

1 **2019-2020 RULES & STRUCTURE DOCUMENT**

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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 2016 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.

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.

THE STRUCTURE OF THE CONFERENCE MINISTRY TEAMS AND COMMITTEES

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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.

An attendance policy for members of boards, agencies and teams is included as an addendum to this document.

Individual Elections

- 31 1. Conference Secretary (¶603.7)
- 32 2. Conference Lay Leader (¶607)
- 33 3. Conference Statistician (¶603.7)
- 34 4. Conference Historian (¶641.3)
- 35 5. Chancellor (nominated by the Bishop ¶603.8)
- 36 6. Conference Secretary of Global Ministries (¶633.3)

Institutional Ministry Teams/Committees

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All of these 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, corresponding with the quadrennial calendar of the denomination, unless *The Book of Discipline* specifies a different length of service.

Annual Conference Sessions Committee

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Task: Work in cooperation with The Resident Bishop in preparing for the Annual Conference gathering

Membership:

1. Bishop
2. Executive Assistant to the Bishop
3. Member of the Cabinet appointed by the Bishop
4. Conference Secretary
5. Conference Lay Leader
6. Director of Connectional Ministries
7. Other members to be determined by the committee

1
2 **Annual Conference Petitions and Resolutions Team**

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

5 *Membership:* three voting members and the Director of Connectional Ministries (ex-officio without vote)
6

7 *A Resolution* is any request for the Indiana Annual Conference to make a change, take an action, or
8 recognize a formal expression of opinion on an issue. Any Indiana United Methodist lay member, pastor,
9 group or agency may submit for consideration a resolution to the Indiana Annual Conference. Such resolutions
10 must be submitted to the Indiana Annual Conference Secretary and the Petitions & Resolutions Team no later
11 than ninety (90) days prior to the start of the Annual Conference session.
12

13 *A Petition* is any request for the General Conference to take an action ¶507.4, alter the wording of The
14 Book of Discipline ¶507.2 or affirm a formal expression on an issue. “Any Indiana United Methodist lay
15 member, pastor, or agency may submit a petition directly to the General Conference or may submit their
16 General Conference petition to the Indiana Conference asking for Indiana Conference affirmation (of the
17 petition). If affirmed (by a simple majority vote), the Indiana Annual Conference Secretary shall forward the
18 petition to the General Conference.” All petitions must be submitted no later than ninety (90) days prior to the
19 start of the Annual Conference session.
20

21 **Conference Commission on Archives and History**

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

25 *Membership:* Five persons skilled in this area and representing the diversity of the United Methodist Churches
26 of Indiana, one of whom may be designated as Conference Historian.
27

28 **Communications Team**

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

32 *Membership:* six members

- 33 1. Director of Communications
- 34 2. Five members at-large, selected for their skills in communications and their representation of the
35 diversity of the Conference
36

37 **Conference Coordinating Council**

38 *Task:* There shall be a Coordinating Council so that there is alignment of the Annual Conference mission,
39 vision and values with all ministries and activities of the Conference:
40

41 To fulfill the requirements of ¶608.1-6

42 “Each annual conference is responsible to focus and guide the mission and ministry of The United
43 Methodist Church within its boundaries by:

- 44 1. envisioning the ministries necessary to live out the mission of the church in and through the annual
45 conference;
- 46 2. creating and nurturing relationships and connections among the local, district, annual conference, and
47 general church ministries;
- 48 3. providing encouragement, coordination, and support for the ministries of nurture, outreach, and
49 witness in districts and congregations for the transformation of the world;
- 50 4. ensuring the alignment of the total resources of the Annual Conference to its mission;
- 51 5. developing and strengthening ethnic ministries including ethnic local churches and concerns;
- 52 6. providing for advocacy and monitoring functions to ensure that the church is consistent with its stated
53 values.”
54

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

- 56 1. champion the mission, vision, and values of the Annual Conference;

2. align all ministries to the mission, vision, values, policies, and decisions of the Annual Conference;
3. act on legislative matters between Annual Conference Sessions consistent with the mission, vision, and values of the Annual Conference;
4. communicate ministry alignment and accountability with the mission, vision, and values of the Annual Conference.

Membership:

1. Voice - No Vote
 - a. The Bishop who presides or his/her designee
 - b. Executive Assistant to the Bishop
 - c. Conference Communication Director
 - d. The President or representative of the United Methodist Foundation of Indiana
2. Voice and Vote
 - a. Conference Lay Leader (§603.9a)
 - b. Conference Secretary
 - c. one Superintendent
 - d. one Director
 - e. one person from each district operational team (see item 3 below, Selection Process).
 - f. Young Adult representative (§650.1)
 - g. Youth representative (§649.1)
 - h. Higher Education and Ministry representative (§634.3)
 - i. Presidents of Conference UMW and UMM

3. Selection process for district membership (2e):

Each district will recommend two people from the District Operational Team to the Committee on Nominations. Persons from each district recommended for this position should be able to think adaptively, be aware of the Conference mission, vision, and values statement and not be a member of any conference board, agency or team. Each person recommended should be familiar with and able to practice the principles of the Spiritual Leadership, Inc. (SLI) processes for adaptive leadership. When identifying these individuals, the district shall be sensitive to the diversity concerns of the Annual Conference in accordance with *The Book of Discipline*. (§610.3)

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

4. Terms of office:

Membership from districts shall be nominated to serve for one quadrennium as follows:

Clergy from North, North Central, Southeast, West and South

Laity from Northwest, Northeast, Central, East and Southwest

This schedule would rotate after four years (lay / clergy) and continue for each following quadrennium.

