

M. ANNUAL CONFERENCE STANDING RULES AND OPERATIONAL PROCEDURES

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1. CLERGY MATTERS

1.1. AC01: 2018 EQUITABLE COMPENSATION (2017 Petition AC03)

1.1.1 The Rocky Mountain Annual Conference defines the following compensation terms:

1.1.1.1. **Minimum Base Compensation (MBC)** is the specific amount of cash salary, housing, and benefits set by annual petition for all clergy (Elders, Deacons, Associate Members and Local Pastors) who are in good standing and appointed to full-time service according to the provisions of the current *Book of Discipline*.

Effective January 1, 2018, this will be:

1.1.1.2. **Cash salary** of \$37,748 , which is 57% of the 2018 Conference Average Compensation (CAC) of \$66,225. For clergy who are in good standing and appointed to less than full-time service in the local church, the cash salary shall be adjusted in one-quarter increments as follows: $\frac{3}{4}$ time = \$28,311, $\frac{1}{2}$ time = \$18,874, $\frac{1}{4}$ time = \$9,437.

1.1.1.3. **Housing** is provided either by a parsonage or a cash housing allowance that allows the clergy to obtain housing in their community that meets conference parsonage standards. In 2018, depending upon the location, the allowance is *suggested* to be an annual amount of no less than \$10,929 for a full time appointment. For those communities where housing equivalent to conference parsonage standards costs less than \$10,929 per year, it is suggested that the annual amount be no less than \$10,929 for a full-time appointment.

1.1.1.4. **Benefits** are established by other annual conference petitions and by the current Book of Discipline and include health insurance, CRSP pension funding, UMPIP pension funding, and CPP death and disability funding.

1.1.1.5. In addition, **reimbursable expenses** are those expenditures made by the clergy in the fulfillment of their responsibilities that are allowed, by IRS regulations, to be reimbursed as business expenses. These include travel (including to Annual Conference), continuing education, books and periodicals, and meeting expenses. These amounts should be agreed upon by the local church and the clergy. For full-time appointments, it is recommended that this amount be set at an annual minimum of \$2,500.

1.1.1.6. In addition, we define **Equitable Compensation** as the Minimum Base Compensation plus a consideration of the following factors:

- Experience and years of service
- Cost of living in the community
- Years of education
- Work load
- Attainment of goals agreed upon by clergy and the SPR/PPR Committee.
- Each clergy's housing equity goals

1.1.1.7. **Redistribution within the compensation package**

Because it affects both the Conference and the Denominational Average Compensation, as well as the pastor's pension funding, no more than 20% of the pastor's cash salary can be moved from taxable salary to tax-exempt reimbursable expenses.

1.1.1.8. **Equitable Compensation Fund** is the amount budgeted in the Conference annual budget for emergency supplementation of clergy salaries in churches or charges that are unable to provide minimum compensation. As defined in ¶342, ¶624, and ¶625 in *The Book of Discipline 2016*, this fund, and any disbursements from it, is overseen by

the Commission on Equitable Compensation.

1.1.1.9. Student Local Pastors

- 1.1.1.9.1. Student local pastors as defined in ¶318.3 in *The Book of Discipline 2016* under appointment are to receive base compensation, prorated for less than full time work as agreed between the local church, the student pastor, and the district superintendent.
- 1.1.1.9.2. Professional expenses of the student or the actual costs incurred while working at the church are recommended to be reimbursed by voucher. For travel expenses student pastors are to be reimbursed by voucher at the 2018 IRS Rate.

1.1.1.10. Vacation

- 1.1.1.10.1. Pastors should be provided with four (4) weeks' vacation every year. Churches are encouraged to discuss vacations with their pastor(s), particularly during the first year of reappointment.

1.1.1.11. Study Leave/Sabbatical

- 1.1.1.11.1. Full time pastors, to continue their education, shall be allowed study leave of at least one week each year and may be allowed at least one month each quadrennium (¶350.2, *The Book of Discipline 2016*). Such study leave shall not be considered vacation.
- 1.1.1.11.2. Full -time pastors (after 6 [six] years of full-time appointment) may be allowed up to 6 [six] months formation and spiritual growth leave. (¶350.3 and ¶351, *The Book of Discipline 2016*)

1.1.1.12. Sick Leave

- 1.1.1.12.1. The policy for clergy sick leave is at the discretion of the local church in consultation with the District Superintendent.

1.1.1.13. Maternity/Paternity Leave

- 1.1.1.13.1. Pastors may be allowed up to a maximum of eight weeks of paid maternity/paternity leave. Such leave shall comply with the guidelines established in ¶355 in *The Book of Discipline 2016*.
- 1.1.1.13.2. Each Rocky Mountain Conference annual budget shall include an amount that is to be used for the purpose of pulpit and pastoral supply during the absence of a pastor on maternity/paternity leave. During such leave, the local church will be responsible for continuing all clergy compensation. The church may request conference financial support to help defray pulpit supply costs. The cabinet shall direct the use of these funds and, normally, such assistance will provide only partial funding of the total costs that may be involved. For 2018, the Rocky Mountain Conference budgeted amount shall be \$1,000.

