RULES AND STRUCTURE DOCUMENT

Annual Conference 2017
# RULES & STRUCTURE DOCUMENT

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DECLARATION

The United Methodist Churches of Indiana declares itself to be a continuing entity of the larger Body of Christ within the denomination known as The United Methodist Church. As that declared body, we are defined and directed for purposes of organization and procedure by the 2016 edition of *The Book of Discipline of The United Methodist Church*. Our Organizational Structure, Standing Rules, and Rules of Order as defined and written in this document continue in force from year to year, from one session of the Annual Conference to the next, except as changed or amended from time to time as prescribed by *The Book of Discipline* and this document.

The Standing Rules and Rules of Order will be printed annually in the pre-Conference workbook and in the official *Journal of the Annual Conference Session*. Unless otherwise needed, this Rules and Structure document will only be printed in the pre-Conference workbook and in the official *Journal of the Annual Conference Session* quadrennially in the year just prior to the session of the General Conference of The United Methodist Church.

BOUNDARIES

The United Methodist Churches of Indiana includes the state of Indiana in its entirety. Ten Districts and their respective boundaries are determined and set by the Cabinet of the United Methodist Churches of Indiana.

THE STRUCTURE AND ACCOMPLISHING THE CONFERENCE MISSION WITH MINISTRY COMMITTEES / TEAMS

The mission of the United Methodist Churches of Indiana is to make disciples of Jesus Christ for the transformation of the world by equipping its churches for ministry and providing a connection for ministry beyond the local church all to the Glory of God. ¶601

The Indiana Conference fulfills this mission in part by structuring itself into groups or teams to better focus our work. These groups or teams receive funding as necessary through the budget approved by the Annual Conference.

The numbers of persons listed below represent a minimum either required by *The Book of Discipline* or thought to be necessary to ensure that disciplinary mandates and Conference priorities are accomplished.

An attendance policy for members of boards, agencies and teams is included as an addendum to this document.

Individual Elections

1. Conference Secretary (¶603.7)
2. Conference Lay Leader (¶607)
3. Conference Statistician (¶603.7)
4. Conference Historian (¶641.3)
5. Chancellor (nominated by the Bishop ¶603.8)
6. Conference Secretary of Global Ministries (¶633.3)

Institutional Ministry Teams/Committees

All of these teams will be nominated with “special attention... to the inclusion of clergymen, women, youth, young adults, older adults, persons from churches with small memberships, people with disabilities, and racial and ethnic persons” (¶610.5). Each of these teams shall designate one of its members as a “coordinator of witness ministries” to fulfill the responsibilities assigned to this role in *The Book of Discipline*. (¶610)

All persons elected for these teams serve one four-year term, corresponding with the quadrennial calendar of the denomination, unless *The Book of Discipline* specifies a different length of service.

Annual Conference Sessions Committee

Task: Work in cooperation with The Resident Bishop in preparing for the Annual Conference gathering

Membership:
1. Bishop
2. Executive Assistant to the Bishop
3. Member of the Cabinet appointed by the Bishop
4. Conference Secretary  
5. Conference Lay Leader  
6. Director of Connectional Ministries  
7. Other members to be determined by the committee

**Annual Conference Petitions and Resolutions Team**

*Task:* Receive, review and present to Annual Conference Session with recommendation all petitions and resolutions appropriately submitted to the Annual Conference.

*Membership:* three voting members and the Director of Connectional Ministries (ex-officio without vote)

A Resolution pertains to the Conference: Resolutions come to the Annual Conference and request some change or recognition by the Conference. Resolution pertains to the Conference.

A Petition is a request to the General Conference: A petition seeks action such as a change in language to the Discipline or new language. A petition may come to the annual conference from an individual or group seeking annual conference approval which then requires the Annual Conference secretary to submit it the General Conference Petitions Secretary.

**Conference Commission on Archives and History**

*Task:* Preserve the records and promote the stories of existing and antecedent Conferences of The United Methodist Church and its antecedent denominations in Indiana. This commission fulfills the disciplinary mandates and maintains the connectional relationships described in ¶641.

*Membership:* Five persons skilled in this area and representing the diversity of the United Methodist Churches of Indiana, one of whom may be designated as Conference Historian.

**Communications Team**

*Task:* Strengthen communications within the United Methodist Churches of Indiana and among all levels of the connection. This team fulfills the disciplinary mandates and maintains the connectional relationships of the Commission on Communications. (¶646)

*Membership:* six members

1. Director of Communications
2. Five members at-large, selected for their skills in communications and their representation of the diversity of the Conference

**Conference Coordinating Council**

*Task:* There shall be a Coordinating Council so that there is alignment of the Annual Conference mission, vision and values with all ministries and activities of the Conference:

To fulfill the requirements of ¶608.1-6 “Each annual conference is responsible to focus and guide the mission and ministry of The United Methodist Church within its boundaries by:

1. envisioning the ministries necessary to live out the mission of the church in and through the annual conference;
2. creating and nurturing relationships and connections among the local, district, annual conference, and general church ministries;
3. providing encouragement, coordination, and support for the ministries of nurture, outreach, and witness in districts and congregations for the transformation of the world;
4. ensuring the alignment of the total resources of the Annual Conference to its mission;
5. developing and strengthening ethnic ministries including ethnic local churches and concerns;
6. providing for advocacy and monitoring functions to insure that the church is consistent with its stated values.”

And support the direction and work of the Annual Conference to:

1. champion the mission, vision, and values of the Annual Conference;
2. align all ministries to the mission, vision, values, policies, and decisions of the Annual Conference;
3. act on legislative matters between Annual Conference Sessions consistent with the mission, vision, and values of the Annual Conference;

4. communicate ministry alignment and accountability with the mission, vision, and values of the Annual Conference.

