

1 **2022-23 INDIANA CONFERENCE UNITED METHODIST CHURCH**
2 **RULES & STRUCTURE DOCUMENT**

3 (All Positions, Teams, Boards and Committees listed below are Indiana Conference groups)
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34

35

36 **INDIANA CONFERENCE RULES AND STRUCTURE DOCUMENT**

37

38 **A. DECLARATION**

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

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

48

49 **B. BOUNDARIES**

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

53

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

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

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

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

7 8 **C.1 Leadership Positions / Individual Elections**

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

17 18 **C.2 Institutional Ministry Teams**

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

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

26 27 **C.2.a. Administrative Review Committee**

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

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

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

37 38 **C.2.b. Annual Conference Sessions Committee**

39 *Task:* Work in cooperation with The Resident Bishop in preparing for the Annual
40 Conference gathering.

41
42 *Membership:*

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

50 51 **C.2.c. Committee on Investigation – Clergy (§2703.2, 2016)**

52 53 **C.2.d. Committee on Investigation – Diaconal (§2703.2)**

54 55 **C.2.e. Communications Team**

56 *Task:* Strengthen communications within the United Methodist Churches of Indiana
57 and among all levels of the connection. This team fulfills the disciplinary mandates and

1 maintains the connectional relationships of the Commission on Communications.
2 (¶646)

3
4 *Membership:* seven members

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

9
10 **C.2.f. Coordinating Council**

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

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

29
30 And support the direction and work of the Annual Conference to:

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

39
40 *Membership:*

- 41 1. Voice - No Vote
 - 42 a. The Bishop who presides or his/her designee
 - 43 b. Executive Assistant to the Bishop
 - 44 c. Conference Communication Director
 - 45 d. The President or representative of the United Methodist Foundation of Indiana
 - 46 2. Voice and Vote
 - 47 a. Conference Lay Leader (¶603.9)
 - 48 b. Conference Secretary
 - 49 c. one Superintendent
 - 50 d. one Director
 - 51 e. one person from each district operational team (see item 3 below, Selection
52 Process).
 - 53 f. Young Adult representative (¶650.1)
 - 54 g. Youth representative (¶649.1)
 - 55 h. Higher Education and Ministry representative (¶634.3)
 - 56 i. Presidents of Conference UMW and UMM
- 57

- 1
2
3
4 3. Selection Process for district membership (2e):
5 Each district will recommend two people from the District Operational Team to the
6 Committee on Nominations. Persons from each district recommended for this
7 position should be able to think adaptively, be aware of the Conference mission,
8 vision, and values statement and not be a member of any conference board,
9 agency or team. Each person recommended should be familiar with and able to
10 practice the principles of the Spiritual Leadership, Inc. (SLI) processes for adaptive
11 leadership. When identifying these individuals, the district shall be sensitive to the
12 diversity concerns of the Annual Conference in accordance with *The Book of*
13 *Discipline*. (§610.3)
14

15 It is the task of the Committee on Nominations to ensure diversity and balance
16 among our teams, boards, and committees. They shall identify one person from
17 each district from the names provided to serve as a member of the Conference as
18 Coordinating Council, giving attention to diversity and inclusiveness.
19

- 20 4. Terms of office on the Coordinating Council:
21 Membership from districts shall be nominated to serve for one four (4) year term as
22 follows: Clergy from North, North Central, Southeast, West and South; Laity from
23 Northwest, Northeast, Central, East and Southwest. This schedule of laity and
24 clergy from the districts would rotate every four years.
25

26 **C.2.g. Committee on Episcopacy**

27 *Task:* Fulfill the disciplinary mandates and maintain the connectional relationships of
28 the Committee on Episcopacy. (§637)
29

30 *Membership:*

- 31 1. Seven members or more, up to a maximum of 17
32 2. Lay and clergy members of the North Central Jurisdiction Committee on
33 Episcopacy who reside in Indiana (ex-officio with vote)
34 3. Conference Lay Leader
35 4. 1/3 lay women, 1/3 lay men, 1/3 clergy (one lay person is the Conference Lay
36 Leader)
37 5. One-fifth of the total membership to be appointed by the Bishop
38 6. Other persons as needed to achieve recommended balances and representation
39 (§637.1)
40
41

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

43 *Task:* Provide for the housing needs of The Resident Bishop and family and provide
44 for the connectional relationship with the Jurisdiction.
45

46 *Membership:*

- 47 1. Chairperson or designee from the Conference Committee on Episcopacy shall
48 serve as chair
49 2. Chairperson or designee from the Board of Trustees
50 3. Chairperson or designee from the Council on Finance and Administration and
51 Equitable Compensation
52 4. Consultants without vote with specific expertise related to the tasks of the
53 committee
54
55

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

1 Task: Fulfill the disciplinary mandates and maintain the connectional relationships
2 described in ¶652 to “manage clergy medical leave.”
3

4
5 *Membership:* All may be ex-officio with vote.

