

1 **2021-22 INDIANA CONFERENCE UNITED METHODIST CHURCH**
2 **RULES & STRUCTURE DOCUMENT**

3 *(as approved 6-11-21 at Annual Conference)*

4 (All Positions, Teams, Boards and Committees listed below are Indiana Conference groups)

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32 **INDIANA CONFERENCE RULES AND STRUCTURE DOCUMENT**

33

34

35 **A. DECLARATION**

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

43 This Rules and Structure document will be printed annually in the official *Journal of the Annual*
 44 *Conference Session* and posted on the Indiana Conference website.

45

46 **B. BOUNDARIES**

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

50

51 **C. THE STRUCTURE OF THE CONFERENCE MINISTRY TEAMS AND COMMITTEES**

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

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

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

4
5 **C.1 Leadership Positions / Individual Elections**

- 6 a. Conference Secretary (§603.7)
7 b. Conference Lay Leader (§607)
8 c. Conference Statistician (§603.7)
9 d. Conference Historian (§641.3)
10 e. Chancellor (nominated by the Bishop §603.8)
11 f. Conference Secretary of Global Ministries (§633.3)
12 g. Prayer Coordinator
13 h. Wesleyan Theologian
14

15 **C.2 Institutional Ministry Teams**

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

21 All persons elected for these teams serve one four-year term, unless *The Book of Discipline*
22 specifies a different length of service or unless they enter mid-term filling a vacancy.
23

24 **C.2.a. Administrative Review Committee**

25 *Task:* Fulfill the disciplinary mandates and maintain the connectional relationships
26 described in §636 “to ensure that the disciplinary procedures for involuntary leave of
27 absence... involuntary retirement... or administrative location ... are properly followed.”
28

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

- 32 1. three clergy in full connection
33 2. two alternate clergy who are not serving on the Cabinet
34

35 **C.2.b. Annual Conference Sessions Committee**

36 *Task:* Work in cooperation with The Resident Bishop in preparing for the Annual
37 Conference gathering.
38

39 *Membership:*

- 40 1. Bishop
41 2. Executive Assistant to the Bishop
42 3. Member of the Cabinet appointed by the Bishop
43 4. Conference Secretary
44 5. Conference Lay Leader
45 6. Director of Connectional Ministries
46 7. Other members to be determined by the committee
47

48 **C.2.c. Committee on Investigation – Clergy (§2703.2, 2016)**

49 **C.2.d. Committee on Investigation – Diaconal (§2703.2)**

50
51 **C.2.e. Communications Team**

52 *Task:* Strengthen communications within the United Methodist Churches of Indiana
53 and among all levels of the connection. This team fulfills the disciplinary mandates and
54 maintains the connectional relationships of the Commission on Communications.
55 (§646)
56
57

1 *Membership:* seven members

- 2 1. Communications Officer
- 3 2. Communications Specialist - District Services
- 4 3. Five members at-large, selected for their skills in communications and their
- 5 representation of the diversity of the Conference

6

7 **C.2.f. Coordinating Council**

8 *Task:* There shall be a Coordinating Council so that there is alignment of the Annual
9 Conference mission, vision and values with all ministries and activities of the
10 Conference: To fulfill the requirements of ¶608.1-6 “Each annual conference is
11 responsible to focus and guide the mission and ministry of The United Methodist
12 Church within its boundaries by:

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

26

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

- 28 1. champion the mission, vision, and values of the Annual Conference;
- 29 2. align all ministries to the mission, vision, values, policies, and decisions of the
30 Annual
31 Conference;
- 32 3. act on legislative matters between Annual Conference Sessions consistent with the
33 mission, vision, and values of the Annual Conference;
- 34 4. communicate ministry alignment and accountability with the mission, vision, and
35 values of the Annual Conference.

36

37 *Membership:*

- 38 1. Voice - No Vote
- 39 a. The Bishop who presides or his/her designee
- 40 b. Executive Assistant to the Bishop
- 41 c. Conference Communication Director
- 42 d. The President or representative of the United Methodist Foundation of Indiana
- 43
- 44 2. Voice and Vote
- 45 a. Conference Lay Leader (¶603.9)
- 46 b. Conference Secretary
- 47 c. one Superintendent
- 48 d. one Director
- 49 e. one person from each district operational team (see item 3 below, Selection
50 Process).
- 51 f. Young Adult representative (¶650.1)
- 52 g. Youth representative (¶649.1)
- 53 h. Higher Education and Ministry representative (¶634.3)
- 54 i. Presidents of Conference UMW and UMM
- 55
- 56
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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 Spiritual Leadership, Inc. (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)

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16

It is the task of the 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 as Coordinating Council, giving attention to diversity and inclusiveness.

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18
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22
4. Terms of office on the Coordinating Council:
Membership from districts shall be nominated to serve for one four (4) year term as follows: Clergy from North, North Central, Southeast, West and South; Laity from Northwest, Northeast, Central, East and Southwest. This schedule of laity and clergy from the districts would rotate every four years.

23
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C.2.g. Committee on Episcopacy

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

27

Membership:

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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)

38
39

C.2.h. Episcopal Residence Committee (§638)

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42

Task: Provide for the housing needs of The Resident Bishop and family and provide for the connectional relationship with the Jurisdiction.

43

Membership:

- 44
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51
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

52
53

C.2.i. Joint Committee on Clergy Medical Leave

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

1 *Membership:* All may be ex-officio with vote.

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

10
11 **C.2.j. United Methodist Men**

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

17
18 **C.2.k. United Methodist Women**

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

24
25 **C.3 Administrative Ministry Teams**

26 **C.3.a. Board of Pensions and Health Insurance**

27 *Task:* Ensure that all employees related to the Annual Conference have access to
28 appropriate benefits. This board fulfills the disciplinary mandates and maintains the
29 connectional relationships of the Conference Board of Pensions (§639).

30
31 *Membership:*

- 32 1. Qualifying members of the General Board of Pensions and Health Insurance
33 2. 12 other persons (recommended 1/3 lay women, 1/3 lay men, 1/3 clergy, with
34 regard to skills and representation, elected to eight-year terms (§639.2) and
35 arranged in alternating classes of one or two members)

36
37 **C.3.b. Board of Trustees**

38 *Task:* Ensure wise stewardship of the real, personal, and monetary assets of the
39 Annual Conference and represent its legal interests. This group fulfills the disciplinary
40 mandates and maintains the connectional relationships described in §640 and §2512.

41
42 *Membership:*

- 43 1. 12 members (1/3 lay women, 1/3 lay men, 1/3 clergy) with due attention given to
44 diversity as described in §610.5
45 2. Director of Administrative Services (ex-officio member without vote)
46 3. Conference Chancellor (ex-officio member without vote)

47
48 **C.3.c. Council on Finance and Administration and Equitable Compensation**

49 *Task:* Ensure sound fiscal management of the funds entrusted to the Annual
50 Conference and care appropriately for the salary needs of any clergy whose appointed
51 charge is unable to provide at least Conference minimum compensation. This council
52 fulfills the disciplinary mandates and maintains the connectional relationships of the
53 General Council on Finance and Administration (§611) and Equitable Compensation
54 (§625).