Membership:

1. Voice - No Vote
   a. The Bishop who presides or his/her designee
   b. Executive Assistant to the Bishop
   c. Conference Communication Director
   d. The President or representative of the United Methodist Foundation of Indiana

2. Voice and Vote
   a. Conference Lay Leader (¶603.9a)
   b. Conference Secretary
   c. one Superintendent
   d. one Director
   e. one person from each district operational team (see item 3 below, Selection Process).
   f. Young Adult representative (¶650.1)
   g. Youth representative (¶649.1)
   h. Higher Education and Ministry representative (¶634.3)
   i. Presidents of Conference UMW and UMM

3. Selection process for district membership (2e):
   Each district will recommend two people from the District Operational Team to the Committee on Nominations. Persons from each district recommended for this position should be able to think adaptively, be aware of the Conference mission, vision, and values statement and not be a member of any conference board, agency or team. Each person recommended should be familiar with and able to practice the principles of the SLI processes for adaptive leadership. When identifying these individuals, the district shall be sensitive to the diversity concerns of the Annual Conference in accordance with The Book of Discipline. (¶610.3)

It is the task of the Conference Committee on Nominations to ensure diversity and balance among our teams, boards, and committees. They shall identify one person from each district from the names provided to serve as a member of the Conference Coordinating Council, giving attention to diversity and inclusiveness.

4. Terms of office:
   Membership from districts shall be nominated to serve for one quadrennium as follows:
   Clergy from North, North Central, Southeast, West and South
   Laity from Northwest, Northeast, Central, East and Southwest
   This schedule would rotate after four years (lay / clergy) and continue for each following quadrennium.

Conference Committee on Episcopacy

Task: Fulfill the disciplinary mandates and maintain the connectional relationships of the Conference Committee on Episcopacy. (¶637)

Membership:

1. seven members or more, up to a maximum of 17
2. Lay and clergy members of the North Central Jurisdiction Committee on Episcopacy who reside in Indiana (ex-officio with vote)
3. Conference Lay Leader
4. 1/3 lay women, 1/3 lay men, 1/3 clergy (one lay person is the Conference Lay Leader)
5. One-fifth of the total membership to be appointed by the Bishop
6. Other persons as needed to achieve recommended balances and representation (¶637.1)
Episcopal Residence Committee (¶638)
Task: Provide for the housing needs of The Resident Bishop and family and provide for the connectional relationship with the Jurisdiction.
Membership:
1. Chairperson or designee from the Conference Committee on Episcopacy shall serve as chair
2. Chairperson or designee from the Board of Trustees
3. Chairperson or designee from the Council on Finance and Administration and Equitable Compensation
4. Consultants without vote with specific expertise related to the tasks of the committee

Committee on Nominations
Task: Identify, recruit, and support leaders for the committees, boards, and other structures of the Indiana Conference.
Membership:
1. Chairperson
2. Lay Leader(s)
3. President of the UMW
4. Conference Secretary
5. Up to five additional members to meet requirements for diversity and inclusiveness
6. Director of Connectional Ministries (ex-officio without vote)

Rules and Structure Committee
Task: Review (and recommend revisions when necessary) the rules and structure of the Annual Conference to best achieve its mission and its disciplinary mandates.
Membership:
1. Seven persons who understand the structure of the Annual Conference. They should be persons who communicate well with the leadership of the Conference. Membership shall be selected from across Indiana with attention to lay/clergy, gender, age, and ethnic diversity.
2. Conference Secretary
3. Director of Connectional Ministries

United Methodist Women
The President of the Conference United Methodist Women (or a designee) has a seat at the Conference Coordinating Council. The President (or designee) will also serve as a member of the Indiana Conference’s Board of Laity. All officers are nominated and elected within the organization of United Methodist Women as described in The Book of Discipline (¶647).

United Methodist Men
The President of the Conference United Methodist Men (or designee) has a seat at the Conference Coordinating Council. The President (or designee) will also serve as a member of the Indiana Conference’s Board of Laity. All officers are nominated and elected within the organization of United Methodist Men as described in The Book of Discipline (¶648).

Prayer Coordinator
Task: Coordinate a prayer ministry in support of the leadership and ministry of the Annual Conference.

Wesleyan Theologian
Task: Remind the Conference Coordinating Council to consider its Wesleyan heritage in its decisions.
Administrative Ministry Teams / Committees

Board of Pensions and Health Insurance
Task: Ensure that all employees related to the Annual Conference have access to appropriate benefits. This board fulfills the disciplinary mandates and maintains the connectional relationships of the Conference Board of Pensions (¶639).
Membership:
1. Qualifying members of the General Board of Pensions and Health Insurance
2. 12 other persons (recommended 1/3 lay women, 1/3 lay men, 1/3 clergy, with regard to skills and representation, elected to eight-year terms (¶639.2) and arranged in alternating classes of one or two members)

Board of Trustees
Task: Ensure wise stewardship of the real and monetary assets of the Annual Conference and represent its legal interests. This group fulfills the disciplinary mandates and maintains the connectional relationships described in ¶640 and ¶2512.
Membership:
1. 12 members (1/3 lay women, 1/3 lay men, 1/3 clergy) with due attention given to diversity as described in ¶610.5
2. Director of Administrative Services (ex-officio member without vote)
3. Conference Chancellor (ex-officio member without vote)

