

Rules and Policies of the Wisconsin Annual Conference

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1.0.0 *Descriptions*

1.1.0 **Conference Rules**

- 1.1.1 **Purpose.** Conference Rules shall describe the structure and membership of the Annual Conference agencies, and the charge to, and authority of each Conference agency.
- 1.1.2 **Amendment.** Any amendment to these Rules should be presented to the Rules Committee, where possible, so that ramifications can be considered.
- 1.1.3 **Floor Amendments.** Any proposed amendment to these Rules from the floor of the Conference must be presented to the members of the Conference at least twenty-four hours prior to the vote being taken.
- 1.1.4 **Vote Required.** Amendment of the Rules shall require a two-thirds vote of the Conference.
- 1.1.5 **Accountability.** Potential or alleged violations of the Rules shall be referred to the Rules Committee, which shall have the authority to require actions to bring bodies into compliance with the Rules. Disputes over interpretation of the Rules may be appealed to the plenary session of the annual conference.

1.2.0 Conference Policy

- 1.2.1 **Purpose.** Conference Policy consists of Conference legislative action with implied enforceability requirements, which serves as guidelines or directives to churches and agencies of the Conference.
- 1.2.2 **Amendment.** Any proposed amendment to Policies shall be presented to the Rules Committee, where possible, so that ramifications can be considered.
- 1.2.3 **Vote required.** Amendments to Policies require a majority vote of the Conference.
- 1.2.4 **Board and Agency Policies.**
- a. Boards and agencies of the annual conference are authorized to develop and implement policies governing their work, as long as such policies do not conflict with *The Book of Discipline*, annual conference rules and policies, or government laws and regulations.
 - b. Boards and agencies shall inform the Rules Committee of any adoption or change of its policies. The rules committee has the responsibility to check for any conflict with *The Book of discipline*, annual conference rules and policies, or government laws and regulations. The rules committee shall advise the board / agency of any conflict of any such adopted or changed policy and require actions to bring policies into compliance.
 - c. Board and agency policies shall be posted at one location on the annual conference web site as soon as practicable after adoption or change.

1.3.0 Definitions

- 1.3.1 **Conference.** Where the term “Conference” is used without a further definition or other reference, it shall refer to the Wisconsin Annual Conference of The United Methodist Church.
- 1.3.2 **Recommendation.** A statement addressed to the Conference, which needs to be voted on by the Conference.
- 1.3.3 **Resolution.** A formal statement of the opinion or will of the Conference which is to be voted upon by the Conference. A resolution may also be a formal statement of the opinion or will of the General Conference (§510.2). The annual conference may adopt a recommended resolution that is then forwarded to the General Conference for its consideration.
- 1.3.4 **Petition.** A formal request for action by the General Conference, according to ¶507 of *The Discipline*.
- 1.3.5 **Agency.** Shall mean any organization acting as an agent of the Conference: council, board, commissions, committee, and task force.
- 1.3.6 **Board.** An entity authorized to function on behalf of the Conference to offer governance and policy-making for the work of the Conference and relevant departments/agencies of the Conference, fiduciary (asset) management and oversight, and generative development (promoting the mission and vision of the Conference in new/different ways). Members of each board are elected by the Conference.
- 1.3.7 **Council.** A decision-making body formed to develop plans and strategies to be carried out throughout the Conference. Councils do the “big picture” thinking for the Conference, including critical analysis of costs/benefits,

implications both positive and negative in the short- and long-term, and areas for development and improvement.

1.3.8 **Committee.** Group assembled to organize and implement specific areas of focus, and give oversight to individual pieces of the Conference's work. Committees are given both responsibility AND authority to carry out work on behalf of the Conference and can function long-term or project-by-project. Committees can be free-standing or organized as sub-units of other agencies.

1.3.9 **Commission.** A group authorized to perform specific duties on behalf of the Conference – generally record-keeping, governance, book-keeping (archiving), documenting, monitoring, etc. Commissions tend to be established for the long term to attend to important but not urgent work.

1.3.10 **Task Force.** A group designed for a specific purpose to do work outside the normal parameters of the Conference structure. Usually of short-term duration, task forces are given responsibility, but authority to act generally rests with the parent organization.1.3.11 **Team.** A small number of people with complementary skills who are committed to a common purpose, performance goals, and approach, for which they hold themselves mutually accountable. Teams are formed to perform specific tasks and fulfill certain objectives, usually given full authority to do whatever is necessary to perform effectively. Teams tend to function most effectively on projects, where there is a distinct beginning, middle and end.

1.3.12 **Ex-officio members.** Member of an agency by virtue of holding another position, and shall have the right to vote.

1.3.13 **Advisory members.** Shall not have the right to vote.

1.4.0 **The Book of Discipline**

1.4.1 References in the Rules and Policies are to the *2008 Book of Discipline*.

1.4.2 Since it is the intent of the Rules and Policies to be supplementary to *The Discipline*, no provisions of *The Discipline* are included in the Rules and Policies.

2.0.0 **Annual Conference**

2.1.0 **Membership**

In addition to those persons named in *The Constitution* (§32), the following persons shall be members of the Conference to attain lay equalization:

2.1.1 An Associate Conference Lay Leader, nominated by the Conference Nominations Committee, shall be named.

2.1.11 A Lay President of the Wisconsin United Methodist Foundation who satisfies Disciplinary requirements for Annual Conference membership.

2.1.2 Lay chairpersons of all agencies directly amenable to the Annual Conference.

2.1.3 General Conference Lay Delegates.

2.1.4 Lay members of General Boards and Agencies

2.1.5 One additional ethnic minority lay member elected by each congregation or mission with an ethnic minority membership in excess of 50% to increase ethnic minority representation in the Conference membership

2.1.6 District directors of Lay Servant Ministry and Dean of Faith Alive

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- 2.1.7 Lay directors, coordinators, Conference Treasurer, and Conference benefits officer employed on the annual conference staff who satisfy Disciplinary requirements for Annual Conference membership.
- 2.1.8 Up to 16 additional youth members between 12 and 17 years of age to be chosen by the Conference Council on Youth Ministries in a manner determined by the Office of Ministry and Outreach, with a goal of geographic, ethnic, and gender diversity. Up to three chaperones will be allowed to sit in the bar of the Conference without voice or vote.
- 2.1.9 Two additional young adult members age 18-30 from each district, to be chosen in a manner determined by each district.
- 2.1.10 Additional lay members elected by pastoral charges as needed to attain lay equalization according to the following formula:
- Multi-point charges, provided the member shall be elected from a church not having representation, beginning with the largest combined membership charge.
 - Single point charges, beginning with the largest.
 - Item 2.1.10a and item 2.1.10b above shall be applied in alternating fashion as lay equalization is calculated, continuing until equalization is achieved.
 - No charge shall elect more than two additional lay members because of the application of rule 2.1.10.
- 2.2.0 Membership Tenure**
- 2.2.1 The number of lay and clergy members of the Conference shall be established once every four years for the next quadrennium except as provided in *The Discipline*.
- 2.2.2 The Conference Secretary shall certify to the Bishop the number of lay members of the annual conference for the following quadrennium by September 1 following the regular session of the General Conference.
- 2.2.3 The Conference Secretary shall also communicate to each charge the number of lay members to be elected by that charge for the following quadrennium by September 1 following the regular session of the General Conference.
- 2.2.4 Lay members shall be elected by the local charge for a four-year term to begin service January 1 following the regular session of the General Conference.
- 2.2.5 All members (lay and clergy) of annual conference are expected to attend its sessions (§602.8)
- 2.3.0 Meetings**
- 2.3.1 A member of the Conference has the right to attend and speak at any meeting of any agency of the Conference except for closed sessions as specified in *The Discipline*.
- 2.3.2 The Workbook and the Conference *Yearbook and Journal* are official publications of the Annual Conference. Pre-Conference materials, whether distributed electronically, posted on the Conference web site, or printed in the Annual Conference Workbook or members' information packet, are not to be used for publication, press or news releases.
- 2.3.3 Proposed agenda, arrangements and procedures for the session of the Annual Conference shall be prepared by the Program and Arrangements
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Committee, subject to the approval of the Bishop and cabinet. The proposed agenda and consent agenda (routine items acted upon annually) and procedures shall be presented for adoption at the opening plenary of the Annual Conference. Once the proposed consent agenda has been placed before the Annual Conference, opportunity will be given at that time to remove items from the proposed consent agenda. Removal of an item from the proposed consent agenda shall require at least 100 votes. Any items removed from the proposed consent agenda shall be placed on the regular agenda for consideration by the Conference during a later plenary session. The Annual Conference will then vote on the items remaining on the proposed consent agenda during the opening plenary session. The Agenda Committee, through its chairperson, in consultation with the Bishop, is authorized to make adjustments and changes in the agenda, with the approval of the Annual Conference.

- 2.3.4 All resolutions and petitions to be considered at an Annual Conference session must be submitted no later than ten (10) days before the opening of Annual Conference.
- 2.3.5 Except as provided otherwise in these Rules, *Robert's Rules of Order* shall govern all parliamentary procedures.
- 2.3.6 In order to save time of the Annual Conference, no report shall be read to the house without first securing the consent of the Annual Conference. The presentation of reports shall highlight matters relating to policy and recommendations for action.
- 2.3.7 All substantive motions are to be presented to the Conference Secretary in writing before the motion can be amended and action can be taken by the house.
- 2.3.8 There shall be with any proposal not included in pre-Conference materials a clearly stated rationale for the establishment of any new group or program which shall include:
- a. assurance that no other body is presently responsible for that task or concern;
 - b. a time line including starting and ending dates;
 - c. anticipated expenses for the period of time the group or program will exist, as well as identification of the intended funding source.
- 2.3.9 Members and non-members of the Annual Conference will have the following rights to the Annual Conference floor.
- a. Members: without consent of the Annual Conference, no person shall speak longer than three (3) minutes, nor more than once on any motion, except to answer questions. Whenever possible, a speaker on one side of an issue shall be followed by a speaker on the other side of the issue being debated by the Annual Conference.
 - b. Non-members may speak only with consent of the Annual Conference; however, a professional employee of the Conference or a Conference agency or the chairperson of a Conference agency (who is not a member of the Annual Conference) shall be entitled to the floor of Annual Conference not only for presenting a report, but shall also have the right

to speak to it. A lay chairperson of the Wisconsin United Methodist Foundation shall be entitled to the floor to report and to speak to the Annual Conference. These persons shall be bound by the same rules and limitations applicable to Annual Conference members.

- 2.3.10 Retired clergy are exempted from Annual Conference registration fees that are not related to specific costs incurred by their presence (such as meals).

2.4.0 Organization of Conference Agencies.

- 2.4.1 Each Conference agency shall organize itself, consistent with the Book of Discipline and Conference rules and policies (see also Rule 4.2.0). Each Conference agency shall elect its officers at its first meeting after July 1 in the year in which the regular session of the General Conference is held, using its own procedures. Care shall be taken to provide for the inclusion of lay/clergy, male/female, and racial/ethnic diversity in electing leadership.

- 2.4.2 Non-Agency Members. Each agency shall have the opportunity to include non-agency members in any standing committees and/or task forces.

2.5.0 The Conference Year.

The Conference year shall begin on January 1 and end on December 31.

3.0.0 Nominations

3.1.0 Nominations Committee (§610)

- 3.1.1 **Membership.** There shall be a Nominations Committee of no fewer than 14 and no more than 22 members, consisting of the following:
- One clergy and/or one lay person from each District
 - One staff person nominated by the Director of Connectional Ministries
 - One District Superintendent named by the Cabinet
 - The Conference Lay Leader
 - Recording Secretary
 - One youth elected by the Conference Council on Youth Ministries (age 12-17)
 - One young adult (age 18-30)
- 3.1.2 The membership of the Nominations Committee shall be balanced between clergy and laity as close to 50-50% as possible and will work to ensure racial, ethnic, age and gender inclusiveness.
- 3.1.3 **Purpose.** The Conference Nominations Committee shall be the nominating agency for all of the Conference agencies whose nomination is not prescribed elsewhere in *The Discipline*, or specifically prescribed for in the Rules.
- 3.1.4 **Procedure.** The Conference Nominations Committee will work with all Conference agencies to find appropriate and effective leadership. Whenever possible, the chairperson of the agency, or a designated representative should make contact with all potential nominees to ensure that they possess the necessary knowledge, skills, experience and/or abilities to serve effectively.

3.2.0 Guidelines for Nominations

- 3.2.1 **Size.** The membership of the agencies of the Conference shall be kept as near as possible to the minimum number required by *The Discipline*.
- 3.2.2 **Eligibility.** Lay members of Conference agencies must be professing members of The United Methodist Church, except when the Conference Rules or *The Book of Discipline* provide for ecumenical representation.

Baptized members 18 years of age and under are eligible to serve on Conference agencies. *The Book of Discipline* establishes eligibility provisions for clergy and local pastors serving on Conference agencies.