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

14 15 **C.2.j. United Methodist Men**

16 The President of the Conference United Methodist Men (or designee) has a seat at the
17 Conference Coordinating Council. The President (or designee) will also serve as a
18 member of the Indiana Conference's Board of Laity. All officers are nominated and
19 elected within the organization of United Methodist Men as described in The Book of
20 Discipline (¶648).
21

22 **C.2.k. United Methodist Women**

23 The President of the Conference United Methodist Women (or a designee) has a seat
24 at the Conference Coordinating Council. The President (or designee) will also serve as
25 a member of the Indiana Conference's Board of Laity. All officers are nominated and
26 elected within the organization of United Methodist Women as described in The Book
27 of Discipline (¶647).
28

29 **C.3 Administrative Ministry Teams**

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

31 *Task:* Ensure that all employees related to the Annual Conference have access to
32 appropriate benefits. This board fulfills the disciplinary mandates and maintains the
33 connectional relationships of the Conference Board of Pensions (¶639).
34

35 *Membership:*

- 36 1. Qualifying members of the General Board of Pensions and Health Insurance
- 37 2. 12 other persons (recommended 1/3 lay women, 1/3 lay men, 1/3 clergy, with
38 regard to skills and representation, elected to eight-year terms (¶639.2) and
39 arranged in alternating classes of one or two members)

40 41 **C.3.b. Board of Trustees**

42 *Task:* Ensure wise stewardship of the real, personal, and monetary assets of the
43 Annual Conference and represent its legal interests. This group fulfills the disciplinary
44 mandates and maintains the connectional relationships described in ¶640 and ¶2512.
45

46 *Membership:*

- 47 1. 12 members (1/3 lay women, 1/3 lay men, 1/3 clergy) with due attention given to
48 diversity as described in ¶610.5
- 49 2. Director of Administrative Services (ex-officio member without vote)
- 50 3. Conference Chancellor (ex-officio member without vote)

51 52 **C.3.c. Council on Finance and Administration and Equitable Compensation**

53 *Task:* Ensure sound fiscal management of the funds entrusted to the Annual
54 Conference and care appropriately for the salary needs of any clergy whose appointed
55 charge is unable to provide at least Conference minimum compensation. This council
56 fulfills the disciplinary mandates and maintains the connectional relationships of the

1 General Council on Finance and Administration (§611) and Equitable Compensation
2 (§625).

3
4 *Membership:* 11 members

- 5 1. Conference Treasurer/Director of Finance and Administrative Services, who may
6 be the convener and shall be treasurer of the council
- 7 2. Qualifying members of the General Council on Finance and Administration
- 8 3. Bishop (without vote)
- 9 4. Conference Superintendent selected by the cabinet (without vote)
- 10 5. Director of Connectional Ministries or representative of the Conf. Leadership Team
11 (without vote)
- 12 6. Up to six additional members to provide for diversity and to ensure that laity have
13 at least one more vote than clergy in the overall membership. (§612.2)
- 14 7. Executive Director of the Indiana United Methodist Foundation, without vote.
15 (§612.2d)

16 **C.4 Connectional Ministries Teams**

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

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

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

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

28 *Task:* Cultivate and strengthen relationships with institutions with United Methodist
29 affiliation in Indiana.

30
31 *Membership:* Convener and one representative from each affiliated institution

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

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

40
41
42 This team oversees and fulfills The Disciplinary functions and maintains the
43 connectional relationships assigned to areas of Diversity, Missions and Justice.

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

53
54 At-Large Members (up to 8)

55 DIVERSITY

56 Commission on Religion and Ethnicity (CORE) (§643)

1 Commission on the Status and Role of Women (COSROW) (§644.2)
2 Ethnic Local Church Concerns (§632)
3 Urban / Community Ministry
4 Native American Ministries (§654)

5 **MISSIONS**

6 Volunteers in Mission
7 Friends of Africa University
8 Faith Community Nursing
9 Board of Global Ministries (§633)

10 **JUSTICE**

11 Board of Church & Society (§629)
12 Immigration Rights
13 Peace with Justice
14 Disability Advocacy (§653)
15 Creation Care Alliance
16 Jail / Prison Ministry & Reform
17 Global Health
18 Christian Unity & Interreligious Concerns (§642)
19 Compassion & Inclusion

20
21 Diversity, Mission and Justice Team members will be listed and approved as part of
22 the Nominations report presented at the Annual Conference where required by The
23 Discipline.

24
25 **C.4.d. Nominations Committee**

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

28
29 *Membership:*

- 30 1. Chairperson
31 2. Lay Leader(s)
32 3. President of the UMW
33 4. President of the UMM
34 5. Up to seven (7) additional members to meet requirements for diversity and
35 inclusiveness
36 6. Director of Connectional Ministries (ex-officio without vote)
37 7. Assistant to the Director of Connectional Ministries (ex-officio without vote)

38
39 **C.4.e. Petitions and Resolutions Team**

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

43
44 *Membership:* three (3) voting members and the Director of Connectional Ministries
45 (ex-officio without vote)

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

53
54 A **Petition** is any request for the General Conference to take an action §507.4, alter
55 the wording of The Book of Discipline §507.2 or affirm a formal expression on an issue.
56 “Any Indiana United Methodist lay member, pastor, or agency may submit a petition
57 directly to the General Conference or may submit their General Conference petition to

1 the Indiana Conference asking for Indiana Conference affirmation (of the petition). If
2 affirmed (by a simple majority vote), the Indiana Annual Conference Secretary shall
3 forward the petition to the General Conference.” All petitions must be submitted no
4 later than ninety (90) days prior to the start of the Annual Conference Session.

5
6 The process and deadlines for submitting petitions and resolutions to the annual
7 conference session shall be posted on the conference website and by email newsletter
8 at least 160 days before the annual conference session.

