

Yellowstone Annual Conference Rules of The United Methodist Church

Our Mission:

~ We send leaders to serve disciples who offer the gospel to the world ~

Conference Strategic Direction:

"We nurture and support local churches and their leaders for ministry beyond themselves, so that Individual hearts, the community and the world are transformed."

Forty-Ninth Session

June 8-10, 2017

(146th Session of Methodist bodies)

(107th Session of EUB bodies)

Held at the Doubletree in Billings, Montana

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XI. Conference Rules and Guiding Policies

The Mission Statement for the Yellowstone Conference is:

"We send leaders to serve disciples who offer the gospel to the world."

This mission statement succinctly describes the three phases of Yellowstone's mission:

- The appointing of leadership to congregations and other places of ministry.
- The mission of those leaders in their places of ministry.
- The ultimate desired relationship to the world.

Further Clarification of Our Mission

For further clarity we retain the longer form of our mission statement as a sub-paragraph:

- A primary purpose of the Yellowstone Conference is to serve and support local churches in their ministries.
- We do this by recruiting, training, nurturing and deploying (lay and clergy) leadership.
- The primary purpose of local church ministry is to call, grow and send faithful disciples of Jesus Christ into the world.

The heart of our Yellowstone mission is the sending of leaders to Christ-centered communities that the Gospel might be offered to the world. Our Christ-centered ministries are connected to each other for support and mission, and yet free to form their own unique expression of Gospel life. As a Gospel people we are diverse in age, gender, economy, population, ethnic heritage and opinion; we are committed to doing our work as teams, sometimes leading, sometimes supporting, always loving. Like the dance of light in the kaleidoscope, seen together, we are the people of God in Yellowstone, celebrating God's creation.

Guiding Values

Our Guiding Values are brief affirmations by which we desire to be guided. They are defined by the gospel, shaped by our Wesleyan heritage, and given flesh in our daily lives. Gospel defines the meaning and goal of leadership and discipleship, and our desire for a future in God's grace. Our Wesleyan heritage shapes our understanding of the nature of God's love and the means by which we cooperate with God in ongoing creation. Contemporary life is the context in which the dialogue of gospel and heritage embodies itself in discipleship.

We commend to every United Methodist the following sections of the 2016 Book of Discipline: Part III: Doctrinal Standards and Our Theological Task, ¶102-105 and Part IV: The Ministry of All Christians,

¶120-143, Part V: Social Principles, ¶160-166 Always, we hold before ourselves John Wesley's dictum, "In essentials, unity; in nonessentials, liberty; and in all things, charity." We recognize that changes to this list by addition or alteration are inevitable and necessary. When the Yellowstone Annual Conference is petitioned to add or change a Guiding Value, the Annual Conference shall engage in a careful process of discernment until consensus is reached. The following are brief statements reflecting the current state of Conference consensus:

- God is love. (I John 4:8)
- All creation is sacred to God. (Genesis 1:31)
- We affirm God's love is ecumenical, that it is for all. (Galatians 3:27-29)
- We affirm with John Wesley that God's grace is prevenient, justifying and sanctifying ¶102, 2016 Book of Discipline.
- We affirm that God speaks to us through Scripture, Tradition, Reason and Experience. ¶105, 2016 Book of Discipline.
- We affirm that Jesus is our best teacher and witness to God's love. (Philippians 2:5-8)
- We affirm that Jesus models authentic servant leadership. (Mark 8:35, 9:35, 10:42-45)
- We affirm that congregations should be led by those with servant leadership gifts. (Acts 6:1-6, John 20:17-18, Romans 12:6-8)
- We affirm that Jesus brought the word and witness of God's love, the gospel, to all people and that we are called to a discipleship that does likewise. (Luke 19:1-10, Luke 13:10-17)

- We affirm that the gospel life is a life of compassion, diversity and justice. (Luke 6:36)
- We affirm that the gospel should permeate every aspect of life, including conference and congregational life. (Luke 15:20, Luke 10:37)
- We affirm that congregational leaders are meant to serve the disciples of Jesus who offer the gospel to the world. (Luke 10:1-12)
- We affirm disciplining our lives to the gospel by John Wesley's traditional Means of Grace (do no harm, study the word, prayer, worship, abstinence or fasting, spiritual companionship and acts of compassion; ¶102, 2016 Book of Discipline.
- We desire to be a covenant community that by self-examination, honest expression, and truthful reporting, holds itself accountable to the gospel and to each other in the tradition of Wesley's class meetings. (I Cor.13, Eph. 4:22- 25, ¶104, 2016 Book of Discipline.
- We affirm that we are generally most faithful and fruitful when we work in cooperative teams. (I Cor. 12)
- We affirm that careful listening best guides the direction and nature of our ministry. (Matt. 13:13-17)
- We affirm that local congregations are the heart of The United Methodist Church, for the local congregation is where every person can grow spiritually by regularly discerning how to live and respond individually and with a faith community to the Great Commission and the Great Commandment (Added, 2006).
- We affirm that it's a pastor's responsibility to organize, inspire and support church members and constituents to continue to minister to people outside the church and to each other within the church in new and creative ways (Added, 2006).
- We affirm the Yellowstone Conference, the Bishop, District Superintendents and other Conference staff exists to support and nurture the local churches and their pastors to good health, connecting them to mission, justice and spiritual well-being (Added, 2006).
- We affirm and celebrate Local Church Lay Servants as described in ¶267 of the 2016 Book of Discipline. (Added, 2017)

Conference Rules

A. Teams and Agencies to Accomplish Our Work in Mission

Aligning Our Work in Mission

The following teams (some with secondary teams) will work together to accomplish the Mission of Yellowstone Conference. They are:

Directly aligned to Mission

- Appointive Leadership Team
- Discipling Team
- Congregations
- Missions Team

Supporting our work together

- Board of Stewards

Providing coordination and Guidance for the whole

- Archives
- Camping Collaborative
- Congregational Development
- Council on Finance and Administration
- Guiding Values Team
- Nominations
- Process
- Sessions Planning Team
- Safe Sanctuaries Task Force
- Trustees
- Youth Ministry Team

In General:

- The Yellowstone Conference is looking for people in leadership positions who exhibit our Guiding Values in their lives and who have passion, gifts and skills in the area of concern.
- Conference Committee on Nominations is encouraged, when possible, to nominate persons of gender, age and ethnic/racial parity.
- Any member of the Yellowstone Annual Conference who is a member of a General Board or Agency is automatically a member of the corresponding (or near corresponding) Conference Team. Each Team will maintain General and Jurisdictional relationships as needed.
- Team Leaders are to regularly check on team members, support and encourage their spiritual formation and work, and mentor new leadership within their area. To enable this support, primary team leaders will be ex-officio on their secondary teams.
- The staff will support teams as directed by the Board of Stewards. With the exception of the Appointive Leadership Team and the Office Operations Staff, all staff participation on teams will be ex officio, with voice and without vote.

A100 Teams that Directly Align to the Mission:

A110 Appointive Leadership Team “We send leaders...”

Sending leaders is the core process of the Conference, and is the effort of this team, which includes the executive committee of the Board of Ordained Ministry and the Cabinet. The Board of Ordained Ministry credentials and supports ordained leadership who are appointed and supervised by the Appointive Cabinet. The question for the Board of Ordained ministry and the Appointive Cabinet is, “How do we recruit, nurture, credential, appoint, support and supervise leaders for our congregations?”

- A115 *The Appointive Leadership Team* is chaired by the Dean of the Appointive Cabinet and is composed of the Executive Committee of the Board of Ordained Ministry and the Appointive Cabinet. Members of the Executive Committee of the Board of Ordained Ministry are selected by the Board of Ordained Ministry. The members of the Board of Ordained Ministry are elected and organized in conformity to ¶635 2016 Book of Discipline. The District Superintendents are appointed by the Conference Bishop. The Bishop will have voice but not vote.
- A117 *The Assistant to the Bishop*
shall have supervisory authority over all clerical staff in the conference office. The Assistant to the Bishop shall annually recommend to the Conference Personnel Committee (CPC) appropriate compensation packages for these employees. The Assistant to the Bishop in consultation with the Treasurer shall prepare the budget for the conference office. Any personnel decision resulting in a grievance which cannot be resolved by the Assistant to the Bishop may be appealed by the employee to the CPC.
- A118 *The Conference Committee on Episcopacy* shall seek to unite with the Rocky Mountain Conference Committee on Episcopacy, forming a single Area Episcopacy Committee which is constituted and serves the functions outlined in ¶ 637, 2016 Book of Discipline for the Bishop, the Assistant to the Bishop and the Bishop's Administrative Secretary.
- A119 *Committee on District Superintendency*
There shall be a Committee on District Superintendency for each of the districts, to conform to the provisions of ¶669, 2016 Book of Discipline. If there is no district lay leader, that position on the committee will be filled by a circuit leader (New Rule 2003).
- A120 *Discipling Team: "...to serve disciples..."*
Serving disciples is the primary task of the Lay and Clergy leaders in congregations. The Discipling Team "teaches leadership skills in support of those who serve disciples." This Team addresses the question, "What and how do we teach in support of those who serve disciples?" This Team will serve leaders best when it carefully listens to the disciples whom leaders serve. Previously, this has been the work of particular committees such as Spiritual Formation, Evangelism, Education, Worship, the Board of Laity, Mission, etc. Its tasks will include but not be limited to:
- a. Creating a connection among Laity for spiritual growth, trust, and learning in a manner that holds each member accountable to the Team in the tradition of the Wesleyan Classes, and model mature leadership to the Church.
 - b. Developing leadership skills of Laity and Clergy in congregations.
 - c. Organizing circuits as listening posts for leadership support and education.
 - d. Identifying resources available for leadership support and education.
 - e. Utilizing the purposes of the Board of Laity as described in ¶631.2a, b, c, d, e, 2016 Book of Discipline (Revised 2005).
 - f. Provide connection for Education Committee through one member being ex officio without vote on the Team, having Education Committee budget passed through the Discipling Team on to the Council on Finance and Administration and vouchers signed by the Discipling Team leader. The Education Committee is to be self-sustaining in membership (no vote at Annual Conference and it is not a part of Nominations process).
- A125 *The Discipling Team* is a board of laity that is charged with supervising and equipping YAC's discipling efforts which include: Camping Team, Christian Education Team, Congregational Development Committee; Board of Christian Higher Education and Campus Ministry (BHECM); Lay Servent Ministries; and Youth Ministries. Its members are: (Amended 2007)
- The Conference Lay Leader, the District Lay Leaders and in the last year of the quadrennium, the Conference Lay Leader Elect.
 - The Conference Lay Servant Ministries Director (Amended 2007).
 - The Associate District Lay leaders.
 - Two Clergy nominated by the Conference Committee on Nominations and elected by the Annual Conference.
 - Conference UMW President.
 - Chairperson of the youth ministry team and three youth - One from each district - one of whom being the president of the YYM Council.
 - Chairperson of the Board of Higher Education and Campus Ministries.
 - Chairperson of a standing Christian Education Committee which shall be formed by the Discipling Team and include at least 4 members.

