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PROPOSED DOCUMENT ANNUAL CONFERENCE 2023
INDIANA CONFERENCE UNITED METHODIST CHURCH
RULES & STRUCTURE DOCUMENT

GREEN = new text proposed addition **RED** with strike through = old text proposed to be removed)
(All Positions, Teams, Boards and Committees listed below are Indiana Conference groups)

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34
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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 Conference;
- 34 3. act on legislative matters between Annual Conference Sessions consistent with the
35 mission, vision, and values of the Annual Conference;
- 36 4. communicate ministry alignment and accountability with the mission, vision, and
37 values of the Annual Conference.

38
39 *Membership:*

- 40 1. Voice - No Vote
- 41 a. The Bishop who presides or his/her designee
- 42 b. Executive Assistant to the Bishop
- 43 c. Conference Communication Director
- 44 d. The President or representative of the United Methodist Foundation of Indiana
- 45
- 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 UWF and UMM
- 57 3. Selection Process for district membership:

1 Each superintendent shall recommend two people from each of the district(s) of
2 their service to the Committee on Nominations. Those recommended for this
3 position should be aware of the Conference mission, vision, and values statement
4 and not be a member of any conference board, agency or team. Each person
5 recommended should be familiar with and able to practice the principles of the
6 Spiritual Leadership, Inc. (SLI) processes for adaptive leadership. When identifying
7 these individuals, the district shall be sensitive to the diversity concerns of the
8 Annual Conference in accordance with *The Book of Discipline*. (§610.3)
9

10 It is the task of the Committee on Nominations to ensure diversity and balance
11 among our teams, boards, and committees. They shall identify one person from
12 each district from the names provided, to serve as a member of the Conference as
13 Coordinating Council, giving attention to diversity and inclusiveness.
14

15 4. Terms of office on the Coordinating Council:

16 Membership from districts shall be nominated to serve for one four (4) year term as
17 follows: Clergy from North, North Central, Southeast, West and South; Laity from
18 Northwest, Northeast, Central, East and Southwest. This schedule of laity and
19 clergy from the districts would rotate every four years.
20

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

22 *Task:* Fulfill the disciplinary mandates and maintain the connectional relationships of
23 the Committee on Episcopacy. (§637)
24

25 *Membership:*

- 26 1. Seven members or more, up to a maximum of 17
- 27 2. Lay and clergy members of the North Central Jurisdiction Committee on
28 Episcopacy who reside in Indiana (ex-officio with vote)
- 29 3. Conference Lay Leader
- 30 4. 1/3 lay women, 1/3 lay men, 1/3 clergy (one lay person is the Conference Lay
31 Leader)
- 32 5. One-fifth of the total membership to be appointed by the Bishop
- 33 6. Other persons as needed to achieve recommended balances and representation
34 (§637.1)
35
36

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

38 *Task:* Provide for the housing needs of The Resident Bishop and family and provide
39 for the connectional relationship with the Jurisdiction.
40

41 *Membership:*

- 42 1. Chairperson or designee from the Conference Committee on Episcopacy shall
43 serve as chair
- 44 2. Chairperson or designee from the Board of Trustees
- 45 3. Chairperson or designee from the Council on Finance and Administration and
46 Equitable Compensation
- 47 4. Consultants without vote with specific expertise related to the tasks of the
48 committee
49

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

51 *Task:* Fulfill the disciplinary mandates and maintain the connectional relationships
52 described in §652 to “manage clergy medical leave.”
53
54

55 *Membership:* All may be ex-officio with vote.
56

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

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

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

16 **C.2.k. United Women In Faith**

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

22 **C.3 Administrative Ministry Teams**

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

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

27 *Membership:*

- 28 1. Qualifying members of the General Board of Pensions and Health Insurance
- 29 2. 12 other persons (recommended 1/3 lay women, 1/3 lay men, 1/3 clergy, with
30 regard to skills and representation, elected to eight-year terms (§639.2) and
31 arranged in alternating classes of one or two members)
- 32
- 33
- 34
- 35

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

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

40 *Membership:*

- 41 1. 12 members (1/3 lay women, 1/3 lay men, 1/3 clergy) with due attention given to
42 diversity as described in §610.5
- 43 2. Director of Administrative Services (ex-officio member without vote)
- 44 3. Conference Chancellor (ex-officio member without vote)
- 45
- 46

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

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

54 *Membership:* 11 members

- 55 1. Conference Treasurer/Director of Finance and Administrative Services, who may
56 be the convener and shall be treasurer of the Council
- 57

2. Qualifying members of the General Council on Finance and Administration
3. Bishop (without vote)
4. Conference Superintendent selected by the cabinet (without vote)
5. Director of Connectional Ministries or representative of the Conf. Leadership Team (without vote)
6. Up to six additional members to provide for diversity and to ensure that laity have at least one more vote than clergy in the overall membership. (§612.2)
7. Executive Director of the Indiana United Methodist Foundation, without vote. (§612.2d)

C.4 Connectional Ministries Teams

C.4.a. Commission on Archives and History

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

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

C.4.b. Institutional Relationships Team

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

Membership: Convener and one representative from each affiliated institution

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

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

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

Membership: Composed of clergy and lay members forming **two teams: (1) Diversity & Justice and (2) Missions. The coordinator/liaisons will meet monthly with the Associate Director of DMJ overseeing the ministries of both of these teams. Annually, the Associate Director will convene a retreat including all chairpersons and liaisons as well as all team at-large members.**

The Diversity/Justice Team comprised of ten at-large members plus two coordinator/liaisons will oversee:

- Commission on Religion and Ethnicity [CORE] (§643),
- Commission on Native American Ministries [CONAM] (§654),
- Ethnic Local Church Concerns [ELCC] (§632),
- Jail & Prison,
- Compassion & Inclusion (including Disability Advocacy) (§653),
- Immigration Rights,
- Peace with Justice,
- Creation Care,
- Commission on the Status and Role of Women [COSROW] (§644.2),
- Christian Unity & Interreligious Concerns [CUIC] (§642)

1 The Missions Team comprised of one coordinator, representatives from United Women
2 in Faith & United Methodist Men, as well as at-large members will oversee:

3 Church & Society (§629)
4 Global Ministries (§633),
5 United Methodist Volunteers in Mission [UMVIM],
6 Disaster Response,
7 Ministry Partners (including Africa University and Operation Classroom),
8 Urban/Community Ministries,
9 Global Health & Wellness (including Faith Community Nursing).