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

15 16 **C.4.f. Rules and Structure Committee**

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

19 *Membership:*

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

29 30 31 **C.5 Church Development Team**

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

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

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

42 43 **C.6 Leadership Development Teams**

44 **Leadership Development Operational Team**

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

1
2 *Membership:* The voting membership of this team shall be comprised of six (6)
3 persons: three (3) clergy – one of whom will be co-chair and three (3) laity – one of
4 whom will be co-chair , and one (1) emerging leader with special attention given to the
5 inclusion of women, racial and ethnic persons. At-large members shall include the
6 Director of Leadership Development and Associate Directors of Leadership
7 Development. The Director of Leadership Development has the authority to convene
8 this team and will recommend the nomination of persons to be included on the team.
9

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

11 *Task:* Support the work of the Annual Conference and the mission of The United
12 Methodist Church of *making disciples of Jesus Christ for the transformation of the*
13 *world* in the areas of outdoor ministries, camping, and retreat facility support with
14 attention to the responsibilities of camping ministries as assigned by *The Book of*
15 *Discipline.* (§630.1 b, c) This team establishes annual priorities and performs their work
16 either as a body or through task groups.
17

18 *Membership:* Should be a minimum of twelve (12) and a maximum of fifteen (15).
19 Ex-officio (without vote) include: Associate Director of Camps and Retreats, Camp
20 Business Manager, and Director of Connectional Ministries.
21

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

23 *Task:* Inquire of each Conference Superintendent about the life and official
24 administration of each clergy member of his or her District and report such to the
25 Annual Conference. (§635.1) The Board of Ordained Ministry will discuss and take
26 action as appropriate regarding proposals from its committees and shall organize itself
27 into committees so as to carry out its responsibilities effectively and fulfill the
28 requirements of *The Book of Discipline.*
29

30 *Membership:* Consists of a chair and up to 53 members nominated and elected
31 according to The Book of Discipline and seven (7) ex-officio members without vote as
32 follows: two (2) Conference Superintendents to serve as the Appointive Cabinet
33 Liaisons; the Director of Leadership Development; the Associate Director of
34 Leadership Development; the Director of Local Pastor Education; a
35 Ministerial/Psychological Assessment Specialist; and a GBHEM staff liaison.
36

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

38 *Task:* Foster and maintain connection with The General Board of Higher Education
39 and Ministry, the Annual Conference, districts, local churches, campus ministries and
40 the United Methodist Student Movement and support discipleship ministries on, with,
41 and for college students and campus relationships in Indiana. This team fulfills
42 disciplinary mandates and maintains the connectional relationships described for the
43 Conference Board of Higher Education and Campus Ministry. (§634)
44

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

46 *Tasks:*

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

- 1 - Maintain the connectional relationship between General Board of Discipleship and
2 the conference.
3

4 *Member Responsibilities:*

- 5 1. Knowledge and understanding of core INUMC goals
6 2. Discernment of emerging intentional discipleship needs
7 3. Evaluation of alignment of intentional discipleship goals with INUMC’s missional
8 development
9 4. Assistance with prioritization of intentional discipleship focus
10 5. Review effectiveness of the intentional discipleship portfolio
11

12 *Participation Expectations:*

- 13 1. Attendance at all meetings (Quarterly)
14 2. Active participation in both in person and digital communications
15 3. Promotion and participation in intentional discipleship events and programs
16 4. Timely attention to the work of the council
17 5. Participate in accountable discipleship with the council
18

19 *Membership:*

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

- 21 • Minimum of five (5) clergy and five (5) laity
22 • Minimum of two (2) female clergy, two (2) female laity
23 • Minimum of three (3) ethnic/racial minority members
24 • Chairperson elected from the team
25 • *Ex-officio:* Director of Leadership Development, Assoc. Director of Leadership
26 Development– Discipleship
27 • Members serve a term of four (4) years and can serve a maximum of eight (8)
28 consecutive years.
29

30 **C.6.e. Emerging Youth Leadership Ministry Team**

31 *Task:* Create opportunities for youth across the Conference to develop as leaders in
32 ministry and mission, as well as to participate in the governance of the life of the
33 Annual Conference and other connectional opportunities. This team fulfills disciplinary
34 mandates and maintains the connectional relationships described for the Council on
35 Youth Ministry. (§649)
36

37 **C.6.f. Lay Leadership Team (Board of Laity)**

38 *Task:* The Board of Laity shall be constituted and function in accordance with *The*
39 *Book of Discipline.* (§631.1)

40 The Lay Leadership Team (Board of Laity) is a way of providing a voice to the laity of
41 the Indiana Conference. The Board of Laity shall be responsible for fostering an
42 awareness of the role of the laity, developing the advocacy role for laity, increasing the
43 participation of laity in the life of the church, encouraging laypersons in the general
44 ministry of the church, developing and promoting programs to cultivate an adequate
45 understanding of the theological and biblical basis for lay life and work, developing and
46 promoting stewardship of time, talent and possessions, providing for the training of lay
47 members to Annual Conference, providing support and direction for such lay programs
48 as lay servant ministry, the observance of Laity Sunday, and the work of lay leaders on
49 the local and district levels.
50

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

1
2 *Selection of Annual Conference Lay Leader:* The current Conference Lay Leader will
3 suggest no more than three (3) people as the possible next Conference Lay Leader,
4 then the Director of Leadership Development, the Assistant to the Bishop and the
5 Bishop will consult to discern who to recommend as the Conference Lay Leader to
6 Committee on Nominations.

