



wisconsin conference
UNITED METHODIST CHURCH

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Chula Vista Resort
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***Proposed Revisions to
Conference Rules and Policies
For Consideration By The
2011 Annual Conference Session***



Love Unconditionally
- 2011 -

[Editor's Note: Proposed ADDITIONS to the current Conference Rules and Policies are indicated by **text that is both bold and underlined**. Proposed DELETIONS from the current Conference Rules and Policies are indicated by ~~text that is marked by strikethrough~~. Text that is **bold but not underlined** represents text in the current rules that is printed in bold as either a heading or subheading in order to clarify the presentation of the rules.

All of the proposed changes in the Conference Rules and Policies have been reviewed and collated by the Conference Rules Committee, and are presented to the Annual Conference for its consideration at the 2011 Conference Session. Unless otherwise indicated in the rules and policies, any changes approved by the annual conference will take effect at the conclusion of the 2011 Annual Conference Session.]

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 ~~recommends acceptance of its content by~~ needs to be voted on by the Conference.

1.3.3 **Resolution.** A formal ~~expression~~ statement of the opinion or will of the Conference which is ~~formally adopted by~~ 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.

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

1.3.713 **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 20048 *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:

- 5 2.1.1 An Associate Conference Lay Leader, nominated by the Conference Nominations Committee, shall be named.
- 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
- 10 2.1.5 One additional ethnic minority lay member elected by each congregation or mission with an ethnic minority membership in excess of 50% so as to increase ethnic minority representation in the Conference membership
- 2.1.6 ~~Lay chairpersons or coordinators of the District Program/Leadership Team~~ **District directors of Lay Servant Ministry and Dean of Faith Alive**
- 15 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 Two **additional** youth representatives **members** between 12 and 18~~7~~ years of age from each district to be chosen by the Conference Council on Youth Ministries, ~~and~~
- 2.1.9 Two **additional** young adult representatives **members** under age ~~18-34~~ **18-34** from each district, to be chosen **in a manner determined by each district.** ~~by the Conference Council on Young Adult Ministries or like structure.~~
- 2.1.10 Additional lay members elected by pastoral charges as needed to attain lay equalization according to the following formula:
- 25 a. Multi-point charges, provided the member shall be elected from a church not having representation, beginning with the largest combined membership charge.
- b. Single point charges, beginning with the largest.
- c. 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.
- 30 d. No charge shall elect more than ~~one~~ **two** additional lay members because of the application of this rule **2.1.10.**
- ~~2.1.11 Additional lay members, as needed to attain lay equalization, to be elected by the various District Program/Leadership Teams, as assigned by the Conference Secretary.~~

2.2.0 Membership Tenure

- 35 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.** ~~close of the Conference session preceding the new quadrennium.~~
- 40 2.2.3 ~~The certified number shall be communicated to each congregation by~~ **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 ~~at the beginning of the calendar year~~ **January 1** following the regular session of the General Conference.
- 45 **2.2.5 All members (lay and clergy) of annual conference are expected to attend its sessions (§602.8)**

2.3.0 Meetings

- 50 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.
- 55 2.3.3 Proposed 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 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 ~~the 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.

2.4.0 Organization of Conference Agencies.

2.4.1 ~~Each Conference agency that has both lay and clergy persons in its membership shall elect at least one lay person as an officer when said agency has two or three officers, and at least two lay persons as officers when said agency has four officers. The officers will serve as members of the Executive Committee of the agency.~~ **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 ~~The Executive Committee of Conference agencies, prior to the last Conference session in the quadrennium, shall name a nominating committee composed of continuing members. This nominating committee shall prepare a slate, after the Conference session, to be presented to the first meeting of that agency, which shall be called no later than the 15th of October of the year in which the regular session of the General Conference is held. The election is to be held at that first meeting, and the officers will begin to function immediately~~ **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.