- 3.2.3 **Tenure.** Nominations not otherwise specified shall be for the current quadrennium. All Conference nominating agencies shall limit the term for members to two consecutive quadrenniums. The lay leader shall also be limited to two consecutive terms.
- Ex-Officio Exception – One quadrennium served in an ex-officio relationship shall not count toward tenure.
 - Partial terms. Service of two or more years in filling an unexpired term or vacated position shall be considered as a full quadrennial term.
 - Reinstatement period. A person who is no longer eligible by reason of tenure to serve an agency may be considered for nomination and election after four years have elapsed.
- 3.2.4 **Term of Office.** Terms for members of Conference agencies begin on July 1 following election. Officers from the previous quadrennium continue until replaced.
- 3.2.5 **Limit on Service on Multiple Agencies.** A clergy or lay person shall accept nomination and election to no more than two of the following Conference agencies regardless of who nominates them:
- Board of Camp and Retreat Ministries
 - Board of Church and Society
 - Conference Strategy Board
 - Discipleship Leadership Council
 - Board of Global Ministries
 - Board of Higher Education and Student Ministry
- A clergy or lay person shall accept nomination and election to no more than one of the following, and shall serve on no other Conference boards and agencies, except as an ex-officio member.
- Board of Ordained Ministry
 - Joint Board of Pensions, Insurance and Equitable Compensation
 - Board of Trustees
 - Council on Finance and Administration
 - Conference Personnel Committee
- 3.2.6 **Ex-Officio Exception.** A person may be an ex-officio member of more than one agency listed in 3.2.5 by virtue of an office held or as a representative of one agency to another.
- 3.2.7 **Inactive Members.** Elected members are expected to fully participate in the work of their agency for the full quadrennium. A member will be considered “inactive” if they miss 25% or more of the scheduled meetings of the agency. Once a member misses 50% of the agency’s meetings in a given Conference year, the Nominations Committee in collaboration with the agency will replace the “inactive” member for the remainder of the quadrennium. Agency chairs may make exceptions for extenuating circumstances.
- 3.2.8 **Retired Clergy.** A retired clergy person is eligible to serve on any Conference agency (or position) unless prohibited by *The Discipline*.

3.2.9 **General Agency Staff and Members.** Any person of the Conference who is employed on the staff of any General Agency or is a member of any General Agency shall be an Advisory member of the corresponding Conference agency except when *The Discipline* provides otherwise.

3.2.10 **Maximum Replacement.** So far as it is possible, no more than one-half of the membership of any agency shall be replaced in any given election.

3.3.0 **Membership Stipulations**

3.3.1 **Lay Leaders**

a. **Conference Lay Leader (§603.9a, 607).** Upon nomination by the Bishop and Cabinet (including all persons who normally meet with the superintendents in non-appointive Cabinet session), the annual conference shall elect a Conference Lay Leader to a four-year term beginning July 1 after the regular session of the General Conference. The Conference Lay Leader shall be limited to two four-year terms.

b. **Conference Associate Lay Leader (§631.3).** Upon nomination by the Bishop and Cabinet (including all persons who normally meet with the superintendents in non-appointive Cabinet session and the Conference Lay Leader), the annual conference shall elect a Conference Associate Lay Leader to a four-year term beginning July 1 after the regular session of the General Conference. The Conference Associate Lay Leader shall be limited to two four-year terms in that office. The Associate Lay Leader shall assist the Conference Lay Leader in the fulfillment of the prescribed duties and may be designated by the Lay Leader to represent the Lay Leader as a member of Conference boards and agencies of which the Lay Leader is a member.

c. **District Lay Leaders (§659).** Upon nomination by the appropriate District Superintendent, the annual conference shall elect a District Lay Leader for each district to a four-year term beginning July 1 after the regular session of the General Conference. The District Lay Leaders shall be limited to two four-year terms.

3.3.2 **Program Boards. (§609.2)** Membership of the program boards shall be determined as follows:

a. **Board of Camp and Retreat Ministries (§630.1c):** Sixteen members, including four at large and one secretary nominated by the Board of Camp and Retreat Ministries and eleven nominated by the Conference Nominations Committee to include the chair of the BCRM Personnel Committee, the chair of the Camping Committee, the chair of the Facilities Committee, the chair of the Fundraising Committee, the Sites Retreat Promoter, the BCRM communications officer, and five at-large members including at least one youth, and one young adult, working to ensure clergy, laity, racial, ethnic, age, and gender inclusiveness. Camp Leadership Team members (such as Camps Administrator, Pine Lake Camp Manager, and Program Director) and Camping and Retreat Ministries Coordinator shall serve as Advisory members.

b. **Board of Church and Society (§629):** Members shall include six members-at-large to be selected by the Board; six members nominated by the Conference Nominations Committee; representative of the Conference United Methodist Women (as specified by *The Discipline*);

- one youth; one young adult; one member from the Board of Global Ministries. Advisory members may include the Director of Connectional Ministries and the Director of Communications, a representative of the Wisconsin Council of Churches, and a representative from the Commission on Religion and Race. The Board of Church and Society will elect from within a Peace & Justice Coordinator and a representative to the Wisconsin Council of Churches.
- c. **Conference Strategy Board (CSB):** Members shall include one member selected by each ethnic caucus; eight members named by the Board with experience in missional and developing congregations, re-visioning congregations and regional ministries; eight at-large nominated by the Conference Nominations Committee. Advisory: one District Superintendent, and the Coordinator of Congregation and Circuit Development.
- d. **Discipleship Leadership Executive Team:** Members shall include the Director of Connectional Ministries, Director of Communications, Conference Lay Leader, Representative of the Appointive Cabinet, six sub-team co-chairs – two each, one laity, one clergy for Spiritual Formation and Leadership Development, Worship and Witness, and Outreach and Service (nominated by the Conference Nominations Committee); one youth (12-17), and one young adult (18-30). The Executive Team shall elect its own officers from within the Executive Team. The Discipleship Leadership Executive Team shall relate to all Conference boards and agencies to help coordinate and plan program ministries for the Wisconsin Annual Conference.
- e. **The Discipleship Leadership Council (DLC)** shall serve the function of Conference Council on Ministries or Connectional Table. All Conference program boards and agencies shall designate representatives to the DLC, and at-large members may be added to include members of racial and ethnic constituencies not otherwise present. The DLC shall include the members of the Discipleship Leadership Executive Team and be chaired by the Executive Team chairperson. Representatives of the Conference Council on Finance and Administration, Joint Board of Pensions and Health Benefits, and Trustees shall participate as members of the plenary DLC, while not serving as members of the sub-teams. The three main bodies of the DLC are Spiritual Formation and Leadership Development, Worship and Witness, and Outreach and Service.
1. **Representatives to the Spiritual Formation and Leadership Development Team:**
Board of Higher Ed and Student Ministry
Board of Lay Ministry
Board of Ordained Ministry
Board of Camp and Retreat Ministries
Christian Education Team – Adult/Young Adult
Christian Education Team – Youth
Christian Education Team – Children
Spiritual Formation Team

CYC

Commission on Religion and Race

Advisory: One Staff Liaison

2. Representatives to the Worship and Witness Team

Conference Strategy Board

Board of Lay Ministry

Evangelism Team

Stewardship Team

Worship Arts Team

Young Adult Rep

CYC

Commission on Religion and Race

Ethnic Local Church Concerns

Commission on Archives and History

Commission on the Status and Role of Women

Commission on Christian Unity and Interreligious Concerns

Committee on Hispanic/Latino Ministries

Advisory: One Staff Liaison

3. Representatives to the Outreach and Service Team

Board of Church and Society

Board of Global Ministries

Health and Welfare

Commission on Religion and Race

Mission Motivation

Disaster Response

United Methodist Women

United Methodist Men

CYC

Young Adult

Volunteers in Mission

International Volunteers in Mission

Extension Ministries

Advisory: One Staff Liaison

- f. **Board of Higher Education and Student Ministry (§634):** Four at-large members nominated by the Conference Nominations Committee, four at-large members selected by the Board of Higher Education and Student Ministry, two representatives from Ministries to Students in Secondary Education (biennial rotation), two students involved in campus ministry, one member named by United Methodist Women and one named by the Conference Council on Youth Ministries. Advisory members shall be named by The Crossing (U.W. Madison), North Central College, Garrett-Evangelical Theological Seminary, the Director of Connectional Ministries, the Conference Board of Trustees, Board of Lay Ministry, and Board of Ordained Ministry.
- g. **Board of Global Ministries (§633):** one representative from each district; the Conference Secretary of Global Ministries; two members at-large nominated by the Conference Nominations Committee; the Missions Coordinator for Education and Interpretation named by the Conference UMW; eight members selected by the Board of Global

Ministries to chair the following committees: Health and Welfare, Mission Motivation, Mission Personnel, Community Ministry, Disaster Preparedness, Conference Partnership, National Volunteers in Mission, International Volunteers in Mission; four members at-large selected by the Board; and two youth named by the Conference Council on Youth Ministries. Advisory: representative of Program Staff.

- 3.3.3 **Implications Committee (§610.2).** During the opening business of an Annual Conference, an Ad Hoc Committee composed of seven shall be designated as the Implications Committee for that session. The seven are to be the Chair or designate of: the Cabinet, Council on Finance and Administration, and Discipleship Leadership Council; the Conference Lay Leader; one United Methodist youth; and two members at large (one lay and one clergy). The Conference Treasurer shall serve as an advisory member. The Bishop will select the youth and members at large, with their selection to be ratified by the Annual Conference. The Bishop will designate the chairperson of the committee.

The purpose of the Implications Committee is to review any proposal made during the session of the Annual Conference that would change the budget by \$10,000 or more, and to report back to the session the implications of the enactment of said proposal.

The Implications Committee will provide a written summary of its conclusions to the author/mover of the proposal prior to reporting to the Annual Conference. The author/mover will be given an opportunity to respond following the report of the Implications Committee to the Annual Conference.

- 3.3.4 **Commission on Archives and History (§641).** Membership shall consist of:
- a. One representative from each District
 - b. Up to four persons at-large, elected for their expertise, nominated by the Conference Nominating Committee in consultation with the Commission on Archives and History.
 - c. The following as ex-officio members:
 1. Conference Treasurer
 2. Conference Historian
 3. Conference Archivist and Historical Librarian
 4. Conference United Methodist Women's Historian
 5. Cabinet Representative
 6. Director of Connectional Ministries or designated representative
 7. President of the Conference Historical Society
 8. Pastor of Greenfield Memorial United Methodist Church

- 3.3.5 **Commission on Christian Unity and Inter-Religious Concerns (§642)** Membership of the Commission on Christian Unity and Inter-Religious concerns shall include:
- a. Three persons appointed by the Bishop to represent the Wisconsin Annual Conference on ecumenical bodies.
 - b. Three persons appointed by the Bishop to represent the Wisconsin Annual Conference on inter-religious bodies.

- c. Up to four Wisconsin United Methodist members at large chosen for their interest/expertise in ecumenical relationships.
- d. Up to four Wisconsin United Methodist members-at-large chosen for their interest/expertise in inter-religious relationships.
- e. One Wisconsin United Methodist lay or clergy member who is involved in an ecumenical shared ministry.
- f. One person who is a participant in ecumenical youth ministry, nominated by the Conference Council on Youth Ministries.
- g. Up to four additional persons representing other judicatories with whom the Wisconsin Annual Conference is involved in dialogue, to assure broader ecumenical perspective.
- h. The Executive Director of the Wisconsin Council of Churches, or designate (Advisory).
- i. The Bishop, as chief ecumenical officer, or designate.
- j. Other ex-officio members as required in ¶642.2 of *The Book of Discipline*.

3.3.6 **Commission on Religion and Race** (¶643). Membership shall consist of twenty-three members including one member from each district, the chair or designate of each Ethnic Caucus, a member of the Executive Committee of the Conference United Methodist Women, a representative of the Conference Board of Global Ministries and seven at-large members nominated by the Conference Nominations Committee, including three specifically selected with expertise in and commitment to the Cross-Cultural Ministry work of the Commission.

3.3.7 **Commission on Status and Role of Women** (¶644) Membership shall consist of twelve persons, at least two of whom shall be under thirty years of age, and two shall be ethnic minorities;

- a. Three clergy women
- b. Two clergy men
- c. Three lay women
- d. Two lay men
- e. One persons named by the Conference United Methodist Women
- f. One youth named by the Conference Council on Youth Ministries
- g. The Director of Connectional Ministries or designated representative will serve ex officio.

3.3.8 **Board of Trustees** (¶640, 2512) At each Annual Conference a slate of trustees equal in number to the pending vacancies shall be nominated by the Conference Nominating Committee to replace the class whose terms expire.

Vacancies will be filled according to ¶2512.2 of the *Book of Discipline*.

There shall be four classes of three members each, serving four-year terms. Though terms may overlap Conference quadrennia, the eight year (two-term) limit still applies.

The names of the nominees will be submitted to the cabinet for advisement.

3.3.9 **Program and Arrangements Committee** (¶610.2)

- a. The Conference Nominating Committee shall nominate one member of the Conference from each of the four regions: Capital/Coulee, Chippewa/Heartland, Metro North/South, and Nicolet/Winnebago.

