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INDIANA CONFERENCE UNITED METHODIST CHURCH PROPOSED RULES & STRUCTURE DOCUMENT 2024

(Boards and Committees listed below are Indiana Conference groups)

RED STRIKE THROUGH = text proposed to be removed

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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

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

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

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

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

C.1 Individual Leadership Positions

- a. Conference Secretary (¶603.7)

- b. Conference Lay Leader (§607)
- c. Conference Statistician (§603.7)
- d. Conference Historian (§641.3)
- e. Chancellor (nominated by the Bishop §603.8)
- f. Conference Secretary of Global Ministries (§633.3)
- g. Prayer Coordinator
- ~~h. Wesleyan Theologian~~

C.2 ADMINISTRATIVE MINISTRIES

C.2.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.2.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.2.c. Communications Team

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

Membership: seven members

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

C.2.d. 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~~ Executive Assistant to the Bishop 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.3. CONFERENCE MINISTRIES

C.3.a. Administrative Review Committee

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

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

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

C.3.b. Church Development Team

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

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

C.3.c. Committee on Investigation – Clergy (§2703.2, 2016)

C.3.d. Committee on Investigation – Diaconal (§2703.2)

C.3.e. 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:

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

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

C.3.f. Leadership Development Teams

Operational Team

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

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

C.3.f.1. Academy of Spiritual Formation Council

Task: The Indiana Academy for Spiritual Formation Council will function to maintain an active, ongoing, planning team to provide 5-Day Spiritual Formation Academies in Indiana every two years. “The Academy for Spiritual Formation creates transformative space for people to be in communion with God, self, others, and creation for the sake of the world” (Discernment Guide-Five Day Academy for Spiritual Formation – pg.1). The Academy is a ministry of the Upper Room. In the formation of this group the mandate for diversity from §610.5 of The Book of Discipline will be followed. The council will promote and support the efforts of each Academy Team by

- Choosing a time and place for each Academy.

- Naming a retreat leader.
- Assisting in assembling a retreat leadership team.
- Assisting in fundraising for each Academy.
- Assisting in the promotion and advertising of each Academy.
- Planning pre-academy events during off years which will give participants an idea about the opportunity for spiritual growth an Academy provides.

Membership:

At least 2 UMC clergy

At least 2 UMC laity

At least 2 At-large ecumenical voting members

Ex-officio: Associate Director of Leadership Development – Discipleship & Laity and/or The Director of Conference Ministries ~~Director of Leadership Development~~

C.3.f.2. Board of Camps and Retreats

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

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

C.3.f.3. Board of Ordained Ministry

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

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

C.3.f.4. College/Campus Ministry Team

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

C.3.f.5. Council on Intentional Discipleship

Tasks:

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

Member Responsibilities:

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

Participation Expectations:

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

Membership:

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

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

C.3.f.6. Emerging Youth Leadership Ministry Team

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

C.3.f.7. Lay Leadership Team (Board of Laity)

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

The Lay Leadership Team (Board of Laity) is a way of providing a voice to the laity of the Indiana Conference. The Board of Laity shall be responsible for fostering an awareness of the role of the laity, developing the advocacy role for laity, increasing the participation of laity in the life of the church, encouraging laypersons in the general ministry of the church, developing and promoting programs to cultivate an adequate understanding of the theological and biblical basis for lay life and work, developing and promoting stewardship of time, talent and possessions, providing for the training of lay

1 members to Annual Conference, providing support and direction for such lay programs
2 as lay servant ministry, the observance of Laity Sunday, and the work of lay leaders on
3 the local and district levels.

4
5 *Membership:* The Board of Laity consists of the Conference Lay Leader who serves
6 as Chair of the Board of Laity, the District Lay Leader(s), the Chair of the Conference
7 Committee on Lay Servant Ministry, District Lay Servant Ministry Directors, the
8 Associate Conference Lay Leader(s), United Women In Faith's President or designee
9 (§647), United Methodist Men President or designee (§648) and the Associate Director
10 of Leadership Development-Laity and **Director of Conference Ministries** ~~Director of~~
11 ~~Leadership Development~~ with voice, but without vote.