2.6.0 Conference Secretary Compensation (~~¶603.7~~)

~~The Director of Finance and Administration shall provide supervision, and recommend compensation for the Conference Secretary, or any clerical assistance for the Secretary's office, to the Conference Council on Finance and Administration.~~

3.0.0 Nominations

3.1.0 Nominations Committee (~~¶609.2610~~)

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 ~~members~~:

- a. One clergy and/or one lay person from each District ~~nominated by the Cabinet~~
- b. One staff person nominated by the ~~Ministry and Outreach~~ Director of Connectional Ministries
- c. One District Superintendent named by the Cabinet
- d. The Conference Lay Leader
- e. ~~The District Lay Leaders~~
- f. ~~Coordinator of Records (who will serve as Vice Chairperson for the Committee)~~
- g. ~~One representative from the Commission on the Status and Role of Women~~
- h. ~~One representative from the Commission on Religion and Race~~
- i. ~~Two youth members nominated by the Conference Youth Council~~

e. Recording Secretary

f. One youth elected by the Conference Council on Youth Ministries (age 12-17)

g. One young adult (age 18-30)

~~3.1.2 **District Committees.** Members of the Nominations Committee shall be members of their respective District Nominations Committees.~~

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. ~~Preparatory~~ **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 a **the current** quadrennium. All Conference nominating agencies shall limit the term for members ~~of all major agencies~~ to two consecutive quadrenniums. The lay leader shall also be limited to two consecutive terms.

a. Ex-Officio Exception – One quadrennium served in an ex-officio relationship shall not count toward tenure.

b. Partial terms. Service of two or more years in filling an unexpired term or vacated position shall be considered as a full quadrennial term.

c. 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 ~~one~~ **two** of the following Conference agencies regardless of who nominates them:

- a. Board of Camp and Retreat Ministries
- b. Board of Church and Society
- c. Board of Congregation and ~~Parish~~ **Circuit** Development
- d. ~~Board of~~ Discipleship **Leadership Team**
- e. Board of Global Ministries
- f. 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.

- g. Board of Ordained Ministry
- h. Joint Board of Pensions, Insurance and Equitable Compensation
- i. Board of Trustees
- j. Council on Finance and Administration
- ~~k. Nominations Committee~~
- ~~l. Rules Committee~~

3.2.6 **Ex-Officio Exception.** A person may be an ex-officio member of more than one agency listed in 3.2.45 by virtue of an office held or as a representative of one agency to another.

~~3.2.7 **Ex-Officio Exception to 3.2.3.** One quadrennium served in an ex-officio relationship shall not count toward a tenure.~~

~~3.2.8 **Partial Terms.** Service of two or more years in filling an unexpired term or vacated position shall be considered as a full four-year term.~~

~~3.2.9 **Elapsed Period.** A person who is no longer eligible by reason of tenure to serve on an agency may be considered as a nominee after four years have elapsed.~~

~~3.2.107 **Inactive Members.** If any agency should determine a member to be inactive, it may declare a vacancy and ask the Nominations Committee to fill the position for the balance of the term. 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.~~

~~3.2.118 **Retired Clergy.** A retired clergy person is eligible to serve on any Conference agency (or position) unless prohibited by *The Discipline*.~~

~~3.2.129 **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.~~

~~3.2.1310 **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 **Council of Districts Membership shall consist of:**~~

- ~~a. District Superintendents~~
- ~~b. District Lay Leaders~~
- ~~c. Chairs or Coordinators (or representative) of the District Program/Leadership Teams.~~
- ~~d. Conference Program Staff~~