Council on Finance and Administration and Equitable Compensation
Task: Ensure sound fiscal management of the funds entrusted to the Annual Conference and care appropriately for the salary needs of any clergy whose appointed charge is unable to provide at least Conference minimum compensation. This council fulfills the disciplinary mandates and maintains the connectional relationships of the General Council on Finance and Administration (¶611) and Equitable Compensation (¶625).
Membership: 11 members
1. Conference Treasurer/Director of Finance and Administrative Services, who may be the convener and shall be treasurer of the council
2. Qualifying members of the General Council on Finance and Administration
3. Bishop (without vote)
4. A district superintendent selected by the cabinet (without vote)
5. Director of Connectional Ministries or another representative of the Conference Leadership Team (without vote)
6. Up to six additional members to provide for diversity and to ensure that laity have at least one more vote than clergy in the overall membership. (¶612.2)
7. Executive Director of the Indiana United Methodist Foundation, without vote. (¶612.2d)

Connectional Ministries Teams

Camping Team
Task: Support the work of the Annual Conference and the mission of The United Methodist Church of making disciples of Jesus Christ for the transformation of the world in the areas of outdoor ministries, camping, and retreat facility support with attention to the responsibilities of camping ministries as assigned by The Book of Discipline. (¶630.1 b, c) This team works to establish annual priorities and performs their work either as a body or by developing task groups for specific activities.
Membership: Should be a minimum of 12 and a maximum of 15. Ex-officio (without vote) include Associate Director of Camping Ministries, Camp Business Manager, and Director of Connectional Ministries.

Mission and Justice Team
Task: Connect local churches to resources for the purpose of consciousness-raising, missional action, and institutional change for the transformation of the world through relationship building that values each individual as a child of God; and maintain the connectional relationships between the global, national, and
general church priorities and the conference, district, and congregations of the United Methodist Churches of Indiana.

This team fulfills the disciplinary functions and maintains the connectional relationships assigned to the Board of Global Ministries (¶633), the Advance program (¶656), the Board of Church and Society (¶629), Christian Unity and Interreligious Concerns (¶642), the Commission on Religion and Race (¶643), The Commission on the Status and Role of Women (¶644), and the Commission on Disability Concerns (¶653). In addition, it fulfills the disciplinary responsibilities and maintains the connectional relationships of the Conference Committee on Ethnic Local Church Concerns (¶632) and the Committee on Native American Ministry (¶654).

Leadership Team
Task: Oversees administrative functions and to ensure alignment with the vision and values of the Indiana Conference. They may meet monthly or as needed to support and facilitate the Resource Teams.
Membership: Composed of up to six members, plus ex-officio representatives of the Conference will serve as coordinators for the Resource Teams.

Resource Team leaders, who are recommended to the Committee on Nominations by the Leadership Team (unless otherwise directed by The Book of Discipline), are also members of the Mission and Justice Team and meet with the resource groups as needed to fulfill their responsibilities. Resource Team leaders in consultation with the Leadership Team may invite additional participants to the resource teams for specific duties, functions, or support as needed. When identifying additional team members, the Leadership Team shall be sensitive to the diversity concerns of the Annual Conference in accordance with The Book of Discipline (¶610.3).

Resource Teams
All resource team leaders will be listed and approved as part of the Nominations Report presented at the Annual Conference. Resource Teams are Commission on the Status and Role of Women, Creation Care, Disability Concerns, Disaster Response, Faith Community Nursing, National and International Mission Partners, Convener: Conference Secretary of Global Ministries, Immigration Rights, Jail and Prison Ministries, Local Mission Partners, Native American Ministries, Volunteers In Mission, and Peace with Justice.

Other Members: Black Methodists for Church Renewal, Christian Unity Coordinator, Commission on Religion and Race.

Institutional Relationships Team
Task: Cultivate and strengthen relationships with institutions with United Methodist affiliation in Indiana
Membership:
1. Convener
2. One representative from each affiliated institution

Church Development and Discipleship

Church Development Team
Task: Support the work necessary to begin new congregations and to revitalize existing congregations in their ministries of outreach.
Membership: The voting membership of this team shall be made up of a minimum of five lay and five clergy persons. At least two lay and two clergy members shall be female. The chairperson shall be elected by and from this team. At-large members shall include the Director of Church Development and may include other associate directors as appropriate. The Director of Church Development has the authority to convene the team.

Discipleship Team
Task: Support and resource local congregations and specialized ministries as they lead United Methodists in Indiana in making disciples of Jesus Christ for the transformation of the world. This fulfills the disciplinary mandates and maintains the connectional relationships of the Board of Discipleship (¶630), the responsibilities of parish and community development (¶633.5), the Conference Commission on the Small Membership Church (¶645), the Council on Older Adult Ministries (¶651), and scouting coordinator.
Membership: The voting membership of this team shall be made up of a minimum of five lay and five clergy persons. At least two lay and two clergy members shall be female. The chairperson shall be elected by and from this team. At-large members shall include the Director of Church Development and may include other associate directors as appropriate. The Director of Church Development has the authority to convene the team.

These persons shall organize themselves into working groups that supervise the appropriate disciplinary tasks and maintain the required connectional relationships. It is recommended that the Discipleship Team meet at least four times per year.

Leadership Development

Task: The Leadership Development Team will address the priority of discovering, developing, and deploying fruitful lay and clergy leaders to accomplish the mission of the Conference. Leadership Development defines a fruitful leader as a passionate influencer, who empowers others for intentional transformation in Christ.

Leadership Development provides for the functions and maintains the connectional relationships of Council on Youth Ministry (¶649), Young Adult Ministry (¶650), and Board of Higher Education and Campus Ministry (¶634), through designated task teams. Leadership Development will include the Board of Ordained Ministry (BoOM) which is required by The Book of Discipline (¶635.1) and other BoOM sub-committees as determined by BoOM in collaboration with Leadership Development. It will also include the Board of Laity (¶631) and the Committee on Lay Servant Ministries (¶631.6).

