



BEing
WELL



2024

Pacific Northwest
Annual Conference

Recommendations

PRE-CONFERENCE HANDBOOK

SPECIAL NOTICE

Petitions 11 and 12 have been replaced upon request of the original authors to reflect the work of the postponed 2020 General Conference and to refine language. The substituted petitions do not impact the original intent of what was originally submitted.
Additionally, an editorial change was requested to correct the past service rate from 3% to 2% in Petition 14 on page J-52.

Line

Petition #1

CONFERENCE ADVANCE SPECIALS

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RESOLVED, the following agencies and projects which are initiated, developed and/or supported within the Pacific Northwest Conference be designated as Conference Advance Specials and be given support through the second-mile giving by churches of the PNW AC 2024-2025 Conference Advance Special Applications.

- 1. Atlantic Street Center #301
- 2. Tacoma Community House #302
- 3. Alaska Conference Support #335
- 4. Central Washington Justice for our Neighbors #339
- 5. PNW Conference Camping & Retreat Ministries:
 - Camp Indianola #341
 - Twinlow Camp #343
 - Lazy F Camp #344
 - Ocean Park #345
- 6. PNW Disaster Relief/Early Response #352

SPONSORED BY

Marilyn Reid
Conference Board of Global Ministries

RECOMMENDATIONS

Line

Petition #2

MINIMUM COMPENSATION

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RESOLVED, that the minimum compensation schedule for full-time service set by the Annual Conference for the Calendar year 2025 will be \$51,046.

EXPLANATION: In keeping with the custom of the Commission and the Annual Conference, the minimum compensation has been increased by 4.15%. This figure represents the average of the increase in the 2023 Seattle Area CPI (4.1%) and the increase in 2024 Pastor’s Plan Compensation (4.2%) across the conference. This compensation does not include Account-able Reimbursement Plan professional expenses, including travel.

SPONSORED BY

Commission on Equitable Compensation

Line

Petition #3

MOVING ALLOWANCE

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RESOLVED, the recommended moving allowance schedule for 2025 is:

- A. Intra-conference up to \$2,400 (Rule XI, Sec. 2(a)).
- B. Retiring minister up to \$2,400 (Rule XI, Sec. 2(b)).
- C. Surviving spouse up to \$2,400 (Rule XI, Sec 2(b)).
- D. Minister on Disability Leave, up to \$2,400 (Rule XI, Sec. 2(b)).
- E. Seminary students returning for local church appointment will be reimbursed on the basis of receipts for moving expenses, including meals and lodging en route, as approved by the District Superintendent with the following dollar limits, based on the one-way mileage from the seminary to the appointment (Rule XI, Sec. 2(c)):
 - Over 2,500 miles – up to \$5,000
 - 1,501 to 2,500 miles – up to \$4,500
 - 1,001 to 1,500 miles – up to \$4,100
 - 801 to 1,000 miles – up to \$3,400
 - 501 to 800 miles – up to \$2,900
 - 500 miles or less – up to \$2,400
- F. Candidates for ministry or ministerial members (including paragraph 337.1) transferring in shall be reimbursed up to the seminary students’ limits (E) with the provision that the Cabinet may authorize expenditures of up to 150% of the seminary student limit (Rule XI, Sec. 2(c)).

RECOMMENDATIONS

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Petition #4

PAST SERVICE PENSION RATE

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RESOLVED, that effective January 1, 2025, the Ministerial Pension Rate and the Local Pastors Pension Rate shall be \$879 and that Supplement One to the Clergy Retirement Security Program be so amended.

EXPLANATION: Supplement One to CRSP is the name of Addendum A to MPP (ministerial pension plan) and CPP (comprehensive protection plan) that was originally adopted by the 1981 session of this Annual Conference (1981 Journal, page 178), and all other provisions of Supplement One/Addendum A continue as previously adopted. This new pension rate represents a 2% increase in the past service rate. The conference board of pensions recognizes the disparity of pension benefits between more recent retirees and those that have been retired for many years.

SPONSORED BY

Pacific Northwest Board of Pensions

Line

Petition #5

RETIREMENT ANNUITY RESPONSIBILITY

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RESOLVED, that the Pacific Northwest Conference accept the applicable annuity responsibility for the following persons retiring at the 2024 session of the Annual Conference as of 3/16/2024:

Name	Disc. ¶	Age	Appt. Years	Effective Date
Kay Barckley	357.1	72 and 2 months	22.5	7/1/2024
Dan Breznau	357.2(c)(d)	65 and 7 months	22.5	7/1/2024
William "Bo" Bryan Jr.	357.2(c)	65 and 11 months	24.25	1/1/2024
Debra Conklin	357.2(c)(d)	70 and 11 months	26.5	1/1/2024
Karen Dammann	357.2(c)	67 and 5 months	20.15	7/1/2024
Abigail Henre	357.2(c)(d)	65 and 0 months	32.25	10/1/2023
Robert Hicks	357.2(c)	66 and 2 months	21.25	7/1/2024
Sheila Marie	357.2(c)	69 and 9 months	10.75	7/1/2024
David Nieda	357.2(b)(d)	60 and 0 moths	32.5	7/1/2024
David Parker	357.2(b)	62 and 5 months	34.0	7/1/2024
Thomas Telfer	357.2 (c)(d)	65 and 0 months	37.5	8/3/2024
Pam Van Der Does	357.2 (c)(d)	66 and 0 months	39.25	10/1/2023
Angela Wolle	357.2(a)	61 and 8 months	25.0	7/1/2024

SPONSORED BY

Pacific Northwest Board of Pensions

RECOMMENDATIONS

Line

Petition #6

RETIREMENT GRANTS

RESOLVED, that the following persons receive grants in lieu of pension from the Pacific Northwest Conference:

PERSONS RECEIVING GRANTS IN THE PACIFIC NORTHWEST ANNUAL CONFERENCE THE UNITED METHODIST CHURCH 2024 - 2025 Pension Grant Schedule

Table with 6 columns: Name (age by end of year), Service in Conference, Year Eligible, Applicable Pension Rate, Grant \$, and Payment Period. Lists names like Wanda L. Butler, Marilyn Calkins, James E. Fox, etc.

EXPLANATION: These grants (\$1506.11) are made to former clergy of this Conference who are not covered under the vesting provision of the Discipline (\$1506.15.a-c - 2008 Discipline) in lieu of pension. The grants are applicable to clergy who have either taken Honorable Location or Withdrawn from the Conference prior to 1973. Funds for the grants come from the Conference Board of Pensions endowment earnings. The Conference Board of Pensions "Policy for Grants to Former Members" governs the amount of each grant. The grant is based on years of service in this Conference and the applicable pension rate in effect the year the applicant attained age 65 before July 1. The benefit is reduced for each year of service less than 20 by 5% per year. There will be no additions to this list. There have been six deaths in the last three years.

RECOMMENDATIONS

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Petition #7

DISABILITY BENEFITS

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RESOLVED, that the Pacific Northwest Annual Conference recommends that the Wespeth Benefits and Investments provide Comprehensive Protection Plan Disability Benefits for the Conference year 2024-2025 only if approved for CPP disability benefits by Wespeth for *Bradley Beeman, Robert Henre, Marc Kennedy, Gloria Kymn and Paula McCutcheon, Cheryl Wuensch.*

SPONSORED BY

Pacific Northwest Board of Pensions

Line

Petition #8

LAPWAI UMC CLOSURE

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RESOLVED, in keeping with ¶2549.2 of the *2016 Book of Discipline*, by vote of the congregation, with consent of the Bishop, a majority of the Superintendents, and the Inland Missional District Board of Church Location and Building, that the Pacific Northwest Annual Conference declares the Lapwai United Methodist Church closed effective June 30, 2024, and further authorizes the Conference Board of Trustees to take possession of the property, real and personal and take all necessary steps to see to its best use, including the potential sale of the property. In keeping with ¶229 and by recommendation of the district superintendent, membership will be transferred to a neighboring United Methodist Church as approved by the District Superintendent, unless individuals elect transfer to another church.

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Petition #9

NEZPERCE UMC CLOSURE

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RESOLVED, in keeping with ¶2549.2 of the *2016 Book of Discipline*, by vote of the congregation, with consent of the Bishop, a majority of the Superintendents, and the Inland Missional District Board of Church Location and Building, that the Pacific Northwest Annual Conference declares the Nezperce United Methodist Church closed effective June 30, 2024, and further authorizes the Conference Board of Trustees to take possession of the property, real and personal and take all necessary steps to see to its best use, including the potential sale of the property. In keeping with ¶229 and by recommendation of the district superintendent, membership will be transferred to a neighboring United Methodist Church as approved by the District Superintendent, unless individuals elect transfer to another church.

RECOMMENDATIONS

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Petition #10

BELLEVUE: KOREAN UMC OF SEATTLE CLOSURE

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RESOLVED, in keeping with ¶2549.2 of the *2016 Book of Discipline*, by vote of the congregation, with consent of the Bishop, a majority of the Superintendents, and the SeaTac Missional District Board of Church Location and Building, that the Pacific Northwest Annual Conference declares the Bellevue: Korean United Methodist Church of Seattle closed effective June 30, 2024, and further authorizes the Conference Board of Trustees to take possession of the property, real and personal and take all necessary steps to see to its best use, including the potential sale of the property. In keeping with ¶229 and by recommendation of the district superintendent, membership will be transferred to a neighboring United Methodist Church as approved by the District Superintendent, unless individuals elect transfer to another church.

RECOMMENDATIONS

Line

Petition #11

**ENVIRONMENTAL STEWARDSHIP FROM THE GROUND UP,
A RESOLUTION ON CHURCH LAND USE**

BE IT RESOLVED that all local churches and other holders of church lands, such as camp and retreat centers, as well as Annual Conference offices and district locations in and within the purview of the Pacific Northwest Conference of the United Methodist Church, will:

- Complete a report at charge conference, to be completed by every local congregation, that celebrates environmental stewardship, defined as (1) net zero commitments, (2) creation and environmental justice, and (3) improvements to church land, grounds, and buildings as described in GC 2020 (held in 2024) legislation.
- Set aside at least one week per year where environmental stewardship goals and celebrations, including net zero commitments, justice, and improvements to church land, grounds, and buildings, are included in worship and church communications.
- Share a special edition of the conference newsletter with constituents, a newsletter that will be produced by Conference Communications, to celebrate environmental stewardship achievements, Conference-wide.

BE IT FURTHER RESOLVED, when planning new structures, including churches, parsonages, housing developments, cabins, dining facilities, and other new buildings, the above will prioritize net zero design principles and construction from the ground up, and for all engagement with landscaping and land use advocacy to be informed by the guidance below approved by General Conference 2024.

Supporting Documentation:

GC 2020 (held in 2024) affirmed:

Therefore, as United Methodists and persons of faith who wish to promote and sustain life and follow God’s intended order for Creation, be it resolved that all local churches and other holders of church lands, such as camp and retreat centers, as well as offices of general boards and agencies, conference offices and district locations, implement actions in their settings that bring their land back in harmony with God’s intentions and systems.

More information on the life-giving importance of improving the grounds of the church:

- From World Economic Forum - [Cities are using nature to cut urban temperatures – by 2°C in one case](#)
- From USDA Climate Hubs - [Northwest Pollinators and Climate Change](#)

RECOMMENDATIONS

Line

Petition #11 cont.

- 1 • From the US Department of Agriculture - [Trees and Food Forests](#)
- 2 • From the New York Times - [Why You Should Plant Oaks. These](#)
- 3 [large, long-lived trees support more life-forms than any other trees](#)
- 4 [in North America. And they're magnificent.](#)
- 5 • From NPR (following studies by NIH and the Forest Service), an explora-
- 6 tion of tree planting and environmental justice - [Bringing Back Trees](#)
- 7 [To 'Forest City's' Redlined Areas Helps Residents And The Climate](#)
- 8

9 Examples of things that might be right for the property in your care. The
10 following are ways we can imagine living in to this resolution:

- 11 • **Evaluate the vegetation on your land and identify the species that are**
- 12 **present.** Determine which of those are native to your location, which
- 13 are non-native, and which are non-native invasives. Plants and wildlife
- 14 have evolved over time to complement and depend upon each other, so
- 15 plants that are native to a location are required to promote the biodiver-
- 16 sity of species and support pollinators and other wildlife. Additionally,
- 17 only certain pollinators will fertilize certain species, so location-specific
- 18 (native) pollinators are needed to continue certain plant species.
- 19 • **Recognize that local Indigenous tribal members and local experts have**
- 20 **been engaged** in traditional and resilient stewardship and land practices
- 21 for generations where the church is built. Where appropriate, find oppor-
- 22 tunities to learn and engage with historical and current best practices.
- 23 • **Plant at least three native trees in a cluster** so that they will support
- 24 each other through storms, much as we humans support each other
- 25 through the storms of life. It has been determined that trees and other
- 26 plants form below-ground connections that help promote the health of
- 27 the group and strengthen each other against strong winds. Additionally,
- 28 trees provide shade in hot weather, cool the air with their transpiration,
- 29 slow down the rain hitting the ground during downpours, facilitate water
- 30 absorption versus runoff and flooding, clean the air by absorbing carbon
- 31 dioxide, and release oxygen that wildlife and humans require to live.
- 32 • **Remove non-native invasive species** because they will often out-com-
- 33 pete the native species, causing a decrease in biodiversity for the area
- 34 and using more water than do native species.
- 35 • **Replace at least 50% of the lawn**, over time, with native plant species.
- 36 Lawns promote water runoff rather than absorption, are often a place
- 37 where chemical fertilizers and pesticides are used that runoff into and
- 38 pollute nearby water sources, need to be mowed and trimmed using
- 39 fossil fuel powered machinery, and do absolutely nothing to support
- 40 pollinators, insects, birds, other wildlife, or healthy soil, water, and air.
- 41 • **Discontinue the use of synthetic fertilizers, pesticides, and other**
- 42 **bicicides** to promote soil health and fertility.

RECOMMENDATIONS

Line

Petition #11 *cont.*

- 1 • **Include edible native species** in these plantings to make the landscape
- 2 supportive of humans as well as wildlife while they clean and cool the
- 3 air and slow the rain. Food forests or forest gardens are one version of
- 4 this, where they more closely mimic the ecosystems and patterns already
- 5 found in Creation.
- 6 • **Work with an agricultural extension agency to create a teaching**
- 7 **garden or farm** if the church has sufficient acreage. Restoring the land
- 8 by using regenerative agricultural techniques provides education and a
- 9 witness to congregation and community.
- 10 • **Plant a rain garden** in areas where water runoff from hard surfaces
- 11 flows into storm drains or nearby creeks and rivers. A rain garden will
- 12 serve to absorb some of the runoff, slow down the flow, and even clean
- 13 the water before it hits the storm drain or closest stream.
- 14 • **Convert to renewable energy sources** some, or all, of the facility's ener-
- 15 gy needs and let the sun, wind, and water provided by the Lord supply
- 16 the power. Often the change will be financially beneficial, as well.
- 17 • **Curtail the destruction of existing forests, wetlands, peatlands, and**
- 18 **grasslands** by identifying and supporting projects and organizations
- 19 that will. These areas, which are vital for absorbing the carbon dioxide
- 20 causing climate change, are also essential for halting the destruction and
- 21 fragmentation of habitat that is needed to maintain the biodiversity of
- 22 the species on earth.
- 23 • **Restore degraded forests, wetlands, peatlands, and grasslands** by identi-
- 24 fying and supporting projects and organizations that will. Restoration will
- 25 increase carbon absorption and habitat needed for improved biodiversity.
- 26 • **Avoid purchases that contribute to deforestation.** Commit to purchasing
- 27 lumber, food, building materials, and paper products that are sustainably
- 28 sourced and produced, or reduce the use of paper products, for example, by
- 29 using reusable or compostable, plastic-free plates for church events.
- 30 • **Celebrate local food producers and local food** by incorporating local
- 31 food in church potlucks, ministries, and events.

