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2023
INDIANA CONFERENCE UNITED METHODIST CHURCH
RULES & STRUCTURE DOCUMENT

(Boards and Committees listed below are Indiana Conference groups)

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INDIANA CONFERENCE RULES AND STRUCTURE DOCUMENT

A. DECLARATION

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

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

B. BOUNDARIES

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

C. THE STRUCTURE OF THE CONFERENCE MINISTRY TEAMS AND COMMITTEES

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

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 teams will be nominated with “special attention... to the inclusion of clergywomen, youth,
20 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 *Membership:* All may be ex-officio with vote.

- 55 1. Two persons from the Board of Ordained Ministry, the Chair or Registrar, or others
56 they may designate

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

C.2.j. United Methodist Men

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

C.2.k. United Women In Faith

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

C.3 Administrative Ministry Teams

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

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

Membership:

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

C.3.b. Board of Trustees

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

Membership:

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

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

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

Membership: 11 members

1. Conference Treasurer/Director of Finance and Administrative Services, who may be the convener and shall be treasurer of the Council
2. Qualifying members of the General Council on Finance and Administration
3. Bishop (without vote)

4. 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 Conferences of The United Methodist Church and its prior 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)

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

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

8
9 Diversity, Mission and Justice Team members will be listed and approved as part of
10 the Nominations report presented at the Annual Conference where required by The
11 Discipline.

12 13 **C.4.d. Nominations Committee**

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

16 *Membership:*

- 17 1. Chairperson
- 18 2. Lay Leader(s)
- 19 3. President of the UWF
- 20 4. President of the UMM
- 21 5. Up to seven (7) additional members to meet requirements for diversity and
22 inclusiveness
- 23 6. Director of Connectional Ministries (ex-officio without vote)
- 24 7. Assistant to the Director of Connectional Ministries (ex-officio without vote)

25 26 27 **C.4.e. Petitions and Resolutions Team**

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

31
32 *Membership:* three (3) voting members and the Director of Connectional Ministries
33 (ex-officio without vote)

34
35 A **Resolution** is any request for the Indiana Annual Conference to make a change,
36 take an action, or recognize a formal expression of opinion on an issue. Any Indiana
37 United Methodist lay member, pastor, group or agency may submit for consideration a
38 resolution to the Indiana Annual Conference. Such resolutions must be submitted to
39 the Indiana Annual Conference Secretary and the Petitions and Resolutions Team no
40 later than ninety (90) days prior to the start of the Annual Conference Session.

41
42 A **Petition** is any request for the General Conference to take an action §507.4, alter
43 the wording of The Book of Discipline §507.2 or affirm a formal expression on an issue.
44 “Any Indiana United Methodist lay member, pastor, or agency may submit a petition
45 directly to the General Conference or may submit their General Conference petition to
46 the Indiana Conference asking for Indiana Conference affirmation (of the petition). If
47 affirmed (by a simple majority vote), the Indiana Annual Conference Secretary shall
48 forward the petition to the General Conference.” All petitions must be submitted no
49 later than ninety (90) days prior to the start of the Annual Conference Session.

50
51 The process and deadlines for submitting petitions and resolutions to the annual
52 conference session shall be posted on the conference website and by email newsletter
53 at least 160 days before the annual conference session.

54
55 NOTE: Once submitted appropriately and received by the Petitions & Resolutions
56 Team all petitions or resolutions become the property of the Annual Conference and
57 may only be withdrawn by the original submitter requesting withdrawal. As per

1 Robert's Rules of Order permission to withdraw the petition or resolution will/or will not
2 be granted by the Bishop convening the annual conference session.
3

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

5 *Task:* Review (and recommend revisions when necessary) the rules and structure of
6 the Annual Conference to best achieve its mission and its disciplinary mandates.
7

8 *Membership:*

- 9 1. At least Seven (7) persons who understand the structure of the Annual
10 Conference. They should be persons who communicate well with the leadership of
11 the Conference. Membership shall be selected from across Indiana with attention
12 to lay/clergy, gender, age, and ethnic diversity.
- 13 2. Conference Secretary or Assistant Conference Secretary
- 14 3. Director of Connectional Ministries or a member of the Cabinet designated by the
15 Director of Connectional Ministries (ex-officio without vote)
- 16 4. Assistant to the Director of Connectional Ministries (ex-officio without vote who
17 shall convene the Committee)
18

19 **C.5 Church Development Team**

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

21 *Task:* Support the work necessary to begin new congregations and to revitalize
22 existing congregations in their ministries of outreach.
23