1 *Membership:* 11 members

- 2 1. Conference Treasurer/Director of Finance and Administrative Services, who may
- 3 be the convener and shall be treasurer of the council
- 4 2. Qualifying members of the General Council on Finance and Administration
- 5 3. Bishop (without vote)
- 6 4. Conference Superintendent selected by the cabinet (without vote)
- 7 5. Director of Connectional Ministries or representative of the Conf. Leadership Team
- 8 (without vote)
- 9 6. Up to six additional members to provide for diversity and to ensure that laity have
- 10 at least one more vote than clergy in the overall membership. (§612.2)
- 11 7. Executive Director of the Indiana United Methodist Foundation, without vote.
- 12 (§612.2d)
- 13

14 **C.4 Connectional Ministries Teams**

15 **C.4.a. Commission on Archives and History**

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

20
21 *Membership:* Five persons skilled in this area and representing the diversity of the
22 United Methodist Churches of Indiana, one of whom may be designated as Conference
23 Historian.

24 **C.4.b. Institutional Relationships Team**

25 *Task:* Cultivate and strengthen relationships with institutions with United Methodist
26 affiliation in Indiana.

27
28 *Membership:* Convener and one representative from each affiliated institution

29 **C.4.c. Diversity, Missions and Justice Team**

30
31 *Task:* Connect local churches to resources for the purpose of consciousness-raising,
32 missional action, and institutional change for the transformation of the world through
33 relationship building that values each individual as a child of God; and maintains the
34 connectional relationships between the global, national, and general church priorities
35 and the conference, district, and congregations of the United Methodist Churches of
36 Indiana.

37
38
39 This team oversees and fulfills The Disciplinary functions and maintains the
40 connectional relationships assigned to areas of Diversity, Missions and Justice.

41
42 *Membership:* Composed of clergy and lay members forming the following
43 ministry/resource areas – each of which will have a chairperson plus additional
44 members from across the breadth of Indiana with skills and passion to fulfill needed
45 responsibilities and to meet all requirements of The Book of Discipline. When
46 identifying additional resource team members, the Leadership Team shall be sensitive
47 to the diversity concerns of the Annual Conference in accordance with The Book of
48 Discipline (§610.3). Additionally, as many as eight (8) At-Large members will assist
49 Diversity, Missions & Justice as a whole:

50
51 At-Large Members (up to 8)

52 DIVERSITY

- 53 Commission on Religion and Ethnicity (CORE) (§643)
- 54 Commission on the Status and Role of Women (COSROW) (§644.2)
- 55 Ethnic Local Church Concerns (§632)
- 56 Urban / Community Ministry
- 57

1 Native American Ministries (§654)

2 MISSIONS

3 Volunteers in Mission

4 Friends of Africa University

5 Faith Community Nursing

6 Board of Global Ministries (§633)

7 JUSTICE

8 Board of Church & Society (§629)

9 Immigration Rights

10 Peace with Justice

11 Disability Advocacy (§653)

12 Creation Care Alliance

13 Jail / Prison Ministry & Reform

14 Global Health

15 Christian Unity & Interreligious Concerns (§642)

16
17 Diversity, Mission and Justice Team members will be listed and approved as part of
18 the Nominations report presented at the Annual Conference where required by The
19 Discipline.

20 **C.4.d. Nominations Committee**

21 *Task:* Identify, recruit, and support leaders for the committees, boards, and other
22 structures of the Indiana Conference.

23
24 *Membership:*

25 1. Chairperson

26 2. Lay Leader(s)

27 3. President of the UMW

28 4. President of the UMM

29 5. Up to seven (7) additional members to meet requirements for diversity and
30 inclusiveness

31 6. Director of Connectional Ministries (ex-officio without vote)

32 7. Assistant to the Director of Connectional Ministries (ex-officio without vote)

33
34
35 **C.4.e. Petitions and Resolutions Team**

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

39 *Membership:* three (3) voting members and the Director of Connectional Ministries
40 (ex-officio without vote)

41
42 A **Resolution** is any request for the Indiana Annual Conference to make a change,
43 take an action, or recognize a formal expression of opinion on an issue. Any Indiana
44 United Methodist lay member, pastor, group or agency may submit for consideration a
45 resolution to the Indiana Annual Conference. Such resolutions must be submitted to
46 the Indiana Annual Conference Secretary and the Petitions and Resolutions Team no
47 later than ninety (90) days prior to the start of the Annual Conference Session.

48
49 A **Petition** is any request for the General Conference to take an action §507.4, alter
50 the wording of The Book of Discipline §507.2 or affirm a formal expression on an issue.
51 “Any Indiana United Methodist lay member, pastor, or agency may submit a petition
52 directly to the General Conference or may submit their General Conference petition to
53 the Indiana Conference asking for Indiana Conference affirmation (of the petition). If
54 affirmed (by a simple majority vote), the Indiana Annual Conference Secretary shall
55 forward the petition to the General Conference.” All petitions must be submitted no
56 later than ninety (90) days prior to the start of the Annual Conference Session.

1 The process and deadlines for submitting petitions and resolutions to the annual
2 conference session shall be posted on the conference website and by email newsletter
3 at least 160 days before the annual conference session.
4

5 NOTE: Once submitted appropriately and received by the Petitions & Resolutions
6 Team all petitions or resolutions become the property of the Annual Conference and
7 may only be withdrawn by the original submitter requesting withdrawal. As per
8 Robert's Rules of Order permission to withdraw the petition or resolution will/or will not
9 be granted by the Bishop convening the annual conference session.
10

11 **C.4.f. Rules and Structure Committee**

12 *Task:* Review (and recommend revisions when necessary) the rules and structure of
13 the Annual Conference to best achieve its mission and its disciplinary mandates.
14

15 *Membership:*

- 16 1. Seven (7) persons who understand the structure of the Annual Conference. They
17 should be persons who communicate well with the leadership of the Conference.
18 Membership shall be selected from across Indiana with attention to lay/clergy,
19 gender, age, and ethnic diversity.
- 20 2. Conference Secretary or Assistant Conference Secretary
- 21 3. Director of Connectional Ministries or a member of the Cabinet designated by the
22 Director of Connectional Ministries (ex-officio without vote)
- 23 4. Assistant to the Director of Connectional Ministries (ex-officio without vote who
24 shall convene the Committee)
25

26 **C.5 Church Development Team**

27 **C.5.a. Church Development Team**

28 *Task:* Support the work necessary to begin new congregations and to revitalize
29 existing congregations in their ministries of outreach.

30 *Membership:* The voting membership of this team shall be made up of a minimum of
31 five lay and five clergy persons. At least two lay and two clergy members shall be
32 female. The chairperson shall be elected by and from this team. At-large members
33 shall include the Director of Church Development and may include other associate
34 directors as appropriate. The Director of Church Development has the authority to
35 convene the team.
36

37 **C.6 Leadership Development Teams**

38 **Leadership Development Operational Team**

39 *Task:* The Leadership Development Operational Team will address the priority of
40 discovering and developing fruitful lay and clergy leaders to accomplish the mission of
41 the Conference. Leadership Development defines a fruitful leader as a passionate
42 influencer, who empowers others for intentional transformation in Christ. Through the
43 following groups, Leadership Development provides for the functions and maintains the
44 connectional relationships required by The Book of Discipline: Council on Youth
45 Ministry (§649), Young Adult Ministry (§650), and Board of Higher Education and
46 Campus Ministry (§634), through designated task teams. Leadership Development will
47 include the Board of Ordained Ministry (BoOM) which is required by *The Book of*
48 *Discipline* (§635.1) and other BoOM sub-committees as determined by BoOM in
49 collaboration with Leadership Development. It will also include the Board of Laity
50 (§631) and the Committee on Lay Servant Ministries (§631.6). The Conference Board
51 of Discipleship (§630) shall also be constituted through Leadership Development.
52