Conference Committee on Episcopacy

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

Membership:

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

1
2 **Episcopal Residence Committee (§638)**

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

5 *Membership:*

- 6 1. Chairperson or designee from the Conference Committee on Episcopacy shall serve as chair
- 7 2. Chairperson or designee from the Board of Trustees
- 8 3. Chairperson or designee from the Council on Finance and Administration and Equitable
9 Compensation
- 10 4. Consultants without vote with specific expertise related to the tasks of the committee

11
12 **Committee on Nominations**

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

15 *Membership:*

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

23
24 **Rules and Structure Committee**

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

27 *Membership:*

- 28 1. Seven persons who understand the structure of the Annual Conference. They should be persons who
29 communicate well with the leadership of the Conference. Membership shall be selected from across
30 Indiana with attention to lay/clergy, gender, age, and ethnic diversity.
- 31 2. Conference Secretary
- 32 3. Director of Connectional Ministries
- 33 4. Assistant to the Director of Connectional Ministries (ex-officio without vote)

34
35 **United Methodist Women**

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

40
41 **United Methodist Men**

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

46
47 **Prayer Coordinator**

48 *Task:* Coordinate a prayer ministry in support of the leadership and ministry of the Annual Conference.

49
50 **Wesleyan Theologian**

51 *Task:* Remind the Conference Coordinating Council to consider its Wesleyan heritage in its decisions.

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Administrative Ministry Teams / Committees

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)

Board of Trustees

Task: Ensure wise stewardship of the real 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)

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. A district superintendent selected by the cabinet (without vote)
5. Director of Connectional Ministries or another representative of the Conference 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)

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Connectional Ministries Teams

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 works to establish annual priorities and performs their work either as a body or by developing task groups for specific activities.

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

Mission 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 maintain the connectional relationships between the global, national, and

1 general church priorities and the conference, district, and congregations of the United Methodist Churches of
2 Indiana.

3
4 This team fulfills the disciplinary functions and maintains the connectional relationships assigned to the Board
5 of Global Ministries (§633), the Advance program (§656), the Board of Church and Society (§629), Christian
6 Unity and Interreligious Concerns (§642), the Commission on Religion and Race (§643), The Commission on
7 the Status and Role of Women (§644), and the Commission on Disability Concerns (§653). In addition, it
8 fulfills the disciplinary responsibilities and maintains the connectional relationships of the Conference
9 Committee on Ethnic Local Church Concerns (§632) and the Committee on Native American Ministry (§654).

10
11 *Membership:* Composed of clergy and lay members representing a minimum of nine resourcing areas plus
12 additional members from across Indiana with skills and passion to fulfill Conference expectations. Resource
13 team leaders in consultation with the Mission and Justice Team may invite additional participants to the
14 resource teams for specific duties, functions, or support as needed. When identifying additional team members,
15 the Leadership Team shall be sensitive to the diversity concerns of the Annual Conference in accordance with
16 The Book of Discipline (§610.3).

17
18 Members of the Mission and Justice team include the following representatives or resource team leaders:
19 Commission on the Status and Role of Women, Creation Care, Disability Advocacy, Disaster Response, Faith
20 Community Nursing, National and International Mission Partners (led by the Conference Secretary of Global
21 Ministries), Immigration Rights, Jail and Prison Ministries, Urban/Community Ministry, Native American
22 Ministries, Volunteers In Mission, Peace with Justice, Christian Unity Coordinator, and Commission on
23 Religion and Race. At-large members shall include the Associate Directors of Mission and Justice who have
24 the authority to convene the team.

25
26 Mission and Justice Team members will be listed and approved as part of the Nominations report presented at
27 the Annual Conference.

28
29 It is recommended that the Mission and Justice Team meet at least 2 times a year, with resource teams meeting
30 additionally as needed.

31 32 **Institutional Relationships Team**

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

34 *Membership:*

- 35 1. Convener
- 36 2. One representative from each affiliated institution

37 38 **Church Development and Discipleship**

39 40 **Church Development Team**

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

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

47 48 **Discipleship Team**

49 *Task:* Support and resource local congregations and specialized ministries as they lead United Methodists in
50 Indiana in making disciples of Jesus Christ for the transformation of the world. This fulfills the disciplinary
51 mandates and maintains the connectional relationships of the Board of Discipleship (§630), the responsibilities
52 of parish and community development (§633.5), the Conference Commission on the Small Membership Church
53 (§645), the Council on Older Adult Ministries (§651), and scouting coordinator.

