
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.

1.2.0 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.

1.3.0 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 vote.
- 1.3.3 **Resolution.** A formal expression of the opinion or will of the Conference which is formally adopted by vote.
- 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, task force.
- 1.3.6 **Ex-officio members.** Shall have the right to vote.
- 1.3.7 **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 *2004 Book of Discipline*.
- 1.4.2 Since it is the intent of the Rules and Policies to be supplementary to *The Discipline*, no provisions of *The Discipline* are included in the Rules and Policies.

2.0.0 Annual Conference

- 2.1.0 **Membership.** In addition to those persons named in *The Constitution* (¶32), the following persons shall be members of the Conference to attain lay equalization:
 - 2.1.1 An Associate Conference Lay Leader, nominated by the Conference Nominations Committee, shall be named.
 - 2.1.2 Lay chairpersons of all agencies directly amenable to the Annual Conference.
 - 2.1.3 General Conference Lay Delegates.
 - 2.1.4 Lay members of General Boards and Agencies
 - 2.1.5 One additional ethnic minority lay member elected by each congregation or mission with an ethnic minority membership in excess of 50% so as to increase ethnic minority representation in the Conference membership
 - 2.1.6 Lay chairpersons or coordinators of the District Program/Leadership Team
 - 2.1.7 Lay directors, coordinators, and conference benefits officer employed on the annual conference staff who satisfy Disciplinary requirements for Annual Conference membership.
 - 2.1.8 Two youth representatives between 12 and 18 years of age from each district to be chosen by the Conference Council on Youth Ministries and
 - 2.1.9 Two young adult representatives under age 31 from each district, to be chosen by the 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:
 - 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.

d. No charge shall elect more than one additional lay member because of the application of this rule.

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

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 by September 1, following the close of the Conference session preceding the new quadrennium.

2.2.3 The certified number shall be communicated to each congregation by the Conference Secretary.

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 following the regular session of the General Conference.

2.2.5 Congregations shall pay the expenses not covered by the Conference of their pastors and lay members to attend sessions of the Annual Conference.

2.3.0 Meetings

2.3.1 A member of the Conference has the right to attend and speak at any meeting of any agency of the Conference except for closed sessions as specified in *The Discipline*.

2.3.2 The Workbook and the Conference *Yearbook and Journal* are official publications of the Annual Conference. Pre-Conference materials, whether distributed electronically, posted on the conference web site, or printed in the Annual Conference Workbook or members' information packet, are not to be used for publication, press or news releases.

2.3.3 Proposed agenda, arrangements and procedures for the session of the Annual Conference shall be prepared by the Program and Arrangements Committee, subject to the approval of the Bishop and cabinet. The proposed agenda and procedures shall be presented for adoption at the opening plenary 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, 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, *Roberts'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 report shall highlight matters relating to policy and recommendations for action.

2.3.7 All substantive motions are to be presented to the Conference Secretary in writing before the motion can be amended and action can be taken by the house.

2.3.8 There shall be with any proposal not included in pre-conference materials a clearly stated rationale for the establishment of any new group or program which shall include:

a. assurance that no other body is presently responsible for that task or concern;

- b. a time line including starting and ending dates;
 - c. anticipated expenses for the period of time the group or program will exist, as well as identification of the intended funding source.
- 2.3.9 Members and non-members of the Annual Conference will have the following rights to the Annual Conference floor.
- a. Members: without consent of the Annual Conference, no person shall speak longer than three (3) minutes, nor more than once on any motion, except to answer questions. Whenever possible, a speaker on one side of an issue shall be followed by a speaker on the other side of the issue being debated by the Annual Conference.
 - b. Non-members may speak only with consent of the Annual Conference; however, a professional employee of the Conference or a Conference agency or the chairperson of a Conference agency (who is not a member of the Annual Conference) shall be entitled to the floor of Annual Conference not only for presenting a report, but shall also have the right to speak to it. A lay chairperson of the Wisconsin United Methodist Foundation shall be entitled to the floor to report and to speak to the Annual Conference. These persons shall be bound by the same rules and limitations applicable to Annual Conference members.
- 2.3.10 Conference agencies are encouraged to voluntarily post their approved meeting minutes on the Wisconsin Annual Conference web site.