53 *Membership:* The voting membership of this team shall be comprised of six (6)
54 persons: three (3) clergy – one of whom will be co-chair and three (3) laity – one of
55 whom will be co-chair , and one (1) emerging leader with special attention given to the
56 inclusion of women, racial and ethnic persons. At-large members shall include the
57 Director of Leadership Development and Associate Directors of Leadership

1 Development. The Director of Leadership Development has the authority to convene
2 this team and will recommend the nomination of persons to be included on the team.
3

4 **C.6.a. Board of Camps and Retreats**

5 *Task:* Support the work of the Annual Conference and the mission of The United
6 Methodist Church of *making disciples of Jesus Christ for the transformation of the*
7 *world* in the areas of outdoor ministries, camping, and retreat facility support with
8 attention to the responsibilities of camping ministries as assigned by *The Book of*
9 *Discipline*. (§630.1 b, c) This team establishes annual priorities and performs their work
10 either as a body or through task groups.
11

12 *Membership:* Should be a minimum of twelve (12) and a maximum of fifteen (15).
13 Ex-officio (without vote) include: Associate Director of Camps and Retreats, Camp
14 Business Manager, and Director of Connectional Ministries.
15

16 **C.6.b. Board of Ordained Ministry**

17 *Task:* Inquire of each Conference Superintendent about the life and official
18 administration of each clergy member of his or her District and report such to the
19 Annual Conference. (§635.1) The Board of Ordained Ministry will discuss and take
20 action as appropriate regarding proposals from its committees and shall organize itself
21 into committees so as to carry out its responsibilities effectively and fulfill the
22 requirements of *The Book of Discipline*.
23

24 *Membership:* Consists of a chair and up to 53 members nominated and elected
25 according to The Book of Discipline and seven (7) ex-officio members without vote as
26 follows: two (2) Conference Superintendents to serve as the Appointive Cabinet
27 Liaisons; the Director of Leadership Development; the Associate Director of
28 Leadership Development; the Director of Local Pastor Education; a
29 Ministerial/Psychological Assessment Specialist; and a GBHEM staff liaison.
30

31 **C.6.c. College/Campus Ministry Team**

32 *Task:* Foster and maintain connection with The General Board of Higher Education
33 and Ministry, the Annual Conference, districts, local churches, campus ministries
34 and the United Methodist Student Movement and support discipleship ministries on,
35 with, and for college students and campus relationships in Indiana. This team fulfills
36 disciplinary mandates and maintains the connectional relationships described for the
37 Conference Board of Higher Education and Campus Ministry. (§634)
38

39 **C.6.d. Council on Intentional Discipleship**

40 *Tasks:*

- 41 - Lead and assist the congregations and districts in the conference in their efforts to
42 communicate and celebrate the redeeming and reconciling love of God as revealed
43 in Jesus Christ.
- 44 - Foster and promote a holistic approach to the development of Christian disciples
45 including evangelism (new discipling relationships), Christian education, and spiritual
46 formation. To develop a unified and comprehensive program for leadership training
47 to serve all age groups in the home, church, and community.
- 48 - Support the prioritization and execution of intentional discipleship initiatives through
49 the Indiana Conference of the United Methodist Church (INUMC) by working with
50 Leadership Development to guide effective intentional discipleship programming and
51 training.
- 52 - Maintain the connectional relationship between General Board of Discipleship and
53 the conference.

54 *Member Responsibilities:*

- 55 1. Knowledge and understanding of core INUMC goals
- 56 2. Discernment of emerging intentional discipleship needs
- 57

3. Evaluation of alignment of intentional discipleship goals with INUMC’s missional development
4. Assistance with prioritization of intentional discipleship focus
5. Review effectiveness of the intentional discipleship portfolio

Participation Expectations:

1. Attendance at all meetings (Quarterly)
2. Active participation in both in person and digital communications
3. Promotion and participation in intentional discipleship events and programs
4. Timely attention to the work of the council
5. Participate in accountable discipleship with the council

Membership:

The Council shall consist of ten (10) members plus ex-officio leaders:

- Minimum of five (5) clergy and five (5) laity
- Minimum of two (2) female clergy, two (2) female laity
- Minimum of three (3) ethnic/racial minority members
- Chairperson elected from the team
- *Ex-officio:* Director of Leadership Development, Assoc. Director of Leadership Development– Discipleship
- Members serve a term of four (4) years and can serve a maximum of eight (8) consecutive years.

C.6.e. 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)

C.6.f. 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 (3) 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.

1
2 The Board of Laity shall nominate Associate Lay Leader(s), who will help with the
3 duties of the Conference Lay Leader as set forth in the guidelines established by the
4 Board of Laity.
5

6 **C.6.g. Lay Servant Ministry**

7 *Task:* The Conference Committee on Lay Servant Ministries is to set criteria and
8 guidelines for district committees on Lay Servant Ministries, to develop lay servant
9 courses and approve courses developed by district committees, and to organize
10 conference-wide lay servant events. The Conference Committee on Lay Servant
11 Ministry shall be constituted and function in accordance with The Book of Discipline.
12 (§631.6.b).
13

14 *Membership:* The Conference Committee on Lay Servant Ministries will consist of the
15 District Directors of Lay Servant Ministries, along with the Conference Lay Leader, and
16 the Associate Director of Leadership Development-Laity, and Director of Leadership
17 Development.
18

19 *Selection of Conference Lay Servant Ministries Director:* The current Conference Lay
20 Leader, in consultation with the Associate Director of Leadership Development-Laity
21 will make a suggestion for the Board of Laity to affirm, and recommend to Committee
22 on Nominations.
23

24 **C.7. District Operational Teams**

25 It is recommended that each District Operational Team (or it's equivalent) – the duties
26 of which will be defined specific to each district's work and missional needs – should
27 serve to support and assist the Conference Superintendent in their district work. The
28 roster of district operational team members should be shared district wide each
29 January.

30 It is recommended that each District Operational Team consider the
31 following persons (among others):

- 32 1. The Conference Superintendent serving the district
- 33 2. Any Associate Superintendents serving the district
- 34 3. Two (2) At-Large ordained elders or deacons serving in the district
- 35 4. One (1) At-Large local pastor serving in the district
- 36 5. At Least three (3) lay persons who are members of churches in the district or the
37 number of lay persons to equal the number of At-Large clergy on the Operational
38 Team. The lay representation should include the district lay leader/s and
39 consideration for ethnic and cultural diversity.
- 40 6. Other leaders of district ministry areas as needed may be included.
- 41 7. Others, from the district, as the Superintendent requests
- 42 8. Conference Assistant as ex-officio
43

44 **D. RULES**

45
46 **D.1 Annual Conference Session – General Information**

47 The Indiana Conference gathers as a representative body to address the mission and
48 business of the Conference once each year and may be called into session more frequently as
49 the Bishop deems necessary.
50

51 **D.1.a. Annual Conference Sessions Committee**

52 The Annual Conference Sessions Committee ensures that we are prepared for our
53 work and are fulfilling our disciplinary obligations as we conduct our work before and
54 during each annual gathering and special called session of the Indiana Conference.
55
56
57