10
11 ~~the following ministry/resource areas—each of which will have a chairperson plus~~
12 ~~additional members from across the breadth of Indiana with skills and passion to fulfill~~
13 ~~needed responsibilities and to meet all requirements of The Book of Discipline.—When~~
14 ~~identifying additional resource team members, the Leadership Team shall be sensitive~~
15 ~~to the diversity concerns of the Annual Conference in accordance with The Book of~~
16 ~~Discipline (§610.3).—Additionally, as many as eight (8) At-Large members may assist~~
17 ~~Diversity, Missions & Justice as an Operational Team overseeing the whole:~~

18
19 ~~At-Large Members (up to 8)~~

20
21 ~~DIVERSITY~~

22 ~~—Commission on Religion and Ethnicity (CORE) (§643)~~
23 ~~—Commission on the Status and Role of Women (COSROW) (§644.2)~~
24 ~~—Ethnic Local Church Concerns (§632)~~
25 ~~—Urban / Community Ministry~~
26 ~~—Native American Ministries (§654)~~

27 ~~MISSIONS~~

28 ~~—Volunteers in Mission~~
29 ~~—Friends of Africa University~~
30 ~~—Faith Community Nursing~~
31 ~~—Board of Global Ministries (§633)~~

32 ~~JUSTICE~~

33 ~~—Board of Church & Society (§629)~~
34 ~~—Immigration Rights~~
35 ~~—Peace with Justice~~
36 ~~—Disability Advocacy (§653)~~
37 ~~—Creation Care Alliance~~
38 ~~—Jail / Prison Ministry & Reform~~
39 ~~—Global Health~~
40 ~~—Christian Unity & Interreligious Concerns (§642)~~
41 ~~Compassion & Inclusion~~

42
43 Diversity, Mission and Justice Team members will be listed and approved as part of
44 the Nominations report presented at the Annual Conference where required by The
45 Discipline.

46
47 **C.4.d. Nominations Committee**

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

50
51 *Membership:*

- 52 1. Chairperson
- 53 2. Lay Leader(s)
- 54 3. President of the UWF
- 55 4. President of the UMM
- 56 5. Up to seven (7) additional members to meet requirements for diversity and
57 inclusiveness

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

C.4.e. Petitions and Resolutions Team

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

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

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

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

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

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

C.4.f. Rules and Structure Committee

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

Membership:

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

C.5 Church Development Team

C.5.a. Church Development Team

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

1 *Membership:* The voting membership of this team shall be made up of a minimum of
2 five lay and five clergy persons. At least two lay and two clergy members shall be
3 female. The chairperson shall be elected by and from this team. At-large members
4 shall include the Director of Church Development and may include other associate
5 directors as appropriate. The Director of Church Development has the authority to
6 convene the team.

8 **C.6 Leadership Development Teams**

9 **Leadership Development Operational Team**

10 *Task:* The Leadership Development Operational Team will address the priority of
11 discovering and developing fruitful lay and clergy leaders to accomplish the mission of
12 the Conference. Leadership Development defines a fruitful leader as a passionate
13 influencer, who empowers others for intentional transformation in Christ. Through the
14 following groups, Leadership Development provides for the functions and maintains the
15 connectional relationships required by The Book of Discipline: Council on Youth
16 Ministry (§649), Young Adult Ministry (§650), and Board of Higher Education and
17 Campus Ministry (§634), through designated task teams. Leadership Development will
18 include the Board of Ordained Ministry (BoOM) which is required by *The Book of*
19 *Discipline* (§635.1) and other BoOM sub-committees as determined by BoOM in
20 collaboration with Leadership Development. It will also include the Board of Laity
21 (§631) and the Committee on Lay Servant Ministries (§631.6). The Conference Board
22 of Discipleship (§630) shall also be constituted through Leadership Development.

23
24 *Membership:* The voting membership of this team shall be comprised of six (6)
25 persons: three (3) clergy – one of whom will be co-chair and three (3) laity – one of
26 whom will be co-chair , and one (1) emerging leader with special attention given to the
27 inclusion of women and racial/ethnic minorities ~~racial and ethnic persons~~. At-large
28 members shall include the Director of Leadership Development and Associate
29 Directors of Leadership Development. The Director of Leadership Development has
30 the authority to convene this team and will recommend the nomination of persons to be
31 included on the team.

32 33 **C.6.a. Board of Camps and Retreats**

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

40
41 *Membership:* Should be a minimum of twelve (12) and a maximum of fifteen (15).
42 Ex-officio (without vote) include: Associate Director of Camps and Retreats, Camp
43 Business Manager, and Director of Connectional Ministries.

44 45 **C.6.b. Board of Ordained Ministry**

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

52
53 *Membership:* Consists of a chair and up to 53 members nominated and elected
54 according to The Book of Discipline and seven (7) ex-officio members without vote as
55 follows: two (2) Conference Superintendents to serve as the Appointive Cabinet
56 Liaisons; the Director of Leadership Development; the Associate Director of

1 Leadership Development; the Director of Local Pastor Education; a
2 Ministerial/Psychological Assessment Specialist; and a GBHEM staff liaison.
3

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

5 *Task:* Foster and maintain connection with The General Board of Higher Education
6 and Ministry, the Annual Conference, districts, local churches, campus ministries and
7 the United Methodist Student Movement and support discipleship ministries on, with,
8 and for college students and campus relationships in Indiana. This team fulfills
9 disciplinary mandates and maintains the connectional relationships described for the
10 Conference Board of Higher Education and Campus Ministry. (§634)
11

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

13 *Tasks:*

- 14 - Lead and assist the congregations and districts in the conference in their efforts to
15 communicate and celebrate the redeeming and reconciling love of God as revealed
16 in Jesus Christ.
- 17 - Foster and promote a holistic approach to the development of Christian disciples
18 including evangelism (new discipling relationships), Christian education, and spiritual
19 formation. To develop a unified and comprehensive program for leadership training
20 to serve all age groups in the home, church, and community.
- 21 - Support the prioritization and execution of intentional discipleship initiatives through
22 the Indiana Conference of the United Methodist Church (INUMC) by working with
23 Leadership Development to guide effective intentional discipleship programming and
24 training.
- 25 - Maintain the connectional relationship between General Board of Discipleship and
26 the conference.