7
8 The Board of Laity shall nominate Associate Lay Leader(s), who will help with the
9 duties of the Conference Lay Leader as set forth in the guidelines established by the
10 Board of Laity.

11 12 **C.6.g. Lay Servant Ministry**

13 *Task:* The Conference Committee on Lay Servant Ministries is to set criteria and
14 guidelines for district committees on Lay Servant Ministries, to develop lay servant
15 courses and approve courses developed by district committees, and to organize
16 conference-wide lay servant events. The Conference Committee on Lay Servant
17 Ministry shall be constituted and function in accordance with The Book of Discipline.
18 (§631.6.b).

19
20 *Membership:* The Conference Committee on Lay Servant Ministries will consist of the
21 District Directors of Lay Servant Ministries, along with the Conference Lay Leader, and
22 the Associate Director of Leadership Development-Laity, and Director of Leadership
23 Development.

24
25 *Selection of Conference Lay Servant Ministries Director:* The current Conference Lay
26 Leader, in consultation with the Associate Director of Leadership Development-Laity
27 will make a suggestion for the Board of Laity to affirm, and recommend to Committee
28 on Nominations.

29 30 **C.6.f. Academy of Spiritual Formation Council**

31 *Task:* The Indiana Academy for Spiritual Formation Council will function to maintain
32 an active, ongoing, planning team to provide 5-Day Spiritual Formation Academies in
33 Indiana every two years. "The Academy for Spiritual Formation creates
34 transformative space for people to be in communion with God, self, others, and
35 creation for the sake of the world." (Discernment Guide- Five Day Academy for
36 Spiritual Formation – pg.1) The Academy for Spiritual Formation is a ministry of the
37 Upper Room. In the formation of this group the mandate for diversity from ¶610.5 of
38 The Book of Discipline will be followed.

39
40 The council will promote and support the efforts of each Academy Team by

- 41 • Choosing a time and place for each Academy.
- 42 • Naming a retreat leader.
- 43 • Assisting in assembling a retreat leadership team.
- 44 • Assisting in fundraising for each Academy.
- 45 • Assisting in the promotion and advertising of each Academy.
- 46 • Planning pre-academy events during off years which will give participants an
47 idea about the opportunity for spiritual growth an Academy provides.

48
49 *Membership:*

50 At least 2 UMC clergy

51 At least 2 UMC laity

52 At least 2 At-large ecumenical voting members

53 *Ex-officio:* Associate Director of Leadership Development – Discipleship &
54 Laity and/or The Director of Leadership Development

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C.7. District Operational Teams

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

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

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

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C.8. Bishop's Advisory Team

The Bishop's Advisory Team (which has been in existence since about 2014) serves an advisory capacity – as a sounding board – to aid the bishop in thinking through issues and fulfilling his/her role as effectively as possible. It has no authority or supervisory capacity. It has no decision-making authority. It does not execute any programs or policies.

Membership is by invitation of the bishop, who seeks diverse voices in forming this team. For example: the bishop seeks representation from small and large churches, laity and clergy, as well as gender and ethnic diversity.

The Bishop's Advisory Team, consisting of twelve persons who meet monthly, focuses on adaptive leadership thinking regarding the issues faced by the bishop.

As of 2022 it is comprised of the following persons:

Bishop Trimble
Aleze Fulbright - chair
David Johns
Oscar Ramos
MacKensie Phillips
Andy Payton
Betty Hart
Annetra Jones Stephens
Maureen Langdoc
Nathan Lundy
Larry Whitehead

1 **D. RULES**

2
3 **D.1 Annual Conference Session – General Information**

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

7
8 **D.1.a. Annual Conference Sessions Committee**

9 The Annual Conference Sessions Committee ensures that we are prepared for our
10 work and are fulfilling our disciplinary obligations as we conduct our work before and
11 during each annual gathering and special called session of the Indiana Conference.

12
13 **D.1.b. Oversight of Annual Conference Session**

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

18
19 **D.1.c. Assembling and Publishing Pre-Gathering Reports**

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

27
28 **D.1.d. Creating the Agenda**

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

34
35 **D.1.e. Managing Registration**

36 The Annual Conference Session Committee supervises registration.

37
38 **D.1.f. Managing the Legislative and Referrals Process**

- 39 1. At Annual Conference and special called sessions, members of the Conference
40 consider several types of legislation, petitions and resolutions. Among them are
41 those that have *fiscal implications*, those that have *no fiscal implications*, those
42 that *ask for specific actions* of specific groups and those that *refer items to other*
43 *groups, teams or boards for review* prior to consideration by the members of the
44 Annual Conference sessions.
- 45 2. Additionally, Conference members consider petitions/resolutions to the Annual
46 Conference or to the General Conference. Management of General Conference
47 petitions and resolutions are explained in the section titled: 'General and
48 Jurisdictional Conference Procedures' elsewhere in this document.
- 49 3. In order to manage these various types of legislation, the Annual Conference
50 Sessions Committee will:
- 51 a. Create a Consent Calendar (to be presented to the Annual Conference
52 session) that includes those items that have no fiscal implications and that
53 do not need to be referred to any teams or boards for discussion. They will
54 provide opportunity and oversight for the removal of any item from the
55 Consent Calendar, requiring a simple majority vote, at the time the Consent
56 Calendar is presented.

