

# CONFERENCE SECRETARY

## Accountability

The purpose of the office of Conference Secretary is defined in ¶603.7 and ¶606 of the *2004 Book of Discipline of The United Methodist Church*, which reads in part: “The annual conference shall keep an exact record of its proceedings according to the forms provided by the general, jurisdictional, and central conferences.” It is the responsibility of the Conference Secretary to maintain and publish these records.

## 1. Highlights and Accomplishments of the Past Year

As “the keeper of the record” the Conference Secretary indirectly supports the work of all other conference agencies and officers by gathering information about their work, processing and disseminating that information to the members of the annual conference, recording the actions of the annual conference, and communicating that information to a variety of agencies, organizations, and of course the local churches of the conference. The conference secretary facilitates the flow of information among the various elements of the conference by providing contact information in the journal, and maintains a historical record that can be used in future years as a reference of previous conference actions.

In addition to my responsibilities as Conference Secretary, I have been the Executive Secretary of the Board of Ordained Ministry since 2001. During 2006 it became apparent that my work as the Executive Secretary of the Board required significantly more than the one-quarter time which had been devoted to that position. The Board of Ordained Ministry therefore asked the Council on Finance and Administration to include in the 2007 Proposed Budget funds so that the position of Executive Secretary of the Board of Ordained Ministry could be increased to three-quarter time. The Conference Personnel Committee supported this change, and recommended that my position as Conference Secretary be defined as one-quarter time. The Cabinet and the Council on Finance and Administration approved this request and included it in the 2007 Budget which was approved by the Annual Conference. Through internal adjustments in the 2006 budget line items of both the Board of Ordained Ministry and the Conference Secretary, it became possible to make this change on August 1, 2006. As of that date I have been appointed full-time to the conference staff, working three-quarter time for the Board of Ordained Ministry and one-quarter time as Conference Secretary.

## 2. Plans for the Coming Year

2007 is the year during this Quadrennium when each Annual Conference will elect delegates to the 2008 General and Jurisdictional Conferences. The conference secretary’s office oversees the election process. My goal is to ensure that the election process runs smoothly and accurately. The costs of this once-every-four-year process are routed through the Conference Secretary’s Budget. There is an additional line in the budget for these election expenses. This line is added for this one year only, and has been deleted in the 2008 budget proposal.

Following the 2008 General Conference, the Conference Secretary will apply Conference Rule 2.1.0 in order to calculate the number of Lay Members of Annual Conference that each pastoral charge in the conference is entitled to elect for the 2009 – 2012 Quadrennium, and notify each charge of that number.

The following goals are ongoing each year:

- To keep the record of the proceedings of the Annual Conference, and to publish that record in the *Annual Conference Yearbook and Journal*.
- To facilitate the work of the Annual Conference Session through the publication of the *Pre-Conference Workbook*.

- To improve the accuracy of the *Workbook* and the *Journal*, and to produce them in a format which makes them easy to read and use.
- To explore and implement, where appropriate, new methods of recording, storing and publishing the records of the Annual Conference.

*Kevin Rice Myers, Conference Secretary*