54 *Membership:* The voting membership of this team shall be made up of a minimum of five lay and five clergy
55 persons. At least two lay and two clergy members shall be female. The chairperson shall be elected by and from

1 this team. At-large members shall include the Director of Church Development and may include other associate
2 directors as appropriate. The Director of Church Development has the authority to convene the team.
3

4 These persons shall organize themselves into working groups that supervise the appropriate disciplinary tasks
5 and maintain the required connectional relationships. It is recommended that the Discipleship Team meet at
6 least four times per year.
7

8 **Leadership Development**

9

10 **Leadership Development Team**

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

20 *Membership:* The voting membership of this team shall be comprised of six (6) lay and clergy persons (of
21 which 2 will be emerging leaders), with special attention given to the inclusion of women, racial and ethnic
22 persons. Included in the membership is a representative from both the Board of Ordained Ministry and Board of
23 Laity. The leadership will include co-chairpersons, comprised of one lay and one clergy person, and shall be
24 elected by and from this team. At-large members shall include the Director of Leadership Development,
25 Associate Directors/Administrators of Leadership Development, and a Conference Assistant. The Director of
26 Leadership Development has the authority to convene this team and will recommend the nomination of persons
27 to be included on the team.
28

29 **Lay Leadership Team (Board of Laity)**

30 *Task:* The Board of Laity shall be constituted and function in accordance with *The Book of Discipline*. (§631.1)
31 The Lay Leadership Team (Board of Laity) is a way of providing a voice to the laity of the Indiana Conference.
32 The Board of Laity shall be responsible for fostering an awareness of the role of the laity, developing the
33 advocacy role for laity, increasing the participation of laity in the life of the church, encouraging laypersons in
34 the general ministry of the church, developing and promoting programs to cultivate an adequate understanding
35 of the theological and biblical basis for lay life and work, developing and promoting stewardship of time, talent
36 and possessions, providing for the training of lay members to Annual Conference, providing support and
37 direction for such lay programs as lay servant ministry, the observance of Laity Sunday, and the work of lay
38 leaders on the local and district levels.

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

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

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

53
54 *Task:* The Conference Committee on Lay Servant Ministries is to set criteria and guidelines for district
55 committees on Lay Servant Ministries, to develop lay servant courses and approve courses developed by

1 district committees, and to organize conference-wide lay servant events. The Conference Committee on Lay
2 Servant Ministry shall be constituted and function in accordance with The Book of Discipline. (§631.6.b).

3 *Membership:* The Conference Committee on Lay Servant Ministries will consist of the District Directors of
4 Lay Servant Ministries, along with the Conference Lay Leader, and the Associate Director of Leadership
5 Development-Laity, and Director of Leadership Development.

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

9 **Board of Ordained Ministry**

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

15 *Membership:* Consists of a chair and up to 53 members nominated and elected according to *The Book of*
16 *Discipline* and five ex-officio members without vote as follows: two District Superintendents to serve as the
17 Appointive Cabinet Liaison; the Administrator of Leadership Development-Ministerial Services who will serve
18 as registrar for the Board; the Associate Director of Leadership Development-Ministerial Services; and the
19 Director of Leadership Development. Persons shall not be added to the Board of Ordained Ministry or its
20 committees during the quadrennium except to fill vacancies.

21 **Emerging Youth Leadership Ministry Team**

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

26 **College/Campus Ministry Team**

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

32 **Other Boards, Committees and Teams**

33 **Joint Committee on Clergy Medical Leave**

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

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

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

44 **Administrative Review Committee**

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

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

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

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7 **Committee on Investigation – Clergy (§2703.2, 2016)**

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9 **Committee on Investigation – Diaconal (§2703.2)**

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12 **RULES**

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14 **Attendance Policy Addendum (May 2013)**

15 An attendance policy is intended to support the full contribution of all members of boards, agencies or
16 ministry teams.

17
18 Many boards, agencies or teams have reduced meeting frequency, especially face to face meetings. Given
19 this, it is vitally important for members to make every attempt to be present when meetings do occur. Full
20 participation by all members ensures the full expertise of each is reflected and the decisions made are informed
21 by the best expertise available.

22
23 Our attendance policy is as follows:

- 24
25 1. All members of boards, agencies or ministry teams are expected to be present at all meetings.
- 26 2. Two consecutive absences by any member without notifying the convener shall be considered an automatic
27 resignation.
- 28 3. Three consecutive absences by any member with notification of the convener shall be considered an
29 automatic resignation.

30
31 The process to support this policy is as follows:

- 32
33 1. After a first absence by a member without notification or the second absence with notification, the
34 convener of the board, agency or ministry team shall contact the absent member to discern whether the
35 reasons for absence may be resolved and to remind the absent member that the next such absence will
36 trigger an automatic resignation.
37 If the absentee member is a member “by virtue of office,” the leadership of the body the member
38 represents shall also be notified of the lack of attendance and of efforts made to resolve the situation.
- 39
40 2. If resolution cannot be reached and subsequent absences occur, the absentee member shall receive notice
41 of removal and the Committee on Nominations shall be notified to fill the vacancy at the next Annual
42 Conference.