PETITION DETAILS

Effective Date: January 1, 2018

Termination Date: December 31, 2018

Originator of the Petition: Commission on Equitable Compensation

- 1.2. Parsonage Standards following Minimum Standards for Clergy Parsonages/Housing, and the printing of these standards in the 2016 Conference Journal and at appropriate quadrennial intervals. (2016 Petition AC02)**

MINIMUM STANDARDS FOR CLERGY PARSONAGES/HOUSING

- 1.2.1 A very important part of the clergy compensation package is that of housing. The Commission on Equitable Compensation recommends that every charge provide either a parsonage that meets the following minimum requirements, or a housing allowance that will enable the rental or purchase of a suitable equivalent, for full-time and part-time clergy staff, unless a special exception is negotiated with the local church and conference by the District Superintendent.
- 1.2.2 Responsibility for clergy housing
- 1.2.3 Ultimate responsibility for clergy housing lies with the Church Council. (See paragraphs 252.4.e, 2012 Discipline.)
 - 1.2.3.1. The church council may delegate administrative responsibility for clergy housing to the committee on pastor-parish relations (staff-parish relations) or a pastoral advisory committee. (See paragraph 258.16, 2012 Discipline.)
 - 1.2.3.2. If a housing allowance is provided, it should be reviewed annually by the Pastor-Parish Committee and provision made for an adequate allowance equal to a fair rental value for providing suitable housing and utilities in a specific geographical area.
 - 1.2.3.3. If a Parsonage Committee is established, membership may be appointed by the church council or be nominated by the Committee on Lay Leadership and elected by the charge conference. Rotation of members is advised.
 - 1.2.3.4. If a Parsonage Committee is established, it is recommended that its membership be:
 - 1.2.3.4.1. one trustee (selected by the Board of Trustees)
 - 1.2.3.4.2. one member from the Pastor-Parish Relations Committee
 - 1.2.3.4.3. three members at large
 - 1.2.3.4.4. the pastor's spouse
 - 1.2.3.4.5. the Pastor
 - 1.2.3.4.6. Where there is more than one church on a charge, then the members at large and the Pastor-Parish Relations Committee and Trustees representation should reflect members from each of the churches.
 - 1.2.3.5. The Parsonage Committee should meet at least twice a year and shall report to the charge conference on the forms provided by the annual conference.
 - 1.2.3.6. Responsibilities of the Parsonage Committee shall include:
 - 1.2.3.6.1. Cooperate with the Pastor-Parish Committee in sensitizing the congregation to the fact that the parsonage is a part of the clergy compensation and should be considered as the private home of the parsonage family.
 - 1.2.3.6.2. Follow the Parsonage Maintenance guidelines for a yearly checklist. (See II A)
 - 1.2.3.6.3. Follow the Parsonage Maintenance guidelines "When There Is A Change in Pastors" (See II B)
 - 1.2.3.6.4. Assure that all budget requests pertaining to the parsonage are submitted to the Finance Committee for recommendation to the church council. In the absence of a Parsonage Committee, the duties and functions described in the

“Clergy Housing Policies and Standards” guideline shall belong to the Pastor-Parish Relations Committee.

1.2.4 Minimum Parsonage/Housing Standards

1.2.4.1. If a parsonage is provided, it should be an adequate, comfortable and structurally sound home for the pastor and family built according to local building codes.

1.2.4.2. Recommendations Relating to Parsonage Planning/Size of Rooms/Furnishings

1.2.4.2.1. Location-Item to be considered:

1.2.4.2.1.1 Is, or will the location be conducive to good living on the part of the parsonage family and equivalent to the average family home of the area?

1.2.4.2.1.2 Is, or will the location be in convenient relationship to shopping areas, schools, recreation and in an area conducive to property value appreciation?

1.2.4.2.1.3 Location should not be such as to conceivably be a hindrance to future growth of the church plant and should be convenient to the ministry community which the church serves.

1.2.4.2.1.4 While some parsonages are located next door to the church, the goal of the church should be to insure the privacy of the parsonage family. If there is to be a change in the parsonage location, it ought not to be next to the church.

1.2.4.2.2. The Office of Architecture of the Board of Global Ministries, 475 Riverside Drive, New York, NY 10115 has recommended parsonage planning guides.

1.2.4.2.3. House/Parsonage Arrangement

1.2.4.2.3.1 Bedrooms: There should be a minimum of three bedrooms each of adequate size and allowing for privacy.

1.2.4.2.3.2 Closets: Adequate closet space should be provided

1.2.4.2.3.3 Bathrooms: One and three fourths bathrooms are considered essential.

1.2.4.2.3.4 Study:

1.2.4.2.3.4.1. A pastor’s study, (in addition to the three bedrooms) is desirable. The pastor’s study in the parsonage is not to be utilized for counseling, nor is it to take the place of an office in the church or in some other facility outside the parsonage.

1.2.4.2.3.4.2. It is desirable that the study be located so that it can be protected from family and kitchen noises.

1.2.4.2.3.5 Kitchen and laundry space:

1.2.4.2.3.5.1. There should be adequate kitchen and laundry space.

1.2.4.2.3.5.2. There should be adequate electrical outlets.

1.2.4.2.3.6 Living area:

1.2.4.2.3.6.1. The parsonage is to be considered as home for the

pastor and his or her family. A living room should be large enough so that entertaining or dining is possible.

1.2.4.2.3.6.2. Where possible, there should be an area where the family can "be at ease" whether it is a kitchen-family room, a den, or a recreation room.

1.2.4.2.3.7 Closets and storage: Considering the fact that pastors acquire equipment and personal possessions not always usable in the present appointment and the possession of equipment not normally found in the average home, the need of average or more than average closet and storage space is recommended.

1.2.4.2.3.8 Heating and cooling: Adequate provision for these should be made in relationship to the area and the climate. Adequate insulation and storm windows should be installed where required for energy conservation.

1.2.4.2.3.9 Home grounds:

1.2.4.2.3.9.1. All permanent planting should be the responsibility of the church and planned by a landscape architect whenever possible.