Membership: The voting membership of this team shall be comprised of 10 lay and clergy persons (of which 1 will be youth and young adult), with special attention given to the inclusion of women, young adults, racial and ethnic persons. Included in the membership is a representative from both the Board of Ordained Ministry and Board of Laity. The leadership will include co-chairpersons, comprised of one lay and one clergy person, and shall be elected by and from this team. At-large members shall include the Director of Leadership Development, Associate Directors/Administrators of Leadership Development, and a Conference Assistant. The Director of Leadership Development has the authority to convene this team and will recommend the nomination of persons to be included on the team.

Lay Leadership Team (Board of Laity)

Task: The Board of Laity shall be constituted and function in accordance with The Book of Discipline (¶631.1). The Lay Leadership Team (Board of Laity) is a way of providing a voice to the laity of the Indiana Conference. The Board of Laity shall be responsible for fostering an awareness of the role of the laity, developing the advocacy role for laity, increasing the participation of laity in the life of the church, encouraging laypersons in the general ministry of the church, developing and promoting programs to cultivate an adequate understanding of the theological and biblical basis for lay life and work, developing and promoting stewardship of time, talent and possessions, providing for the training of lay members to Annual Conference, providing support and direction for such lay programs as lay servant ministry, the observance of Laity Sunday, and the work of lay leaders on the local and district levels.

Membership: The Board of Laity consists of the Conference Lay Leader who serves as Chair of the Board of Laity, the District Lay Leader(s), the Chair of the Conference Committee on Lay Servant Ministry, District Lay Servant Ministry Directors, the Associate Conference Lay Leader(s), United Methodist Women’s President or designee (¶647), United Methodist Men President or designee (¶648) and the Associate Director of Leadership Development-Laity and Director of Leadership Development with voice, but without vote.

Selection of Annual Conference Lay Leader: The current Conference Lay Leader will suggest no more than three people as the possible next Conference Lay Leader, then the Director of Leadership Development, the Assistant to the Bishop and the Bishop will consult to discern who to recommend as the Conference Lay Leader to Committee on Nominations.

The Board of Laity shall nominate Associate Lay Leader(s), who will help with the duties of the Conference Lay Leader as set forth in the guidelines established by the Board of Laity.
Lay Servant Ministry

Task: The Conference Committee on Lay Servant Ministries is to set criteria and guidelines for district committees on Lay Servant Ministries, to develop lay servant courses and approve courses developed by district committees, and to organize conference-wide lay servant events. The Conference Committee on Lay Servant Ministry shall be constituted and function in accordance with The Book of Discipline. (¶631.6.b).

Membership: The Conference Committee on Lay Servant Ministries will consist of the District Directors of Lay Servant Ministries, along with the Conference Lay Leader, and the Associate Director of Leadership Development-Laity, and Director of Leadership Development.

Selection of Conference Lay Servant Ministries Director: The current Conference Lay Leader, in consultation with the Associate Director of Leadership Development-Laity will make a suggestion for the Board of Laity to affirm, and recommend to Committee on Nominations.

Board of Ordained Ministry

Task: Shall inquire of each District Superintendent about the life and official administration of each clergy member of his or her District and report such to the Annual Conference. (¶635.1) The Board of Ordained Ministry will discuss and take action as appropriate regarding proposals from its committees and shall organize itself into committees so as to carry out its responsibilities effectively and to fulfill the requirements of The Book of Discipline.

Membership: Consists of a chair and up to 53 members nominated and elected according to The Book of Discipline and five ex-officio members without vote as follows: two District Superintendents to serve as the Appointive Cabinet Liaison; the Administrator of Leadership Development-Ministerial Services who will serve as registrar for the Board; the Associate Director of Leadership Development-Ministerial Services; and the Director of Leadership Development. Persons shall not be added to the Board of Ordained Ministry or its committees during the quadrennium except to fill vacancies.

Emerging Youth Leadership Ministry Team

Task: Create opportunities for youth across the Conference to develop as leaders in ministry and mission, as well as to participate in the governance of the life of the Annual Conference and other connectional opportunities. This team fulfills disciplinary mandates and maintains the connectional relationships described for the Council on Youth Ministry. (¶649)

College/Campus Ministry Team

Task: Shall foster and maintain connection with The General Board of Higher Education and Ministry, the Annual Conference, districts, local churches, campus ministries and the United Methodist Student Movement and to support discipleship ministries on, with, and for college students and campus relationships in Indiana. This team fulfills disciplinary mandates and maintains the connectional relationships described for the Conference Board of Higher Education and Campus Ministry. (¶634)

Other Boards, Committees and Teams

Joint Committee on Clergy Medical Leave

Task: Fulfill the disciplinary mandates and maintain the connectional relationships described in ¶652 to “manage clergy medical leave.”

Membership: All of these may be ex-officio with vote.

1. Two persons from the Board of Ordained Ministry, the Chair or Registrar, or others they may designate
2. Two persons from the Conference Board of Pensions and Health Insurance - its secretary and chair, or others they may designate
3. One representative from the Cabinet appointed by the Bishop
4. One person with a disability, with a preference for a person under appointment, who may be named by the Committee on Nominations if not otherwise represented.
Administrative Review Committee

**Task:** Fulfill the disciplinary mandates and maintain the connectional relationships described in ¶636 “to ensure that the disciplinary procedures for involuntary leave of absence... involuntary retirement... or administrative location ... are properly followed.”

**Membership:** All nominated by the Bishop and elected by the Clergy Session of the Annual Conference. None of these persons may be members of the Conference Board of Ordained Ministry or immediate family members of other persons on the committee.