43
44 If the absentee member so removed is a member “by virtue of office,” the sending organization will also be
45 notified of the action to remove the absentee member.

- 46
47 3. In all cases of vacancy created by absenteeism, the board, agency or ministry team may select a
48 replacement to serve *ad interim* until the end of the current year. *Ad interim* service does not count toward
49 total eligible years of service in a particular role or office.

50
51 Vacancies created by persons serving in a “by virtue of office” role may be selected by the “sending
52 organization.”

53
54
55
56 **OUR ANNUAL GATHERING - ANNUAL CONFERENCE SESSION**

1
2 The Indiana Conference gathers as a representative body to address the mission and business of the
3 Conference once each year and may be called into session more frequently as the Bishop deems necessary.
4

5 **Annual Conference Sessions Committee**

6 The Annual Conference Sessions Committee ensures that we are prepared for our work and are fulfilling
7 our disciplinary obligations as we conduct our work before and during each annual gathering and special called
8 session of the Indiana Conference. They do this by:
9

10 **Oversight**

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

15 **Assembling and Publishing Pre-Gathering Reports**

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

22 **Creating the Agenda**

23 The Annual Conference Sessions Committee creates a preliminary agenda for the upcoming session of the
24 Annual Conference and includes it in the pre-Conference report. The Annual Conference Sessions Committee
25 will regularly update the agenda, both before and during the Annual Conference, and supply all Conference
26 members with updated agendas as needed.
27

28 **Managing Registration**

29 The Conference Secretary supervises registration.
30

31 **Managing the Legislative and Referrals Process**

32 At Annual Conference and special called sessions, members of the Conference consider several types of
33 legislation, petitions and resolutions. Among them are those that have *fiscal implications*, those that have *no*
34 *fiscal implications*, those that *ask for specific actions* of specific groups and those that *refer items to other*
35 *groups, teams or boards for review* prior to consideration by the members of the Annual Conference sessions.
36 Additionally, Conference members consider petitions/resolutions to the Annual Conference or to the General
37 Conference. Management of General Conference petitions and resolutions are explained in the section titled:
38 'General and Jurisdictional Conference Procedures' at the end of this document p.18 line 32.
39

40 In order to manage these various types of legislation, the Annual Conference Sessions Committee will:

- 41 1. Create a Consent Calendar (to be presented to the Annual Conference session) that includes those
42 items that have no fiscal implications and that do not need to be referred to any teams or boards for
43 discussion. They will provide opportunity and oversight for the removal of any item from the Consent
44 Calendar, requiring a simple majority vote, at the time the Consent Calendar is presented.
- 45 2. Forward for review all items with fiscal implications to the Committee on Finance and Administration
46 prior to action.
- 47 3. Forward for review all items making requests of or relating to other groups, teams or boards, to those
48 groups, teams or boards.
- 49 4. Forward all petitions and resolutions to the Annual Conference Petitions and Resolutions Team who
50 will (see #6 for process):
 - 51 A. Forward all petitions/resolutions that need discussion by (or that ask for specific
52 actions from) conference teams, boards, or committees to those specific groups for comment and
53 review prior to consideration by the members of the Annual Conference session.
 - 54 B. Review all petitions and resolutions and present them as properly submitted to the Annual
Conference Session.

- 1 5. Limit floor debate on all legislative items to three 2-minute speeches for and three 2-minute
2 speeches against, after which the vote shall be taken.
- 3 6. Request and publicize that all submitted petitions or resolutions follow these guidelines:
 - 4 ■ Petitions/resolutions for Annual Conference consideration must be submitted to the Annual
5 Conference Secretary no later than 90 days prior to the Annual Conference session opening.
 - 6 ■ Each petition/resolution must deal with only one issue or disciplinary paragraph or concern.
 - 7 ■ Each petition/resolution must be signed by the submitter with appropriate identification, including
8 address, phone, email (if possible), and Indiana Conference local church membership. If it is from
9 an Indiana Conference organization, the identification must be that of a responsible individual
10 within the submitting organization and include address and contact information for that
11 individual.
 - 12 ■ Each petition/resolution should state the requested action, the rational or reason, as well as the
13 financial implications for the Annual Conference.

14 NOTE: Submitted petitions/resolutions become the property of the Annual Conference.

15 16 **Committee on Nominations**

17 The Annual Conference's Committee on Nominations develops a process that encourages persons, both lay and
18 clergy, to make available to the Conference their gifts and skills for groups and committees at a Conference
19 level. The Committee on Nominations prepares and presents to the Annual Conference Session a leadership list
20 for all the appropriate groups as directed by *The Book of Discipline*. It also works with affiliated groups to
21 receive nominations that require Annual Conference confirmation.