1.2.4.2.3.9.2. Landscaping and exterior care of the parsonage should be such as to be a credit to the church in the community (Section II A #8 & 9)

1.2.4.2.3.9.3. An outdoor patio area and recreational space are useful additions.

1.2.4.2.3.9.4. Miscellaneous

1.2.4.2.3.9.5. Adequate shelter sufficient to house two cars should be provided. Minimum requirement is a garage suitable to house one car.

1.2.4.2.3.9.6. Because the need for a type of TV antenna or basic cable varies with location, the church shall provide an adequate antenna or basic cable for the area.

1.2.4.2.3.9.7. One telephone should be provided with jacks installed for additional phones in the master bedroom, study, family room or where most convenient.

1.2.4.2.3.9.8. Internet shall be provided with at least one jack.

1.2.4.2.3.9.9. Smoke alarms, carbon monoxide detectors, fire extinguishers and safety ladders should be present.

1.2.4.3. Basic Parsonage Furnishings and Equipment. It shall be the responsibility of the local church to furnish the parsonage with basic furnishings as listed below of good quality and to maintain them in good condition or replace when necessary. It is recommended that all furniture for the parsonage be purchased new.

1.2.4.3.1. Bedrooms – Rugs or carpets and window coverings. Furnishings for all bedrooms shall be the responsibility of the parsonage family.

1.2.4.3.2. Study – Carpets and draperies. It is recommended that the study include the following: desk, comfortable chair, filing cabinet, telephone, bookshelves, and

computer. The room should have adequate light and storage.

1.2.4.3.3. Kitchen and laundry – Range and oven, refrigerator/freezer, automatic washing machine and dryer, dishwasher, sink with garbage disposal where possible and water conditioner where needed or required.

1.2.4.3.4. Carbon monoxide detectors should be present and there should be grounded wiring throughout the parsonage, with ground fault protectors in the bathrooms.

1.2.4.4. Regarding Duplication of Furnishings and Equipment – Where the church provides mutually acceptable furnishings as outlined above, but the pastor prefers to use his or her own, the pastor shall arrange for the storage of the parsonage furniture in cooperation with the parsonage committee.

1.2.5 Joint Responsibility

1.2.5.1. It should be remembered that a home expresses character and that the condition of the parsonage reflects on the relations of the clergy family and the church. Happy is the pastor who can be proud of his/her church for the kind of parsonage provided for them as good stewards. The church is encouraged to choose neutral colors for drapes, carpeting, furnishings, and so on when considering the décor of the parsonage. The tastes of the parsonage family should also be considered in choosing colors, furnishings and appliances. Clergy and families living in a church-owned parsonage are expected to maintain the parsonage in conditions of reasonable cleanliness and repair avoiding the necessity of extensive cleaning or repair upon the change of pastors.

1.2.5.2. When a pastor moves out of a parsonage, the Board of Trustees, upon recommendation of the chairperson of the S/PPR, may elect to withhold the pastor's final check, for a period not to exceed 10 days, and deduct from that paycheck

1.2.5.3. the cost of necessary repairs and replacement for any breakage or damage which exceeds normal wear and tear or

1.2.5.4. the cost of cleaning, if the parsonage is not left "broom clean" and ready for the next occupant. The amount of the paycheck exceeding those costs shall be sent to the pastor within 10 days of his/her last day of appointment to the church. At the same time, the church shall provide to the pastor and the pastor's district superintendent, a detailed accounting of the use of the funds. In the event there is a dispute between the pastor and the church concerning the amount needed for repairs, breakage, or cleaning, the district superintendent or a third party, agreed upon by both the church and the pastor, shall mediate the dispute. The decision of the district superintendent or the mediator shall be final.

1.2.6 Options:

While we advocate these parsonage guidelines as outlined above, we recognize the need for options in specific situations as mutually agreed upon by the pastor and the Parsonage Committee, in consultation with the district superintendent.

1.2.7 Parsonage Maintenance Guidelines

1.2.7.1. Yearly Check-List for the Parsonage Committee

1.2.7.1.1. Cooperate with the Pastor-Parish Relations Committee in the annual review of the parsonage: "The chairperson of the Pastor-Parish Relations Committee, the chairperson of trustees, and pastor shall make an annual review of the church-owned parsonage to assure proper maintenance." 2012 Discipline, paragraph 2532.4.

