of five (5) United Methodists in this Conference within twenty-four (24) hours following the official presentation of the Nominations Committee report. All nominations, both those from the Nominations Committee and the floor, shall be listed with no identifying marks in the Nominations Committee report and the ballot. Where nominations of more than one person for a single position is made and where nominations are made beyond the prescribed number allowed, a ballot shall be taken to determine the election. The election shall be held not earlier than twenty-four (24) hours from the official presentation of the Nominations Committee report.

(4) Unless the Discipline, Standing Rules, or Corporation Bylaws otherwise provide, the Conference Committee on Nominations shall name the conveners of those elected by the Annual Conference which elect their own chairperson. The conveners shall not be members of the agencies they convene, and shall insure that the officers elected by the agency are reported to the chairperson of the Conference Committee on Nominations.

(5) For the purpose of providing information to the members of the Annual Conference and its churches about the organizations listed below, the Conference Committee on Nominations will annually request of their boards of directors, a list of their officers and board members, and a brief description of the organization, including, as set forth in its Articles of Incorporation, Constitution, and/or Bylaws, the official name, the purpose of the organization, its profit or not for profit status, the requirements to serve as officers or members of the board of directors, and any connections or linkages with the Annual Conference. The Conference Committee on Nominations will forward this information to the Editor of the Conference Journal for annual publication in Chapter 2: Membership of Boards, Commissions, and Committees in the concluding Conference section entitled "Informational." The following organizations shall receive requests: California-Nevada Methodist Homes, Clergy Spouse Association, Conference Claimants' Endowment Board, Ethnic Caucuses, Fred Finch Youth Center, Glide Foundation, Retired Clergy Association, Sierra Service Project, United Methodist Men, United Methodist Women, Wesley Foundation of University of California – Berkeley, Wesley Foundation of University of California – Merced.

b. Membership: The Committee shall consist of up to twenty-one (21) persons: a chairperson, vice chairperson, secretary; and up to eleven (11) members at large, nominated by the Ministry Staff, four (4) additional at large members nominated by the Ministry Staff in consultation with the Conference Commission on Religion and Race. These eighteen (18) persons shall be placed in triennial classes. Additional members are: one (1) young adult and one (1) youth nominated by the Ministry Staff; and Conference Lay Leader(s). The Director of Connectional Ministry shall serve as staff consultant. Of the twenty-one (21) members, there shall be at least one (1) from each District who shall serve on that District Nominating Committee or equivalent structure. Nominees shall be named by May 1 each year and their consent secured by the Bishop.

23. Northern California Ecumenical Council

The representation of the California Nevada Annual Conference to the Northern California Ecumenical Council shall consist of the Bishop and two representatives (one layperson, one clergy) named by the Bishop.

24. Northern Nevada Ecumenical Council

The representation of the California Nevada Annual Conference to the Northern Nevada Ecumenical Council shall consist of the Superintendent of the Nevada Sierra District and two representatives (one layperson, one clergy).

25. Ordained Ministry, Board of

a. Responsibilities: The Board of Ordained Ministry shall have functions related to the objectives and scope of work as described in Paras. 368 and 634, 2004 Discipline, and those the Annual Conference or the Conference Council on Ministries may assign to it.
b. The Board may use Ministerial Education Funds for Diaconal ministers as well as for ordained clergy (Para. 816, 2004 Book of Discipline).
c. Membership: The Board shall consist of not more than sixty (60) persons nominated and elected as provided by the 2004 Book of Discipline

26. Pensions, Board of

The Conference Board of Pensions shall be organized as outlined in Paragraph 638 of the 2004 Discipline. The total elected membership shall not exceed eighteen (18), arranged in four classes of eight year terms, expiring at two year intervals. The Conference Treasurer shall be the Treasurer of the Conference Board of Pensions. The President of the Conference Claimants' Endowment Board and the President of the Retired Clergy Association shall be Ex Officio Members of the Conference Board of Pensions, with vote. The Executive Secretary of the Conference Claimants' Endowment Board and the Executive Secretary of the Retired Clergy Association shall be Ex Officio Members of the Board, with voice but without vote

27. Reconciliation, Conference Committee On

The Conference Committee on Reconciliation (CCOR) will have between 21 and 24 members, of which one-third shall be clergy, one-third male laity and one-third female laity, serving in classes for terms of four years. Members shall not serve more than two consecutive terms. Former members are eligible for a new membership term after one year's hiatus. Three consecutive unexcused absences constitute a resignation. The committee is authorized to appoint a replacement for that person to be added by the Annual Conference Committee on Nominations the following year. Those who are present at a meeting constitute a quorum.

28. Religion & Race, Commission on

a. Responsibilities: The Commission on Religion & Race shall have functions related to the objectives and scope of the work of the General Commission on Religion & Race, where applicable (Para. 642, 2004 Discipline), and such other responsibilities as the Discipline, the Annual Conference, or the Conference Council on Ministries may assign to it. The Commission shall designate some of its members to be advocates for the concerns of the Commission within each of the Districts.
b. Membership: In addition to the members of the General Commission on Religion & Race who reside within the bounds of the Conference, the Commission shall consist of up to twenty (20) members. Up to eighteen shall be elected by the Annual Conference with a maximum of three Asians, three Blacks, three Caucasians, three Hispanics, three Native Americans, and three Pacific Islanders, from among whom a chairperson, vice chairperson, and secretary will be elected by the Annual Conference. The Commission is authorized to elect additional members whose presence would be helpful in the judgment of the Commission, to complete a total membership of twenty.

29. Retired Clergy Association

The Retired Clergy Association of the California Nevada Annual Conference of the United Methodist Church is an affiliate organization of the Annual Conference operating under the Articles of Incorporation of the Annual Conference.

a. Purpose: To maintain a supportive relationship among retired clergy and diaconal ministers of this Conference; retired consecrated missionaries and retired clergy members of other United Methodist Conferences; residing within the bounds of this conference; and spouses and surviving spouses of all of the above members.
b. Officers: President, President Elect, Past-President, Treasurer, Chair of the Spring Fling, Memorials Scholarship Program Officer, twelve (12) Directors at Large elected in three annual classes of four each. The Officers shall be nominated by a Nominating Committee and elected annually by the members at the Annual Meeting and Luncheon held at the site of

the Annual Conference.

c. Nominating Committee: The Nominating Committee shall be composed of the Past President and three members of the Board of Directors nominated from the floor and elected by the members at the Annual Meeting.

d. Linking Responsibilities: The President shall serve with vote on the Board of Pensions and on the Commission on the Annual Conference Session. The Executive Officer, as staff, shall serve without vote on the Board of Pensions. The Retired Clergy Association, as delegated by the Conference Board of Pensions, administers grants from the "Retiree Health Care Support Fund" (See Standing Rule, Div. IX.E.1.c.(2)(c)).

30. Status & Role of Women, Commission on

a. Responsibilities: The Commission on the Status & Role of Women shall have functions set forth in Para. 643, 2004 Discipline and such other responsibilities as the Discipline, the Annual Conference, or Conference Council on Ministries may assign to it. The Commission shall designate some of its members to be advocates for the concerns of the Commission within each of the Districts.

b. Membership: In addition to the members of the General Commission on Status & Role of Women who reside within the Conference bounds, the Commission shall consist of up to twenty (20) persons, fifteen of whom shall be elected by the Annual Conference, from among whom a chairperson, vice chairperson, or co chairpersons, and secretary will also be elected by the Annual Conference. One member will be named by the Conference United Methodist Women. The Commission is authorized to elect up to five additional members whose presence would be helpful in the judgment of the Commission. The total membership shall be composed of approximately one third laywomen, and one third laymen, and one-third clergy of whom at least two shall be male. The majority of the Commission shall be women. The chairperson shall be a woman.

31. Trustees, Conference Board of

The Board shall have the responsibilities and membership specified in Paras. 2512, 2514-2516, 2004 Discipline.

32. Young Adult Council

a. Responsibilities:

(1) Coordinate Conference and District young adult ministries;

(2) Strengthen and resource the young adult ministry in the local churches and Districts of the Annual Conference;

(3) Initiate and support plans, activities, and projects that are of a particular interest to young adults;

(4) Be an advocate for the free expression of the convictions of young adults on issues vital to them; and

(5) Cooperate with the Division on Higher Education & Campus Ministries to seek to interpret the needs of persons in higher education and promote the church's mission in higher education.

b. Membership: The Conference Young Adult Council shall consist of up to thirty (35) members, to be nominated by the Conference Young Adult Council. The nominees shall be elected by the Conference Council on Ministries on behalf of the Annual Conference. The members shall be: Young Adult Chairperson; Young Adult Vice-Chairperson; secretary to the Conference Young Adult Council; chairperson, vice-chairperson, and secretary of its standing committees; the chairperson of each District Young Adult Council; one full time student representative from each District; and twelve members at large. At least one half of all members of the Conference Young Adult Council shall be full time students in post secondary educational institutions.