There shall be one youth representative from the Conference Council on Youth Ministries.

There shall be twelve members-at-large selected by the Program and Arrangements committee who shall have responsibility for the following areas:

- Hospitality
- Worship
- Displays/Exhibits
- Childcare
- Emergency Medical Technicians
- Special Meals
- Agenda
- Registrar
- Local Arrangements
- Technology
- Awards/Recognitions Pre-Conference Briefings

The ex-officio members of the Committee shall be:

- The Bishop
- Director of Connectional Ministries
- Director of Communications
- Conference Youth Coordinator (elected by CCYM)
- Conference Lay Leader
- Conference Secretary

Advisory: Conference Center Service Department Manager.

- b. Proposed agenda, consent agenda, arrangements and procedures for the session of the Annual Conference shall be prepared by the Program and Arrangements Committee subject to the approval of the bishop and cabinet. The proposed agenda, consent agenda, and procedures shall be presented for consideration at the opening session of the Annual Conference.

The Agenda Committee, through its chairperson, in consultation with the bishop, is authorized to make adjustments and changes in the agenda, and to arrange for those changes with the appropriate chairperson or speakers during the sessions of the Annual Conference.

- c. The Program and Arrangements Committee shall provide all clergy and lay members of the Annual Conference, local church Administrative Board/Church Council chairpersons, and chairpersons of Annual Conference agencies with procedures for the preparation and submission of resolutions to Annual Conference.

3.3.10 **Rules Committee** (§610.2)

- a. The Rules Committee shall be composed of nine members at large.
- b. The Committee shall review and process all proposals for changes in Conference rules and forward such proposals to the Annual Conference for action.
- c. All changes enacted by the Annual Conference shall be codified by the Rules Committee for publication in the Yearbook and Journal, as well as online.

- 3.3.11 **Board of Ordained Ministry** (§635)
The Board of Ordained Ministry shall consist of thirty-five members, constituted in compliance with the current *Discipline*.
- 3.3.12 **Joint Board of Pensions, Insurance and Equitable Compensation** (§§610.2, 625, 639)
- a. The Joint Board of Pensions, Insurance, and Equitable Compensation shall consist of six lay members and six clergy, of which at least one lay and one clergy persons shall be from churches under 200 members. The members shall be elected for the quadrennium. One member of the Appointive Cabinet named by that group shall also be a member.
 - b. It shall administer Conference-supplemented pastors' salaries except for new church starts, mission congregations, and developing congregations, which shall be the responsibility of the Board of Congregation and Circuit Development.
- 3.3.13 **Committee on Petitions**
- a. The Committee on Petitions shall consist of seven to ten members, balancing lay and clergy as closely as possible, with at least one member of the previous General Conference delegation or a reserve.
 - b. It shall be the function of this committee to provide all clergy and lay members of the Annual Conference, local church Administrative Board/Council chairpersons, and chairpersons of Annual Conference agencies with procedures for the preparation and submission of petitions for General Conference as to subject matter; evaluate each petition for form, content, and implications and report them to the Annual Conference.
 - c. The committee shall provide educational information on issue identification and the petitioning process at the annual conference session two years prior to General Conference.
- 3.3.14 **Board of Lay Ministry** (§631) There shall be a Conference Board of Lay Ministry whose purpose is to foster an awareness of the laity's role in achieving the mission of the church, and enable and support lay participation in the planning and decision-making processes in the local church, circuits, district and Conference. The Board of Lay Ministry relates to the Discipleship Leadership Executive Team and cooperates in a mutual ministry vision with pastors, district superintendents and the Bishop. The Board of Lay Ministry shall consist of the following members:
- Conference Lay Leader (who shall be chairperson)
 - Associate Conference Lay Leader
 - District Lay Leaders
 - Conference Director of Lay Servant Ministries
 - District Directors of Lay Servant Ministries
 - Immediate past Conference Lay Leader
 - Conference President of United Methodist Women
 - Conference President of United Methodist Men
 - Conference Council on Youth Ministries Representative
 - Young Adult Representative
 - Dean of Faith Alive
 - Associate Dean of Faith Alive

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3.3.15 **Moving Director** There shall be a Conference Moving Director named by the Cabinet. The Moving Director shall appoint assistants as deemed necessary.

3.3.16 **UM Center Committee** (§610.2) The Committee to oversee the UM Center shall consist of three Trustees named by the Conference Board of Trustees, one of whom shall be chairperson; the Director of Connectional Ministries; and the Bishop or a representative named by the Bishop. The Building Manager and Conference Treasurer or designee shall be Advisory to it.

3.3.17 **Conference Personnel Committee** The Conference Personnel Committee shall be responsible for establishing and implementing policies and procedures, salary scales and criteria for all Conference staff positions. The Committee shall oversee personnel searches for all Conference staff positions other than District Superintendents and Assistant to the Bishop, work in consultation with appropriate program and administrative groups during the search process, and provide general oversight and coordination for those positions.

In the case of a vacancy in the position of Conference Treasurer, the Chair of the Council on Finance and Administration (CF&A) will join the Conference Personnel Committee as a voting member for the duration of the search, and a recommendation for a new Treasurer will be made to the CF&A for nomination to and subsequent election by the Annual Conference.

The Conference Personnel Committee shall consist of the following ten persons. All except the Bishop will serve in three classes with four-year terms per class, and shall serve no more than two (2) consecutive four-year terms: six nominated by the Conference Nominations Committee, three designated by the Bishop, and the Bishop (ex officio)

3.3.18 **Conference Communications Committee** (§610.2): The Conference Nominations Committee shall nominate up to nine members, including one member of the Conference from each of the four regions and including members nominated for their particular expertise in areas of communications, such as print media, electronic media and telecommunications. Ex-officio: Conference Secretary. Advisory: Director of Communications.

3.3.19 **Conference Youth Council (CYC)** (§649): The Conference Youth Council will consist of fifteen members, ten youth under the age of 18 for the entire one year serving period and five adults. There will be one adult conference coordinator, and four adult regional coordinators; one youth conference chairperson, one youth conference vice-chairperson and one youth representative from each of the districts. The Lifelong Learning: Youth Resource Team Leader and the Ministry & Outreach Staff Liaison will serve in ex officio advisory capacity (voice, no vote). Conference training, development, fellowship, mission, and worship events shall be planned regionally, so each region will develop their own event teams. The role and responsibilities of the CYC are to:

- 1) develop and implement a strategy for developing and training young spiritual leaders,
- 2) support and resource youth and adult workers with youth in local congregations throughout the conference.

- 3) develop shared mission projects and discipleship opportunities for youth, and,
- 4) plan with, schedule and support regional/district youth teams in hosting events for youth.

3.3.20 **Ethnic Local Church Concerns Committee** (§632) The Ethnic Local Church Concerns Committee may consist of one representative each from the Cabinet, United Methodist Women, United Methodist Men, Conference Council on Youth Ministries, Commission on the Status and Role of Women, Board of Congregation and Circuit Development, Board of Higher Education and Student Ministry, Board of Church and Society and the Commission on Religion and Race. Each of the following caucuses shall name two representatives: Asian, Korean, Hmong, Hispanic/Latino, Native American, and Black United Methodists for Church Renewal. The Committee shall select seven at-large members representing ethnic local churches in consultation with the Conference Nominations Committee. Advisory: the Conference Shalom Zone coordinator. Ex officio: the Coordinator of Congregation and Circuit Development or designate.

3.3.21 **Committee on Hispanic/Latino Ministry**

- a. The Committee on Hispanic/Latino Ministry may consist of one representative each from the Cabinet, Board of Congregation and Circuit Development, Board of Global Ministries, and Board of Ordained Ministry. Each of the following caucuses shall name a representative: African American, Asian American, Hmong, Korean, Hispanic/Latino, and Native American. The Committee shall select five representatives from local Hispanic/Latino Ministries, one representative from each Region of the Conference, and in consultation with the Conference Nominations Committee shall nominate three at-large members. A conference staff liaison will be an advisory member.
- b. It shall be the function of this committee to implement the National Plan for Hispanic/Latino Ministries in the conference.

3.3.22 **Conference Council on Finance and Administration** (§611-619). The Conference Council on Finance and Administration shall be composed of eleven (11) voting members, with at least one layperson more than clergy included on the council, and including at least two lay young adults (age 18-30). The following shall serve without vote: the Conference Treasurer, the Bishop, one district superintendent named by the Cabinet, the Director of Connectional Ministries, the Director of Communications, the Director of the Wisconsin United Methodist Foundation and the Conference Benefits Officer. Any person of the Conference employed on the staff of the General Council on Finance and Administration shall be an advisory member. Any member of the General Council on Finance and Administration residing within the bounds of the Conference shall serve ex-officio.

4.0.0 *Program Boards*

4.1.0 **The Six Conference Program Boards:**

Discipleship Leadership Council, Board of Camp and Retreat Ministries, Board of Global Ministries, Board of Church and Society, Board of Conference Strategy Board, and Board of Higher Education and Student

Ministry shall be formed and function according to the following provisions.

4.2.0 Organization:

4.2.1 **Membership.** Each board shall elect a chairperson, a vice-chairperson, a secretary, and such other officers as it shall determine.

4.2.2 **Organization.** Each board shall determine its own internal organization with reference to standing committees and task forces, subject to the requirements of the Discipline (§610). Chairpersons of standing committees and task forces of the program boards shall be selected from the membership of the boards.

4.2.3 **Executive Committee:**

- a. Shall include the officers of the board, the chairpersons of the standing committees, the Program Staff representative to the board, and such other persons as shall be determined by the board.
- b. Shall have responsibility and authority (subject to later approval of the board) for coordination, assignment of responsibilities, and creation of task forces (but not of standing committees) in response to needs and requests from districts, circuits, and local churches.

4.3.0 Meetings:

4.3.1. Each board shall meet at least twice annually and more as it deems necessary, as well as sending representatives to meet with the Discipleship Leadership Council twice a year for coordination, planning, budgetary discussions, and leadership development.

4.3.2. The Executive Committee of each board shall meet as needed.

4.3.3. A special meeting of a board, its executive committee, or any of its organizational units may be called by the bishop, its chairperson, or one-third of its members.

4.3.4. At the beginning of each quadrennium, staff members of the Ministry and Outreach Team shall provide board orientation, with a comprehensive understanding of the role and function of a board and the relation of each Conference board with the General Boards and Agencies of The United Methodist Church.

4.4.0 Responsibilities:

4.4.1. To determine its goals and priorities and to evaluate its work in light of goals and priorities adopted by the Conference, in coordination with the Discipleship Leadership Council.

4.4.2. To develop, plan, and implement, in cooperation with the Discipleship Leadership Council, programs in response to and on the basis of needs and requests of the districts, circuits, and local churches.

- a. Local churches or any person may communicate directly with a board.
- b. The boards may seek information for their work from any source.
- c. The boards may communicate and promote the need for a program emphasis to the Discipleship Leadership Council; but, in such cases, the boards shall develop and implement such program activities in collaboration and cooperation with the other boards and agencies of the Wisconsin Annual Conference.

- 4.4.3. To fulfill the responsibilities outlined by *The Discipline* or assigned to it by Conference.
- 4.4.4. To be the connecting link between the Conference and the corresponding agencies of the General Conference. By sub-division of its responsibilities, to accept the administrative responsibilities of its work, except as is otherwise provided in these Rules.
- 4.4.5 To develop and implement policies governing the work of that board. Such policies will have the force of the Annual Conference policies after review by the Conference Rules Committee for consistency with other Conference policies, the Discipline, and state and federal laws.

Conference Policies

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10.0.0 *Finance Policies*

10.1.0 **Apportionment Formula**

10.1.1 The apportionment of the Conference Budget to the local churches shall be determined by a formula based on one-third professing membership and two-thirds local expenses.

Local church expenses are defined as all pastor's salaries and travel, utilities, current expenses and local church program expenses.

10.1.2 Each church will be discounted 25 members before this formula is computed.

10.1.3 Newly chartered congregations shall be apportioned beginning on January 1 following chartering.

10.2.0 **Travel and Per-diem Reimbursement**

10.2.1 Reimbursement at the current rate for miles driven in service of charitable organizations established by the United States Congress shall be paid for authorized travel to all members of Conference agencies, said mileage reimbursement to be paid to drivers only.

10.2.2 Mileage reimbursement for employees of the Conference shall be at the standard business mileage rate established by the Internal Revenue Service.

10.2.3 Local churches shall pay their pastor(s) a vouchered travel expense for all local parish ministry, with mileage reimbursed at the current IRS business mileage rate.