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

36 **D.1.g. Nominations Process**

- 37
- 38 1. The Committee on Nominations facilitates a process that encourages persons,
39 both lay and clergy, to make available their gifts and skills for boards and
40 committees at the Conference level. The Committee on Nominations prepares and
41 presents to the Annual Conference Session a leadership list for all the appropriate
42 groups as directed by *The Book of Discipline*. It also works with affiliated groups to
43 receive nominations that require Annual Conference confirmation.
 - 44 2. The report from the Committee on Nominations is presented in written form by the
45 first business session of the Conference and will be voted on at a
46 time recommended by the Director of Connectional Ministries later in the
47 Conference, allowing members time to review the report prior to consideration and
48 action.
 - 49 3. The Committee on Nominations works to have all committees and boards reflect
50 the demographics of the state, with special attention given to gender, ethnicity, age
51 and geographic considerations, and a balance of lay and clergy representation
52 (§610.45).

- 1 4. The Committee on Nominations also ensures broad participation on Conference
2 groups by limiting individual membership to only one significant Conference
3 committee unless specified by *The Book of Discipline*. A person generally will not
4 be elected as a member on a Conference committee and have ex-officio
5 membership status on another unless it is directed by *The Book of Discipline*.
- 6 5. To enable full participation, Conference committees should schedule meetings with
7 careful consideration of the availability of the membership to be in attendance and
8 with attention given to locations within the shortest distance for most
9 attendees. Groups should explore alternative meeting formats whenever possible
10 to limit expense and travel for Conference meetings.
- 11 6. The Committee on Nominations also is responsible for:
12 a. filling vacancies between sessions of Annual Conference;
13 b. naming membership to new groups formed by Annual Conference action (unless
14 that task is specifically assigned to another group or to the Bishop);
15 c. and reviewing the participation of elected members and replacing inactive
16 members as needed and recommended by the chairperson of the affected
17 committee.
- 18 7. Persons elected or appointed to an office by the Annual Conference will assume
19 their duties immediately following the Conference (or at the time of their
20 appointment if after a regular session of the Conference).
- 21 8. The tenure for leadership and committee membership is normally four years and
22 not more than eight years unless directed otherwise by *The Book of Discipline*. A
23 person can return after having served a maximum term if that person is off the
24 committee or board for one Annual Conference year.

25 **D.1.h. Annual Conference Session Attendance Expectation**

- 26 1. It is the expectation that every lay member of the Annual Conference Session duly
27 elected at their local church Charge Conference or selected as an equalizing
28 member (or their alternates) will attend all days and sessions of the Annual
29 Conference, representing their local congregation and districts faithfully and fully.
- 30 2. All clergy are expected to attend all sessions of Annual Conference faithfully and
31 fully.
32

33 **D.1.i. Conference Committee / Board Attendance Policy**

- 34 1. This attendance policy is intended to support the full contribution of all members of
35 boards, agencies or ministry teams. Many boards, agencies or teams have
36 reduced meeting frequency, especially face to face meetings. Given this, it is vitally
37 important for members to make every attempt to be present when meetings do
38 occur. Full participation by all members ensures the full expertise of each is
39 reflected and the decisions made are informed by the best expertise available.
40
- 41 2. Our attendance policy is as follows:
42 a. All members of boards, agencies or ministry teams are expected to be present at
43 all meetings.
44 b. Two (2) consecutive absences by any member without notifying the convener
45 shall be considered an automatic resignation.
46 c. Three (3) consecutive absences by any member with notification of the convener
47 shall be considered an automatic resignation.
48 d. The process to support this policy is as follows:
49 1. After a first absence by a member without notification or the second absence
50 with notification, the convener of the board, agency or ministry team shall
51 contact the absent member to discern whether the reasons for absence may
52 be resolved and to remind the absent member that the next such absence will
53 trigger an automatic resignation. If the absent member is a member "by virtue
54 of office," the leadership of the body the member represents shall also be
55 notified of the lack of attendance and of efforts made to resolve the situation.
56

2. If resolution cannot be reached and subsequent absences occur, the absent 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 absent member so removed is a member “by virtue of office,” the sending organization will also be notified of the action to remove the absent 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.”

D.2 The Voting Process at Annual Conference Sessions

D.2.a. Eligibility to Vote

The following persons are eligible to vote:

1. One (1) professing member elected from each charge in this Conference
2. All diaconal ministers, active deaconesses and home missionaries under episcopal appointment within the bounds of the Annual Conference
3. Conference president of United Methodist Women
4. Conference president of United Methodist Men
5. Conference lay leader
6. Conference director of Lay Servant Ministries (§32)
7. Conference Secretary of Global Ministries (if lay, §32)
8. District lay leaders
9. President or equivalent officer of the Conference young adult organization
10. One (1) youth between the ages of 12 to 18 years old from each district and one (1) young adult between the ages of 18 to 30 years old from each district
11. President of the Conference youth organization
12. Chair of the Annual Conference student organization
13. 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)
14. Additional lay members needed to equalize lay and clergy membership of the Annual Conference
15. 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)
16. All lay members of the Annual Conference must have been active participants in The United Methodist Church for at least four (4) years and professing members for at least two (2) years prior to being elected to serve as lay members. Exception to this rule may be granted to persons under 30 years of age (§602.4.a).