33. Youth Ministry, Conference Council on

a. Membership:

(1) Two youth from each District, nominated by the District youth organization, or in the event that a District youth organization does not nominate its two representatives by a deadline set each year by CCYM, the CCYM shall nominate the representatives from that District;

ten (10) at large members who shall be youth or young adults, nominated by the Council on Youth Ministry; the nominees shall be approved by the Conference Council on Ministries on behalf of the Annual Conference. The membership shall be divided into three classes of equal numbers, one of which shall be elected annually for an one year term; the other two to be elected in alternating years for two year terms. Selection of those persons in one and two year classes shall be made by CCYM at its first meeting following the Annual Conference Session. The Council shall elect its own chairperson who shall be a youth. The chairperson of the proceeding year's CCYM shall be a voting member. The CCYM shall determine annually the composition of its Executive Committee. Members shall serve as voting members for no more than a total of four years.

(2) Ex officio members without vote: One representative of the Conference United Methodist Women, selected by that organization; one representative of the Conference United Methodist Men, selected by that organization; nine young adults or adults including one District Coordinator of Youth from each District, selected on application to CCYM in consultation with the DCOM; and one staff person assigned by the ministry staff.

H. District Agencies and Leadership

1. District Councils on Ministries

Each District shall have a Council on Ministries or equivalent which addresses the charge in 659 2004 Discipline.

2. District Lay Leader

The position of District Lay Leader shall have a quadrennial term of office and shall be elected by the District Council on Ministries or equivalent. Elections shall be in the year preceding the beginning of the quadrennium. To provide continuity in leadership, the District Council on Ministries or equivalent may choose to designate a District lay leader Elect to serve until assuming the duties at the following Annual Conference Session. During the interim, she/he shall serve in cooperation with the District Lay Leader in meeting the responsibilities of the position. District Councils on Ministries or equivalent may also elect Associate District Lay Leader(s).

3. District extension societies

Such societies shall report annually to the Board of Missions. 657.4 2004 Discipline

4. District Nominating Committee

The District Superintendent shall appoint a District Nominating Committee. It shall be comprised of the District Superintendent, one member of that District's membership on the Conference Committee on Nominations and at least two other persons.

I. The Conference Staff

1. Affirmative action employment shall be the policy of this Annual Conference. As vacancies occur, vigorous and thorough efforts shall be made to recruit and employ/appoint persons who are ethnic minorities and/or women. Such candidates for employment/appointment are considered additionally qualified. Affirmative action goals shall be adopted by the Conference every quadrennium. This Conference shall also give preferable consideration to persons with handicapping conditions who are qualified. Further, persons who apply for Conference staff positions will be considered additionally qualified if they have been a member of this Conference for two years in the case of clergy persons or a member of churches of this Conference for two years in the case of lay persons.
2. General administrative oversight of the Conference program shall be the responsibility of the ministry staff, consisting of the Bishop, the District Superintendents, the Conference Council Director, Associate Council Directors, the Conference Treasurer and Director of Administrative Services, and the Conference Youth Coordinator. The ministry staff may invite other Conference staff persons to participate in their meetings on a regular or occasional basis.
3. In consultation with the ministry staff and the staff persons involved, the Bishop may assign staff persons to agencies which request staff services, unless Corporate By

Laws or Conference action provide otherwise. Staff persons shall have voice, but not vote, unless otherwise provided. Divisions, commissions, committees, and task forces may be assigned staff, if the agency, the Bishop, and the ministry staff agree that such assignment will be mutually beneficial.

4. Employment of staff:
   a. Each agency employing staff, full time or part time, shall use the following principles to guide its personnel practices:
      (1) Have an active personnel committee.
      (2) Have a current written statement of personnel policies.
      (3) Review the proposed cost and sources of funding of any anticipated position.
      (4) For each employed position, there shall be an adequate written job description and statement of goals.
      (5) Develop a specific, regular system of review and evaluation of employees.
      (6) Conform to Conference affirmative action guidelines.
   b. More detailed guidelines for developing staff positions are included in the report of the Transitional Task Force (1980 Journal, p. 160). They shall also be available on request from Conference offices and shall be sent annually to the chairperson and secretary of each agency of the Annual Conference.
   c. Each agency employing staff, full time or part time, shall report a summary of its personnel procedures and policies to the Annual Conference each year.
   d. Agencies employing staff shall be responsible for developing an adequate funding package to support the position.
5. Categories of staff persons employed through the Conference and its agencies:
   a. Basic professional staff,
   b. Part time continuing professional staff, and
   c. Additional professional staff.
6. The basic professional staff consists of those full time positions mandated by the Annual Conference. The principle of separation of program and fiscal responsibilities shall be continued. Recognizing, however, that at times these responsibilities may overlap, the ministry staff shall clarify, determine lines of communication, reporting, and responsibility.
   a. Program Staff:
      (1) Directors of Connectional Ministry shall serve as the executive officers of the Conference Council on Ministries, having responsibilities as set forth in Paragraph 607 of the 2004 Book of Discipline, with a focus on Leadership Development and Mission Resource, service and support and responsibility for program coordination at the Conference level and supervision of council program staff.
      (2) Coordinator/Specialists may be employed full time or less and be assigned to some specific task such as Conference Coordinator of Youth and Camping and Coordinator of Communications.
   b. Treasurer and Director of Administrative Services shall carry out those responsibilities described in Para. 618 2004 Discipline and such other tasks that may be assigned by the ministry staff.
   c. Related agency staff. Because of their importance to the life and ministry of the Annual Conference, the United Methodist Foundation, the Conference Claimants' Endowment Board, and the Conference Board of Pensions, the following professional staff of these agencies shall be included: Executive Vice President of the United Methodist Foundation, Executive Secretary of the Conference Claimants' Endowment Board, and the Executive Secretary of the Conference Board of Pensions. These staff persons shall continue in their efforts to develop additional opportunities for cooperation and coordination between these agencies and the Conference in the performance of bookkeeping and treasury functions, investment counseling and management, stewardship education, and in the cultivation of financial resources for all the causes of the Conference.
7. Part time continuing professional staff consists of those positions whose continuation has been mandated by the Annual Conference, but are not full time. They include:
   a. Editor of the Journal, and
   b. Conference Secretary.
8. Any proposed addition to basic professional

staff or part time continuing professional staff must be included in the preliminary packet with job description, cost analysis and rationale for the position.

9. Additional professional staff consists of those persons employed by and/or paid by any agency of the Conference or the Annual Conference itself, who are related to a local church or churches, District, board, agency, division, or the whole Annual Conference. This category of staff is intended to enable employment of staff for specialized and/or specified term responsibilities. In no case shall a position be approved for more than four years without a thorough re evaluation and renewal of approval for a specific period. Additional professional staff positions shall be considered supplementary to the basic professional staff, and their existence shall not require the approval of the Annual Conference. Any agency desiring to hire additional professional staff shall develop its plans in accordance with the Staff Guidelines given (V.H.4). The Conference Council on Ministries shall assist Districts and program agencies in following sound personnel procedures in planning, hiring, and evaluating staff.
10. Funding:
    a. The amount established by the Council on Finance & Administration in the Conference Apportionment Budget as the minimum support base for basic professional staff and part time continuing professional staff shall be a priority and first claim on the Conference Apportionment Budget.
    b. Wherever possible, funding support for additional professional staff shall be secured from sources outside the Conference Apportionment Budget. Funds from the annual budgets of Conference agencies may be used for employment of additional professional staff only if such funds were specified in the agency's proposed budget and included in the total adopted by the Conference.
    c. An amount shall be established in the Conference Benevolence Budget for an Additional Professional Staff Fund." Grants from this Fund shall be made by the Conference Council on Ministries, which shall establish its own procedures for review and evaluation of requested grants and shall determine that agencies receiving allocations from this Fund follow practices in keeping with the principles articulated in V.H.4

Division VI. Finance

A. The Conference Treasury

The Conference treasury is designated as the central treasury for all Conference agencies participating in the Conference Budget. Refer Para. 612.11, 2004 Discipline.