22
23 The report from the Committee on Nominations is presented in written form at the first business session of the
24 Conference and will be voted on at a time recommended by the Director of Connectional Ministries later in the
25 Conference, allowing members time to review the report prior to consideration and action.

26
27 The Committee on Nominations works to have all committees and groups reflect the demographics of the state,
28 with special attention given to gender, ethnicity, age and geographic considerations, and a balance of lay and
29 clergy representation (§610.45).

30
31 The Committee on Nominations also ensures broad participation on Conference groups by limiting individual
32 membership to only one significant Conference committee unless specified by *The Book of Discipline*. A
33 person generally will not be elected as a member on a Conference committee and have ex-officio membership
34 status on another unless it is directed by *The Book of Discipline*.

35
36 To enable full participation, Conference committees should schedule meetings with careful consideration of the
37 availability of the membership to be in attendance and with attention given to locations within the shortest
38 distance for most attendees. Groups should explore alternative meeting formats whenever possible to limit
39 expense and travel for Conference meetings.

40
41 The Committee on Nominations also is responsible for:

- 42 1. filling vacancies between sessions of Annual Conference;
- 43 2. naming membership to new groups formed by Annual Conference action (unless that task is
44 specifically assigned to another group or to the Bishop);
- 45 3. and reviewing the participation of elected members and replacing inactive members as needed and
46 recommended by the chairperson of the affected committee.

47
48 Persons elected or appointed to an office by the Annual Conference will assume their duties immediately
49 following the Conference (or at the time of their appointment if after a regular session of the Conference). The
50 tenure for leadership and committee membership is normally four years and not more than eight years unless
51 directed otherwise by *The Book of Discipline*. A person can return to a committee after having served a
52 maximum term if that person is off the committee for one year.

1 **Eligibility to Vote**

2 The following are eligible to vote:

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

26
27 **Not All Members May Vote On All Matters**

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

- 30 1. Only clergy members in full connection may vote on matters of ordination, character, and Conference
31 relations of clergy, unless otherwise noted.
- 32 2. Provisional clergy members may *not* vote on constitutional amendments, *or* on matters of ordination,
33 character, and Conference relations of clergy. They may vote on the election of clergy delegates to the
34 general or jurisdictional Conferences if they have completed all of their educational requirements.
- 35 3. Associate and affiliate members may *not* vote on constitutional amendments *or* on matters of
36 ordination, character, and Conference relations of clergy *unless* they are members of the Conference
37 Board of Ordained Ministry. They may vote on the election of clergy delegates to the General or
38 Jurisdictional Conferences if they have completed all of their educational requirements.
- 39 4. Full-time and part-time local pastors under appointment, may *not* vote on constitutional amendments
40 or on matters of ordination, character, and Conference relations of clergy. They may vote on the
41 election of clergy delegates to the general or jurisdictional Conferences if they have completed the
42 course of study or an M.Div degree and have served a minimum of two consecutive years under
43 appointment immediately preceding the election.
- 44 5. Lay members may *not* vote on granting or validation of license, ordination, reception into full Conference
45 relationship, *or* on any question concerning the character and official conduct of ordained ministers *unless*
46 they are lay members of the Board of Ordained Ministry or the Committee on Investigation. They shall
47 participate in all other deliberation and vote upon all the other measures (§602.6).

48
49 **Granting Voice Without Vote**

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

- 52 1. Official representatives from other denominations invited by the Annual Conference
- 53 2. Missionaries assigned by the General Board of Global Ministries and serving within the bounds of the
54 Annual Conference
- 55 3. Lay missionaries appointed by the General Board of Global Ministries in nations other than the United
56 States but attending this Annual Conference

- 1 4. Certified lay missionaries from nations other than the United States serving within the bounds of this
- 2 Annual Conference
- 3 5. The chancellor of the Annual Conference unless the chancellor is otherwise a voting member of the
- 4 Annual Conference
- 5 6. Special guests of the Annual Conference

7 **Equalizing Vote of Lay and Clergy Membership**

8 The process by which the Indiana Conference will equalize lay and clergy membership of the Annual
9 Conference follows:

- 10 1. Every charge elects one lay member and an alternate lay member for each clergy member appointed to
11 that charge (including Deacons in Full Connection in secondary appointments) during the first charge
12 Conference following the General Conference in each quadrennium. The alternate lay member has
13 neither voice nor vote unless the lay member is unable to serve. Results of these elections and the
14 number elected must be reported to the Director of Connectional Ministries by February 1, prior to the
15 regular Annual Conference session.
- 16 2. Additionally, district lay leaders, directors of lay servant ministries, district presidents of United
17 Methodist Women, district presidents of United Methodist Men, and district presidents of United
18 Methodist Youth are eligible to serve as equalization members. Each district center must forward a
19 complete list of the names of these persons not already elected by their charge or the district to the
20 Director of Connectional Ministries by February 1, prior to the regular Annual Conference session.
- 21 3. Laypersons who served as General or Jurisdictional Conference delegates during the previous
22 quadrennium or who have served on the boards of General Agencies of The United Methodist Church
23 during the previous or current year, but otherwise are not elected to serve, are expected to serve as
24 equalization members. Such persons should notify the Director of Connectional Ministries if they are
25 not willing to serve by February 1, prior to the regular Annual Conference session.