10.3.0 **General Conference Apportionments**

The Conference Treasurer shall pay General Conference Apportionments in twelve monthly installments of equal amount on or about the last day of the

month. *[By action of the 2012 Annual Conference, Policy 10.3.0 is suspended throughout the 2013 – 2016 Quadrennium.]*

10.4.0 Conference Budget

- 10.4.1 The Conference budget, presented to the Conference by the Council on Finance and Administration, shall not increase over the previous year's budget in any given year more than the percentage increase in the Conference total of local church expenses for the previous year (i.e. the most recent previous year for which complete figures are available).
- 10.4.2 The budget shall be presented in line items and graphic form and shall be distributed with pre-Conference materials.
- 10.4.3 The budget shall indicate the percent of the total budget represented by each of the five major expense categories.
- 10.4.4 Should the Council on Finance and Administration determine that receipts will be inadequate to meet emerging needs or unforeseen circumstances (§612.7), the Council will consult with agencies receiving budgeted funds before adjusting payment appropriations or schedules. Adjustments that are made will be reported to the next session of the annual conference for ratification.

10.5.0 Line of Credit

- 10.5.1 The Council on Finance and Administration is authorized to borrow up to a cumulative total of \$500,000 to pay current budget expense.
- 10.5.2 Determination of the schedule of borrowing will be made by the Conference Treasurer, as authorized by the Council on Finance and Administration.
- 10.5.3 The Council shall report annually on the maximum amount borrowed, interest rates, the total interest paid on borrowed funds, and the lending institution.

10.6.0 Cash Reserve

The Council shall establish a goal of 10% of the Conference budget as the cash reserve.

10.7.0 District Superintendents' Compensation

- 10.7.1 District Superintendents' salaries shall be set at 126% of the Conference Average Compensation, rounded upward to the next \$100.
- 10.7.2 The Base Housing Allowance, which is to be paid in addition to salary, shall be set at 35% of the Conference Average Compensation.
- 10.7.3 The net sale proceeds and future income from the sale of district parsonages sold July 1, 1997 and after will be held in escrow for use in providing District Superintendents' housing allowances.
- 10.7.4 The annual conference contribution to the health insurance premium costs for district superintendents will be provided at the same percentage as that established by the Conference Personnel Committee for the annual conference staff.

10.8.0 Overexpenditure

All expenditures above and beyond the pre-approved Council on Finance and Administration spending plan will be charged against the Conference agency's following year's budget, unless approved for inclusion in the current year by the Council on Finance and Administration. The Council on

Finance and Administration has the authority to require compliance with the spending plan.

10.9.0 Solicitation of Funds

- 10.9.1 No solicitation of funds from local churches or members thereof shall be made by any agency, organization, church, or individual related to the Conference without the program having been examined and recommended by the Council on Finance and Administration then approved by the Annual Conference.
- 10.9.2 The request of the following agencies to solicit funds has been approved: Conference Board of Trustees; Joint Board of Pensions, Insurance and Equitable Compensation; Commission on Archives and History; Board of Camp and Retreat Ministries; and the Board of Global Ministries for Conference institutions.
- 10.9.3 The Conference has granted permission to local campus ministries to solicit funds from local United Methodist churches under the supervision of the Board of Higher Education and Student Ministry.
- 10.9.4 The Conference has granted permission to the Conference Council on Youth Ministries to solicit support for the Youth Service Fund from local church youth groups.
- 10.9.5 The Wisconsin United Methodist Foundation has been approved to solicit funds within the Conference.
- 10.9.6 When a project is an Advance Special approved by the Conference, the Committee on Mission Motivation of the Board of Global Ministries is given and assumes responsibility for the solicitation of funds.
- 10.9.7 When an Advance Special project desires to solicit funds directly, i.e., other than through the policies and procedures of the Committee on Mission Motivation of the Board of Global Ministries, the request for permission to solicit funds shall be submitted to the Committee on Mission Motivation of the Board of Global Ministries for recommendation to the Council on Finance and Administration.
- 10.9.8 In the case of program agencies, requests for permission to solicit funds shall go first to the Discipleship Leadership Council for recommendation to the Council on Finance and Administration, and the Conference for approval.
- 10.9.9 No more than one Capital Fund Campaign shall be promoted or carried out by the Wisconsin Conference during any one calendar year. (Campaign is defined here as fund raising efforts where a general solicitation is expected and churches are assigned a “fair share goal.”)

10.10.0 Apportionment Adjustment

- 10.10.1 **Purpose**-The goal of the Wisconsin Conference is to have every church participate fully in the mission of The United Methodist Church by paying 100 percent of its apportionment asking.

The purpose of the Apportionment Adjustment procedure is to assist churches which have not paid their apportionments in full to develop a plan for full apportionment payment in the future.

- 10.10.2 **Applicants**-A church becomes a potential recipient of an Apportionment Adjustment when the church did not pay its apportionment in full during the

past year or anticipates its inability to pay its apportionment in full for the current or coming year.

- 10.10.3 **Process-** The full policy is available from the Conference Board of Congregation and Circuit Development (BCCD). The first step for the local church in the process of obtaining an Apportionment Adjustment is completion of the Apportionment Adjustment request form (obtained from the BCCD or District Superintendent). Following approval by the Finance Committee and the Administrative Board/Council, the form and supporting paperwork are submitted to the District Superintendent.
- a. The District Superintendent will initiate a process with the local church to assist them in developing a plan to return to full apportionment payment. (Apportionment Adjustments will not normally be granted for a period exceeding four years.)
 - b. The Apportionment Adjustment Request is reviewed and a revised apportionment is established by the Board of Congregation and Circuit Development and approved by the chairperson of the Council on Finance and Administration. Actions taken on the Apportionment Adjustment request shall be communicated by the Board of Congregation and Circuit Development to the Conference Treasurer, the District Superintendent, and the local church.
- 10.10.4 **Follow up-**A yearly report reflecting the progress made by the local church toward returning to full involvement in the mission of the church, including financial support through full apportionment payments, shall be presented at the annual church/charge conference and forwarded to the Board of Congregation and Circuit Development.
- Approved Apportionment Adjustments shall be indicated on the local church budget.
- 10.10.5 **Apportionment Adjustment for New Faith Communities Development**
- a. A “New Faith Community” may be a new church start intended to eventually be a stand-alone ministry or it may be a second site ministry or multi-cultural new faith community within the parent church not intended as a stand-alone ministry.
 - b. Eligibility: All established local churches (whether as an individual congregation, a collaborative of local churches, or a circuit) that have approved an intentional new faith start-up plan of either a new church start, or a second site ministry or multi-cultural new faith community within the parent church, through their Church Conference, the Wisconsin Cabinet, and the Board of Congregation and Circuit Development, are eligible for an apportionment adjustment under this policy.
 - c. New funds expended for all parent church budget line items directly pertaining to new faith community development, including staff salaries, will be included on a graduated rate over the first eight years in the conference apportionment formula calculations.
 - d. Staff salaries affecting apportionment adjustments will be calculated on the percentage of time spent with the new faith community development.

- e. New members electing to join the parent church while fully and directly participating or leading in the new faith community will be included on a graduated rate over the first eight years in the church's membership for apportionment calculation.
- f. Evaluation: Apportionment adjustment requests from parent churches new faith community start-ups will be evaluated and approved annually by the Board of Congregation and Circuit Development.
- g. Apportionments of new faith communities and parenting churches will be phased into full apportionments over eight years.

10.11.0 Budgeting for Multi Year Programs

- 10.11.1 When a Conference agency budgets using apportionment funds for programs that are multi-year in nature, they shall choose either of the following two methods of budgeting for those programs and use that method consistently throughout the program's life.
- 10.11.2 Like all other Conference programs, a separate budget is established each calendar year, and any and all apportionment funds and participant fees not spent at the end of that year are transferred to the Conference's cash reserve.
- 10.11.3 A separate budget is established for the period of the program. The balance of revenues (including apportionments provided for the program and participant fees) over expenses (or expenses over revenues) is carried forward (through the use of a balance sheet account) to each subsequent year until the end of the program period. At the end of that period, any and all apportionment funds and participant fees from all the years not spent are transferred to the Conference's cash reserve.

10.12.0 Participant Fees

- 10.12.1 When participant fees are charged as part of a Conference agency program, participant fees are required to be used in full before any apportionment funds are available for the program.
- 10.12.2 Participant fees collected that are in excess of the cost of a program are available for the sponsoring Conference agency to spend as it determines is in the best interest of its mission. Such funds can be carried over to the following calendar year (through the use of balance sheet accounts).
- 10.12.3 In the case of multi-year programs budgeting on a multi-year basis, the participant fees are treated according to policy 10.11.3 and may be carried over until the end of the program.

10.13.0 Church Closings (§2548)

- 10.13.1 When a church is discontinued or abandoned, proceeds from sale of its property shall first be applied to maintenance, legal and other closing-related costs incurred by the Conference Trustees.
- 10.13.2 Assets and/or net sale proceeds from closed churches shall then next be applied toward any unpaid apportionments of the former congregation from the current and previous year.

Remaining net proceeds from the sale of discontinued church property will be administered by the Board of Congregation and Circuit Development. Forty-Five percent (45%) of the net sale proceeds from the property sale shall be deposited into a New Faith Endowment account, with

earnings/capital gains to be administered by Board of Congregation and Circuit Development for starting new faith communities in the Wisconsin Annual Conference. Any remaining assets of the discontinued congregation along with 50% of the net sale proceeds shall be deposited with the New Faith Immediate Use Fund administered by the Board of Congregation and Circuit Development for development of new faith communities in the Wisconsin Annual Conference.

- 10.13.3 Five percent (5%) of the net proceeds from the sale of discontinued church property shall be deposited into the Discontinued Church Disposal Reserve. The Discontinued Church Disposal Reserve will be available to the Conference Trustees. It may be used to cover any excess expenses over receipts which are incurred for maintenance and closing costs related to the disposal of abandoned and discontinued churches, which are not otherwise included in the Conference budget. Assets in the reserve that exceed \$100,000 will be added to the New Faith Immediate Use Fund.

20.0.0 *Conference Moving Policy*

20.1.0 *General Guidelines*

- 20.1.1 Only insured carriers shall be employed.
- 20.1.2 All intra-Conference moves shall be with a firm listed with Project Equality, if possible.
- 20.1.3 All intra-Conference moves shall be scheduled in consultation with the Cabinet.
- 20.1.4 The Moving Director shall rule on requests for “do-it-yourself” equipment.
- 20.1.5 The Moving Director shall give assistance to clergy in making claims against moving firms.
- 20.1.6 The expenses of the director’s office shall be paid from the moving expense fund.

20.2.0 *The Moving Expense Fund*

The Moving Expense Fund will be part of the Conference Budget. The moving expense of a pastor appointed to a local church in Wisconsin or to a ¶ 344.1a extension ministry with pension paid by the Wisconsin Conference, lay person on the Conference program staff and any lay person employed by the Conference shall be paid from the Moving Expense Fund according to these rules:

- 20.2.1 The pastor shall pay costs for weight over 12,000 pounds. Note: This assumes the pastor shall sort and discard many items of questionable value before moving.
- 20.2.2 Each pastor is responsible for his/her own packing. A \$200 packing allowance is available to each pastor. Unused packing allowance may apply to overweight costs.
- 20.2.3 All moves will be limited as follows:
- a. Transportation for household goods from origin to destination.
 - b. Payment for the following items will not be authorized by the Conference:
 1. Altering or cleaning of rugs and drapes.
 2. Moving of boats, trailers, second automobiles, motorcycles, etc.
 3. Dismantling and installation of television antenna, swing sets, etc.

4. Moving fireplace wood, lumber, patio blocks and bricks.
 5. Moving animals of any type.
 6. Moving unusually bulky collections of extensive personal items.
 7. Maid service.
 8. Piano tuning.
- c. Where there are two pastors in the same household an extra 3,000 pounds of weight and the pick-up of a second office contents should be covered by the Conference Moving Fund.
 - d. Pick-ups at both the pastor's home and office are standard.
 - e. In addition to the "carriers limited coverage" provided without cost which insures each item at 60 cents per pound, the Conference shall purchase for each pastor the "Extended Coverage." This coverage values the total load at \$1.25 per pound and costs 50 cents per \$100 valuation. Interested parties should communicate with the committee concerning possible changes in the insurance coverage of Conference moves.
 - f. Pastors will be billed by the Conference Treasurer for costs of exceeding limits and will pay the same to the Conference Treasurer.
 - g. The Moving Director shall furnish an evaluation form to each family moving to be returned to the Moving Director after a move. This would be in addition to the form the moving company furnishes.
 - h. Exceptions to the Conference Moving Policy may be made by the vote of the Cabinet.
 - i. Reimbursement for out-of-state moves must be approved by the cabinet.

20.3.0 Other Moving Expenses

The church the pastor is currently serving will cover the following expenses:
Phone calls necessary to deal directly with the move, primarily conversation with the Moving Director, District Superintendent and key leadership in the new appointment

The moving pastor will be responsible for the following expenses:
Personal long distance calls related to the move (e.g. checking on schools, summer recreational programs, housing, etc.)
Food, travel, and lodging expenses to the new community to visit, seek housing, if necessary, and finally, to relocate
These moving expenses covered by the pastor may be claimed as moving expenses for income tax purposes if allowed by IRS guidelines
Further details regarding change of pastor are covered in P50.0.0 for salary and Sabbatical Sunday policies and P60.0.0 for clergy housing policies.