B. Office of the Treasurer

Conference Treasurer unless otherwise provided in the Discipline, the person serving as Conference Treasurer shall serve as treasurer of each Conference agency participating in the Conference Benevolence Budget. In cases where the Discipline requires that a treasurer be elected by any Conference agency participating in the Conference Budget, it is recommended that such agency elect the Conference Treasurer as its Treasurer

C. Council on Finance & Administration

The Conference Council on Finance & Administration, in consultation with the appropriate Conference agencies, is hereby empowered to exercise authority, when necessary, to restrict spending in such a manner as to avoid continued and projected deficits when disbursements by a Council, Board, agency, or Committee are projected to exceed anticipated income. These adjustments shall be reported to the next Annual Conference Session

D. Miscellaneous and Reserve Fund

1. There shall be a Miscellaneous and Reserve Fund credited with:
    a. Interest earned on cash balances, except otherwise provided for, and
    b. Any cash surplus of a regular Conference Administration Budget operation.
2. On authorization of the Council on Finance and Administration, the Miscellaneous and Reserve Fund shall be charged with emergency or unbudgeted needs of Conference agencies or programs.

3. At the end of the fiscal year the balance on hand in the Miscellaneous and reserve Fund shall not be less than two months of the subsequent year's spending plan for Conference Office and Administration and Ministerial Fund B.
   This provision VI.D.3 shall be suspended for years 2008 and 2009.
4. At the end of the fiscal year, any cash surplus in excess of standing rule reserve requirements in the miscellaneous fund shall be remitted to the General Conference apportionment for World Service up to an amount that would pay this apportionment obligation in full.

E. Benevolence Reserve Fund

1. Any benevolence funds, other than the Emerging Congregations Fund, on hand to the credit of a Conference agency at the end of any Conference fiscal year shall be placed into the Benevolence Reserve Fund. Interest earned on this Fund shall be credited to the Fund. Any Emerging Congregations Fund monies shall be reserved for up to an additional fiscal year.
2. An amount from the Benevolence Reserve Fund may be added to the apportionment income for the ensuing year's Conference Benevolence Budget by the Conference on recommendation of the Council on Finance & Administration. In preparing its recommendation, the Council on Finance & Administration shall consider any recommendations of the Conference Council on Ministries.
3. In extraordinary circumstances, on recommendation of the Conference Council on Ministries, the Council on Finance & Administration may release funds from the Benevolence Reserve Fund to be administered by the Conference Council on Ministries for emergency or unbudgeted Conference benevolence purposes.

F. Local Church Apportionments

1. As members of Christ's universal church, we have professed our loyalty to the United Methodist Church and have promised to do all in our power to strengthen its ministries. The ministries of the United Methodist Church extend beyond our local churches to endeavors throughout the world. We fund these endeavors through our apportionment giving.
2. In the California-Nevada Annual Conference of the United Methodist Church, a church's or fellowship's apportionment amount is a percentage of the annual budget approved by the Annual Conference in the preceding year. This percentage is determined annually using information from each church's "Local Church Report, Table II."
3. Each March, the Conference Treasurer shall total the following lines from the "Table II" for each church and fellowship from the previous calendar year:
   All staff, operating and program expenses (lines 64 through 72)
   From this total, the Conference Treasurer will subtract any parsonage rental income (line 96) up to the amount of pastor's housing allowance(s) (line 66).
4. The resulting amount is the local church's "net total paid" for the year (LCntp). This amount is considered a measure of that church's or fellowship's financial strength relative to all other churches/fellowships in the Annual Conference. The Conference Treasurer shall then add together all of the "net total paid" amounts (LCntps) to get the Annual Conference's "net total paid" (ACntp).
5. In recognition that more of the financial strength of the smallest churches is needed to cover the fixed costs of operations, only 80% of the net total paid of the smallest churches will be included in this apportionment allocation. These smaller churches are defined as those with a net total paid less than the conference average compensation (CAC) for clergy.
6. The "net total paid" for each local church and fellowship (LCntp) shall be divided by the "net total paid" for the Annual Conference (ACntp). The resulting decimal figure shall be multiplied by the total budget adopted by the Annual Conference Session in order to determine each church's and each fellowship's share of the adopted budget.
7. For purposes of the above calculation, The Council on Finance and Administration shall have the discretion to determine the "net total paid" (LCntp) for any church or fellowship not turning in its "Table II" report by February 28th. The Council can

increase the "net total paid" (LCntp) up to 25% over the prior year's amount for these churches.

8. For purposes of the above calculation, The Council on Finance and Administration in consultation with the District Superintendent shall have the discretion to decrease the "net total paid" (LCntp) of a newly organized church or fellowship in the first five years of its operation.
9. The Council on Finance and Administration shall recommend a budget to the Annual Conference that includes a total percentage change no greater than the percentage change in the Annual Conference's net total paid (ACntp).
10. The Annual Conference may adopt by majority vote a budget that is the same or less in total than the budget recommended by the Council on Finance and Administration. The Annual Conference may adopt by a two-thirds vote a budget that exceeds the budget recommended by the Council on Finance and Administration.

G. Dividing Apportionment Collections

The Conference Treasurer shall divide on a percentage basis amount the various funds comprising each of the apportionment budgets listed below all amounts received from charges designated for Annual Conference Ministries and Pensions. General and Jurisdictional Apportionments shall be paid the total amounts received..

H. Apportionment Payment Plan

The apportionments to each church for Annual Conference Ministries and Pensions shall be payable in twelve monthly installments each year.

I. Pastor's Salary

1. The salary to be paid by each church, as determined by the Charge Conference, shall cover the period from January 1 to December 31.
2. The local church report to the Annual Conference shall show the amount paid by the church on the pastor's salary from January I to December 31 each year
3. A pastor receiving an appointment at Annual Conference shall be entitled to receive salary from his/her new appointment beginning July 1. A pastor receiving a new appointment at any other time shall be entitled to receive salary from the new appointment beginning date.
4. The Annual Conference recommends to each Charge Conference that the pastor's cash salary should include an amount equal to one-half of the amount which would be required to pay the pastors self employment social security tax. This should be in addition to salary which would otherwise be paid in addition to any normal salary increase. The Conference further recommends that the District Superintendents interpret this rule to the Charge Conferences and that the Conference Board of Pensions should keep pastors and churches informed of changes in Social Security taxes and benefits. Pastors' salaries are to be paid by the church on a weekly, biweekly, semi monthly, or monthly basis. In the event a pastor does not receive his/her salary when due, the pastor shall notify the Pastor Parish Committee Chairperson, the District Superintendent, and the Conference Treasurer in writing within two weeks of the missed pay date. Failure of a pastor to give this notification may result in the filing of an administrative complaint.
5 In order to provide adequate information for income tax and pension purposes, it is recommended to each Charge Conference that the pastor's salary and expense items shall be established and reported as follows:
   a. Pastor's Salary. The salary item should include only the amount of compensation which would normally be considered cash salary including any amount added to salary for self employment Social Security tax payment.
   b. Travel Expense. Effective July 1, 1991 travel should be calculated in accordance with current year IRS standards for travel expense by automobile plus related expenses such as bridge tolls, parking, room and meals, at Annual Conference. On its availability the Council on Finance & Administration will communicate the current year IRS standard for mileage reimbursement to local churches, applicable boards and agencies and other areas of the Annual Conference which need to be aware of this information. Payment may be based either:

(1) on current mileage, or
(2) on an estimate consistent with the number of miles traveled in previous years.

c. Utilities and Other Cash Allowances. The actual amount of parsonage utilities or an amount based on the cost of parsonage utilities for previous years, should be paid. Also included should be such items as health premiums, death benefit plan premiums, and continuing education costs, paid by the local church for the benefit of the pastor. d. Local churches shall indicate whether or not a parsonage is provided and, if not, shall report the amount provided for housing allowance.

6. The Annual Conference charges the District Superintendents to interpret rules concerning pastoral compensation to the Charge and/or Church Conferences in their respective Districts.

J. Estimated Salary

The District Superintendents shall provide the Conference Secretary with the estimated local church salary, supplemental salary, travel expense, other payments by the local church, and the total of these items for each pastoral charge for the current year. These items shall be printed in separate columns in the Journal each year.

K. District Union Askings

Askings by District, subdistrict, or city unions made to local churches shall not exceed in the aggregate seven percent of the amount of the World Service and Conference Benevolence apportionments to the churches within the respective resources. Each of these organizations is requested to cooperate with the District Council on Ministries.

L. District Program Funds

1. Each church in the Conference is requested to pay each year to the Conference Treasurer for credit to a District Program Fund, an amount equal to seven percent of its World Service and Conference Benevolence apportionments, in addition to the Conference apportionments.
2. 90% of the funds contributed by the churches on a given District in any given year shall be credited for use within the budget of that District Council on Ministries in the subsequent year. 10% of the funds collected in each District each year shall be credited to an equalization fund to be allocated by CCOM in the subsequent year to enable equity between the Districts.
3. The District Council budget process shall be on the same time basis as the Annual Conference budget.