- Chairperson of the Congregational Development Committee as annually nominated by the Conference Committee on Nominations and elected by the Conference.
- Chairperson of the Camping Committee as annually nominated by the Conference Committee on Nominations and elected by the Conference.
- Chairperson of the Youth Ministry Team as annually nominated by the Conference Committee on Nominations and elected by the Conference.
- This Team will have primary relationship on behalf of the Annual Conference with the General Board of Discipleship (Amended 2007, 2009).

A127 *Wheatley Lectureship Committee:*

The three Yellowstone Conference members serving on the Rocky Mountain College Bishop Melvin E. Wheatley Lectureship Committee shall be selected as follows: (1) A representative from the Board of Ordained Ministry to be selected by that Board, (2) A United Methodist Clergy trustee of Rocky Mountain College to be selected by those United Methodist Trustees, and (3) A representative of the Pastor's School Senate to be selected by that senate." to now read: "The three Yellowstone Conference members serving on the Rocky Mountain College Bishop Melvin E. Wheatley Lectureship Committee shall be selected as follows: one of the appointed United Methodist members of the Rocky Mountain College Board of Trustees who will be selected by the Church Relations Committee Chair, and two representatives of the Yellowstone Annual Conference named by the Judicatory representative who serves on the Rocky Mountain College Board.

A130 *Congregations:* "...who offer the gospel to the world."

The United Methodist Church in all its parts exists to offer the gospel to the world. Gospel, in the Wesleyan tradition, is a grace (prevenient, justifying and sanctifying grace) lived life in both personal piety and social justice (the seven spiritual disciplines or means of grace: do no harm, study the word, prayer, worship, abstinence, spiritual conferencing and acts of compassion). This is primarily the work of local congregations, both as individual members and in our cooperative efforts through the Yellowstone Conference and the General Church.

A135 *Lay Servant Committee:*

The Lay Servant Ministries Committee implements Section XI (Lay Servant Ministries) of Chapter 1, the Local Church, of Part VI, Organization and Administration of the 2016 Book of Discipline (§§266-269). This committee fulfills laity's role in creating lay leadership to work with clergy in supporting our churches and enhancing the quality of ministry. Membership consists of: Conference Director of Lay Servant Ministry (Chair), Conference Assistant Director of Lay Servant Ministry (Vice Chair), Circuit Coordinators of Lay Servant Ministry (can also serve as Vice Chair), Conference Past Director of Lay Servant Ministry (can also be a Circuit Coordinator), Conference Lay Leader (non-voting member).

A140 *Missions Team:*

The Missions Team is charged with supporting the Yellowstone Annual Conference's long and short-term missions, which at present include: Africa University, Angola Partnership, Blackfeet Parish, Support Advocacy Team, Bishops' Initiative on Children and Poverty, Committee on Native American Ministry, Disaster Response Coordination, Hispanic Ministries Teams, Commission on Christian Unity and Interreligious Concerns, Volunteers in Mission. The mission teams listed here are not meant to be prescriptive or exhaustive. The mission's team may add or delete specific missions as it or the Annual Conference chooses (Amended 2005).

A145 *The Steward of the Missions Team* is nominated by the Conference Committee on Nominations, elected by the Yellowstone Conference, and serves on the Conference Board of Stewards. The team shall elect a conference secretary of global ministries (§633.3, 2016 Book of Discipline). The teams shall be composed of up to 4 at-large members annually nominated by the Conference Committee on Nominations and elected by the Annual Conference. In addition, the following officers shall be team members ex-officio:

- YAC's GBGM representative (if any) as elected by jurisdictional Conference;
- Conference UMW Mission Coordinator of Education and Interpretation;
- High Plains Initiative on American Indian Ministries representative;
- The Coordinator of Disaster Response, annually nominated by the Conference Committee on Nominations and elected by the Annual Conference;
- The Chairperson of the Commission on Christian Unity and Inter-Religious Concerns.
- Both chairperson and commission are annually nominated by the Conference
- Committee on Nominations and elected by the Annual Conference;
- Chair of Angola Project;
- Other leaders named by the YAC with responsibility for specific missions.
- On behalf of the Conference, this team shall have the primary relationship with the General Board of Global Ministries.

A147 *The Conference Disaster Response Committee* is part of the conference's Mission Team and is responsible to the Bishop for developing and implementing policy and procedures, managing disaster responses within the conference boundaries, and expending disaster funds provided by UMCOR. This committee shall consist of the following ex-officio members with vote: Conference Disaster Response Coordinator (chairperson), a District Superintendent, Director of Connectional Ministries, Conference Communications Team Steward, Conference Treasurer, Conference Secretary of Global Ministries or the person having those responsibilities, and District Disaster Response Coordinators (New Rule, 2007).

A200 *Teams Which Support Our Work Together*

A210 *Board of Stewards:*

The Board of Stewards supports the eight leaders of the Teams — Appointive Leadership, Discipling, Missions, Resource Management, Communication, Guiding Values, Sessions Planning and Nominations — watches over the Yellowstone system, compares our current reality with our vision, and aligns our efforts with our Mission and the directives of the Yellowstone Annual Conference Session. This team continuously asks the question, "How do we support the leaders of the streams as they work on aligning with our Yellowstone Mission?"

A215 *The Board of Stewards* is nurtured and inspired by the presence and visioning leadership of the Bishop. The chair shall be either a Lay or Clergy person, excepting the Bishop or any other staff person of the Yellowstone Annual Conference. The Vice Chair may be either a Clergy or Lay person nominated by the Conference Committee on Nominations and elected by the Annual Conference. Other members of the Board of Stewards shall be the Conference Lay Leader, District Superintendents, the Chair of the Board of Ordained Ministry, the President of CFA, the leaders of the Missions and Discipling Teams, Communications, Guiding Values, Annual Sessions Planning, and the Conference Committee on Nominations. There shall be four additional at-large members nominated by the Conference Committee on Nominations and elected by the Annual Conference. The Conference Committee on Nominations is encouraged to seek Lay and Clergy parity when nominating at-large members for the Board of Stewards. It is anticipated that Professional Staff of the Yellowstone Annual Conference and the Denver Area will attend Board of Stewards' meetings when their presence serves the needs of the Annual Conference (Amended 2004, 2005, 2008).

A300 *Teams Providing Coordination and Guidance for the Whole*

A310 *The Conference Archives* located at Rocky Mountain College is designated as the official repository and the Conference Commission on Archives and History is designated as the custodian of historical documents, such as agency or institutional by-laws, resolutions, etc., or resolutions or actions taken by conference agencies which either describe or alter the relationship between an agency or institution and the Yellowstone Conference. The location of the repository and the name or names of the custodian shall be published annually in the Journal. The Yellowstone Conference authorizes the Conference Commission on Archives and History to coordinate efforts in gathering such documents.

A320 *Yellowstone Conference Camping Committee*

The Camping Committee shall be responsible for policies, leadership recruitment and training, and general programming for all United Methodist Camps held on United Methodist campgrounds, and all other specialty camps sponsored by the Yellowstone Conference. The Camping Committee shall also be responsible for setting dates and fees for these camps after consultation and concurrence with the trustees of individual camps (see Conference Rule 1150 for other responsibilities of the trustees). The above responsibilities are not inclusive of all the responsibilities of the Camping Committee. All Conference age-level and specialty camps will have at least one clergy person on the staff from within the Yellowstone Conference.

A325 *Yellowstone Conference Camping Committee*

Membership shall consist of twenty members as follows:

- One board member from every campsite (Camp on the Boulder, Circle J Ranch, Flathead Lake and Luccock Park)
- One Clergy person from every district
- One adult Lay person from every district
- Two representatives for children's ministry
- Two youth (7th-12th grade)
- Two young adults (age 18-30)
- Four at-large members (New Rule 2009)

A330 *Congregational Development Team*

The Congregational Development team seeks to 1) to foster the creation of new worshipping faith communities throughout the conference. And 2) to aid churches in revitalization through reconnection with their local community.

A335 *The Congregational Development Team* is composed of 5 to 9 members. It will include the Assistant to the Bishop/DCM with additional cabinet representation as desired by the cabinet. At least two members should be lay people. At least one person should be a young adult.

A337 *Builders Club:*

- a. All requests for Builders Club calls and the use of the resulting funds will be directed to the Congregational Development Team.
- b. The Congregational Development Team will screen, prioritize and approve all requests.

A338 *The Equitable Salaries Committee:*

The Yellowstone Conference Equitable Salaries Fund shall be administered by the Congregational Development Team, in consultation with the cabinet to provide for the requirements of the Book of Discipline (2012) paragraph 625.

A340 *The Council on Finance and Administration* seeks to assure that our Conference spending serves our identified mission of sending leaders to serve disciples who offer the gospel to the world. It is widely accepted that if we really want to know our values, we have only to look at our checkbook. Our spending is a good indicator of our values, hopes and dreams. We work with the Board of Stewards and Cabinet to identify, monitor and appropriately fund the missional priorities of our Conference and ensure responsible participation by the congregations and other ministry settings of our Conference in achieving our mission.

A345 *The Council on Finance and Administration* shall consist of twelve elected members.

Also asked to attend, ex-officio, without vote: The Treasurer, Assistant to the Bishop, a representative of the Appointive Cabinet, the Director of Connectional Ministries, the Chair of the Board of Stewards, the Chairperson of the Board of Pensions and Health Benefits, the President of the Board of Trustees, and the President of the Yellowstone Conference Foundation (Amended 2010).

A350 *Guiding Values Team*

The Guiding Values Team of the Yellowstone Annual Conference of the United Methodist Church consists of clergy and laity who serve as the "conscience" of our conference by working to identify, express, and clarify the values which guide our decisions and actions, and to ensure that those values are in alignment with sacred scripture, tradition, reason, and experience, and with the United Methodist Book of Discipline. Guiding Values Team shall serve the disciplinary requirements of Church and Society, Disability concerns, Religion and Race, and Status and Role of Women, to coordinate awareness and resources to local churches of justice issues and concerns and to administer the Peace with Justice offerings.