30.0.0 Maternity/Paternity Leave Policy (§356)

- 30.1.1 Upon approval by the Pastor/Staff-Parish Relations Committee and the District Superintendent, maternity/paternity leave may begin prior to the birth or arrival of the new child when time is needed for preparation or to accommodate physical complications. The entire leave, however, may still not exceed thirteen weeks.
- 30.1.2 During the maternity/paternity leave, all normal pastoral responsibilities shall be cared for by an interim pastor or other person designated by the

Pastor/Staff-Parish Relations Committee in consultation with the district superintendent.

The pastor-on-leave may care for emergencies in the church(es) during the leave, if she or he chooses, in consultation with the interim pastor.

It shall be understood that the pastor-on-leave remains the one under appointment to the charge.

- 30.1.3 It is recommended that the pastor-on-leave, the district superintendent, the interim pastor and a representative of the Pastor/Staff-Parish Relations Committee meet at least once during the course of the maternity/paternity leave to evaluate the effectiveness of the leave and make any adjustments necessary.
- 30.1.4 During a maternity/paternity leave, the local church(es) shall either:
- a. Maintain the salary of the pastor-on-leave throughout the maternity/paternity leave; or
 - b. Maintain the salary of the pastor-on-leave for no less than the first eight weeks of the leave and utilize some budgeted salary and travel funds from weeks nine to thirteen (if these weeks are part of the leave) to pay for interim pastoral services.
 - c. In either case, all other benefits shall be maintained throughout the leave.
- 30.1.5 Church(es) may request that the Conference Council on Finance and Administration appropriate Conference funds to cover expenses of interim pastoral care, up to a maximum equal to 10% of the current minimum salary for Conference members. Any request for such funds must be made in writing by the Pastor/Staff-Parish Relations Committee and be approved by the Cabinet. Any charge which receives Conference funds for extra expenses of pastoral care during a maternity/paternity leave shall file a written financial record of the leave with the district superintendent and the Conference Council on Finance and Administration following the completion of the leave.

40.0.0 *Diaconal Ministers' Employment Policy*

40.1.0 **Guidelines for Employment**

40.1.1 **Job Description**

A job description and conditions of employment are essential and shall be in writing and agreed to by both employer and employee.

40.1.2 **Base Salary**

- a. The base salary for a diaconal minister should be equivalent to the minimum salary for ordained ministers with similar experience and training.
- b. Salary should be negotiated at a higher or lower level depending on level of experience and training.
- c. There should be an annual review of salary by the Staff-Parish Relations Committee or by the employing agency.
- d. The Diaconal Minister should receive an increase that is at least equal in percentage to that granted to the clergy of the Conference as set forth in the report of the Joint Board of Pensions, Insurance and Equitable Compensation.

40.1.3 **Pension**

- a. The diaconal minister shall be enrolled in a pension plan.
- b. The United Methodist Personal Investment Plan is recommended.

40.1.4 **Health Plan**

If a health plan is needed, the church should supply major medical and health coverage for the individual or family.

40.1.5 **Continuing Education**

- a. A program of continuing education throughout his/her career is required by the Wisconsin Conference Board of Ordained Ministry of the person wishing to continue in the office of Diaconal Minister.
- b. In most cases the Diaconal Minister's continuing education program should allow for leaves of absence for study at least one week each year and at least one month during one year of each quadrennium.
- c. Such leaves shall not be considered as part of the diaconal minister's vacation.
- d. A sum of 1% of the annual salary or \$200.00, whichever is greater, should be provided annually by the employing agency for continuing education.

40.1.6 **Travel Allowance**

Provision for travel allowance should depend upon the job description and should be a part of the original agreement.

40.1.7 **Housing**

Housing or housing allowance if provided for the Diaconal Minister should be reported to the IRS as salary and should be an addition to the base salary.

40.1.8 **Vacation**

Yearly vacation time with pay should be four weeks.

40.1.9 **Leaves of Absence**

Leaves for sickness, emergency and maternity/paternity should be a part of the original agreement.

40.2.1 **Connectional Privileges**

- a. The privilege of working with the larger church in Connectional relationship should be given as needed and requested.
- b. If the demand becomes exceptional, the Diaconal Minister should account for and explain his/her Connectional responsibilities on an annual basis and help the local church understand the need for such activities.
- c. Concern felt by the employing agency relative to time spent in Connectional activities should be a part of discussion at the time of employment and annual evaluation.

40.3.1 **Evaluation**

- a. There shall be an annual evaluation of job performance and of conditions of employment when a Diaconal Minister is employed.
- b. The Diaconal Minister should be involved in the process of evaluation.

- c. In a local church evaluation should be done by the Staff-Parish Relations Committee using the process developed for ordained ministers.

50.0.0 Pastoral Compensation

50.1.1 **Support categories** shall include:

- 1. Cash salary (see P110.1.0)
- 2. Parsonage, parsonage allowance, or housing allowance (see P60 and P60.14)
- 3. Utilities
- 4. Vouchered travel expense, (see P10.2.3)
- 5. Health and disability insurance (see P120.0.0)
- 6. Pension (see P100.0.0)
- 7. Vacation (see P80.0.0)
- 8. Continuing Education (see P150.0.0)

50.2.0 **Salary Termination** - The last Sunday in June will be the final Sunday served by a pastor in his/her current appointment. June 30 shall be the concluding date for the pastor's compensation in the charge currently being served. The first Sunday in July shall be a "Sabbatical Sunday" for all pastors and charges in transition. The affected congregations shall be responsible for securing pulpit supply for that day. The second Sunday in July shall be the first Sunday in the pulpit for incoming pastors. It shall be the responsibility of the charge to pay the compensation of the returning or in-coming pastor beginning July 1 of each year. The District Superintendent in consultation with the pastor and the charge involved shall determine termination date for payment of compensation of pastors moving into or out of the Conference.

In the event of a mid-year appointment, one Sunday between termination and commencement of the appointment shall be considered a "Sabbatical Sunday." "Sabbatical Sunday" shall not be counted as part of the pastor's vacation.

60.0.0 Clergy Housing Policy

60.1.0 General

- 60.1.1 Whether building a new parsonage, purchasing existing housing for a parsonage, or correcting an existing parsonage, the parsonage should provide attractive and comfortable living space for an average-sized family.
- 60.1.2 Energy efficiency and minimum maintenance should be high priorities in parsonages.
- 60.1.3 In new parsonages, as well as existing ones, energy saving installations should be considered.
- 60.1.4 Parsonages should provide a model in values consistent with Christian stewardship.

60.2.0 Minimum Requirements

- 60.2.1 Living room at least 200 square feet.
- 60.2.2 Three bedrooms at least 11 feet by 11 feet.
- 60.2.3 Modern kitchen with ample built in cupboards and work area for food preparation.

- 60.2.4 Utility area with water conditioning as needed, stationary tubs, hookup for automatic washer-dryer, space for interior and exterior clothes lines.
- 60.2.5 Dining area sufficient to seat at least eight persons.
- 60.2.6 Adequate closet space in each bedroom, near front and rear exits, and for general cleaning equipment such as vacuum cleaners.
- 60.2.7 Adequate heating for each room and adequate cooling, especially in bedroom areas. Zoning for areas should be considered to save energy.
- 60.2.8 Two car garage with adequate storage for lawn and garden equipment.
- 60.2.9 Recently inspected wiring, plumbing and heating and, if necessary, brought up to current code.
- 60.2.10 One and one-half bathrooms.

60.3.0 Other considerations

- 60.3.1 Parsonages are provided for living space for pastoral families and not for the purpose of church activities.
- 60.3.2 Wherever possible, parsonages should be handicap accessible and in the planning or purchasing of a parsonage, serious consideration should be given to a bedroom and bathroom on the first floor.
- 60.3.3 In no case should bedroom space be planned or utilized in below ground areas unless windows of such size as to provide safe and easy egress to the outside are provided adjacent to bedroom areas.
- 60.3.4 Fire walls shall be installed around the furnace when bedrooms are near heating units.
- 60.3.5 An office shall be provided in the church building unless specific exemption is granted by the cabinet.
- 60.3.6 Each charge shall have a telephone line independent from the parsonage telephone line.
- 60.3.7: It is recommended that each church have air quality testing completed in a parsonage at the time of a pastoral leadership change and/or when air quality concerns are raised.

60.4.0 Minimum Parsonage Equipment

- Stove
- Refrigerator
- Drapes
- Carpeting or Rugs
- Hardware for over-sized windows
- Television antenna, cable or satellite hook-up, and internet installation (The clergyperson pays monthly bills.)
- Telephone which is unique to the parsonage
- Washer and dryer
- Carbon monoxide detectors
- Smoke detector

60.5.0 Annual Equipment Inspection

Parsonage equipment owned by the local church should be inspected annually by the Pastor-Parish Relations Committee and Trustee chairpersons and repaired or replaced before deterioration affects operation.

60.6.0 Inspection at Moving

Upon moving, the out-going pastor shall have the condition of the parsonage inspected by the Pastor-Parish Relations Committee chairperson and the Trustee chairperson. The condition of the parsonage for the in-coming pastor shall be the responsibility of the congregation.

60.7.0 Parsonage Care

60.7.1 Responsibility

- a. The charge and pastor share a common goal of maintaining adequate, comfortable, well-kept residential surroundings.
- b. Each party assumes certain responsibilities and tasks to meet this goal.
- c. Each person involved as a resident should recognize that we hold parsonages in trust and that certain tensions can be expected when individuals or families live in homes that are not their own, or when they have responsibility for the care of people in homes that belong to someone else.
- d. Experience has shown that consideration and communication can make such tension work for rather than against churches and pastors.
- e. These guidelines are designed to assist in clarifying responsibilities and in encouraging communication.

60.7.2 Parsonage Maintenance - Multiple Point Charges

- a. The charge shall have a joint parsonage committee. The committee shall be made up of representation from all churches in the charge. The committee's duties, at a minimum, will be:
 1. To do an annual inspection of the parsonage, as per Policy 60.5.0.
 2. To meet as necessary to review, and as needed, plan maintenance for the parsonage.
- b. Expenses for maintenance shall be shared by the churches in the charge.

60.7.3 Communication Plan

- a. The resident is expected to share in initiation of actions when parsonage maintenance needs emerge and in follow-through of such actions.
- b. The resident, however, has limited power to act.
- c. Parsonage Committee members, or Trustees, or members of the Staff/Parish Relations Committee should be assigned to care for parsonage property.
- d. The designated person or persons should be the individual(s) to whom the pastor turns regarding maintenance needs.
- e. When such designated persons do not act within a reasonable period of time, the pastor shall report maintenance concerns to one or more of the following bodies: the Pastor-Parish Relations Committee, the Trustees, the Administrative Council.

60.7.4 Occupancy

- a. The parsonage is provided for the pastor and his/her family.
- b. It is expected that they shall have the same options of having guests and entertaining that would be inherent in the occupancy of any family home.
- c. Residents shall not sublet or make the home, or parts thereof available for an extended period without the approval of the Administrative Council.

- d. Because of the tax exempt status of parsonages, partisan political signs, etc., may not be displayed publicly thereon. Pastors and families are encouraged to find other appropriate ways to express their values and convictions in the electoral process.

60.8.0 Parsonage Damage

- 60.8.1 When damage or destruction beyond normal wear and tear occurs to the parsonage or equipment, the Pastor/Staff-Parish Relations Committee shall call such a matter to the attention of the pastor and negotiate the means by which refurbishing or restoration shall be done.
- 60.8.2 When damage or uncleanness beyond normal wear and tear results from pets, the Pastor/Staff-Parish Relations Committee shall follow the same process as in 60.80.1.
- 60.8.3 For any damage beyond normal wear and tear, an agreement for payment of expense shall be worked out and put in writing. (See also P60.9.3)
- 60.8.4 If a dispute over charges occurs or if payment is not made as per the agreement, the District Superintendent shall intervene.
- 60.8.5 If it is evident that no change occurs in patterns of damage to the parsonage or equipment, or if a pastor leaves an appointment where persons or pets have abused the property, a report shall be filed immediately with the District Superintendent.
- 60.8.6 That report shall be shared with the pastor with the recommendation that a security deposit of no less than \$250 shall be required upon the receipt of a new appointment.
- 60.8.7 The security deposit shall be kept in the local church treasury, to be returned when that pastor moves and has provided evidence that the parsonage has been properly cared for.

60.9.0 Procedure for Approval of Repairs and Maintenance

60.9.1 Emergencies

- a. The pastor determines the nature of the emergency (leaks, water heater failure, safety hazard such as electric shorts, flooding, etc.)
- b. The pastor calls the chairperson of the appropriate committee or the Pastor-Parish Relations Committee chairperson immediately.
- c. The pastor proceeds on his/her own initiative when the situation demands and advises appropriate persons as soon as possible of the emergency.
- d. A list of electricians, plumbers, etc. acceptable to the church should be provided to the pastor for purposes of emergency contact and be delivered to the new pastor on the day of arrival in the parsonage by the Trustee chairperson or another delegated by the chair.