- 1.2.7.1.2. The parsonage committee should indicate replacing furniture, appliances, curtains, carpets, etc., when they can see it is needed rather than the family having to ask. However, the family should ask if this is not done. When things are to be replaced, the parsonage family should make selections in consultation with the Parsonage Committee. Furnishings should have a budget line. An inventory of the parsonage with annotated condition of things should be done yearly.
- 1.2.7.1.3. An inventory of furniture and appliances with original cost and expected life-span should be maintained. An item in the church budget should provide funds each year on an accumulating basis to replace items as they are worn out.
- 1.2.7.1.4. Emergency maintenance and repairs: An emergency fund (suggested minimum of \$200) should be available as an amount that could be spent without consultation with the committee in order to allow the parsonage family to deal with emergency repairs.
- 1.2.7.1.5. The exterior of the house should be inspected to see that it is properly maintained (paint, roof, etc.) in order to avoid costly repairs. Exterior painting, repairs, and roof maintenance should be the responsibility of the church.
- 1.2.7.1.6. The parsonage should have a periodic termite and pest control inspection. Corrective measures should then be taken.
- 1.2.7.1.7. The church should have the heating and cooling systems checked seasonally.
- 1.2.7.1.8. Major renovation, repair, and replacements should be done by the church as they are needed, taking into consideration the church's financial ability to do these things. (The pastor, not the church, shall be responsible for correcting extreme or unusual damage beyond normal wear and tear to the parsonage and furnishings.) Changes in interior decoration should be done with the mutual consent of the church and the family.
- 1.2.7.1.9. It is recommended either that basic lawn maintenance (including mowing, edging, fertilizing, and sprinkler system) be taken care of or paid by the church or that the church provide, maintain, and repair a power lawn mower and other tools required to maintain the grounds with ease.
- 1.2.7.1.10. For the safety of the parsonage, property and the parsonage family, the church should carefully evaluate the overall security of the building and grounds. Attention should be given to screens, window and door locks, gates, and alarm systems. This should also include fire prevention measures such as smoke alarms, fire extinguishers, escape ladders and a fire escape plan. When possible, an annual inspection should be made by the fire department and utility companies.
- 1.2.7.2. When There Is a Change in Pastor
 - 1.2.7.2.1. The parsonage should be thoroughly cleaned when there is a change in pastor. The exterior of the parsonage and the grounds should be clean and present a good appearance. Walls, carpets, draperies, and floors should be clean and in good repair. Refrigerator, cook-top, oven, disposal, dishwasher, washer, dryer, air conditioner, heater, water heater (50 gallons minimum), smoke alarms, fire extinguishers, TV antenna or cable, garden hoses, ladder, and trash cans where needed (minimum of four 30 gallon cans with covers) should all be in proper order. A thorough inspection of plumbing and electrical placements is also recommended. If requested by the new pastor, locks should be changed and new keys issued. A termite and pest control inspection is recommended, as well as necessary corrective treatment. The church has final responsibility to

see that these things are adequately accomplished.

- 1.2.7.2.2. The following suggestions are for creating a "Guide" to be completed by the Parsonage Committee and given to the parsonage family when it moves into its new home.
 - 1.2.7.2.2.1 An up-to-date inventory of all parsonage furnishings including, if possible, the date purchased, cost, present condition, and a projected replacement time. See II A 3.
 - 1.2.7.2.2.2 For each appliance:
 - 1.2.7.2.2.2.1. Operating instructions or manuals, etc.
 - 1.2.7.2.2.2.2. Repair instructions
 - 1.2.7.2.2.2.2.1. service personnel to call
 - 1.2.7.2.2.2.2.2. which, if any, parsonage committee member to call
 - 1.2.7.2.2.2.2.3. service calls and repairs of major appliances owned by the church should be paid for by the church
 - 1.2.7.2.2.3 Where to find:
 - 1.2.7.2.2.3.1. Turn-off valve for gas
 - 1.2.7.2.2.3.2. Turn-off valves for outside and inside water
 - 1.2.7.2.2.3.3. Meters
 - 1.2.7.2.2.3.4. Fuse or switch boxes, circuit-breakers, and main-switch- all properly labeled
 - 1.2.7.2.2.3.5. Size and change intervals for heating and cooling filters.
 - 1.2.7.2.2.3.6. Various permanent plants which are seasonal.
 - 1.2.7.2.2.3.7. Any unusual appliances, equipment, or household peculiarities (such as hidden attic door)
 - 1.2.7.2.2.3.8. Sprinkler systems
 - 1.2.7.2.2.3.9. Sewer clean outs
 - 1.2.7.2.2.4 Numbers to call in emergencies: Police, Fire, Ambulance, Insurance Company, Trustees, etc.
 - 1.2.7.2.2.5 Basic information for cleaning carpets and draperies. The local church is to establish the desired policy. For example: The church is responsible for a once-a-year cleaning to be determined by committee upon recommendation from the parsonage family. It may be simpler for a policy to be established that carpets and drapes be cleaned annually without the recommendation of the family but with the committee selecting the cleaning company and the church paying the bill.
 - 1.2.7.2.2.6 It may be helpful, upon the arrival of a new parsonage family, for a member of the committee to conduct a tour of the parsonage, and point out that the committee is aware of certain needs

(furniture that is wearing out, painting that is needed, etc.) and also point out the good maintenance that has been done in the past. This conveys to the parsonage family that the church is proud of their home and wants them comfortable, but might also convey that the church expects something from the parsonage family in maintaining the parsonage. The parsonage family should also be reminded to treat the parsonage as if it were their own home.

- 1.2.7.2.2.7 When it is possible, the parsonage should be open for visitation by the newly appointed clergy family prior to the effective date of appointment. If this is not possible, pictures of the parsonage (outside and inside) could be taken when a change is expected, and those pictures might be taken or sent to the new family ahead of moving time, providing added rapport between the church and the new parsonage family.

1.2.7.2.3. Energy conservation

- 1.2.7.2.3.1 The church and parsonage family should make every effort possible to conserve energy. This should include:

- 1.2.7.2.3.1.1. Inviting utility companies (gas, electric, and water) to inspect, provide an energy audit, and make recommendations

- 1.2.7.2.3.1.2. More efficient lighting

- 1.2.7.2.3.1.3. Insulation in attic and walls

- 1.2.7.2.3.1.4. Weather-stripping

- 1.2.7.2.3.1.5. Investigating possible use of solar energy or other energy-saving devices.

- 1.2.7.2.3.1.6. Water-saving devices.

1.2.8 Parsonage Utilities

- 1.2.8.1. The local church shall provide utilities: water, electricity, gas and basic telephone (not including personal toll calls), sewage fee, trash and garbage collection, internet and cable and/or antenna where required for TV reception.
- 1.2.8.2. Those congregations with church-owned, but rented out, homes should take into account the actual cost of the above-mentioned utilities when providing a housing allowance.
- 1.2.8.3. Parsonage families should be conscious of the high cost of utilities, and should practice cost and energy-saving measures at all times. This should include regular self-monitoring, analysis, and comparing against previous usage.