1 **D.1.b. Oversight of Annual Conference Session**

2 After the Bishop has set the dates and times for the Annual Conference, the Annual
3 Conference Sessions Committee assumes oversight for the site, meeting rooms,
4 lodging, food service, communications, and other equipment and services needed are
5 properly obtained and executed.
6

7 **D.1.c. Assembling and Publishing Pre-Gathering Reports**

8 The Annual Conference Sessions Committee calls for, collects, and distributes to all
9 Conference members the reports of the mission groups, boards, and work areas of the
10 Annual Conference. Members will receive the first of these reports no later than 30
11 days before the start of that year's Annual Conference. The report will include the
12 latest version of the projected agenda, the current Rules and Structure document of
13 the Annual Conference, and information needed to register and reserve lodging for the
14 upcoming Annual Conference.
15

16 **D.1.d. Creating the Agenda**

17 The Annual Conference Sessions Committee creates a preliminary agenda for the
18 upcoming session of the Annual Conference and includes it in the pre-Conference
19 report. The Annual Conference Sessions Committee will regularly update the agenda,
20 both before and during the Annual Conference, and supply all Conference members
21 with updated agendas as needed.
22

23 **D.1.e. Managing Registration**

24 The Annual Conference Session Committee supervises registration.
25

26 **D.1.f. Managing the Legislative and Referrals Process**

- 27 1. At Annual Conference and special called sessions, members of the Conference
28 consider several types of legislation, petitions and resolutions. Among them are
29 those that have *fiscal implications*, those that have *no fiscal implications*, those
30 that *ask for specific actions* of specific groups and those that *refer items to other*
31 *groups, teams or boards for review* prior to consideration by the members of the
32 Annual Conference sessions.
- 33 2. Additionally, Conference members consider petitions/resolutions to the Annual
34 Conference or to the General Conference. Management of General Conference
35 petitions and resolutions are explained in the section titled: 'General and
36 Jurisdictional Conference Procedures' elsewhere in this document.
- 37 3. In order to manage these various types of legislation, the Annual Conference
38 Sessions Committee will:
- 39 a. Create a Consent Calendar (to be presented to the Annual Conference
40 session) that includes those items that have no fiscal implications and that
41 do not need to be referred to any teams or boards for discussion. They will
42 provide opportunity and oversight for the removal of any item from the
43 Consent Calendar, requiring a simple majority vote, at the time the Consent
44 Calendar is presented.
 - 45 b. Forward for review all items with fiscal implications to the Committee on
46 Finance and Administration prior to action.
 - 47 c. Forward for review all items making requests of or relating to other groups,
48 teams or boards, to those groups, teams or boards.
 - 49 d. Forward all petitions and resolutions to the Annual Conference Petitions and
50 Resolutions Team who will (see #6 for process):
 - 51 e. Forward all petitions/resolutions that need discussion by (or that ask for
52 specific actions from) conference teams, boards, or committees to those
53 specific groups for comment and review prior to consideration by the
54 members of the Annual Conference session.

- 1 f. Review all petitions and resolutions and present them as properly submitted
2 to the Annual Conference Session.
- 3 g. Limit floor debate on all legislative items to three 2-minute speeches for and
4 three 2-minute speeches against, after which the vote shall be taken.
- 5 h. Request and publicize that all submitted petitions or resolutions follow these
6 guidelines:
- 7 ▪ Petitions/Resolutions for Annual Conference consideration must be
8 submitted to the Annual Conference Secretary no later than 90 days prior
9 to the Annual Conference Sessions opening.
 - 10 ▪ Each petition/resolution must deal with only one issue or disciplinary
11 paragraph or concern.
 - 12 ▪ Each petition/resolution must be signed by the submitter with appropriate
13 identification, including address, phone, email (if possible), and Indiana
14 Conference local church membership. If it is from an Indiana Conference
15 organization, the identification must be that of a responsible individual
16 within the submitting organization and include address and contact
17 information for that individual.
 - 18 ▪ Each petition/resolution should state the requested action, the rational or
19 reason, as well as the financial implications for the Annual Conference.
- 20 **NOTE:** Once submitted appropriately and received by the Petitions &
21 Resolutions Team all petitions or resolutions become the property of the
22 Annual Conference and may only be withdrawn by the original submitter
23 requesting withdrawal. As per Robert's Rules of Order permission to
24 withdraw the petition or resolution will/or will not be granted by the Bishop
25 convening the annual conference session.

26
27 **D.1.g. Nominations Process**

- 28 1. The Committee on Nominations facilitates a process that encourages persons,
29 both lay and clergy, to make available their gifts and skills for boards and
30 committees at the Conference level. The Committee on Nominations prepares and
31 presents to the Annual Conference Session a leadership list for all the appropriate
32 groups as directed by *The Book of Discipline*. It also works with affiliated groups to
33 receive nominations that require Annual Conference confirmation.
- 34 2. The report from the Committee on Nominations is presented in written form by the
35 first business session of the Conference and will be voted on at a
36 time recommended by the Director of Connectional Ministries later in the
37 Conference, allowing members time to review the report prior to consideration and
38 action.
- 39 3. The Committee on Nominations works to have all committees and boards reflect
40 the demographics of the state, with special attention given to gender, ethnicity, age
41 and geographic considerations, and a balance of lay and clergy representation
42 (§610.45).
- 43 4. The Committee on Nominations also ensures broad participation on Conference
44 groups by limiting individual membership to only one significant Conference
45 committee unless specified by *The Book of Discipline*. A person generally will not
46 be elected as a member on a Conference committee and have ex-officio
47 membership status on another unless it is directed by *The Book of Discipline*.
- 48 5. To enable full participation, Conference committees should schedule meetings with
49 careful consideration of the availability of the membership to be in attendance and
50 with attention given to locations within the shortest distance for most
51 attendees. Groups should explore alternative meeting formats whenever possible
52 to limit expense and travel for Conference meetings.
- 53 6. The Committee on Nominations also is responsible for:
54 a. filling vacancies between sessions of Annual Conference;

- 1 b. naming membership to new groups formed by Annual Conference action (unless
2 that task is specifically assigned to another group or to the Bishop);
3 c. and reviewing the participation of elected members and replacing inactive
4 members as needed and recommended by the chairperson of the affected
5 committee.
- 6 7. Persons elected or appointed to an office by the Annual Conference will assume
7 their duties immediately following the Conference (or at the time of their
8 appointment if after a regular session of the Conference).
- 9 8. The tenure for leadership and committee membership is normally four years and
10 not more than eight years unless directed otherwise by *The Book of Discipline*. A
11 person can return after having served a maximum term if that person is off the
12 committee or board for one Annual Conference year.

13
14 **D.1.h. Annual Conference Session Attendance Expectation**

- 15 1. It is the expectation that every lay member of the Annual Conference Session duly
16 elected at their local church Charge Conference or selected as an equalizing
17 member (or their alternates) will attend all days and sessions of the Annual
18 Conference, representing their local congregation and districts faithfully and fully.
- 19 2. All clergy are expected to attend all sessions of Annual Conference faithfully and
20 fully.