60.9.2 Routine

- a. Requests for repair may be initiated by the pastor, by the Pastor-Parish Relations Committee and Trustee chairpersons on their annual inspection, or by the parsonage committee or others designated to care for the parsonage.
- b. The local church may provide the pastor the right to have or make repairs up to a designated dollar amount.

- c. Major repairs or improvements are to be made in consultation with all appropriate bodies.

60.9.3 Damage caused by the parsonage family's negligence shall be paid for by the pastor.

60.10.1 Local Church Responsibilities

The Local Church will be responsible for:

- a. Cleaning of drapes and carpets at the time of occupancy or one time during occupancy.
- b. Painting and general upkeep of all buildings, storms, doors, and screens that are part of the parsonage.
- c. Repair to all buildings on the parsonage property.
- d. Upkeep and repair of appliances, plumbing, heating units, fireplaces, and fixtures that are a part of the building or are furnished by the appropriate body.
- e. Maintenance and installation of all walks, drives, steps, gutters, and grades to provide drainage, convenience, and safety.
- f. Replacement, major pruning or treatment of shrubs and trees on the property.
- g. Care and inspection when house is unoccupied between moves of pastors. Pastors will be expected to care for the property when they are on vacation.
- h. Inspection of the property on an annual basis by the Pastor-Parish Relations Committee and Trustee chairpersons as per *The Discipline*.
- i. Radon testing and appropriate remediation

60.11.1 Pastor Responsibilities

The Pastor will be responsible for:

- a. Normal cleaning, polishing, and maintenance of all interior surfaces, including cleaning of drapes and carpeting with steam vacuum, where possible.
- b. Prompt reporting of emergencies or unusual circumstances and needs.
- c. Semi-annual cleaning of downspout and gutters (spring and fall).
- d. Regular cleaning and replacement of furnace filters (recommended monthly cleaning of filters and quarterly replacement is recommended on most units), and oiling of bearings as prescribed.
- e. Regular routine pruning and watering of shrubs.
- f. Keeping grounds presentable and provide for trash and waste disposal consistent with the area. Mowing and other normal outdoor care consistent with good appearance and safety including the furnishing of necessary equipment.
- g. Pastors will not make permanent attachments to walls, shelf surfaces, appliances, etc., without consultation with the assigned appropriate body.
- h. Pastors will not add permanent structures to the ground without prior approval of the appropriate body.
- i. Maintenance of smoke alarms and fire extinguisher.

60.12.1 Accessory Items Provided by the Local Church

In each parsonage the following appliances and conveniences will be supplied:

- a. Drapes (to be chosen and changed in consultation between pastors and the appropriate church body).
- b. Shades in all windows where needed.
- c. Storm doors, windows and screens in good repair.
- d. Range and refrigerator (with freezer compartment).
- e. Wiring for all regular appliances.
- f. Power lawnmower and power snowblower in special cases only.
- g. Television antenna or the installation of cable or satellite TV.
- h. Smoke alarms, carbon monoxide detectors, and fire extinguisher.

60.13.1 Pastors are expected to provide the following

- a. Humidifiers and dehumidifiers, and other accessories for reasons of health and convenience, unless required because of some unusual circumstances connected with the location or type of building.
- b. Fuses, light bulbs, and other small items connected with day-to-day comfort and convenience.
- c. If desired, subscription service for cable or satellite TV.

60.14.0 Guidelines For Housing Allowances

60.14.1 All pastors serving full-time in local churches, and all Conference clergy staff members and district superintendents shall be provided either a parsonage or housing allowance. Pastors living in a parsonage may, with the consent of the congregation, designate a portion of their compensation as a parsonage allowance for IRS tax purposes.

60.14.2 A housing or rental allowance shall be negotiated between the pastor and congregation in consultation with the district superintendent (where applicable), or in the case of a Conference clergy staff person or district superintendent, with the approval of the appointee, the Personnel Committee, the Council on Finance and Administration, and the cabinet. Full-time clergy serving on the Conference staff shall receive the same Base Housing Allowance as the District Superintendents.

60.14.3 It shall be understood that this agreement shall not be a primary factor in consideration for future appointments for either party.

60.14.4 In setting the housing allowance the following shall be included:

- a. An amount to cover the utilities in an average three bedroom home in good condition in that community. The term "average" will vary with communities and shall be open to negotiation.
- b. An amount to cover, at least, the principal and interest that would be required for an average three bedroom home in good condition in the community after a down payment of no less than 15% and a twenty-five year mortgage.
- c. For persons desiring rental living, the allowance shall be cost of rental, plus utilities, or:
 - 1. The rental value of the type of a home in the community the ordained person is expected to live in.
 - 2. Plus, the actual cost of utilities
 - 3. Plus, the amount of incidental home costs related to home for business purposes.

The total housing allowance may not exceed the smaller of the two methods of determining housing allowance.

- 60.14.5 If a local church provides a housing loan for a pastor, provision shall be made by the pastor involved to guarantee repayment of that loan in full prior to moving to a different charge.
- a. Such guarantee (as a second mortgage or other collateral) shall be made in writing upon receipt of the loan and shall be agreed upon by the church or charge Conference in consultation with the district superintendent.
 - b. A pastor shall be responsible for securing mortgage insurance payable to the church equal to the amount of the church provided loan.
- 60.14.6 If the existing parsonage is sold by a local church intending to provide a housing allowance, the proceeds from that sale shall be invested (except where legal restrictions prevent it) until such time that a church Conference and the district superintendent shall decide a parsonage is no longer necessary on that charge.
- The interest from that investment may be used to underwrite the housing allowance.
- 60.14.7 The charge shall allow the pastor who receives a housing allowance to live where he/she chooses. If the pastor chooses to live outside of the communities served, he/she must receive the consent of the Pastor-Parish Relations Committee and the district superintendent.
- 60.14.8 A housing allowance shall be subject to annual approval of the Charge Conference.
- 60.14.9 The Charge Conference shall not have the authority to reduce the housing allowance without negotiation with and the consent of the pastor and district superintendent.
- 60.14.10 Expenses of searching for a home are the responsibility of the pastor unless otherwise negotiated.

70.1.1 Policy and Procedures Regarding Sexual Misconduct

I. Purpose

The Wisconsin Annual Conference stands against all unacceptable behaviors as identified in ¶2702 as chargeable offenses, particularly noting sexual abuse, sexual harassment, and sexual immorality as unacceptable behaviors.

II. Scope

This Policy and Procedures shall apply to ordained and licensed clergy, diaconal ministers, lay employees, volunteers, and church members of the Wisconsin Annual Conference and its churches. It shall be distributed to all local churches.

III. Theological Affirmations

A. Children of God

All human beings are children of God and deserve respectful, non-violating relationships. No one should be exploited in any way, including sexually.

B. Nature of the church

The church is to be a place of safety and encouragement for all its participants. Sexually exploitative and disrespectful behavior violates this basic principle.

IV. Chargeable Offenses for sexual misconduct (§2702)

- A. Sexual harassment
- B. Sexual misconduct
- C. Sexual abuse
- D. Child abuse

V. Judicial Proceedings (§2701)

All chargeable offenses are entered initially as judicial complaints, which will be taken seriously and may lead to a change of Conference relationship. (§2702)

VI. Responsibilities of the Conference

- A. Officers of the Conference will follow The Book of Discipline in working on every complaint. Both the complainant (the accuser) and the respondent (the accused) will be treated respectfully.
- B. Should a complainant or respondent so desire, s/he has the right to select a support person and/or advocate who may or may not be from the advocates trained by the church (§362.1b and §2701.3)
- C. The Conference will assist as necessary all parties to set up systems of care giving to provide support during the complaint process.
- D. The Conference shall protect the confidentiality of all parties throughout the process.

VII. Misunderstandings and False Accusations

There is some fear concerning the issues of misunderstandings and false accusations; therefore, care shall be taken by those involved in the process to determine the validity of a complaint and the appropriate response.

VIII. Covenant Responsibility

- A. A single person beginning or continuing a romantic relationship with a single person with whom she or he has a pastoral relationship bears the full burden of demonstrating there is no exploitation in that relationship.
- B. All church professionals, like other professionals such as therapists and counselors, should avoid a romantic relationship with a counselee past or present.
- C. God's forgiveness is available to all who have sinned and who repent of their sin. Church leaders involved in sexual misconduct may receive this forgiveness like anyone else. Forgiveness does not mean that one can avoid the consequences of actions which follow professional misconduct.
- D. Sexual misconduct has a dramatic effect on its victims. Perpetrators who think their behavior can go unnoticed or who use threats or inappropriate authority to silence their victims are in serious error.

Procedures

I. Procedures for Response to Sexual Misconduct

- A. If You Believe Misconduct has Happened to You
 - 1. Seek immediate medical care if necessary and report the event to the proper authorities.

2. Write down (or report to someone who will write down) exactly when, where, and what happened. Documentation of the allegation must show the merit of the grievance.
 3. Sign and have the report sent immediately to the District Superintendent or, if s/he is the accused, to the Bishop. If the Bishop is the accused the report should be sent to the President of the Jurisdictional College of Bishops.
 4. Whatever level of violation has occurred, you have the right to seek out a support person and/or advocate to help you understand the complaint process. You have the right to have your advocate with you at any time during the process.
 5. Confidentiality is extremely important. Respect for all parties involved assists one to avoid retaliation and liability from defamation charges.
 6. Avoid contact with the accused to protect yourself from future violations.
 7. Be assured that the District Superintendent and the Bishop will take you seriously. The Book of Discipline directs their role to make certain that church law is followed (§362). Questions about the process are always in order.
 8. You are encouraged not to give up on the church or your faith in God even though both may be difficult or seemingly impossible to you at this time.
- B. If You are the Accused
1. No matter what allegation is made, treat it seriously.
 2. Avoid contact with the complainant.
 3. When a complaint has been alleged, you are encouraged to seek out a support person and/or advocate to help you understand the complaint process. You have the right to have your advocate with you at any time during the process.
 4. Confidentiality is extremely important. Respect for all parties involved assists one to avoid retaliation and liability from defamation charges.
 5. You may request up to thirty (30) days to prepare a response to the allegations, and do have thirty (30) days to prepare for a hearing on the complaint (§2704).
 6. Request the written complaint and all supporting materials. Gather all your own materials, such as; correspondence, calendars, notes, names of witnesses, to assist you in preparing your response.
 7. The Bishop and Superintendent will presume innocence (unless you acknowledge the complaint is accurate) until the conclusion of all processes (§362). The Book of Discipline directs their role to assure that church law is followed (§404). Questions about the process are always in order.
 8. Fair Process under §362 and §2701 begins when a complaint is signed. No action may be taken to change a person's Conference relationship unless a complaint is signed.
 9. You are encouraged not to give up on the church or your faith in God even though both may be difficult or seemingly impossible to you at this time.
- C. If Specific Behavior is Reported to You

1. By law, child abuse including sexual misconduct with a minor is to be reported to the proper civil and church authorities.
 2. Help the one making an allegation to determine if a response to this incident through the church complaint process would be appropriate. Alert the complainant to this Policy and Procedures.
 3. If the allegation is a criminal or civil law violation, assist the person to report it to the proper civil and church authorities.
- D. If You Observe Inappropriate Behavior
1. Write down or report to someone who will write down exactly when, where, and what happened.
 2. Follow the guidelines above (see Procedures I.A).

II. Responding to the Complaint

- A. Confidentiality is critical to protect both the complainant and respondent from further harm. Both parties must be protected from retaliation and false accusation.
- B. The complaint must contain the date, time, place, and events alleged to have taken place.
- C. Witnesses and potential witnesses noted by the complainant may be interviewed. Facts must be obtained and be specific (when, where, and what happened).
- D. The complainant reviews the complaint and investigative material. The complainant may withdraw the complaint at this point or sign the complaint and send it to the District Superintendent/Bishop/President of the Jurisdictional College of Bishops (hereafter known as Recipient).
1. If the Recipient finds the complaint and supporting materials not in order or inappropriate, the complainant will be contacted for clarification or additional materials or ask the complainant to consider withdrawing the complaint.
 2. If the Recipient finds the complaint and its supporting materials in order, a copy is sent to the Bishop, the respondent is contacted stating there is a complaint, informs him/her about Fair Process rights and the right to have a support person and/or advocate, encourages him/her to gather a support group, and negotiates a time and place to present the materials. No action may be taken to change the Conference relationship of the respondent without these materials.
- E. Investigation may be undertaken by the respondent. Whatever evidence is necessary to respond to the complaint and its supporting material will be obtained. Witnesses and potential witnesses noted by the respondent may be interviewed.
- F. The respondent reviews the evidence gathered and determines his/her response to the complaint which is given to the Recipient. The Book of Discipline ¶362 and ¶2701, protects the rights of the respondent.
1. If the respondent acknowledges guilt, then s/he may look at various options such as: entering into voluntary negotiations with the Recipient seeking mediation, remedial actions, withdrawal from ministry, or church trial.
 2. If the respondent denies the complaint, the Recipient has the responsibility to: end the matter, refer it to the Pastor-Parish Relations Committee

and/or to mediation by trained neutral third parties who are not members of the supervisory structure of the Conference for mediation, or forward the complaint (§362.1d).