M. Member's Expense for the Annual Conference Session

1. Conference Claimants: Up to an amount equal to the per them allowance for room and board set by the Commission on the Annual Conference Session shall be reimbursed to retired clergy members and retired local pastors, their spouses, widows or widowers of Conference members and lay pastors, and clergy on disability leave. This benefit shall not be paid for any person serving as a pastor or associate pastor unless the salary is less than 50% of the equitable compensation for that year.
2. Pastors and lay members:
   a. Local churches shall pay the cost of room and board and travel expense to Annual Conference for their pastors and lay members.
   b. To equalize travel costs for Annual Conference:
      (1) Each member of the Annual Conference who claims travel will be reimbursed 10 cents per mile for each mile in excess of 200 miles round trip between the local church and site of Annual Conference.
      (2) Each member who travels in excess of 500 miles round trip will be reimbursed $15 per night for a maximum of two nights of lodging.
3. Other lay members not elected by a local church and whose Session expenses are not covered by other sources: Annual Conference Session expenses up to an amount equal to the per them allowance for room and board set by the Commission of the Annual Conference Session will be reimbursed by the Conference to that member if so requested.

N. Conference Agencies' Travel Expense

1. It is recognized that persons in meetings

and programs of our Conference agencies make a financial contribution through non reimbursed travel and other expense; and it is further recognized that it would not be practical to fully reimburse each participant for these expenses.

2. Travel expense for members of agencies elected by the Annual Conference to meetings of those agencies, for volunteer workers doing program or field work approved by such agencies, and for official representatives elected and designated by the agency to attend other than United Methodist meetings within the Annual Conference, shall be paid on the following maximum basis:
   a. Fifteen cents per round trip mile per car with one person, 20 cents per round trip mile per car with two or more authorized persons, plus bridge tolls and parking expense; round trip bus fare; or round trip plane fare, if the round trip plane travel exceeds 300 miles, plus limousine, bus fare, or car expense to and from the airports;
   b. Plus up to $7.00 per meal per person for meals when away from home due to the meeting, program, or field trip, $21.00 maximum per day;
   c. Plus up to $30.00 per night per person for room if it is necessary to stay overnight away from home in connection with the meeting, program or field trip;
   d. Plus up to $4.00 per hour with up to $32.00 per day maximum for dependent care; and
   e. All claims for travel expense shall be made on forms provided by the Conference Treasurer and shall be approved by a person authorized by each agency before payment of the claim is made.

O. Out of Conference Travel

1. Because we are a connectional church, participation by members and designated representatives of Conference agencies in some events held beyond the bounds of this Annual Conference is essential. In order to insure that funds are used to the greatest benefit, the following procedures shall be employed:
   a. For "out of conference travel" funds by agency members, volunteer workers, and official representatives:
      (1) A line item shall be placed in the Benevolence Budget for those agencies related to the Benevolence Budget and shall be administered by the Conference Council on Ministries;
      (2) A line item shall be placed in the Connectional Funds Budget for all agencies not in the Benevolence Budget and shall be administered by the Council on Finance & Administration.
   b. For ministry staff and other staff. Amounts of "out of conference travel" shall be established by the agencies recommending salaries for each staff person: Conference Council on Ministries for the Director, Associate Director and other program staff; The Board of Pensions for its staff; and The Council on Finance & Administration for District Superintendents and for any other staff. Authorization and administration of these funds shall be by the ministry staff for its members or by the above agencies for other staff related to them.
   c. These procedures refer specifically to Conference funds used to cover actual costs of travel from points within this Annual Conference to points beyond its boundaries. Funds to cover costs of programs, board, room, registration fees, etc. for events outside this Annual Conference may also be included in out of Conference travel funds allocations, but such funds may come from the agency budget, the individual attending, or some other source.
   d. With the approval of the chairperson of a Conference agency and the Conference Council of Ministries Director, travel in California and Nevada would be exempted from the out of Conference rules.

P. Conference Moving Expense Plan

1. Active and retired pastors under appointment.
   a. The District Superintendent shall be responsible for furnishing pastors and churches with copies of the Conference Moving Expense Plan.
   b. Participants:
      (1) Clergy, active or retired, who are ap-

pointed as pastors or associate pastor of local churches in this Conference

(2) Clergy transferring into this Conference, and students returning to or joining this Conference to accept their first appointment to a local church.

(3) Local pastors who are appointed as pastors or associate pastors of local churches in the Conference.

(4) CLayM pastors going to or from an assignment, on approval by the District Superintendent, limited to one move per Conference year.

c. Requirements:

(1) Moving is performed by a licensed commercial moving company.

(2) Payments shall relate only to the transportation cost of moving furniture, personal property, and equipment within the Conference. For purposes of this plan, an automobile may be considered personal property if shipment is approved in advance by the Cabinet. Payments will not be made to cover the cost of transportation of persons, packing, unpacking, storing, or insurance.

(3) The weight of furnishings, personal property, and equipment shall be verified to the Conference Treasurer and Director of Administrative Services by a receipt from the public weigh master, a waybill, or a certificate from a moving or railroad company. Where the cost of the move is determined by an hourly rate, generally in moves of less than fifty (50) miles, the requirement for verification of weight shall be waived.

d. Payments:

(1) Within the bounds of the Conference, the Annual Conference will reimburse the local church to which the pastor is moving 800% of the moving cost for the first 15,000 pounds. The church to which the pastor is moving shall pay 20% of the cost of moving up to 15,000 pounds.

(2) Within the bounds of the Conference, where the cost of the move is determined by an hourly rate, the Conference will reimburse 80% and the church to which the pastor is moving shall pay 201/6 for up to three workers and van working up to fifteen hours. Participants moving from outside the bounds of the Annual Conference may be reimbursed up to an additional $7000.00 from the Annual Conference for expenses incurred outside the bounds of the California Nevada Conference, within the above requirements.

(3) Any arrangements for costs above these limits is a matter between the pastor involved and the church to which he/she is assigned.

2. Retiring pastors and ministers' widows or widowers.

a. Participants:

(1) Full time pastors or associate pastors in the Conference entering into retirement or disability leave who move within a year of retirement or entering disability leave.

(2) Widows or widowers of clergy who die while serving as full time pastors or full time associate pastors of churches in the Conference.

b. Requirements:

(1) Moving is performed by a licensed commercial moving company.

(2) Payments shall relate only to the transportation cost of moving furniture, personal property and equipment within the Conference. For purposes of this plan, an automobile may be considered personal property if shipment is approved in advance by the Cabinet. Payments will not be made to cover the cost of transportation of persons, packing, unpacking, storage, and insurance.

(3) The weight of furnishings, personal property, and equipment shall be verified to the Conference Treasurer and Director of Administrative Services by a receipt from a public weigh master, a waybill, or a certificate from a moving or railroad company. Where the cost of the move is determined by an hourly rate, generally in moves of less than 50 miles, the requirement for verification of weight shall be waived.

c. Payments:
(1) The Conference will pay the full transportation cost as defined above.
(2) Where the cost of the move is determined by an hourly rate, the Conference will pay the full cost for up to three workers and van working up to fifteen hours.

3. District Superintendents, Conference staff, and their widows and widowers.
a. Participants:
(1) District Superintendents,
(2) Conference professional staff members,
(3) Widows or widowers of clergy who die while District Superintendents, and
(4) Widows or widowers of persons who die while Conference professional staff.
b. Requirements:
(1) Moving is performed by a licensed commercial moving company.
(2) Payments shall relate only to the transportation cost of moving furniture, personal property and equipment within the Conference. For purposes of this plan, an automobile may be considered personal property if shipment is approved in advance by the Cabinet. Payments will not be made to cover the cost of transportation of persons, packing, unpacking, storage, and insurance.
(3) The weight of furnishings, personal property and equipment shall be verified to the Conference Treasurer and Director of Administrative Services by a receipt from a public weigh master, a waybill, or a certificate from a moving or railroad company. Where the cost of the move is determined by an hourly rate, generally in moves of less than fifty (50) miles, the requirement for verification of weight shall be waived.
c. Payments:
(1) A participant shall submit to the Conference Treasurer in advance an estimate from a moving company.
(2) The Annual Conference will pay that portion of the moving cost which is approved by the President of the Council on Finance & Administration and the Conference Treasurer. Each such case shall be reported to the Council on Finance & Administration.