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)** ~~The following persons shall be members of the respective Program boards as follows:~~ **Membership of the program boards shall be determined as follows:**
- a. **Board of Camp and Retreat Ministries (§630.1c):** ~~Fourteen~~ **Fifteen** members, including four at large **and one secretary** nominated by the Board of Camp and Retreat Ministries and ten nominated by the Conference Nominations Committee to include the chair of the BCRM Personnel Committee, the chair of the ~~Camping Committee~~**Camp Team**, the chair of the Facilities Committee, the ~~sSites~~ ~~Retreat~~ ~~pPromoter~~, the BCRM communications officer, and five at-large members including at least one youth; **and one young adult, and one ethnic minority working to ensure clergy, laity, racial, ethnic, age, and gender inclusiveness.** ~~Site Directors, Natural Resources Manager and Program Assistant,~~**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 representative from the Wisconsin Health Care Coalition; one representative from Wisconsin IMPACT; and one representative from the Ecumenical Partnership for Peace and Justice.~~ **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. **Board of Congregation and Circuit Development:** **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. ~~Ex-officio: Fund for Discipleship representative. Advisory: one District Superintendent, and the Coordinator of Congregation and Parish Circuit Development Coordinator, Leadership Development Director, and one Ecumenical representative.~~
 - d. ~~**Board of Discipleship:** one member selected by each District Program/Leadership Team; a representative of the Conference Council on Youth Ministries; a representative of the Conference United Methodist Women; a representative of the Conference United Methodist Men; the Conference Lay Leader; a representative of Wisconsin Lay Witness; a representative of Wisconsin Aldersgate Renewal Ministries; an “Ethnic Local Church Concerns” representative; six age level coordinators: Children, Youth, Young Adult, Adult, Family, and Single Adult; five committee chairpersons: Education, Evangelism, Stewardship, Worship, and Spiritual Formation; two at-large members nominated by the Conference Nominations Committee; and four at-large members selected by the Board. Advisory: representative of the Program Staff.~~
 - 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 Team (DLT) shall serve the function of Conference Council on Ministries or Connectional Table. All Conference program boards and agencies shall designate representatives to the DLT, and at-large members may be added to include members of racial and ethnic constituencies not otherwise present. The DLT 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 DLT, while not serving as members of the sub-teams. The three**

main bodies of the DLT 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

CCYM

Commission on Religion and Race

Advisory: One Staff Liaison

2) Representatives to the Worship and Witness Team

Board of Congregation and Circuit Development

Board of Lay Ministry

Evangelism Team

Stewardship Team

Worship Arts Team

Young Adult Rep

CCYM

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

CCYM

Young Adult

Volunteers in Mission

International Volunteers in Mission

Extension Ministries

Advisory: One Staff Liaison

- ef. **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, ~~three~~ **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. Representatives Advisory members shall be named by ~~the Madison Wesley Foundation—The Crossing (U.W. Madison)~~, North Central College, Garrett-Evangelical Theological Seminary, and the Conference Program Staff **Director of Connectional Ministries**. ~~Advisory liaisons will represent the Conference Board of Trustees, Board of Lay Ministry, and Board of Ordained Ministry.~~

fg 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, ~~Reconciling~~ **Community Ministries**, 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 (§60910.2).** 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 ~~Council of Districts (representative of a District Program/Leadership Team)~~ **Discipleship Leadership Team**; 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 (§6401).** Membership shall consist of:

- a. One representative from each District ~~Council on Ministries elected by the District Council on Ministries.~~
- 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. ~~Representative of the Conference Staff~~ **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 (§6442)** Membership of the Commission on Christian Unity and Inter-Religious concerns shall include:

- a. ~~A representative of~~ **Three** persons appointed by the Bishop to represent the Wisconsin Annual Conference on ecumenical ~~and/or interfaith~~ bodies.
- b. Three persons appointed by the Bishop to represent the Wisconsin Annual Conference on inter-religious bodies.**
- ~~bc.~~ **Up to four Wisconsin United Methodist members at large chosen for their interest/ expertise in ecumenical and/or inter-religious affairs/relationships.**
- d. Up to four Wisconsin United Methodist members-at-large chosen for their interest/expertise in inter-religious relationships.**
- ee. One Wisconsin United Methodist lay or clergy member who is involved in an ecumenical shared ministry.
- df. One person who is a participant in ecumenical youth ministry, nominated by the Conference Council on Youth Ministries.
- e. ~~One person from any District not represented in the members above.~~
- fg. Up to four additional persons representing other judicatories with whom the Wisconsin Annual Conference is involved in dialogue, to assure broader ecumenical perspective.
- gh. The Executive Director of the Wisconsin Council of Churches, or designate (Advisory).

hi. The Bishop, as chief ecumenical officer, or designate.

ij. Other ex-officio members as required in par. ~~639~~**642.2** of *The Book of Discipline*.