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.
- 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

- 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 (§609.2)

- 3.1.1 **Membership.** There shall be a Nominations Committee consisting of the following members:
- One clergy and one lay person from each District nominated by the Cabinet
 - One staff person nominated by the Ministry and Outreach Director
 - One District Superintendent named by the Cabinet
 - The Conference Lay Leader
 - The District Lay Leaders
 - Coordinator of Records (who will serve as Vice Chairperson for the Committee)
 - One representative from the Commission on the Status and Role of Women
 - One representative from the Commission on Religion and Race
 - Two youth members nominated by the Conference Youth Council
- 3.1.2 **District Committees.** Members of the Nominations Committee shall be members of their respective District Nominations Committees.
- 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.

3.2.0 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 members of The United Methodist Church, except when the Conference Rules or *The Book of Discipline* provide for ecumenical representation. Preparatory 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 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.
- 3.2.4 **Term of Office.** Terms for members of Conference agencies begin on July 1 following election. Officers from 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 of the following Conference agencies regardless of who nominates them.
- Board of Camp and Retreat Ministries
 - Board of Church and Society
 - Board of Congregation and Parish Development
 - Board of Discipleship
 - Board of Global Ministries
 - Board of Higher Education and Student Ministry
 - Board of Ordained Ministry
 - Joint Board of Pensions, Insurance and Equitable Compensation
 - Board of Trustees
 - 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 3.2.4 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.
- 3.2.10 **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.
- 3.2.11 **Retired Clergy.** A retired clergy person is eligible to serve on any Conference agency (or position) unless prohibited by *The Discipline*.
- 3.2.12 **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.
- 3.2.13 **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

3.3.2 Program Boards. (§609.2) The following persons shall be members of the respective Program boards as follows:

- a. **Board of Camp and Retreat Ministries:** Fourteen members including four at-large 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, the chair of the Facilities Committee, the sites retreat promoter, the BCRM communications officer and five at-large members including at least one youth, one young adult, and one ethnic minority. Site Directors, Natural Resources Manager and Program Assistant, and Camping and Retreat Ministries Coordinator shall serve as Advisory members.
- b. **Board of Church and Society:** 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.

- c. **Board of Congregation and Circuit Development:** 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: District Superintendent, Congregation and Parish 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.
 - e. **Board of Higher Education and Student Ministry:** 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 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 shall be named by the Madison Wesley Foundation, North Central College, Garrett-Evangelical Theological Seminary and the Conference Program Staff. Advisory liaisons will represent the Conference Board of Trustees, Board of Lay Ministry and Board of Ordained Ministry.
 - f. **Board of Global Ministries:** 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 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** (§609.2). 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), the Conference Lay Leader; one United Methodist youth; and two members at large (one lay and one clergy). 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** (§640). 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
 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** (§641). Membership of the Commission on Christian Unity and Inter-Religious concerns shall include:
- a. A representative of persons appointed by the Bishop to represent the Wisconsin Annual Conference on ecumenical and/or interfaith bodies.
 - b. Up to four Wisconsin United Methodist members at large chosen for their interest/expertise in ecumenical and/or inter-religious affairs.
 - c. One Wisconsin United Methodist lay or clergy member who is involved in an ecumenical shared ministry.
 - d. 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.
 - f. Up to four additional persons representing other judicatories with whom the Wisconsin Annual Conference is involved in dialogue, to assure broader ecumenical perspective.
 - g. The Executive Director of the Wisconsin Council of Churches, or designate (Advisory).
 - h. The Bishop, as chief ecumenical officer, or designate.
 - i. Other ex-officio members as required in par. 639.2 of *The Book of Discipline*.
- 3.3.6 **Commission on Religion and Race** (§642). 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 seven at-large members nominated by the Conference Nominations

Committee shall include 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** (§643) Membership shall consist of nineteen persons, at least four of whom shall be under thirty years of age, and two shall be ethnic minorities;
- a. Three clergy women
 - b. Three clergy men
 - c. Three lay women
 - d. Three lay men
 - e. Three persons named by the Conference United Methodist Women
 - f. Two youth named by the Conference Council on Youth Ministries
 - g. One staff representative

- 3.3.8 **Board of Trustees** (§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.