26
27 The Director of Connectional Ministries adds these names (1 through 3 above) until the number of lay and
28 clergy members is equalized for the coming session. As additional laypersons are needed, the Director of
29 Connectional Ministries notifies the District Superintendent of each district of the number of additional persons
30 needed from each district equally (rounding up to the next ten) to equalize lay and clergy membership, seeking
31 in all selections to establish and maintain gender, race, age, and disabilities, in accordance with the Call to
32 Equality of The United Methodist Church (§140).

- 33
34 4. Instructions for Districts in the Selection and Election of Equalizing Members:
35 Annually, as the districts of the UM church in Indiana seek to create slates of nominees to be elected
36 Equalizing Members for the Annual Conference Session, the following guidelines should be
37 considered:
 - 38 a. An intentional plan for diversity is expected – diversity in age, gender, urban/rural, race,
39 education, income, church & church size, etc.
 - 40 b. Direct invitations to achieve a variety of persons (rather than simple general mass appeals for
41 anyone to volunteer) are recommended.
 - 42 c. Districts may request, from district pastors, the suggestion of persons in the congregations who
43 might serve as A.C. Equalizing Members. Additionally, persons who come forward voluntarily
44 by using the Equalization Member *Willingness to Serve* process and application form to serve are
45 not guaranteed the role but should be considered.
 - 46 d. To maintain some sense of proportionality – larger churches may be allowed more equalizing
47 members than small member churches. No one congregation shall provide more than 1/5 of the
48 equalizing members from a district in a given year.
 - 49 e. In districts where UM clergy serve as college/university chaplains, campus ministers, and
50 directors of Wesley Foundations, the laypersons elected as their equalizing counterparts shall be
51 elected from either the campus ministry board of directors or a student from that
52 ministry/foundation (§602 e);
 - 53 f. It is recommended that District Operational Teams work the following equalizing member
54 election process in January and February (and on-going as needed) and submit the elected names
55 to the Conference by mid-March each year.

- 1 g. The election process, followed in each district, for providing Equalizing Members to Annual
2 Conference, will be the following:
3 1) Each district's Operational Team will vet the names of those from the district who have
4 submitted a *Willingness to Serve* form.
5 2) The Operational Team will then create a slate to be elected, composed of the requested
6 number of names. The slate of names for election is to be compiled giving great care for
7 diversity, i.e., diversity in age, gender, urban/rural, race, education, income, church & church
8 size, etc.
9 3) A District Conference is to be called in each district, sometime between March 1 and March
10 15
11 4) At the District Conference, there will be a vote taken to affirm or reject the slate of
12 Equalizing Members established by the District Operational Team. The resulting elected slate
13 of equalizing members will be submitted to the Indiana Conference by mid-March each year.
14 5) In the event that the slate is rejected, the Conference Superintendent will preside over a vote
15 to elect the number of members needed to fill the district's equalizing total.
16

17 **Membership at Special Sessions**

18 The same lay members who served at the previous Annual Conference will serve at the special session, except
19 in cases of the death, serious illness, or cessation of professing membership by those laypersons. In those
20 instances, the charge affected shall elect the new lay member.
21
22

23 **THE VOTING PROCESS AT THE ANNUAL GATHERING**

24 **Bar of the Conference**

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

- 26 1. To vote, a member must be seated within the Bar of the Conference.
- 27 2. To be recognized by the presiding officer to address the Conference, a member must be seated within
28 the Bar of the Conference.
- 29 3. When not voting by ballot, members vote by displaying large, brightly colored cards provided by the
30 Conference.
- 31 4. Any member may request a *counted vote* that will be granted if at least one-third of the members
32 present and voting agree.
- 33 5. Any member may request a *vote by ballot* that will be granted if a simple majority of the members
34 present and voting agree.
35
36

37 **Distribution of Materials**

38 No person or group shall print or distribute material by any means within the bar of the Annual Conference
39 without the approval of the Sessions Committee.
40

41 **Collecting and Counting Ballots**

42 Prior to the first session of the Indiana Conference, the Sessions Committee shall establish a procedure for
43 collecting any ballots, tabulating the vote, and reporting the results of such balloting as quickly, fairly, and
44 accurately as possible to the Annual Conference.
45

46 **Parliamentary Procedures**

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

- 49 1. All main motions, amendments, and procedural motions must be presented in writing upon forms
50 provided by the Secretary, signed by the person submitting the motion, and placed in the hands of the
51 Conference Secretary immediately after being moved.
- 52 2. The Rules of Order may be suspended by a two-thirds vote of the members present.
- 53 3. Any proposed amendment to Rules and Structure must first be considered and reported on by the
54 Committee on Rules and Structure prior to a vote.
- 55 4. All material in the published reports of any agency to the Annual Conference will be considered the
56 property of the Conference and may not be altered or withdrawn without approval of the Conference.