12
13 *Selection of Annual Conference Lay Leader:* The current Conference Lay Leader will
14 suggest no more than three (3) people as the possible next Conference Lay Leader,
15 then the **Director of Conference Ministries** ~~Director of Leadership Development~~, the
16 Assistant to the Bishop and the Bishop will consult to discern who to recommend as
17 the Conference Lay Leader to Committee on Nominations.

18
19 The Board of Laity shall nominate Associate Lay Leader(s), who will help with the
20 duties of the Conference Lay Leader as set forth in the guidelines established by the
21 Board of Laity.

22 23 **C.3.f.8. Lay Servant Ministry**

24 *Task:* The Conference Committee on Lay Servant Ministries is to set criteria and
25 guidelines for district committees on Lay Servant Ministries, to develop lay servant
26 courses and approve courses developed by district committees, and to organize
27 conference-wide lay servant events. The Conference Committee on Lay Servant
28 Ministry shall be constituted and function in accordance with The Book of Discipline.
29 (§631.6.b).

30
31 *Membership:* The Conference Committee on Lay Servant Ministries will consist of the
32 District Directors of Lay Servant Ministries, along with the Conference Lay Leader, and
33 the Associate Director of Leadership Development-Laity, and **Director of Conference**
34 **Ministries** ~~Director of Leadership Development~~.

35
36 *Selection of Conference Lay Servant Ministries Director:* The current Conference Lay
37 Leader, in consultation with the Associate Director of Leadership Development-Laity
38 will make a suggestion for the Board of Laity to affirm, and recommend to Committee
39 on Nominations.

40 41 **C.4. Connectional Ministries**

42 **C.4.a. Annual Conference Sessions Committee**

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

45
46 *Membership:*

- 47 1. Bishop
- 48 2. **Chief of Staff** / Executive Assistant to the Bishop
- 49 3. Member of the Cabinet appointed by the Bishop
- 50 4. Conference Secretary
- 51 5. Conference Lay Leader
- 52 6. ~~Director of Connectional Ministries~~
- 53 6. Other members to be determined by the committee

54 55 56 **C.4.b. Commission on Archives and History**

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

5
6 *Membership:* Five persons skilled in this area and representing the diversity of the
7 United Methodist Churches of Indiana, one of whom may be designated as Conference
8 Historian.

9
10 **C.4.c. 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.4.d. 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 **C.4.e. Episcopal Residence Committee (§638)**

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

40 *Membership:*

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

49 **C.4.f. Institutional Relationships Team**

50 *Task:* Cultivate and strengthen relationships with institutions with United Methodist
51 affiliation in Indiana.
52

53 *Membership:* Convener and one representative from each affiliated institution
54
55
56
57

1 **C.4.g. Joint Committee on Clergy Medical Leave**

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

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

- 6 1. Two persons from the Board of Ordained Ministry, the Chair or Registrar, or others
7 they may designate
8 2. Two persons from the Conference Board of Pensions and Health Insurance - its
9 secretary and chair, or others they may designate
10 3. One representative from the Cabinet appointed by the Bishop
11 4. One person with a disability, with a preference for a person under appointment,
12 who may be named by the Committee on Nominations if not otherwise
13 represented.
14

15 **C.4.h. Nominations Committee**

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

18
19 *Membership:*

- 20 1. Chairperson
21 2. Lay Leader(s)
22 3. President of the UWF
23 4. President of the UMM
24 5. Up to seven (7) additional members to meet requirements for diversity and
25 inclusiveness
26 6. ~~Director of Connectional Ministries (ex-officio without vote)~~
27 7. ~~Assistant to the Director of Connectional Ministries~~ Connectional Ministry
28 Associate (ex-officio without vote)
29

30 **C.4.i. Petitions and Resolutions Team**

31 *Task:* Receive, review and present to Annual Conference Session with
32 recommendation all petitions and resolutions appropriately submitted to the Annual
33 Conference.
34

35 *Membership:* three (3) voting members ~~plus and the Chief of Staff~~ ~~Director of~~
36 ~~Connectional Ministries or the~~ Connectional Ministry Associate who will convene the
37 team (ex-officio without vote).
38

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

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

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

1
2 NOTE: Once submitted appropriately and received by the Petitions & Resolutions
3 Team all petitions or resolutions become the property of the Annual Conference and
4 may only be withdrawn by the original submitter requesting withdrawal. As per
5 Robert's Rules of Order permission to withdraw the petition or resolution will/or will not
6 be granted by the Bishop convening the annual conference session.
7