D.2.b. Limits on Voting -- 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. 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

1 members of the Conference Board of Ordained Ministry. They may vote on the
2 election of clergy delegates to the General or Jurisdictional Conferences if they
3 have completed all of their educational requirements.

- 4 4. Full-time and part-time local pastors under appointment, may *not* vote on
5 constitutional amendments or on matters of ordination, character, and Conference
6 relations of clergy. They may vote on the election of clergy delegates to the
7 general or jurisdictional Conferences if they have completed the course of study or
8 M.Div. degree and have served a minimum of two (2) consecutive years under
9 appointment immediately preceding the election.
10 5. Lay members may *not* vote on granting or validation of license, ordination,
11 reception into full Conference relationship, *or* on any question concerning the
12 character and official conduct of ordained ministers *unless* they are lay members of
13 the Board of Ordained Ministry or the Committee on Investigation. They shall
14 participate in all other deliberation and vote upon all the other measures (§602.6).
15

16 **D.2.c. Granting Voice Without Vote**

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

- 19 1. Official representatives from other denominations invited by the Annual
20 Conference
21 2. Missionaries assigned by the General Board of Global Ministries and serving
22 within the bounds of the Annual Conference
23 3. Lay missionaries appointed by the General Board of Global Ministries in nations
24 other than the United States but attending this Annual Conference
25 4. Certified lay missionaries from nations other than the United States serving within
26 the bounds of this Annual Conference
27 5. The chancellor of the Annual Conference unless the chancellor is otherwise a
28 voting member of the Annual Conference
29 6. Special guests of the Annual Conference
30

31 **D.2.d. Equalizing Lay and Clergy Membership**

- 32 1. The process by which the Indiana Conference will equalize lay and clergy
33 membership of the Annual Conference follows:
34 a. Following §32 Article 1 (and §602.4) of The Book of Discipline The annual
35 conference shall be composed of clergy and lay members:
36 The clergy membership shall consist of deacons and elders in full
37 connection, provisional members, associate members, and local pastors under
38 appointment. [As well as affiliate members §602.1].
39 The lay membership shall consist of . . .
40 + professing lay members elected by each charge,
41 + diaconal ministers,
42 + active deaconesses,
43 + home missioners under episcopal appointment within the bounds of
44 the annual conference,
45 + the conference president of United Methodist Women,
46 + the conference president of United Methodist Men,
47 + the conference lay leader,
48 + district lay leaders,
49 + the conference director of Lay Servant Ministries,
50 + the conference secretary of Global Ministries (if lay),
51 + the president or equivalent officer of the conference young adult
52 organization, the president of the conference youth organization,
53 + the chair of the annual conference college student organization,
54 + one young person between the ages of twelve (12) and seventeen (17)
55 from each district
56 + one young person between the ages of eighteen (18) and thirty (30)
57 from each district . . .

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

3 Such persons must be professing members of The United Methodist Church
4 and active participants at the time of election. Each charge served by more
5 than one clergy shall be entitled to as many lay members as there are clergy
6 members. The lay members shall have been for the two years next preceding
7 their election members of The United Methodist Church and shall have been
8 active participants in The United Methodist Church for at least four years next
9 preceding their election.

10 If the lay membership should number less than the clergy members of the
11 annual conference, the annual conference shall, by its own formula, provide for
12 the election of additional lay members to equalize lay and clergy membership
13 of the annual conference.

14 b. Given previous judicial rulings in other conferences no other persons, than
15 those listed in ¶32 Article 1, are to be guaranteed automatic positions as
16 equalizing lay members. Everyone else must be elected by the districts.

17
18 2. The Director of Connectional Ministries adds these names prescribed by the
19 Book of Discipline in ¶32 Article 1. If the number of laity does not equal the
20 number of clergy the Director of Connectional Ministries notifies the Conference
21 Superintendent of each district of the number of additional persons needed from
22 each district to equalize lay and clergy membership.

23 The number of additional persons needed from each district shall be
24 proportional to the percentage of retired clergy members and clergy members
25 appointed to extension ministries whose charge conference relationship lies
26 within that district. Since all retired clergy are expected to declare a charge
27 conference relationship, this same proportional distribution will apply to equalize
28 any retired clergy who have not yet declared their charge conference relationship
29 but who still have annual conference voting privileges (i.e. the distribution for all
30 will be based on the distribution of declared charge conference relationships).