27 *Member Responsibilities:*

- 28 1. Knowledge and understanding of core INUMC goals
- 29 2. Discernment of emerging intentional discipleship needs
- 30 3. Evaluation of alignment of intentional discipleship goals with INUMC's missional
31 development
- 32 4. Assistance with prioritization of intentional discipleship focus
- 33 5. Review effectiveness of the intentional discipleship portfolio

34 *Participation Expectations:*

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

40 *Membership:*

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

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

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

51 *Task:* Create opportunities for youth across the Conference to develop as leaders in
52 ministry and mission, as well as to participate in the governance of the life of the
53 Annual Conference and other connectional opportunities. This team fulfills disciplinary
54

1 mandates and maintains the connectional relationships described for the Council on
2 Youth Ministry. (§649)
3

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

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

7 The Lay Leadership Team (Board of Laity) is a way of providing a voice to the laity of
8 the Indiana Conference. The Board of Laity shall be responsible for fostering an
9 awareness of the role of the laity, developing the advocacy role for laity, increasing the
10 participation of laity in the life of the church, encouraging laypersons in the general
11 ministry of the church, developing and promoting programs to cultivate an adequate
12 understanding of the theological and biblical basis for lay life and work, developing and
13 promoting stewardship of time, talent and possessions, providing for the training of lay
14 members to Annual Conference, providing support and direction for such lay programs
15 as lay servant ministry, the observance of Laity Sunday, and the work of lay leaders on
16 the local and district levels.

17
18 *Membership:* The Board of Laity consists of the Conference Lay Leader who serves
19 as Chair of the Board of Laity, the District Lay Leader(s), the Chair of the Conference
20 Committee on Lay Servant Ministry, District Lay Servant Ministry Directors, the
21 Associate Conference Lay Leader(s), United Women In Faith's President or designee
22 (§647), United Methodist Men President or designee (§648) and the Associate Director
23 of Leadership Development-Laity and Director of Leadership Development with voice,
24 but without vote.

25
26 *Selection of Annual Conference Lay Leader:* The current Conference Lay Leader will
27 suggest no more than three (3) people as the possible next Conference Lay Leader,
28 then the Director of Leadership Development, the Assistant to the Bishop and the
29 Bishop will consult to discern who to recommend as the Conference Lay Leader to
30 Committee on Nominations.

31
32 The Board of Laity shall nominate Associate Lay Leader(s), who will help with the
33 duties of the Conference Lay Leader as set forth in the guidelines established by the
34 Board of Laity.

35
36 **C.6.g. Lay Servant Ministry**

37 *Task:* The Conference Committee on Lay Servant Ministries is to set criteria and
38 guidelines for district committees on Lay Servant Ministries, to develop lay servant
39 courses and approve courses developed by district committees, and to organize
40 conference-wide lay servant events. The Conference Committee on Lay Servant
41 Ministry shall be constituted and function in accordance with The Book of Discipline.
42 (§631.6.b).

43
44 *Membership:* The Conference Committee on Lay Servant Ministries will consist of the
45 District Directors of Lay Servant Ministries, along with the Conference Lay Leader, and
46 the Associate Director of Leadership Development-Laity, and Director of Leadership
47 Development.

48
49 *Selection of Conference Lay Servant Ministries Director:* The current Conference Lay
50 Leader, in consultation with the Associate Director of Leadership Development-Laity
51 will make a suggestion for the Board of Laity to affirm, and recommend to Committee
52 on Nominations.

53
54 **C.6.f. Academy of Spiritual Formation Council**

55 *Task:* The Indiana Academy for Spiritual Formation Council will function to maintain
56 an active, ongoing, planning team to provide 5-Day Spiritual Formation Academies in
57 Indiana every two years. "The Academy for Spiritual Formation creates

1 transformative space for people to be in communion with God, self, others, and
2 creation for the sake of the world.” (Discernment Guide- Five Day Academy for
3 Spiritual Formation – pg.1) The Academy for Spiritual Formation is a ministry of the
4 Upper Room. In the formation of this group the mandate for diversity from ¶610.5 of
5 The Book of Discipline will be followed.

6
7 The council will promote and support the efforts of each Academy Team by

- 8 • Choosing a time and place for each Academy.
- 9 • Naming a retreat leader.
- 10 • Assisting in assembling a retreat leadership team.
- 11 • Assisting in fundraising for each Academy.
- 12 • Assisting in the promotion and advertising of each Academy.
- 13 • Planning pre-academy events during off years which will give participants an
14 idea about the opportunity for spiritual growth an Academy provides.

15
16 Membership:

17 At least 2 UMC clergy

18 At least 2 UMC laity

19 At least 2 At-large ecumenical voting members

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

22 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 **C.8. Bishop’s Advisory Team**

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

50
51 Membership is by invitation of the bishop, who seeks diverse voices in forming this
52 team. For example: the bishop seeks representation from small and large churches,
53 laity and clergy, as well as gender and ethnic diversity.

54
55 The Bishop’s Advisory Team, consisting of twelve persons who meet monthly,
56 focuses on adaptive leadership thinking regarding the issues faced by the bishop.