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

31 **C.6 Leadership Development Teams**

32 **Leadership Development Operational Team**

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

47 *Membership:* The voting membership of this team shall be comprised of six (6)
48 persons: three (3) clergy – one of whom will be co-chair and three (3) laity – one of
49 whom will be co-chair , and one (1) emerging leader with special attention given to the
50 inclusion of women and racial/ethnic minorities. At-large members shall include the
51 Director of Leadership Development and Associate Directors of Leadership
52 Development. The Director of Leadership Development has the authority to convene
53 this team and will recommend the nomination of persons to be included on the team.
54

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

56 *Task:* Support the work of the Annual Conference and the mission of The United
57 Methodist Church of *making disciples of Jesus Christ for the transformation of the*

1 world in the areas of outdoor ministries, camping, and retreat facility support with
2 attention to the responsibilities of camping ministries as assigned by *The Book of*
3 *Discipline*. (§630.1 b, c) This team establishes annual priorities and performs their work
4 either as a body or through task groups.

5
6 *Membership:* Should be a minimum of twelve (12) and a maximum of fifteen (15).
7 Ex-officio (without vote) include: Associate Director of Camps and Retreats, Camp
8 Business Manager, and Director of Connectional Ministries.

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

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

17
18 *Membership:* Consists of a chair and up to 53 members nominated and elected
19 according to The Book of Discipline and seven (7) ex-officio members without vote as
20 follows: two (2) Conference Superintendents to serve as the Appointive Cabinet
21 Liaisons; the Director of Leadership Development; the Associate Director of
22 Leadership Development; the Director of Local Pastor Education; a
23 Ministerial/Psychological Assessment Specialist; and a GBHEM staff liaison.

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

25 *Task:* Foster and maintain connection with The General Board of Higher Education
26 and Ministry, the Annual Conference, districts, local churches, campus ministries and
27 the United Methodist Student Movement and support discipleship ministries on, with,
28 and for college students and campus relationships in Indiana. This team fulfills
29 disciplinary mandates and maintains the connectional relationships described for the
30 Conference Board of Higher Education and Campus Ministry. (§634)

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

33 *Tasks:*

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

47
48 *Member Responsibilities:*

- 49 1. Knowledge and understanding of core INUMC goals
- 50 2. Discernment of emerging intentional discipleship needs
- 51 3. Evaluation of alignment of intentional discipleship goals with INUMC's missional
52 development
- 53 4. Assistance with prioritization of intentional discipleship focus
- 54 5. Review effectiveness of the intentional discipleship portfolio

55
56 *Participation Expectations:*

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

6
7 *Membership:*

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

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

17
18 **C.6.e. Emerging Youth Leadership Ministry Team**

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

24
25 **C.6.f. Lay Leadership Team (Board of Laity)**

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

28 The Lay Leadership Team (Board of Laity) is a way of providing a voice to the laity of
29 the Indiana Conference. The Board of Laity shall be responsible for fostering an
30 awareness of the role of the laity, developing the advocacy role for laity, increasing the
31 participation of laity in the life of the church, encouraging laypersons in the general
32 ministry of the church, developing and promoting programs to cultivate an adequate
33 understanding of the theological and biblical basis for lay life and work, developing and
34 promoting stewardship of time, talent and possessions, providing for the training of lay
35 members to Annual Conference, providing support and direction for such lay programs
36 as lay servant ministry, the observance of Laity Sunday, and the work of lay leaders on
37 the local and district levels.

38
39 *Membership:* The Board of Laity consists of the Conference Lay Leader who serves
40 as Chair of the Board of Laity, the District Lay Leader(s), the Chair of the Conference
41 Committee on Lay Servant Ministry, District Lay Servant Ministry Directors, the
42 Associate Conference Lay Leader(s), United Women In Faith's President or designee
43 (§647), United Methodist Men President or designee (§648) and the Associate Director
44 of Leadership Development-Laity and Director of Leadership Development with voice,
45 but without vote.

46
47 *Selection of Annual Conference Lay Leader:* The current Conference Lay Leader will
48 suggest no more than three (3) people as the possible next Conference Lay Leader,
49 then the Director of Leadership Development, the Assistant to the Bishop and the
50 Bishop will consult to discern who to recommend as the Conference Lay Leader to
51 Committee on Nominations.

52
53 The Board of Laity shall nominate Associate Lay Leader(s), who will help with the
54 duties of the Conference Lay Leader as set forth in the guidelines established by the
55 Board of Laity.

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

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

8
9 *Membership:* The Conference Committee on Lay Servant Ministries will consist of the
10 District Directors of Lay Servant Ministries, along with the Conference Lay Leader, and
11 the Associate Director of Leadership Development-Laity, and Director of Leadership
12 Development.