8 **C.4.j. Rules and Structure Committee**

9 *Task:* Review (and recommend revisions when necessary) the rules and structure of
10 the Annual Conference to best achieve its mission and its disciplinary mandates.
11

12 *Membership:*

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

24 **C.4.k. United Methodist Men**

25 The President of the Conference United Methodist Men (or designee) has a seat at the
26 Conference Coordinating Council. The President (or designee) will also serve as a
27 member of the Indiana Conference's Board of Laity. All officers are nominated and
28 elected within the organization of United Methodist Men as described in The Book of
29 Discipline (§648).
30

31 **C.4.l. United Women In Faith**

32 The President of the Conference United Women In Faith (or a designee), has a seat at
33 the Conference Coordinating Council. The President (or designee) will also serve as a
34 member of the Indiana Conference's Board of Laity. All officers are nominated and
35 elected within the organization of United Women In Faith as described in The Book of
36 Discipline (§647).
37

38 **C.5. District Operational Teams**

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

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

- 46 1. The Conference Superintendent serving the district
- 47 2. Any Associate Superintendents serving the district
- 48 3. Two (2) At-Large ordained elders or deacons serving in the district
- 49 4. One (1) At-Large local pastor serving in the district
- 50 5. At Least three (3) lay persons who are members of churches in the district or the
51 number of lay persons to equal the number of At-Large clergy on the Operational
52 Team. The lay representation should include the district lay leader/s and
53 consideration for ethnic and cultural diversity.
- 54 6. Other leaders of district ministry areas as needed may be included.
- 55 7. Others, from the district, as the Superintendent requests
- 56 8. Conference Assistant as ex-officio
57

1 **C.6. Bishop’s Advisory Team**

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

7
8 Membership is by invitation of the bishop, who seeks diverse voices in forming this team.
9 For example: the bishop seeks representation from small and large churches, laity and
10 clergy, as well as gender and ethnic diversity.

11
12 The Bishop’s Advisory Team, consisting of twelve persons who meet monthly, focuses on
13 adaptive leadership thinking regarding the issues faced by the bishop.

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

17
18 **D. RULES**

19
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 **D.1.f. Managing the Legislative and Referrals Process**

- 56 1. At Annual Conference and special called sessions, members of the Conference
57 consider several types of legislation, petitions and resolutions. Among them are

1 those that have *fiscal implications*, those that have *no fiscal implications*, those
2 that *ask for specific actions* of specific groups and those that *refer items to other*
3 *groups, teams or boards for review* prior to consideration by the members of the
4 Annual Conference sessions.

5 2. Additionally, Conference members consider petitions/resolutions to the Annual
6 Conference or to the General Conference. Management of General Conference
7 petitions and resolutions are explained in the section titled: 'General and
8 Jurisdictional Conference Procedures' elsewhere in this document.

9 3. In order to manage these various types of legislation, the Annual Conference
10 Sessions Committee will:

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

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

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

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

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

- 46 1. It is the expectation that every lay member of the Annual Conference Session will
47 attend all days and sessions of the Annual Conference, representing their local
48 congregation and districts faithfully and fully.
49 2. All clergy are expected to attend all sessions of Annual Conference faithfully and
50 fully.
51

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

- 53 1. This attendance policy is intended to support the full contribution of all members of
54 boards, agencies or ministry teams. Many boards, agencies or teams have
55 reduced meeting frequency, especially face to face meetings. Given this, it is vitally
56 important for members to make every attempt to be present when meetings do

1 occur. Full participation by all members ensures the full expertise of each is
2 reflected and the decisions made are informed by the best expertise available.
3