1 The list of members of this group (although not elected by annual conference) will,
2 for transparency, be reported annually as an informational piece at the end of the
3 nominations report.
4

5 ~~As of 2022 it is comprised of the following persons:~~

6 ~~Bishop Trimble~~
7 ~~Aloze Fulbright chair~~
8 ~~David Johns~~
9 ~~Oscar Ramos~~
10 ~~Ben Books~~
11 ~~MacKensie Phillips~~
12 ~~Andy Payton~~
13 ~~Betty Hart~~
14 ~~Annotra Jones Stephens~~
15 ~~Mauroon Langdoe~~
16 ~~Nathan Lundy~~
17 ~~Larry Whitehead~~
18

19 **D. RULES**

20 **D.1 Annual Conference Session – General Information**

21 The Indiana Conference gathers as a representative body to address the mission and
22 business of the Conference once each year and may be called into session more frequently as
23 the Bishop deems necessary.
24

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

26 The Annual Conference Sessions Committee ensures that we are prepared for our
27 work and are fulfilling our disciplinary obligations as we conduct our work before and
28 during each annual gathering and special called session of the Indiana Conference.
29

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

31 After the Bishop has set the dates and times for the Annual Conference, the Annual
32 Conference Sessions Committee assumes oversight for the site, meeting rooms,
33 lodging, food service, communications, and other equipment and services needed are
34 properly obtained and executed.
35

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

37 The Annual Conference Sessions Committee calls for, collects, and distributes to all
38 Conference members the reports of the mission groups, boards, and work areas of the
39 Annual Conference. Members will receive the first of these reports no later than 30
40 days before the start of that year's Annual Conference. The report will include the
41 latest version of the projected agenda, the current Rules and Structure document of
42 the Annual Conference, and information needed to register and reserve lodging for the
43 upcoming Annual Conference.
44

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

46 The Annual Conference Sessions Committee creates a preliminary agenda for the
47 upcoming session of the Annual Conference and includes it in the pre-Conference
48 report. The Annual Conference Sessions Committee will regularly update the agenda,
49 both before and during the Annual Conference, and supply all Conference members
50 with updated agendas as needed.
51

52 **D.1.e. Managing Registration**

53 The Annual Conference Session Committee supervises registration.
54
55
56

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

- 2 1. At Annual Conference and special called sessions, members of the Conference
3 consider several types of legislation, petitions and resolutions. Among them are
4 those that have *fiscal implications*, those that have *no fiscal implications*, those
5 that *ask for specific actions* of specific groups and those that *refer items to other*
6 *groups, teams or boards for review* prior to consideration by the members of the
7 Annual Conference sessions.
- 8 2. Additionally, Conference members consider petitions/resolutions to the Annual
9 Conference or to the General Conference. Management of General Conference
10 petitions and resolutions are explained in the section titled: 'General and
11 Jurisdictional Conference Procedures' elsewhere in this document.
- 12 3. In order to manage these various types of legislation, the Annual Conference
13 Sessions Committee will:
- 14 a. Create a Consent Calendar (to be presented to the Annual Conference
15 session) that includes those items that have no fiscal implications and that
16 do not need to be referred to any teams or boards for discussion. They will
17 provide opportunity and oversight for the removal of any item from the
18 Consent Calendar, requiring a simple majority vote, at the time the Consent
19 Calendar is presented.
 - 20 b. Forward for review all items with fiscal implications to the Committee on
21 Finance and Administration prior to action.
 - 22 c. Forward for review all items making requests of or relating to other groups,
23 teams or boards, to those groups, teams or boards.
 - 24 d. Forward all petitions and resolutions to the Annual Conference Petitions and
25 Resolutions Team who will (see #6 for process):
 - 26 e. Forward all petitions/resolutions that need discussion by (or that ask for
27 specific actions from) conference teams, boards, or committees to those
28 specific groups for comment and review prior to consideration by the
29 members of the Annual Conference session.
 - 30 f. Review all petitions and resolutions and present them as properly submitted
31 to the Annual Conference Session.
 - 32 g. Limit floor debate on all legislative items to three 2-minute speeches for and
33 three 2-minute speeches against, after which the vote shall be taken.
 - 34 h. Request and publicize that all submitted petitions or resolutions follow these
35 guidelines:
 - 36 ▪ Petitions/Resolutions for Annual Conference consideration must be
37 submitted to the Annual Conference Secretary no later than 90 days prior
38 to the Annual Conference Sessions opening.
 - 39 ▪ Each petition/resolution must deal with only one issue or disciplinary
40 paragraph or concern.
 - 41 ▪ Each petition/resolution must be signed by the submitter with appropriate
42 identification, including address, phone, email (if possible), and Indiana
43 Conference local church membership. If it is from an Indiana Conference
44 organization, the identification must be that of a responsible individual
45 within the submitting organization and include address and contact
46 information for that individual.
 - 47 ▪ Each petition/resolution should state the requested action, the rational or
48 reason, as well as the financial implications for the Annual Conference.
- 49 **NOTE:** Once submitted appropriately and received by the Petitions &
50 Resolutions Team all petitions or resolutions become the property of the
51 Annual Conference and may only be withdrawn by the original submitter
52 requesting withdrawal. As per Robert's Rules of Order permission to

1 withdraw the petition or resolution will/or will not be granted by the Bishop
2 convening the annual conference session.
3

4 **D.1.g. Nominations Process**

- 5 1. The Committee on Nominations facilitates a process that encourages persons,
6 both lay and clergy, to make available their gifts and skills for boards and
7 committees at the Conference level. The Committee on Nominations prepares and
8 presents to the Annual Conference Session a leadership list for all the appropriate
9 groups as directed by *The Book of Discipline*. It also works with affiliated groups to
10 receive nominations that require Annual Conference confirmation.
- 11 2. The report from the Committee on Nominations is presented in written form by the
12 first business session of the Conference and will be voted on at a
13 time recommended by the Director of Connectional Ministries later in the
14 Conference, allowing members time to review the report prior to consideration and
15 action.
- 16 3. The Committee on Nominations works to have all committees and boards reflect
17 the demographics of the state, with special attention given to gender, ethnicity, age
18 and geographic considerations, and a balance of lay and clergy representation
19 (§610.45).
- 20 4. The Committee on Nominations also ensures broad participation on Conference
21 groups by limiting individual membership to only one significant Conference
22 committee unless specified by *The Book of Discipline*. A person generally will not
23 be elected as a member on a Conference committee and have ex-officio
24 membership status on another unless it is directed by *The Book of Discipline*.
- 25 5. To enable full participation, Conference committees should schedule meetings with
26 careful consideration of the availability of the membership to be in attendance and
27 with attention given to locations within the shortest distance for most
28 attendees. Groups should explore alternative meeting formats whenever possible
29 to limit expense and travel for Conference meetings.
- 30 6. The Committee on Nominations also is responsible for:
 - 31 a. filling vacancies between sessions of Annual Conference;
 - 32 b. naming membership to new groups formed by Annual Conference action (unless
33 that task is specifically assigned to another group or to the Bishop);
 - 34 c. and reviewing the participation of elected members and replacing inactive
35 members as needed and recommended by the chairperson of the affected
36 committee.
- 37 7. Persons elected or appointed to an office by the Annual Conference will assume
38 their duties immediately following the Conference (or at the time of their
39 appointment if after a regular session of the Conference).
- 40 8. The tenure for leadership and committee membership is normally four years and
41 not more than eight years unless directed otherwise by *The Book of Discipline*. A
42 person can return after having served a maximum term if that person is off the
43 committee or board for one Annual Conference year.
- 44 9. A current at-large member of a conference committee, team or board may become
45 the chairperson at which time their four (4) year term may start over. The
46 maximum years of service on a committee, in this case, is ten (10) years.
47