1. three clergy in full connection
2. two alternate clergy who are not serving on the Cabinet

Committee on Investigation – Clergy (¶2703.2, 2016)

Committee on Investigation – Diaconal (¶2703.2)

**RULES**

**Attendance Policy Addendum (May 2013)**

An attendance policy is intended to support the full contribution of all members of boards, agencies or ministry teams.

Many boards, agencies or teams have reduced meeting frequency, especially face to face meetings. Given this, it is vitally important for members to make every attempt to be present when meetings do occur. Full participation by all members ensures the full expertise of each is reflected and the decisions made are informed by the best expertise available.

Our attendance policy is as follows:

1. All members of boards, agencies or ministry teams are expected to be present at all meetings.
2. Two consecutive absences by any member without notifying the convener shall be considered an automatic resignation.
3. Three consecutive absences by any member with notification of the convener shall be considered an automatic resignation.

The process to support this policy is as follows:

1. After a first absence by a member without notification or the second absence with notification, the convener of the board, agency or ministry team shall contact the absent member to discern whether the reasons for absence may be resolved and to remind the absent member that the next such absence will trigger an automatic resignation. If the absentee member is a member “by virtue of office,” the leadership of the body the member represents shall also be notified of the lack of attendance and of efforts made to resolve the situation.
2. If resolution cannot be reached and subsequent absences occur, the absentee member shall receive notice of removal and the Committee on Nominations shall be notified to fill the vacancy at the next Annual Conference.
   - If the absentee member so removed is a member “by virtue of office,” the sending organization will be also notified of the action to remove the absentee member.
3. In all cases of vacancy created by absenteeism, the board, agency or ministry team may select a replacement to serve *ad interim* until the end of the current year. *Ad interim* service does not count toward total eligible years of service in a particular role or office.
Vacancies created by persons serving in a “by virtue of office” role may be selected by the “sending organization.”

**OUR ANNUAL GATHERING - ANNUAL CONFERENCE SESSION**

The Indiana Conference gathers as a representative body to address the mission and business of the Conference once each year and may be called into session more frequently as the Bishop deems necessary.

**Annual Conference Sessions Committee**

The Annual Conference Sessions Committee ensures that we are prepared for our work and are fulfilling our disciplinary obligations as we conduct our work before and during each annual gathering and special called session of the Indiana Conference. They do this by:

**Oversight**

After the Bishop has set the dates and times for the Annual Conference, the Sessions Committee assumes oversight for the site, meeting rooms, lodging, food service, communications, and other equipment and services needed are properly obtained and executed.

**Assembling and Publishing Pre-Gathering Reports**

The Annual Conference Sessions Committee calls for, collects, and distributes to all Conference members the reports of the mission groups, boards, and work areas of the Annual Conference. Members will receive the first of these reports no later than 30 days before the start of that year’s Annual Conference. The report will include the latest version of the projected agenda, the current Rules and Structure document of the Annual Conference, and information needed to register and reserve lodging for the upcoming Annual Conference.

**Creating the Agenda**

The Annual Conference Sessions Committee creates a preliminary agenda for the upcoming session of the Annual Conference and includes it in the pre-Conference report. The Annual Conference Sessions Committee will regularly update the agenda, both before and during the Annual Conference, and supply all Conference members with updated agendas as needed.

**Managing Registration**

The Conference Secretary supervises registration.

**Managing the Legislative and Referrals Process**

At Annual Conference and special called sessions, members of the Conference consider several types of legislation. Among them are those that have fiscal implications, those that have no fiscal implications, those that ask for specific actions of specific groups or that refer items to other groups, teams or boards for comment prior to consideration by the members of the conference and Annual Conference resolutions. (In addition, Conference members consider petitions/resolutions to General Conference. Management of those petitions/resolutions are explained in detail in the section titled: ‘General and Jurisdictional Conference Procedures.’)

In order to manage these various types of legislation, the Annual Conference Sessions Committee will do the following:

1. Create a list of items that have fiscal implications, and refer these items to the Committee on Finance and Administration prior to action.
2. Create a Consent Calendar that includes those items that have no fiscal implications and that do not need to be referred to any teams or boards for discussion. To remove an item from the Consent Calendar requires a simple majority vote at the time the Consent Calendar is presented.
3. Refer all petitions/resolutions and items that need further discussion or that ask for specific actions from conference teams, boards, or committees to those groups for comment prior to consideration by the members of conference.
4. Petitions/resolutions for the Annual Conference must be submitted to the Annual Conference Secretary no later than 90 days prior to the Annual Conference session. Each petition must deal with only one issue or disciplinary paragraph or concern, and must be signed by the submitter with appropriate identification, including address and local church affiliation. If it is from an organization, the identification must be that of a responsible individual within the submitting organization and include address information for that individual. Petitions, as submitted, become the property of the Annual Conference. Each petition or resolution shall be referred to the Annual Conference Petitions and Resolutions Team for review and presentation with recommendation to the Annual Conference Session.

5. Floor debate on all items is limited to three 2-minute speeches for and three 2-minute speeches against. Then the vote shall be taken.

Committee on Nominations
The Annual Conference’s Committee on Nominations develops a process that encourages persons, both lay and clergy, to make available to the Conference their gifts and skills for groups and committees at a Conference level. The Committee on Nominations prepares and presents to the Annual Conference Session a leadership list for all the appropriate groups as directed by *The Book of Discipline*. It also works with affiliated groups to receive nominations that require Annual Conference confirmation.

The report from the Committee on Nominations is presented in written form at the first business session of the Conference and will be voted on at a time recommended by the Director of Connectional Ministries later in the Conference, allowing members time to review the report prior to consideration and action.