A355 *The Guiding Values Team:* is led by a person, either Lay or Clergy, but not staff, nominated by the Conference Committee on Nominations and elected by the Annual Conference for a quadrennium for their spiritual maturity, communication skills and passion for living the gospel. It is recommended that this team leader be named in consultation with the Guiding Values Team. The team's twelve additional members (it is recommended that these be six Lay persons and six Clergy persons) are also nominated by the Conference Committee on Nominations and elected by the Annual Conference. The Guiding Values Team shall serve the Disciplinary requirements of: Church and Society, ¶629, 2016 Book of Discipline, Disability Concerns, ¶653, 2016 Book of Discipline, Religion and Race, ¶643, 2016 Book of Discipline, Status and Role of Women, ¶644, 2016 Book of Discipline (Amended 2003).

A360 *Nominations Committee*

A365 *The Conference Committee on Nominations:*

The Conference Committee on Nominations shall consist of six members elected for the quadrennium. The District Superintendents shall each nominate two persons from each of the three districts for election by The Annual Conference. Attention shall be given to Lay/Clergy balance, gender balance and inclusiveness. From among its own membership, the committee shall elect its own chair and vice-chair to serve for the quadrennium. The chair's position should alternate between Lay and Clergy.

An additional note: the Conference Committee on Nominations shall consult with the Board of Stewards, presenting its nomination list to them prior to Annual Conference, for the sake of alignment, consistency and quality in leadership.

A367 *The Conference Personnel Committee* shall consist of six (6) persons, one of whom shall be elected by the committee to serve as chair. Two (2) of the members shall be appointed by the Board of Stewards; one (1) shall be appointed by CFA from among its own voting members; one (1) shall be appointed by each of the three (3) Committees on District Superintendency from among their own voting members. In addition to the six voting members, the RMT team leader shall be an ex officio member, without vote (New 2003; Revised 2005).

A370 *Ministerial Sexual Misconduct Team*

There shall be an ongoing Ministerial Sexual Misconduct Response Team. The Team shall be trained and ready to respond in cases of admitted or alleged ministerial sexual misconduct.

A375 *Ministerial Sexual Misconduct Response Team* shall consist of at least eight members nominated by the Committee on Nominations and elected by the Annual Conference. The Team shall be balanced Lay/Clergy and male/female. From among its own membership and in consultation with the Bishop, the Team shall elect its own co-coordinators. Travel expenses of individual Team members shall be reimbursed at the conference's official mileage rate. The Team shall recommend to the Annual Conference any needed changes in the policy describing its activities and procedures. That policy statement (incorporating any amendments that may be made from time to time) shall be printed annually in the Conference Journal (New Rule 2012).

A380 *Process Committee:*

The Process Committee shall oversee the legislative, business, and balloting process and working organization of the Yellowstone Annual Conference (Amended 2004).

A385 *Process Committee:* as one of the conference's administrative agencies, there shall be a Process Committee consisting of six to nine members. "Any Parliamentarian(s) appointed by the Bishop shall serve ex-officio without vote.

A390 *Sessions Planning Team:*

The Sessions Planning "gives leadership to the design and implementation of the Yellowstone Annual Conference Session." This Team addresses the question, "How shall Yellowstone Conference gather to worship God, and to educate, support and govern itself?"

A395 *The Sessions Planning Team:* is led by a person, either Lay or Clergy, but not staff, nominated by the Conference Committee on Nominations and elected by the Annual Conference for a quadrennium. Additional members, nominated by the Conference Committee on Nominations and elected by the Annual Conference for a quadrennium, are the Conference Secretary, Assistant Conference Secretary, Process Committee Chair, a Coordinator of Worship and the Conference Lay Leader. Any Parliamentarian(s) appointed by the Bishop shall serve ex-officio on the Team. A local host pastor will be appointed by the local Clergy circuit. There will also be at least five Lay representatives from within the local Lay Circuit. Related staff will include the Bishop, Assistant to the Bishop, Director of Connectional Ministries, Treasurer, and Area Coordinator of Conferencing (Amended, 1999, 2004, 2010).

A400 *Safe Sanctuaries Task Force*

The Safe Sanctuaries Task Force shall develop policies and provide training for conference sponsored events designed to safeguard our children and youth. The Task Force will resource and support efforts to prevent sexual misconduct and abuse.

A405 *Members of the Safe Sanctuaries Task Force* will be nominated by the Committee on Nominations and elected by the Annual Conference. The chairperson shall similarly be nominated and elected. It is recommended the task force include the Conference Camping Coordinator and Conference Youth Coordinator. The Task Force shall propose appropriate policies to the Annual Conference for its adoption and those policies as they may be amended from time to time shall be printed annually in the Conference Journal (New Rule 2012).

A410 *The Conference Board Of Trustees*

The Trustees are charged with maintaining relationships with institutions affiliated with the Yellowstone Conference.

A415 *The Conference Board of Trustees* shall consist of twelve members. ¶2512, 2016 Book of Discipline.

A417 *There shall be a "Church Vitalization Endowment Fund"* managed by the Conference Board of Trustees for the sole purpose of forever generating an income stream supporting church vitalization efforts in the Yellowstone Annual Conference. After payment of all relevant debts, the net proceeds from the sale of The United Methodist Church of the Tetons in Jackson, Wyoming, shall be used to initially establish the Fund. Additional funds may be added later, but the entire Fund shall forever remain inviolate.

A reasonable portion of the annual income generated by the Fund shall be disbursed by the Trustees to the Annual Conference Treasurer. The Treasurer shall maintain these disbursements in a separate income-earning "Church Vitalization Account" that is used exclusively to support church vitalization efforts and is never zero-balanced. The assets in this Account may be spent, granted, loaned, or allowed to accumulate at the discretion of the conference program agency charged with promoting church vitalization efforts in the Annual Conference. (Any annual income from the Fund not disbursed to the Treasurer shall become part of the Fund.) (Added, 2006; Amended 2013)

A420 *The Youth Ministry Team*

The Youth Ministry Team shall oversee the work of youth ministry in the conference.

A425 *The Youth Ministry Team* shall consist of seventeen members as follows:

- a. One youth leader from every district (volunteer or paid)
- b. One clergy person from every district
- c. One adult lay person from every district
- d. One middle-school youth from every district
- e. One high-school youth from every district
- f. Two representatives from the Camping Committee (New Rule 2009)

B. Financial Rules

Remittances, Reports and Audits

B110 All remittances to the Conference Treasurer shall be postmarked no later than January 10, unless an exception has been given by the Conference Treasurer. Statistical and financial reports shall be sent to the Conference Statistician and Conference Treasurer no later than February 15 (Amended 2009).

B120 Each pastor in charge is personally responsible for sending the church's Annual Report to the Conference Statistician and Treasurer, To assist in completing this report and to verify its accuracy, the pastor shall consult the chair of the Administrative Council/Board, chair of the Finance Committee, chair of the Trustees, chair of Membership, chair of Education, Presidents of UMW and UMM and the church Lay leader. All information must be from accurate records and be provable. Unless otherwise specified, the value of property shall be insurance policy replacement value plus age of buildings.

B130 Upon request of the Conference Council on Finance and Administration (CFA), the treasurer's books of any organization within the Conference shall be submitted for audit to a designated representative of the CFA by a date specified by the CFA, unless he/she submits satisfactory evidence to the CFA's representative that such an audit has been made by a competent person.

Conference Budget

- B200** Any person (or persons) who are members of a Yellowstone Conference board or agency submitting a financial claim to the Yellowstone Conference for reimbursement shall submit that claim (via currently accepted channels and vouchers) either within 30 days after the event, meeting, or billing date of said claim or by January 6 of the following calendar year, whichever date comes first.
- B210** Each team shall be responsible for budget requests of committees or other groups under its care. All budget requests shall be presented to CCFA for budget building.
- B220** At the conclusion of the fiscal year, all line items in the Conference Budget shall be zero-balanced with the various balances, positive and negative, transferred to the Conference General Reserve Fund. The balance in the General/Jurisdictional Alternate Fund, the Conference Recruitment Fund, and the Conference Sustentation Fund, and in such other line items as the Conference Council on Finance and Administration might determine shall be excluded from the zero- balancing process. With the exception of the Program Emergency Reserve Fund the Conference Council on Finance and Administration at its discretion may include in the zero-balancing process the balances in other accounts that are not part of the budget per se. In no case may specially designated funds be zero-balanced (New Rule, 2000, Amended 2008).
- B230** Immediately following zero-balancing, the Conference General Reserve Fund shall be initialized to \$10,000 for the new calendar year and the remainder of the funds resulting from the zero- balancing process (positive or negative) shall be placed in the Conference Transition Reserve Fund. The main purpose of that fund shall be to smooth out the annual fluctuations in apportionment receipts. Disbursements from The Conference Transition Reserve Fund shall be made at the discretion of the Council on Finance and Administration (Amended 2008).
- B240** Increases in the total budget of the Yellowstone Annual Conference shall not exceed the average increase in current operating expenses of the previous recorded year in the local churches of the Yellowstone Conference. The average increase in the current operating expenses for local churches is to be ascertained from the computations used in the development of the apportionments.
- B250** Money from the General and Jurisdictional Conference Alternate Expense fund line item may be used for such things as preparatory expenses, expenses incurred in promoting the interests of the Yellowstone Conference, and expenses incurred for reporting back to the Yellowstone Conference. The delegation chairperson shall have oversight over the entire fund and sign all vouchers.
- B260** The Discipling Team in consultation with CFA shall determine placement and use of current education committee funds and the future placement and use of the Christian Education Sunday offering (New Rule, 2000).
- B270** The Conference Board of Pensions and Health Benefits is authorized to change the health insurance coverage, premiums and premium apportionment for both the active and retiree supplement plan. If there is already an adopted conference budget in place for the year in question and if the change increases expenses to the Annual Conference beyond that budgeted amount, then the Conference Council on Finance and Administration must also approve the change (New Rule 2003).
- B300** Conference Treasurer and Treasury
The Conference Treasurer shall be the treasurer of all conference agencies and groups, except the Conference Board of Trustees, trustees of camps and campus ministry units, and such special groups as might be approved by the Council on Finance and Administration.
- B310** The Council on Finance and Administration and the Conference Treasurer are authorized to borrow money if the balance in the treasury is not sufficient to pay the salaries of Conference Staff, to pay for publication of the Conference Journal, to pay authorized group insurance premiums, and to pay pension contributions, when the amount is due (Revised, 2006).
- B320** Between sessions of the Annual Conference, the Council on Finance and Administration is authorized to take appropriate action if there is a shortfall in the conference's revenue (Added, 2006).
- B330** Interest earned from investment of temporarily idle Conference funds shall be deposited in the Conference General Reserve Fund (New Rule, 2000).

B340 Use of Reserves

The Board of Stewards or whatever group it so designates is responsible for allocating and disbursing funds from the Conference General Reserve Fund and from the Program Emergency Reserve Fund. Particularly when a given request involves a programmatic activity, a decision shall be made only after consultation with the leadership of other relevant teams. In accord with the understandings that existed at the time of its creation, funds from the Program Emergency Reserve Fund may only be used to meet essential, unanticipated needs in programmatic ministries and not for such things as making up for shortfalls in any normal funding sources (New Rule, 2000). Effective immediately: (6/14/2008).