3.3.6 **Commission on Religion and Race** (§~~6423~~**6423**). 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, ~~and~~ a representative of the Conference Board of Global Ministries. ~~The~~ **and** seven at-large members nominated by the Conference Nominations Committee ~~shall include~~ **, 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** (§~~6434~~**6434**) Membership shall consist of ~~nineteen~~ **twelve** persons, at least ~~four~~ **two** of whom shall be under thirty years of age, and two shall be ethnic minorities;

a. Three clergy women

b. ~~Three~~ **Two** clergy men

c. Three lay women

d. ~~Three~~ **Two** lay men

e. ~~Three~~ **One** persons named by the Conference United Methodist Women

f. ~~Two~~ **One** youth named by the Conference Council on Youth Ministries

g. ~~One~~ staff representative **The Director of Connectional Ministries or designated representative will serve ex officio.**

3.3.8 **Board of Trustees** (§~~640~~**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.

~~The Board of Trustees shall have the right to fill vacancies during the year until the Annual Conference Session.~~ **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** (§~~60910.2~~**60910.2**)

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 ten 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

~~Ministry and Outreach~~ Director **of Connectional Ministries**

~~Conference Communications Coordinator~~ **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** (§~~609~~10.2)

a. The Rules Committee shall be composed of ~~twelve~~ **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** (§6345)

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** (§~~609~~10.2, 6245, 6389)

a. The Joint Board of Pensions, Insurance, and Equitable Compensation shall consist of nine lay members and nine 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 District Superintendent named by the Cabinet 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 Parish Circuit Development.

3.3.13 **The Committee on Petitions**

a. The Committee on Petitions shall consist of ~~one lay and one clergy member of the previous General Conference delegation or first reserves, one youth, one young adult, and four additional lay and four additional clergy members at large.~~ **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 ~~any recommendations~~.

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** (§6301) 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 ~~Conference Council on Ministries~~ **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 (~~to be elected by the District Council on Ministries~~)

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

~~Co~~-Chairs of the Conference Council on Youth Ministries

- 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** (§60910.2) 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 ~~Conference Council Director~~ **Director of Connectional Ministries**; and the Bishop or a representative named by the Bishop. The Building Manager (~~hired by this committee~~) **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 ~~Director of Finance and Administration~~ **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 ~~Director~~ **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, ~~three-year-term~~ classes **with three-year terms per class, and shall serve no more than two (2) consecutive three-year terms**; six nominated by the Conference Nominations Committee, three designated by the Bishop, and the Bishop (ex officio)
- ~~3.3.18 **Visioning and Quality Improvement Team** (§609.2) The Visioning and Quality Improvement Team (VQIT) meets regularly to provide visioning, continuous process improvement, monitoring and assessment for the Annual Conference. The VQIT may establish Process Improvement Teams for specific quality improvement initiatives, one team per initiative. Membership of the VQIT shall consist of the Bishop, Leadership Development Director, Ministry and Outreach Director, Director of Finance and Administration, Conference Lay Leader, and four at-large members not serving on any Conference board, council, commission or committee.~~
- 3.3.198 **Conference Communications Committee** (§60910.2): **The Conference Nominations Committee shall nominate up to nine members, including** one member of the Conference from each of the four regions : Capital/Coulee, Chippewa/Heartland, Metro North/South and Nicolet/Winnebago, selected jointly by the District Nomination Committees of each region; five at-large **and including** members nominated by the Conference Nominations Committee for their particular expertise in areas of communications, such as print media, electronic media and telecommunications. Ex-officio: Conference Secretary. Advisory: ~~Conference Communications Coordinator~~ **Director of Communications**.
- 3.3.2019 **Conference Council on Youth Ministries** (§649). The Conference Council on Youth Ministries (CCYM) shall consist of **up to 24** youth members and adult advisors ~~chosen through an application process~~ **nominated by and from local church youth groups in each district through the Conference Nominations Committee**, with attention being placed on gifts and graces for leadership on the Conference level as well as efforts **being** made to ensure diversity (geographically, age, gender & ethnicity) on the ~~committee~~ **council**. **No more than two (2) CCYM members may come from a single church or charge. The youth Convo Design Team leaders shall be ex-officio members of CCYM. Adult advisors, adult Convo Design Team advisors, and the Conference Youth Coordinator shall serve as advisory members of CCYM. One-fourth (1/4) of the membership of the council shall be adults, one of whom may be the Conference lay leader or his/her representative. The CCYM shall attempt to adhere to the disciplinary recommendation to compose the council of 50 percent racial and ethnic members. The CCYM shall establish a working structure that represents all eight districts of the Wisconsin Annual Conference, and shall nominate a Conference Youth Coordinator each year. The Conference Youth Coordinator may serve up to two full quadrennial terms (eight years).** Applications will be received year round, new members will be accepted after the January CCYM meeting through the August CCYM meeting, and applications will be accepted, processed and CCYM members will be selected by the CCYM exec team during that time period. Conference Youth Event Design Team leaders are also considered to be a part of the committee and are given both voice and vote. The exec