4. Budget and administration:
a. The moving expense plan is effective:
(1) At the time of a new appointment,
(2) At the time of new employment for lay staff,
(3) Following the retirement of a clergy, and
(4) Following the death of a participant.
b. Special cases not covered by these moving expense plan rules may be presented to the Council on Finance & Administration and at the discretion of the Council may be paid from the Moving Expense Fund.
c. The cost of this plan shall be included in the Conference Administration Budget.
d. The Conference Council on Finance & Administration shall be responsible for administering this Moving Expense Plan and shall be authorized to make such adjustments within the structure of the plan as it may deem necessary.
e. The Conference expects the Bishop and Cabinet to convey our expectation to agencies or institutions to which clergy are appointed full time, that all moving expenses of such clergy will be paid by that agency or institution.

Q. Conference Advance Specials

Advance Special requests involving only one District which receive the annual approval of the District Superintendent shall be forwarded for review to the Conference Board of Missions. Where a Conference Advance Special involves more than one District, the initiating organization shall submit its request directly to the Conference Board of Missions. The Conference Board of Missions shall determine which projects to recommend to the Annual Conference for adoption and support, the duration of time for which the approval is to be effective, and the group or agency to be responsible for administrative oversight of each project.

R. Dependent Care Expense

Each Board and Agency of the Conference shall include in its budget an item for dependent care

when members are engaged in official Conference business.

S. Equal Employment Opportunity Agreement

All church institutions, Boards, Agencies, and local churches of the Annual Conference who are recipients of Conference funds shall, in all construction contracts and in contracts with suppliers enter into the Equal Employment Opportunity Agreement which is printed in full in chapter 11 of the 2004 Journal.

T. Campground & Retreat Ministries Vision Fund

1. The Camping and Retreat Ministries Vision Fund shall consist of two parts: 1) the fund corpus, and 2) the fund earnings. The fund corpus is defined as money in the fund as of December 31, 2006. The fund earnings are defined as any money earned from the fund corpus after December 31, 2006. The fund shall be invested as directed by the Board of Camping and Retreat Ministries and the Council on Finance and Administration. The fund corpus shall be spent only in cases of extraordinary maintenance at a conference camp property by a 2/3 vote of the Board of Camping and Retreat Ministries.
2. Fund Earnings. Remembering that many of the gifts received for campground facilities out of the concerns for ministries with children and youth, earnings from the Camping and Retreat Ministries Vision Fund shall be used for programs and/or maintenance and improvement of camp facilities as determined by the Board of Camping and Retreat Ministries.

U. Ethnic Minority Congregations Fund

1. The Ethnic Minority Congregations Fund shall be used to strengthen the ministries of ethnic minority congregations and/or ministries to ethnic minority persons.
2. The total asking for each year shall be five percent of the total apportionment budget approved by the Annual Conference for that year. The Conference Treasurer shall apply the percentages calculated for each church in VI.F.3. above to the total asking, in order to determine the Askings for each individual local church.
3. The Fund shall be used in the California-Nevada Annual Conference to develop and strengthen the ministries in the following ways:
   a. Leadership development and training,
   b. Development of new congregations,
   c, Ministries in transitional communities, and
   d. Projects developed by existing churches.
4. Administration. In consultation with appropriate groups, the Ethnic Ministries Standing Committee and the Cabinet may jointly recommend allocation of these funds to the Conference Board of Missions. The Conference Board of Missions shall have authority to allocate funds to specific ethnic ministries. After funds have been allocated, they shall be reserved for use in the specific ethnic ministry setting during the fiscal year in which they are allocated and for the immediate following year only unless the Conference Board of Missions takes some additional action on the allocation. Disbursements may be made only on written authorization of the appropriate District Superintendent.

V. Ministerial Education Fund

The Board of Ordained Ministry has power to act for the Annual Conference in the administration of that portion of the Ministerial Education Fund which is retained for use within the Annual Conference.

W. Emerging Congregations Fund

1. The Emerging Congregations Fund shall be used to help underwrite the cost of new church starts in the California Nevada Annual Conference.
2. The total asking for each year shall be five percent of the total apportionment budget approved by the Annual Conference for that year. The Conference Treasurer shall apply the percentages calculated for each church in VI.F.3 above to the total asking, in order to determine the asking for each individual local church.
3. The Fund realized from the asking, along with any amounts included in the Conference budget shall be used to develop and strengthen new church starts by helping to underwrite costs related to surveying, staffing, programming, advertising, facility use,

and such other items as are relevant to the efforts.

4. Administration:
   a. A new local church may be established only with the consent of the Bishop and the Cabinet, with due consideration given to the program of home missions and church extension of the Conference Board of Missions.
   b. In consultation with appropriate groups (e.g., District Unions, District Church and Missionary Extension Societies, and District Boards of Church Location and Building), New Church Development Standing Committee and the Cabinet may jointly recommend allocation of these funds to the Conference Board of Missions. Care shall be taken to insure that a variety of types of new churches be considered for funding. If the New Church Development Standing Committee and the Cabinet do not agree on a recommendation, each may present its own recommendation. The Conference Board of Missions shall have authority to allocate funds to specific new church situations. After funds have been allocated, they shall be reserved for use in the specific new church situation during the fiscal year in which they are allocated and for the immediate following year only unless the Conference Board of Missions takes some additional action on the allocation. Disbursements may be made only on written authorization of the appropriate District Superintendent.
5. The New Church Development Standing Committee and the Cabinet shall report on the use of these funds and the progress of new churches to the Conference Board of Missions, and the Board shall report to the Annual Conference.

Division VII. Equitable Compensation

A. Equitable Compensation Commission

The Conference Board of Missions seeks to encourage missional work in the Conference. The Equitable Compensation Commission, which works in conjunction with the Conference Board of Missions, is responsible for advocating adequate and equitable compensation for each clergy position and for providing minimum compensation support in instances of established need. The Supplemental Compensation Program using Equitable Compensation Funds will be divided into two parts: Minimum Compensation Assistance and Missional Compensation Assistance, and indicated as such by a footnote in the budget.

B. Minimum Compensation Assistance

1. Administrative Procedures:
   a. The chairperson of the Equitable Compensation Commission is a member of the Board of Missions. The Equitable Compensation Funds are administered by the Equitable Compensation Commission, in accordance with the requirements of the Discipline and the following rules.
   b. Minimum Compensation Assistance includes a Minimum Compensation Scale, a Maximum Scale for Benefits, plus requirements for Health Insurance and Housing expenses. Any pastor serving a pastoral charge participating in this program shall receive from local church funds, other sources, and minimum compensation supplement, a salary and other compensation equal to, but not to exceed, the amounts specified in the following plan.
   c. The Superintendent is responsible for initiating the process and working with the local churches and pastors. The local churches and pastors complete applications according to procedures established by the Equitable Compensation Commission. A District Committee on Mission Strategy or Equitable Compensation may exist to assist the Superintendent who recommends each application. The Cabinet recommends the total package of all applications.
   d. The Cabinet is to review and approve all Minimum Compensation Requests before the January and May meetings of the Commission on Equitable Compensation. The total of all requests should be within the total funds available for the program. Any changes after this report should be minimal.

e. The Cabinet shall submit by January I an estimate of need for the next budget year so that the Commission may make an informed request to the Council on Finance & Administration by the January 31 deadline.

f. Local churches where the pastor is receiving minimum compensation funds shall enter into a written agreement for a graduated program of increased local church compensation payments leading to self support in the shortest possible period. It shall include commitment of the local church involvement in the total life of the community, a financial campaign, payments of apportionments, membership recruitment, stewardship education, be approved by the Charge Conference, and signed by the secretary. In addition they will supply such information as required by the Commission.

g. The Commission on Equitable Compensation will manage Minimum Compensation Assistance in the following ways:
   (1) Provide consultants and workshops for local churches relevant to issues and needs because of being on the Minimum Compensation Program,
   (2) Consult with the Bishop and Cabinet,
   (3) Make final approval of all applications, and
   (4) Annually present its estimate of the total funds needed to Council on Finance & Administration.

h. As funds are available, the Conference Treasurer shall make monthly disbursements from the Equitable Compensation Fund. No payments of Minimum Compensation will be made until a completed Financial Application has been submitted.

2. Definitions:

a. "Minister Year" is defined as a year of appointed service for Conference Members or full time service for local pastors (not including an appointment to attend school but including the current appointment year) for which, prior to January 1, 1982, full pension credit has been granted by an Annual Conference, or for which, after January 1, 1982, the specified contributions are made to the Clergy Pension Plan and the Comprehensive Protection Plan by an Annual Conference. The Cabinet and the Commission on Equitable Compensation may set standards for accepting equivalent years of service given in another denomination.

b. "Average Compensation" shall be defined and calculated by the General Board of Pensions minus the amount included for housing (This calculation includes amounts paid to pastors for purposes of making Social Security payments).