1.2.9 Recommendation for Parsonage Insurance

- 1.2.9.1. Insurance on real and personal property is the responsibility of the owner of that property and should be provided with adequate liability coverage.
- 1.2.9.2. Insurance should be reviewed annually and when there is a change of pastor(s).
- 1.2.9.3. It is recommended that a renter's Insurance Policy be obtained by the parsonage family residing in the parsonage to insure the parsonage family's personal property, including clergy library.

1.2.10 Review or Revision of Standards

These standards are to be reviewed and/or revised by the Equitable Compensation Commission on a quadrennial basis after publication of the most recent Book of Discipline.

Effective Date: January 1, 2017

Termination Date: December 31, 2021

Originator of the Petition: Commission on Equitable Compensation

1.3. Council on Finance & Administration Moving Expense Reimbursement Policy (2015 Petition AC05)

1.3.1 Within Conference Moving Expenses

Those appointed or assigned as either full-time pastors or upon approval of the Cabinet as less than full-time pastors in a local church of the Annual Conference, or those appointed to Conference staff, shall be entitled to the provision of the fund on the following basis:

1.3.1.1. Allowed:

1.3.1.1.1. Moving of furniture, personal property, and equipment not to exceed 16,000 pounds. This same allowance for clergy couples will not exceed 20,000 pounds. Cost of insurance at the regular rate of \$5.00 per pound (with a \$250.00 deductible) is included. Any change of deductible will be at the expense of the pastor making the move. However, a lump sum value for the entire shipment must be included at the time of shipment. Based on moving industry standards mattresses must be professionally packed, and the Conference will cover the cost of this packing. In addition, \$500 will be allowed for cartons and packing materials. All above this amount will be charged to the pastor making the move.

1.3.1.2. Not Allowed:

1.3.1.2.1. Professional packing or unpacking (with the exception of mattresses and the \$500 allowed for packing materials).

1.3.1.2.2. Costs for items requiring special handling (such as musical instruments).

1.3.1.2.3. Storage of any items other than transportation cost of moving furniture, personal property and equipment.

1.3.1.2.4. Cost of transportation of persons.

1.3.1.2.5. Appliance service.

1.3.1.3. Additional Procedures:

1.3.1.3.1. Certified weights and a detailed bill of lading are required for payment by the Conference Office.

1.3.1.3.2. One stop at the pastor's residence and one stop at the church will be allowed for pickup and delivery when necessary. Clergy couples, with multiple charge appointments, will be allowed an additional stop as necessary.

1.3.1.3.3. A recommended list of moving vendors will be maintained in the office of the Treasurer, Benefits Officer and Director of Support Services. Payment of the Conference share of moves should be based on a bid accepted by the Conference Office. A minimum of two bids is required. The Conference is available to assist in arrangements for moving and will receive copies of the

bids prior to the move. The District Superintendent and the clergy family will consult as to the requirements and needed assistance in the move. Claim for this benefit must be made within one year of appointment.

1.3.1.3.4. Pastors entering the retired relationship from itinerant appointments shall be entitled to their moving expenses within the Conference one time. Retiree moves outside the Conference will be funded at a level not to exceed the average cost to the Conference of retiree moves within the Conference for the last five years. These expenses will be paid from the Conference Moving Expense Fund. Claim for this benefit must be made within five years of the date of retirement.

1.3.1.3.5. If a pastor in retirement is reappointed, the clergy person is entitled to a conference paid move to the local church housing and then also to retirement housing upon completion of that appointment. These expenses will be paid from the Conference.

1.3.1.3.6. Pastors entering the voluntary transition program from itinerant appointments shall be entitled to their moving expenses within the Conference one time. Moves outside the Conference will be funded at a level not to exceed the average cost to the Conference of moves within the Conference for the last five years. These expenses will be paid from the Conference Moving Expense Fund. Claim for this benefit must be made within one year of the effective date of the transition.

1.3.2 Moving Expense Fund:

1.3.2.1. The local church will reimburse the Rocky Mountain Conference \$500 for moving/transportation cost of each incoming pastor.

1.3.2.2. A surviving spouse of a pastor who is in active service at the time of the pastor's death shall be entitled to moving expenses as for a retired pastor. Claim for this benefit must be made within five years of the clergy's death.

1.3.3 Out of Conference Expenses

1.3.3.1. Moving expenses of full time pastors or upon approval of the Cabinet less than full time pastors moving into this Conference and full time approved supply pastors from outside the bounds of the Conference accepting their first appointment shall be eligible for a refund from the Conference Moving Expense Fund for an amount not to exceed the average cost to the Conference of moves within the Conference for the last five years. The refund shall be paid after providing original receipts for moving expenses.

1.3.3.2. Funding for inter-conference moves between the Yellowstone and Rocky Mountain Conferences will be determined on an individual basis.

1.3.4 Administration of Moving Expense Fund

1.3.4.1. The Conference Council on Finance and Administration shall be responsible for administering the Moving Expense Fund and shall be authorized to make such adjustments within the structure of the plan as it deems necessary. The Conference Council on Finance and Administration shall bring this petition forward once every quadrennium. The Cabinet, following coordination with the Conference Treasurer and President of the Council on Finance and Administration, may on a case-by-case basis make exceptions to these policies.

Effective Date: January 1, 2016

Termination Date: December 31, 2019

Responsible for Review of the Petition: Council on Finance & Administration

2. STRUCTURE AND LEADERSHIP OF THE ROCKY MOUNTAIN ANNUAL CONFERENCE

2.1. Programmatic Structure of the Rocky Mountain Conference (Original Source - 2006 Petition AC 13/2011 Petition AC 05)

2.1.1 There shall be a Conference Connectional Table. It's function shall be 1) to provide a clear connection between the General Conference agencies, annual conference program and administrative entities, and local congregations; and 2) to maintain the clear checks and balances regarding program functions and financial/administration functions within the annual conference and 3) other functions as delineated in ¶610 of *The Book of Discipline 2012*.