21
22 **D.1.i. Conference Committee / Board Attendance Policy**

- 23 1. This attendance policy is intended to support the full contribution of all members of
24 boards, agencies or ministry teams. Many boards, agencies or teams have
25 reduced meeting frequency, especially face to face meetings. Given this, it is vitally
26 important for members to make every attempt to be present when meetings do
27 occur. Full participation by all members ensures the full expertise of each is
28 reflected and the decisions made are informed by the best expertise available.
- 29
30 2. Our attendance policy is as follows:
- 31 a. All members of boards, agencies or ministry teams are expected to be present at
32 all meetings.
- 33 b. Two (2) consecutive absences by any member without notifying the convener
34 shall be considered an automatic resignation.
- 35 c. Three (3) consecutive absences by any member with notification of the convener
36 shall be considered an automatic resignation.
- 37 d. The process to support this policy is as follows:
- 38 1. After a first absence by a member without notification or the second absence
39 with notification, the convener of the board, agency or ministry team shall
40 contact the absent member to discern whether the reasons for absence may
41 be resolved and to remind the absent member that the next such absence will
42 trigger an automatic resignation. If the absent member is a member “by virtue
43 of office,” the leadership of the body the member represents shall also be
44 notified of the lack of attendance and of efforts made to resolve the situation.
- 45 2. If resolution cannot be reached and subsequent absences occur, the absent
46 member shall receive notice of removal and the Committee on Nominations
47 shall be notified to fill the vacancy at the next Annual Conference. If the absent
48 member so removed is a member “by virtue of office,” the sending organization
49 will also be notified of the action to remove the absent member.
- 50 3. In all cases of vacancy created by absenteeism, the board, agency or ministry
51 team may select a replacement to serve *ad interim* until the end of the current
52 year. *Ad interim* service does not count toward total eligible years of service in
53 a particular role or office. Vacancies created by persons serving in a “by virtue
54 of office” role may be selected by the “sending organization.”

1 **D.2 The Voting Process at Annual Conference Sessions**

2 **D.2.a. Eligibility to Vote**

3 The following persons are eligible to vote:

- 4 1. One (1) professing member elected from each charge in this Conference
- 5 2. All diaconal ministers, active deaconesses and home missionaries under episcopal
- 6 appointment within the bounds of the Annual Conference
- 7 3. Conference president of United Methodist Women
- 8 4. Conference president of United Methodist Men
- 9 5. Conference lay leader
- 10 6. Conference director of Lay Servant Ministries (§32)
- 11 7. Conference Secretary of Global Ministries (if lay, §32)
- 12 8. District lay leaders
- 13 9. President or equivalent officer of the Conference young adult organization
- 14 10. One (1) youth between the ages of 12 to 18 years old from each district and one (1)
- 15 young adult between the ages of 18 to 30 years old from each district
- 16 11. President of the Conference youth organization
- 17 12. Chair of the Annual Conference student organization
- 18 13. Campus ministers, chaplains, and Wesley Foundations directors (In districts where
- 19 laypersons serve as campus ministers/directors of Wesley Foundations, they shall be
- 20 added as district-at-large lay members to the Annual Conference. In districts where UM
- 21 clergy serve as chaplains, campus ministers, and directors of Wesley Foundations, the
- 22 laypersons elected as their balancing counterparts shall be elected from either the
- 23 campus ministry board of directors or a student from that ministry/foundation.) (§602 e)
- 24 14. Additional lay members needed to equalize lay and clergy membership of the Annual
- 25 Conference
- 26 15. Clergy members, including deacons and elders in full connection, provisional
- 27 members, associate members, affiliate members, local pastors under full- and part-
- 28 time appointment and others certified by the Board of Ordained Ministry. (§346.2)
- 29 16. All lay members of the Annual Conference must have been active participants in The
- 30 United Methodist Church for at least four (4) years and professing members for at least
- 31 two (2) years prior to being elected to serve as lay members. Exception to this rule
- 32 may be granted to persons under 30 years of age (§602.4.a).
- 33

34 **D.2.b. Limits on Voting -- Not All Members May Vote On All Matters**

35 While all lay and clergy are equally members of the Conference, not all members may

36 vote on all matters. The following are the exceptions:

- 37 1. Only clergy members in full connection may vote on matters of ordination,
- 38 character, and Conference relations of clergy, unless otherwise noted.
- 39 2. Provisional clergy members may *not* vote on constitutional amendments, *or* on
- 40 matters of ordination, character, and Conference relations of clergy. They may vote
- 41 on the election of clergy delegates to the general or jurisdictional Conferences if
- 42 they have completed all of their educational requirements.
- 43 3. Associate and affiliate members may *not* vote on constitutional amendments *or* on
- 44 matters of ordination, character, and Conference relations of clergy *unless* they are
- 45 members of the Conference Board of Ordained Ministry. They may vote on the
- 46 election of clergy delegates to the General or Jurisdictional Conferences if they
- 47 have completed all of their educational requirements.
- 48 4. Full-time and part-time local pastors under appointment, may *not* vote on
- 49 constitutional amendments *or* on matters of ordination, character, and Conference
- 50 relations of clergy. They may vote on the election of clergy delegates to the
- 51 general or jurisdictional Conferences if they have completed the course of study or
- 52 M.Div. degree and have served a minimum of two (2) consecutive years under
- 53 appointment immediately preceding the election.
- 54 5. Lay members may *not* vote on granting or validation of license, ordination,
- 55 reception into full Conference relationship, *or* on any question concerning the
- 56 character and official conduct of ordained ministers *unless* they are lay members of

1 the Board of Ordained Ministry or the Committee on Investigation. They shall
2 participate in all other deliberation and vote upon all the other measures (§602.6).

3
4 **D.2.c. Granting Voice Without Vote**

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

- 7 1. Official representatives from other denominations invited by the Annual
8 Conference
- 9 2. Missionaries assigned by the General Board of Global Ministries and serving
10 within the bounds of the Annual Conference
- 11 3. Lay missionaries appointed by the General Board of Global Ministries in nations
12 other than the United States but attending this Annual Conference
- 13 4. Certified lay missionaries from nations other than the United States serving within
14 the bounds of this Annual Conference
- 15 5. The chancellor of the Annual Conference unless the chancellor is otherwise a
16 voting member of the Annual Conference
- 17 6. Special guests of the Annual Conference

18
19 **D.2.d. Equalizing Lay and Clergy Membership**

- 20 1. The process by which the Indiana Conference will equalize lay and clergy
21 membership of the Annual Conference follows:

- 22 a. Following §32 Article 1 (and §602.4) of The Book of Discipline The annual
23 conference shall be composed of clergy and lay members:

24 The clergy membership shall consist of deacons and elders in full
25 connection, provisional members, associate members, and local pastors under
26 appointment. [As well as affiliate members §602.1].

27 The lay membership shall consist of . . .

- 28 + professing lay members elected by each charge,
- 29 + diaconal ministers,
- 30 + active deaconesses,
- 31 + home missioners under episcopal appointment within the bounds of
32 the annual conference,
- 33 + the conference president of United Methodist Women,
- 34 + the conference president of United Methodist Men,
- 35 + the conference lay leader,
- 36 + district lay leaders,
- 37 + the conference director of Lay Servant Ministries,
- 38 + the conference secretary of Global Ministries (if lay),
- 39 + the president or equivalent officer of the conference young adult
40 organization, the president of the conference youth organization,
- 41 + the chair of the annual conference college student organization,
- 42 + one young person between the ages of twelve (12) and seventeen (17)
43 from each district
- 44 + one young person between the ages of eighteen (18) and thirty (30)
45 from each district . . .

46 all of whom are to be selected in such a manner as may be determined by the
47 annual conference.