3. Minimum Compensation Schedule:

a. Compensation schedule:

Clergy Year	%Average
1-5	80
6	81
7	82
8	83
9	84
10	85
11	86
12	87
13	88
14	89
15	90

b. Pastors serving more than one church shall receive an additional five percent of the pro rata share of the minimum compensation for each church.

c. When appointed full time only, Student Local Pastors shall receive 50% of the Minimum Compensation Schedule, but all benefits as listed below shall be paid in full and appropriate housing provided.

d. Clergy and local Pastors appointed to less than full time service may receive Minimum Compensation Program in quarter increments.

4. Maximum Allowable Benefits:

a. Payment of Health Insurance Premiums is allowed only for the Conference Health Plan in accordance with Conference policy.

b. The local church shall include in its budget an amount of $500 for continuing education to be reimbursed as used.

5. Professional Reimbursements:

a. Professional reimbursements will be the

responsibility of the local church.
   b. Professional reimbursements shall include travel (Standing Rule VI.I.5.b), Annual Conference expenses, continuing education, and may include other items.
6. Housing:
   a. Each local church is responsible for providing housing with either a parsonage or a housing allowance. If there is a housing allowance, it may not exceed the local rental value of a house that meets Conference parsonage standards. If by agreement, the pastor does not live in the community where the church is located, then the housing allowance may be negotiated to provide the rent necessary to house the pastor and family in an appropriate manner.
   b. Utilities should be based on actual cost or an estimate consistent with the costs of the previous year with a maximum amount of $3,000.00.
7. Limitations:
   a. A pastoral position, either full or less than full time, may not receive minimum compensation assistance for more than five consecutive years.
   b. Minimum Compensation Assistance shall be used only for pastor in charge.

C. Special Missional Compensation Assistance

1. Purpose. To assist in funding compensation packages for pastors appointed to Special Missional Ministries, according to priorities set by the United Methodist Church, the Annual Conference, the Conference Board of Missions, and the Cabinet.
2. Compensation Package. The compensation package may exceed the minimum compensation assistance guidelines as determined by the Commission on Equitable Compensation in consultation with the Cabinet.
3. Special Missional Ministries including Ethnic Ministry, Urban Ministry, Town and Country, and New Church Development are the ongoing responsibilities of the Conference Board of Missions, and the Board shall identify these ministries annually to the Conference.
4. Administration:
   a. The Commission on Equitable Compensation will determine application and disbursement procedures for allocating the total funds available among the missional ministries which are proposed.
   b. The funding and special ministry plans will require an annual review.

Division VIII. Workers' Compensation & Conference Unit Insurance Program

A. Unit Insurance Program

1. The effective date of this program is January 1, 199 1, for participating churches.
2. The Council on Finance & Administration is responsible for the recommendation and contracting of the Resident Broker/Service Agent whose responsibilities include but are not limited to:
   a. Billing the allocated premiums to the participating churches.
   b. Responding to routine policy questions from churches.
   c. Issuing Certificates of Insurance.
   d. Issuing Certificates of Coverage for additional insured.
   e. Providing assistance in the filing of claims.
   f. Assisting in the implementation of a loss control program.
3. The Council on Finance & Administration is authorized to establish an Association on Safety and meet other requirements of the Worker's Compensation Insurance Rating Bureau of California to establish a divided plan for Workers' Compensation coverage for workers and volunteers. The effective date of this association is April 1, 1991. Local churches participating in the Unit Insurance program are to have Workers' Compensation coverage through this program as their Workers' Compensation policies expire on or after January 1,991.
4. The Annual Conference empowers the Council on Finance & Administration in consultation with the Board of Trustees to name a standing advisory committee which shall report to the CFA. The committee's responsibilities shall include but are not limited to:
   a. Oversight of the administration of the

Unit Insurance Plan.
b. Modifying premium allocation to a basis of risk and value.
c. Promoting an aggressive loss control program.
d. Reviewing the need for a fund for uninsured losses.
e. Reviewing the availability of earthquake and flood insurance.
f. Evaluation of the Broker/Service Agent.
g. Receiving comparative bids on the Unit Insurance Plan.
h. Making recommendations pertaining to the Unit Insurance Plan on the use and expenditure of excess funds in the Self-Insured Loss Fund and any earned dividends.

5. The Council on Finance & Administration is authorized to negotiate and enter into any necessary agreements for a Guaranteed Premium Payment Program to be available for local churches, enabling local churches to budget their allocated portion of the unit policy premiums.

B. Workers' Compensation Insurance

1. Workers' Compensation Insurance is required by the California-Nevada Conference of the United Methodist Church of all churches for both clergy and lay employees. The church as compensation-paying unit for clergy staff and employer for lay staff shall be responsible to pay for the Workers' Compensation Insurance premium. In addition, it is strongly recommended that all churches maintain coverage for volunteers as a part of the Workers' Compensation Insurance program for the church.
2. Workers' Compensation Insurance is required of all churches. In addition, no Minimum Compensation Funds shall be paid to any clergy until the church of appointment has deposited with the Board of Mission a Certification of Insurance Policy for "Workers' Compensation" showing the California-Nevada Annual Conference of the United Methodist Church as an additional insured. The certification shall also provide that Conference be given a ten (10) day notice in the event of cancellation of the policy. The Board of Mission is authorized to modify this requirement if necessary.

Division IX. Pensions and Benefit Programs

A. Pre-1982 Pension Funding:

1. For approved clergy service rendered prior to January 1, 1982, Conference pension obligations shall continue to be met under a 'service annuity program with a defined benefit floor', formerly known as the Ministers' Reserve Pension Fund (MRPF).
2. Each year the Annual Conference shall set a minimum pension rate, to be paid to eligible Conference Claimants during the following calendar year, for pre-1982 service.
3. The Pre-1982 pension rate for eligible surviving spouses in the California-Nevada Annual Conference shall be 75% of the Pre-1982 pension rate for regular Conference Claimants.
4. Each year, the Conference Board of Pensions shall recommend an amount to the Council on Finance and Administration for payment of past service pension costs, and request that it be placed in the Conference budget. Further, the Conference Board of Pensions is authorized to withdraw from reserve funds any funds necessary to meet the required payments.

B. Current Service Pension Funding; The Clergy Retirement Security Program (CRSP), and the Comprehensive Protection Plan (CRSP/CPP):

1. Between January 1, 1982 and December 31, 2006, pension funding for the current service of eligible pastors was made under a defined contribution program, known as the Ministerial Pension Plan (MPP).
2. The Annual Conference participated in MPP/CPP in accordance with the Discipline and the MPP/CPP Plan Documents, as adopted and amended by the General Conference.
3. Beginning in 2007, the Annual Conference shall participate fully in the Clergy Retirement Security Program, as adopted and amended from time to time by the General Conference. Contribution Method: The church contributions for CRSP and CPP shall be made through regular apportion-

ment payments to the Conference Treasurer. The Conference Treasurer shall remit CRSP and CPP contributions to the plan monthly on behalf of Conference participants.

4. Eligibility for Conference CRSP and CPP Payments: All appointed pastors are eligible for UMC Pension Plan enrollment, subject to the rules of the applicable Plan Documents. The following pastors are eligible to have their CRSP and CPP contributions paid by the Annual Conference:
   a. Any person in one of the following categories who is under Episcopal appointment to serve as pastor of a local church within the bounds of the Annual Conference, provided that they are receiving clergy compensation for their appointed services:
      (1) Conference clergy members including Deacons,
      (2) Local pastors, and
      (3) Eligible clergy of other denominations
   b. Conference clergy members appointed as District Superintendents, Conference Council on Ministries staff, or as Conference Treasurers.
5. Elective Deferrals to the United Methodist Personal Investment Plan (UMPIP), equal to not less than three percent of the participant's contribution base, are strongly recommended for all participants.
6. Each year, the Conference Board of Pensions shall recommend an amount to the Council on Finance & Administration for payment of current service pension costs (CRSP and CPP), and request that it be placed in the Conference budget.
7. A church other than a United Methodist Church included in an ecumenical parish served by a United Methodist pastor shall arrange with the General Board of Pensions of the United Methodist Church for the direct billing of the applicable pension and/or protection plan contributions required of that parish. A United Methodist Church included in an ecumenical parish shall pay apportionments as required by the Conference Treasurer or CFA.

C. Parity Between Pension Plans

Striving to Maintain parity between the benefits of the various clergy Pension programs shall be the policy of this Annual Conference (Par 1506., 2004 Book of Discipline).