The Committee on Nominations works to have all committees and groups reflect the demographics of the state, with special attention given to gender, ethnicity, age and geographic considerations, and a balance of lay and clergy representation (¶610.45).

The Committee on Nominations also ensures broad participation on Conference groups by limiting individual membership to only one significant Conference committee unless specified by *The Book of Discipline*. A person generally will not be elected as a member on a Conference committee and have ex-officio membership status on another unless it is directed by *The Book of Discipline*.

To enable full participation, Conference committees should schedule meetings with careful consideration of the availability of the membership to be in attendance and with attention given to locations within the shortest distance for most attendees. Groups should explore alternative meeting formats whenever possible to limit expense and travel for Conference meetings.

The Committee on Nominations also is responsible for:
1. filling vacancies between sessions of Annual Conference;
2. naming membership to new groups formed by Annual Conference action (unless that task is specifically assigned to another group or to the Bishop);
3. and reviewing the participation of elected members and replacing inactive members as needed and recommended by the chairperson of the affected committee.

Persons elected or appointed to an office by the Annual Conference will assume their duties immediately following the Conference (or at the time of their appointment if after a regular session of the Conference). The tenure for leadership and committee membership is normally four years and not more than eight years unless directed otherwise by *The Book of Discipline*. A person can return to a committee after having served a maximum term if that person is off the committee for one year.

Eligibility to Vote
The following are eligible to vote:
1. one professing member elected from each charge in this Conference;
2. all active diaconal ministers, active deaconesses and home missioners under episcopal appointment within the bounds of the Annual Conference, the Conference president of United Methodist Women,
the Conference president of United Methodist Men, the Conference lay leader, the Conference director of Lay Servant Ministries (¶32), the Conference Secretary of Global Ministries (if lay, ¶32), district lay leaders, the Conference scouting coordinator, the president or equivalent officer of the Conference young adult organization, the president of the Conference youth organization, one youth between the ages of 12 and 18 and one young adult between the ages of 18 and 30 from each district, and the chair of the Annual Conference student organization;

3. campus ministers, chaplains, and Wesley Foundations directors. In districts where laypersons serve as campus ministers/directors of Wesley Foundations, they shall be added as district-at-large lay members to the Annual Conference. In districts where UM clergy serve as chaplains, campus ministers, and directors of Wesley Foundations, the laypersons elected as their balancing counterparts shall be elected from either the campus ministry board of directors or a student from that ministry/foundation (¶602 e);

4. additional lay members needed to equalize lay and clergy membership of the Annual Conference;

5. clergy members, including deacons and elders in full connection, provisional members, associate members, affiliate members, local pastors under full- and part-time appointment and others certified by the Board of Ordained Ministry (¶346.2).

6. All lay members of the Annual Conference must have been active participants in The United Methodist Church for at least four years and professing members for at least two years prior to being elected to serve as lay members. Exception to this rule may be granted to persons under 30 years of age.

Not All Members May Vote On All Matters

While all lay and clergy are equally members of the Conference, not all members may vote on all matters. The following are the exceptions:

1. Only clergy members in full connection may vote on matters of ordination, character, and Conference relations of clergy, unless otherwise noted.

2. Provisional clergy members may not vote on constitutional amendments, or on matters of ordination, character, and Conference relations of clergy but they may vote on the election of clergy delegates to the general or jurisdictional Conferences if they have completed all of their educational requirements.

3. Associate and affiliate members may not vote on constitutional amendments or on matters of ordination, character, and Conference relations of clergy unless they are members of the Conference Board of Ordained Ministry. They may vote on the election of clergy delegates to the General or Jurisdictional Conferences if they have completed all of their educational requirements.

4. Full-time and part-time local pastors under appointment, may not vote on constitutional amendments or on matters of ordination, character, and Conference relations of clergy but they may vote on the election of clergy delegates to the general or jurisdictional Conferences if they have completed the course of study or an M.Div degree and have served a minimum of two consecutive years under appointment immediately preceding the election.

5. Lay members may not vote on granting or validation of license, ordination, reception into full Conference relationship, or on any question concerning the character and official conduct of ordained ministers unless they are lay members of the Board of Ordained Ministry or the Committee on Investigation.

Granting Voice Without Vote

The following may be given voice without vote during sessions of the Annual Conference by invitation of the Bishop or action of the Annual Conference:

1. Official representatives from other denominations invited by the Annual Conference

2. Missionaries assigned by the General Board of Global Ministries and serving within the bounds of the Annual Conference

3. Lay missionaries appointed by the General Board of Global Ministries in nations other than the United States but attending this Annual Conference

4. Certified lay missionaries from nations other than the United States serving within the bounds of this Annual Conference

5. The chancellor of the Annual Conference unless the chancellor is otherwise a voting member of the Annual Conference
6. Special guests of the Annual Conference

Equalizing Vote of Lay and Clergy Membership
The process by which the Indiana Conference will equalize lay and clergy membership of the Annual Conference follows:

1. Every charge elects one lay member and an alternate lay member for each clergy member appointed to that charge (including Deacons in Full Connection in secondary appointments) during the first charge Conference following the General Conference in each quadrennium. The alternate lay member has neither voice nor vote unless the lay member is unable to serve. Results of these elections and the number elected must be reported to the Director of Connectional Ministries by February 1, prior to the regular Annual Conference session.

2. Additionally, district lay leaders, directors of lay servant ministries, district presidents of United Methodist Women district presidents of United Methodist Men, and district presidents of United Methodist Youth are eligible to serve as equalization members. Each district center must forward a complete list of the names of these persons not already elected by their charge or the district to the Director of Connectional Ministries by February 1, prior to the regular Annual Conference session.