13
14 *Selection of Conference Lay Servant Ministries Director:* The current Conference Lay
15 Leader, in consultation with the Associate Director of Leadership Development-Laity
16 will make a suggestion for the Board of Laity to affirm, and recommend to Committee
17 on Nominations.

18
19 **C.6.f. Academy of Spiritual Formation Council**

20 *Task:* The Indiana Academy for Spiritual Formation Council will function to maintain
21 an active, ongoing, planning team to provide 5-Day Spiritual Formation Academies in
22 Indiana every two years. “The Academy for Spiritual Formation creates
23 transformative space for people to be in communion with God, self, others, and
24 creation for the sake of the world.” (Discernment Guide- Five Day Academy for
25 Spiritual Formation – pg.1) The Academy for Spiritual Formation is a ministry of the
26 Upper Room. In the formation of this group the mandate for diversity from ¶610.5 of
27 The Book of Discipline will be followed.

28
29 The council will promote and support the efforts of each Academy Team by

- 30
- 31 • Choosing a time and place for each Academy.
 - 32 • Naming a retreat leader.
 - 33 • Assisting in assembling a retreat leadership team.
 - 34 • Assisting in fundraising for each Academy.
 - 35 • Assisting in the promotion and advertising of each Academy.
 - 36 • Planning pre-academy events during off years which will give participants an
37 idea about the opportunity for spiritual growth an Academy provides.

38 *Membership:*

39 At least 2 UMC clergy

40 At least 2 UMC laity

41 At least 2 At-large ecumenical voting members

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

44
45
46 **C.7. District Operational Teams**

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

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

- 54
- 55 1. The Conference Superintendent serving the district
 - 56 2. Any Associate Superintendents serving the district
 - 57 3. Two (2) At-Large ordained elders or deacons serving in the district
 4. One (1) At-Large local pastor serving in the district

- 1 5. At Least three (3) lay persons who are members of churches in the district or the
- 2 number of lay persons to equal the number of At-Large clergy on the Operational
- 3 Team. The lay representation should include the district lay leader/s and
- 4 consideration for ethnic and cultural diversity.
- 5 6. Other leaders of district ministry areas as needed may be included.
- 6 7. Others, from the district, as the Superintendent requests
- 7 8. Conference Assistant as ex-officio
- 8
- 9

10 **C.8. Bishop's Advisory Team**

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

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

19 The Bishop's Advisory Team, consisting of twelve persons who meet monthly,
20 focuses on adaptive leadership thinking regarding the issues faced by the bishop.
21 The list of members of this group (although not elected by annual conference) will,
22 for transparency, be reported annually as an informational piece at the end of the
23 nominations report.
24

25 **D. RULES**

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

27 The Indiana Conference gathers as a representative body to address the mission and
28 business of the Conference once each year and may be called into session more frequently as
29 the Bishop deems necessary.
30

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

32 The Annual Conference Sessions Committee ensures that we are prepared for our
33 work and are fulfilling our disciplinary obligations as we conduct our work before and
34 during each annual gathering and special called session of the Indiana Conference.
35

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

37 After the Bishop has set the dates and times for the Annual Conference, the Annual
38 Conference Sessions Committee assumes oversight for the site, meeting rooms,
39 lodging, food service, communications, and other equipment and services needed are
40 properly obtained and executed.
41

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

43 The Annual Conference Sessions Committee calls for, collects, and distributes to all
44 Conference members the reports of the mission groups, boards, and work areas of the
45 Annual Conference. Members will receive the first of these reports no later than 30
46 days before the start of that year's Annual Conference. The report will include the
47 latest version of the projected agenda, the current Rules and Structure document of
48 the Annual Conference, and information needed to register and reserve lodging for the
49 upcoming Annual Conference.
50

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

52 The Annual Conference Sessions Committee creates a preliminary agenda for the
53 upcoming session of the Annual Conference and includes it in the pre-Conference
54 report. The Annual Conference Sessions Committee will regularly update the agenda,
55
56

1 both before and during the Annual Conference, and supply all Conference members
2 with updated agendas as needed.
3

4 **D.1.e. Managing Registration**

5 The Annual Conference Session Committee supervises registration.
6

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

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

- Each petition/resolution should state the requested action, the rational or reason, as well as the financial implications for the Annual Conference.

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.

D.1.g. Nominations Process

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

D.1.h. Annual Conference Session Attendance Expectation

1. It is the expectation that every lay member of the Annual Conference Session will attend all days and sessions of the Annual Conference, representing their local congregation and districts faithfully and fully.