The Conference Connectional Table shall make every effort to insure the inclusion of all persons giving special attention to race, gender, age, clergy-laity balance, persons with disabilities, and persons from small membership churches. In addition, local pastors are eligible to serve except on those agencies dealing with qualifications, orders, and status of clergy and local pastors.

Membership

Membership of the Conference Connectional Table shall include the following:

- Chairperson(s*)
- Conference Co-Lay Leaders
- Associate Lay Leaders (as appropriate)
- District Lay Leaders
- Representatives of Youth Ministry Council**
- Representative of the Young Adult Council**
- Representative of Older Adult Ministries Council**
- Chairperson, Board of Church and Society
- Chairperson, Committee on Communications
- Chairperson, Board of Discipleship
- Chairperson, Board of Global Ministries
- Chairperson, Board of Higher Education and Campus Ministry
- Chairperson, Board for a Racially Diverse and Inclusive Church
- Chairperson, Commission on Christian Unity and Inter-religious Concerns
- Representative, Board of Ordained Ministry**
- Representative, Commission on Religion and Race**
- Representative, Commission on the Status and Role of Women**
- Representative, Committee on Ethnic Ministries Local Church**
- Representative, Asian Ministries National Plan**
- Representative, Hispanic/Latino National Plan**
- Representative, Native American Committee**
- Representative, South Pacific Islanders Plan**
- Representative, Disabilities Concerns**
- Representative, United Methodist Foundation** (without vote)
- Representative, United Methodist Men** (without vote)
- Representative, United Methodist Women** (without vote)
- Bishop (ex officio, without vote)
- Representative, Appointive Cabinet**
- Director of Mission and Ministry (ex officio, without vote)
- Director of Administrative Services/Treasurer (ex officio, without vote)
- Representative, Conference Council on Finance and Administration** (ex officio, without vote)
- Members of General Church agencies who hold membership within the Conference (ex officio, without vote)

*To be nominated by the Conference Nominating Committee

**The respective entities will select their representatives.

Other Committees

The Conference Connectional Table may establish additional committees and task forces and

define their duties and authority, as it deems necessary for fulfilling its purpose and responsibilities.

General Rules

All Conference committees, boards, and agencies of the Annual Conference, shall be organized in accordance with the appropriate paragraphs listed in the most recent *Book of Discipline*. Their membership and leadership selected as determined by the rules of the Rocky Mountain Conference and the current *Book of Discipline*. Where appropriate, terms of office for all committees except those directly related to The Board of Ordained Ministry are for four years with the opportunity for service limited to an additional four years (eight years maximum). Board of Ministry term limitations, are set by the *Discipline* as twelve years.

All other councils, committees, and boards determined by *The Book of Discipline* to be present and active within the Annual Conference shall be present in accordance with the appropriate paragraphs of the most recent *Book of Discipline*

The Conference Connectional Table shall meet at least once each Conference year at a time and place determined by the chairpersons. At times when the Connectional Table is not meeting the Board of Stewards shall have the responsibility for providing for the functional connectional relationships and related ministries of the local church, district, and conference with the general agencies as described in paragraph 608, *The Book of Discipline 2012*.

- 2.1.2 The Board of Stewards shall be composed of an equal number of clergy and lay members, based upon diversity in gender, age, ethnicity, and geography. The Board of Stewards, as the representative body of the programmatic arm of the conference shall consist of a chair or designee of each of the following board, agencies or commissions.

At-Large Members:

1. Lay Co-Chair At-Large
2. Clergy Co-Chair At-Large
- 3,4,5. Three Additional At-Large persons
6. Board of Global Ministry
7. Board of Discipleship
8. Board of Laity
9. Church and Society
10. Communication
11. Religion and Race

Members by Virtue of Office

12. Lay Leader
13. Board of Ordained Ministry Representative (ex officio, without vote)
14. Bishop (ex officio, without vote)
15. Cabinet Representative (ex officio, without vote)
16. Director of Missions and Ministry (ex officio, without vote)
17. Committee on Finance and Administration (ex officio, without vote)

The Board of Stewards Leadership Team shall consist of one Lay and one Clergy at-large members who shall serve as Co-Chairs. These Co-Chairs shall alternate leadership of the Board of Stewards and the Connectional Table each year.

- 2.1.3 To enable communications and connections, these boards, agencies and commissions are assembled in the following way so they have representation on the Board of Stewards. This list is not exhaustive but includes those Boards, agencies, commission and/or functions currently engaged in programmatic ministries.

Board of Discipleship (630)

- Youth Ministries (649)
- Young Adult Ministries (650)
- Older Adult Ministries (651)

- Council on New Ministries (630)
 - Spiritual Formation (630.6)
 - Stewardship (630.5)
 - Evangelism (630.3)
 - Education (630.2)
 - Worship (630.4)
 - Camps and Retreats (630.1)
 - Networking grants
- Board of Global Ministry (633)
 - Committee on Parish and Community Development (655)
 - Town and Country (633)
 - Missions Personnel (633)
 - Africa Partnership (633)
 - School of Christian Mission (633)
 - Disaster Preparedness and Response (633)
 - Volunteers in Mission Coordinators (633.6)
 - AIDS Task Force (633)
 - Advanced Specials (633)
 - Small Membership churches (633.5i)
- Board of Laity (631)
 - Lay Speaking Ministries (631.6)
 - United Methodist Men (648)
 - United Methodist Women (647)
 - Conference Scouting Coordinator (631.3)
- Board of Higher Education and Campus Ministries (634)
- Church and Society (629)
 - Hispanic-Latino Ministry (629)
 - Ethnic Ministries (632)
 - Native American (654)
 - Christian Unity and Inter-Religious Concerns (641)
 - Religion and Race (643)
 - Commission on the Status and Role of Women (644)
 - Asian Ministries (633)
 - Peace With Justice (629)
 - Disability Concerns (653)
 - Prison Ministry and Reform
- Communication (646)
 - Media Resources
 - Archive and History (641)