B350 The Conference Treasurer shall only invest conference money in either federally guaranteed investments, in the Yellowstone Conference Foundation or in the United Methodist Development Fund. Such investments shall require the written approval of the president of the Council on Finance and Administration.

B360 Any Yellowstone Annual Conference funds and Yellowstone Conference Foundation funds shall be invested in accordance with the Social Principles and Resolutions of The United Methodist Church. In particular, all investments shall be examined to determine the extent to which they involve or encourage the manufacture or merchandising of liquor, tobacco, gambling, and military weapons.

Annual Conference Sessions

The local church shall pay the Annual Conference expenses (registration, room, board, and, if not included in the registration fee, travel) of its Clergy and lay members and, if desired, those alternate Lay members elected by the local church/charge (Amended 2008).

B410 A registration fee should be charged to cover insurance for each of the members to Annual Conference and other necessary expenses. An Annual Conference registration fee shall cover the necessary expenses of conference sessions and insurance for each conference member in attendance.

B420 Retired clergy, pastors who receive less than the minimum salary, clergy preparing to receive their first appointment, diaconal ministers not employed by a local church, duly appointed Parliamentarian(s), chairperson of Committee on Nominations (if layperson), lay members-at-large, lay coordinator of the Conference Care Team, and the lay Co-editor of the Yellowstone Conference Connection shall receive complimentary room, board, insurance, and registration at the Annual Conference session. Lay members-at-large, chairperson of Committee on Nominations (if layperson), and duly appointed Parliamentarian(s) shall also receive mileage reimbursement in accordance with Conference Rule M100 (Amended 2004, 2008).

B430 The Annual Conference registration fee shall cover a shared travel pool to help reimburse conference members for the costs of attending conference.

C. Apportionments (Mission Shares) and Adjustments

C100 The Formula for Mission Shares

Mission Shares, also called apportionments, are the shares of the Yellowstone Conference's mission and ministry that are apportioned to the churches. The formula for calculating mission shares is weighted toward the demonstrated ability of the local church to raise its operating budget. This weighting is accomplished by giving the operating portion of the formula twice the value of the membership portion. The formula is designed to be quickly responsive to local church finances by averaging the church's operating expenses over two years and its membership over three years. Although the formula is weighted toward operating expenses, it also considers membership as part of its criteria. If further explanation is needed, contact the Chair of the Council on Finance and Administration or the Conference Treasurer.

C105 The Formula:

The Apportionment of Disciplinary assessments shall be based on the following formula: The average of the recent 3 year total membership of all churches will be divided into the local church membership average for the recent 3 years; this will give the membership percentage for the local church or parish. The recent 2 year average of total operating expenses (determined by the applicable columns: as specified by the General Council of Finance and Administration of the United Methodist Church of the year-end financial report to the Yellowstone Conference) of all local churches will be divided into the local church recent 2 year average operating expense (after \$2,000* has been subtracted from the local church average); this will give the financial percentage point. Add the membership point to twice the operating expense percentage point, and divide the total by three; then multiply the result by the total conference net budget and this gives the local church's total apportionment.

Except that no church should pay less than 80% nor more than 120% of the per capita, if apportionment was figured on membership alone; and no church established longer than three years shall be apportioned more than a 30% increase in any year period. Churches established less than three years will use zero membership and zero operating expenses for years prior to their establishment and reporting. The individual apportionments for the local church may be calculated by dividing the total net conference budget into the net budget and multiplying the product by the total apportionment of the local church. *A parish with more than one pastor may deduct \$2,000 per pastor before computing the apportionment; in a parish with more than one church a deduction will be made for each church; but the deduction must be based on only pastor or church, not both. **In charges where housing allowances are provided, the housing allowance paid by those local churches would be reduced by 25% of the conference average compensation. The adjusted apportionments shall be the figures listed in the Journal.

C110 Federated Churches and Yoked Parishes

First of all, the two denominations shall agree upon a ratio of responsibility for each denomination depending on the relative strength; it may be a 50-50 ratio, or a 35-65 ratio, or whatever, based on total membership. If the Federated Church or Yoked Parish is to be served by a United Methodist pastor, the Conference Treasurer should apportion the Federated UM section or the UM Church of the Yoked Parish its share of the Conference budget according to a per capita base rather than the formula and limitations provided in Financial Rule #C105. The per capita base for each apportionment is obtained by dividing the total budget by the average of the recent 3 years total of the Conference UM membership of all churches. Each apportionment would be the per capita base multiplied by the number of UM members of the local UM church or UM sector of a Federated church. The UM sector of the federated Church and the UM Church of the Yoked Parish should pay to the denomination of the non-UM pastor its share of the pastor's pension, health insurance, death benefit, etc., and any other assessments based on the pastor's salary.

When the UM sector or church is making payments to the other denomination for pensions, health coverage, etc., it should submit evidence of such payments to the Conference Treasurer by March 31 of the current year.

C120 Salmon United Methodist Church Remittance

The Salmon United Methodist Church is authorized to remit up to \$50 to the Idaho Council of Churches each year, and this amount credited to the church's Conference Program payment. Higher Education and Campus Ministry Commission shall be open to receive requests from the Idaho Campus Ministry in proportion to the amount of World Ministries received from the Salmon UMC.

D. Ministerial Rules

D100 Clergy Members

Clergy Members shall consist of deacons and elders in full connection, provisional members, associate members, affiliate members, and local pastors under full-time and part-time appointment to a pastoral charge. Clergy members shall vote according to the regulations of ¶602, 2016 Book of Discipline.

D110 Recognition of Pastor in Charge

Clergy currently appointed to serve a charge are the Clergy leaders of that charge and as such are responsible for pastoral functions. Retired Clergy or Clergy who have been appointed to another charge shall not perform pastoral functions in the charge without the express consent of the currently appointed Clergy person. Requests for the performance of pastoral services should be directed to the currently appointed Clergy person. Laity should be encouraged to use the appointed Clergy person for all customary pastoral functions.

D120 Reporting to the Charge Conference

All retired pastors who are not appointed as pastors of a charge, after consultation with the pastor, shall have a seat in the Charge Conference and all the privileges of membership in the church where they elect to hold such membership, except as set forth in the Book of Discipline. They shall report to the Charge Conference and to the pastor all marriages performed, baptisms administered, and other pastoral functions. If they reside outside the bounds of the Conference, they shall forward annually to the Conference a report of their Christian and pastoral conduct, together with an account of the circumstances of their families, signed by the district superintendent of the pastor of the charge within the bounds of which they reside. Without this report, the Conference, after having given thirty days' notice, may locate them without their consent. (¶358.5, 2016 Book of Discipline).

E. Organization of the Annual Conference Session

E100 Membership of the Conference

The voting lay membership of an Annual Conference session shall consist of:

1. Each charge shall designate one lay person for each clergy appointed to the charge.
2. The Conference Lay Leader, the District Lay Leaders, Conference Director of Lay Speaking Ministries, Conference Secretary of Global Ministries (if Lay), Conference President of United Methodist Women, and Conference President of United Methodist Men (if Lay).
3. Lay persons serving in any of the following Annual Conference positions: Assistant to the Bishop, Director of Connectional Ministries, or equivalent paid conference programmatic staff position of at least $\frac{3}{4}$ time employment.
4. Lay persons serving in any of the following conference positions: Leader of the Sessions Planning Team, Chairperson of the Process Committee, President of the Council on Finance and Administration, and Chairperson of the Board of Stewards.
5. The Lay person serving as the Conference's voting delegate to the most recent session of the General Conference.
6. Such additional Lay persons as needed to bring the total Lay membership up to the total number of Clergy members. Prior to the Board of Stewards' first meeting of a calendar year, the Conference Lay Leader shall inform the Board of the number of additional Lay members needed. Following discussion by the entire Board (and after considering any suggestions from the Discipling Team), the lay members of the Board shall then allocate those positions in accordance with the following priorities:
 - a. Those additional individuals specifically mandated by Paragraphs 32 and/or 602.4 *Book of Discipline* such as youth and young adult representatives. (The Board shall insure that all Disciplinary requirements are fulfilled.)
 - b. Using the formula based on a percentage of Conference average attendance for each district (attendance of district divided by total conference attendance) times the total number of additional lay people needed for equalization, churches with average weekly attendance over 300 may send two additional lay members and churches with attendance over 100 may send an additional lay member and;
 - c. Other Lay persons.

(NOTE: With the exception of individuals falling in categories 6.a and 6.b (2) above, all Lay voting members of an Annual Conference session are called Lay Members-at-Large.)

E110 Speaking Rights

Unless they already otherwise have full voting rights (and hence speaking rights), the following individuals shall have full speaking rights at sessions of the Annual Conference: the Conference Director of Administrative Services, the Conference Treasurer, conference program staff, chairpersons of official conference agencies (Boards, Councils, Committees, Teams, Commissions, etc.), circuit lay leaders, and clergy serving under appointment in the Yellowstone Conference who are members of other conferences.

E120 Date and Time of Annual Conference

Upon the recommendation of the Sessions Planning Team, the Annual Conference shall establish the locations of future annual conferences for a minimum of three years in advance.

E130 Pre-conference Briefings

There shall be pre-conference briefings for all Lay and Clergy members:

- a. The purpose of the briefings shall be to provide an opportunity for all members to become familiar with the nature and manner of the annual sessions meeting, and to review the anticipated business of the meeting.
- b. A minimum agenda shall be defined by the Sessions Planning Team.
- c. A briefing shall be called by each Lay Circuit Leader in consultation with the Discipling Team and the respective Superintendent.

E140 Appointment of Parliamentarians

The Bishop may appoint one Parliamentarian and a maximum of two Assistant Parliamentarians to provide desired assistance. These individuals serve at the pleasure of the Bishop. They shall neither gain nor lose speaking and voting rights by virtue of their appointments. However, at the direction of the Bishop, they may verbally address parliamentary matters (New Rule 2004).