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

- 49 1. It is the expectation that every lay member of the Annual Conference Session ~~will~~
50 ~~be~~ ~~expected~~ ~~to~~ ~~attend~~ ~~all~~ ~~days~~ ~~and~~ ~~sessions~~ ~~of~~ ~~the~~ ~~Annual~~
51 ~~Conference,~~ ~~representing~~ ~~their~~ ~~local~~ ~~congregation~~ ~~and~~ ~~districts~~ ~~faithfully~~ ~~and~~ ~~fully.~~
52 ~~It is the expectation that every lay member of the Annual Conference Session~~ ~~will~~
53 ~~be~~ ~~expected~~ ~~to~~ ~~attend~~ ~~all~~ ~~days~~ ~~and~~ ~~sessions~~ ~~of~~ ~~the~~ ~~Annual~~
54 ~~Conference,~~ ~~representing~~ ~~their~~ ~~local~~ ~~congregation~~ ~~and~~ ~~districts~~ ~~faithfully~~ ~~and~~ ~~fully.~~
55
- 56 2. All clergy are expected to attend all sessions of Annual Conference faithfully and
57 fully.

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

- 2 1. This attendance policy is intended to support the full contribution of all members of
3 boards, agencies or ministry teams. Many boards, agencies or teams have
4 reduced meeting frequency, especially face to face meetings. Given this, it is vitally
5 important for members to make every attempt to be present when meetings do
6 occur. Full participation by all members ensures the full expertise of each is
7 reflected and the decisions made are informed by the best expertise available.
8
9 2. Our attendance policy is as follows:
10 a. All members of boards, agencies or ministry teams are expected to be present at
11 all meetings.
12 b. Two (2) consecutive absences by any member without notifying the convener
13 shall be considered an automatic resignation.
14 c. Three (3) consecutive absences by any member with notification of the convener
15 shall be considered an automatic resignation.
16 d. The process to support this policy is as follows:
17 1. After a first absence by a member without notification or the second absence
18 with notification, the convener of the board, agency or ministry team shall
19 contact the absent member to discern whether the reasons for absence may
20 be resolved and to remind the absent member that the next such absence will
21 trigger an automatic resignation. If the absent member is a member “by virtue
22 of office,” the leadership of the body the member represents shall also be
23 notified of the lack of attendance and of efforts made to resolve the situation.
24 2. If resolution cannot be reached and subsequent absences occur, the absent
25 member shall receive notice of removal and the Committee on Nominations
26 shall be notified to fill the vacancy at the next Annual Conference. If the absent
27 member so removed is a member “by virtue of office,” the sending organization
28 will also be notified of the action to remove the absent member.
29 3. In all cases of vacancy created by absenteeism, the board, agency or ministry
30 team may select a replacement to serve *ad interim* until the end of the current
31 year. *Ad interim* service does not count toward total eligible years of service in
32 a particular role or office. Vacancies created by persons serving in a “by virtue
33 of office” role may be selected by the “sending organization.”
34
35

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

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

38 The following persons are eligible to vote:

- 39 1. One (1) professing member elected from each charge in this Conference
40 2. All diaconal ministers
41 3. Active deaconesses and home missionaries under episcopal appointment within the
42 bounds of the Annual Conference
43 4. Conference president of United Women In Faith
44 5. Conference president of United Methodist Men
45 6. Conference lay leader
46 7. Conference director of Lay Servant Ministries (¶32)
47 8. Conference Secretary of Global Ministries (if lay, ¶32)
48 9. District lay leaders
49 10. President or equivalent officer of the Conference young adult organization
50 11. One (1) youth between the ages of 12 to 18 years old from each district and one (1)
51 young adult between the ages of 18 to 30 years old from each district
52 12. President of the Conference youth organization
53 13. Chair of the Annual Conference student organization
54 14. Campus ministers, chaplains, and Wesley Foundations directors (In districts where
55 laypersons serve as campus ministers/directors of Wesley Foundations, they shall
56 be added as district-at-large lay members to the Annual Conference. In districts
57 where UM clergy serve as chaplains, campus ministers, and directors of Wesley

1 Foundations, the laypersons elected as their balancing counterparts shall be
2 elected from either the campus ministry board of directors or a student from that
3 ministry/foundation.) (§602 e)

- 4 15. Additional lay members needed to equalize lay and clergy membership of the
5 Annual Conference
- 6 16. Clergy members, including deacons and elders in full connection, provisional
7 members, associate members, affiliate members, local pastors under full- and part-
8 time appointment and others certified by the Board of Ordained Ministry. (§346.2)
- 9 17. All lay members of the Annual Conference must have been active participants in
10 The United Methodist Church for at least four (4) years and professing members for
11 at least two (2) years prior to being elected to serve as lay members.