Budget Ramifications:

- 34 1. Staff tasks:
 - 35 a. Create the new quadrennial report and evaluate them.
 - 36 b. Write articles for a special edition 'Net Zero
 - 37 Celebration' newsletter and publish it.
 - 38 c. Gather resources for local congregations so they have
 - 39 the "know-how" to accomplish their goals.
- 40 2. Consultation with local congregations and housing developers
- 41 working with local congregations to prioritize net zero and
- 42 sustainable building practices.

SPONSORED BY: *Laura Baumgartner*

RECOMMENDATIONS

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Petition #12

**CREATING A PNW CONFERENCE COMMISSION FOR
CREATION CARE ON ENVIRONMENTAL STEWARDSHIP**

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BE IT RESOLVED, that the Pacific Northwest Annual Conference (PNW) of The United Methodist Church will create a commission in the annual conference to be called the Commission on Environmental Stewardship. The annual conference will empower the commission to accomplish these tasks:

Toward a missional, sustainable, and faithful church—

- Recognize the church as the presence of God on Earth ‘as it is in heaven,’ both now and for the future—and develop and advance a vision toward a sustainable church, empowering congregations and more to take action consistent with that vision, as well as develop resources for that effort.
- Develop a working document that defines environmental justice priorities for the Pacific Northwest Conference.
- Work in collaboration with conference staff and conference boards to establish accountability structures and benchmarks for the conference’s goal (set at annual conference in 2023) to achieve net-zero emissions by 2040 across ministries, facilities, operations, and investments, and to leverage the gifts of our connection putting equity and justice at the center as we build a net-zero emission economy by 2040. Ensure benchmarks and structures align with Pacific Northwest Conference values, and build partnerships with communities most affected by environmental impacts and climate change.

Toward the funding and achievement of net zero goals—

- Develop a working document to define what work areas will and will not be considered when seeking strategic funding opportunities.
- Participate in the conference budgeting process to ensure that environmental stewardship priorities and funding are robustly included in and integrated into every aspect of the conference budget.
- Collaborate with conference staff and others to identify, apply for, and work to secure new funding sources designated to achieve the Pacific Northwest Conference’s commitments to net-zero emissions by 2040 across conference ministries, facilities, operations and investments, and to commitments by local churches to increase energy efficiency by 50% by 2030, ensuring that funding is provided to, and available for, local congregations and conference entities working to reduce greenhouse gas emissions in their contexts.
- Support and encourage congregations to divest from emissions-laden

RECOMMENDATIONS

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Petition #12 cont.

1 investments and practices and toward re-investment in low-carbon,
2 sustainable alternatives–i.e. addressing food waste, single-use refuse
3 disposal, electrification and obtaining energy from clean power sources.

4 **Toward essential environmental and community restoration–**

- 5 • Pursue just partnerships, opportunities for restorative justice, and com-
6 munity recovery both within the congregation and outside the walls of
7 the church.
- 8 • Coordinate and collaborate with the strategic work of appropriate
9 conference staff.

10
11 **BE IT FURTHER RESOLVED** that The Commission members shall
12 consist of people who are passionate about anti-racism, climate justice, and
13 the Gospel of Jesus Christ, and that members shall be comprised:

- 14 • at least 1 youth
- 15 • at least 1 young adults (under age 30)
- 16 • at least 1 clergy
- 17 • at least 1 laity
- 18 • at least 1 laity who is or has served as a trustee and/or a finance com-
19 mittee member of a local church
- 20 • at least 2 conference staff persons
- 21 • at least 2 people from Eastern Washington
- 22 • at least 2 people from within the PNW conference, beyond Washington.

23
24 The nomination process for this new commission shall consist of nominees
25 from clergy, laity, boards and agencies, and the bishop’s office, and the com-
26 mission will receive support from staff at the conference office to achieve the
27 conference-wide goals with which they are tasked.

28
29 The commission shall consist of at least seven but no more than twelve people.

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31 **BE IT FURTHER RESOLVED** that from this Commission, Standing
32 Committees or Teams shall be formed to address:

- 33 • Rudder (Steering, Coordinating)
 - 34 • Reaching environmental stewardship benchmarks, including
 - 35 net-zero commitments, climate and environmental justice, and
 - 36 church land, grounds, and building improvements.
- 37 • Resource development
 - 38 • to include educational, worship, missional and discipleship materials
- 39 • Community Outreach, Local Church Engagement, and Missional Listening
 - 40 • to build coalition, restoration, and a renewed body of the church.
- 41 • Budget engagement
 - 42 • to include grant writing and funds development

RECOMMENDATIONS

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Petition #12 cont.

- 1 • Reparations and anti-racism partnerships
- 2 • Recognizing the expertise and leadership of communities impacted by
- 3 environmental harms and working through a priority anti-racist lens.

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5 **BE IT FURTHER RESOLVED** that the Pacific Northwest Annual Con-

6 ference understands the work of environmental stewardship to be a Mis-

7 sional Priority as articulated in the Book of Discipline, paragraph 703 9.:

8 **Missional Priority**—A missional priority is a response to a critical

9 need in God’s world that calls The United Methodist Church to a

10 massive and sustained effort through primary attention and ordering

11 or reordering of program and budget at every level of the Church, as

12 adopted by the General Conference or in accord with ¶ 806.1b(2). This

13 need is evidenced by research or other supporting data, and the required

14 response is beyond the capacity of any single general agency or annual

15 conference. However, the ongoing priority of The United Methodist

16 Church both in program and budget is to proclaim the good news that

17 salvation comes through Jesus Christ.

18 **Supporting Documentation:**

19

20 At the center of the net-zero effort is a very simple goal: Reduce the amount of

21 carbon dioxide in the atmosphere. When God brought Abraham out of Ur, atmo-

22 spheric carbon was about 280ppm. Find today’s number at [The Keeling Curve](#).

23 **Find Net-Zero and emissions reduction resources for faith communities**

24 **from faithcommunities:**

- 25 • From the Church of England PDF - [A practical path to net zero car-](#)
- 26 [bon A checklist for your church](#).
- 27 • ‘What is Netzero’ and ‘What will it Require of me?’ a [FAQ or a net](#)
- 28 [zero church](#), from the Anglican church in Canada.
- 29 • From the Church of Scotland, [Net-Zero Strategic Outline](#).
- 30 • The Methodist Church in Britain has many resources, not only have
- 31 they divested from fossil fuels, but they have a lot of information about
- 32 [how to get to net zero](#).
- 33 • Be inspired by local congregations in Washington State who are taking
- 34 award-winning action, [Earth Ministry Greening Congregation Awards](#).

35 **Find helps through partnerships and government:**

- 36 • EPA’s [Resources for Congregations](#), including [Energy Star Action](#)
- 37 [Workbook for Congregations](#).
- 38 • DOE’s [Renew America’s Non-Profits](#)
- 39 • DOE’s [Justice 40 Initiative](#)
- 40 • The University of Colorado Boulder partnered with the Mountain Sky
- 41 Annual Conference of The United Methodist Church and other nonprof-
- 42 its, including the United Methodist Committee on Relief. The university
- 43 applied for and was selected to receive a Department of Energy Renew

RECOMMENDATIONS

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Petition #12 cont.

- 1 America’s Nonprofits grant of [\\$5,870,000.00](#).
- 2 **Add resilience to your environmental stewardship planning—it’s neighborly!**
- 3 **First, assess your resilience needs, and the needs of your neighbors. In your**
- 4 **context, what do you need to prepare for, and how can you plan resilience**
- 5 **from the get-go?**
- 6 • Map your risks. Climate Mapping For Resilience and Adaptation from
- 7 [Climate.gov](#).
- 8 • What risks might your church and community be facing and how
- 9 could that influence your environmental stewardship and community
- 10 partnership decisions?
- 11 • When addressed strategically, how might the PNW support conference
- 12 areas that are most at risk for heat, drought, fire, and/or sea level rise?
- 13 • Could your church pay-it-forward as a community teaching site?
- 14 • Is your church close-in with room to spare, such as a large base-
- 15 ment space, or does your church have a commercial kitchen to
- 16 teach low-carbon practices such as:
- 17 • How to repair clothes and household items.
- 18 • How to safely save and package food without plastic.
- 19 • How to start native seeds, and where to plant them.
- 20 • Community classes for the Indigenous history of your town, or to
- 21 learn more about what it means to be anti-racist or a LGBTQ ally?
- 22 • Could your church be a sanctuary site for the displaced, migrants, or
- 23 evacuees in an un/natural disaster?
- 24 • Could evacuees or migrants get refreshed and feel safe at your church?
- 25 • In a flood or wildfire, is there space to shelter smaller animals evacu-
- 26 ated from the fire zone. Or could your church accommodate livestock.
- 27 • Could your church be a staging area for firefighters or first responders?
- 28 • Could you store essential emergency supplies, or be a site for items
- 29 to be distributed in emergencies?
- 30 • Could your church be a place where those impacted can connect
- 31 with FEMA, the Red Cross, and other support services?
- 32 • Could your church be an emergency shelter during heat domes or ice storms?
- 33 • If so, then when installing a clean energy solar system, consider in-
- 34 stallng solar + batteries in order to ensure a steady stream of power
- 35 during heat waves or bitter cold.
- 36 • Is your church in a Justice40 area?
- 37 • If so, can you take your net-zero project wide in order to be a partner
- 38 in building community solar, and thereby be part of an effort that
- 39 powers not just your church, but your community, including homes,
- 40 non-profits, pre-schools, other faith-communities, and schools?
- 41 • Could your church partner with others to provide EV charging?
- 42 • Could your church partner with local parents in order to get elec-
- 43 tric school buses at the local school?

RECOMMENDATIONS

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Petition #13

SETTING PASTORAL WORK EXPECTATIONS

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BE IT RESOLVED that a full-time pastoral leader's "regular" scheduled work hours should not exceed 35 hours a week (ideally between 30-35) to help establish a healthy standard for work/life balance across the conference's ministries.

This recommendation is offered in response to the reality that most pastors experience unscheduled or unexpected additional demands upon their time to provide or fulfill various ministerial roles.

Similar recommendations should be established for part-time appointments, assignments, and positions across the conference.

BE IT FURTHER RESOLVED that vacation time, established by The Book of Discipline or conference rules, should be taken in full each year. Clergy and pastor-parish relations committees shall be informed that connectional responsibilities like attending annual conference sessions, serving as pastor at summer camp, or serving with a conference board or agency are not to be considered vacations away from the local church or ministry setting.

BE IT FURTHER RESOLVED pastoral leaders and pastor-parish relations committees shall be educated on the additional opportunities and requirements that clergy must take for continuing education and spiritual growth as established by *The Book of Discipline* (§ 350, 351) or conference rules.

BE IT FURTHER RESOLVED that the district superintendent should share and review these expectations with local church pastor-parish relations committees whenever a new appointment is established.

BE IT FURTHER RESOLVED each local church pastor-parish relations committee shall, with the support of the district superintendent, work to educate themselves and the congregation about the current challenges of pastoral ministry. This will aid the committee in providing supportive care for their pastoral leaders and staff and allow the committee and pastor to hold each other mutually accountable for creating a work environment prioritizing people over productivity.¹

¹ *This practice of establishing a healthy work/life balance and taking vacations, continuing education, and spiritual growth opportunities and requirements should be a topic of consultation, at least annually, as it is already a disciplinary responsibility of the committee (§ 258.2).*

RECOMMENDATIONS

Line

Petition #13 cont.

1 **BE IT FURTHER RESOLVED** that the PNW Board of Ordained Ministry, with the support of the Office of Connectional Ministries, shall assess the state of work/life balance and related health impacts through an anonymous survey of its pastors. This survey shall be distributed annually for at least five years to understand the potential impact of improved administrative support and resources for pastoral leaders.

7 **Argument in Support of Setting Regular Work Hours for Pastoral Leaders**

8 As our society evolves and the demands on pastoral leaders increase, it is imperative that we reevaluate and establish appropriate guidelines for their work hours and support a culture where vacation and spiritual renewal are understood as essential to the well-being of our staff and pastoral leaders. The proposed recommendation to set “regular” work hours for full-time pastoral leaders between 30 and 35 hours per week is reasonable and essential for the well-being of pastoral leaders and their communities.

16 It is not enough to expect pastoral leaders to establish their own boundaries regarding the hours they work and the time away from work that they take. While some have the experience and support to do so, others lack the same and/or find themselves in an appointment with unhealthy expectations.

22 The absence of a shared expectation across local churches and pastoral leaders exacerbates the problem. For example, the amount of time a previous pastor had to give due to life stage or personal preference may become an unbearable burden for the pastor(s) that follow.

27 *The 2016 Book of Discipline* affirms the importance of work/life balance when it assigns pastor-parish relations committees with responsibility for providing support, stating, “The committee shall assist the pastor(s) and staff in assessing their gifts, maintaining health holistically and work-life balance, and setting priorities for leadership and service (§ 258.2).”

33 Understanding the pervasiveness of the challenge through surveying, educating, and resourcing local churches and their leaders are essential ways to increase the health and well-being of our ministries across the Pacific Northwest Conference.

37 **Increased Expectations of Pastoral Leaders**

38 In recent years, the expectations placed on pastoral leaders have grown exponentially. Beyond traditional pastoral duties, they are now expected to navigate complex administrative tasks, provide counseling services, engage in community outreach, and maintain an active presence on social media

RECOMMENDATIONS

Line Petition #13 cont.

1 platforms, among other responsibilities. This expansion of roles and duties
2 can lead to overwork and burnout among pastoral leaders, ultimately dimin-
3 ishing their ability to minister to their congregations effectively.

4
5 One way we aren't honest about our decline is by failing to let go of pro-
6 gramming and ideas of what churches must do. Even as local churches have
7 needed to let go of program staff members and as volunteers have become
8 increasingly challenging to surface, expectations aren't always right-sized,
9 leaving pastoral leaders holding the proverbial bag.

10
11 Doing more with less may feel like a faithful response to some, but it is also
12 an approach ripe with the potential for abuse. As resources (financial, staff-
13 ing, volunteers) decrease, ministries need to have meaningful conversations
14 about what is possible and make honest and sustainable adjustments.

15
16 **Declines in Mental Health and Job Satisfaction**

17 [Research consistently shows](#) that overwork and burnout among United
18 Methodist pastoral leaders contribute to declines in mental health and job
19 satisfaction. The relentless demands of ministry can lead to stress, anxiety,
20 depression, and even substance abuse. Moreover, when pastoral leaders are
21 overworked and overstressed, their effectiveness in ministry diminishes, re-
22 sulting in decreased satisfaction for the pastoral leader and the congregation
23 they serve.