E150 Episcopacy Elections

The process of nominating individuals for possible election to the Episcopacy is a multi-step process occurring in those calendar years in which the Jurisdiction Conference is expected to elect one or more new bishops:

- a. No later than April 30 of such a calendar year, every voting member of the Annual Conference shall be invited to submit to the Conference Secretary up to three names of eligible ministers whom they would support. All ministers who are in full membership with any UMC Conference are eligible.
- b. No later than May 15, the Conference Secretary shall contact all eligible individuals whose names were duly set forward and solicit from them relevant demographic and biographical information and a one-page statement of their vision and theology.
- c. With whatever assistance is requested from the Process Committee, the Conference Secretary shall compile all of the above information and include it in the registration packets members receive upon arrival at Annual Conference.
- d. As early in the Annual Conference session as possible, the nomination process shall be explained and members given an additional opportunity of at least 18 hours to submit additional names for consideration. Each additional name submitted must include that same demographic and biographical information and a one-page statement of vision and theology together with a request signed by at least ten voting members of the Annual Conference asking for the addition of that individual.
- e. Before balloting begins, each person whose name has been duly set forward (or that person's representative) shall be given an opportunity to speak for no more than five minutes describing their qualifications, vision and theology.
- f. On each ballot, each member of the Annual Conference shall vote for one candidate only. When the results are announced, any candidate receiving a majority of the valid votes cast shall be declared officially nominated.
- g. After the ballot results are announced, the bishop shall ask the body if it wishes to continue balloting. Balloting will continue only if a majority vote to continue balloting. (New Rule 2004)

F. Parliamentary Procedures

- F100 Robert's Rules of Order*, Newly Revised, shall govern the conduct of business in all cases where the Discipline or the Conference rules do not apply. A Discernment or consensus process may be used when deemed appropriate.
- F110 The bar* shall be fixed by each Annual Conference and no member shall be allowed to speak or to vote outside the bar.
- F120 A "No Smoking" rule* is in effect on the floor of the Conference and meeting areas.
- F130 Petitions*: All proposals for action by the Annual Conference, whether relating to program, procedure, organizational structure, legal matters or finances shall be initiated by petition except those annual pension benefit changes mandated and managed by the Book of Discipline, Yellowstone Annual Conference Rules or Wespath. Those changes will be included in the appropriate Conference Board of Pensions and Health Benefits reports read during Annual Conference. The endorsement of these changes will follow the approval or disapproval of the report as a whole.
- A. The Process Committee is instructed to adopt a petition form for use in presenting proposals for action under this paragraph.
 1. The Process Committee shall review submitted petitions for form, appropriate authorship and pertinence and communicate the results of its review in writing to the named author(s) of said petitions.
 2. The Process Committee may reject a petition due to lack of pertinence, inappropriate authorship, and/or lack of proper form.
 3. In the event the Process Committee rejects a petition under the provisions of sub-paragraph 2, it shall notify the named author(s) of said petition in writing and in advance of the Annual Conference.
 4. In the event the Process Committee rejects one or more petitions, a summary of any and all petitions rejected shall be announced early in the annual conference sessions.
 5. Any decision to reject a petition is reviewable by the Annual Conference Session and may be overturned by a simple majority vote.

B. Deadlines for Filing of Petitions.

1. A petition is treated as timely filed if filed on the designated form and is either received at the Yellowstone Annual Conference office or postmarked on or before the date set for filing. Any action taken by the Process Committee under sub-paragraph A-1 shall not affect the date of submission of a Petition.
2. With the exception of the official budget petition, all petitions, to be treated as timely filed, must be filed on or before March 10.
3. The official budget must be filed on or before April 15.
4. Timely filed petitions, accepted by the Process Committee will be guaranteed a hearing and appropriate action in the upcoming Annual Conference session.
5. Late filed petitions are petitions filed after the filing dates indicated in sub-paragraphs B-1 and B-2.
6. Late filed petitions will be considered on a time available basis, after other scheduled priorities are completed.
7. Late filed petitions not considered at the Annual conference shall be returned to the Process Committee for consideration during the next ensuing Annual Conference.

F140 On a *petition-by-petition* basis, the Process Committee shall determine what legislative process shall be followed. The Committee's decisions can be overturned by a simple majority vote of the plenary. The options available to the Committee include but are not limited to:

- a. In order to inform the various charge conferences of the Annual Conference of pending petitions, it is recommended that petitions be reviewed and discussed at all of the pre-conference hearings. (Amended 2014)
- b. A petition may be submitted to a single hearing group at Annual Conference.
- c. A petition may be submitted to several or all-hearing groups for their independent consideration. In the case of the budget and budget-related petitions, the Council on Finance and Administration shall consider the recommendations of the hearing groups and then make a recommendation to the plenary. For other petitions, the Process Committee shall state the process to be used in considering the recommendations of the various hearing groups.
- d. A petition may be submitted directly to the plenary floor for debate and action.

F150 *Voting members of the Annual Conference* may deliberate, vote on amendments to petitions in hearing groups. United Methodists affiliated with the Yellowstone Annual Conference who do not have debating privileges may, with permission of the chair and an affirmative vote of the members, participate in discussion of petitions, however, only voting members of the annual conference may propose amendments, or vote on petitions. On the plenary floor, only voting members of the Annual Conference session may speak and vote. Proxies are not allowed at any point in the process (Amended 2014).

F160 For a *petition reported out of a hearing group*, the wording introduced on the plenary floor shall be the wording as it existed in the hearing group at the time of the hearing group's final vote. Votes on the plenary floor shall always be a vote for or against particular wording rather than a vote to support or not support a hearing group's recommendation. (Note: if the hearing group changed the wording of a petition as originally submitted, it is possible to restore the original wording of the petition on the plenary floor by the introduction and passage of a motion to substitute the original wording for the revised wording that came out of the hearing group.)

F170 *Consent Calendars*

If a given petition is acted on by a hearing group or a similar group that petition then goes on one of three "calendars":

- a. those petitions for which 90 percent or more of those voting (not counting abstentions) concurred with the petitions shall go on "Consent Calendar A".
- b. those petitions for which 10 percent or less of those voting (not counting abstentions) concurred with the petitions shall go on "Consent Calendar B", or
- c. all other petitions shall go on "Non-Consent Calendar C". (The budget petition shall always go on "Non-Consent Calendar C" regardless of the vote on that petition.

The voting percentages that determine whether petitions go on Non-Consent Calendar C or on one of the Consent Calendars may be changed for the duration of the annual session by a simple majority vote on the plenary floor.

Petitions that are on Non-Consent Calendar C will be individually debated and acted upon on the plenary floor.

Without debate, the plenary shall vote on each Consent Calendar. No individual petition that is on a Consent Calendar may be debated on the plenary floor unless that petition is first "lifted" from the Consent Calendar. The fate of all petitions on a given Consent Calendar is determined by the plenary's vote on that given Consent Calendar.

Any voting member of the conference may "lift" a petition from a Consent Calendar thereby effectively placing it on Non-Consent Calendar C from which it will be scheduled for individual debate. When a Consent Calendar is announced, the Process Committee will announce a deadline for lifting petitions from that Consent Calendar. Upon the discretion of the presiding officer, that deadline may be extended.

When it is time to vote on one of the "A" Consent Calendars, the presiding officer shall put the question something like "Those in favor of all the petitions on Consent Calendar A..." If two-thirds or more of those voting vote affirmatively, all of the petitions on that consent calendar will be adopted. If less than two-thirds but at least a majority vote affirmatively, those petitions which change the conference rules will be defeated but all the other petitions will be adopted. If less than a majority vote affirmatively, none of the petitions will be adopted.

When it is time to vote on one of the "B" Consent Calendars, the presiding officer shall first point out that those wishing to affirm the hearing group's vote need to vote "nay" on the Consent Calendar. Then the presiding officer shall put the question something like "Those in favor of all the petitions on Consent Calendar B ...". If less than a majority vote affirmatively, all of the petitions on that Consent Calendar are defeated. However, if a majority or more vote affirmatively, the presiding officer shall again explain the effects of aye and nay votes and then shall again put the question to the body. If two-thirds or more of those voting vote affirmatively, all of the petitions on that consent calendar will be adopted. If less than two-thirds but at least a majority vote affirmatively, those petitions which change the conference rules will be defeated but all the other petitions will be adopted. If less than a majority vote affirmatively, none of the petitions will be adopted (Amended 2010, 2011).

- F180* A prayer and a motion to adjourn shall always be in order.
- F190* Clergy and Lay members should be allowed to speak alternately. Opposing sides of a question should be recognized alternately according to the judgment of the presiding officer.
- F200* No person shall be allowed to speak more than once until all members have had a chance to speak, nor shall he/she speak more than five minutes at one time.
- F210* When the report of a committee is given, that person giving the report shall be entitled to close the debate before any vote is taken. The act of giving a report shall constitute a motion to receive or adopt that report.
- F220* A two-thirds vote of members present and voting is required to change, add, delete or suspend any conference rule of parliamentary procedure (Rules Section F) (Amended 2011).
- F230* Adoption of the conference budget requires only a simple majority vote. However, if during plenary debate a motion is duly made and seconded that would create a new line item in the budget or would significantly increase an existing line item, that motion shall be automatically tabled until CFA has considered the effect of the proposed action. Consideration shall be given both to its effect on the other ministries of the conference and to its effect on the integrity of the entire budget. Following the resulting report the motion shall be automatically removed from the table. A two-thirds vote shall be required to pass the motion (Amended 2004).
- F240* The roll call vote shall be taken on any question at the request of one-third of the Conference present and voting.
- F250* All motions shall be presented in writing when requested by the Presiding Officer, Secretary, or any member of the Conference.
- F260* Resolutions must be put in writing and a copy of the proposed resolution shall be given to the Secretary at the time of its presentation.
- F270* No report shall be received until one (1) printed copy and one (1) electronic copy are in the hands of the Secretary (Amended 2009).
- F280* The District Superintendents shall write a composite report not to exceed 3,000 words.

- F290 The Conference Lay Leader, in consultation with the Associate Lay Leaders, will submit a report to the Conference, ¶605.5, 2016 Book of Discipline.
- F300 The Secretary shall keep a written record of the daily proceedings. Copies of proceedings shall be made available no later than the next business day.
- F310 There shall be a list in the daily proceedings of the reports submitted by committees, agencies, institutions, etc.
- F320 The full text of the action part of all petitions as well as their numbers and titles shall be reported in the Daily Proceedings section of the Conference Journal. This reporting shall occur even if the petition were on a consent calendar and regardless of whether the final action was to pass, defeat, refer, table, or postpone indefinitely. The reporting shall occur at the point of the final disposition, and the text reported shall be the "final" text (i.e., it shall include all amendments made both in the hearing group and in plenary session.) The one exception to this rule would be if the petition passed and the only action taken was the adoption of a brand new rule. In that case the rule number only could be reported in the Daily Proceedings in lieu of reporting full text.
- F330 If not clearly specified in the action taken by Annual Conference, the Board of Stewards may determine the effective date of any legislation (including financial policies and conference rules) passed by the Annual Conference. That effective date can be no later than January 1 of the calendar year following enactment.
- F340 The Conference Secretary and the Process Committee shall see that each petition shall receive a proper response -- either through referral to the proper committee or person responsible or through appropriate correspondence.
- F350 The Conference Secretary and the Process Committee are charged to annually edit and reorganize conference actions that should appropriately appear as Conference Rules and Guiding Policies. The complete list of updated Conference Rules and Guiding Policies shall be published annually in the Journal.
- F360 The Secretary will see that the journal is annually published. A copy will be made available to each member not later than October 1 following the session.