48 Such persons must be professing members of The United Methodist Church
49 and active participants at the time of election. Each charge served by more
50 than one clergy shall be entitled to as many lay members as there are clergy
51 members. The lay members shall have been for the two years next preceding
52 their election members of The United Methodist Church and shall have been
53 active participants in The United Methodist Church for at least four years next
54 preceding their election.

55 If the lay membership should number less than the clergy members of the
56 annual conference, the annual conference shall, by its own formula, provide for

1 the election of additional lay members to equalize lay and clergy membership
2 of the annual conference.
3 b. Given previous judicial rulings in other conferences no other persons, than
4 those listed in ¶32 Article 1, are to be guaranteed automatic positions as
5 equalizing lay members. Everyone else must be elected by the districts.
6

7 2. The Director of Connectional Ministries adds these names prescribed by the
8 Book of Discipline in ¶32 Article 1. If the number of laity does not equal the
9 number of clergy the Director of Connectional Ministries notifies the Conference
10 Superintendent of each district of the number of additional persons needed from
11 each district to equalize lay and clergy membership.

12 The number of additional persons needed from each district shall be
13 proportional to the percentage of retired clergy members and clergy members
14 appointed to extension ministries whose charge conference relationship lies
15 within that district. Since all retired clergy are expected to declare a charge
16 conference relationship, this same proportional distribution will apply to equalize
17 any retired clergy who have not yet declared their charge conference relationship
18 but who still have annual conference voting privileges (i.e. the distribution for all
19 will be based on the distribution of declared charge conference relationships).

20 3. Instructions for Districts in the selection and election of Equalizing Members:
21 Annually, as the districts of the UM church in Indiana seek to create slates of
22 nominees to be elected equalizing members for the Annual Conference Session,
23 the following guidelines should be considered:

- 24 a. An intentional plan for diversity is expected – diversity in age, gender,
25 urban/rural, race, education, income, church and church size, etc.
26 b. Direct invitations to achieve a variety of diverse persons (rather than simple
27 general mass appeals) are recommended.
28 c. Districts should work to meet the number of equalization members requested
29 by the conference. Districts may request, from district pastors, the suggestion
30 of persons in the congregations who are willing and might possibly be elected
31 to serve as Annual Conference Equalizing Members. Additionally, persons
32 who come forward voluntarily, by using the *Equalization Member Willingness*
33 *to Serve* process and application form, to serve are not guaranteed the role but
34 should be considered for election.
35 d. To maintain some sense of proportionality larger churches may be allowed
36 more equalizing members than small member churches. Based on the
37 number of equalization members requested of the district by the conference no
38 one congregation shall provide more than 1/5 of the total equalizing members
39 from a district in a given year, if the district meets the number of candidates for
40 election as requested by the conference Director of Connectional Ministries.
41 This limit does not apply to/include those who are equalizing members by
42 virtue of ¶32 of the Book of Discipline.
43 e. In districts where UM clergy serve as college/university chaplains, campus
44 ministers, and directors of Wesley Foundations, the laypersons elected as their
45 equalizing counterparts shall be elected from either the campus ministry board
46 of directors or a student from that ministry/foundation (¶602 e);
47 f. It is recommended that District Operational Teams work the following
48 equalizing member election process in January and February (and on-going as
49 needed) and submit the elected names to the Conference by mid-March each
50 year.
51 g. The election process, followed in each district, for providing Equalizing
52 Members to Annual Conference, will be the following:
53 1) Each district's Operational Team will vet the names of those from the
54 district who have submitted a *Willingness to Serve* form. They should also
55 solicit additional willing persons, if necessary, to fulfill the needed numbers
56 and diversity.

1 2) The Operational Team will then create a slate to be considered for election
2 at district conference, composed of the requested number of names. The
3 slate of names for election is to be compiled giving great care for diversity,
4 i.e., diversity in age, gender, urban/rural, race, education, income, church
5 and church size, etc. The following persons, among others, may be
6 considered for inclusion on the slate to be elected:

- 7 Laypersons in district leadership positions,
- 8 District directors of lay servant ministries,
- 9 District presidents of United Methodist Women and Men,
- 10 District presidents of United Methodist Youth,
- 11 Lay persons who are serving as a Certified Lay Minister, lay
12 pulpit supply, or any lay member who meets the conference /
13 denominational membership requirements who have been
14 assigned by a Conference Superintendent and or the Resident
15 Bishop to fill a pastoral charge for any length of time are eligible to
16 serve, in the district in which they are assigned,
- 17 Laypersons residing in the district who served as General or
18 Jurisdictional Conference delegates during the previous or current
19 quadrennium,
- 20 Laypersons residing in the district who have served on the boards of
21 General agencies,
- 22 Laypersons residing in the district who are Conference Directors or
23 Associate Directors.

24 They must all complete the *Willingness to Serve* form and follow the
25 district election process.

- 26 3) In order, to allow informed decisions by voters in all elections, the Indiana
27 Conference shall make information available regarding persons who have
28 indicated their candidacy through submission of a *Willingness to Serve*
29 form or any other means for all positions for which an election is held no
30 later than fourteen (14) days prior to the election in question. This
31 information shall be posted online and available through the standard
32 means of Conference and District communications.
- 33 4) A District Conference is to be called in each district, sometime between
34 March 1 and March 15.
- 35 5) At the District Conference, there will be a vote taken to affirm or reject the
36 slate of Equalizing Members established by the District Operational Team.
37 The resulting elected slate of equalizing members will be submitted to the
38 Indiana Conference by mid-March each year.
- 39 6) In the event that the slate is rejected, the Conference Superintendent will
40 preside over a vote to elect the number of members needed to fill the
41 district's equalizing total.

42 **D.2.e. Membership at Special Sessions**

43 The same lay members who served at the previous Annual Conference will serve at
44 the special session, except in cases of the death, serious illness, or cessation of
45 professing membership by those laypersons. In those instances, the charge affected
46 shall elect the new lay member.
47

48 **D.2.f. Bar of the Conference**

49 The Annual Conference Secretary establishes the Bar of the Conference and ensures
50 it is clearly identified.

- 51 1. To vote, a member must be seated within the Bar of the Conference.
- 52 2. To be recognized by the presiding officer to address the Conference, a member
53 must be seated within the Bar of the Conference.
- 54 3. When not voting electronically, members vote by displaying large, brightly colored
55 cards provided by the Conference.
56

- 1 4. Except in the instance of electronic voting, any member may request a *counted*
- 2 *vote* that will be granted if at least one-third of the members present and voting
- 3 agree.
- 4 5. Except in the instance of electronic voting, any member may request a *vote by*
- 5 *ballot* that will be granted if a simple majority of the members present and voting
- 6 agree.
- 7

8 **D.2.g. Distribution of Materials**

9 No person or group shall print or distribute material by any means within the bar of the
10 Annual Conference without the approval of the Sessions Committee.

11 **D.2.h. Voting**

12 Prior to the first session of the Indiana Conference, the Sessions Committee shall
13 establish a procedure for collecting, tabulating, and reporting the voting results. This
14 may be done either manually or electronically. This will be done as quickly, fairly, and
15 accurately as possible.
16

17 **D.2.i. Parliamentary Procedures**

18 Sessions of the Annual Conference will be conducted by the Rules of Order of the
19 preceding General Conference and, as applicable, *Robert's Rules of Order*.