2. All clergy are expected to attend all sessions of Annual Conference faithfully and fully.

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

1. This attendance policy is intended to support the full contribution of all members of boards, agencies or ministry teams. Many boards, agencies or teams have reduced meeting frequency, especially face to face meetings. Given this, it is vitally important for members to make every attempt to be present when meetings do occur. Full participation by all members ensures the full expertise of each is reflected and the decisions made are informed by the best expertise available.
2. Our attendance policy is as follows:
 - a. All members of boards, agencies or ministry teams are expected to be present at all meetings.
 - b. Two (2) consecutive absences by any member without notifying the convener shall be considered an automatic resignation.
 - c. Three (3) consecutive absences by any member with notification of the convener shall be considered an automatic resignation.
 - d. The process to support this policy is as follows:
 1. After a first absence by a member without notification or the second absence with notification, the convener of the board, agency or ministry team shall contact the absent member to discern whether the reasons for absence may be resolved and to remind the absent member that the next such absence will trigger an automatic resignation. If the absent member is a member “by virtue of office,” the leadership of the body the member represents shall also be notified of the lack of attendance and of efforts made to resolve the situation.
 2. If resolution cannot be reached and subsequent absences occur, the 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
3. Active deaconesses and home missionaries under episcopal appointment within the bounds of the Annual Conference
4. Conference president of United Women In Faith
5. Conference president of United Methodist Men
6. Conference lay leader
7. Conference director of Lay Servant Ministries (§32)
8. Conference Secretary of Global Ministries (if lay, §32)
9. District lay leaders
10. President or equivalent officer of the Conference young adult organization
11. 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
12. President of the Conference youth organization
13. Chair of the Annual Conference student organization
14. Campus ministers, chaplains, and Wesley Foundations directors (In districts where laypersons serve as campus ministers/directors of Wesley Foundations, they shall

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

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

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

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

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

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
56

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

4

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

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

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

10 The clergy membership shall consist of deacons and elders in full

11 connection, provisional members, associate members, and local pastors under

12 appointment. [As well as affiliate members ¶602.1].

13 The lay membership shall consist of . . .

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

32 all of whom are to be selected in such a manner as may be determined by the

33 annual conference.

34 Such persons must be professing members of The United Methodist Church

35 and active participants at the time of election. Each charge served by more

36 than one clergy shall be entitled to as many lay members as there are clergy

37 members. The lay members shall have been for the two years next preceding

38 their election members of The United Methodist Church and shall have been

39 active participants in The United Methodist Church for at least four years next

40 preceding their election.

41 If the lay membership should number less than the clergy members of the

42 annual conference, the annual conference shall, by its own formula, provide for

43 the election of additional lay members to equalize lay and clergy membership

44 of the annual conference.

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

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

54 The number of additional persons needed from each district shall be

55 proportional to the percentage of retired clergy members and clergy members

56 appointed to extension ministries whose charge conference relationship lies

57 within that district. Since all retired clergy are expected to declare a charge

1 conference relationship, this same proportional distribution will apply to equalize
2 any retired clergy who have not yet declared their charge conference relationship
3 but who still have annual conference voting privileges (i.e. the distribution for all
4 will be based on the distribution of declared charge conference relationships).

5 3. Instructions for Districts in the selection and election of Equalizing Members:

6 Annually, as the districts of the UM church in Indiana seek to create slates of
7 nominees to be elected equalizing members for the Annual Conference Session,
8 the following guidelines should be considered:

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

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

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

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

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

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

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

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

- 34 1. To vote, a member must be seated within the Bar of the Conference.
35 2. To be recognized by the presiding officer to address the Conference, a member
36 must be seated within the Bar of the Conference.
37 3. When not voting electronically, members vote by displaying large, brightly colored
38 cards provided by the Conference.
39 4. Except in the instance of electronic voting, any member may request a *counted*
40 *vote* that will be granted if at least one-third of the members present and voting
41 agree.
42 5. Except in the instance of electronic voting, any member may request a *vote by*
43 *ballot* that will be granted if a simple majority of the members present and voting
44 agree.
45
46

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

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

50 **D.2.h. Voting**

51 Prior to the first session of the Indiana Conference, the Sessions Committee shall
52 establish a procedure for collecting, tabulating, and reporting the voting results. This
53 may be done either manually or electronically. This will be done as quickly, fairly, and
54 accurately as possible.
55
56
57

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* (§606.3) 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 **D.3 General and Jurisdictional Conference Procedures**

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

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

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

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

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

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

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

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

56 In order to involve both laity and clergy leadership from across any church and
57 any district of the Indiana Conference, members (who meet Disciplinary

1 requirements ¶35 Article IV and ¶36 Article V) are invited to submit their names for
2 possible election as delegates to General and Jurisdictional Conferences. Districts
3 are urged to remind eligible members of their right to run for election.

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

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

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

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

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

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

- 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)