G. Conference Membership Qualifications, Tenure, Terms and Vacancies

G100 Inclusiveness

Inclusiveness shall be a major consideration in all nominations, confirmations, elections, and other actions of the Annual Conference and its various bodies.

A. Equitable Representation:

Consideration shall be given to equitable representation of the following categories of persons

1. Gender
2. Laity and clergy
3. Youth, young adults and older adults. Insofar as possible and within the limits of the Book of Discipline, there shall be a voting youth member on all committees, boards, agencies and teams. (If necessary, a non-voting ex-officio youth member may be substituted.) Annually the YYM Council will submit to Conference Nominating Committee a list of available youth. Churches are encouraged to fill youth positions on local church committees.
4. Ethnicity
5. Differently abled persons

B. Balance. A reasonable effort shall be made to keep the balance on boards, commissions and committees of one-third clergy, one-third lay women and one-third lay men.

G110 Date of Assumption of office and term of office.

- a. Date of Assumption of Office. Unless otherwise specified, the term of office for all boards, agencies, teams and committees shall begin on September 1 following their election at the Annual conference.
- b. Term of Office. Unless otherwise specified, the term of office for service on all boards, agencies, teams and committees shall be for a four year quadrennial term ending on August 31 of the year that the General Conference meets.

G120 *Tenure Limits*

Tenure limits apply. For groups with 1-year terms, the limit shall be twelve consecutive complete terms. For groups with 3-year terms, the limit shall be three consecutive complete terms. For groups with 4-year terms, the limit shall be two consecutive complete terms. For groups with 8-year terms, the limit shall be one complete term. Where the Book of Discipline specifically allows a longer tenure, the longer limit shall apply. There is an exception to the above tenure rule for a member of the Conference Board of Pensions and Health Benefits who ends their normal tenure while serving as the Board's chairperson or as one of two co-chairpersons. In order to provide continuity of leadership, such a person may be nominated and elected to another eight-year term but is strongly encouraged to resign halfway through that new term (Amended 2004).

G130 *What Counts Toward Tenure*

In applying tenure restrictions, service in an ex-officio status (with or without vote) shall not be counted unless specifically stated otherwise. In addition, if an individual initially started serving part-way into a given term, that term shall not be counted unless that service is more than three years for a group with 4-year terms (two years for a group with 3-year terms or five years for a group with 8-year terms). Service on a given group shall not be staggered in such a way as to circumvent the clear intent of these tenure limits.

G140 *Ex-Officio Members*

Individuals who have exhausted their tenure on a given group may continue serving on that group only if their status is ex-officio. Otherwise, they must remain off the group for a minimum of one full term (four years in the case of groups with 8-year terms) (Amended 2009).

G150 *Vacancies*

Vacancies on teams, boards, commissions and committees of Annual Conference between sessions of the Annual Conference may be filled by the membership of that team, board, commission or committee after consultation with the Conference Committee on Nominations provided that such appointments shall be approved by the Conference Board of Stewards at its next meeting, and (b) such appointments shall be only until the next session of the Annual Conference, when the Conference Committee on Nominations of the Conference shall fill these vacancies.

G160 *Removal from Office*

In the event the chairperson of a conference team, council, board, or other agency is unable and/or unwilling to adequately perform the duties expected of that position, the chairperson can be removed from office by a majority vote of the entire voting membership of that agency. Alternately, such a chairperson can be removed by majority vote of the entire voting membership of the Board of Stewards. Exception: The chairperson of the Board of Trustees can be removed only by a vote of that body.

G170 *Rights of Ex-Officio Members*

Unless prohibited or otherwise specified by The Book of Discipline or a specific Conference Rule, by corporate Articles of Incorporation or By-laws, ex-officio member of all teams, committees, and other agencies of the Yellowstone Annual Conference shall have the right of both voice and vote (New Rule 2000).

H. Lay Circuits

H100 *Election of Circuit Lay Leader*

Circuit Lay Members shall meet at Annual Conference (during the Lay Session) and elect from their membership the Circuit Lay Leader who shall serve for the quadrennium. Circuit Lay Leaders must be Annual Conference Members by virtue of being elected by their local churches. Elections shall be by consensus or majority vote at the discretion of each Lay Circuit. A vacancy in the position of Circuit Lay Leader will be filled to complete the term by election of members of the Lay Circuit. The Circuit Lay Leader serves on the Conference Discipling quadrennial term (Amended 2008).

H105 *Election of Servant Coordinator of Lay Servant Ministry*

Circuit Lay members shall meet at Annual Conference (during Lay Session) or during a meeting of the circuit lay members nearest the date of Annual Conference and elect from their membership a Circuit Coordinator of Lay Servant Ministry who shall serve for the quadrennium. Circuit Coordinators of Lay Servant Ministry must be Annual Conference members by virtue of being elected by their local churches. Elections shall be by consensus of each Lay Circuit. A vacancy in the position of Circuit Coordinator of Lay Servant Ministry will be filled to complete the term by election of members of the Lay Circuit.

H110 Each Lay person elected by their local church as an Annual Conference Member shall also serve as a Member of the Lay Circuit (i.e., a Lay Circuit Member). However, all other Lay persons are encouraged to also participate in their Lay circuits as Lay Circuit Affiliates (Amended 2008).

H120 Election of Conference Lay Leader and Associate Conference Lay Leaders

The Laity shall nominate and elect a Conference Lay Leader and two Associate Conference Lay Leaders to serve for the quadrennium. The Laity of each district shall elect a District Lay Leader to serve for the quadrennium. At the last regularly scheduled Annual Conference session prior to the quadrennial General Conference, the Laity shall nominate and elect a Conference Lay Leader Elect to serve for just the last year of the quadrennium. At the discretion of the Laity, one person might hold both the Conference Lay Leader Elect position and either the Conference Lay Leader or an Associate Conference Lay Leader position (New Rule, 2007, Amended 2009).

H. Camps and Other Conference-related Institutions

I100 A district superintendent shall be an ex-officio member with vote on the board of Trustees of a camp within her/his district.

I110 All conference-related institutions (including camps) subject to ¶2552, 2016 Book of Discipline, or required by Annual Conference direction, and who thereby must submit all or a portion of their trustees for nomination, election and/or confirmation by the Annual Conference are expected to submit those names by May 15 of each year to the appropriate conference agency which will forward them to the Committee on Nomination and Personnel for inclusion in its report for Annual Conference action. Each institution is requested to make any necessary procedural changes in order to comply with this May 15 date. In emergency situations occurring between annual conference sessions, the appropriate conference agency is hereby empowered to nominate, elect and/or confirm such institutional trustees on behalf of the Conference. Such action is subject to the approval of the next Annual Conference.

I120 All Conference related institutions before they amend their corporate Articles of Incorporation shall submit the proposed changes to the Annual Conference as represented by The Board of Trustees and Chancellor for approval to determine if the proposed changes meet the requirements of the Book of Discipline of The United Methodist Church.

I130 All Conference related institutions of the Yellowstone Conference of The United Methodist Church shall report in writing to each Annual Conference on its work for the past year and its projected program for the near future.

I140 Possibly edited versions of the reports to the annual conference session submitted by the administrators of the several health and welfare institutions related to Yellowstone Conference shall be printed in the Journal.

I150 The trustees of individual Yellowstone Conference campgrounds shall consult with the Conference Camping Committee and concur in setting dates and fees for Yellowstone Conference camps held on their campgrounds. The trustees are also policies, dates, fees, and leadership for all other camps held on Yellowstone Conference campgrounds. The above responsibilities are not inclusive of all the responsibilities of the camp trustees.

I160 During the last year of each quadrennium the Yellowstone Conference Board of Trustees will work with the Board of Trustees of the Deaconess – Billings Health System, Bozeman Deaconess Foundation, Intermountain Children's Home (Helena), Benefis Medical Center (Great Falls), United Methodist Circle J Ranch, Luccock Park Methodist Camp Association, Camp On The Boulder United Methodist Camp Association, Inc. and Flathead Lake United Methodist Camp to review and revise as necessary the Statement of Relationship for each institution or camp to assure that the Statements of Relationship stay current with changes which may take place in the future. The Statements of Relationship will be published the first year of each quadrennium in the Yellowstone Conference Journal.

J. Pension and Other Benefits

WHEREAS, the religious denomination known as the United Methodist Church has and functions through Ministers of the Gospel who are duly ordained or licensed; and WHEREAS, the practice of the United Methodist Church is to provide a parsonage or a rental allowance as part of the gross compensation for each of its active ordained or licensed ministers; and WHEREAS, pensions paid to retired and disabled ordained or licensed ministers of the United Methodist Church are considered as deferred compensation and are paid to said retired and disabled ordained or licensed ministers in consideration of previous, active service; and WHEREAS, the Internal Revenue Service has recognized that the Yellowstone Annual Conference is the appropriate organization to designate a housing/rental allowance for retired and disabled ordained or licensed ministers who are members of this Conference; NOW

THEREFORE BE IT RESOLVED:

1. An amount equal to 100% of the pension payments received during the year of be and is hereby designated as a rental/housing allowance for each retired and disabled ordained or licensed minister of the United Methodist Church who is or was a member of the Yellowstone Conference at the time of his or her retirement;
2. This rental/housing allowance shall apply to each retired and disabled ordained or licensed minister who has been granted the retired relation or placed on disability leave by the Yellowstone Conference and whose name and relationship to the Conference is recorded in the Journal of the Yellowstone Conference and in other appropriate records maintained by the Conference.
3. The pension payment to which this rental/housing/allowance applies shall be the pension payment resulting from all services of such retired and disabled ordained or licensed minister from all employment by a local church, Annual Conference or institution of The United Methodist Church or any former denomination that is now a part of The United Methodist Church, or from any other employer who employed the minister to perform services related to the ministry and who elected to make contributions to the pension funds of The United Methodist Church for such retired minister's pension. The rental/housing allowance which may be excluded from a minister's gross income is limited to the lesser of (1) the amount of the rental/housing allowance designated by the minister's employer or other appropriate body, (2) the amount actually expended by the minister to provide his or her housing, or (3) the legally-determined fair rental value of the parsonage or other housing provided. As specified in Rev. Rule. 71-280, 1971 C.B.92, "the only amount that will qualify for exclusion under section 107(2) of the Code as a 'rental allowance' is an amount equal to the fair rental value of the home, including furnishings and appurtenances such as a garage, plus the cost of utilities." Beginning in 1984, there is no longer a sick pay or disability income exclusion available with respect to disability benefit payments. Therefore, the full amount of disability benefit payments will be taxable income to the recipient. This is authorized in an individual ruling for Yellowstone Annual Conference of the United Methodist Church dated 7 April 1981. The document is in the hands of the Secretary of the Board of Pensions.