This programmatic structure assumes as conversation partners, the administrative entities as defined by the *Discipline*, the Cabinet, the Board of Ordained Ministry and the Board of Stewards in fulfilling the mission and ministry of the Rocky Mountain Conference and the General Church.

In keeping with paragraph 610.1b, *The Book of Discipline 2012*, this document does not affect the administrative functions of the Rocky Mountain Conference.

Effective Date: July 1, 2011
Termination Date: June 30, 2020
Originator of the Petition: Board of Stewards

2.2. Conference Staff

- 2.2.1 District Superintendent, Director of Mission and Ministry, and Treasurer / Benefits Officer / Director of Support Services Compensation (2017 Petition AC02)
 - 2.2.1.1. Base compensation for District Superintendents will not exceed 1.7 times the Conference Average Compensation. The 2018 base compensation for District Superintendents is proposed to be \$103,306, which includes cash salary and a cash-based housing allowance. This amount is 1.56 times the 2018 Conference Average Compensation.
 - 2.2.1.2. A District Superintendent serving more than six consecutive years shall receive an additional \$1,000 in the seventh consecutive year. For the eighth consecutive year, an additional amount of \$250 shall be provided, for a total of \$1,250.
 - 2.2.1.3. Base compensation for the Director of Mission and Ministry and the Treasurer / Benefits Officer / Director of Support Services is established at the same amount as the base compensation for District Superintendents. The Director of Mission and Ministry and Treasurer/Benefits Officer/Director of Support Services positions shall receive an annual service year increment of \$250 for each completed year of service – up to a maximum of \$3,500.
 - 2.2.1.4. The Conference, through its Council on Finance and Administration and in consultation with each clergyperson, shall designate a cash-based housing allowance applicable to such clergyperson in accordance with Section 107 of the Internal Revenue Code. The designation shall be made on or prior to January 1, 2018, or if employed after January 1, 2018, upon commencement of employment.
 - 2.2.1.5. Car expense shall be reimbursed at the 2018 IRS business rate for basic automobile use. Where annual business-related travel exceeds 23,000 miles, the above positions will be provided with a leased vehicle, which is a more cost effective option.
 - 2.2.1.6. HealthFlex (health insurance), CPP (death and disability benefit) and CRSP (Clergy Retirement Security Program) payments shall be made by the Rocky Mountain Conference in accordance with guidelines established by the Conference Board of Pension and Health Benefits. In addition, \$600 for continuing education from accountable reimbursement funds shall also be provided.
 - 2.2.1.7. The Rocky Mountain Conference Council on Finance and Administration is authorized to reduce the base compensation amount specified in A. and the continuing education amount specified in F., based on revenue projections.

PETITION DETAILS

Effective Date: January 1, 2018

Termination Date: December 31, 2018

Originator of the Petition: Personnel Policies and Practices Committee

- 2.2.2 Personnel Policies and Practices Committee (Source - 1993 Petition #103/2008 Petition AC 17)
 - 2.2.2.1. The purpose of the Rocky Mountain Conference Personnel Policies and Practices Committee is to adopt, monitor and revise personnel policies and practices for conference staff and volunteers. It shall be in consultation with District Superintendents, the Director of Mission and Ministry, and the Treasurer/Benefits Officer/Director of Support Services. A report shall be given to the Bishop annually.
 - 2.2.2.2. All non-appointive Conference staff positions shall be requested and supervised by the (1) Bishop, (2) Director of Mission and Ministry, or (3) Treasurer/Benefits Officer/Director of Support Services of the Rocky Mountain Conference. (The Three Areas – Executive, Program, Fiscal/Administrative). The Board of Stewards, Council on Finance and

Administration and Personnel Committee will provide consultation to the three areas.

- 2.2.2.3. The Board of Stewards will facilitate the Conference staffing process through conversations between leadership of the Executive, Program and Fiscal/ Administrative areas of the Conference, and by connecting all Conference staff positions to the vision, mission and values of the Rocky Mountain Conference.
- 2.2.2.4. Creation and/or funding of new Rocky Mountain Conference staff positions may come from a variety of sources other than the Conference budget.
- 2.2.2.5. The Personnel Committee will monitor the consistent application of personnel policies for positions within the Rocky Mountain Conference.