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

30 **D.2 The Voting Process at Procedures for Annual Conference Sessions**

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

32 The following persons are eligible to vote:

- 33 1. One (1) professing member elected from each charge in this Conference
34 2. All diaconal ministers
35 3. Active deaconesses and home missionaries under episcopal appointment within the
36 bounds of the Annual Conference
37 4. Conference president of United Women In Faith
38 5. Conference president of United Methodist Men
39 6. Conference lay leader
40 7. Conference director of Lay Servant Ministries (§32)
41 8. Conference Secretary of Global Ministries (if lay, §32)
42 9. District lay leaders
43 10. President or equivalent officer of the Conference young adult organization
44 11. One (1) youth between the ages of 12 to 18 years old from each district and one (1)
45 young adult between the ages of 18 to 30 years old from each district
46 12. President of the Conference youth organization
47 13. Chair of the Annual Conference student organization
48 14. Campus ministers, chaplains, and Wesley Foundations directors (In districts where
49 laypersons serve as campus ministers/directors of Wesley Foundations, they shall
50 be added as district-at-large lay members to the Annual Conference. In districts
51 where UM clergy serve as chaplains, campus ministers, and directors of Wesley
52 Foundations, the laypersons elected as their balancing counterparts shall be
53 elected from either the campus ministry board of directors or a student from that
54 ministry/foundation.) (§602 e)
55 15. Additional lay members needed to equalize lay and clergy membership of the
56 Annual Conference

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

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

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

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

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

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

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

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

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

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

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

6 The lay membership shall consist of . . .

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

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

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

34 If the lay membership should number less than the clergy members of the
35 annual conference, the annual conference shall, by its own formula, provide for
36 the election of additional lay members to equalize lay and clergy membership
37 of the annual conference.

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

41
42 2. The ~~Chief of Staff/Executive Assistant to the Bishop~~ ~~Director of Connectional~~
43 ~~Ministries~~ adds these names prescribed by the Book of Discipline in ¶32 Article 1.
44 If the number of laity does not equal the number of clergy the ~~Chief of~~
45 ~~Staff/Executive Assistant to the Bishop~~ ~~Director of Connectional Ministries~~ notifies
46 the Conference Superintendent of each district of the number of additional
47 persons needed from each district to equalize lay and clergy membership.

48 The number of additional persons needed from each district shall be
49 proportional to the percentage of retired clergy members and clergy members
50 appointed to extension ministries whose charge conference relationship lies
51 within that district. Since all retired clergy are expected to declare a charge
52 conference relationship, this same proportional distribution will apply to equalize
53 any retired clergy who have not yet declared their charge conference relationship
54 but who still have annual conference voting privileges (i.e. the distribution for all
55 will be based on the distribution of declared charge conference relationships).

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

57 Annually, as the districts of the UM church in Indiana seek to create slates of

1 nominees to be elected equalizing members for the Annual Conference Session,
2 the following guidelines should be considered:

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

Laypersons residing in the district who are Conference Directors or Associate Directors.

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

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

D.2.e. Membership at Special Sessions

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

D.2.f. Bar of the Conference

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

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

D.2.g. Distribution of Materials

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

D.2.h. Voting

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

D.2.i. Parliamentary Procedures

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

1. All main motions, amendments, and procedural motions must be presented in writing upon forms provided by the Secretary, signed by the person submitting the

1 motion, and placed in the hands of the Conference Secretary immediately after
2 being moved.

- 3 2. The Rules of Order may be suspended by a two-thirds vote of the members
4 present.
- 5 3. Any motion proposing amendment to any rules or structure must first be
6 considered and reported on by the Committee on Rules and Structure prior to a
7 vote.

8 Therefore, all amendments to the Rules and Structure document which are
9 submitted ninety (90) days prior to the start of the annual conference session will
10 be addressed on the first day when the Rules document is presented for vote.
11 These “advanced” motions to amend will be presented by the Rules & Structure
12 Committee and voted on by the annual conference body after which the amended
13 Rules document will be voted on.

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

- 20 4. All material in the published reports of any agency to the Annual Conference will
21 be considered the property of the Conference and may not be altered or withdrawn
22 without approval of the Conference.
- 23 5. Any motion made from the floor of annual conference, determined by the bishop to
24 be of great importance, complexity, length, and/or far-reaching impact, may be
25 determined to be a “resolution” or a “petition” and shall be referred by the bishop to
26 the Petitions & Resolutions Committee for processing, study, and referral. All such
27 petitions or resolutions will be either addressed by the Coordinating Council
28 between sessions of the annual conference (if there is a specific date deadline) or
29 will be presented for action the following annual conference session as determined
30 by the Petitions & Resolutions Committee.