team of CCYM will consist of four youth co-chairs, four youth co-chairs in training, the Sr. & Jr. High Adult Advisor and the Conference Youth Coordinator. The chairs will be chosen from the body of CCYM and all efforts will be made to ensure diversity in leadership. Adult advisory members should include at least one adult from each district, the Sr. High Adult Advisor, the Jr. High Adult Advisor and the Conference Youth Coordinator, who have voice but no vote. All efforts will be made to keep the ratio between youth members and adult advisors between 4:1 and 6:1.

3.3.21 ~~Leadership Development Council.~~ The Leadership Development Council shall consist of one representative each from the Cabinet, Board of Ordained Ministry, Board of Lay Ministry, Board of Congregation and Parish Development, and Garrett Evangelical Theological Seminary. The Conference Nominations Committee shall name seven at-large members with expertise or experience in leadership development or related areas, including at least one youth or young adult member. Ex-officio: Bishop. Advisory: Leadership Development Director.

3.3.22 Ethnic Local Church Concerns Committee (§609.2632) 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 Parish Circuit Development, ~~Board of Discipleship~~, 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 ~~three~~ two representatives: Asian, Korean, Hmong, Hispanic/Latino, Native American, and Black United Methodists for Church Renewal. The Committee shall select ~~five~~ seven at-large members representing ethnic local churches. F in consultation with the Conference Nominations Committee shall nominate four at-large members. 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.

3.3.23 2 Conference Council on Finance and Administration (§641.2611-619). The Conference Council on Finance and Administration shall be composed of ~~nine~~ 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 ~~Director of Finance and Administration~~ Conference Treasurer, the Bishop, one district superintendent named by the Cabinet, the Director of ~~Ministry and Outreach~~ 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: Board of Discipleship~~ Discipleship Leadership Team, Board of Camp and Retreat Ministries, Board of Global Ministries, Board of Church and Society, Board of Congregation and Parish Circuit Development, 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 (§60910). Chairpersons of

standing committees and task forces of the program boards shall be selected from the membership of the boards.

~~4.2.3 **Non Board Members.** Each program board shall have the opportunity to include non board members in any of their standing committees and/or task forces. (moved to Rule 2.4.2)~~

5 **4.2.4.3 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.

10 **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 Team twice a year for coordination, planning, budgetary discussions, and leadership development.** ~~and as often thereafter as it shall deem necessary.~~

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. ~~During the first meeting of each quadrennium, time shall be provided by each board for the development, under the guidance of its Program Staff member, of full and comprehensive understanding by board members of the work of the board, with attention being given to its relation to the General Boards and to the District Program/Leadership Teams.~~ **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.**

25 **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 Team.**

4.4.2. To develop, plan, and implement, in cooperation with the ~~District Program/~~ **Discipleship Leadership Teams** ~~Team~~, programs in response to and on the basis of needs and requests of the districts, circuits, and of local churches. ~~It is to be understood that:~~

~~a. The District Program/Leadership Teams are responsible for obtaining and communicating to the boards the needs of the districts and of local churches, along with program suggestions where possible.~~

~~b.~~ Local churches or any person may communicate directly with a board.