24
25 In 2011, the General Board of Higher Education and Ministry and the
26 General Board of Pension and Health Benefits co-published [a Church](#)
27 [Systems Task Force report](#). This was in response to a directive from the 2008
28 General Conference and an acknowledgment of a precarious drop in clergy
29 health over the preceding 25 years when clergy had been one of the health-
30 iest professions. Involving over 1,000 clergy, the study found that many
31 clergy struggled to establish a work/life balance and felt judged rather than
32 supported by their congregations. Those more likely to have a healthy work/
33 life balance had robust supervisory systems—supportive superintendents,
34 staff/pastor-parish committee. The report identified clergy needing encour-
35 agement and structural support to take time off. While it didn't address
36 hours worked, the report recommended changes to the Book of Discipline
37 "to clearly state clergy shall take regular vacation/time off.1" These suggested
38 changes failed to make it into the Discipline—follow-up studies, including
39 [the latest data published in 2023 by Wespath](#), point to a worsening problem
40 By establishing reasonable work hours and educating pastoral leaders and
41 local churches about the importance of time away for renewal and spiritual

RECOMMENDATIONS

Line

Petition #13 cont.

1 development, we can mitigate these adverse outcomes and foster healthier,
2 more sustainable ministry practices.

3

4 **United Methodist Theology**

5 Well-being is central to the theme of our 2024 annual conference sessions
6 across the Greater Northwest Area for a reason. Individual and communal
7 health are each central to United Methodist theology, with the steward-
8 ship of one’s physical, mental, and spiritual well-being being essential. John
9 Wesley, the founder of Methodism, emphasized the importance of balance
10 and moderation in all aspects of life. Setting reasonable work hours aligns
11 with this theological principle, as it allows pastoral leaders to prioritize their
12 self-care while continuing to fulfill their calling to serve others.

13

14 Although it must be said that it is often done without malice, churches can
15 and are doing significant harm by allowing unrealistic expectations to linger
16 over the heads of pastoral leaders and staff doing their best to respond to a
17 call to ministry faithfully.

18

19 **Budgetary Implications**

20 While this legislation has no direct budgetary impact, it is worth mention-
21 ing that research shows significant productivity declines in the work of most
22 people working beyond a 40-hour work week. In our ministry settings, this
23 means we are robbing ourselves of genuine creativity and the requisite time
24 leaders need to ground themselves spiritually. This makes it less likely that
25 leaders will have the capacity to guide congregations and ministries adap-
26 tively as the communities they seek to reach change rapidly.

27

28 **Conclusion**

29 In conclusion, setting “regular” work hours for full-time pastoral leaders
30 between 30 and 35 hours per week and educating local churches about the
31 importance of time away (vacations and other types of leave) is not only a
32 practical necessity but also a theological imperative. By recognizing the in-
33 creased expectations placed on pastoral leaders, acknowledging the declines
34 in mental health and job satisfaction, and grounding our approach in United
35 Methodist theology, we can better support pastoral leaders in fulfilling their
36 vital ministry roles while prioritizing their well-being. This recommenda-
37 tion should be shared with local churches in the conference by their district
38 superintendent whenever a new appointment is established, ensuring that all
39 parties are aware of and committed to fostering healthier ministry practices.

40

41 **SPONSORED BY:**

42 *David Valera, Patrick Scriven, Cara Scriven*

RECOMMENDATIONS

Line

Petition #14

NON-SUBSTANTIVE EDITS TO PNWAC RULES

BE IT RESOLVED, Over a number of years, edits have been made to the PNWAC Conference rules which contained conflicts in language, did not conform to Book of Discipline requirements, were not easily understandable, or were otherwise in need of non-substantive edits in order to be most beneficial to the members of the PNWAC. This resolution is presented for transparency of edits and to document non-substantive edits to the Rules.

Note: All The Book of Discipline references refer to the current version as approved by the 2016 General Conference of The United Methodist Church.

CONFERENCE RULES

I. CONFERENCE SESSIONS

Sec. 1. Annual Meeting

The Pacific Northwest Conference shall meet annually at the time appointed by the Bishop (§603.2) and the place chosen by the Conference or the Annual Conference Sessions Planning Committee (§603.3) with all sessions and events of the Conference being held in a fully accessible setting certified by the chairperson or designated member of the Committee on the Full Participation of Persons Living with Disabilities (§603.4).

~~Sec. 2. Adjourned or Special Sessions~~ Sec. 2

2. 3 Executive Sessions

(a) Only ministers in full connection, local pastors appointed to charges provisional probationary members, and lay members to Annual Conference shall be permitted to sit in Executive Sessions ordered by the Conference.

(b) A Ministerial Executive Session, **also called Clergy Session**, composed only of ministerial members in full connection and the lay members of the board of ordained ministry, may be ordered by the Conference at any time to consider questions relating to matters of ordination, character, and conference relations of clergy (§369.5, §605.7). A record of the final actions taken in Ministerial Executive Sessions relative to each Disciplinary personnel case shall be included in the records of that year's annual conference sessions.

II. MEMBERSHIP OF THE ANNUAL CONFERENCE §602

Sec. 1. Clergy (§32, §369)

(a) General Provisions

RECOMMENDATIONS

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- 1 (1) It is the duty of every member and all provisional members and
- 2 local pastors of the annual conference to attend its sessions (§602.8).
- 3 Excuses for all or part of the Annual Conference session for any
- 4 reasonable cause may be granted by the district superintendent or
- 5 the Bishop. The District Superintendents and Bishop shall forward
- 6 lists of approved and unapproved absences to the Annual Conference
- 7 Secretary. The Secretary shall refer the list of all unapproved absences
- 8 to the Board of Ordained Ministry. (§602.8)
- 9
- 10 (2) The Conference relations of a minister of any status shall be discussed
- 11 and action taken only in a ~~C~~clergy ~~S~~session of the ministerial mem-
- 12 bers of the Annual Conference.
- 13 (3) A member receiving a new appointment at the Annual Conference
- 14 shall begin to serve the new appointment on July 1 following Annual
- 15 Conference, unless otherwise determined by the Bishop.
- 16 (4) In the interim between Annual Conferences, when waiting for a
- 17 two-thirds vote of the Annual Conference would not be feasible, the
- 18 Bishop may make appointments to extension ministries to non-Unit-
- 19 ed Methodist agencies, on request of such agency and the minister
- 20 concerned, and with the unanimous approval of the Cabinet; subject
- 21 to ratification at the ensuing Annual Conference (§344.1).
- 22 (b) Provisional Requirements, §§310, 324-327 and the following:
- 23
- 24 (1) ~~Each candidate for admission as a provisional member shall~~
- 25 ~~satisfactorily complete physical and psychological examinations as~~
- 26 ~~prescribed by the Board of Ordained Ministry.~~
- 27
- 28 (2) A candidate seeking admission as a provisional member and ap-
- 29 pointment whose certification of candidacy for the ordained ministry
- 30 has been granted in another Annual Conference shall serve at least
- 31 one year in an approved appointment with relationship to a District
- 32 Committee on Ordained Ministry while being processed by the
- 33 Board of Ordained Ministry.
- 34
- 35 (3) Any person transferring into the Pacific Northwest Annual Con-
- 36 ference in the "provisional member" relationship or returning to the
- 37 Conference after completion of academic requirements shall serve at
- 38 least two years under appointment within the bounds of the Annual
- 39 Conference (except in cases determined to be clearly unusual by the
- 40 Board of Ordained Ministry) before being eligible for reception into
- 41 full membership.
- 42
- 43 (c) Elders and Deacons in full connection with the Annual Conference.
- 44
- (d) Transitional Provisions for persons having begun their candidacy
- for diaconal ministry, deacon's and elder's ordination and conference

1 membership, or full-time local pastors prior to January 1, 1997,
 2 ¶367.

3 **Sec. 2. Local Pastors (¶340)**

- 4 (a) Each local pastor shall attend the sessions of the Conference
 5 (¶602.1) and appear annually before the Board of Ordained Min-
 6 istry (¶316.1), unless excused there from by the Cabinet or Bishop.
 7 After their initial appearance before the Board, graduates who quali-
 8 fy may be represented by their district superintendents.
 9 (b) Local pastors serving churches are eligible for committee assign-
 10 ments and committee and floor participation (¶602.1(d)).
 11 (c) Candidates seeking full-time local pastor status as undergraduates
 12 in the course of study shall attend and pursue said course in a Local
 13 Pastor’s Summer School conducted by the in-Service Training De-
 14 partment of the General Board of Higher Education and Ministry
 15 of The United Methodist Church.
 16 (d) The Board of Ordained Ministry shall have the responsibility of
 17 making recommendations concerning the retirement of local pastors.

18 **Sec. 3. Lay**

- 19 (1) Lay members elected by each charge; the diaconal ministers, dea-
 20 conesses, conference presidents of **United Women in Faith** ~~United~~
 21 ~~Methodist Women~~, United Methodist Men, conference lay leader,
 22 district lay leaders, presidents of the Conference Council on Youth
 23 Ministries, and Conference Council on Young Adult Ministries,
 24 and the chair of the annual conference college student organization
 25 (¶¶32, 602.4). Lay members and alternates elected by the Charge
 26 Conference shall be elected for the quadrennium at the Charge
 27 Conference preceding each new quadrennium (¶¶251.2 and 721.2).
 28 (b) Young People (¶32)
 29 (1) Five youth members, 12-18 years of age, from each district shall be
 30 selected by the Conference Council on Youth Ministries after con-
 31 sultation with the staff of the office of Young People’s Ministries and
 32 district superintendent. In the event that there are open positions for
 33 district youth representative four weeks before the first day of annual
 34 conference, then the Conference Council on Youth Ministries may
 35 fill these positions from outside the district. Five alternate youth
 36 members may be selected.
 37 (2) Five young adult members, 18-30 years of age, from each district
 38 shall be selected by the Conference Council on Young Adult Minis-
 39 tries after consultation with the staff of the Office of Young People’s
 40 Ministries and district superintendent. In the event that there are
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- 1 open positions for district **young adult youth** representative four
- 2 weeks before the first day of annual conference, then the Conference
- 3 Council on Young Adult Ministries may fill these positions from
- 4 outside the district. Five alternate young adult members may be
- 5 selected.
- 6
- 7 (c) Each local church will nominate to annual conference a minimum
- 8 of one youth **member, 12-18 years of age**, and one young adult
- 9 member, 18-30 years of age, for consideration as a delegate to annual
- 10 conference. Churches without youth are exempt from this provision.
- 11 (d) The following lay persons shall be members of Annual Conference
- 12 by virtue of position or office.
- 13 (1) General and Jurisdictional Conference lay delegates.
- 14 (2) Lay members of general boards and agencies of The United Meth-
- 15 odist Church.
- 16 (3) The vice-chairperson of the Conference Connectional Table.
- 17 (4) Lay members of United Methodist churches in the Pacific North-
- 18 west Conference who are chairpersons of Annual Conference
- 19 ministry groups, boards, commissions, councils, committees, and
- 20 foundations (~~Faith Foundation Northwest, United Methodist Foun-~~
- 21 ~~ation Educational Foundation~~). This shall not include chairpersons
- 22 of Annual Conference Focus Sessions.
- 23 (5) The Conference Coordinator of Civic Youth-Serving Agencies/
24 Scouting Ministries.
- 25 (6) Lay chairpersons of District Councils on Ministries.
- 26 (7) Presidents of District **United Women in Faith** ~~United Methodist~~
- 27 ~~Women~~ and United Methodist Men or designees from the Execu-
- 28 tive Committees thereof.
- 29 (8) Lay Home Missionaries under appointment in the Pacific North-
- 30 west Annual Conference.
- 31 (9) Chief Executive Officers of United Methodist affiliated institutions
- 32 with covenant relationships with the Annual Conference who are
- 33 members of The United Methodist Church; or if a Chief Executive
- 34 Officer is not a member of The United Methodist Church, then
- 35 the Board of the institution shall designate such a person, who is a
- 36 member of The United shall designate such a person, who is a mem-
- 37 ber of The United Methodist Church, to represent the institution at
- 38 the Annual Conference.
- 39 (10) Lay Directors of the Office of Connectional Ministries and Camp-
- 40 ing, the Treasurer, Assistant Treasurer, and Benefits Officer.
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RECOMMENDATIONS

- 1 (11) Church and community workers under appointment by and certified
2 by the national division of the General Board of Global Ministries.
- 3 (12) Lay ministers while assigned by district superintendents to serve local
4 churches.
- 5 (13) One clergy spouse from each district, selected by the District Council
6 on Ministries or its counterpart, for a term of not more than one
7 quadrennium.
- 8 (14) Conference Mission Secretary.
- 9 (15) Chancellor of the Annual Conference.
- 10 (16) Directors of United Methodist camps within the bounds of the An-
11 nual Conference who are members of The United Methodist Church.
- 12 (17) Lay chair of the Hearings Committee of the Conference Connec-
13 tional Table.
- 14 (18) Associate Conference Lay Leader.
- 15 (19) Executive Director of the Faith Foundation Northwest Northwest
16 United Methodist Foundation.
- 17 (20) One elected student lay member from each campus ministry unit
18 endorsed by the Board of Higher Education and Campus Minis-
19 try, but no more than one per college or university. Any lay campus
20 minister who is a United Methodist, serving an endorsed campus
21 ministry. Campus ministry unit is defined as university chaplaincies,
22 Wesley Foundations, United Ministries in Higher Education, or local
23 church-based ministries in higher education.
- 24 (21) Certified Lay Missioners and Certified Lay Ministers who are as-
25 signed to serve in local churches of our conference. If any lay person
26 who is a member of the Annual Conference under this section (d)
27 cannot attend the sessions of Annual Conference, no alternate or
28 reserve may be named, except as noted.
- 29 (e) Each charge served by more than one clergy member under appoint-
30 ment (including deacons in full connection for whom this is their
31 primary appointment) shall be entitled to as many lay members as
32 there are clergy members under appointment. (§602.4)
- 33 (f) Each new faith community approved by the Cabinet that is assigned
34 or appointed pastoral leadership shall be permitted to select a lay
35 representative who will be granted privilege of the floor without vote,
36 if the new faith community is not otherwise qualified to select a lay
37 member of Annual Conference.
- 38 (g) The remaining additional number of lay members required to equal-
39 ize the lay and ministerial membership of Annual Conference shall
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1 be elected, one per church, starting with the church with the high-
2 est average attendance at worship service and church school in the
3 district with the highest overall average attendance at worship service
4 and church school, and continuing in descending order, district
5 by district, according to average attendance at worship service and
6 church school, until the required number is provided.

7 (Note: tabulation of additional lay members needed will
8 be computed annually based on the situation as of July 1 of each year
9 and will be adjusted to eliminate duplications where the same person
10 is eligible for membership under more than one category in (d)
11 above.)

- 12
- 13 (h) When any one lay member of a local church becomes a member of
- 14 Annual Conference by any other classification, that local church is
- 15 entitled to elect an alternate lay member to serve only as long as the
- 16 first elected lay member is a member of Annual Conference by a
- 17 classification under (d).
- 18 (i) In case of the inability of the lay member or alternate lay member(s)
- 19 to attend the Annual Conference sessions for any reason, the Charge
- 20 Conference may elect a lay member to fill the vacancy on either a
- 21 permanent or temporary basis.
- 22 (j) Any lay person, not a member of the Annual Conference, who is an
- 23 officer of the Annual Conference or one of its agencies, boards, com-
- 24 missions, committees, or societies shall be entitled to the privilege of
- 25 the floor without vote on matters relating to the report of the said
- 26 agency, board, commission, committee, or society.
- 27 (k) Each local church shall make provision for reporting to its Charge
- 28 Conference (as required by The Discipline, (§247.14) and for its lay
- 29 member(s) to report to the congregation concerning the Conference
- 30 Sessions within twelve weeks following the sessions (§251.2).
- 31 (l) Official lists of lay members and alternate lay members shall be
- 32 supplied to the Conference Secretary by the District Superintendents
- 33 before the Annual Conference session.