J110 Whenever a pastor is moved in the middle of a fiscal year, he/she shall see that the conference claims are paid on that portion of the fiscal year or shall follow the Disciplinary provision for proportional payment of salary.

J120 The conference shall pay for the CPP (Comprehensive Protection Program) for those pastors granted sabbatical leave and appointment to attend school.

K. Pastoral Moving Expenses

K100 Pastors shall be reimbursed for moving expenses under the following conditions:

- a. Moves within the boundaries of the Mountain Sky Episcopal Area shall be reimbursed by the Conference Treasurer up to a maximum of \$2,000 after submitting an itemized bill for moving expenses, including any bill from a moving company. The itemized bill shall be signed by the pastor and approved by the district superintendent. All moving expenses in excess of \$2,000 shall be the moving pastor's responsibility. (Unanimous consent of the district superintendents can increase the limit to \$2,500.)
- b. When health reasons require a pastor to be moved by a professional moving company, the Conference shall reimburse the pastor for moving expenses up to a total of \$3,000, upon receiving written approval by the district superintendent. Any moving expenses incurred by a pastor in excess of \$3,000 shall be the moving pastor's responsibility. (Unanimous consent of the district superintendents can increase the limit to \$3,500).
- c. Moves from outside the Mountain Sky Episcopal Area and moves of new pastors to their first appointment shall be reimbursed at the discretion of the Cabinet. Where possible, moving expense reimbursement is encouraged as a recruiting aid.
- d. When a clergy couple is moved by appointment within the Conference boundaries the reimbursement levels will be adjusted to \$3,000, or to a total of \$4,000 when health reasons warrant the use of a professional moving company.
- e. Moving expenses of retiring pastors and surviving spouses shall be paid from the place of last appointment to the place of retirement if within the boundaries of the Conference, or to the conference boundary. The amount of reimbursement is at the discretion of the Cabinet.

K110 Pastors shall pay their own moving expenses under the following conditions:

- a. Not under appointment within the Conference.
- b. Packing and crating charges, except for china and glassware.
- c. Non-household goods such as boats, trailers, livestock, tools, rocks and bricks.
- d. More than one piano.
- e. Storage charges.

K120 Full disbursement of moving funds under Conference Rules K100 and K110 is dependent upon the pastor's adherence to the stewardship standards found in Conference Rule O340. The following process shall be followed for pastors who are (a) exiting a parsonage provided by a local church in the Yellowstone Conference or by an agency of the Yellowstone Conference and (b) receiving moving funds paid by the Yellowstone Conference:

- a. At least ten and no more than thirty days before the pastor's new appointment becomes effective, two appropriate officials of the "sending" church (chair of the PPR and/or chair of the church council and/or chair of Trustees) shall, in the company of the pastor, inspect the parsonage. A form provided by the Conference shall be filled out listing all damage in excess of normal wear and tear that occurred during the pastor's residency. Two original copies of the form shall be signed by those participating in the inspection including the pastor. The local church shall retain one copy and one shall be given to the pastor.
- b. Before leaving, the pastor shall either repair any damage above normal wear and tear or shall cause such repairs to be made at his/her own expense.
- c. Immediately upon the departure of the pastor, appropriate officials of the "sending" church shall notify appropriate officials of the "receiving" church if the pastor departed with damage beyond normal wear and tear unrepaired. This notification shall include a reasonable estimate of the cost to repair the remaining damage. Promptness of notification is essential. Initial notification may be verbal but "immediate" written notification to both the "receiving" church and the pastor is required.
- d. Moving funds provided by the Yellowstone Conference shall not be disbursed prior to seven days of the start of the new appointment. If official notification of unrepaired damages is received prior to disbursing the Conference portion of moving funds, the amount of moving funds coming from the conference that would otherwise be disbursed to the pastor shall be decreased by the estimated amount of damages.
- e. The amount withheld shall be promptly sent to the "sending" church to enable them to make the needed repairs.
- f. After receiving the official notification called for in (3) above, the pastor shall be given a minimum of ten days to cause the necessary repairs to be made. If the pastor does cause those repairs to be satisfactorily made, the moving funds withheld from the pastor shall be "immediately" paid to the pastor. If the pastor elects to not cause those repairs to be made within the allowed time, the "sending" church may proceed to have those repairs to be made at its expense.
- g. If the amount of moving funds withheld from the pastor is insufficient to pay the reasonable cost actually incurred by the "sending" church, the pastor shall be liable for the difference. If the amount of moving funds withheld is more than the repair cost incurred by the "sending" church, the difference shall be promptly reimbursed to the pastor.
- h. All of the provisions of this Conference Rule shall be subject to the interpretation and oversight of the district superintendent associated with the "sending" church. Fairness to both the pastor and the "sending" church is imperative (New Rule 2004).

L. Expenses Paid By the Local Church

L100 Pulpit Supply

The local church is to pay any necessary costs in providing for pulpit supply in the approved absence of the appointed pastor in the areas of conference business, education and vacation.

L110 Appointment introduction

The local church shall pay for the mileage and provide room and board for the designated clergy to be involved in placement consultation with the local Pastor-Parish Relations Committee when considering a new appointment.

L120 Pastor's Vacation

Each active pastor shall be granted a vacation of not less than four weeks, including Sundays, a year.

M. Travel Reimbursement

M100 The travel rate for those attending Yellowstone Annual Conference and meetings related to the work of the Conference shall be ½ (one-half) the current IRS-determined "business standard mileage rate" for the driver and the rate per passenger be an additional \$.10 per mile. Those volunteers traveling commercially shall be reimbursed for ticket costs or at the volunteer rate set by this rule, depending on the lowest cost option. If budgeted, this travel reimbursement shall also apply to those individuals who are required by the Board of Ordained Ministry to travel. This conference rule only applies to those boards, committees, and commissions that have budgeted travel funds in the current fiscal year (Amended, 2008).

- M110* With the exception of sessions of the Annual Conference and meetings of the clergy circuits, a clergy travel pool shall be created for each individual event that any clergy under appointment in the Yellowstone Conference is required to attend by the Appointive Cabinet and/or the Board of Ordained Ministry. Promptly after each such event, the Conference Treasurer shall make a mileage payment to each clergy under appointment who actually attended the event, personally incurred mileage costs, and requested payment. The payment shall be in accordance with Conference Rule M100. The Conference Treasurer shall determine the average cost per person by totaling the amounts paid to all attendees and dividing by the number of attendees receiving payment. Each local church to which these pastors are appointed (plus other appointive bodies as appropriate) shall be assessed that average cost for each pastor of theirs who received a mileage payment from the Conference Treasurer. Local churches and other bodies receiving such assessments are required to promptly pay those assessments. Mileage payments will only be made to a clergy whose place of appointment is within the boundaries of the Yellowstone Conference and whose travel lies entirely within the conference boundaries (New Rule 2007).
- M120* The Conference will provide conference cars for the District Superintendents, Director of Connectional Ministries, and the Assistant to the Bishop. These staff will be given the option of vouchering all costs or receiving a credit card from the Conference and vouchering costs, which cannot be paid by credit card. Conference cars are to be used for Conference business (Amended 2010).
- M130* The Conference Treasurer shall pay mileage to the District Superintendents, other salaried employees of the Annual Conference, and persons under contract for services on voucher, for travel by personal car at the current IRS rate per mile for business expenses.
- M140* The Conference shall pay for mileage and provide room and board for a prospective conference staff member engaged in placement consultation with the appropriate conference agency.

N. Minimum Salary Plan

- N100* *The Congregational Development Team sub group*, The Commission on Equitable Salaries, shall be composed of at least one lay person and one clergy person from each District, with an equal number of lay and clergy persons. The District Superintendents will be consultants without vote. At least one lay and one clergy shall be from churches of fewer than two hundred members. Commission members shall be nominated by the Conference Committee on Nominations and Personnel and elected by the Annual Conference for the quadrennium. The Commission shall be responsible for reviewing and revising the Schedules of Minimum Salaries each year, and shall recommend each year a plan for raising the necessary funds. Changes in the cost of living as measured by the Consumer Price Index shall be considered by the commission in its recommendations. A parsonage or parsonage allowance shall be provided in addition to the amounts for minimum or equitable salary. The cost of office telephone service (except for personal long-distance calls) cell phone and internet service, shall be paid by the charge and shall not be considered part of utilities. Personal pension payments, social security taxes or other payments to or for the pastor are considered part of the salary, except for travel or professional expenses. Additionally, the charge shall include in its accountable reimbursement plan adequate funding for reasonable costs for the pastor to attend sessions of the Annual Conference (registration fee, room, board, and, unless covered in the registration fee, travel costs) (Amended 2008).
- N110* *Each year the Commission on Equitable Salaries* shall recommend the minimum salary schedule for the coming year to the Annual Conference for adoption. These schedules are to provide differentials in cash salary for full conference members, associate or probationary members, and lay pastors and for years of service. These schedules are also to recommend minimums for utilities and housing expenses and travel allowance. There is no limit on the amount which can be used from the equitable salary fund to assist a charge in reaching a minimum salary.
- N120* *Requirements of Pastoral Charge:*
- a. An application for salary assistance shall be made using the form provided by the Commission on Equitable Salaries. The Chairperson of the Pastor-Parish Committee of the charge shall review the request with the District Superintendent who shall inform each charge promptly of the rules of eligibility for receiving assistance. The request form and other accompanying materials shall be forwarded by the charge to the Chairperson of the Commission on Equitable Salaries. The request shall be postmarked no later than January 31 of the year for which assistance is requested. In the event of a request that is to begin at Annual Conference, the request deadline shall be May 31.