D. Death Benefits from the Basic Protection Plan

1. All Participants in the Comprehensive Protection Plan (CPP) have basic Death Benefit coverage provided as a part of that plan. In addition to those benefits, the Conference shall purchase Death Benefits through the Basic Protection Plan of the Church (BPP), according to the following provisions:
2. The Conference shall participate in BPP in accordance with the Discipline and the provisions of the BPP Plan Document, on file in the Conference Board of Pensions office. BPP is a program of the General Board of Pension and Health Benefits of the Church and is subject to amendment by action of the Plan Administrator, or in response to changes in Federal law. Conference participation in BPP shall be administered by the Conference Board of Pensions, subject to the following rules:
   a. Eligibility: Full time lay employees of the Annual Conference who receive Conference paid employer UMPIP contributions shall be eligible to receive Death Benefits through BPP, provided by the Annual Conference.
   b. Benefits: The following Death Benefits shall be provided by the Annual Conference through BPP, for eligible participants as noted above:
      (1) Active Lay Employees: $50,000
      (2) Retired Lay Employees: $5,000
      (3) Spouses of Covered Lay employees: $5,000
   c. Cost: The cost of BPP Death Benefits for participants listed under Eligibility subsection a (1 2) above shall be paid by the Annual Conference.
3. The Board of Pensions may approve specific exceptions to these rules in circumstances which, in the judgment of the Board, justify such exceptions.

E. Medical Benefits Programs

1. Health Care Program for Eligible Retirees, Dependents and Survivors:
   a. Eligibility: The following persons shall be eligible for enrollment in the Retiree Health Care Program of the Conference,

provided that:

(1) Enrollment is completed in accordance with any "new eligibility" provisions of the plan,

(2) Any proof of insurability requirements are met,

(3) Any required premium payments are remitted in a timely manner:

(a) Elders, Deacons and Associate Conference Members who have who have been granted the retired relationship from this Conference, provided that they are receiving a pension from the United Methodist Church,

(b) Those recognized by Conference action as Retired Local Pastors, provided that they are receiving a pension from the Church, and provided that they served under Episcopal appointment for not less than five consecutive years immediately preceding their recognition as a Retired Local pastor.

(c) Those recognized by Conference employing agencies as Retired Lay Employees, provided that they are receiving an employer-paid pension from the Church, and provided that they were employed full-time for not less than five consecutive years immediately preceding their recognition as a Retired Lay Employee.

(d) Retiring full time lay employees of Conference related agencies may become eligible for enrollment by specific approval of the Conference Board of Pensions. In such cases, the employing agency shall be responsible for remittance of the full cost of any such coverage elected.

(e) Surviving spouses and surviving dependents of enrollees who retired or died while members of this Conference, provided that the survivors were enrolled as dependents in the Conference health care program at the time of the enrollee's death,

(f) All Diaconal Ministers consecrated by or received by transfer into this Annual Conference who:

- Are 62 years of age or older,
- Have remained employed within the bounds of this Conference until the time of their retirement, and
- Who have been employed for a period of not less than five consecutive years at the time of their retirement.
- For all such eligible Diaconal Ministers, the subscriber shall be responsible for remitting the full cost of the coverage.

Persons who marry participants after the participant's retirement shall not be eligible for enrollment in this plan.

b. Benefits: The benefits shall be those specified in the master contract on file in the Conference Board of Pensions office.

c. Payment of Premiums:

(1) The Annual Conference shall pay a portion of the cost of the Retiree Health Care Program for eligible participants, based on a percentage of the Medicare supplement cost for participants and spouses.

(2) The percentage of Conference payment shall be based on the participants' years of service with California-Nevada Conference paid pension contributions for Pre 1982 service, to MPP/CPP or to the Cumulative Pensions and Benefit Fund (CPBF). Such payments shall be calculated according to the following schedule, and then reduced by any "Minimum Premium" amount required of participants under Section 2(b) herein:

Applicable Years of service	% of Medicare Supplement Paid
20 or more	100%
19	95%
18	90%
17	85%
16	80%
15	75%
14	70%

13	65%
12	60%
11	55%
10	50%

Eligible participants with fewer than ten years of service with California Nevada Conference paid pension contributions may participate in the program by paying the full cost.

"MINIMUM PREMIUM"REQUIREMENT

A "Minimum Premium" amount for participants in the retiree health care plan shall be determined by action of the Annual Conference, on the recommendation of the Conference Board of Pensions, in consultation with the Council on Finance & Administration (CFA). The "Minimum Premium" shall be charged to all participants for whom the charge above (Section 2(a)) would not require at least the "Minimum Premium" amount. Any Participant required by Section 1.2(a) to pay a premium larger than the "Minimum Premium" amount shall be considered to have met the "Minimum Premium" requirement by payment of their regularly calculated premiums.

A "Retiree Health Care Support Fund" shall be established and administered by the Conference Board of Pensions, in cooperation with the Retired Clergy Association (RCA). Grants to assist retirees with "Minimum Premium" payments shall be made from this Fund, subject to full available and in cases which, in the judgment of the Board (or its designated representative), warrant such assistance.

(3) Full costs will be paid for up to three years for surviving spouses and eligible dependents of active clergy and active lay employees of the Annual Conference who died while serving with Conference paid pension contributions, provided that such dependents were enrolled in the Conference health care plan at the time of death. Following this three-year transition period, surviving dependents shall remain eligible for coverage under this plan, but shall be required to pay premiums based on the participant's applicable service years, in accordance with Section C herein.

(4) Each year, the Board of Pensions shall recommend an amount to the Council on Finance and Administration for support of the Conference Retiree Health Care Program, and request that it be placed in the Conference budget. To supplement such apportioned funding, after accounting for any premiums which may be required of retirees, and accounting for any other appropriate funding which may be available, the Board of Pensions is authorized to expend Conference pension reserve funds, as necessary to meet the annual requirements of the program, as described in these Standing Rules. Such expenditures are only authorized to the extent that they are deemed appropriate in conjunction with the long term pension funding needs of the Annual Conference, and to the extent deemed prudent each fiscal year, following consultation with the Conference Treasurer and CFA.

d. The Board of Pensions may approve specific exceptions to these rules in circumstances which, in the judgment of the Board, justify such exceptions.

2. Medical Benefits Plan for Active Clergy and Full time Lay Employees.

a. Eligibility: The following persons shall be eligible to enroll in the medical benefits plan for active clergy and full time lay employees, provided that enrollment is completed within thirty days of new eligibility:

(1) All active Conference clergy members,

(2) All local pastors and clergy of other denominations, who are under full-time Episcopal appointment to serve a local church within the bounds of the Conference,

(3) Full time lay employees of the Annual Conference and full time lay employees of local churches within the Conference, and

(4) Full time lay employees of interdenominational agencies in which the California Nevada Annual Conference participates.

(5) Surviving spouses and surviving dependents of plan enrollees who retired or died while members of this

Conference, provided that the survivors were enrolled as dependents in the Conference health care program at the time of the enrollee's death,

(6) All Conference clergy members who are appointed to Incapacity Leave, from an appointment with pension and benefit claim on the Annual Conference and whose Incapacity benefits have been approved by the General Board of Pension and health Benefits. In order to remain a health plan enrollee, clergy members who are appointed to Incapacity leave must enroll in Medicare parts A and B when eligible. Conference health plan coverage will be coordinated with Medicare on the first day of the month when Medicare coverage becomes available.

b. Benefits: The benefits shall be those of the plan as specified in the contract on file in the Conference Board of Pensions office.

c. Premiums for Pastors Appointed to Incapacity Leave: The Annual Conference shall pay the full health insurance premium for all Conference clergy members who are appointed to Incapacity Leave from an appointment with pension and benefit claim on the Annual Conference, provided that they are participants in the health insurance program of the Annual Conference at the time they become incapacitated, and provided that Incapacity benefits from the Comprehensive Protection Plan have been approved by the General Board of Pension and health Benefits.

d. Payment Procedure: No person shall be eligible for coverage that has not elected to be covered within thirty (30) days of new eligibility for such coverage, or who has not maintained his/ her coverage through the timely payment of his/her premiums. The carrier has the right to accept for coverage such other persons under such terms as they may specify when such persons have forfeited their eligibility through non election of coverage or failure to maintain their policies. e. The Board of Pensions shall have the authority to negotiate and contract with the current carriers, or prospective carriers, of the Conference Health Care programs, regarding the premiums and benefits of those plans.

3. Persons eligible for enrollment in the Conference medical plans may elect coverage for legal dependents (spouse and children) on their policies, subject to the open enrollment limitations of the health care contracts, and subject to the other provisions of these Standing Rules.

F. Reports

1. The financial report of the Board shall be printed annually in the Journal.
2. The yearly record of delinquencies in proportional payment, as reviewed by the Board of Pensions and submitted to the Secretary of the Annual Conference, shall be printed in the Journal.