There shall be four classes of three members each.

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

- 3.3.9 **Program and Arrangements Committee** (§609.2)

- 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 nine 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

The ex-officio members of the Committee shall be:

The Bishop

Ministry and Outreach Director

Conference Communications Coordinator

Conference Youth Coordinator

Conference Lay Leader

Conference Secretary

Advisory: Conference Center Service Department Manager.

- b. 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 procedures shall be presented for consideration at the opening session of the Annual Conference, together with the Consent Agenda.

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/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** (§609.2)

- a. The Rules Committee shall be composed of twelve 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 Committee for publication in the Yearbook and Journal.

3.3.11 **Board of Ordained Ministry** (§634) 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** (§§609.2, 624, 638)

- 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 Development.

3.3.13a. **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.

- 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 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** (§630) 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, district and conference. The Board of Lay Ministry relates to the Conference Council on Ministries 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)
- District Lay Leaders (to be elected by the District Council on Ministries)
- Conference Director of Lay Speaking
- District Directors of Lay Speaking
- 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** (§609.2) 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; and the Bishop or a representative named by the Bishop. The Building Manger (hired by this committee) 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, 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, the Chair of the Council on Finance and Administration (CF&A) will join the Conference Personnel Committee, and a recommendation for a new Director 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: 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.

3.3.19 **Conference Communications Committee** (§609.2): 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 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.

- 3.3.20 Conference Council on Youth Ministries.** The Conference Council on Youth Ministries (CCYM) shall consist of youth members and adult advisors chosen through an application process with attention being placed on gifts and graces for leadership on the conference level as well as effort be made to ensure diversity (geographically, age, gender & ethnicity) on the committee. 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 (§609.2)** 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 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 representatives: Asian, Hispanic, Native American and Black United Methodists for Church Renewal. The Committee shall select five at-large members representing ethnic local churches. The Conference Nominations Committee shall nominate four at-large members.
- 3.3.23 Conference Council on Finance and Administration (§611.2)**
The Conference Council on Finance and Administration shall be composed of nine voting members, with at least one layperson more than clergy included on the council. The following shall serve without vote: the Director of Finance and Administration, the Bishop, one district superintendent named by the Cabinet, the Director of Ministry and Outreach, 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, Board of Camp and Retreat Ministries, Board of Global Ministries, Board of Church and Society, Board of Congregation and Parish 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 (§609). 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.

4.2.4 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 and local churches.

4.3.0 Meetings:

a. Each board shall meet at least annually, and as often thereafter as it shall deem necessary.

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

c. 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.

d. 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.

4.4.0 Responsibilities:

a. To determine its goals and priorities and to evaluate its work in light of goals and priorities adopted by the Conference.

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

1. 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.

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

3. The boards may seek information for their work from any source in addition to the District Program/Leadership Teams.
 4. The boards may communicate and promote the need for a program emphasis to the District Program/Leadership Teams; 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.
 5. 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;
 6. 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.
- c. To provide, wherever possible, resources of any kind upon request of District Program/Leadership Teams or of local churches.
 - d. To fulfill the responsibilities outlined by *The Discipline* or assigned to it by Conference.
 - e. 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 Policy

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 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 established by the Internal Revenue Service to 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 mileage rate established by the Internal Revenue Service.

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 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, as authorized by the Council on Finance and Administration.
- 10.5.3 The Council shall report annually on the maximum amount borrowed, interest rates, the total interest paid on borrowed funds, and the lending institution.

10.6.0 Cash Reserve

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

10.7.0 District Superintendents' Compensation

- 10.7.1 District Superintendents' salaries shall be set at 126% of the Conference Average Compensation, rounded upward to the next \$100.

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

10.8.0 Overexpenditure 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.

10.9.0 Solicitation of Funds

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

10.10.0 Apportionment Adjustment

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

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

10.10.2 **Applicants**-A church becomes a potential recipient of an Apportionment Adjustment when the church did not pay its apportionment in full during the past year or anticipates its inability to pay its apportionment in full for the current or coming year.