1
2 **Reporting of All Proceedings**

3 Environmental responsibility prompts the Annual Conference to be responsible in how it reports its work.
4 Helpful accountability requires transparency with all publicly available information, and requires that it be
5 available in the most useful format.

6 The Conference Secretary will direct the editing and distribution of pre-Conference reports (gathered by
7 the Annual Conference Sessions Committee) to all members of the Annual Conference. These materials are
8 considered to be properly before the Conference when it assembles. It is not necessary for presenters to read
9 these reports aloud or otherwise present them in detail, other than to note any significant changes that may have
10 occurred between the time of their publication and the current session of the Annual Conference. Once
11 adopted, these materials (along with additional materials that may be distributed no later than the beginning of
12 each plenary session) become the official business and agenda of the Annual Conference. Any matters having
13 financial implications must be approved by a specific vote of the Annual Conference following the procedures
14 established by the Council on Finance and Administration.

15 All plenary sessions of the Annual Conference are recorded on audio and/or video devices for the use of
16 the Conference Secretary to provide an accurate accounting of the proceedings. These recordings are
17 maintained in the Conference office for a period of at least four years, after which they may be disposed of in a
18 secure and environmentally responsible manner. The official record is printed and preserved at the archives.

19 Environmental responsibility assumes the reduction of paper and non-recyclable media records. Therefore,
20 complete hardcopy versions of the materials required by *The Book of Discipline* (§606.3) will only be provided
21 to those persons and agencies that require the full contents in print, including the United Methodist Archives at
22 DePauw University and Drew University. An electronic version of the *Journal of the Conference* will be
23 provided on-line as soon after conference as possible. To reduce the incidence of inappropriate use of member
24 personal information (“spam”), access to Internet posting of phone, address, and email addresses will be limited
25 to registered members of the Annual Conference and others authorized by *The Book of Discipline* to access this
26 material.

27 All versions of the *Journal* are compiled and checked for accuracy under the direction of the Conference
28 Secretary. At the first plenary session of the Annual Conference or special session, the Conference may
29 nominate and elect persons to act as assistant secretaries for the duration of that Annual Conference.
30

31
32 **GENERAL AND JURISDICTIONAL CONFERENCE PROCEDURES**

33
34 **Eligibility for Election**

35
36 **Lay delegates** to the General and Jurisdictional Conferences shall be elected by the lay members of the Annual
37 Conference without regard to age, provided such delegates shall have been professing members of The United
38 Methodist Church for at least two years preceding their election and shall have been active participants in The
39 United Methodist Church for at least four years preceding their election, and are members thereof within the
40 Annual Conference electing them at the time of holding the General and Jurisdictional Conference (§36). Lay
41 delegates need not be voting members of the Annual Conference to be elected.
42

43 **Ordained delegates** to the General and Jurisdictional Conferences shall be elected from the ordained
44 ministerial members in full connection with the Annual Conference (§35). They shall be elected by ordained
45 ministerial members in full connection, associate members, provisional members who have completed all of
46 their educational requirements, and local pastors who have completed the course of study or an M.Div. degree
47 and have served a minimum of two consecutive years under appointment immediately preceding the election.
48

49 **Managing the Election**

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

56 **Commitment of a Delegate** – Election to General and/or Jurisdictional Conference conveys the trust and

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

10 **Procedure for Endorsement of Delegates** – In order to involve leadership from many parts of the conference,
11 the election of delegates to General and Jurisdictional Conferences shall begin in local congregations, continue
12 in districts, and conclude at Annual Conference.

13 Each local congregation may submit the name of a potential lay delegate to their district lay leader by a
14 specified date, together with a *Willingness to Serve* form. The district lay leader shall bring all such names to
15 the Fall District Conference meeting preceding the Annual Conference in which delegates shall be elected. At
16 that meeting, three laypersons from the district may be endorsed (by a ballot overseen by the district
17 superintendent). The district superintendent shall forward the names of these individuals (and their *Willingness*
18 *to Serve* forms) to the chair of the Election Committee.

19 Potential clergy delegates may submit their names to their district superintendent by a specified date,
20 together with a *Willingness to Serve* form. At the same meeting of the Fall District Conference, three clergy
21 from the district may be endorsed (by a ballot overseen by the district lay leader). The district lay leader shall
22 forward the names of these individuals (and their *Willingness to Serve* forms) to the chair of the Election
23 Committee.

24 The chair of the Election Committee shall forward the results of the district endorsements to the convener
25 of the Conference Coordinating Council by January 15 of the year when elections shall be held. In order to
26 monitor diversity, the Conference Coordinating Council shall review the results and shall have the opportunity
27 to add up to ten additional individuals (five lay and five clergy) by February 15 to the list of endorsed
28 nominees. The list of these additional nominees shall then be submitted to the Election Committee.