Division X. Property Matters

A. District Housing and Office

1. The Bishop shall determine the city in which the District parsonage and office is to be located. Any plan for purchase of site or District parsonage will be subject to approval of the District Board of Church Building and Location prior to final action of the Conference Board of Trustees.
2. The Annual Conference shall own and maintain in each District a District parsonage which shall meet the minimum Conference standards. The Conference Board of Trustees will be responsible for the financing of the District parsonages and will hold title to such property. The Conference will assume no financial obligation for cost or improvements beyond those provided for in the standard set forth in full in the 1969 Journal, p. 194.
3. In addition to space for a study, it is desirable to have an office outside of the house. The Superintendent may negotiate to have an office in a local United Methodist Church, or elsewhere outside the District parsonage. The Council on Finance & Administration must give final approval to any arrangements for an office outside the District parsonage.
4. A District Superintendent may live in a

District parsonage or provide his/her own housing. By mutual agreement among the Superintendent, The Conference Board of Trustees, and the District Committee on the Superintendency of the District, the District parsonage may be rented and a housing allowance may be provided by the Annual Conference to be used for the purchase or rental of housing of the Superintendent's Choice. For district superintendents not living in the district parsonage, the salary plus housing allowance shall be set at the same level as that of the conference executive staff (the Director of Connectional Ministries, the Conference Treasurer, and the Executive Secretary of the Board of Pensions) for whom a parsonage is not provided. The net rental income from the district parsonages shall be used to offset the increased compensation cost in the conference budget. The Conference Board of Trustees shall annually submit to CIA information about the current fair rental values of the district parsonages.
When a housing allowance is provided the Conference assumes no responsibility for providing furnishings or equipment.

5. This policy shall apply to those District Superintendents newly appointed January 1, 1988, or later.

B. Local Church Parsonages

1. Ministers and families shall provide their own furnishings with the exceptions found in local Parsonage Standard Guidelines, Standing Rule X.C.
2. Where parsonages are provided, an amount for routine maintenance shall be budgeted for the pastor and family to use at their discretion
3. Whenever mutually agreeable by the local church and the pastor, and with the concurrence of the District Superintendent, an adequate housing allowance may be provided by the local church which shall be used by the pastor for purchase or rental of the housing of his/her choice provided the general location is approved by all parties. If there is no parsonage alternative and the pastor does not purchase or rent a home then the church shall provide appropriate rental housing and appliances as in Standing Rule X.C. The District Superintendent shall provide a financial analysis showing the impact on the apportionment of the local church before final approval.
4. It is the usual expectation that pastor/pastors will live in the community in which they serve. The Cabinet may consider exceptions to this expectation in consultation with the pastor/pastors and the S/PRC. Any exceptions must be approved by the Cabinet.
5. The District Superintendent is responsible for interpreting this policy.
6. Parsonage and housing allowances:
   a. A flexible policy shall be maintained with respect to clergy housing.
   b. Parsonages shall be retained wherever feasible to protect the financial investment of the church and provide housing options for the pastor.
   c. No local church parsonage shall be sold without the approval of the District Board of Church Location and Building and the Cabinet.
   d. Rental income from parsonages may be used to help provide housing allowance for pastors requesting such an allowance in lieu of a parsonage.
   e. The recommended standard for setting a housing allowance is the fair rental value of a home which meets Conference standards in the church community.

C. Local Parsonage Standard Guidelines

1. When locating a parsonage, close proximity to church, school, shopping area, hospitals and health care should be considered. Para. 2543.b, 2004 Discipline, establishes requirements for accessibility.
2. House recommendations:
   a. Bedrooms:
      (1) A minimum of three, and
      (2) A minimum of 180 square feet for the master bedroom and 120 for the others, plus closets.
   b. Bathrooms:
      (1) One and a half bathrooms are considered essential, plus storage for linens and toilet articles,
      (2) Two bathrooms are to be preferred.
   c. Kitchen:
      (1) Large enough to have a separate eating area,
      (2) Work counters and cupboard space,

(3) Sufficient electrical outlets,
(4) Up to date plumbing, and
(5) Contain the basic appliances (See Item 6).

d. Laundry area:
(1) Basic appliances (See Item 6),
(2) Large enough area for a work table is desirable, and
(3) A separate sink is helpful.

e. Other considerations:
(1) The living room should be large enough for entertaining.
(2) Passage from the kitchen to bedrooms without going through the living room.
(3) A family room is desirable.
(4) A formal dining room is preferred.
(5) A pastor's study in addition to three bedrooms is desirable.

3. Heating, cooling and energy use: Adequate provision for these should be made in relationship to the area and climate. A central system with automatic controls and high efficiency rating is recommended. The house should be well insulated (R 13 rating for walls and R 19 rating for attics). Appliances should be energy conservation models.
4. Home grounds:
a. All permanent plantings should be the responsibility of the church. A low maintenance design with low water required is desirable.
b. A fenced play yard or space for children is desirable.
c. An outdoor patio area and recreational space is a useful addition.
5. Miscellaneous:
a. Shelter for two cars should be provided.
b. Storage area should be provided for tools and equipment.
c. Adequate type of TV antenna.
6. Equipment:
a. Where parsonages are provided, the local church shall provide good quality:
(1) Stove,
(2) Refrigerator,
(3) Washer,
(4) Dryer,
(5) Water heater,
(6) Heating units (central heat desired),
(7) Carpet and/or floor covering throughout, and
(8) Drapes throughout.

b. Recommended but not required:
(1) Garbage disposal unit,
(2) Dishwasher,
(3) Freezer,
(4) Air conditioning (central design), and
(5) Sprinkling system for the yards.

7. The local church should pay water, the basic telephone charge, and designate a portion of the salary package for a utility allowance.
8. The responsibility for implementing the Parsonage Standard Guidelines be assigned to the District Board of Church Location and Building.

D. Annual Conference Staff Housing

1. Full time Conference staff members, for whom a house is not provided, shall be properly remunerated and shall provide their own housing. The remuneration shall reflect the cost of housing and utilities in accordance with Conference housing standards in relation to the average fair market rental value of all District parsonages. Ordained staff members shall be required to file a certification of costs of housing with the employing agency in accordance with the provisions of the United States Internal Revenue Code. Each shall accept full responsibility for maintaining and keeping available for any requirements of the Federal Government all necessary documentation. The amount of the housing allowance will be deducted from the total remuneration and paid separately. The remaining amount will be paid as salary and reported as such to the Internal Revenue Service.
2. If the Bishop or a full time staff member for whom a house is not provided elects to buy a house, the Board of Trustees may furnish second mortgage money, by borrowing against equity in Conference owned property. The Trustees may do so when in their judgment, the arrangement properly protects the Annual Conference and provides for full repayment within a reasonable time after the person is no longer assigned as the Bishop of this Area or is employed as a full time Conference staff member. The Bishop or staff member shall carry the full cost of the loan.

E. Disposition of Local Church Property

Due to many unfunded years of those in the previous entrants' pension program and the under funding of MRPF, it has become necessary to protect the accrued pension interests. To do this, every Superintendent shall refuse permission to sell, abandon, merge or otherwise discontinue a local church property without consultation with the Board of Pensions; and as part of the selling or exchanging or converting of the property; a method should be worked out whereby funds could be held or transferred or given to protect the unfunded years and under funded years of all pastors who served that particular church.

Division XI. Calendar Year Operations

A. The Local Church

The Annual Conference recommends each local church's program year correspond to the Annual Conference fiscal year (the calendar year); and that local church elected personnel, except members of the Committee on Pastor Parish Relations, take office on January 1. At the discretion of the local church, members of the Committee on Pastor Parish Relations may take office on July 1.

B. Annual Conference

1. Unless otherwise provided, members and officers of boards and agencies of Annual Conference shall begin their term of office on adjournment of Annual Conference. Each board or agency shall be convened for the first meeting no later than September 10, at a time and place designated by the Conference Nominating Committee, when necessary to organize the board or agency for the following year or quadrennium.
2. Members and officers of committees responsible to board and agencies shall continue to serve until their successors are elected.

Division XII. Incorporation of Subsidiary Organizations

A. Submission for Approval

Before any subsidiary Conference organization, group, or association legally incorporates, or revises its articles of incorporation and bylaws, these articles and bylaws, and any revision thereof, shall be submitted to the Conference Board of Trustees for approval. This rule does not apply to the incorporating of a local church, but only organizations as are operative on a Conference level and have received or anticipate receiving Conference funds.

11. Policy

Passion in
Jesus Christ,
Compassion
for All