- G. If the Recipient is unable to obtain a voluntary resolution satisfactory to all parties and a complaint is sent to the appropriate body, the administrative or judicial process of the church as set forth in The Book of Discipline will proceed. (§362 and 2701).

III. Policy and Procedure Review

A. General Conditions

1. This Policy and Procedures Document becomes the Policy and Procedures of the Wisconsin Annual Conference when adopted by the Conference.
2. This Policy and Procedures will be superseded by The Book of Discipline at any points where they are in conflict with it.
3. When action is taken that appears to be in conflict with The Book of Discipline, clarification may be requested of the District Superintendent with appeal to the Bishop.

B. Review

1. This Policy and Procedures Document is open to annual review for improvement for effectiveness and to meet Conference needs as they continue to evolve in this area.
2. Suggestions for improvement are to be addressed to the Bishop who will direct them to the appropriate body for consideration and presentation to the succeeding Conference Session.
3. New interpretations of church law by the Judicial Council or changes by the General Conference will immediately be enforced by the Bishop, with notification to the Conference through normal channels. Those changes will be sent to the appropriate body for integration into this Policy and Procedures Document. (Updated 2002)

80.0.0 Policy for Clergy Time Away [§258.2(16)]

- 80.1.1 All persons under appointment to local churches and agencies of the Conference are to have a minimum of one-month (4 Sundays) vacation, including those in part-time appointments.
- 80.1.2 All clergy are to have at least one full day (24 hours) a week for time off.
- 80.1.3 The time which the clergyperson spends in continuing education, the conference camping program, mission projects or youth/young adult ministry programs shall not be counted against vacation time.

90.0.0 Child Care Guidelines

Each Conference agency has the responsibility to provide dependent care reimbursement as needed for all meetings and activities.

100.0.0 Pension Policy

- 100.1.0 Clergy Retirement Security Program (CRSP)**, as adopted by the 2004 General Conference of the United Methodist Church
- 100.1.1 **Contribution Base** shall be the Participant's Plan Compensation, as defined by CRSP.
- 100.1.2 **Church contribution rate for the Defined Contribution** component of

CRSP shall be 3% of the Participant's Plan Compensation.

100.1.3 **Church contribution rate for the Defined Benefit component** of CRSP shall be an additional percentage of the Participant's Plan Compensation, set annually by the Joint Board of Pensions, Insurance, and Equitable Compensation, to meet the annual amount billed to the Wisconsin Annual Conference by the General Board of Pension and Health Benefits to fund the Defined Benefit component.

100.1.4 **Funding for CRSP** is by direct payment by each charge to the Wisconsin Annual Conference.

100.1.5 **Hardship Cases.** The Joint Board of Pensions, Insurance, and Equitable Compensation will review needed financial assistance in the event of financial hardships.

100.2.0 Comprehensive Protection Plan (CPP) administered by the General Board of Pension and Health Benefits of the United Methodist Church and found in The Conference "Comprehensive Protection Plan Adoption Agreement."

100.2.1 Funding for CPP is by direct payment from each charge to the Wisconsin Annual Conference.

100.2.2 All Full and Associate Members appointed to Sabbatical will be enrolled in CPP for a maximum of one year with the premium paid by the Conference.

100.2.3 All Full, Provisional, and Associate Members appointed to Attend School after having previously served under appointment by the Conference to a local church may be enrolled in CPP if the Member pays the premium.

100.2.4 Student Local Pastors are not eligible to participate in CPP.

100.2.5 Clergy on Leave of Absence are not eligible to participate in CPP.

100.2.6 Clergy from other denominations who are appointed full time to a local church may choose to participate in a death and disability benefit plan sponsored by their denomination. The local church will contribute to this other denominational plan, with the amount paid not to exceed the CPP premium amount.

100.2.7 Full Members serving in Extension Ministries may participate in CPP at the employer's expense but only if the employer signs a CPP Adoption Agreement with the General Board of Pension and Health Benefits.

110.0.0 Equitable Compensation Policy (§342)

110.1.0 Formula.

The recommended minimum salary each year shall be based on one of two factors or combination of the two: 1) the Minimum Salary for the previous year, plus the Cost of Living Factor determined by the Federal Government for Social Security purposes, plus up to 1%; or, 2) the percentage change in the Conference Average Compensation for the previous year. The recommendation shall include the basis used, along with the rationale for the recommendation.

110.2.0 Eligibility

110.2.1 In situations where a less than full-time appointment is made, the Joint Board will, under the provisions of ¶342.2 of *The Book of Discipline*, consider a claim for salary support, provided the other requirements for such support are met. Part-time and student appointments will be supported using the same criteria as regular full-time appointments.

110.2.2 Churches/charges served by retired members of Conference who are appointed as supply pastors are not eligible for Equitable Salary support.

110.3.0 Equitable Compensation Level

110.3.1 The maximum amount of Equitable Compensation Support shall be 20% of the base salary of the pastor under appointment to that charge.

110.3.2 In extraordinary situations where the Bishop and Cabinet find it advisable to make an appointment requiring Equitable Salary Compensation beyond the 20% maximum this may be granted upon request of the Cabinet and approval of the Joint Board.

110.3.3 All requests made for Equitable Compensation Support will be tied to the amount of apportionments paid by the charge. If all other circumstances of the request are in order, the following rules will apply:

- a. Charges that have paid 100% of their previous year's apportionments before the cut-off date set by the treasurer's office will receive 100% of their Equitable Compensation request for both salary and pension.
- b. Charges who have paid less than 100% of their previous year's apportionments before the cut-off date set by the treasurer's office will receive a reduced amount:
 - 1. Support paid for January-June: Amount paid will equal the amount approved multiplied by the percent of the previous year's apportionments paid by the cut-off date.
 - 2. Support paid for July-December: If a local church paid 100 percent of their apportionments in the previous year, they shall be paid 100 percent of the approved equitable compensation amount for July-December. If a local church did not pay 100 percent of their apportionments in the previous year and has not paid at least 50 percent for the current year by June 30, the equitable compensation amount paid shall equal the amount paid for January-June. If a local church did not pay 100 percent of their apportionments in the previous year, but does pay 50 percent for the current year by June 30, they shall receive the full amount approved. In addition, a catch-up payment shall be made to bring the total annual amount paid equal to the total amount approved for equitable compensation.

These rules will apply to all charges requesting Equitable Compensation. However, the Committee on Equitable Compensation reserves the right to grant exceptions to these rules when special circumstances arise.

110.4.0 Continuation of Equitable Compensation

110.4.1 A charge may normally receive Equitable Compensation support for no more than five consecutive years, with an annual reduction of 20% of the original request each year.

110.4.2 If the Bishop and Cabinet find it advisable to continue an appointment requiring Equitable Compensation beyond the normal schedule of five consecutive years, this may be granted upon request of the Cabinet and approval by the Joint Board, for a maximum of three (3) additional years at a level determined by Bishop and Cabinet as approved by the Joint Board.

120.0.0 Group Health Insurance Policy

- 120.1.1 **Participation.** All three-quarter and full-time pastoral charges and pastors are required to participate in the health insurance plan.
- 120.1.2 **Church Contributions.** Churches shall contribute at least 72% of monthly universal premium for every person under appointment that is serving at least three-quarter time in the local church. All participating pastoral charges will pay the same premium for every pastor, regardless of single or married status, or number of dependents.
- 120.1.3 **Premium Changes.** The Joint Board of Pensions, Insurance and Equitable Compensation shall adjust the premium rates when financially necessary.
- 120.1.4 **Lay employees** of the Conference and the local churches may be enrolled into the Conference Group Insurance Program. Such employees must work 30 hours per week or more. Local churches will be billed for 100% of applicable premium per employee. Enrollment must be within 30 days of employment.
- 120.1.5 **Surviving spouse of an Active Clergy Person.** In the event of the death of a fulltime, active (not retired), clergy member under appointment serving a local charge in the Wisconsin Conference and enrolled in the Conference Health Insurance Plan at the time of death, at the request of the District Superintendent the Joint Board will pay from the Emergency Hardship Account the total health insurance premiums in full for three months and will pay 50% of the premiums for nine additional months for surviving spouse and dependent children. Following this twelve-month period, the surviving spouse is eligible to participate in the Conference Health Insurance Plan, and shall receive a subsidy equal to the amount that a surviving spouse would receive if the clergy had died during retirement after age 65 provided that the clergy was a member of the Annual Conference prior to December 31, 2009. Such payment shall come from the Emergency Hardship account.
- 120.1.6 The Wisconsin Annual Conference will fund **retiree health insurance premiums** for participating pastors and lay employees of the Wisconsin Annual Conference who formally retired after December 31, 1998, based on years of service in the United Methodist or other Methodist denominations as outlined below. (Those who retired on or before December 31, 1998 will be treated as having at least 25 years of service.)
- a. Beginning January 1, 2009 the Wisconsin Annual Conference will subsidize the Medicare Supplemental Health Insurance premium for 1) those clergy members of the Wisconsin Annual Conference and their spouses who were members prior to December 31, 2009, based on their years of service; and 2) Wisconsin Conference lay employees for whom the Wisconsin Conference was the salary-paying unit and were employees prior to December 31, 2009, based on their years of service.
 - b. Beginning January 1, 2010, the Wisconsin Conference will subsidize 55% of the Medicare Supplemental Health Insurance premium for eligible retirees and their spouses who are 65 years of age and older and the retiree entered the retired relationship with at least 25 years of service. The retiree must be 65 years of age or older for the spouse's

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coverage to be subsidized. Beginning January 1, 2011, the subsidy will be 50%.

- c. Beginning January 1, 2009, the maximum subsidy amount the Wisconsin Conference will pay for the Medicare Supplemental Health Insurance premium for eligible retirees and their spouses who are 65 years of age and older will be \$3,000 per year per participant.
- d. Beginning January 1, 2010 the Wisconsin Conference will subsidize 18% of the active premium for eligible retirees and their spouses who are less than 65 years of age and the retiree entered the retired relationship prior to January 1, 2002 with at least 25 years of service. e. For eligible retirees with fewer than 25 years of participation, the percentage subsidized by the Wisconsin Conference for eligible retirees and their spouses will be as presented in the tables (below), rounded to the nearest whole percent.

RETIREE'S HEALTH INSURANCE PREMIUMS IN 2011		
Age at Year of Retirement	Without Medicare	Conference Pays with Medicare
Less than 60 years of age	1-9 years of service = 0% 10 and above = .46% per year of service Maximum of 11.5% of premium	1-9 years of service. = 0% 10 and above = 2.0% per year of service Maximum of 50 % of premium
60 – 64 years of age	1-9 years of service = 0% 10 and above = .68% per year of service Maximum of 17% of premium	1-9 years of service = 0% 10 and above = 2.0% per year of service Maximum of 50 % of premium
65 years and above	1-9 years of service = 0% 10 and above = .68% per year of service Maximum of 17% of premium	1-9 Years of Part. = 0% 10 and above = 2.0% per year of service Maximum of 50 % of premium
<i>For those retiring during the five-year period below, premium support will be determined as follows:</i>		
Retiree Premium Payment		
Year	Proportion From Pre 1-1-1999 Policy	Proportion From Current Policy
1999	80%	20%
2000	60%	40%
2001	40%	60%
2002	20%	80%
2003	0%	100%

- 120.1.7 For clergy or lay employees of the Wisconsin Annual Conference retiring after December 31, 2001, the Conference will not provide any funding of health insurance premiums for retirees or their spouses until the retiree is eligible for Medicare.
- 120.1.8 Retirees must have a minimum 5 consecutive years of qualified participation with the Wisconsin Conference group health insurance plan immediately prior to retirement to be eligible for retiree coverage.

130.0.0 Church Facilities Policies

130.1.1 Minimum Standards

Local churches in the Wisconsin Conference will meet the following recommended minimum standards:

- a. Indoor plumbing/restroom, running water with at least one flush toilet
- b. Electricity which meets building code
- c. A heating system with thermostat
- d. Handicap accessibility to building code
- e. Carbon monoxide detectors to meet building code or Life Safety Code
- f. Smoke detector to meeting building code or Life Safety Code
- g. Air quality testing if there is a pastoral leadership change and/or air quality issues are raised.
- h. Lighted exit signs
- i. Radon testing and appropriate remediation

Remedial Funding

Local churches which do not meet these standards may apply to the Conference Trustees for supplemental financial assistance to correct deficiencies. A church requesting assistance must participate in the cost through a minimum 1/3 matching funds, or equivalent labor and materials. Churches requesting assistance with improvements in excess of \$500.00 will be required to submit the results of a structural inspection by a Wisconsin certified inspector to verify the soundness of the building, along with a copy of their treasurer's report and audit. The Wisconsin Annual Conference Board of Trustees will evaluate each request on a case by case basis.