12 13 **D.2.b. Limits on Voting -- Not All Members May Vote On All Matters**

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

- 16 1. Only clergy members in full connection may vote on matters of ordination,
17 character, and Conference relations of clergy, unless otherwise noted.
- 18 2. Provisional clergy members may *not* vote on constitutional amendments, *or* on
19 matters of ordination, character, and Conference relations of clergy. They may vote
20 on the election of clergy delegates to the general or jurisdictional Conferences if
21 they have completed all of their educational requirements.
- 22 3. Associate ~~and affiliate~~ members may *not* vote on constitutional amendments *or* on
23 matters of ordination, character, and Conference relations of clergy *unless* they are
24 members of the Conference Board of Ordained Ministry. They may vote on the
25 election of clergy delegates to the General or Jurisdictional Conferences if they
26 have completed their educational requirements.
- 27 4. Affiliate members may *not* vote on constitutional amendments *or* on matters of
28 ordination, character, and Conference relations of clergy *unless* they are members
29 of the Conference Board of Ordained Ministry. **Additionally, they may not vote for**
30 **delegates to General or Jurisdictional Conferences in Indiana. Their voting rights**
31 **are retained in their home annual conference (§35, §334.5, and §344.4)**
- 32 5. Full-time and part-time local pastors under appointment, may *not* vote on
33 constitutional amendments or on matters of ordination, character, and Conference
34 relations of clergy. They may vote on the election of clergy delegates to the
35 general or jurisdictional Conferences if they have completed the course of study or
36 M.Div. degree and have served a minimum of two (2) consecutive years under
37 appointment immediately preceding the election.
- 38 6. Lay members may *not* vote on granting or validation of license, ordination,
39 reception into full Conference relationship, *or* on any question concerning the
40 character and official conduct of ordained ministers *unless* they are lay members of
41 the Board of Ordained Ministry or the Committee on Investigation. They shall
42 participate in all other deliberation and vote upon all the other measures (§602.6).

43 44 **D.2.c. Granting Voice Without Vote**

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

- 47 1. Official representatives from other denominations invited by the Annual
48 Conference
- 49 2. Missionaries assigned by the General Board of Global Ministries and serving
50 within the bounds of the Annual Conference
- 51 3. Lay missionaries appointed by the General Board of Global Ministries in nations
52 other than the United States but attending this Annual Conference
- 53 4. Certified lay missionaries from nations other than the United States serving within
54 the bounds of this Annual Conference
- 55 5. The chancellor of the Annual Conference unless the chancellor is otherwise a
56 voting member of the Annual Conference
- 57 6. Special guests of the Annual Conference

1
2 **D.2.d. Equalizing Lay and Clergy Membership**

3 1. The process by which the Indiana Conference will equalize lay and clergy
4 membership of the Annual Conference follows:

5 a. Following ¶32 Article 1 (and ¶602.4) of The Book of Discipline The annual
6 conference shall be composed of clergy and lay members:

7 The clergy membership shall consist of deacons and elders in full
8 connection, provisional members, associate members, and local pastors under
9 appointment. [As well as affiliate members ¶602.1].

10 The lay membership shall consist of . . .

- 11 + professing lay members elected by each charge,
- 12 + diaconal ministers,
- 13 + active deaconesses,
- 14 + home missionaries under episcopal appointment within the bounds of
- 15 the annual conference,
- 16 + the conference president of United Women In Faith,
- 17 + the conference president of United Methodist Men,
- 18 + the conference lay leader,
- 19 + district lay leaders,
- 20 + the conference director of Lay Servant Ministries,
- 21 + the conference secretary of Global Ministries (if lay),
- 22 + the president or equivalent officer of the conference young adult
- 23 organization, the president of the conference youth organization,
- 24 + the chair of the annual conference college student organization,
- 25 + one young person between the ages of twelve (12) and seventeen (17)
- 26 from each district
- 27 + one young person between the ages of eighteen (18) and thirty (30)
- 28 from each district . . .

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

31 Such persons must be professing members of The United Methodist Church
32 and active participants at the time of election. Each charge served by more
33 than one clergy shall be entitled to as many lay members as there are clergy
34 members. The lay members shall have been for the two years next preceding
35 their election members of The United Methodist Church and shall have been
36 active participants in The United Methodist Church for at least four years next
37 preceding their election.

38 If the lay membership should number less than the clergy members of the
39 annual conference, the annual conference shall, by its own formula, provide for
40 the election of additional lay members to equalize lay and clergy membership
41 of the annual conference.

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

45
46 2. The Director of Connectional Ministries adds these names prescribed by the
47 Book of Discipline in ¶32 Article 1. If the number of laity does not equal the
48 number of clergy the Director of Connectional Ministries notifies the Conference
49 Superintendent of each district of the number of additional persons needed from
50 each district to equalize lay and clergy membership.

51 The number of additional persons needed from each district shall be
52 proportional to the percentage of retired clergy members and clergy members
53 appointed to extension ministries whose charge conference relationship lies
54 within that district. Since all retired clergy are expected to declare a charge
55 conference relationship, this same proportional distribution will apply to equalize
56 any retired clergy who have not yet declared their charge conference relationship

- 1 but who still have annual conference voting privileges (i.e. the distribution for all
 2 will be based on the distribution of declared charge conference relationships).
- 3 3. Instructions for Districts in the selection and election of Equalizing Members:
 4 Annually, as the districts of the UM church in Indiana seek to create slates of
 5 nominees to be elected equalizing members for the Annual Conference Session,
 6 the following guidelines should be considered:
- 7 a. An intentional plan for diversity is expected – diversity in age, gender,
 8 urban/rural, race, education, income, church and church size, etc.
 - 9 b. Direct invitations to achieve a variety of diverse persons (rather than simple
 10 general mass appeals) are recommended.
 - 11 c. Districts should work to meet the number of equalization members requested
 12 by the conference. Districts may request, from district pastors, the suggestion
 13 of persons in the congregations who are willing and might possibly be elected
 14 to serve as Annual Conference Equalizing Members. Additionally, persons
 15 who come forward voluntarily, by using the *Equalization Member Willingness*
 16 *to Serve* process and application form, to serve are not guaranteed the role but
 17 should be considered for election.
 - 18 d. To maintain some sense of proportionality larger churches may be allowed
 19 more equalizing members than small member churches. Based on the
 20 number of equalization members requested of the district by the conference no
 21 one congregation shall provide more than 1/5 of the total equalizing members
 22 from a district in a given year, if the district meets the number of candidates for
 23 election as requested by the conference Director of Connectional Ministries.
 24 This limit does not apply to/include those who are equalizing members by
 25 virtue of ¶32 of the Book of Discipline.
 - 26 e. In districts where UM clergy serve as college/university chaplains, campus
 27 ministers, and directors of Wesley Foundations, the laypersons elected as their
 28 equalizing counterparts shall be elected from either the campus ministry board
 29 of directors or a student from that ministry/foundation (¶602 e);
 - 30 f. It is recommended that District Operational Teams work the following
 31 equalizing member election process in January and February (and on-going as
 32 needed) and submit the elected names to the Conference by mid-March each
 33 year.
 - 34 g. The election process, followed in each district, for providing Equalizing
 35 Members to Annual Conference, will be the following:
 - 36 1) Each district's Operational Team will vet the names of those from the
 37 district who have submitted a *Willingness to Serve* form. They should also
 38 solicit additional willing persons, if necessary, to fulfill the needed numbers
 39 and diversity.
 - 40 2) The Operational Team will then create a slate to be considered for election
 41 at district conference, composed of the requested number of names. The
 42 slate of names for election is to be compiled giving great care for diversity,
 43 i.e., diversity in age, gender, urban/rural, race, education, income, church
 44 and church size, etc. The following persons, among others, may be
 45 considered for inclusion on the slate to be elected:
 - 46 Laypersons in district leadership positions,
 - 47 District directors of lay servant ministries,
 - 48 District presidents of United Women In Faith and U.M. Men,
 - 49 District presidents of United Methodist Youth,
 - 50 Lay persons who are serving as a Certified Lay Minister, lay
 51 pulpit supply, or any lay member who meets the conference /
 52 denominational membership requirements who have been
 53 assigned by a Conference Superintendent and or the Resident
 54 Bishop to fill a pastoral charge for any length of time are eligible to
 55 serve, in the district in which they are assigned,
 - 56 Laypersons residing in the district who served as General or