34
35 **Sec. 4. Roll Call**

36
37 The Conference Secretary shall certify to the Annual Conference a roll
38 of those attending under the categories of membership as authorized
39 by The Book of Discipline and Conference Rules.

40 **III. OFFICERS**

41 **Sec. 1. President (§603.6)**

42 **Sec. 2. Secretary, Statistician (§603.7)**

At the first session of the Annual Conference following the General Conference, a Conference Secretary and Conference Statistician shall be elected on nomination by the Committee on Nominations to serve for the succeeding quadrennium (as defined by The Discipline, ¶721.2). They shall nominate their assistants annually, or appoint them ad interim for confirmation by the Conference.

Sec. 3. Conference Lay Leader (¶603.9)

Sec. 4. Director of Connectional Ministries (¶608.6b)

Sec. 53. Treasurer (¶619)

At the first session of the Annual Conference following the General Conference, a Conference Treasurer shall be elected on nomination by the Council on Finance and Administration to serve for the succeeding quadrennium. The Conference Treasurer shall be elected quadrennially at the session of the Conference following General Conference upon nomination of the Council on Finance and Administration.

IV. RECORDS

Sec. 1. Annual Conference Journal (¶606) (

- a) ~~The Conference Secretary shall keep an accurate record of proceedings of the Conference and perform such other duties as are defined in The Discipline.~~
- (a) In addition to the contents of the Journal prescribed by The Book of Discipline (¶606.3), there shall be included the names and addresses of Conference Officers, the Report of the Conference Benevolence program as adopted, the various rolls of members and related groups, business telephone numbers of all churches, Conference institutions, and administrative offices, those portions of the District Superintendents' Reports which have historical value, and such other items as the Conference may specifically order. The Board of Congregational Development shall submit the following reports annually to the Conference for inclusion in the Journal: matters dealing with mission aid and church extension involving both Conference and national loans, the amounts of delinquencies on loans, and other such matters that might be of interest to the Annual Conference.

Sec. 2. Pastoral Reports

- (a) The reports of pastors to the Conference Statistician and ~~the Conference~~ Conference Treasurer of the Conference shall be due in the Conference Office by February 20th of each year.
- (b) The Conference Statistician and the Conference Treasurer of the

RECOMMENDATIONS

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Conference are directed to provide the Cabinet with a list of the names of pastors whose reports are delinquent, either by late arrival or by being negligently incomplete, for such action as the Cabinet shall consider appropriate.

- (c) The Conference Treasurer shall give credit under "Other Benevolences" only for funds given to organizations established by The United Methodist Church or to those organizations with which The United Methodist Church has official affiliation.

Sec. 3. Archives and History (§641)

The Conference Commission on Archives and History shall designate appropriate depositories for books, documents and other historical records of the Conference, or those that shall be presented to the Conference for safekeeping. Current depository locations shall be included in the Commission's Board's annual report to the Conference.

Sec. 4. Service Records (§606.6)

The ~~Conference~~ Secretary shall keep the records designated in §606.6 of the current Discipline.

Sec. 5. Officers List

The complete and current Officers List for each local church is due in the District Office by no later than February 20th of each year.

Sec. 6. Data Sorting

The Conference shall include in every database of persons - whether clergy, lay or candidates in process - the capacity to sort by gender and by age category.

V. ANNUAL CONFERENCE PROGRAM PROCEDURE

Sec. 1. Annual Conference Sessions Planning Committee

- (a) The Annual Conference Sessions Planning Committee shall be composed of the following: the Bishop of the Area, who shall be the chairperson; the Host District Superintendent; the Conference Lay Leader; the Dean or Secretary of the Cabinet; the Conference Secretary; one Youth appointed by the Bishop; one Young Adult appointed by the Bishop; the chairperson or a representative of the Board of Ordained Ministry; the chairperson of the Orders of the Day; the Conference United Women in Faith ~~United Methodist Women~~ President; the Conference United Methodist Men President; the chairperson or representative of Committee on Persons Living with Disabilities; the chairperson or representative of the Annual Conference Worship Team and, without vote, the Director of the

- 1 Conference Office of Connectional Ministries and the Conference
 2 Treasurer.
- 3 The Bishop shall convene the Committee no later than October
 4 1, preceding the Annual Conference. In addition, there shall be a
 5 Sessions Local Arrangements Committee amenable to the Sessions
 6 Planning Committee, composed of the following: the Host District
 7 Superintendent, who shall be the chairperson; a clergy person from
 8 the host church, institution, or district; a lay person from the host
 9 church, institution, or district; a local pastor named by the Host Dis-
 10 trict Superintendent; the District Lay Leader of the Host District;
 11 the United Women in Faith ~~United Methodist Women~~ President of
 12 the Host District; the United Methodist Men President of the Host
 13 District; the chairperson or representative of Committee on Persons
 14 Living with Disabilities; one Youth or Young Adult appointed by the
 15 Host District Superintendent; the Childcare Coordinator; and such
 16 other additional persons as the Sessions Local Arrangements Com-
 17 mittee may enlist.
- 18
- 19 (b) All boards, commissions, committees, or agencies desiring a place on
 20 the Conference program shall make their wishes known in writing to
 21 the chairperson of the Annual Conference Sessions Planning Com-
 22 mittee by April 15.
- 23
- 24 (c) A Sub-committee of the Annual Conference Sessions Planning
 25 Committee consisting of the Bishop, the chairperson of the Orders
 26 of the Day, the Conference Secretary, and the Director of the Confer-
 27 ence Office of Connectional Ministries shall handle all matters of
 28 daily procedure and floor courtesy.
- 29 **Sec. 2. Recommendations, Petitions, and Proposals**
- 30 (a) Any organization, minister, or lay member of The United Method-
 31 ist Church in the Pacific Northwest Conference may petition the
 32 Annual Conference.
- 33
- 34 (b) Recommendations, petitions, and proposals shall be presented to the
 35 Annual Conference in the form of resolutions without “Whereas”
 36 clauses. Such resolutions may be accompanied by an explanatory
 37 statement which shall not be subject to action by the Conference.
 38 Such resolutions ~~They~~ shall be submitted on forms provided online
 39 and on paper by the Office of Connectional Ministries by April
 40 15, shall be assigned to the appropriate Focus Session, and shall be
 41 included in the Pre-Conference Handbook (including those for
 42 changes to the Conference Rules).
- 43 (c) Funding: All resolutions requiring program or meeting funds shall
 44 indicate the intended source of these funds. Resolutions to be funded

1 by the Conference Connectional Table shall be referred to the Office
2 of Connectional Ministry's Finance Committee for review and
3 report to the Annual Conference prior to its action. Resolutions in-
4 volving \$500 or more, regardless of the source of these funds, shall be
5 referred to the Conference Council on Finance and Administration
6 for review and report to the Annual Conference prior to its action.

7 (d) Staffing: All resolutions requiring conference office staff time shall
8 estimate the number of staff hours required and the anticipated work
9 to be completed. Resolutions reasonably anticipated to involve ten
10 hours or more of conference office staff time during any one year
11 shall be referred to the Connectional Table for review and report to
12 the Annual Conference prior to its action.

13
14 (b)(e) Any organization, minister or lay member of The United Methodist
15 Church in the Pacific Northwest Conference may petition the Annual
16 Conference by sending a petition to the Conference Director of Con-
17 nectational Ministries for assignment to Focus Sessions.

18 (c)(f) Recommendations, proposals, and petitions (including those for
19 changes to in the Conference Rules) to be considered at the forth-
20 coming Annual Conference shall be submitted through the Confer-
21 ence Director of Connectional Ministries by April 15th, and shall
22 be included in the Pre-Conference Handbook. Recommendations,
23 petitions, and for proposals resulting from situations whose late
24 development prevented consideration by April 15th, according to the
25 determination of the Conference Director of Connectional Minis-
26 tries, may be submitted up to ten days prior to the Conference and,
27 when accepted, shall be distributed in the registration packet. The de-
28 cision of the Director of Connectional Ministries may be appealed to
29 the Bishop. The Director of Connectional Ministries shall assign the
30 late accepted recommendations, petitions, and and petitions received
31 proposals to the appropriate Focus Sessions.

32 (d)(g) In addition to the assigned procedure set forth in Sec. 2(c) above-
33 for the consideration of recommendations, petitions, and and
34 petitions, proposals, the Focus Sessions are empowered to initiate
35 resolutions falling within the general scope of their respective fields.
36 Once all previously submitted business has been considered, fFocus
37 sSessions may can consider new resolutions that have not been sub-
38 mitted within the past year.

39
40 (h) When the Pacific Northwest Annual Conference passes a petition
41 that asks the Conference Secretary to correspond with members of
42 the Senate or House of Representatives, at a state or national level,
43 or with the Governor of a state or the President of the United States,
44 such petitions must include the full name(s) of the person(s) to

1 whom the correspondence is addressed, along with the full mailing
2 addresses and e-mail addresses.

3 (i) New, revised, amended, or rescinded rules may originate as follows:
4 by recommendation from any council, board, commission, or com-
5 mittee of the Conference; from the Cabinet; over the signatures of
6 five members of the Conference; or from the Conference in general
7 session. Individual members may submit proposals to the Rules
8 Committee for consideration, but in such cases, the Rules Commit-
9 tee is not bound to report the proposed change on the floor of the
10 Conference.

11 (j) All proposals designed as permanent regulations of the Annual
12 Conference shall be first submitted to the Rules Committee, whose
13 duty it shall be to consider the proposal, and then make a report on it
14 with recommendations to the Conference. In order to change a Con-
15 ference Rule, or to provide a new Conference Rule, the Conference
16 must vote such change specifically, by rule and section number. Rec-
17 ommendations for new, revised, amended, or rescinded rules to be
18 considered at the forthcoming Annual Conference shall be submit-
19 ted according to the procedure outlined in Rule V, Sec. 2(ab). Such
20 proposals shall also be submitted to the Rules Committee, whose
21 duty it shall be to consider the proposal and then make a report on it
22 with recommendations to the Annual Conference prior to action by
23 the Conference on the report from the Focus Session.

24 **Sec. 3. Focus Sessions**

25 There may be up to five Focus Sessions in this Annual Conference.

26 (a) Duties: The duties of the Focus Sessions may be assigned as fol-
27 lows: To receive reports on the work of the Annual Conference in the
28 previous year, and to receive resolutions, recommendations, petitions,
29 and proposals for Conference action, to consider all such matters,
30 and to report action items to the Conference, using both individual
31 reports and the consent calendar, as applicable.

32 (1) Division of Responsibility: The Focus Sessions shall be formed to
33 reflect the structure of the work of the Annual Conference and may
34 include the following:

35 a. Leadership Development:

36 i. Board of Ordained Ministry ii.

37 Diaconal Committee on Investigation iii.

38 Clergy Committee on Investigation iv.

39 Board of Discipleship

40 v. Joint Committee on Incapacity vi. Board of Laity
41
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43
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- 1 vii. Council on Youth Ministries viii. Council on Young Adult Min-
- 2 istries ix. Board of Higher Education and Campus Ministry x.
- 3 United Methodist Educational Foundation xi. Committee on Nomi-
- 4 nations xii. **United Women in Faith** United Methodist
- 5 **Women**xiii. United Methodist Men

b. Congregational Development

- 6
- 7
- 8 i. Evangelism, worship, stewardship, Christian Education
- 9 ii. Board of Congregational Development
- 10 iii. Commission on Equitable Compensation and Mission Aid
- 11
- 12 iv. Commission on Ethnic Ministries
- 13 v. Hispanic Ministries Committee vi. Small Membership Committee
- 14 vii. Camping Board of Stewards viii. Council on Older Adult Min-
- 15 istries
- 16

c. Connecting for Mission - Domestic

- 17
- 18 i. Issues relating to general welfare, human relations, emerging social
- 19 issues, ecumenical and interfaith relations
- 20
- 21 ii. Commission on Religion and Race iii. Native American Ministries
- 22 Committee iv. Conference Board of Church and Society pertaining
- 23 to domestic issues
- 24 v. Conference Board of Global Ministries pertaining to domestic issues

d. Connecting for Mission - International

- 25
- 26
- 27 i. Mission Education and cultivation, itineration of missionaries, mis-
- 28 sion aid
- 29 ii. Conference Board of Global Ministries pertaining to international
- 30 issues
- 31
- 32 iii. UMCOR and related work
- 33 iv. Conference Board of Church and Society pertaining to international
- 34 issues
- 35 v. Issues relating to general welfare, world peace

e. Administrative Support:

- 36
- 37
- 38 i. Property Management, Budget, corporation matters, proportional
- 39 payments, district parsonages, equitable salaries, financial reports of
- 40 all Conference bodies.
- 41
- 42 ii. Conference Council on Finance and Administration iii.
- 43 Conference Board of Pensions iv. Board of Trustees
- 44 v. Faith Foundation Northwest. vi. Administration and Structure:

RECOMMENDATIONS

- 1 vii. Proposals on Annual Conference and Conference Connectional Table structure and procedure, and other related matters of church order and organization for the Annual Conference, districts or local church.
- 2
- 3
- 4 viii. Committee on Episcopacy ix. Commission on Archives and History x. Commission on Communications xi. Committee on Persons Living with Disabilities xii. Commission on the Status and Role of Women xiii. Annual Conference Planning Team ix. Rules Committee
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10 **(2) Recommendation Assignment:** The Office of Connectional Ministries, in consultation with the writer(s) of the legislation, ~~shall be empowered to~~ assign recommendations to the appropriate Focus Session and ~~to~~ withdraw and reassigned said recommendations at any time before a report on said recommendations is . The Office of Connectional Ministries Conference may shall decide the appropriate number of Focus Sessions needed based on the resolutions, recommendations, petitions, and proposals for Conference action submitted by April 15th.

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19 **(b) Members:**

- 20 (1) The Executive Director of the Conference Office of Connectional Ministries shall assign members to each of the Focus Sessions. This shall be based on which standing committee or work area the Conference member serves during the year, and their personal desire for assignment, to the extent possible.
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- 23
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- 25
- 26 (2) Tenure: Assignment shall be annual, and the restrictions specified in Rule VI, Sec. 2(c) shall not apply in the Focus Sessions. Chairpersons of conference boards and agencies reporting to a Focus Session may serve on that Focus Session during their tenure in office and provided further that Conference Executive Staff and the Conference Treasurer may serve on the Focus Session appropriate to their responsibilities.
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- 33 (3) Vacancy: A lay member vacancy shall automatically be filled by the next alternate lay member from the same charge.
- 34
- 35

36 (c) Officers:

- 37 (1) Nominations and Tenure: Each Focus Session shall have leadership of a chairperson, vice-chairperson, and secretary. These persons shall serve for a one year term. Care shall be taken in these elections to alternate clergy and lay persons in the positions of chairperson and secretary. Members of the executive bodies of those agencies reporting to a Focus Session shall not be eligible to serve in the offices of chairperson, vice-chairperson, or secretary of that Focus Session. Individuals willing to serve as an officer will indicate such willingness
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1 when they register their focus session preference. Officers will be as-
2 signed by the Office of Connectional Ministries as needed. When not
3 enough officers are available, the Office of Connectional Ministries is
4 empowered to shall recruit individuals to serve in such capacity.