~~c.~~ The boards may seek information for their work from any source ~~in addition to the District Program/Leadership Teams.~~

~~d.~~ The boards may communicate and promote the need for a program emphasis to the ~~District Program/~~ **Discipleship Leadership Teams** ~~Team~~; but, in such cases, the boards shall develop and implement such program activities ~~only within those districts which shall agree to cooperate with the boards~~ **in collaboration and cooperation with the other boards and agencies of the Wisconsin Annual Conference.**

~~e. The boards may seek the cooperation of the District Program/Leadership Teams in the promotion of specific projects, whether projects shall be Conference wide or shall be located within a single district or local church;~~

~~f. The Boards may seek the cooperation of the District Program/Leadership Teams in pilot testing of specific programs, whether the initiative for such programs shall have originated within a District or within a board.~~

4.4.3. ~~To provide, wherever possible, resources of any kind upon request of District Program/Leadership Teams or of local churches.~~

4.4.4. To fulfill the responsibilities outlined by *The Discipline* or assigned to it by Conference.

4.4.5. 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.

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 ~~full~~ 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 ~~volunteer mileage rate~~ for miles driven in service of charitable organizations established by the Internal Revenue Service ~~to~~ 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 Apportionment

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

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 ~~making adjustments to~~ 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 ~~Director of Finance and Administration~~ **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.

5 **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 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.

15 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 Prohibited

~~The Director of Finance and Administration shall not issue any disbursement which would result in an overexpenditure unless approved by the Council on Finance and Administration.~~

20 **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.**

25 **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.

30 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.

35 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.

40 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.

45 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 ~~Visioning and Quality Improvement~~ **Discipleship Leadership** Team for recommendation to the Council on Finance and Administration, and the Conference for approval.

50 10.9.9 No more than one Capital Fund ~~Crusade~~ **Campaign** shall be promoted or carried out by the Wisconsin Conference during any one calendar year. (~~Crusade 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

55 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)**. This form ~~must be~~ **Following** approved by the Finance Committee and the Administrative Board/Council, **the form and supporting paperwork are submitted to the District Superintendent.** Copies of the minutes from each of those agencies should be included with the Apportionment Adjustment request, along with a copy of an audit report for the last fiscal year and the most recent year to date Treasurer's report. A statement for the reason for the Apportionment Adjustment Request should also be attached. These documents are then sent to the District Superintendent.

a. Upon receipt of an Apportionment Adjustment Request from a local church, ~~the~~ District Superintendent will initiate ~~intervention measures which will involve a team of two or three persons from that district. That team will meet with representatives of~~ **a process with** the local church to assist them in developing a plan to return to full apportionment payment. ~~That plan will include an outline of a stewardship program and an evangelism/outreach program. (Apportionment Adjustments will not normally be granted for a period exceeding four years.)~~

b. ~~When the local church has developed their plan to return to full apportionment payments, that plan will be forwarded to the District Superintendent. The District Superintendent will then send the Apportionment Adjustment Request, including the local church plan, to the Financial Secretary of the Board of Congregation and Circuit Development.~~

e. The Apportionment Adjustment Request is reviewed and a revised apportionment is established by the Board of Congregation and Circuit Development and approved by the ~~President~~ **chairperson** of the Council on Finance and Administration. Actions taken on the Apportionment Adjustment request shall be communicated by the ~~Financial Secretary of the Board of Congregation and Circuit Development to the Director of Finance and Administration~~ **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 ~~financial secretary of~~ 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 (~~see paragraph g. 2).~~

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 (~~see paragraph g. 2).~~

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. ~~Graduated Formula:~~ Apportionments of new faith communities and parenting churches will be phased into full apportionments over eight years as follows:

1. ~~A newly chartered local church will be apportioned 1/8, 2/8, 3/8, 4/8, 5/8, 6/8, 7/8, 8/8 of its regularly calculated apportionment over the first eight years. All members and expenditures are included in the apportionment calculation, but the amount is phased in proportionately over eight years.~~