10.10.3 **Process**-The first step for the local church in the process of obtaining an Apportionment Adjustment is completion of the Apportionment Adjustment request form. This form must be approved by the Finance Committee and the Administrative Board/Council. 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 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.

c. 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 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, 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. New funds expended for all parent church(es) budget line items directly pertaining to new faith development, including staff salaries, will be recognized in the conference apportionment formula calculations over the first eight years.
- b. Staff salaries affecting apportionment adjustments will be calculated on the percentage of time spent with the new faith start-up.
- c. New members electing to join the parent church(es) while fully and directly participating and leading in the new faith start-up, will not be calculated into the parent church's membership for apportionment calculation.
- d. Eligibility: All established local churches that have approved an intentional new faith start-up plan through their Church Conference, the Wisconsin Cabinet, and the Board of Congregation and Circuit Development are eligible.
- e. Evaluation: Apportionment adjustment requests, based upon parent church(es) new faith community start-ups, will be evaluated and approved annually by the Board of Congregation and Circuit Development.
- f. Graduated Formula After Chartering: When a parented new faith community is chartered as a local church, its apportionments will be graduated over the first eight years as 1/8, 2/8, 3/8, 4/8, 5/8, 6/8, 7/8, 8/8 of its regularly calculated apportionment. The parenting church will exclude, proportionately as 7/8, 6/8, 5/8, 4/8, 3/8, 2/8, 1/8 and 0/8 over the first eight years, the recognized budget line items as included above in paragraph A.
- g. Graduated Formula As A Fully Formed Second Site: When a new faith community is recognized by the parenting Church Conference(s), Wisconsin Cabinet, and Board of Congregation and Circuit Development as a fully formed second site ministry and not a stand-alone new church start, the parent church's apportionments, relative to all second site ministries budget line items, will be included in and graduated over the following eight years as 1/8, 2/8, 3/8, 4/8, 5/8, 6/8, 7/8, 8/8 of its regularly calculated apportionment.

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

- 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, 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 for costs of exceeding limits and will pay the same to the Director of Finance and Administration.
 - 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.

See 50.0.0 for salary and Sabbatical Sunday policies and 60.0.0 for clergy housing policies.

30.0.0 Maternity/Paternity Leave Policy

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.

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 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, 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 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 some budgeted salary and travel funds to pay for interim pastoral services.

30.1.5 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

40.1.0 Guidelines for Employment

40.1.1 Job Description

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

40.1.2 Base Salary

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

40.1.3 Pension

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

40.1.4 Health Plan

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

40.1.5 Continuing Education

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

40.1.6 Travel Allowance

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

40.1.7 Housing

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

40.1.8 Vacation

Yearly vacation time with pay should be four weeks.

40.1.9 Leaves of Absence

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

40.2.0 Connectional Privileges

- a. The privilege of working with the larger church in Connectional relationship should be given as needed and requested.

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

40.3.0 Evaluation

- a. There shall be an annual evaluation of job performance and of conditions of employment when a Diaconal Minister is employed.
- b. The Diaconal Minister should be involved in the process of evaluation.
- c. In a local church evaluation should be done by the Staff-Parish Relations Committee using the process developed for ordained ministers.

50.0.0 Standards of Pastoral Support

a. 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 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 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 salaries 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.

b. Support categories shall be:

1. Cash salary
2. Parsonage or housing allowance
3. Utilities
4. Vouchered travel expense, with mileage reimbursed at no less than the current IRS approved rate for business mileage.

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
Carpeting or Rugs
Hardware for over-sized windows
Television antenna or cable hook-up
Telephone with one-party line which is unique to the parsonage
Washer and dryer

60.5.0 Annual Equipment Inspection

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

60.6.0 Inspection at Moving

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

60.7.0 Parsonage Care

60.7.1 Responsibility

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

60.7.2 Parsonage Maintenance - Multiple Point Charges

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

60.7.3 Communication Plan

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

60.7.4 Occupancy

- a. The parsonage is provided for the pastor and his/her family.
- b. It is expected that they shall have the same options of having guests and entertaining that would be inherent in the occupancy of any family home.
- c. Residents shall not sublet or make the home, or parts thereof available for an extended period without the approval of the Administrative Council.
- d. Because of the tax exempt status of parsonages, partisan political signs, etc., may not be displayed publicly thereon. Pastors and families are encouraged to find other appropriate ways to express their values and convictions in the electoral process.