5 (2) Training: Focus Session chairpersons, along with the corresponding
6 ministry group chairperson and vice-chairperson, board chairpersons,
7 director of Connectional Ministries, and the chairperson of the Or-
8 ders of the Day shall meet the day before Annual Conference to be
9 briefed on legislative procedure and to form and share Focus Session
10 agendas. Tentative Annual Conference agenda may be formed subject
11 to concurrence of the Presiding Officer and daily scheduling require-
12 ments.

13
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21 chairperson, vice-chairperson, or secretary of that Focus Session.
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31 briefed on legislative procedure and to form and share Focus Session
32 agendas. Tentative Annual Conference agenda may be formed subject
33 to concurrence of the Presiding Officer and daily scheduling require-
34 ments.

35
36 **(d) Meetings:**

37 (1) Presiding Officer: The Focus Session shall be convened at Annu-
38 al Conference by the chairperson. In the event the chairperson is
39 unable to function, the vice-chairperson shall assume the duties of
40 the chairperson. If neither the chairperson nor the vice-chairperson
41 can attend the meetings of the Focus Session at Annual Conference,
42 the Director of Connectional Ministries shall appoint a person to
43 convene the session. The first order of business of the Focus Session
44 shall be election of a chairperson and vice chairperson.

- 1 (2) Motions for Nonconsideration: Recommendations, proposals, and
 2 petitions received by April 15, and included in the Pre-Conference
 3 Handbook shall not be subject to a motion of non-consideration
 4 in its assigned Focus Session. Recommendations and petitions on
 5 which there is a motion for nonconsideration shall be not be de-
 6 batedable without a motion supported by a simple majority. This
 7 motion to open debate is nondebatabeand must be supported by a
 8 simple majority this motion to be considered without debate provid-
 9 ed that any recommendation, proposal, or petition received by April
 10 15, and included in the Pre-Conference Handbook shall not be sub-
 11 ject to a motion on non-consideration in the assigned Focus Sesson.
- 12 (3) Counting Votes: Each Focus Session shall include in its report on
 13 each recommendation for action a statement of the number present
 14 at time of voting, the number of affirmative votes and the number of
 15 negative votes and the number abstaining. In accordance with Rob-
 16 erts Rules of Order, abstentions shall not be counted in determining
 17 necessary majorities..
- 18 (4) Funding of Proposals: All program proposals requiring program or
 19 meeting funds shall indcate the intended source of these funds. \
 20 Proposals to be funded by the Conference Connectional Table shall
 21 be referred to the OCM Finance Committee for review and report to
 22 the Annual Conference prior to its action. Proposals involving \$500-
 23 or more, regardless of the source of these funds, shall be referred to
 24 the Conference Council on Finance and Administration for review
 25 and report to the Annual Conference prior to action.
- 26 (5) Staffing of proposals: All program proposals requireing conference
 27 office staff time shall so indicate. Propossals reasonably anticipated to
 28 involve ten hours or more of conference office staff time during any
 29 one year shall be referred to the Connectional Table for review and
 30 report to the Annual Conference prior to ts action.
- 31 (6)(4) Sub-Committees: Each Focus Session may elect sub-committees
 32 by whatever method it chooses.
- 33 (7)(5) Additional Meetings: Focus Sessions which have not completed
 34 their work in the time allotted to them in the Annual Conference
 35 program may call such additional sub-committee or full committee
 36 meetings as are necessary when not in conflict with the business
 37 sessions of the Annual Conference. To handle matters of reference
 38 arising in Annual Conference sessions after the regularly sched-
 39 uled Focus Session meetings have been completed, the Executive
 40 Committee of each Focus Session, consisting of the chairperson,
 41 vice-chairperson, secretary, and sub-committee chairpersons, shallis
 42 empowered to act for the whole committee.

Sec. 4. Plenary Sessions

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- (a) Announcements: All announcements in sessions shall be furnished in writing and announced from the Conference Secretary’s desk.
- (b) Copies to Secretary: Copies of all reports and resolutions shall be furnished to the Conference Secretary in duplicate.
- (c) Exceptions to Focus Session Reports: All resolutions, recommendations, petitions, and proposals shall be brought to the floor of the Annual Conference only as part of a report of a Focus Session, excepting matters from the Rules Committee and the Nominations Committee.
- (d) “Twelve Hour Rule”: All reports of boards, commissions, and committees dealing with social and international relations and/or fiscal matters involving \$500 or more and the report of the Committee on Nominations shall be reproduced in quantity and placed in the hands of the members as early in the session as possible, and no later than 12 hours preceding their consideration.
- (e) Focus Session Reports
 - (1) The chairpersons of the Focus Sessions or others designated by them may present their reports as they are ready. Focus Sessions shall report to the Annual Conference only those matters which have been considered by the Focus Session.
 - (i) The report of any Focus Session shall not exceed one hour until each Focus Session has reported and only then shall additional time become available for reports of a Focus Session.
 - (ii) During the first hour, the Focus Session shall report to the Annual Conference any program recommendation that requires changes in the budget as submitted by the Council on Finance and Administration.
 - (iii) The Focus Session on Property and Finance shall present the budget of the Annual Conference for legislative action and adoption following the final reports involving budgetary requests of the other Focus Sessions.
 - (2) A Focus Session shall create a consent calendar which will include those items of legislation receiving 90% or more of the vote of the Focus Session excluding abstentions.
 - (i) Items on the consent calendar will be listed as a single Report #1, with the petitions included clearly identified as follows: #1A (petition title, number and page number in the Pre-Conference Handbook), 1B (title, number, page), 1C, etc.

- 1 (ii) The entire consent calendar will be voted upon with one vote without
- 2 debate.
- 3 (iii) In order to remove an item from the consent calendar for debate
- 4 during the plenary session, ten signatures of Annual Conference
- 5 members must be presented on the appropriate form to the Con-
- 6 ference Secretary before the Focus Session begins its report in the
- 7 plenary session.
- 8 (iv) Each Focus Session may decide by a simple majority vote not to
- 9 include an item on the consent calendar.
- 10
- 11 (3) Items to be excluded from the consent calendar include: all new
- 12 legislation generated by a Focus Session, or legislation significantly
- 13 amended so as to have the effect of making it new legislation as de-
- 14 termined by a majority of the officers of the Focus Session; any item
- 15 which would require more than a simple majority vote and would
- 16 need to record that vote count; i.e., amending the rules and consti-
- 17 tution, etc.; and all matters dealing with the budgets of the Annual
- 18 Conference and vote of closure of churches.
- 19
- 20 ~~(3)~~(4) Exceptions to Focus Session Reports: All resolutions, recom-
- 21 mendations, petitions, and proposals shall be brought to the floor of
- 22 the Annual Conference only as part of a report of a Focus Session,
- 23 excepting matters from the Rules Committee and the Nominations
- 24 Committee.
- 25 (f) Nonconcurrency Reports: Recommendations and petitions on which
- 26 a Focus Session recommends nonconcurrency or nonconsideration
- 27 shall not be debated on the floor of the Annual Conference without a
- 28 motion supported by a simple majority. This motion to open debate is
- 29 nondebatable to be considered without debate.
- 30 (g) Minority Reports: A minority report on any subject on which a
- 31 report has been adopted by a Focus Session may be presented to the
- 32 Annual Conference when signed by fifteen or more members of the
- 33 Focus Session. Those signing a minority report shall choose a mem-
- 34 ber of the conference to present the report to the Annual Confer-
- 35 ence. This person shall have the same privileges in this presentation as
- 36 the chairperson of the Focus Session has in presenting the majority
- 37 report.
- 38 (1) Such reports shall be printed and distributed in the same manner as
- 39 the majority report and shall be designated as minority reports and
- 40 include the names of the signatories.
- 41
- 42 (2) A minority report shall be considered on the floor of the Annual
- 43 Conference as a substitute for the majority report. In accordance
- 44 with Sec. 4(f) of this Rule, where the report of the Focus Session is

1 for nonconcurrency or nonconsideration, the minority report shall be
 2 considered only after a motion to open debate on the Focus Session
 3 report has been approved by a simple majority.
 4
 5 (3) Where a Focus Session moves nonconcurrency of~~does not adopt~~ a
 6 resolution, recommendation, or proposal from a board, commission,
 7 or standing committee of the Annual Conference established in these
 8 rules or from a special task force or committee established by action
 9 of the Annual Conference, that resolution, recommendation, or
 10 proposal shall be included as a minority report of the Focus Session if
 11 this is requested by the chairperson of the Annual Conference agency
 12 submitting it.

13 **Sec. 5. Joint Sessions of Annual Conference**

14 When an Annual Conference session is to be held jointly with
 15 other Annual Conferences, rules concerning the session's planning,
 16 legislative proposals, and procedures ~~shall~~will be established jointly by
 17 a subcommittee of the Rules Committees of the Annual Conferences
 18 involved, and approved by the separate Annual Conference's Rules
 19 Committees and their Sessions Planning teams.

20 **VI. CONFERENCE AGENCIES**

21 **Sec. 1. Organization, Membership and Responsibilities**

22 The official agencies of the Pacific Northwest Conference, under
 23 provision of ¶610, are:

- 24
 25
 26 (a) **Connectional Table:** Membership of the Table shall consist of the
 27 Bishop (Chair), the Conference Lay Leader (**Vice-chair**), the Dean
 28 of the Cabinet; three persons representing the Leadership Develop-
 29 ment subgroup: Representative of the Board of Laity, Representative
 30 of the Board of Ordained Ministry, one member-at-large appoint-
 31 ed by the Bishop; three persons representing the Congregational
 32 Development sub-group: Representative of Board of Congregational
 33 Development, Representative of the Task Force on Discipleship, one
 34 member-at-large appointed by the Bishop; three persons representing
 35 the Mission and Compassion group: Representative of the Board
 36 of Global Ministries, Representative of the Board of Church and
 37 Society, one member-at-large appointed by the Bishop; three persons
 38 representing the Administration and Support Services sub-group:
 39 Representative of Finance and Administration, Representative of the
 40 Communications Committee, Representative of the Rules Com-
 41 mittee; two young persons appointed by the Bishop; the Conference
 42 Ecumenical Officer, appointed by the Bishop; Director of Connec-
 43 tional Ministries (staff); and Conference Treasurer (staff). Other
 44 staff may be invited to attend as needed. ~~The Bishop shall be the chair~~

1 and the Conference Lay Leader shall be the vice-chair. Duties and
 2 responsibilities are as described in legislation enacted by the 2004
 3 Annual Conference and in the accompanying report received by the
 4 2004 Annual Conference, and as subsequently amended by succeed-
 5 ing Annual Conference Sessions.

- 6 (b) **Ministry Groups:** There shall be four Ministry Groups: Leadership
 7 Development; Congregational Development; Mission and Compas-
 8 sion; and Administrative and Support Services, to which the various
 9 conference agencies shall be assigned by the Connectional Table.

10 (c) **Other Conference Agencies**

11 (1) **Councils**

- 12 (a) Council on Finance and Administration (§611-619): 15 persons.
 13
 14 (b) Council on Youth Ministry (§649): The composition and number of
 15 members (up to a maximum of 25) shall be determined by the Coun-
 16 cil on Youth Ministry. No more than one-third of the Council shall
 17 be adults.
 18
 19 (c) Council on Young Adult Ministries (§650-1978 *Journal*, p. 295):
 20 One young adult elected by each district of the **Annual** Conference
 21 and selected by the district council on ministries. There shall be an
 22 additional six members who are selected by the **Council** agency. These
 23 members shall represent the diversity of young adults in the general
 24 population, including those in transition from high school to the next
 25 stage in life, college students, working persons, single, married, and
 26 those with children. One additional member will serve as the liaison
 27 between the Young Adult Council and the Board of Higher Educa-
 28 tion and Campus Ministry (**BHECM**). All members of the Young
 29 Adult Council shall be young adults (age 18-30). The BHECM
 30 liaison will have full voice and vote in both bodies.
 31
 32 (d) Council on Older Adult Ministries (§651-4): One person from each
 33 district elected by the Conference; five persons appointed by the
 34 **Council** agency. The purpose of this Council is to develop programs
 35 for ministry with older adults.

36 (2) **Boards:**

- 37 (a) Board of Church and Society (§629): One person from each dis-
 38 trict elected by the Conference; five persons name appointed by the
 39 **Board** agency including the mission coordinator for social action of
 40 the conference UMW as provided in *The Book of Discipline*.
 41
 42 Board of Discipleship (§630): No more than 15 members.
 43 (c)(b) Board of Laity (§631): Conference Lay Leader (Chair), Confer-
 44 ence Associate Lay Leader; the President, or representative of the

1 executive committee of Conference United Methodist Men, United
 2 Women in Faith~~United Methodist Women~~, Conference Council
 3 on Young Adult Ministries, Conference Council on Youth Minis-
 4 try, Council on Older Adult Ministries; the District Lay Leaders,
 5 Conference Director of Lay Servant Ministries, Coordinator of Civic
 6 Youth Ministries and Scouting, Director of Conference Office of
 7 Connectional Ministries or an associate, and the Bishop or designate.
 8 The Board may name~~appoint~~ other task forces and committees as
 9 needed.

10 (b)(c) Board of Global Ministries (§633): Chairperson and Secretary
 11 of the Board, and one chairperson from each of the following:
 12 Health and Welfare Ministries, Immigration and Refugee Concerns,
 13 Conference UMCOR Coordinator, Community Ministries, Con-
 14 ference United Methodist Volunteers in Mission, UVMIM Disaster
 15 Response. In addition: a Conference Secretary of Global Ministries,
 16 the President of the Conference United Women in Faith~~United-~~
 17 ~~Methodist Women~~, the United Women in Faith~~United Methodist-~~
 18 ~~Women~~-Mission Coordinator of Education and Interpretation, the
 19 Dean of Mission u. In addition, one representative from Hope for the
 20 Children of Africa and one from the Conference Mission Personnel
 21 Committee. ~~and any member of the Annual Conference who are~~
 22 ~~members of the General Board of Global Ministries shall be mem-~~
 23 ~~bers of the Board.~~ Up to three other agencies may be invited to each
 24 send one representative to participate as full members. The Confer-
 25 ence Secretary of Global Ministries shall be elected annually by the
 26 Annual Conference on nomination of the Board.

27
 28 (c)(d) Board of Congregational Development (§633.5): Chairperson and
 29 Secretary of the Board, 7 at-large Board of Congregational Devel-
 30 opment members (at least one of whom must be between the ages
 31 of 18 and 35), up to 3 Cabinet members, 4 Office of Connectional
 32 Ministries staff members (including the Director of New Faith Com-
 33 munities, the Director of Connectional Ministries, the Director of
 34 Leadership Development for an Inclusive Church, and the Hispanic
 35 Coordinator), the Conference Treasurer, the Chairperson of the
 36 Commission on Equitable Compensation and Mission Aid, and the
 37 Connectional Table Chairperson for Congregational Development
 38 for the Annual Conference. The Bishop will serve as an ex officio
 39 member.