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

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

- 1 f. It is recommended that District Operational Teams work the following
 2 equalizing member election process in January and February (and on-going as
 3 needed) and submit the elected names to the Conference by mid-March each
 4 year.
- 5 g. The election process, followed in each district, for providing Equalizing
 6 Members to Annual Conference, will be the following:
- 7 1) Each district's Operational Team will vet the names of those from the
 8 district who have submitted a *Willingness to Serve* form. They should also
 9 solicit additional willing persons, if necessary, to fulfill the needed numbers
 10 and diversity.
 - 11 2) The Operational Team will then create a slate to be considered for election
 12 at district conference, composed of the requested number of names. The
 13 slate of names for election is to be compiled giving great care for diversity,
 14 i.e., diversity in age, gender, urban/rural, race, education, income, church
 15 and church size, etc. The following persons, among others, may be
 16 considered for inclusion on the slate to be elected:
 17 Laypersons in district leadership positions,
 18 District directors of lay servant ministries,
 19 District presidents of United Methodist Women and Men,
 20 District presidents of United Methodist Youth,
 21 Lay persons who are serving as a Certified Lay Minister, lay
 22 pulpit supply, or any lay member who meets the conference /
 23 denominational membership requirements who have been
 24 assigned by a Conference Superintendent and or the Resident
 25 Bishop to fill a pastoral charge for any length of time are eligible to
 26 serve, in the district in which they are assigned,
 27 Laypersons residing in the district who served as General or
 28 Jurisdictional Conference delegates during the previous or current
 29 quadrennium,
 30 Laypersons residing in the district who have served on the boards of
 31 General agencies,
 32 Laypersons residing in the district who are Conference Directors or
 33 Associate Directors.
 34 They must all complete the *Willingness to Serve* form and follow the
 35 district election process.
 - 36 3) In order, to allow informed decisions by voters in all elections, the Indiana
 37 Conference shall make information available regarding persons who have
 38 indicated their candidacy through submission of a *Willingness to Serve*
 39 form or any other means for all positions for which an election is held no
 40 later than fourteen (14) days prior to the election in question. This
 41 information shall be posted online and available through the standard
 42 means of Conference and District communications.
 - 43 4) A District Conference is to be called in each district, sometime between
 44 March 1 and March 15.
 - 45 5) At the District Conference, there will be a vote taken to affirm or reject the
 46 slate of Equalizing Members established by the District Operational Team.
 47 The resulting elected slate of equalizing members will be submitted to the
 48 Indiana Conference by mid-March each year.
 - 49 6) In the event that the slate is rejected, the Conference Superintendent will
 50 preside over a vote to elect the number of members needed to fill the
 51 district's equalizing total.

52
 53 **D.2.e. Membership at Special Sessions**

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

1
2 **D.2.f. Bar of the Conference**

3 The Annual Conference Secretary establishes the Bar of the Conference and ensures
4 it is clearly identified.

- 5 1. To vote, a member must be seated within the Bar of the Conference.
6 2. To be recognized by the presiding officer to address the Conference, a member
7 must be seated within the Bar of the Conference.
8 3. When not voting electronically, members vote by displaying large, brightly colored
9 cards provided by the Conference.
10 4. Except in the instance of electronic voting, any member may request a *counted*
11 *vote* that will be granted if at least one-third of the members present and voting
12 agree.
13 5. Except in the instance of electronic voting, any member may request a *vote by*
14 *ballot* that will be granted if a simple majority of the members present and voting
15 agree.

16
17 **D.2.g. Distribution of Materials**

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

20
21 **D.2.h. Voting**

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

26
27 **D.2.i. Parliamentary Procedures**

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

- 30 1. All main motions, amendments, and procedural motions must be presented in
31 writing upon forms provided by the Secretary, signed by the person submitting the
32 motion, and placed in the hands of the Conference Secretary immediately after
33 being moved.
34 2. The Rules of Order may be suspended by a two-thirds vote of the members
35 present.
36 3. Any motion proposing amendment to any rules or structure must first be
37 considered and reported on by the Committee on Rules and Structure prior to a
38 vote.

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

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

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

54
55 **D.2.j. Reporting of All Proceedings**

- 56 1. Environmental responsibility prompts the Annual Conference to be responsible in
57 how it reports its work. Helpful accountability also requires transparency with all

- publicly available information and requires that it be available in the most useful format. We seek to balance these important demands.
2. The Conference Secretary will direct the editing of pre-Conference reports as gathered by the Annual Conference Sessions Committee and will distribute them in the most appropriate form to all members of the Annual Conference. These materials are considered to be properly before the Conference when it assembles.
 3. 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.
 4. 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.
 5. 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.
 6. 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.
 7. 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.
 8. 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.

D.3 General and Jurisdictional Conference Procedures

D.3.a. Eligibility for Election

1. **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 (2) years preceding their election and shall have been active participants in The United Methodist Church for at least four (4) years preceding their election, and are members thereof within the Annual Conference electing them at the time of holding the General and Jurisdictional Conference (§36). Lay delegates need not be voting members of the Annual Conference to be elected.
2. **Ordained delegates** to the General and Jurisdictional Conferences shall be elected from the ordained ministerial members in full connection within 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 (2) consecutive years under appointment immediately preceding the election.

1
2 **D.3.b. Managing the Election**

3 The Annual Conference Sessions Committee shall provide general oversight of the
4 election process. In addition, the committee shall provide a *Willingness to Serve* form
5 that shall include pertinent biographical information, recent photo, reasons for wanting
6 to be a delegate, and a statement of three (3) areas crucial to the United Methodist
7 Church’s mission, and three (3) issues emerging from those areas.
8

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

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

- 13 1) attend their respective conferences on a full-time basis (10 to 12 days for General
14 and 3 days for Jurisdictional);
15 2) participate in all scheduled meetings of the delegation – prior to, during, and after
16 the conferences;
17 3) demonstrate familiarity with the ways in which the General and Jurisdictional
18 Conferences function;
19 4) study proposed legislation;
20 5) accept responsibility for expenses beyond the per diem;
21 6) exemplify a visionary outlook, a team spirit, and a disposition to conferencing; and
22 7) adhere to the qualities set forth in the “Guidelines for Christian Conferencing”
23 (adopted by the Annual Conference) throughout the entire time they are delegates.
24

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

26 In order to involve leadership from many parts of the conference, the election of
27 delegates to General and Jurisdictional Conferences shall begin in local congregations,
28 continue in districts, and conclude at Annual Conference.
29

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

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

1 must submit an application by filling out the *Willingness to Serve* form and
2 submitting it to the Conference Coordinating Council by February 15th. The names
3 of these lay candidates will then be added to a separate list alongside the list of
4 those who have been endorsed.