3. Laypersons who served as General or Jurisdictional Conference delegates during the previous quadrennium or who have served on the boards of General Agencies of The United Methodist Church during the previous or current year, but otherwise are not elected to serve, are expected to serve as equalization members. Such persons should notify the Director of Connectional Ministries if they are not willing to serve by February 1, prior to the regular Annual Conference session.

The Director of Connectional Ministries adds these names (1 through 3 above) until the number of lay and clergy members is equalized for the coming session. As additional laypersons are needed, the Director of Connectional Ministries notifies the District Superintendent of each district of the number of additional persons needed from each district equally (rounding up to the next ten) to equalize lay and clergy membership, seeking in all selections to establish and maintain gender, race, age, and disabilities, in accordance with the Call to Equality of The United Methodist Church (¶140).

Membership at Special Sessions
The same lay members who served at the previous Annual Conference will serve at the special session, except in cases of the death, serious illness, or cessation of professing membership by those laypersons. In those instances, the charge affected shall elect the new lay member.

THE VOTING PROCESS AT THE ANNUAL GATHERING

Bar of the Conference
The Annual Conference Secretary establishes the Bar of the Conference and ensures it is clearly marked in the auditorium.

1. To vote, a member must be seated within the Bar of the Conference.
2. To be recognized by the presiding officer to address the Conference, a member must be seated within the Bar of the Conference.
3. When not voting by ballot, members vote by displaying large, brightly colored cards provided by the Conference.
4. Any member may request a counted vote that will be granted if at least one-third of the members present and voting agree.
5. Any member may request a vote by ballot that will be granted if a simple majority of the members present and voting agree.

Distribution of Materials
No person or group shall print or distribute material by any means within the bar of the Annual Conference without the approval of the Sessions Committee.
Collecting and Counting Ballots
Prior to the first session of the Indiana Conference, the Sessions Committee establishes a procedure for collecting any ballots, tabulating the vote, and reporting the results of such balloting as quickly, fairly, and accurately as possible to the Annual Conference.

Parliamentary Procedures
Sessions of the Annual Conference will be conducted by the Rules of Order of the preceding General Conference and, as applicable, Robert’s Rules of Order.

1. All main motions, amendments, and procedural motions must be presented in writing upon forms provided by the Secretary, signed by the person submitting the motion, and placed in the hands of the Conference Secretary immediately after being moved.

2. The Rules of Order may be suspended by a two-thirds vote of the members present.

3. Any proposed amendment to Rules and Structure must first be considered and reported on by the Committee on Rules and Structure prior to a vote.

4. All material in the published reports of any agency to the Annual Conference will be considered the property of the Conference and may not be altered or withdrawn without approval of the Conference.

Reporting of All Proceedings
Environmental responsibility prompts the Annual Conference to be responsible in how it reports its work. Helpful accountability requires transparency with all publicly available information, and requires that it be available in the most useful format.

The Conference Secretary will direct the editing and distribution of pre-Conference reports (gathered by the Annual Conference Sessions Committee) to all members of the Annual Conference. These materials are considered to be properly before the Conference when it assembles. It is not necessary for presenters to read these reports aloud or otherwise present them in detail, other than to note any significant changes that may have occurred between the time of their publication and the current session of the Annual Conference. Once adopted, these materials (along with additional materials that may be distributed no later than the beginning of each plenary session) become the official business and agenda of the Annual Conference. Any matters having financial implications must be approved by a specific vote of the Annual Conference following the procedures established by the Council on Finance and Administration.

All plenary sessions of the Annual Conference are recorded on audio and/or video devices for the use of the Conference Secretary to provide an accurate accounting of the proceedings. These recordings are maintained in the Conference office for a period of at least four years, after which they may be disposed of in a secure and environmentally responsible manner. The official record is printed and preserved at the archives.

Environmental responsibility assumes the reduction of paper and non-recyclable media records. Therefore, complete hardcopy versions of the materials required by The Book of Discipline (¶606.3) will only be provided to those persons and agencies that require the full contents in print, including the United Methodist Archives at DePauw University and Drew University. An electronic version of the Journal of the Conference will be provided on-line as soon after conference as possible. To reduce the incidence of inappropriate use of member personal information (“spam”), access to Internet posting of phone, address, and email addresses will be limited to registered members of the Annual Conference and others authorized by The Book of Discipline to access this material.

All versions of the Journal are compiled and checked for accuracy under the direction of the Conference Secretary. At the first plenary session of the Annual Conference or special session, the Conference may nominate and elect persons to act as assistant secretaries for the duration of that Annual Conference.

GENERAL AND JURISDICTIONAL CONFERENCE PROCEDURES

Eligibility for Election
Lay delegates to the General and Jurisdictional Conferences shall be elected by the lay members of the Annual Conference without regard to age, provided such delegates shall have been professing members of The United Methodist Church for at least two years preceding their election and shall have been active participants in The
Ordained delegates to the General and Jurisdictional Conferences shall be elected from the ordained ministerial members in full connection with the Annual Conference (¶35). They shall be elected by ordained ministerial members in full connection, associate members, provisional members who have completed all of their educational requirements, and local pastors who have completed the course of study or an M.Div. degree and have served a minimum of two consecutive years under appointment immediately preceding the election.

Managing the Election

The Annual Conference Sessions Committee shall provide general oversight of the election process. In addition, the committee shall provide a Willingness to Serve form that shall include pertinent biographical information, recent photo, reasons for wanting to be a delegate, and a statement of three areas crucial to the United Methodist Church’s mission, and three issues emerging from those areas.