- 20 1. All main motions, amendments, and procedural motions must be presented in
- 21 writing upon forms provided by the Secretary, signed by the person submitting the
- 22 motion, and placed in the hands of the Conference Secretary immediately after
- 23 being moved.
- 24 2. The Rules of Order may be suspended by a two-thirds vote of the members
- 25 present.
- 26 3. Any motion proposing amendment to any rules or structure must first be
- 27 considered and reported on by the Committee on Rules and Structure prior to a
- 28 vote.
- 29

30 Therefore, all amendments to the Rules and Structure document which are
31 submitted ninety (90) days prior to the start of the annual conference session will
32 be addressed on the first day when the Rules document is presented for vote.
33 These "advanced" motions to amend will be presented by the Rules & Structure
34 Committee and voted on by the annual conference body after which the amended
35 Rules document will be voted on.

36 Any other amendments to the Rules and Structure document (submitted
37 after the ninety (90) day advanced deadline) will be referred to the Rules and
38 Structure Committee, who will study them, prepare a response, and assure that
39 they will either be addressed by the Coordinating Council (who is authorized to act
40 on such matters between annual conference sessions) or brought back the
41 following year to the annual conference session for action.

- 42 4. All material in the published reports of any agency to the Annual Conference will
- 43 be considered the property of the Conference and may not be altered or withdrawn
- 44 without approval of the Conference.
- 45

46 **D.2.j. Reporting of All Proceedings**

- 47 1. Environmental responsibility prompts the Annual Conference to be responsible in
- 48 how it reports its work. Helpful accountability also requires transparency with all
- 49 publicly available information, and requires that it be available in the most useful
- 50 format. We seek to balance these important demands.
- 51 2. The Conference Secretary will direct the editing of pre-Conference reports as
- 52 gathered by the Annual Conference Sessions Committee and will distribute them in
- 53 the most appropriate form to all members of the Annual Conference. These
- 54 materials are considered to be properly before the Conference when it assembles.
- 55 3. It is not necessary for presenters to read these reports aloud or otherwise present
- 56 them in detail, other than to note any significant changes that may have occurred

1 between the time of their publication and the current session of the Annual
2 Conference.

- 3 4. Once adopted, these materials (along with additional materials that may be
4 distributed no later than the beginning of each plenary session) become the official
5 business and agenda of the Annual Conference. Any matters having financial
6 implications must be approved by a specific vote of the Annual Conference
7 following the procedures established by the Council on Finance and
8 Administration.
- 9 5. All plenary sessions of the Annual Conference are recorded on audio and/or video
10 devices for the use of the Conference Secretary to provide an accurate accounting
11 of the proceedings. These recordings are maintained in the Conference office for a
12 period of at least four years, after which they may be disposed of in a secure and
13 environmentally responsible manner. The official record is printed and preserved at
14 the archives.
- 15 6. Environmental responsibility assumes the reduction of paper and non-recyclable
16 media records. Therefore, complete hardcopy versions of the materials required by
17 *The Book of Discipline* (§606.3) will only be provided to those persons and
18 agencies that require the full contents in print, including the United Methodist
19 Archives at DePauw University and Drew University. An electronic version of the
20 *Journal of the Conference* will be provided on-line as soon after conference as
21 possible.
- 22 7. To reduce the incidence of inappropriate use of member personal information
23 (“spam”), access to Internet posting of phone, address, and email addresses will
24 be limited to registered members of the Annual Conference and others authorized
25 by *The Book of Discipline* to access this material.
- 26 8. All versions of the *Journal* are compiled and checked for accuracy under the
27 direction of the Conference Secretary. At the first plenary session of the Annual
28 Conference or special session, the Conference may nominate and elect persons to
29 act as assistant secretaries for the duration of that Annual Conference.

30 **D.3 General and Jurisdictional Conference Procedures**

31 **D.3.a. Eligibility for Election**

- 32 1. **Lay delegates** to the General and Jurisdictional Conferences shall be elected by
33 the lay members of the Annual Conference without regard to age, provided such
34 delegates shall have been professing members of The United Methodist Church
35 for at least two (2) years preceding their election and shall have been active
36 participants in The United Methodist Church for at least four (4) years preceding
37 their election, and are members thereof within the Annual Conference electing
38 them at the time of holding the General and Jurisdictional Conference (§36). Lay
39 delegates need not be voting members of the Annual Conference to be elected.
40
- 41 2. **Ordained delegates** to the General and Jurisdictional Conferences shall be
42 elected from the ordained ministerial members in full connection within the Annual
43 Conference (§35). They shall be elected by ordained ministerial members in full
44 connection, associate members, provisional members who have completed all of
45 their educational requirements, and local pastors who have completed the course
46 of study or an M.Div. degree and have served a minimum of two (2) consecutive
47 years under appointment immediately preceding the election.
48

49 **D.3.b. Managing the Election**

50 The Annual Conference Sessions Committee shall provide general oversight of the
51 election process. In addition, the committee shall provide a *Willingness to Serve* form
52 that shall include pertinent biographical information, recent photo, reasons for wanting
53 to be a delegate, and a statement of three (3) areas crucial to the United Methodist
54 Church’s mission, and three (3) issues emerging from those areas.
55
56

1 **D.3.c. Commitment of a Delegate**

2 Election to General and/or Jurisdictional Conference conveys the trust and respect of
3 peers within the Annual Conference. Those offering themselves for election need to
4 make the following commitments:

- 5 1) attend their respective conferences on a full-time basis (10 to 12 days for General
6 and 3 days for Jurisdictional);
7 2) participate in all scheduled meetings of the delegation – prior to, during, and after
8 the conferences;
9 3) demonstrate familiarity with the ways in which the General and Jurisdictional
10 Conferences function;
11 4) study proposed legislation;
12 5) accept responsibility for expenses beyond the per diem;
13 6) exemplify a visionary outlook, a team spirit, and a disposition to conferencing; and
14 7) adhere to the qualities set forth in the “Guidelines for Christian Conferencing”
15 (adopted by the Annual Conference) throughout the entire time they are delegates.
16

17 **D.3.d. Procedure for Endorsement of Delegates**

18 In order to involve leadership from many parts of the conference, the election of
19 delegates to General and Jurisdictional Conferences shall begin in local congregations,
20 continue in districts, and conclude at Annual Conference.
21

22 In order to allow informed decisions by voters in all elections, the Indiana Conference
23 shall make information available regarding endorsed persons who have indicated their
24 candidacy through the following process no later than fourteen (14) days prior to the
25 Annual Conference election in question. This information shall be posted online and
26 available through the standard means of Conference communications.