- 5 5. The finalized lists of endorsed nominees (those coming from the districts and those
6 added by the Conference Coordinating Council) and un-endorsed candidates shall
7 be communicated as separate lists (with clergy in alphabetical order and laity
8 in alphabetical order) to all members of the Annual Conference by the 1st
9 day of April. Included with the April 1 announcement shall be copies of all
10 completed *Willingness to Serve* forms that have been received by the Sessions
11 Committee by March 15.
12

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

- 14 1) Lay and clergy delegates shall be elected at the Annual Conference in the
15 calendar year preceding the General and Jurisdictional Conferences and shall
16 serve for the quadrennium. The General Conference secretary shall provide the
17 number of those to be elected (lay and clergy) to the Bishop and Annual
18 Conference secretary no later than December 2 prior to election.
19 2) The Sessions Committee shall provide opportunity, prior to the first ballot, for
20 members of the Annual Conference to meet and talk with persons seeking
21 election.
22 3) The Annual Conference secretary shall call attention to the “Guidelines for
23 Christian Conferencing” at the beginning of the election process, and shall assure
24 that proper secure arrangements have been made for accurate voting and
25 reporting of the results.
26 4) Voting may be by official ballot or electronic means (as determined by the Annual
27 Conference Sessions Committee), with the number of persons to be elected for
28 each ballot being announced by the Bishop or a person designated by the Bishop.
29 5) All clergy meeting Disciplinary requirements (§35) will be assigned a number.
30 6) During elections only the candidates who receive twelve (12) or more votes will be
31 announced.
32 7) A majority of valid ballots cast shall constitute an election.
33 8) Balloting shall continue until the allotted number of delegates for General
34 Conference is elected.
35 9) Following completion of General Conference elections, balloting shall begin for
36 Jurisdictional Conference delegates and shall continue until those delegates have
37 been elected.
38 10) General Conference reserve delegates (lay and clergy) shall be made up of the
39 elected Jurisdictional Conference delegates (lay and clergy) in the order they were
40 elected. (§34).
41 11) Jurisdictional reserve delegates shall be elected by a minimum of a simple majority
42 of the ballots cast. For Jurisdictional Conference there shall be elected three (3)
43 reserve delegates for clergy and three (3) reserve delegates for laity.
44 12) Jurisdictional reserve delegates may act as reserve delegates to General
45 Conference when it is evident that not enough reserve delegates are in attendance
46 at General Conference. (§34)
47 13) The number of reserve delegates invited to attend General Conference is to be
48 determined by the Conference delegation.
49

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

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

- 54 1) declaration by each delegate to follow the “Commitment of a Delegate” (as adopted
55 by the Indiana Conference) throughout the entire time they are serving as a
56 delegate;
57 2) determination of leaders that need to be elected (i.e., chairperson, vice-chairperson,

- 1 secretary, and treasurer), with particular attention given to the qualities needed for
 2 effective work to be accomplished—prior to the conferences, at the conferences, and
 3 subsequent to the conferences;
 4 3) following a time of prayer, nomination of persons for offices, followed by interactive
 5 discussion, and casting of ballots (with the Bishop and two alternate delegates
 6 counting ballots); and
 7 4) continuation of the meeting led by the individual elected as chairperson.

8
 9 **D.3.g. General and Jurisdictional Conference Petitions**

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

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

30
 31 **D.4 District Conferences**

32 *The Book of Discipline* of the United Methodist Church (§659) states that “a district
 33 conference shall be composed of members as determined and specified by the
 34 annual conference, giving attention to inclusiveness (see §§ 124, 140).
 35

36 District conference membership with voting privileges shall consist of:

- 37 a. The district lay leader and any associate district lay leaders
 38 b. All clergy appointed in the conference, shall be eligible to vote in all matters for which
 39 clergy are entitled to vote under the Book of Discipline at district conferences, in the
 40 district where their charge conference relationship resides.
 41 c. All clergy in retired status whether appointed to serve in a local church in retirement
 42 or not, shall be eligible to vote in all matters for which clergy are entitled to vote
 43 under the Book of Discipline, in the district where their charge conference
 44 relationship resides.
 45 d. One (1) person elected by the district as a secretary
 46 e. All local church lay leaders duly elected at their church charge conference
 47 f. All local church annual conference representatives duly elected at their church
 48 charge conference
 49 g. Any lay members who meet the conference/denominational membership
 50 requirements who are currently assigned by a Conference Superintendent or
 51 Resident Bishop are eligible to vote at the District Conference where they are
 52 assigned to serve.
 53 h. Persons chairing or leading ministry and missional work as organized by the district
 54 (§661).
 55 i. All laypersons serving as General or Jurisdictional Conference delegates (including
 56 alternates) during the current quadrennium who are professing members of a
 57 congregation in the district.

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j. Additionally, the Conference Superintendent is permitted to invite as voting at-large members of the district conference up to six (6) other persons who will assure the inclusion of diversity; such as but not limited to: youth, young adults, older adults, people with disabilities; and persons of racial, ethnic or gender groupings.

(END)