60.8.0 Pets

- 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.
- 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.
- 60.8.3 An agreement for payment of expense shall be worked out and put in writing.
- 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 or if a pastor leaves an appointment where 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 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.

60.10.0 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*.

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

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 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 TV.
- h. Smoke alarms 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 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.
- 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

I. Purpose

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

II. Scope

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

III. Theological Affirmations

A. Children of God

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

B. Nature of the church

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

IV. Chargeable Offenses for sexual misconduct (¶2702)

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

V. Judicial Proceedings (¶2701)

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

VI. Responsibilities of the Conference

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

VII. Misunderstandings and False Accusations

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

VIII. Covenant Responsibility

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

Procedures

I. Procedures for Response to Sexual Misconduct

A. If You Believe Misconduct has Happened to You

- 1. Seek immediate medical care if necessary and report the event to the proper authorities.
- 2. Write down (or report to someone who will write down) exactly when, where, and what happened. Documentation of the allegation must show the merit of the grievance.
- 3. Sign and have the report sent immediately to the District Superintendent or, if s/he is the accused, to the Bishop. If the Bishop is the accused the report should be sent to the President of the Jurisdictional College of Bishops.
- 4. Whatever level of violation has occurred, you have the right to seek out a support person and/or advocate to help you understand the complaint process. You have the right to have your advocate with you at any time during the process.
- 5. Confidentiality is extremely important. Respect for all parties involved assists one to avoid retaliation and liability from defamation charges.
- 6. Avoid contact with the accused to protect yourself from future violations.
- 7. Be assured that the District Superintendent and the Bishop will take you seriously. The Book of Discipline directs their role to make certain that church law is followed (§362). Questions about the process are always in order.
- 8. You are encouraged not to give up on the church or your faith in God even though both may be difficult or seemingly impossible to you at this time.

B. If You are the Accused

- 1. No matter what allegation is made, treat it seriously.
- 2. Avoid contact with the complainant.
- 3. When a complaint has been alleged, you are encouraged to seek out a support person and/or advocate to help you understand the complaint process. You have the right to have your advocate with you at any time during the process.
- 4. Confidentiality is extremely important. Respect for all parties involved assists one to avoid retaliation and liability from defamation charges.
- 5. You may request up to thirty (30) days to prepare a response to the allegations, and do have thirty (30) days to prepare for a hearing on the complaint (§2704).

6. Request the written complaint and all supporting materials. Gather all your own materials, such as; correspondence, calendars, notes, names of witnesses, to assist you in preparing your response.

7. The Bishop and Superintendent will presume innocence (unless you acknowledge the complaint is accurate) until the conclusion of all processes (§362). The Book of Discipline directs their role to assure that church law is followed (§404). Questions about the process are always in order.

8. Fair Process under §362 and §2701 begins when a complaint is signed. No action may be taken to change a person's Conference relationship unless a complaint is signed.

9. You are encouraged not to give up on the church or your faith in God even though both may be difficult or seemingly impossible to you at this time.

C. If Specific Behavior is Reported to You

1. By law, child abuse including sexual misconduct with a minor is to be reported to the proper civil and church authorities.

2. Help the one making an allegation to determine if a response to this incident through the church complaint process would be appropriate. Alert the complainant to this Policy and Procedures.

3. If the allegation is a criminal or civil law violation, assist the person to report it to the proper civil and church authorities.

D. If You Observe Inappropriate Behavior

1. Write down or report to someone who will write down exactly when, where, and what happened.

2. Follow the guidelines above (see Procedures I.A).

II. Responding to the Complaint

A. Confidentiality is critical to protect both the complainant and respondent from further harm. Both parties must be protected from retaliation and false accusation.

B. The complaint must contain the date, time, place, and events alleged to have taken place.

C. Witnesses and potential witnesses noted by the complainant may be interviewed. Facts must be obtained and be specific (when, where, and what happened).