- 27 1. Each local congregation may submit the name of a potential lay delegate to their
28 district lay leader by a specified date, together with a *Willingness to Serve* form.
29 The district lay leader shall bring all such names to the Fall District Conference
30 meeting preceding the Annual Conference in which delegates shall be elected. At
31 that meeting, three laypersons from the district may be endorsed (by a ballot
32 overseen by the Conference Superintendent). The Conference Superintendent
33 shall forward the names of these individuals (and their *Willingness to Serve* forms)
34 to the chair of the Election Committee.
35 2. Potential clergy delegates may submit their names to their Conference
36 Superintendent by a specified date, together with a *Willingness to Serve* form. At
37 the same meeting of the Fall District Conference, three clergy from the district may
38 be endorsed (by a ballot overseen by the district lay leader). The district lay leader
39 shall forward the names of these individuals (and their *Willingness to Serve* forms)
40 to the chair of the Election Committee.
41 3. The chair of the Election Committee shall forward the results of the district
42 endorsements to the convener of the Conference Coordinating Council by January
43 15 of the year when elections shall be held. In order to monitor diversity, the
44 Coordinating Council shall review the results and shall have the opportunity to add
45 up to ten (10) additional individuals (five lay and five clergy) by February 15 to the
46 list of endorsed nominees. The list of these additional nominees shall then be
47 submitted to the Election Committee.
48 4. Outside of the district endorsement process, any lay persons meeting Disciplinary
49 requirements (§36) who wish to be candidates for possible election as delegates
50 must submit an application by filling out the *Willingness to Serve* form and
51 submitting it to the Conference Coordinating Council by February 15th. The names
52 of these lay candidates will then be added to a separate list alongside the list of
53 those who have been endorsed.
54 5. The finalized lists of endorsed nominees (those coming from the districts and those
55 added by the Conference Coordinating Council) and un-endorsed candidates shall
56 be communicated as separate lists (with clergy in alphabetical order and laity
57 in alphabetical order) to all members of the Annual Conference by the 1st

1 day of April. Included with the April 1 announcement shall be copies of all
2 completed *Willingness to Serve* forms that have been received by the Sessions
3 Committee by March 15.
4

5 **D.3.e. Procedure for Election**

- 6 1) Lay and clergy delegates shall be elected at the Annual Conference in the
7 calendar year preceding the General and Jurisdictional Conferences and shall
8 serve for the quadrennium. The General Conference secretary shall provide the
9 number of those to be elected (lay and clergy) to the Bishop and Annual
10 Conference secretary no later than December 2 prior to election.
- 11 2) The Sessions Committee shall provide opportunity, prior to the first ballot, for
12 members of the Annual Conference to meet and talk with persons seeking
13 election.
- 14 3) The Annual Conference secretary shall call attention to the “Guidelines for
15 Christian Conferencing” at the beginning of the election process, and shall assure
16 that proper secure arrangements have been made for accurate voting and
17 reporting of the results.
- 18 4) Voting may be by official ballot or electronic means (as determined by the Annual
19 Conference Sessions Committee), with the number of persons to be elected for
20 each ballot being announced by the Bishop or a person designated by the Bishop.
- 21 5) All clergy meeting Disciplinary requirements (§35) will be assigned a number.
- 22 6) During elections only the candidates who receive twelve (12) or more votes will be
23 announced.
- 24 7) A majority of valid ballots cast shall constitute an election.
- 25 8) Balloting shall continue until the allotted number of delegates for General
26 Conference is elected.
- 27 9) Following completion of General Conference elections, balloting shall begin for
28 Jurisdictional Conference delegates and shall continue until those delegates have
29 been elected.
- 30 10) General Conference reserve delegates (lay and clergy) shall be made up of the
31 elected Jurisdictional Conference delegates (lay and clergy) in the order they were
32 elected. (§34).
- 33 11) Jurisdictional reserve delegates shall be elected by a minimum of a simple majority
34 of the ballots cast. For Jurisdictional Conference there shall be elected three (3)
35 reserve delegates for clergy and three (3) reserve delegates for laity.
- 36 12) Jurisdictional reserve delegates may act as reserve delegates to General
37 Conference when it is evident that not enough reserve delegates are in attendance
38 at General Conference. (§34)
- 39 13) The number of reserve delegates invited to attend General Conference is to be
40 determined by the Conference delegation.
41

42 **D.3.f. Leadership of Conference Delegation**

43 After delegates have been elected, the Bishop shall invite all elected delegates to an
44 organizational meeting, and shall preside until leaders of the delegation have been
45 elected. The following actions shall be included:

- 46 1) declaration by each delegate to follow the “Commitment of a Delegate” (as adopted
47 by the Indiana Conference) throughout the entire time they are serving as a
48 delegate;
- 49 2) determination of leaders that need to be elected (i.e., chairperson, vice-chairperson,
50 secretary, and treasurer), with particular attention given to the qualities needed for
51 effective work to be accomplished—prior to the conferences, at the conferences, and
52 subsequent to the conferences;
- 53 3) following a time of prayer, nomination of persons for offices, followed by interactive
54 discussion, and casting of ballots (with the Bishop and two alternate delegates
55 counting ballots); and
- 56 4) continuation of the meeting led by the individual elected as chairperson.
57

1 **D.3.g. General and Jurisdictional Conference Petitions**

- 2 1) Petitions for General and Jurisdictional Conference provide all members of United
3 Methodist Churches, as well as organizations within the Indiana Conference, the
4 opportunity to engage the members of the Annual Conference and the larger
5 church. These petitions may be sent directly to the General Conference Secretary
6 following the rules and guidelines of the General Conference or if Indiana Annual
7 Conference affirmation is sought these petitions must be submitted to the Indiana
8 Annual Conference Secretary no later than ninety (90) days prior to the Annual
9 Conference Session.
- 10 2) All General or Jurisdictional Conference petitions must deal with only one issue or
11 disciplinary paragraph, and must be signed by the submitter with appropriate
12 identification, including address and local church affiliation. If it is from an
13 organization, the identification must be that of a responsible individual within the
14 submitting organization and include address information for that individual.
- 15 3) All General or Jurisdictional petitions and resolutions appropriately submitted to the
16 Indiana Conference are referred to the Annual Conference Petitions and
17 Resolutions Team for review and will be presented to the Annual Conference
18 Session.

19 NOTE: Petitions, as submitted, become the property of the Annual Conference, and
20 as such, may be amended by action of the Annual Conference. Petitions affirmed by
21 the Annual Conference will be forwarded to the appropriate entity.

22
23 **D.4 District Conferences**

24 *The Book of Discipline* of the United Methodist Church (§659) states that “a district
25 conference shall be composed of members as determined and specified by the annual
26 conference, giving attention to inclusiveness (see §§ 124, 140).

27
28 District conference membership with voting privileges shall consist of:

- 29 a. The district lay leader and any associate district lay leaders
- 30 b. All clergy appointed in the conference, shall be eligible to vote in all matters for which
31 clergy are entitled to vote under the Book of Discipline at district conferences, in the district
32 where their charge conference relationship resides.
- 33 c. All clergy in retired status whether appointed to serve in a local church in retirement or not,
34 shall be eligible to vote in all matters for which clergy are entitled to vote under the Book of
35 Discipline, in the district where their charge conference relationship resides.
- 36 d. One (1) person elected by the district as a secretary
- 37 e. All local church lay leaders duly elected at their church charge conference
- 38 f. All local church annual conference representatives duly elected at their church charge
39 conference
- 40 g. Any lay members who meet the conference/denominational membership requirements who
41 are currently assigned by a Conference Superintendent or Resident Bishop are eligible to
42 vote at the District Conference where they are assigned to serve.
- 43 h. Persons chairing or leading ministry and missional work as organized by the district (§661).
- 44 i. All laypersons serving as General or Jurisdictional Conference delegates (including
45 alternates) during the current quadrennium who are professing members of a congregation
46 in the district.
- 47 j. Additionally, the Conference Superintendent is permitted to invite as voting at-large
48 members of the district conference up to six (6) other persons who will assure the inclusion
49 of diversity; such as but not limited to: youth, young adults, older adults, people with
50 disabilities; and persons of racial, ethnic or gender groupings.

51
52 (END)