40 (f) Board of Higher Education and Campus Ministry (§634): One per-
 41 son from each district elected by the Conference; four persons named
 42 appointed quadrennially by the Board~~agency~~ and five persons named
 43 appointed annually by the Board~~agency~~. It is recommended that the
 44 five annual appointments be students active in campus ministry. The

1 following persons shall be members without vote: United Ministries
 2 in Higher Education campus ministers who are United Method-
 3 ist (clergy or lay), the chaplain of the University of Puget Sound,
 4 Wesley Foundation ministers who are United Methodist, and student
 5 ministry workers of local United Methodist churches who are United
 6 Methodist. One additional member will serve as the liaison between
 7 the Board of Higher Education and Campus Ministry and the
 8 Council on Young Adult Ministries. This liaison will have full voice
 9 and vote in both bodies.

- 10 (g) Board of Ordained Ministry (§635): Up to 38 elders and deacons in
 11 full connection, plus additional lay members, to be nominated, elect-
 12 ed, and constituted as provided in *The Book of Discipline*.
- 13 (h) Board of Pensions (§639): 14 members, with 7 members elected
 14 every 4 years for an 8-year term.
- 15 (i) Board of Trustees (§640, 2512) ~~12 persons, as provided by the *Book*~~
 16 ~~*of Discipline*; any lay members shall be members in good standing of~~
 17 ~~local churches within the bounds of the Conference; members shall~~
 18 ~~be elected by the Conference for terms of four years.~~
- 19 (j) Camping Board of Stewards: 12 persons (including chair, vice-chair,
 20 secretary, Indianola Site Advisory Team Representative, Lazy F Site
 21 Advisory Team Representative, Ocean Park Site Advisory Team
 22 Representative, and Twinlow Board representative), and representing
 23 all five conference districts. In addition to these 12 persons, the board
 24 will consist of the Conference Treasurer or someone the Conference
 25 Treasurer name, and a Cabinet Representative (all with vote). The
 26 Camping Board of Stewards is an incorporated agency of the Annual
 27 Conference which owns, shares ownership, leases or rents sites upon
 28 which camping and retreat ministries are conducted. The Board of
 29 Stewards is responsible for the employment of staff, the acquisition,
 30 development, operation, and maintenance of these sites and for de-
 31 veloping and conducting the camping and retreat ministry program
 32 which, in a variety of additional settings, undergirds, enhances, and
 33 extends the local congregational ministry. This includes the establish-
 34 ment of standards and policies to be observed in these programs.

37 **(3) Commissions:**

- 38 (a) Commission on Christian Unity and Interreligious Concerns (§642):
 39 one person elected by the Conference as a convener of a **Commis-**
 40 **sion** ~~committee~~ composed in accord with *The Book of Discipline*.
- 41 (b) Commission on Equitable Compensation and Mission Aid (§625):
 42 Six persons elected by the Annual Conference, composed of an equal
 43 number of lay and clergy persons, as provided by *The Book of Dis-*
 44

- 1 *cipline*, including at least one layperson and one clergy person from
- 2 churches of fewer than two hundred members. One district superin-
- 3 tendent named by the Cabinet shall also be a member.
- 4 (c) Commission on Religion and Race (§643): One person from each
- 5 district, elected by the Conference; five persons named by the Com-
- 6 mission
- 7
- 8 (d) Commission on the Status and Role of Women (§644): One person
- 9 from each district, elected by the Conference; four persons ~~named ap-~~
- 10 ~~ointed~~ by the Commission; and one member named by the Confer-
- 11 United Women in Faith~~United Methodist Women~~.
- 12 (e) Commission on Communications (§646) Five persons elected by the
- 13 Conference, five persons ~~named~~selected by the Commission.
- 14 (f) Commission on Archives and History (§641): ~~1~~Seven persons
- 15 elected by the Conference; ~~2~~five persons ~~named~~appointed by the
- 16 Historical Society, which shall include ex-officio the archivist of each
- 17 of the three depositories.
- 18
- 19 (g) ~~Commission on Ethnic Ministries (§632): One person from each~~
- 20 ~~district, elected by the Conference; five persons appointed by the~~
- 21 ~~agency.~~
- 22 **(4) Standing Committees:**
- 23
- 24 (a) Joint Committee on Clergy Medical Leave (§652): 2 representatives
- 25 each from the Board of Ordained Ministry and the Board of Pen-
- 26 sions.
- 27 (b) Native American Ministries Committee (§654): Four persons elected
- 28 by the Conference; three persons ~~named~~ appointed by the ~~Commit-~~
- 29 ~~tee~~ agency.
- 30 (c) Committee on Episcopacy (§637): 15 persons, ~~3~~three of whom shall
- 31 be appointed by the Bishop and 12 of whom shall be elected qua-
- 32 drennially by the Annual Conference at the session following the
- 33 General Conference.
- 34 (d) Committee on the Full Participation of Persons Living with Disabil-
- 35 ities (§653): Four persons elected by the Conference; three persons
- 36 named by the Committee.
- 37
- 38 (e) Clergy Committee on Investigation (§2703.2): ~~Four~~Seven clergy in
- 39 full connection, ~~three~~two lay persons, three alternate clergy in full
- 40 connection, and six alternate lay persons members; three of whom
- 41 shall be diaconal ministers if availablefive of whom shall be clergy in
- 42 full connection and one of whom a layperson. The Committee shall
- 43 nominated by the bishop in consultation with the Board of Ordained
- 44 Ministry and the Board of Laity.

- 1 (f) Diaconal Committee on Investigation (§2703.2b3): There shall be
- 2 not fewer than three diaconal ministers or members of the church,
- 3 nominated by the bishop.
- 4 (g) Committee on Nominations (Rule VI, Sec. 3): The district super-
- 5 intendents, chairpersons of each district nominating committee or
- 6 other person named chosen by the district superintendent; the Co-
- 7 nference Lay Leaders; three other persons named appointed by the
- 8 Committee agency.
- 9
- 10 (h) Rules Committee (§604.1): Seven persons elected by the Annual
- 11 Conference.
- 12 (i) Administrative Review Committee (§636): Three clergy in full con-
- 13 nection and two alternates who are not members of the Cabinet or
- 14 the board of ordained ministry, nominated by the bishop and elected
- 15 quadrennially by the Clergy Session. ~~with the responsibilities provid-~~
- 16 ~~ed in *The Book of Discipline* (§636).~~
- 17
- 18 (j) Hispanic Ministries Committee (§655): Twelve members with six
- 19 persons elected by the Conference and six persons appointed by the
- 20 committee agency; ex-officio members may include one district su-
- 21 perintendent, the president or designate of Hispanic/Latino Caucus,
- 22 and the Coordinator of Hispanic Latino Ministries or other Confer-
- 23 ence staff person. The committee will organize its own leadership as
- 24 well as add people to sub-committees and task forces.
- 25 (k) Committee on Ethnic Ministries (§632): One person from each dis-
- 26 trict, elected by the Conference; five persons named by the Commit-
- 27 tee.
- 28 (l) Episcopal Residence Committee (§638)
- 29
- 30 **(5) Committees:**
- 31 (a) Annual Conference Sessions Planning Committee (Rule V, Sec. 1).
- 32
- 33 **(6) Foundations:**
- 34 (a) The Faith Foundation Northwest Northwest United Methodist
- 35 Foundation, an independent foundation, includes the Bishop and
- 36 Conference Treasurer of the Annual Conference on its Board of
- 37 Directors, with voice and vote.
- 38 (b) The United Methodist Educational Foundation: the Bishop, the
- 39 district superintendents, and one lay person from each district.
- 40
- 41
- 42

Sec. 2. Membership and Tenure

- 43 (a) All councils, boards, commissions, and standing committees of the
- 44 Annual Conference shall have quadrennial status, and their member-

1 ship shall be nominated by the Conference Nominations Committee
 2 at the first session of the Annual Conference following the General
 3 Conference, except as otherwise noted in *The Book of Discipline or*
 4 Conference Rules. All members of councils, boards, commissions,
 5 and committees shall be members of The United Methodist Church.

6 (b) All councils, boards, commissions, and standing committees of the
 7 Annual Conference shall meet and organize as promptly as feasible
 8 following the election of their members. Every council, board, com-
 9 mission, and standing committee shall continue in responsibility until
 10 its successor is organized. The outgoing officers of each agency shall
 11 provide orientation, agenda, and program for the organizing meeting.

12 (c) Those councils, boards, commissions, and committees whose mem-
 13 bership is based, at least in part, on district representation shall be
 14 permitted to elect to their membership not more than three members
 15 at large, if such election is necessary to ensure continuity in positions
 16 of responsibility and leadership, such elections to be confirmed by the
 17 Annual Conference at its next session.

18 (d) No person shall serve on any one council, board, commission, or
 19 committee of the Annual Conference more than eight consecutive
 20 years with the following exceptions and provisions: One or two years'
 21 service to fill a vacancy on a quadrennial council, board, commission
 22 or committee shall not be counted for the purpose of this rule; in
 23 the case of committees or boards elected in three year classes, the
 24 maximum period of consecutive service shall be three terms, with the
 25 provision that a one year appointment to fill a vacancy prior to the
 26 first term shall not be counted for the purpose of this rule; persons
 27 who are members of a council, board, commission, or committee
 28 ex officio shall not be affected by this rule; however, non-salaried
 29 Conference and Board officers, such as Conference Secretary and
 30 Statistician, executive secretaries of the various Conference boards
 31 and commissions, Conference and District Lay Leaders and associate
 32 lay leaders shall be limited to eight consecutive years in any one of
 33 these offices; however, one or two years service to fill a vacancy during
 34 a quadrennium for these offices shall not be counted for the purpose
 35 of this rule.

36 (e) No member shall serve on more than one of the following admin-
 37 istrative groups: Council on Finance and Administration, Board of
 38 Ordained Ministry, Board of Pensions, or Board of Trustees of the
 39 Annual Conference, nor on more than one of the following program
 40 groups: Board of Church and Society, Board of Discipleship, Board of
 41 Global Ministries, Board of Congregational Development, Board of
 42 Higher Education and Campus Ministry, Camping Board of Stew-
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- ards, Commission on Christian Unity and Interreligious Concerns, Commission on Religion and Race, Commission on the Status and Role of Women, or the Commission on Communications. This shall not affect membership on groups because of Disciplinary provisions or other provisions of these rules.
- (f) Each council, board, commission-council, and standing committee and commission shall have the discretion to declare positions vacant on grounds of nonparticipation.
 - (g) Members of General Boards, Councils, or Commissions and their various sections or divisions shall be members of equivalent conference boards, councils, or commissions, with vote.
 - (h) Legislative action of the Annual Conference establishing committees and task forces for special assignments shall include a term not to exceed four years for the newly established committee or task force. Committees and task forces thus formed may not function with Annual Conference funding and authorization after expiration of their terms without new Annual Conference authorization. This same term limitation shall apply to ad hoc committees and task forces without Annual Conference action.

Sec. 3. Nominations Procedures

- (a) The Annual Conference Committee on Nominations shall receive recommendations from: districts, the Conference Council on Youth Ministry, the Conference Council on Young Adult Ministries, and ethnic caucus groups. From the list of persons recommended, but not limited thereto, the Committee shall make nominations for all councils, boards, commissions, and standing committees agencies. The Conference Committee on Nominations in making recommendations shall give special attention to achieving inclusiveness among racial/ethnic persons, lay women, lay men, clergy, youth, young adults, older adults, and persons with disabilities. The Conference Nominations Committee shall be encouraged to ensure that the membership of all councils, boards, commissions, councils, and standing committees represent the needs and concerns and the gifts and graces of churches of 200 members or fewer by actively recruiting from small churches wherever possible.
- (b) Where permitted by *The Book of Discipline*, the Conference Committee on Nominations shall nominate for election by the Conference the chairpersons of the Conference agencies and their major sections and committees.
- (c) Those persons who are to be nominated shall be consulted and their

- 1 consent received before their names are presented in the Report on
- 2 Nominations.
- 3 (d) Vacancies on councils, boards, commissions, and standing committees
- 4 of the Conference that occur between sessions of the Annual Con-
- 5 ference may be filled by the Chairperson of the Conference Nomina-
- 6 tions Committee, provided: it shall be necessary that these appoint-
- 7 ments be confirmed at the next session of either by the Connectional
- 8 Table or by the Annual Conference at the next session of either.
- 9
- 10 (e) The Conference Lay Leader shall be elected for a quadrennial term.
- 11 The Associate Conference Lay Leader shall be elected for a four year
- 12 term, beginning at mid-quadrennium.
- 13 (1) Each district should select a candidate from that district
- 14 to be presented to the Laity Session ~~lay session~~ of the Annual Con-
- 15 ference. The candidate shall be selected as determined by each district.
- 16 (2) Information about each candidate shall be included in
- 17 the registration packet, and no further promotional material shall be
- 18 distributed at the Annual Conference session.
- 19
- 20 (3) Nominations may be made from the floor, during the
- 21 Laity Session, with the consent of the person being nominated.
- 22 Nominees should be aware of the job responsibilities and the time
- 23 commitment of the office.
- 24 (4) At the Laity Session, ~~a meeting of the lay members~~
- 25 ~~convened by the Conference Lay Leader at the Annual Conference,~~
- 26 the lay members shall select the Conference Lay Leader or Associate
- 27 Conference Lay Leader from the list of candidates selected by the
- 28 districts and those nominated from the floor.
- 29
- 30 (5) The election shall be conducted by a member of the Board
- 31 of Laity, not running for either office.
- 32 (6) The selected candidate's name shall be submitted to the
- 33 Conference Committee on Nominations to be included in the com-
- 34 mittee report for confirmation by the Annual Conference.
- 35 (7) The Conference Lay Leader and Associate Lay Leader
- 36 shall take office at the close of the Annual Conference session.
- 37
- 38 (8) The Associate Lay Leader may serve in any Conference
- 39 council, board, commission, or standing committee agency in the
- 40 place of the Lay Leader, as they find necessary.

Sec. 4. Officers

- 42 (a) Each council, board, commission, and standing quadrennial commit-
- 43 tee shall organize with chairperson, vice chairperson, and secretary to
- 44

1 hold office for the quadrennium or until their successors are elected.
 2 Except for the Board of Ordained Ministry, it is recommended that
 3 both clergy and lay persons be represented among the officers. The
 4 chairperson elected to the agency shall be responsible for convening
 5 the first regular meeting of each ~~board~~ or agency in a new quadren-
 6 nium. In the case of Conference agencies where *The Book of Discipline*
 7 requires election of the chairperson by the agency itself, the Confer-
 8 ence Committee on Nominations shall appoint a convener for this
 9 first regular meeting.