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

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

6. Environmental responsibility assumes the reduction of paper and non-recyclable media records. Therefore, complete hardcopy versions of the materials required by *The Book of Discipline* (§606.3) will only be provided to those persons and agencies that require the full contents in print, including the United Methodist Archives at DePauw University and Drew University. An electronic version of the *Journal of the Conference* will be provided on-line as soon after conference as possible.
7. To reduce the incidence of inappropriate use of member personal information (“spam”), access to Internet posting of phone, address, and email addresses will be limited to registered members of the Annual Conference and others authorized by *The Book of Discipline* to access this material.
8. All versions of the *Journal* are compiled and checked for accuracy under the direction of the Conference Secretary. At the first plenary session of the Annual Conference or special session, the Conference may nominate and elect persons to act as assistant secretaries for the duration of that Annual Conference.

D.3 General and Jurisdictional Conference Procedures

D.3.a. Eligibility for Election

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

D.3.b. Managing the Election

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

D.3.c. Commitment of a Delegate

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

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

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

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

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

17
18 **D.3.e. Procedure for Election**

- 19 1) Lay and clergy delegates shall be elected at the Annual Conference in the
20 calendar year preceding the General and Jurisdictional Conferences and shall
21 serve for the quadrennium. The General Conference secretary shall provide the
22 number of those to be elected (lay and clergy) to the Bishop and Annual
23 Conference secretary no later than December 2 prior to election.
- 24 2) The Sessions Committee shall provide opportunity, prior to the first ballot, for
25 members of the Annual Conference to meet and talk with persons seeking
26 election.
- 27 3) The Annual Conference secretary shall call attention to the "Guidelines for
28 Christian Conferencing" at the beginning of the election process, and shall assure
29 that proper secure arrangements have been made for accurate voting and
30 reporting of the results.
- 31 4) Voting may be by official ballot or electronic means (as determined by the Annual
32 Conference Sessions Committee), with the number of persons to be elected for
33 each ballot being announced by the Bishop or a person designated by the Bishop.
- 34 5) All clergy meeting Disciplinary requirements (¶35) will be assigned a number.
- 35 6) During elections only the candidates who receive twelve (12) or more votes will be
36 announced.
- 37 7) A majority of valid ballots cast shall constitute an election.
- 38 8) Balloting shall continue until the allotted number of delegates for General
39 Conference is elected.
- 40 9) Following completion of General Conference elections, balloting shall begin for
41 Jurisdictional Conference delegates and shall continue until those delegates have
42 been elected.
- 43 10) General Conference reserve delegates (lay and clergy) shall be made up of the
44 elected Jurisdictional Conference delegates (lay and clergy) in the order they were
45 elected. (¶34).
- 46 11) Jurisdictional reserve delegates shall be elected by a minimum of a simple majority
47 of the ballots cast. For Jurisdictional Conference there shall be elected three (3)
48 reserve delegates for clergy and three (3) reserve delegates for laity.
- 49 12) Jurisdictional reserve delegates may act as reserve delegates to General
50 Conference when it is evident that not enough reserve delegates are in attendance
51 at General Conference. (¶34)
- 52 13) The number of reserve delegates invited to attend General Conference is to be
53 determined by the Conference delegation.
- 54

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

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

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

16
17 **D.3.g. General and Jurisdictional Conference Petitions**

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

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

38
39 **D.4 District Conferences**

40 *The Book of Discipline* of the United Methodist Church (§659) states that “a district
41 conference shall be composed of members as determined and specified by the
42 annual conference, giving attention to inclusiveness (see §§ 124, 140).
43

44 District conference membership with voting privileges shall consist of:

- 45 a. The district lay leader and any associate district lay leaders
46 b. All clergy appointed in the conference, shall be eligible to vote in all matters for which
47 clergy are entitled to vote under the Book of Discipline at district conferences, in the
48 district where their charge conference relationship resides.
49 c. All clergy in retired status whether appointed to serve in a local church in retirement
50 or not, shall be eligible to vote in all matters for which clergy are entitled to vote
51 under the Book of Discipline, in the district where their charge conference
52 relationship resides.
53 d. One (1) person elected by the district as a secretary
54 e. All local church lay leaders duly elected at their church charge conference
55 f. All local church annual conference representatives duly elected at their church
56 charge conference
57 g. Any lay members who meet the conference/denominational membership

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requirements who are currently assigned by a Conference Superintendent or Resident Bishop are eligible to vote at the District Conference where they are assigned to serve.

- h. Persons chairing or leading ministry and missional work as organized by the district (§661).
- 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)