D. The complainant reviews the complaint and investigative material. The complainant may withdraw the complaint at this point or sign the complaint and send it to the District Superintendent/Bishop/President of the Jurisdictional College of Bishops (hereafter known as Recipient).

1. If the Recipient finds the complaint and supporting materials not in order or inappropriate, the complainant will be contacted for clarification or additional materials or ask the complainant to consider withdrawing the complaint.

2. If the Recipient finds the complaint and its supporting materials in order, a copy is sent to the Bishop, the respondent is contacted stating there is a complaint, informs him/her about Fair Process rights and the right to have a support person and/or advocate, encourages him/her to gather a support group, and negotiates a time and place to present the materials. No action may be taken to change the Conference relationship of the respondent without these materials.

E. Investigation may be undertaken by the respondent. Whatever evidence is necessary to respond to the complaint and its supporting material will be obtained. Witnesses and potential witnesses noted by the respondent may be interviewed.

F. The respondent reviews the evidence gathered and determines his/her response to the complaint which is given to the Recipient. The Book of Discipline ¶362 and ¶2701, protects the rights of the respondent.

1. If the respondent acknowledges guilt, then s/he may look at various options such as: entering into voluntary negotiations with the Recipient seeking mediation, remedial actions, withdrawal from ministry, or church trial.

2. If the respondent denies the complaint, the Recipient has the responsibility to: end the matter, refer it to the Pastor-Parish Relations Committee and/or to mediation by trained neutral third parties who are not members of the supervisory structure of the Conference for mediation, or forward the complaint (¶362.1d).

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

III. Policy and Procedure Review

A. General Conditions

1. This Policy and Procedures Document becomes the Policy and Procedures of the Wisconsin Annual Conference when adopted by the Conference.

2. This Policy and Procedures will be superseded by The Book of Discipline at any points where they are in conflict with it.

3. When action is taken that appears to be in conflict with The Book of Discipline, clarification may be requested of the District Superintendent with appeal to the Bishop.

B. Review

1. This Policy and Procedures Document is open to annual review for improvement for effectiveness and to meet Conference needs as they continue to evolve in this area.

2. Suggestions for improvement are to be addressed to the Bishop who will direct them to the appropriate body for consideration and presentation to the succeeding Conference Session.

3. New interpretations of church law by the Judicial Council or changes by the General Conference will immediately be enforced by the Bishop, with notification to the Conference through normal channels. Those changes will be sent to the appropriate body for integration into this Policy and Procedures Document. (Updated 2002)

80.0.0 Policy for Clergy Time Away

80.1.1 All persons under appointment to local churches and agencies of the Conference are to have a minimum of one-month (4 Sundays) vacation, including those in part-time appointments.

80.1.2 All clergy are to have at least one full day (24 hours) a week for time off.

80.1.3 The time which the clergyperson spends in continuing education, the conference camping program, mission projects or youth/young adult ministry programs shall not be counted against vacation time.

90.0.0 Child Care Guidelines

Each 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.

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, 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

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. January-June: Amount received will equal the monthly amount approved multiplied by the percent of the previous year's apportionments paid by the cut-off date.
 2. 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 calculation is less than 100%, then the amount paid will continue at the same rate paid during the first six months of the year.