130.2.0 Conference-Wide Insurance Program

- a. All local churches in the Wisconsin Conference, along with the Conference camps, Conference Center, and other Conference-owned property, are required to be insured under the Conference-Wide Insurance Program.
- b. Required insurance coverage within this program includes multi-peril property and liability insurance and umbrella insurance. Optional insurance coverage within this program includes directors and officers and employment practices liability insurance.
- c. Although not part of the Conference-Wide Insurance Program, local churches are also required to maintain workers compensation insurance and auto insurance in compliance with the law.
- d. The Conference Board of Trustees is responsible for determining and periodically re-evaluating the insurance carrier(s) for the Conference-Wide Insurance Program and the required and optional types and levels of insurance coverage under the Program.

140.0.0 *General and Jurisdictional Conference Delegations*

140.1.0 **Nominations and Elections:**

140.1.1 Lay and clergy United Methodists of Wisconsin who are interested in election as General and Jurisdictional Conference Delegates may submit brief biographical sketches of themselves which will be distributed by the Conference Secretary in the pre-Conference materials. The Conference Secretary shall present the balloting procedures during the opening plenary of an election year session for adoption by the Annual Conference. In addition to the delegates elected to the General and Jurisdictional Conferences, there shall be four clergy and four lay reserve delegates elected to the Jurisdictional Conference. 140.2.0 Organization of Delegation:

140.2.0 **Organization of the Delegation:**

140.2.1 Following election of the General and Jurisdictional Conference delegates, the Bishop or a person designated by him/her shall convene such delegation, including the reserve delegates to Jurisdictional Conference, at a time and place set by the convener. The convener shall preside at this delegation organizational meeting until a secretary pro tem of the delegation is elected, who shall call the next meeting of the delegation. At that next meeting of the delegation, the chair and other officers shall be elected from among the delegation membership, as well as election of the members of the Jurisdictional Committee on the Episcopacy for the following quadrennium. The chair of the delegation shall be elected alternating quadrenniums between the clergy and lay members.

140.2.2 Travel expenses for delegation meetings shall be paid from the Annual Conference delegation budget. The General Council on Finance and Administration (GCFA) pays travel expenses and per diem relating to the General Conference attendance directly to delegates. Expenses of the first lay and clergy reserve delegates will be paid from the delegation budget, following the same policies as followed by GCFA for delegates. The North Central Jurisdiction (NCJ) pays travel expenses and per diem relating to Jurisdictional Conference attendance directly to delegates. Expenses of the first clergy and lay reserve delegates will be paid from the Annual Conference delegation budget, following the same policies as followed by the NCJ for delegates.

150.0.0 *Guidelines for Continuing Theological Education*

150.1.0 **Statement of Purpose**

The Board of Ordained Ministry is committed to providing support services to the clergy of The Wisconsin Annual Conference of The United Methodist Church in continuing education and formation for ministry

150.2.0 **Interpreting The Spirit Of The Discipline**

The 2008 Book of Discipline of The United Methodist Church states, "Throughout their careers, clergy shall engage in continuing education for ministry, personal development, and spiritual formation and growth in order to lead the church in fulfilling the mission of making disciples for Jesus Christ. This shall include carefully developed personal programs of study augmented periodically by involvement in organized education and spiritual growth activities." (§351.1) The spirit of this policy is to motivate clergy to participate in educational opportunities and events throughout their time in

professional ministry and the intent is to enable life-long learning leading to growth in competence and effectiveness throughout a clergy person's career.

150.3.0 Minimum Standard for Continuing Education

- 150.3.1 The basic unit of measurement for continuing education shall be called a CEU (Continuing Education Unit).
- 150.3.2 A CEU is defined as ten contact hours (instructional session or its equivalent) under qualified leadership.
- a. The session is designed with specific educational objectives for equipping the clergy person to do ministry. Distinction is made between continuing education versus spiritual growth that is a component of our covenant of clergy orders and fellowship for continued growth in the Spirit. For example, learning techniques of spiritual discipline can earn CEU's; practice of spiritual disciplines as in a house of prayer or in a retreat does not earn CEU's – it is part of the practice of ministry.
 - b. The session is designed to train a member of the clergy to lead/teach/preach, for example, Bible Study, Stephen Ministries, leadership training events, preaching classes, etc. When the clergy is preparing material in order to be the leader/teacher/preacher with the expertise and qualifications for leading/teaching/preaching a class, this time does not earn CEU's; the students who are being equipped to lead/teach/preach through participation in the event earn CEU's.
 - c. If the mission trip or event does not offer a CEU, the person asking for CE credit will report the content, leader, and number of contact hours of participation to the Chair of the Nurture and Formation of Clergy Team of the Board of Ordained Ministry.
- 150.3.3 It is assumed that programs sponsored by an agency of the General Conference, Jurisdiction, Annual Conference, or District-sponsored events as well as programs offered through accredited ecumenical or community service institutions will have qualified leadership and thus qualify for CEU credit.

150.4.0 Requirements

- 150.4.1 The following persons are required to receive a minimum of one CEU per year and at least four CEU's per quadrennium:

- Local pastors who have completed the Course of Study
- Elders in full connection under appointment
- Deacons in full connection under appointment
- Diaconal ministers under appointment
- Associate Members under appointment

For persons serving less than full time under appointment, the number of CEU's will be determined on a prorated basis. For example, a person serving half time under appointment would be required to receive a minimum of .5 CEU per year and at least two CEU's per quadrennium.

- 150.4.2 **Minimum Continuing Education Allowance**

The minimum continuing education allowance for every clergy person under appointment to a local church or the Conference staff shall be 2% of the minimum salary for ordained clergy persons in full connection in any given year, rounded up to the next \$100.

150.5.0 Exemptions from Continuing Education Requirements

- 150.5.1 Persons under appointment who are involved in academic study such as D. Min. and Ph. D. programs, Course of Study School, college degree and seminary degree programs
- 150.5.2 Clergy enrolled in an accredited Clinical Pastoral Education program
- 150.5.3 Clergy on Leave of Absence
- 150.5.4 Clergy serving as chaplains in a war zone

150.6.0 Earning the Required Number Of CEUs

- 150.6.1 **Seminar/Conference/Workshop Participation:** attending programs that list the total CEU credits available in their registration material.
- 150.6.2 **Study Travel:** traveling, with the number of contact hours of lecture and discussion under qualified leadership counting. **NOTE:** Repeat trips to the same place will not qualify. Ten contact hours of lecture and discussion equals one CEU.
- 150.6.3 **Distance Learning, including online classes:** participating electronically or by telephone under qualified leadership. Ten contact hours of instruction or its equivalent equals one CEU No more than one CEU per year may be earned in this manner.
- 150.6.4 **Professional Reading:** reading related to the knowledge and competency areas of scripture, theology, church history, church polity, pastoral care, or other skill areas essential to the practice of ministry are acceptable. **NOTE:** Daily Bible reading, devotional materials, normal reading for sermon preparation and leisure reading are encouraged but are **NOT** considered continuing education. Twenty hours of reading and reflection is equivalent to one CEU. No more than one CEU per year may be earned in this manner. The books read shall be reported on the Continuing Education Report Form.
- 150.6.5 **Mission Trips:** experiencing a mission trip under qualified leadership and appropriate accountability. The nature of the trip, the number of contact hours, and a listing of the qualified leadership shall be included on the Continuing Education Report Form.

150.7.0 Accountability

- 150.7.1 The Clergy Continuing Education Report is the instrument of accountability and shall be submitted annually with the charge conference reports each year. The Regional Offices will then forward the report of each clergy person to the Chairperson of the Nurture and Formation of Clergy Team of the Board of Ordained Ministry.
- 150.7.2 The report form shall be made available on the Conference website.
- 150.7.3 The Clergy Continuing Education Report will be reviewed by the Chairperson of the Nurture and Formation of Clergy Team and a report will be given to the Bishop and Cabinet for those clergy who do not meet the established guidelines for Continuing Education. The Bishop, Cabinet, and/or Conference Board of Ordained Ministry may take appropriate action for persistent failure to comply with these Continuing Education Guidelines.

160.0.0 Policies about the Annual Conference

160.1.0 General Policies

- 160.1.1 The Program and Arrangements Committee of the Wisconsin Annual Conference shall be authorized to establish the location of the Wisconsin Annual Conference sessions for the years 2010 through 2012.
- 160.1.2 Conference agencies are encouraged to voluntarily post their approved meeting minutes on the Wisconsin Annual Conference web site.
- 160.1.3 Congregations shall pay the expenses of their clergy and lay members to attend sessions of the Annual Conference to the extent that those expenses are not covered by the Conference.

160.2.0 Required Background Checks

- 160.2.1 Anyone (18 and older) serving in a leadership or participant capacity on behalf of the Wisconsin Annual Conference who works with children, youth (under the age of 17), the elderly, the incapacitated or those with handicapping conditions, the homeless, mission projects beyond the local church where membership or constituency is held – in-state, nationally and/or internationally, or counseling and crisis intervention, in compliance with our commitment to Safe Sanctuaries, is required to have a legally certified federal background check. Currently, the only form of background check that certifies a person’s legal identity requires a Social Security number. There are no exceptions to this requirement. Federal background checks are valid for 2 years, then must be updated.

170.0.0 Health and Welfare Ministries Covenants of Affiliation

170.1.0 Relationship Statements

- 170.1.1 The Conference Board of Global Ministries is the designated body for developing and maintaining Relationship Statements between the governing bodies of the Health and Welfare Ministries and the Wisconsin Annual Conference in accordance with Paragraph 2517 of the 2012 Book of Discipline.
- 170.1.2 The Health and Welfare Ministries Committee in consultation with the Conference Chancellor will develop a template (model) for the Relationship Statement (Covenant of Affiliation).
- 170.1.3 The Health and Welfare Ministries Committee will work with the governing body of each Ministry to prepare the Covenant of Affiliation for that Ministry, based on the model, to submit to the Conference Board of Global Ministries and the Annual Conference for approval.
- 170.1.4 The Covenant of Affiliation with each Ministry shall be reviewed and approved every 4 years by both the Ministry governing body and the Annual Conference.

180.0 Landmark Designation

- 180.1 A local church or church-related agency in the Wisconsin Conference shall, at the earliest opportunity following notification of receipt of information that voluntary or involuntary landmarking efforts may affect its property, notify the Conference Treasurer, who in turn shall notify the Conference Board of Trustees, the Bishop, the Conference Chancellor, and the District Superintendent in whose district the property is located of such efforts.

- 180.2 If the local church or church-related agency desires to cooperate voluntarily with landmarking its property, the church or agency shall obtain an approval vote of the Conference Board of Trustees, who shall confer with the Bishop prior to or during its deliberations. The local church or agency shall then comply with the provisions on sale or transfer of property (as applicable) of *The Book of Discipline*, including the convening of any required meeting or charge conference.
- 180.3 In the event of efforts to involuntarily landmark property owned by a local church or church-related agency, the Conference Board of Trustees may, at its discretion, assist local churches and church-related agencies in responding to such efforts, and may intervene and take such measures as appropriate to protect the interests of The United Methodist Church in the property in question.

The following presents the Trustees rationale for the new policy:

General Overview of Landmark Designation:

Generally speaking, landmark designation seeks to preserve some historic, cultural, architectural or other similar aspect of a building or defined geographical area. Government bodies and non-profit organizations at the federal, state and local levels are involved in these efforts.

Landmarking can be voluntary or involuntary on the part of the property owner. A typical example of voluntary landmarking is when a government body and a property owner agree to preserve some architectural façade or historic feature of a building. The owner agrees to a perpetual easement restricting future use and development rights on the building and property in exchange for the governmental body's payment of money and extension of tax credits to the owner.

Involuntary landmarking typically occurs at the state and local level when a government body designates a defined geographical area as a historic or cultural district. The restrictions on the property vary from district to district, and compliance with the restrictions can be voluntary or mandatory. In all cases, the decision on whether to permit a use or expansion request is beyond the control of the property owner. There may be tax incentives for a property's location within a district.

Property owners may feel that landmark designation is an honor, or that a historic district or neighborhood is a positive part of urban life. However, as a practical matter, there may be many negatives to landmarking. Chief among those are the scope and nature of the restraints on use, transformation and transferability of the property.

The Legal Department of the General Council of Finance and Administration generally advises against voluntary landmarking of property owned by local churches or church-related agencies.

“In summary, local churches should be wary of concluding that its property would be enhanced in any way by landmark status. Landmark status may be desirable in certain limited circumstances. However, landmark status can drastically limit the availability and allocation of resources and severely restrict a church's freedom to make its own decisions about important issues, including how it practices its faith. “(GCFA Legal Manual, IV-18-October 2013.)

From the standpoint of property owned in trust for The United Methodist Church, landmarking may very well prevent a local church from transforming the donations given in the past into new structures or establishments for United Methodist use or

enjoyment in the future. Further, the tax benefits available to private property owners are generally worthless to a church since a church does not usually pay income or real estate taxes.

Certainly, each landmarking effort needs to be assessed on its own merits, and there may be instances where landmarking is in the best interests of both the public and the church organization. However, generally speaking, landmark designation should be discouraged

Editor's Note: To suggest changes to these Rules and Policies, please contact:

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