29 The finalized list of endorsed nominees – those coming from the districts and those added by the
30 Conference Coordinating Council – shall be communicated as clergy in alphabetical order and as laity in
31 alphabetical order. In a list to all members of the Annual Conference by April 1, with a notation that any
32 additional individuals who are qualified and who have completed the *Willingness to Serve* form may add their
33 names to the list of those who have been endorsed. Included with that announcement shall be copies of all
34 completed *Willingness to Serve* forms that have been received by the Sessions Committee by March 15.
35

36 **Procedure for Election** - Lay and clergy delegates shall be elected at the Annual Conference in the calendar
37 year preceding the General and Jurisdictional Conferences and shall serve for the quadrennium. The General
38 Conference secretary shall provide the number of those to be elected (lay and clergy) to the Bishop and Annual
39 Conference secretary no later than December 2 prior to election. Persons elected to Jurisdictional Conference
40 shall, in the order of election, be reserve delegates to General Conference.

41 The Sessions Committee shall provide opportunity, prior to the first ballot, for members of the Annual
42 Conference to meet and talk with persons seeking election.

43 The Annual Conference secretary shall call attention to the “Guidelines for Christian Conferencing” at the
44 beginning of the election process, and shall arrange for a head teller and a sufficient number of tellers in each
45 order to support the election process. Ballots counted at the close of any session shall be sealed and the results
46 not known until reported at the next session.

47 Voting shall be on official ballots, with the number of names voted for each ballot being exactly the
48 number announced by the Bishop. If write-in ballots are permitted, only the names of those spelled correctly
49 will be counted, and only those who receive 12 or more votes will be announced. A majority of valid ballots
50 cast shall constitute an election. Balloting shall continue until the allotted number of delegates for General
51 Conference is elected. Following their completion, balloting shall begin for Jurisdictional Conference delegates
52 and shall continue until those delegates have been elected. Reserve delegates shall be elected by a minimum of
53 a simple majority of the ballots cast. There shall be 3 reserve delegates for clergy and 3 reserve delegates for
54 laity. These reserve delegates may act as reserve delegates to General Conference when it is evident that not
55 enough of the previously elected reserve delegates are in attendance at General Conference. (§34)
56

1 **Leadership of Conference Delegation** - After delegates have been elected, the Bishop shall invite all elected
2 delegates to an organizational meeting, and shall preside until leaders of the delegation have been elected. The
3 following actions shall be included: 1) declaration by each delegate to follow the “Commitment of a Delegate”
4 (as adopted by the Indiana Conference) throughout the entire time they are serving as delegates; 2)
5 determination of leaders that need to be elected (i.e., chairperson, vice-chairperson, secretary, and treasurer),
6 with particular attention given to the qualities needed for effective work to be accomplished—prior to the
7 conferences, at the conferences, and subsequent to the conferences; 3) following a time of prayer, nomination
8 of persons for offices, followed by interactive discussion, and casting of ballots (with the Bishop and two
9 alternate delegates counting ballots); and 4) continuation of the meeting led by the individual elected as
10 chairperson.

11 **General and Jurisdictional Conference Petitions**

12 Petitions for General and Jurisdictional Conference provide all members of United Methodist Churches, as
13 well as organizations within the Indiana Conference, the opportunity to engage the members of the Annual
14 Conference and the larger church. These petitions may be sent directly to the General Conference Secretary
15 following the rules and guidelines of the General Conference or if Indiana Annual Conference affirmation is
16 sought these petitions must be submitted to the Indiana Annual Conference Secretary no later than 90 days prior
17 to the Annual Conference session.

18 All General or Jurisdictional Conference petitions must deal with only one issue or disciplinary paragraph,
19 and must be signed by the submitter with appropriate identification, including address and local church
20 affiliation. If it is from an organization, the identification must be that of a responsible individual within the
21 submitting organization and include address information for that individual.

22 All General or Jurisdictional petitions and resolutions appropriately submitted to the Indiana Conference
23 are referred to the Annual Conference Petitions and Resolutions Team for review and will be presented to the
24 Annual Conference Session.

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

28 **District Conferences**

29 The U.M. Book of Discipline (§659) states that “a district conference shall be composed of members as
30 determined and specified by the annual conference, giving attention to inclusiveness (see §§ 124, 140).
31

32 District conference membership with voting privileges shall consist of:

- 33 A. The district lay leader and any associate district lay leaders
- 34 B. All clergy appointed in the district
- 35 C. One person elected by the district as a secretary
- 36 D. All local church lay leaders duly elected at their church charge conference
- 37 E. All local church annual conference representatives duly elected at their church charge conference
- 38 F. Persons chairing or leading ministry and missional work as organized by the district (§661).
- 39 G. Additionally, the district superintendent is permitted to invite as voting At-Large members of the district
40 conference up to six (6) other persons who will assure the inclusion of diversity; such as but not limited to:
41 youth, young adults, older adults, people with disabilities; and persons of racial, ethnic or gender
42 groupings.
43
44

45 (END)