2. ~~Parenting churches developing a new faith community will exclude from apportionment calculations, proportionately 7/8, 6/8, 5/8, 4/8, 3/8, 2/8, 1/8 and 0/8 over the first eight years, of all budget line items related to the new faith community (see paragraphs c and d above). New members related to the new faith community (see paragraph e above) will be included in the parent church's membership for apportionment calculation at a graduated rate over the first eight years of 1/8, 2/8, 3/8, 4/8, 5/8, 6/8, 7/8, 8/8 (unless and until the new faith community is chartered as a new local church, see paragraph g. 1.).~~

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 (e.g., Lay Ministry Academy, Three Year Covenant Community for Spiritual Formation), 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 ~~for Administration~~. The moving expense of a pastor **appointed to a local church in Wisconsin or to a paragraph 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 ~~Director of Finance and Administration~~ **Conference Treasurer** for costs of exceeding limits and will pay the same to the ~~Director of Finance and Administration~~ **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 ~~needed~~ 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 ~~A maternity or paternity leave not to exceed one-fourth of a year is available on request at the birth or adoption of a child to any appointed clergy.~~ **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.

~~Emergencies in the church(es) during the leave may be cared for by the pastor on leave.~~ **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 ~~releasing~~ **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.** ~~Expenses of interim pastoral care may be covered by the salary and travel funds released if the church has chosen option 30.1.4b above.~~

a. ~~Under the options in 30.1.4 above, however, the church(es) may incur expenses beyond those that the church had budgeted and would normally have paid for pastoral care if there had been no maternity/paternity leave.~~

b. ~~When such extra expenses occur, the church(es) may request that the Conference Council on Finance and Administration appropriate Conference funds to cover said expenses, up to a maximum equal to 10% of the current minimum salary for Conference members.~~

1. ~~Any request for such funds must be made in writing by the Pastor Parish Relations Committee and be approved by the Cabinet.~~

2. ~~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

NO CHANGES FROM 2010 POLICIES

50.0.0 Standards of Pastoral Support Compensation

50.1.0 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, with mileage reimbursed at no less than the current IRS approved rate for business mileage (**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 - Effective 2004, 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 **salary 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 **salary 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 **salary 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.

60.4.0 Minimum Parsonage Equipment

Stove
Refrigerator
Drapes
5 Carpeting or Rugs
Hardware for over-sized windows
Television antenna, ~~or~~ cable or satellite hook-up, internet and phone installation
~~Telephone with one party line which is unique to the parsonage~~

10 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

15 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 incoming pastor shall be the responsibility of the congregation.

60.7.0 Parsonage Care

60.7.1 Responsibility

- 20 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.
25 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

- 30 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:
35 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

- 40 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.
45 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

- 50 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.
55 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 Pets Parsonage Damage

60.8.1 ~~While pets provide pleasure to individuals and families and are generally not to be discouraged, some churches have experienced justifiably angry feelings toward pastors whose pets have been destructive to parsonage structures.~~ **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 ~~Where such destruction or uncleanness results, Pastor-Parish Relations Committees shall call such a matter to the attention of the pastor and negotiate the means by which refurbishing or cleaning shall be done.~~ **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, a**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 ~~in the care of pets~~ 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 ~~or left offensive odors,~~ 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 ~~Conference~~ **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.

60.10.0 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

60.11.0 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.

60.12.0 Accessory Items Provided by the ~~Appropriate Body~~ 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.

60.13.0 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.

70.0.0 Policy and Procedures Regarding Sexual Misconduct

NO CHANGES FROM 2010 POLICIES

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

NO CHANGES FROM 2010 POLICIES

90.0.0 Child Care Guidelines

~~Each Board or Agency shall set an amount for the projected child care reimbursement needed as a line item, considering its membership, meeting times and number of meetings, etc.~~ **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) ~~effective Jan. 1, 2007,~~ 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.** Funding for CPP is by direct payment from each charge to the Wisconsin Annual Conference ~~effective 10-1-05. Until that date, payment is sent to the General Board of Pension and Health Benefits.~~

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, ~~Probationary~~ **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 ~~effective January 1, 2006.~~

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 formula for establishing the minimum salary shall be the Minimum Salary for the previous year, plus the Cost of Living Factor determined by the Federal Government for Social Security purposes, plus 1%.