- 10 (b) In the case of Conference agencies where *The Book of Discipline*
 11 requires election of the chairperson by the agency itself, the officers
 12 shall be elected by the following process: before adjournment of
 13 the Annual Conference prior to the beginning of the quadrennium,
 14 those members of the agencies elected for the quadrennium who are
 15 present at the Annual Conference shall be convened by an assigned
 16 member of the Conference Executive Staff for the purpose of select-
 17 ing a nominating committee of three to five persons. The time and
 18 place of the meetings for this purpose shall be announced during the
 19 Annual Conference session. One member of the nominating com-
 20 mittee shall be designated as its convener, and the committee shall
 21 prepare to report a slate of nominees for the organizing meeting of
 22 the agency.
- 23 (c) In the case of agencies whose chairpersons are elected by the Con-
 24 ference, the remaining officers shall be elected by the same process
 25 as provided in (b) with the exception that the meeting at the Annual
 26 Conference session shall be convened by the newly elected chairper-
 27 son.
- 28 (d) At these meetings convened according to (b) or (c), the agency
 29 nominating committee which is appointed also may be authorized to
 30 prepare recommendations for additional persons to be appointed as
 31 members of the agency where this is provided for in these Rules.

32 **Sec. 5. Institutions**

33 All institutions whose trustees must be elected or confirmed by the
 34 Annual Conference shall submit to the Conference a list, in writing,
 35 of the names of nominees **by April 15** before the Annual Conference
 36 is required to vote.

37 **Sec. 6. District Committee on the District Superintendency**

38 The District Councils on Ministries or their counterparts in each
 39 district shall be responsible for the organization of the District Com-
 40 mittees on the District Superintendency.

41 **VII. CONFERENCE FINANCIAL PROCEDURES AND**

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APPORTIONMENTS

Sec. 1. Fiscal Year and Salary

- (a) The fiscal year in this **Annual** Conference shall be the calendar year beginning January 1 and closing December 31. The Conference Treasurer shall close the financial records of the Conference as of December 31, and all remittances must be received in the Conference office by that date in order to receive credit for that fiscal year.
- (b) Unless otherwise agreed upon by the local church and the appointing authorities, the salary of a pastor transferred between Conference sessions shall begin when the pastor assumes responsibility with that church.

Sec. 2. Program Proposals

All program proposals to be submitted to the Annual Conference which require Conference financial resources beyond the current fiscal year shall include an estimate of the required financial resource for at least the following three years. Program proposals involving \$500 or more, regardless of the source of these funds, shall be referred to the Conference Council on Finance and Administration for review and report to the Annual Conference prior to its action. and the Annual Conference, if it desires, may submit such proposals to the Council on Finance and Administration for their review and recommendation of the financial aspects of the proposal prior to its being acted upon by the Annual Conference.

Sec. 3. Apportionments

- (a) All requests for Conference apportionments upon the charges or for Conference-wide appeals for financial support for special causes shall first have been referred to the Council on Finance and Administration, and no apportionments shall be made until the Council shall have made its report. If the report is negative, a 60% majority vote of the **Annual** Conference shall be required to reverse the recommendation of the Council.
- (b) The Council on Finance and Administration shall determine apportionments in the following way for all purposes:
 - (1) Determine the total for the Conference for the two years preceding the current year for the columns reporting the following items: Pastor’s Plan Compensation Paid, Associate Pastor’s Plan Compensation Paid, Non-Capital Parsonage Expenses, Travel Allowance, Other Cash Allowance, Diaconal Ministries Compensation, Other Staff Compensation, Current Expenses for Program, and Other Current Expenses.

- 1 (2) For the same two years, determine the total giving of each
- 2 local church for the same purposes.
- 3 (3) Determine the ratio of giving of each local church of the
- 4 Conference by dividing item (2) by item (1) to get the ratio grade
- 5 point for each church; same to be carried out to the nearest five deci-
- 6 mal points.
- 7
- 8 (4) Multiply the amounts to be apportioned by the Confer-
- 9 ence to the churches, for any cause authorized by the Conference, by
- 10 the ratio grade point for each church to determine the amount to be
- 11 apportioned to each local church, computing apportionment to the
- 12 nearest dollar.
- 13 (c) The Council on Finance and Administration shall have the power to
- 14 make adjustments in cases of new churches, of churches composed of
- 15 other than United Methodist constituency, and churches with unusu-
- 16 al or critical situations.
- 17
- 18 (d) The minimum apportionment for a newly chartered church shall be
- 19 set by formula by Board of Congregational Development using the
- 20 models they have developed that reflect both the current context and
- 21 emerging new ministry models.
- 22 (e) Whenever the asking for World Service and Conference Benevolenc-
- 23 es of any local church is less than the asking for the previous year, the
- 24 local church shall be encouraged by its District Superintendent to
- 25 accept the asking for the previous year.
- 26 (f) The maximum increase in grade point for a local church shall not
- 27 exceed 30% in any conference year.
- 28
- 29 (g) The total annual apportionments to the churches of the Annual Con-
- 30 ference shall not be increased over the previous year by a percentage
- 31 that exceeds the aggregate percentage increase in those items in the
- 32 local churches upon which the grade point is based.

Sec. 4. Conference Benevolences

The officers of all institutions, causes, and agencies participating in the funds allocated under the “Conference Benevolences” budget shall be required to submit to the Council on Finance and Administration through the Conference Treasurer’s office, at least 90 days prior to the meeting of the Annual Conference, a statement of their budget, showing uses made of the funds granted under the Conference’s Benevolences budget, together with their requests for the ensuing year. These shall be submitted in the form and number of copies requested by the Council on Finance and Administration.

Sec. 5. Remittances of Local Funds

- 1 (a) All funds on apportionments, including benevolences, shall be remit-
- 2 ted to the Conference Treasurer in twelve equal payments, beginning
- 3 with January, except that small churches (membership under 100)
- 4 may elect to pay on a quarterly basis.
- 5 (b) 5/12 of each church's annual apportionment shall be paid in full by
- 6 May 31 of each year, and the remaining 7/12 shall be paid in full by
- 7 December 31 of each year.

8 **Sec. 6. Financial Audits and Bonds (§617)**

- 9
- 10 (a) ~~Consistent with the applicable sections of *The Book of Discipline, the*~~
- 11 ~~*Council on Finance and Administration shall employ a firm of certified*~~
- 12 ~~*public accountants.*~~
- 13 (b) All officers and staff of the **Annual** Conference who handle Confer-
- 14 ence funds shall be bonded. The nature and amounts of such bonds
- 15 shall be determined by the Council on Finance and Administration,
- 16 subject to the provisions of §§618 and 2511.
- 17
- 18 (c) Each institution, **agency, or organization** which is related to the An-
- 19 nual Conference pursuant to §633.4(b)(27), agency or organization
- 20 which receives funds from this Conference, shall furnish each year
- 21 to the Council on Finance and Administration one copy of both its
- 22 annual audit report and its current liability insurance policy.
- 23 (d) Each institution which is related to the Annual Conference pursuant
- 24 to §633.4(b)(27), which does not receive funds from this Conference
- 25 shall annually furnish the Conference Treasurer one copy of its audit-
- 26 ed financial statement and **its** current liability insurance policy.

27 **Sec. 7. Funds for Program Ministries of the Council**

28 The Conference Treasurer is authorized to advance money to the

29 program ministries of the **Annual** Conference from funds available

30 on a monthly basis in an amount not to exceed one-twelfth (1/12) of

31 the income from the Conference Benevolences portion of the budget.

32 **Sec. 8. Capital Funds Campaign**

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- 35 (a) The designated cause for a Capital Funds Campaign and the plan for
- 36 raising these funds shall be separate issues before the Annual Confer-
- 37 ence.
- 38 (b) Any plan for raising Capital Funds for the Annual Conference shall
- 39 provide several alternatives for consideration by the local church,
- 40 which shall have the option of developing its own plan for raising its
- 41 accepted portion of a Capital Funds effort.

42 **Sec. 9. Authority to decrease budgeted expenditures and redi-**

43 **rect receipts from apportionments**

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RECOMMENDATIONS

1 Unless otherwise determined by a special session of the Annual Con-
 2 ference, if at anytime between annual sessions of the Conference, the
 3 Council on Finance and Administration concludes that actual annual
 4 receipts from apportionments in the Ministerial Support and Admin-
 5 istration Fund, or the World Service and Conference Benevolences
 6 Fund are likely to be less than ninety-five percent of the budgeted
 7 annual receipts from apportionments for that Fund, the Council on
 8 Finance and Administration is authorized to (a) decrease budgeted
 9 expenditures; and (b) redirect actual receipts from apportionments
 10 within funds, line items, or other elements of the Conference budget,
 11 including the total amount of the World Service and Conference Be-
 12 nevolences Fund, in consultation with the Conference Connectional
 13 Table.

14 **Sec. 10. Authority to transfer reserve balances from Conference**
 15 **Budget**

16 If the Council on Finance and Administration reasonably concludes
 17 that the balance in the Conference Contingency Reserve Fund is
 18 likely to be less than \$200,000, then the Council on Finance and
 19 Administration is authorized to transfer reserve balances from or
 20 among any line items of the Conference budget, including the World
 21 Service and Conference Benevolences Fund, in consultation with the
 22 Connectional Table.

24 **Sec. 11. Advance Special Advance Account Number.**

25 Each authorized Conference Advance Special shall have a unique
 26 conference advance number.

28 **Sec. 12. Conference Disaster Response Fund**

29 Funds given in response to a disaster in the Annual Conference may
 30 be designated for that response effort. Funds in excess of what is re-
 31 quired may be placed in undesignated funds to be used in response to
 32 other disasters in the Annual Conference. This reallocation requires
 33 the approval of the Conference Board of Global Ministries and the
 34 Cabinet.

36 **VIII. ANNUAL CONFERENCE HOUSING AND TRAVEL**

37 **Sec. 1. Responsibility**

38 A budget for the Housing and Travel Fund shall be considered each
 39 year by the Council on Finance and Administration for inclusion in
 40 the Ministerial Support and Administration Budget.

42 **Sec. 2. Eligibility**

43 The following are eligible to receive Housing and Travel funds:
 44

RECOMMENDATIONS

- 1 (a) All ministerial members serving local churches.
- 2 (b) Ministerial members returning from sabbatical and ministers on leave
- 3 of absence returning for appointment.
- 4 (c) All lay members of the Annual Conference as defined in Rule II, Sec.
- 5 3, with travel within the bounds of the Annual Conference.
- 6 (d) Probationary members appointed to attend school, while attending
- 7 Annual Conference.
- 8 (e) Ministerial members appointed to serve in ministries beyond the lo-
- 9 cal church, with travel within the bounds of the Annual Conference.
- 10 (f) Each new pastor receiving an appointment in a local church, who
- 11 shall be certified by a district superintendent as in attendance at An-
- 12 nual Conference.
- 13 (g) Certified candidates for ministry.
- 14 (h) Retired ministerial members who attend Annual Conference, with
- 15 travel limited to the bounds of the Annual Conference.
- 16 (i) Two lay members of the Connectional Table.

Sec. 3. Housing and Travel: Pages

Annual Conference youth pages are eligible to receive housing and travel funds in a number to be determined by the Annual Conference Sessions Planning Committee as adequate to meet the needs of the Annual Conference.

Sec. 4. District Superintendents

The Annual Conference expenses of the District Superintendents shall be paid from the District Superintendents' Fund.

Sec. 5. Conference Staff

The Conference staff shall draw their Annual Conference expense from the "field expense" parts of their budgets.

Sec. 6. Housing and Travel Annual Report

A report of income and expenditures for housing and travel for the prior year shall be made to the Annual Conference each year.

IX. EQUITABLE SALARY PLAN (§§342 and 625)

Sec. 1. Administration

The Equitable Salary Plan shall be administered by the Commission on Equitable Compensation which shall make further regulations consonant with *The Book of Discipline* and these Rules as deemed necessary.

Sec. 2. Eligibility and Participation

- (a) The Equitable Salary Plan for this Annual Conference shall be in accord with *The Book of Discipline*, particularly ¶¶342 and 625.
- (b) All extra financial aid received by a pastor, from whatever source, including but not limited to payment of insurance premiums, fuel, electricity, and other utilities, shall be considered part of their salary.
- (c) Each full-time pastoral charge is expected to pay not less than the full equitable salary as set by the Annual Conference. In those charges where the full equitable salary cannot be paid, the Conference will participate through the Equitable Compensation Fund; however, no more than 30% of the pastor’s full salary schedule for the year shall come from the Fund.
- (d) Student and part-time pastors may, upon recommendation of the District Superintendent and the approval of the Commission on Equitable Compensation, receive aid from the Equitable Compensation Fund according to a salary schedule worked out separately for that charge. That schedule shall be less than the Conference equitable compensation schedule for full-time pastors, and the school being attended shall be approved by the Conference Board of Ordained Ministry.
- (e) Where possible, the equitable salary aid shall be reduced each year.
- (f) Any pastor who is in the Course of Study and who fails in any year to meet Disciplinary requirements of the Course of Study for that year, as determined by the Board of Ordained Ministry, shall not participate in the Equitable Salary Plan for the next succeeding year.
- (g) In every charge where Equitable Compensation Funds are requested, a financial support program must be organized and carried out under a plan approved by the District Superintendent before the Charge can qualify for equitable salary aid.
- (h) Any charge of more than one church, receiving equitable salary aid-support, shall be eligible for an additional allowance for travel expenses, as set by the Annual Conference.
- (i) At the discretion of the Commission on Equitable Compensation-Salaries, after consultation with the Cabinet and Board of Ordained Ministry, Equitable Compensation Salary Funds may be used to assist in the transition for persons who initiate a career change or when a career change is initiated in accordance with ¶358.3 or ¶360 of *The Book of Discipline*.
- (j) By their initiation, after consultation with the District Superin-

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tendent, a local pastor, appointed less than full-time, may waive all or part of salary and benefits as calculated by the minimum salary schedule.

Sec. 3. Proposed Salary Schedule

The Commission on Equitable Compensation shall present annually to the Council on Finance and Administration and the Annual Conference a proposed figure for the Equitable Compensation Fund and a schedule of equitable salaries for the coming year.

Sec. 4. Necessitous Fund (§626)

A "Necessitous Fund" may be established to be used in alleviating unusual financial distress of any minister serving in this Annual Conference, and is to be constituted by voluntary contributions of the ministers. The Commission on Equitable Compensation salaries shall present annually to the Annual Conference a report on the past year's use of the Necessitous Fund that includes a financial summary and the type of use made of the Fund.

X. PENSIONS (§1506)

Sec. 1. Board of Pensions (§639)

The Conference Board of Pensions shall have charge of the interests and work of providing for and contributing to the support, relief, assistance, and pensioning of clergy and their families, other church workers, and lay employees of institutions, and organizations, and agencies, within the Pacific Northwest Conference of Tthe United Methodist Church, except as otherwise provided for by Wespath.

Sec. 2. Annual Conference Group Health Care Plans

The Conference Board of Pensions shall provide for and administer the health plans of Wespath for full-time clergy and full-time conference lay employees, and if appropriate under Federal Law to make it possible for these full-time participants that qualify to seek health coverage through the health care exchanges available in the Pacific Northwest Conference geographical area. The health policies of the Board determine funding of the health programs by the salary paying units.

Sec. 3. Retiree Health

The Conference Board of Pensions shall provide access to Medicare supplement plans and prescription drug coverage plans. The health policies of the Board determine the subsidization of the cost of coverage.

Sec. 4. Past Service Rate Goal

1 The Pre-82 funding plan is to increase the Ppast Service Rate at
 2 23% per year and keep the contingent annuitant percentage at 70%.
 3 The 23% increase per year is the goal of the funding plan but can be
 4 adjusted if economic times require. The Past Service Rate cannot de-
 5 crease from one year to the next. The Annual Conference shall set the
 6 Past Service Rate for the following calendar year after recommenda-
 7 tion from the Conference Board of Pensions.