- b. The Commission on Equitable Salaries will provide a form to be signed by the pastor and the chairperson of the Finance Committee giving specific information about the financial plan for the church or charges, whether or not membership visitation will be made, and if not what alternative plan will be used, the number of families or giving units supporting the church during the past year; amount pledged; and any additional required information. The Commission on Equitable Salaries must be assured that the charge is making a sincere effort to meet its Conference Ministries apportionment and pay its World Ministries and Conference Program for the preceding year.
- c. Any church not paying 100% of its Mission Shares (apportionments) may not compensate its appointed clergy any more than the minimum salary specified in conference rules; except 1) where deemed by the Cabinet for appointment purposes or 2) where a church has worked to develop a plan (in consultation with and approval of the Cabinet) to appoint a clergy to improve church health with the goal of full Mission Shares giving or 3) where a church has developed a plan (and approved by the Cabinet) to reach full Mission Shares giving in a timely manner. (Amended 2014)
- d. The charge must have conducted a program of every family visitation to present the local church budget and give opportunities for pledging to meet the budget.
- e. The pastor must give full time to his/her pastoral work. Funds from the program will not be used to support salaries for less than full time pastors except by unanimous vote of the committee (those present and voting) for exceptional requests.
- f. No charge desiring salary aid shall reduce its salary below the amount they paid in the preceding year without the approval of the Commission on Equitable Salary.
- g. Pastors in the retired relation and student pastors shall not be eligible for assistance. If a single church is served by a staff of two or more pastors, assistance may be granted according to the need as evaluated by the Commission on Equitable Salaries. Funds from the program will not be used to support salaries above the minimum salary except by unanimous vote of the committee (members present and voting) for exceptional requests.

N130 The Commission on Equitable Salaries may, in emergency or special cases and with unanimous approval of the District Superintendents and the Commission, grant funding to charges that have not met conference requirements. Such funding shall not exceed six months.

O. Parsonage Standards

A comfortable, attractive, and well-located parsonage is essential to the pastor and her/his family and vital to the effective conduct of his/her ministry. The following standards are effective June 9, 2017 for new construction and June 9, 2020 for renovations.

- O100* Clergy Housing Handbook Parsonages modified from the General Commission on the Status and Role of Women for the Yellowstone Annual Conference (including required forms) will be the standards for parsonages.
- O110* The parsonage need not be located next door to the church. It should be located in a satisfactory residential neighborhood if in a town or city.
- O120* Requests from local churches, for Parsonage Standard exemptions, may be submitted to the Yellowstone Conference Board of Trustees

P Housing Allowance

- P100* If the parish does not provide a parsonage that meets the standards, and the pastor does not wish to live in the sub-standard parsonage, the parish shall provide an allowance that will allow the pastor to live in a house that would meet the standards.
- P110* Pastor and parish may negotiate for a housing allowance in the event that the parsonage meets the standards, but the pastor wishes to choose his/her own living arrangements.
- P120* All negotiations for a housing allowance shall be overseen by the District Superintendent.

GUIDING POLICIES

Guidelines for Holy Conferencing

Colossians 3:12-16a, 17

As God's chosen ones, holy and beloved, clothe yourselves with compassion, kindness, humility, meekness and patience. Bear with one another and, if anyone has a complaint against another, forgive each other; just as the Lord has forgiven you, so you also must forgive. Above all, clothe yourselves with love, which binds everything together in perfect harmony. And let the peace of Christ rule in your hearts, to which indeed you were called in the one body. And be thankful. Let the word of Christ dwell in you richly...And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.

- Every person is a child of God. Always speak respectfully. One can disagree without being disagreeable.
- As you patiently listen and observe the behavior of others, be open to the possibility that God can change the views of any or all parties in the discussion.
- Listen patiently before formulating responses.
- Strive to understand the experience out of which others have arrived at their views.
- Be careful in how you express personal offense at differing opinions. Otherwise dialogue may be inhibited.
- Accurately reflect the views of others when speaking. This is especially important when you disagree with that position.
- Avoid using inflammatory words, derogatory names, or an excited and angry voice.
- Avoid making generalizations about individuals and groups. Make your point with specific evidence and examples.
- Make use of facilitators and mediators.
- Remember that people are defined, ultimately, by their relationship with God--not by the flaws we discover, or think we discover, in their views and actions.

We believe Christians can discuss important issues without the acrimonious debate and parliamentary maneuvering that can divide a group into contending factions. We see too many examples of that in secular society. We believe the Holy Spirit leads in all things, especially as we make decisions. We want to avoid making decisions in a fashion that leaves some feeling like winners and others like losers.

We can change the world through honest conversation on matters about which we are passionate.

We offer our thanks to the participants at The Global Young People's Convocation and Legislative Assembly, sponsored by the Division on Ministries with Young People, through the General Board of Discipleship, held in January, 2007 in Johannesburg, South Africa, for inspiring the framework of these guidelines. They adopted similar guidelines for Christian Conferencing at the convocation. This work is based on guidelines for "Holy Conferencing" that emerged from the United Methodist "Dialogue on Theological Diversity" in February 1998.

Local Church Procedures for Conflict Management

Adopted by the 2001 Annual Conference in Petition 501.

The Yellowstone Annual Conference commends to the local churches' S/PPRCs, as one possible procedure, the process established by the Lewistown UMC to hear member's needs and concerns. The procedure is as follows:

1. A church member wishing to express needs or concerns of their church has several means to do it.
 - a. Contact the pastor with your concern. If you do not feel satisfied, then:
 - b. Contact a member of the S/PPRC committee. That S/PPRC member should in turn take the matter to the committee. If you do not feel satisfied, then:
 - c. On an S/PPRC form, put the needs in writing and give it to the S/PPRC chairperson. This insures that the need will be discussed and included in the minutes. The committee will be responsible to review the item and get back to the person the results of any decisions.
 - d. If the person is not satisfied with the Committee's findings, then he/she would have the right to contact the District Superintendent.

2. The District Superintendent will honor the above process using his/her discretion concerning the issue.
 - a. A person contacting the District Superintendent would be asked something like this, "Have you gone through the referral process? If the answer is 'yes,' then how can I help you? If the answer is 'no' then please go through the process first. If you are not satisfied, then please call back."
 - b. It is understood that the District Superintendent will use his/her own discretion as to the following of the process and that exceptions will occur.

The Conference is directed to mail copies of the process to the chairs of the S/PPRCs of the churches in the annual conference, reporting the action of the annual conference.

Inclusion of Our Heritage

Any person(s) speaking on behalf of The United Methodist Church about our denomination's heritage and/or traditions needs to be inclusive by using references from both the former Methodist Church and the former Evangelical United Brethren Church. (New Rule 2004)

Safe Sanctuaries for Children

Adopted by the 2001 Annual Conference

As part of our commitment to providing safe sanctuaries at every level of the Yellowstone Annual Conference, be it resolved that all childcare provided by the Annual Conference shall include the following:

- a. At least two unrelated adult caregivers, and in higher numbers in compliance with state standards regarding adult/child ratios.
- b. Background checks on all adult caregivers
- c. And a safe space with windows and/or open doors (with child safety gates as needed) to allow for easy observation.

Ministerial Sexual Misconduct Response Team Policy

Adopted by the 2012 Annual Conference Session

I. Our Policy

Sexual misconduct in the life of the church interferes with its mission. The Yellowstone Annual Conference does not tolerate sexual misconduct in its life and ministry. We commit ourselves to listening carefully to allegations of sexual misconduct in the church and, whenever formal complaints are filed to investigate them fairly and expediently in compliance with The Book of Discipline. We also commit ourselves to be in ministry to and with all persons victimized by sexual misconduct.

II. Definition of Terms

Sexual misconduct as any expression of sexual and gender harassment, exploitation, and abuse.

Sexual misconduct by anyone who professes to be a follower of Jesus Christ is a violation of the ministerial relationship in that, when it occurs, a person who claims to serve Jesus takes advantage of, instead of protecting, another human being. Sexual misconduct breaks the sacred trust that is inherent in all ministries of the Church. Inasmuch as United Methodists affirm that all who are baptized are ministers of Jesus Christ, by 'ministerial' we mean all persons who serve within our congregations and our annual conference.

Sexual harassment as any unwanted sexual advance or demand, either verbal or physical, which may reasonably be perceived by the recipient as demeaning, intimidating or coercive. Sexual harassment is an exploitation of a power relationship. Sexual harassment exists wherever a hostile or abusive environment results from discrimination on the basis of gender. Sexual harassment may occur in any setting where the work of the church takes place.

Sexual abuse within the ministerial relationship happens whenever anyone claiming to be a servant of Jesus Christ attempts to use his /her position of authority or power over another person to engage in sexual contact or sexualized behavior instead of carrying out God's sacred trust.

III. When Our Covenant is Broken

Structures for Intervention, Support, and Healing

1. Anyone who perceives her/himself to be a victim of sexual harassment or sexual misconduct is advised and empowered by the Yellowstone Conference to seek out someone she/he knows and trusts to companion her/him through this difficult experience.
2. The Response Team
 - a. The team's purpose is not to administer supervisory discipline, nor to offer psychotherapy. It is to provide care to all who have been victimized by ministerial sexual misconduct, beginning with the primary victim and her/his family, continuing with the congregation or other ministry setting, and including the alleged perpetrator and her/his family.
 - b. The entire Response Team shall meet for at least one training per year.
 - c. The Response Team shall engage in a debriefing process after each intervention.

The Response Team shall pledge itself to:

1. Always work to keep the victim's welfare and healing as its primary focus so that victims are not re-victimized but become survivors;
2. Keep confidential all information received from victims, perpetrators, family members and cabinet members;
3. Maintain the distinction between its own role of care and healing and the administrative roles of conference leaders who shoulder responsibilities for investigation and/or disciplinary action (specifically the bishop, the Cabinet, the Committee on Investigation, and the Board of Ordained Ministry);
4. Assist the Safe Sanctuaries Task Force in developing an effective program of education, prevention, intervention and transformation;
5. Direct press inquiries to the District Superintendent.

IV. A General Description of the Way the Response Team Functions

In response to an instance of sexual misconduct, a request for assistance may be made directly to a member of the Response Team (RT) or a District Superintendent (DS).

The Response Team may be used in a broad variety of circumstances, including situations of misinformation, turmoil, a pastor's suspension, or other experiences of sexual misconduct. Together, the caller and RT provider choose how to proceed. Confidentiality will be honored by the RT provider who will keep a written record in a secure file.

As appropriate, the general nature of the caller's concern will be reported by the RT provider to one of the RT coordinators. Written documentation regarding the call will be kept in a secure file by one of the RT coordinators and reported to the RT.

Information regarding the complaint process (according to The Book of Discipline); will be given to the caller as deemed appropriate.

If a DS is the first to be called, he or she will contact one of the RT Coordinators following the procedures in Section V.

V. A Complaint Is Filed

If a complaint is filed, the complainant and the respondent are to be offered the support of a Response Team member.

The Bishop and the Cabinet will share pertinent information with the Response Team.

VI. Our Commitment to Action

The Response Team shall:

- Facilitate the healing of the victims of sexual misconduct; work toward reconciliation and recovery for all those affected including, but not limited to, the perpetrator, the families of the victim and the perpetrator, and the congregation.
- Provide trained individuals to support all aggrieved parties including the complainant, respondent, and congregation involved; all information will be managed confidentially within separate small teams for perpetrators and victims.
- Support the conference in its continued efforts to build sacred trust.