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 ~~based on the following equation:~~

1. **Support paid for** January-June: Amount ~~received~~ **paid** will equal the ~~monthly~~ amount approved multiplied by the percent of the previous year’s apportionments paid by the cut-off date.

2. **Support paid for** July-December: ~~The current year’s apportionment payments will be evaluated. The amount paid by June 30 of the current year will be annualized to reflect a full twelve month period, and the percent of total apportionments paid for the current year will be calculated based on this amount. If this calculation equals 100%, then the monthly amount paid will equal the monthly amount originally approved. In addition, catch-up payments will be made to bring the total annual amount paid equal to the total annual amount approved. If the~~

5 calculation is less than 100%, then the amount paid will continue at the same rate paid during
the first six months of the year. 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.

10 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.

15 **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 ~~Commission~~ **Joint Board**, for a maximum of three (3)
20 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.** ~~Beginning January 1, 1999 a~~ All ~~¾~~ **three-quarter** and full-time pastoral charges and
25 pastors are required to participate in the health insurance plan.

120.1.2 **Church Contributions.** ~~Beginning January 1, 2003 e~~ Churches shall contribute at least 72% of
monthly universal premium for every person under appointment that is serving at least ~~¾~~ **three-**
30 **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
35 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
40 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
50 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
55 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 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

This policy will be phased in over a 5 year period of time; the phase in will be as follows:
For those retiring during the five-year period below, premium support will be determined as follows:

Retiree Premium Payment Phase-In		
Retirement 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 reaches 65 years of age **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 Policy

130.1.0 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. Lighted exit signs

h. Radon testing and appropriate remediation

130.2.0 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 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. Priority will be given to requests in descending order of the minimum standards listed. Requests for financial assistance are to be submitted to the Conference Trustees by April 1, with grants for approved projects released by May 1, each Conference year.

140.0.0 General and Jurisdictional Conference Delegations

140.1.0 Nominations and Elections:

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:

140.2.1 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 ~~chairperson~~ **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 for Conference Administration. 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

(Approved by the Clergy Session of the Wisconsin Annual Conference, June 8, 2008)

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. ~~To this end, the Board seeks to promote and provide lifelong learning opportunities for clergy that help to develop effective clergy leadership and practice of ministry.~~

150.2.0 Interpreting The Spirit Of The Discipline

The 2004~~8~~ 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 ~~legislation~~ **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 ~~the purpose of~~ 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 ~~deemed~~ 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

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.

150.4.5 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.

~~This policy shall go into effect on January 1, 2010.~~

150.5.0 Who Is Exempt 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 How Do I Earn The Required Number Of CEU's?

150.6.1 **Seminar/Conference/Workshop Participation:** **attending** programs typically ~~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 ~~may be counted~~. **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.

5 150.6.4 **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.

10 150.6.5 **Mission Trips: experiencing** Participation in a mission trip ~~experience, provided that there is~~ 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

15 150.7.1 **The Clergy Continuing Education Report is** the instrument of accountability and ~~is an annual report which~~ 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.

20 150.7.3 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. ~~Appropriate action may be taken by~~ **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 Location of Policies about the Annual Conference Sessions

25 ~~160.1.1 The 2009 Wisconsin Annual Conference Session shall be held at the Radisson Paper Valley Hotel in Appleton, Wisconsin.~~

160.1.2 **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.

30 **160.1.2 Conference agencies are encouraged to voluntarily post their approved meeting minutes on the Wisconsin Annual Conference web site. (moved from Rule 2.3.10)**

160.1.3 Congregations shall pay the expenses of their ~~pastors~~ clergy and lay members to attend sessions of the Annual Conference to the extent that those expenses are not covered by the Conference. (moved from Rule 2.2.5)