Commitment of a Delegate – Election to General and/or Jurisdictional Conference conveys the trust and respect of peers within the Annual Conference. Those offering themselves for election need to make the following commitments: 1) attend their respective conferences on a full-time basis (10 to 12 days for General and 3 days for Jurisdictional); 2) participate in all scheduled meetings of the delegation – prior to, during, and after the conferences; 3) demonstrate familiarity with the ways in which the General and Jurisdictional Conferences function; 4) study proposed legislation in a thorough going manner; 5) accept responsibility for expenses beyond the per diem; 6) exemplify a visionary outlook, a team spirit, and a disposition to conferencing; and 7) adhere to the qualities set forth in the “Guidelines for Christian Conferencing” (adopted by the Annual Conference) throughout the entire time they are delegates.

Procedure for Endorsement of Delegates – In order to involve leadership from many parts of the conference, the election of delegates to General and Jurisdictional Conferences shall begin in local congregations, continue in districts, and conclude at Annual Conference.

Each local congregation may submit the name of a potential lay delegate to their district lay leader by a specified date, together with a Willingness to Serve form. The district lay leader shall bring all such names to the Fall District Conference meeting preceding the Annual Conference in which delegates shall be elected. At that meeting, three laypersons from the district may be endorsed (by a ballot overseen by the district superintendent). The district superintendent shall forward the names of these individuals (and their Willingness to Serve forms) to the chair of the Election Committee.

Potential clergy delegates may submit their names to their district superintendent by a specified date, together with a Willingness to Serve form. At the same meeting of the Fall District Conference, three clergy from the district may be endorsed (by a ballot overseen by the district lay leader). The district lay leader shall forward the names of these individuals (and their Willingness to Serve forms) to the chair of the Election Committee.

The chair of the Election Committee shall forward the results of the district endorsements to the convener of the Conference Coordinating Council by January 15 of the year when elections shall be held. In order to monitor diversity, the Conference Coordinating Council shall review the results and shall have the opportunity to add up to ten additional individuals (five lay and five clergy) by February 15 to the list of endorsed nominees. The list of these additional nominees shall then be submitted to the Election Committee.

The finalized list of endorsed nominees – those coming from the districts and those added by the Conference Coordinating Council – shall be communicated as clergy in alphabetical order and as laity in alphabetical order. In a list to all members of the Annual Conference by April 1, with a notation that any additional individuals who are qualified and who have completed the Willingness to Serve form may add their names to the list of those who have been endorsed. Included with that announcement shall be copies of all completed Willingness to Serve forms that have been received by the Sessions Committee by March 15.

Procedure for Election - Lay and clergy delegates shall be elected at the Annual Conference in the calendar year preceding the General and Jurisdictional Conferences and shall serve for the quadrennium. The General
Conference secretary shall provide the number of those to be elected (lay and clergy) to the Bishop and Annual Conference secretary no later than December 2 prior to election. Persons elected to Jurisdictional Conference shall, in the order of election, be reserve delegates to General Conference.

The Sessions Committee shall provide opportunity, prior to the first ballot, for members of the Annual Conference to meet and talk with persons seeking election.

The Annual Conference secretary shall call attention to the “Guidelines for Christian Conferencing” at the beginning of the election process, and shall arrange for a head teller and a sufficient number of tellers in each order to support the election process. Ballots counted at the close of any session shall be sealed and the results not known until reported at the next session.

Voting shall be on official ballots, with the number of names voted for each ballot being exactly the number announced by the Bishop. If write-in ballots are permitted, only the names of those spelled correctly will be counted, and only those who receive 12 or more votes will be announced. A majority of valid ballots cast shall constitute an election. Balloting shall continue until the allotted number of delegates for General Conference is elected. Following their completion, balloting shall begin for Jurisdictional Conference delegates and shall continue until those delegates have been elected. When all delegates have been elected, an additional ballot shall be taken in each order, with those receiving the three highest votes constituting the additional reserve delegates. These reserve delegates may act as reserve delegates to General Conference when it is evident that not enough of the previously elected reserve delegates are in attendance at General Conference.

Leadership of Conference Delegation - After delegates have been elected, the Bishop shall invite all elected delegates to an organizational meeting, and shall preside until leaders of the delegation have been elected. The following actions shall be included: 1) declaration by each delegate to follow the “Commitment of a Delegate” (as adopted by the Indiana Conference) throughout the entire time they are serving as delegates; 2) determination of leaders that need to be elected (i.e., chairperson, vice-chairperson, secretary, and treasurer), with particular attention given to the qualities needed for effective work to be accomplished—prior to the conferences, at the conferences, and subsequent to the conferences; 3) following a time of prayer, nomination of persons for offices, followed by interactive discussion, and casting of ballots (with the Bishop and two alternate delegates counting ballots); and 4) continuation of the meeting led by the individual elected as chairperson.

General and Jurisdictional Conference Petitions

Petitions for General and Jurisdictional Conference provide all members of United Methodist Churches, as well as organizations within the Indiana Conference, the opportunity to engage the members of the Annual Conference and the larger church. These petitions must be submitted to the Annual Conference Secretary no later than 90 days prior to the Annual Conference session.

In order to be forwarded to General or Jurisdictional Conference, each petition must deal with only one issue or disciplinary paragraph, and must be signed by the submitter with appropriate identification, including address and local church affiliation. If it is from an organization, the identification must be that of a responsible individual within the submitting organization and include address information for that individual.

All General or Jurisdictional petitions and resolutions are referred to the Annual Conference Petitions and Resolutions Team for review and presentations with recommendations to the Annual Conference.

Petitions, as submitted, become the property of the Annual Conference, and as such, may be amended by action of the Annual Conference. Petitions affirmed by the Annual Conference will be forwarded to the appropriate entity. Petitions submitted to General Conference must follow guidelines provided by the General Conference Secretary.

(END)