1 Jurisdictional Conference delegates during the previous or current
2 quadrennium,
3 Laypersons residing in the district who have served on the boards of
4 General agencies,
5 Laypersons residing in the district who are Conference Directors or
6 Associate Directors.

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

- 9 3) In order, to allow informed decisions by voters in all elections, the Indiana
10 Conference shall make information available regarding persons who have
11 indicated their candidacy through submission of a *Willingness to Serve*
12 form or any other means for all positions for which an election is held no
13 later than fourteen (14) days prior to the election in question. This
14 information shall be posted online and available through the standard
15 means of Conference and District communications.
- 16 4) A District Conference is to be called in each district, sometime between
17 March 1 and March 15.
- 18 5) At the District Conference, there will be a vote taken to affirm or reject the
19 slate of Equalizing Members established by the District Operational Team.
20 The resulting elected slate of equalizing members will be submitted to the
21 Indiana Conference by mid-March each year.
- 22 6) In the event that the slate is rejected, the Conference Superintendent will
23 preside over a vote to elect the number of members needed to fill the
24 district's equalizing total.

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

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

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

31 The Annual Conference Secretary establishes the Bar of the Conference and ensures
32 it is clearly identified.

- 33 1. To vote, a member must be seated within the Bar of the Conference.
34 2. To be recognized by the presiding officer to address the Conference, a member
35 must be seated within the Bar of the Conference.
36 3. When not voting electronically, members vote by displaying large, brightly colored
37 cards provided by the Conference.
38 4. Except in the instance of electronic voting, any member may request a *counted*
39 *vote* that will be granted if at least one-third of the members present and voting
40 agree.
41 5. Except in the instance of electronic voting, any member may request a *vote by*
42 *ballot* that will be granted if a simple majority of the members present and voting
43 agree.
44
45

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

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

49 **D.2.h. Voting**

50 Prior to the first session of the Indiana Conference, the Sessions Committee shall
51 establish a procedure for collecting, tabulating, and reporting the voting results. This
52 may be done either manually or electronically. This will be done as quickly, fairly, and
53 accurately as possible.
54
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56

1 **D.2.i. Parliamentary Procedures**

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

- 4 1. All main motions, amendments, and procedural motions must be presented in
5 writing upon forms provided by the Secretary, signed by the person submitting the
6 motion, and placed in the hands of the Conference Secretary immediately after
7 being moved.
8 2. The Rules of Order may be suspended by a two-thirds vote of the members
9 present.
10 3. Any motion proposing amendment to any rules or structure must first be
11 considered and reported on by the Committee on Rules and Structure prior to a
12 vote.

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

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

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

28
29 **D.2.j. Reporting of All Proceedings**

- 30 1. Environmental responsibility prompts the Annual Conference to be responsible in
31 how it reports its work. Helpful accountability also requires transparency with all
32 publicly available information, and requires that it be available in the most useful
33 format. We seek to balance these important demands.
34 2. The Conference Secretary will direct the editing of pre-Conference reports as
35 gathered by the Annual Conference Sessions Committee and will distribute them in
36 the most appropriate form to all members of the Annual Conference. These
37 materials are considered to be properly before the Conference when it assembles.
38 3. It is not necessary for presenters to read these reports aloud or otherwise present
39 them in detail, other than to note any significant changes that may have occurred
40 between the time of their publication and the current session of the Annual
41 Conference.
42 4. Once adopted, these materials (along with additional materials that may be
43 distributed no later than the beginning of each plenary session) become the official
44 business and agenda of the Annual Conference. Any matters having financial
45 implications must be approved by a specific vote of the Annual Conference
46 following the procedures established by the Council on Finance and
47 Administration.
48 5. All plenary sessions of the Annual Conference are recorded on audio and/or video
49 devices for the use of the Conference Secretary to provide an accurate accounting
50 of the proceedings. These recordings are maintained in the Conference office for a
51 period of at least four years, after which they may be disposed of in a secure and
52 environmentally responsible manner. The official record is printed and preserved at
53 the archives.
54 6. Environmental responsibility assumes the reduction of paper and non-recyclable
55 media records. Therefore, complete hardcopy versions of the materials required by
56 *The Book of Discipline* (§1606.3) will only be provided to those persons and
57 agencies that require the full contents in print, including the United Methodist

1 Archives at DePauw University and Drew University. An electronic version of the
2 *Journal of the Conference* will be provided on-line as soon after conference as
3 possible.