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

110.4.0 Continuation of Equitable Compensation

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

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

120.0.0 Group Health Insurance Policy

- 120.1.1 **Participation.** Beginning January 1, 1999 all 3/4 and full-time pastoral charges and pastors are required to participate in the health insurance plan.
- 120.1.2 **Church Contributions.** Beginning January 1, 2003 churches shall contribute at least 72% of monthly universal premium for every person under appointment that is serving at least ¾ time in the local church. All participating pastoral charges will pay the same premium for every pastor, regardless of single or married status, or number of dependents.
- 120.1.3 **Premium Changes.** The Joint Board of Pensions, Insurance and Equitable Compensation shall adjust the premium rates when financially necessary.
- 120.1.4 **Lay employees** of the Conference and the local churches may be enrolled into the Conference Group Insurance Program. Such employees must work 30 hours per week or more. Local churches will be billed for 100% of applicable premium per employee. Enrollment must be within 30 days of employment.
- 120.1.5 **Surviving spouse of an Active Clergy Person.** In the event of the death of a fulltime, active (not retired), clergy member under appointment serving a local charge in the Wisconsin Conference and enrolled in the Conference Health Insurance Plan at the time of death, at the request of the District Superintendent the Joint Board will pay from the Emergency Hardship Account the total health insurance premiums in full for three months and will pay 50% of the premiums for nine additional months for surviving spouse and dependent children. Following this twelve-month period, the surviving spouse is eligible to participate in the Conference Health Insurance Plan, and shall receive a subsidy equal to the amount that a surviving spouse would receive if the clergy had died during retirement after age 65 provided that the clergy was a member of the Annual Conference prior to December 31, 2009. Such payment shall come from the Emergency Hardship account.
- 120.1.6 The Wisconsin Annual Conference will fund retiree health insurance premiums for participating pastors and lay employees of the Wisconsin Annual Conference who formally retired after December 31, 1998, based on years of service in the United Methodist or other Methodist denominations as outlined below. (Those who retired on or before December 31, 1998 will be treated as having at least 25 years of service.)
- a. Beginning January 1, 2009 the Wisconsin Annual Conference will subsidize the Medicare Supplemental Health Insurance premium for 1) those clergy members of the Wisconsin Annual Conference and their spouses who were members prior to December 31, 2009, based on their years of service; and 2) Wisconsin Conference lay employees for whom the Wisconsin Conference was the salary-paying unit and were employees prior to December 31, 2009, based on their years of service.
 - b. Beginning January 1, 2010, the Wisconsin Conference will subsidize 55% of the Medicare Supplemental Health Insurance premium for eligible retirees and their spouses who are 65 years of age and older and the retiree entered the retired relationship with at least 25 years of service. The retiree must be 65 years of age or older for the spouse's coverage to be subsidized. Beginning January 1, 2011, the subsidy will be 50%.
 - c. Beginning January 1, 2009, the maximum subsidy amount the Wisconsin

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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 2010		
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 = .5% per year of service Maximum of 12.5% of premium	1-9 years of service. = 0% 10 and above = 2.2% per year of service Maximum of 55 % of premium
60 – 64 years of age	1-9 years of service = 0% 10 and above = .72% per year of service Maximum of 20% of premium	1-9 years of service = 0% 10 and above = 2.2% per year of service Maximum of 55 % of premium
65 years and above	1-9 years of service = 0% 10 and above = .72% per year of service Maximum of 18% of premium	1-9 Years of Part. = 0% 10 and above = 2.4% per year of service Maximum of 55 % of premium

This policy will be phased in over a 5 year period of time; the phase-in will be as follows:

Retiree Premium Payment Phase-In		
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.

- 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 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

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.

140.2.0 Organization of Delegation:

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 of the delegation is elected. Travel expenses for delegation meetings shall be paid from the budget for Conference Administration.

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 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 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.

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 1 CEU per year and at least 4 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 2 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:** Such programs typically list the total CEU credits available in their registration material.

150.6.2 **Study Travel:** The number of contact hours of lecture and discussion under qualified leadership may be counted. 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:** Ten contact hours (instructional session or its equivalent) under qualified leadership equals one CEU. No more than 1 CEU per year may be earned in this manner.

150.6.4 **Professional Reading:** reading related to the knowledge and competency areas of scripture, theology, church history, church polity, pastoral care, or other skill areas essential to the practice of ministry are acceptable. 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 1 CEU per year may be earned in this manner. The books read shall be reported on the Continuing Education Report Form.

150.6.5 **Mission Trip Experiences:** Participation in a mission trip experience, provided that there is qualified leadership and appropriate accountability. The nature of the trip, the number of contact hours, and a listing of the qualified leadership shall be included on the Continuing Education Report Form.

150.7.0 Accountability

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

160.0.0 Location of Annual Conference Sessions

- 160.1.1 The 2009 Wisconsin Annual Conference Session shall be held at the Radisson Paper Valley Hotel in Appleton, Wisconsin.
- 160.1.2 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.