8 **Sec. 5. Ex officio Members**

9
 10 The Conference Treasurer, Conference Benefits Officer, Assis-
 11 tant Treasurer/CBO, assigned district superintendent, and minister to
 12 retirees shall be members of the Board of Pensions with voice but no
 13 vote.

14 **Sec. 6. Rental/Housing Allowance for Retired, Terminated, or**
 15 **Disabled Ministers**

16 An amount equal to 100% of pension, severance, or disability pay-
 17 ments received from plans authorized under *The Book of Discipline of*
 18 *the United Methodist Church*, which includes all such payments from
 19 Wespath, during the calendar year by each active, retired, terminat-
 20 ed, or disabled clergyperson who is or was a member of, or under
 21 appointment to, the Conference or its predecessors, be and hereby is
 22 designated as a rental housing allowance for each such “Clergyperson.” (See 2016 Journal, pp. I17-18 for complete resolution).
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25 **Sec. 7. Wellness Programs**

26 The Conference Board of Pensions shall provide and maintain health
 27 and wellness programs for the Annual Conference's full-time cler-
 28 gy and full-time conference lay employees.

29 **Sec. 8. Comprehensive Funding Plan for Benefit Obligations**
 30 **(¶1506.6)**

31 The annual conference delegates the responsibility to the Confer-
 32 ence Board of Pensions to approve annually the comprehensive
 33 funding plan and receive a favorable opinion from Wespath Benefits
 34 and Investments. The Conference Board of Pensions will share the
 35 written summary of the funding plan with the Council on Finance
 36 and Administration. The annual funding plan will be signed by the
 37 Conference Treasurer, Conference Benefits Officer, chair of
 38 Conference Board of Pensions, and chair of Council on Finance
 39 and Aadministration.
 40

41 **XI. MISCELLANEOUS**

42 **Sec. 1. District Superintendents’ Reports**

- 43 (a) The District Superintendents, at least one month preceding the
 44

- 1 Annual Conference session, shall provide the Registrar of the Board
- 2 of Ordained Ministry with lists of all those who should be considered
- 3 by the Board, together with statements relative to character, fitness,
- 4 training, and effectiveness of each.
- 5 (b) It shall be the duty of the District Superintendents to present all
- 6 matters of interdenominational cooperation to the Board of Global
- 7 Ministries, the Board of Congregational Development, and to the
- 8 Annual Conference for its consideration of ecumenical concerns, and
- 9 to present a written report of the same for publication in the *Journal*.

Sec. 2. Moving Expenses

- 12 (a) The Annual Conference shall provide a moving subsidy to each
- 13 receiving church/charge to cover or assist with the cost of each
- 14 intra-conference move for any duly-appointed pastor-in-charge and
- 15 associate pastor under full-time appointment. The amount of the sub-
- 16 sidy will be set annually by the Annual Conference on recommen-
- 17 dation of the Council on Finance and Administration. This payment
- 18 will be made by the Conference Treasurer upon request from the
- 19 receiving church/charge. Each ministerial family shall receive only
- 20 one subsidy.
- 21 (b) The Annual Conference shall pay the one-time moving expenses,
- 22 up to an amount set by the Annual Conference on recommendation
- 23 of the Council on Finance and Administration, of the following
- 24 persons: a minister retiring under appointment from a local church, a
- 25 minister on Medical Leave, the surviving spouse of an active minister
- 26 under appointment to a local church, the surviving spouse of a Dis-
- 27 trict Superintendent, and the surviving spouse of a minister appoint-
- 28 ed to the Conference staff.
- 29 (c) Candidates for ministry or clergy being appointed from beyond the
- 30 conference boundaries (including ¶337.1) may be reimbursed for
- 31 moving costs according to a schedule of allowable amounts recom-
- 32 mended by the Council on Finance and Administration and ap-
- 33 proved by the Annual Conference.

Sec. 3. District and Local Church Parsonages

- 36 (a) The provision of the district parsonages shall be the responsibility of
- 37 the district in which each is located.
- 38 (b) Parsonages shall meet housing standards established by the Annu-
- 39 al Conference and available on the Conference website and in The
- 40 District Service Center.

Sec. 4. Procedures Relating to Election of Delegates to General and Jurisdictional Conferences

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- 1 (a) At least ninety days before the Annual Conference session at which
 2 elections are to be held, instructions and nomination forms approved
 3 by the Connectional Table shall be made available on the Conference
 4 website by the Director of Connectional Ministries to members of
 5 the Annual Conference for the nomination of lay and clergy dele-
 6 gates to General and Jurisdictional Conferences.
- 7 (b) Lay members may nominate only those candidates for election as
 8 lay delegates who meet the qualifications established by the General
 9 Conference and printed in *The Book of Discipline* (§365, ¶602.6), and
 10 who indicate their willingness to serve if elected by signing the nom-
 11 ination form. Clergy members may nominate only those candidates
 12 for election as clergy delegates who meet the qualifications estab-
 13 lished by the General Conference and printed in *The Book of Disci-*
 14 *pline* (§365, ¶316.6 ¶602), and who indicate their willingness to serve
 15 if elected by signing the nomination form. The Board of Ordained
 16 Ministry shall furnish a list of clergy eligible to serve as delegates.
- 17 (c) Nomination forms sent to the Conference Office by April 15 pre-
 18 ceeding the Conference Session shall be arranged alphabetically and
 19 duplicated in the Pre-Conference Handbook. Nomination forms
 20 returned after April 15, and before June 1, will be duplicated and dis-
 21 tributed to the conference members at the time of their registration
 22 for the Annual Conference session.
- 23 (d) ~~At the discretion of the Conference Lay Leader,~~ All candidates for
 24 election as lay delegates shall may be introduced at the Lay Session of
 25 the Annual Conference. All candidates for election as clergy dele-
 26 gates shall be introduced at the Ministerial Executive Session of the
 27 Annual Conference.
- 28 (e) On the opening day of the Annual Conference session, a final oppor-
 29 tunity shall be afforded for lay and clergy nominations from the floor
 30 by name only, without additional comments or introductions. Regular
 31 nomination forms, signed by those nominated from the floor, shall
 32 be filed immediately with the Conference Secretary. Nothing in this
 33 procedure shall keep any eligible person from being named on any
 34 ballot.
- 35 (f) The outcome of each hLay and cClergy ballot shall be clearly an-
 36 nounced before the next ballot is taken.
- 37 (g) At the sessions of the Annual Conference, nominated lay and clergy
 38 candidates are encouraged to present promotional material for dis-
 39 tribution describing their sense of call to the ministry of serving as
 40 a delegate, limited to a single sheet no larger than 8 1/2 x 11 inches,
 41 printed through private arrangements by the candidate or sponsors.
 42 Promotional materials shall not be distributed after balloting has
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- 1 begun.
- 2 (h) The outcome of each lay and clergy ballot shall be clearly announced
- 3 before the next ballot is taken.
- 4 (i) During the sessions of the Annual Conference, there shall be no
- 5 demonstrations, electioneering, placards, or campaigning on the floor
- 6 of the Conference.
- 7

Sec. 5. Procedures for Nominating a Candidate for the Episcopacy

- 9 (a) During the opening plenary of the Annual Conference, the Pacific
- 10 Northwest Annual Conference members of the Western Jurisdiction
- 11 Committee on Episcopacy shall announce the anticipated episcopal
- 12 vacancies for the next quadrennium. Eligible candidates for episcopal
- 13 vacancies shall be recommended for nomination by the Annual Conference.
- 14 The Jurisdictional Conference delegation may recommend episcopal
- 15 candidates for nomination. C and/or a candidate(s) may be recom-
- 16 mended from the floor.
- 17
- 18 (b) Each recommended candidate may provide support for their candi-
- 19 dacy on an 8 ½ x 11 inch sheet of paper, which may be circulated to
- 20 members of the Annual Conference.
- 21
- 22 (c) If only one candidate is recommended, the lay and clergy members
- 23 of the Annual Conference shall vote by simple majority whether to
- 24 nominate the candidate for the episcopacy.
- 25
- 26 (d) If more than one candidate is recommended, the lay and clergy
- 27 members of the Annual Conference shall ballot among those named.
- 28 Members shall vote for no more candidates than the number of
- 29 episcopal vacancies anticipated, less the number of candidates already
- 30 nominated. Any candidate receiving votes from a majority of the
- 31 members voting shall be declared nominated by the Annual Con-
- 32 ference. The nomination process shall be complete when as many
- 33 candidates have been nominated as there are anticipated vacancies,
- 34 or when the Annual Conference votes to discontinue the nomination
- 35 process.
- 36 (e) The Conference Secretary and the Jurisdictional Conference delega-
- 37 tion shall communicate as appropriate the results of the nominations
- 38 from the Annual Conference.

Sec. 6. Procedures Relating to District Representation

Any person elected to membership in the Annual Conference or to a council, board, commission, or committee of the Conference as a representative of a district shall vacate the position when moving from the district, except as permitted in Rule VI, Sec. 2(c).

Sec. 7. Petitions to General Conference

RECOMMENDATIONS

All petitions to the General Conference submitted to the Annual Conference for its action which change language in *The Book of Discipline* shall clearly indicate paragraph references and all additions and deletions to existing language.

Sec. 8. Special Sundays (§265)

In keeping with §265 of *The Discipline*, all requests for the establishment of Special Sundays in the calendar of the Annual Conference shall be submitted to the Conference Connectional Table. The Conference Connectional Table shall consider the request and determine what recommendations to make to the Annual Conference, which has the authority to establish special Sundays. Where such proposals for special Sundays involve an offering, the Council on Finance and Administration shall be consulted and its report placed before the Conference Table prior to action by the Connectional Table,

Sec. 9. Weapon-Free Zones

The Annual Conference offices and the camps and retreat centers of the conference shall be weapon-free zones, in accordance with United Methodist Resolution #3426 (adopted 2008, upheld 2012), and shall be so posted.

Sec. 10. Fellowship of Certified Lay Ministers

(a) Establishment

The Fellowship of Certified Lay Ministers in the Pacific Northwest Conference of The United Methodist Church is established for the sake of the life and mission of the church and to foster a deepening relationship with God among its members.

(b) Purpose

The Purpose of the Fellowship of Certified Lay Ministers Purpose is to:

- (1) Be a network of trusting mutual support, unity, common commitment, counsel, camaraderie, and covenant accountability for the encouragement, development, growth, and inspiration of Certified Lay Ministers in their discipleship as they strive to fulfill the Church's Mission and realize the Vision of the Pacific Northwest Conference whether through their assignments as part of mutual ministry teams or other roles they may play in the life and mission of the church;
 - (2) To provide for regular gatherings of Certified Lay Ministers, and;
 - (3) To advocate for and affirm the essential and critical role of Certified Lay Ministers.
- (c) Membership

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- 1 All persons certified as Lay Ministers in the Conference become
- 2 members upon certification, remain so as long as certified, and are
- 3 encouraged to participate in the Fellowship.
- 4 (d) Organization
- 5 The Fellowship will organize itself so as to best accomplish its intend-
- 6 ed Purpose.
- 7
- 8 (e) Relations with the Order of Elders, Order of Deacons, and Fellow-
- 9 ship of Local Pastors and Associate Members – The Fellowship will
- 10 establish and maintain collegial relations with the Order of Elders,
- 11 Order of Deacons, and Fellowship of Local Pastors and Associate
- 12 Members. This relationship will facilitate the development and dis-
- 13 semination of models and best practices of cooperative and collabora-
- 14 tive ministries.
- 15 (f) Conference Support
- 16 The Bishop shall provide continuing spiritual leadership for the
- 17 Fellowship. Financial support for the Fellowship shall parallel that
- 18 for the Order of Elders, Order of Deacons, and Fellowship of Local
- 19 Pastors and Associate Members.
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Sec. 11. Bereavement Leave

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- 23 (a) Bereavement leave, not to exceed one-fourth of a year, will be avail-
- 24 able and shall be granted by the bishop, the cabinet, and the executive
- 25 committee of the Board of Ordained Ministry to any local pastor,
- 26 provisional member, associate member, or clergy member in full con-
- 27 nection who so requests it at the death of a spouse or child.
- 28 (1) Persons desiring bereavement leave should file their request with the
- 29 committee on pastor-parish relations after consulting with the dis-
- 30 trict superintendent prior to its beginning to allow adequate pastoral
- 31 care for the church(es) involved to be developed.
- 32 (2) During the **bereavement** leave, the clergy member’s annual confer-
- 33 ence relations will remain unchanged, and the health and welfare
- 34 benefit plans will remain in force.
- 35 (3) A bereavement leave of up to one-fourth of a year will be considered
- 36 as an uninterrupted appointment for pension purposes.
- 37 (4) Compensation will be maintained for no less than the first eight
- 38 weeks of **bereavement** leave.
- 39 (5) During the **bereavement** leave time, pastoral responsibility for the
- 40 church(es) ~~(or churches)~~ involved will be handled through consul-
- 41 tation with the committee on pastor-parish relations of the local
- 42 church(es) and the district superintendent.
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RECOMMENDATIONS

- 1 (6) Special arrangements shall be made for district superintendents, bish-
- 2 ops, and those under special appointment who request bereavement
- 3 leave.

4 **XII. RULES**

5 **Sec. 1. Rules of Order**

- 6
- 7 (a) The President shall decide all questions of order; in case of appeal, the
- 8 question shall be taken without debate.
- 9
- 10 (b) Roberts Rules of Order shall be in effect in this Conference unless
- 11 otherwise provided for in these Conference Rules.
- 12
- 13 (c) No one shall speak more than once on the same subject until all who
- 14 desire have spoken, nor for more than five minutes without permis-
- 15 sion by vote of the Conference. This rule shall not pertain to those
- 16 presenting formal reports. All speakers on the floor shall identify
- 17 themselves by name and church, indicating whether they are clergy or
- 18 lay persons.
- 19
- 20 (d) The Conference shall not vote to prevent debate upon an item of
- 21 business before that item of business is presented.
- 22
- 23 (e) All motions and major amendments thereto, other than those relating
- 24 to procedure, must be submitted in writing on appropriate forms at
- 25 the time of presentation.
- 26
- 27 (e)(f) A rule may be suspended at any regular session by 2/3 vote of
- 28 the members present voting. A rule may be amended, rescinded, or
- 29 adopted at any regular session by a majority of the members present
- 30 and voting.

31 **Sec. 2. Conference Rules**

- 32
- 33 ~~(a) New, revised, amended or rescinded rules may originate as follows: by~~
- 34 ~~recommendations from any council, boards, commission or com-~~
- 35 ~~mittee of the Conference; from the Cabinet; over the signatures of~~
- 36 ~~five members of the Conference, or from the Conference in general~~
- 37 ~~session. Individual members may submit proposals to the Rules~~
- 38 ~~Committee for consideration, but in such case the committee is not~~
- 39 ~~bound to report the proposed changes on the floor of the Conference.~~
- 40
- 41 ~~(c)(b) A rule may be suspended at any regular session by 2/3 vote of the~~
- 42 ~~members present voting. A rule may be amended, rescinded, or ad-~~
- 43 ~~opted at any regular session by a majority of the members present and~~
- 44 ~~voting, subject to the provisions of Rule XII, Sec 2(a) and (b).~~