- 4 7. To reduce the incidence of inappropriate use of member personal information
5 (“spam”), access to Internet posting of phone, address, and email addresses will
6 be limited to registered members of the Annual Conference and others authorized
7 by *The Book of Discipline* to access this material.
8 8. All versions of the *Journal* are compiled and checked for accuracy under the
9 direction of the Conference Secretary. At the first plenary session of the Annual
10 Conference or special session, the Conference may nominate and elect persons to
11 act as assistant secretaries for the duration of that Annual Conference.
12
13

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

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

- 16 1. **Lay delegates** to the General and Jurisdictional Conferences shall be elected by
17 the lay members of the Annual Conference without regard to age, provided such
18 delegates shall have been professing members of The United Methodist Church
19 for at least two (2) years preceding their election and shall have been active
20 participants in The United Methodist Church for at least four (4) years preceding
21 their election, and are members thereof within the Annual Conference electing
22 them at the time of holding the General and Jurisdictional Conference (§36). Lay
23 delegates need not be voting members of the Annual Conference to be elected.
24
25 2. **Ordained delegates** to the General and Jurisdictional Conferences shall be
26 elected from the ordained ministerial members in full connection within the Annual
27 Conference (§35). They shall be elected by ordained ministerial members in full
28 connection, associate members, provisional members who have completed all of
29 their educational requirements, and local pastors who have completed the course
30 of study or an M.Div. degree and have served a minimum of two (2) consecutive
31 years under appointment immediately preceding the election.
32

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

34 The Annual Conference Sessions Committee shall provide general oversight of the
35 election process. In addition, the committee shall provide a *Willingness to Serve* form
36 that shall include pertinent biographical information, recent photo, reasons for wanting
37 to be a delegate, and a statement of three (3) areas crucial to the United Methodist
38 Church’s mission, and three (3) issues emerging from those areas.
39

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

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

- 44 1) attend their respective conferences on a full-time basis (10 to 12 days for General
45 and 3 days for Jurisdictional);
46 2) participate in all scheduled meetings of the delegation – prior to, during, and after
47 the conferences;
48 3) demonstrate familiarity with the ways in which the General and Jurisdictional
49 Conferences function;
50 4) study proposed legislation;
51 5) accept responsibility for expenses beyond the per diem;
52 6) exemplify a visionary outlook, a team spirit, and a disposition to conferencing; and
53 7) adhere to the qualities set forth in the “Guidelines for Christian Conferencing”
54 (adopted by the Annual Conference) throughout the entire time they are delegates.
55

1 **D.3.d. Procedure for Declaring Candidacy**

2 In order to involve both laity and clergy leadership from across any church and
3 any district of the Indiana Conference, members (who meet Disciplinary
4 requirements ¶35 Article IV and ¶36 Article V) are invited to submit their names for
5 possible election as delegates to General and Jurisdictional Conferences. Districts
6 are urged to remind eligible members of their right to run for election.

7 *Willingness to Serve* forms will be made available by January 5th. If a candidate
8 wishes to announce their candidacy early, in order to allow informed decisions by
9 voters in all elections, the Indiana Conference sessions committee shall make
10 candidates *Willingness to Serve* forms (which have been received six (6) weeks
11 ahead of the annual conference session) available no later than four (4) weeks prior
12 to the Annual Conference election in question. This information will be posted online
13 and available through the standard means of Conference communications.
14

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

- 16 1) Lay and clergy delegates shall be elected at the Annual Conference in the
17 calendar year preceding the General and Jurisdictional Conferences and shall
18 serve for the quadrennium. The General Conference secretary shall provide the
19 number of those to be elected (lay and clergy) to the Bishop and Annual
20 Conference secretary no later than December 2 prior to election.
21 2) The Sessions Committee shall provide opportunity, prior to the first ballot, for
22 members of the Annual Conference to meet and talk with persons seeking
23 election.
24 3) The Annual Conference secretary shall call attention to the “Guidelines for
25 Christian Conferencing” at the beginning of the election process, and shall assure
26 that proper secure arrangements have been made for accurate voting and
27 reporting of the results.
28 4) Voting may be by official ballot or electronic means (as determined by the Annual
29 Conference Sessions Committee), with the number of persons to be elected for
30 each ballot being announced by the Bishop or a person designated by the Bishop.
31 5) All clergy meeting Disciplinary requirements (¶35) will be assigned a number.
32 6) During elections only the candidates who receive twelve (12) or more votes will be
33 announced.
34 7) A majority of valid ballots cast shall constitute an election.
35 8) Balloting shall continue until the allotted number of delegates for General
36 Conference is elected.
37 9) Following completion of General Conference elections, balloting shall begin for
38 Jurisdictional Conference delegates and shall continue until those delegates have
39 been elected.
40 10) General Conference reserve delegates (lay and clergy) shall be made up of the
41 elected Jurisdictional Conference delegates (lay and clergy) in the order they were
42 elected. (¶34).
43 11) Jurisdictional reserve delegates shall be elected by a minimum of a simple majority
44 of the ballots cast. For Jurisdictional Conference there shall be elected three (3)
45 reserve delegates for clergy and three (3) reserve delegates for laity.
46 12) Jurisdictional reserve delegates may act as reserve delegates to General
47 Conference when it is evident that not enough reserve delegates are in attendance
48 at General Conference. (¶34)
49 13) The number of reserve delegates invited to attend General Conference is to be
50 determined by the Conference delegation.
51

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

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

- 56 1) declaration by each delegate to follow the “Commitment of a Delegate” (as adopted

- 1 by the Indiana Conference) throughout the entire time they are serving as a
2 delegate;
- 3 2) determination of leaders that need to be elected (i.e., chairperson, vice-chairperson,
4 secretary, and treasurer), with particular attention given to the qualities needed for
5 effective work to be accomplished—prior to the conferences, at the conferences, and
6 subsequent to the conferences;
- 7 3) following a time of prayer, nomination of persons for offices, followed by interactive
8 discussion, and casting of ballots (with the Bishop and two alternate delegates
9 counting ballots); and
- 10 4) continuation of the meeting led by the individual elected as chairperson.

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

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

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

33 **D.4 District Conferences**

34 *The Book of Discipline* of the United Methodist Church (§659) states that “a district
35 conference shall be composed of members as determined and specified by the
36 annual conference, giving attention to inclusiveness (see §§ 124, 140).
37

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

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- i. All laypersons serving as General or Jurisdictional Conference delegates (including alternates) during the current quadrennium who are professing members of a congregation in the district.
- 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)