Effective Date: July 1, 2016

Termination Date: June 30, 2020

Responsible for Review of the Petition: Personnel Policies and Practices Committee

2.3. Election of Lay Delegates to General and Jurisdictional Conferences

- 2.3.1 The election for lay and clergy General and Jurisdictional Conference delegates from the Rocky Mountain Conference shall be held at the annual conference session within the calendar year one year preceding the year of the General Conference session.
- 2.3.2 Eligibility: ¶36. Article V. The Constitution. *The Book of Discipline of The United Methodist Church, 2012*. "The lay delegates to the General and Jurisdictional or central Conferences shall be elected by the lay members of the annual conference or provisional annual conference without regard to age; provided such delegates shall have been professing members of The United Methodist Church for at least two years next preceding their election, and shall have been active participants in The United Methodist Church for at least four years next preceding their election, and are members thereof within the annual conference electing them at the time of holding the General and jurisdictional or central conferences."
- 2.3.3 Nominations
 - 2.3.3.1. Each nominee wishing to be included in pre-conference and annual conference introductions shall submit his/her candidacy on the form provided by the Board of Lay Ministry. No other form will be permitted. Instructions on the form must be followed.
 - 2.3.3.2. All nomination forms must be received or postmarked by the same deadline as set for petitions by the Annual Conference. This date ensures that a complete packet of resumes will be included in the pre- conference mailing to all annual conference lay members. No late nomination forms will be accepted.
 - 2.3.3.3. Nominations will be accepted from the floor during a Laity session of annual conference prior to the commencement of any balloting. The consent of such nominees must be obtained in writing on the form provided per 2.3.3.1 above. Such nominees shall not be eligible to participate in introductory speeches or campaign activities.
 - 2.3.3.4. Write-ins shall be permitted on the ballot, as long as that individual has not formally withdrawn his/her name.
- 2.3.4 Withdrawal from the ballot

Any nominee who withdraws from the election of General and Jurisdictional delegates shall not be re-nominated during the remainder of the election. Votes cast for a person who has withdrawn will be invalid, but will not invalidate the rest of the ballot.
- 2.3.5 Introduction and Campaigns
 - 2.3.5.1. All nominees who have proceeded through the process as outlined above by the Board of

Lay Ministry will be introduced during the Laity Session. The form of introduction will be determined by the Board of Lay Ministry. In the event the presiding officer (of laity session) is a nominee, another lay member will be asked to preside.

2.3.5.1.1. The Board of Lay Ministry will provide common identification for each nominee to be worn during the Annual Conference.

2.3.5.1.2. There shall be no public display of support for nominees in the form of posters, buttons, banners, printed flyers, pre-conference mailings, etc., prior to and during the Annual Conference.

Effective Date: July 1, 2013

Termination Date: June 30, 2019

Responsible for Review of the Petition: Board of Lay Ministry

2.4. Nominating Rules

2.4.1 The Conference Nominating Committee shall be accountable directly to the Annual Conference.

2.4.2 The purpose of the Conference Nominating Committee is to assist the conference in the selection of members for all groups within the annual conference, including, but not limited to, annual conference councils, boards, agencies, standing committees, and commissions, whether mandated by the current *Discipline*, by the Structure Plan, by these Rules, or by action of an annual conference.

2.4.3 The Rocky Mountain Conference Nominating Committee shall consist of two members (1 Lay and 1 Clergy) from each District. They shall represent all areas of diversity and be members of a United Methodist Church within the Rocky Mountain Conference. When a lay or clergy representative is needed from a specific District, the chair of the Rocky Mountain Conference Nominating Committee will contact the appropriate District Nominating Committee to request a replacement. A new representative shall be elected at the District/Sub-District Conference, to serve a four year term and may be elected for a second four year term. The Chairperson and Vice-Chairperson shall be elected from within the committee.

2.4.4 A person shall not serve on the same group within the annual conference for more than eight years unless an interval of at least four years intervenes, with the exception of the Board of Ordained Ministry where the maximum term is three consecutive four year terms. Groups within the annual conference may set term limits for periods less than eight years. A person may serve four additional years with the same group for missional reasons with the approval of the Nominating Committee.

2.4.5 A person shall not be elected a member of more than one of the following organizational units of the conference at any given time:*

Board of Stewards, Board of Pensions, Committee on Nominations, Board of Ordained Ministry, Board of Trustees, Board of Lay Ministry, Council on Finance and Administration.

*This applies only to persons elected to be a member of one of the organizational units. This rule shall not apply to persons who are ex-officio members of one of the organizational units or those who are members of an organizational unit by virtue of that office.

2.4.6 Performance of members of boards, councils, commissions, or agencies: The Nominating Committee shall contact the chairperson of each board and agency annually, before it begins its work, to inquire concerning the participation of persons related thereto. When an agency of the conference considers a person inactive, it shall recommend the Nominating Committee review the matter and determine whether a vacancy exists.

2.4.7 Representation of clergy, laymen, laywomen, youth, racial, ethnic, and rural groups: The Nominating Committee will prepare nominations which will encourage equitable representation of clergy, laymen, laywomen, youth, racial and ethnic groups in all agencies of the conference. The Nominating Committee shall actively strive for representation from small town and rural churches from across the annual conference.

- 2.4.8 The Conference Nominating Committee seeks to be aware of persons with handicapping conditions and seeks to nominate them for responsible leadership when appropriate.
- 2.4.9 Agencies of the Conference, which elect their own officers and/or membership, are asked to submit their names to the Conference Nominating Committee and the Conference Secretary as soon as these elections (or vacancies) occur.
- 2.4.10 A single slate of officers shall be nominated by the Nominating Committee for election by the Annual Conference, and nominations, where appropriate, shall be invited from the floor of the conference.
- 2.4.11 Where district representation is mandated, a position shall be declared vacant when a person moves from the district in which he/she was elected. Further, the vacated position shall be filled by a person elected from the district where the vacancy occurred.
- 2.4.12 When a position is declared vacant, the chairperson of the committee, board, agency, or commission shall notify the chairperson of the Conference Nominating Committee. The person elected or designated to fill the position shall serve for the unexpired term. This shall count as the first full term.
- 2.4.13 When a chairperson moves from the district in which he/she was elected he/she may be permitted to continue in that office until the present term expires. The vacated position shall be filled according to normal procedures.
- 2.4.14 The Conference Committee on Nominations affirms as policy the eligibility of retired clergy to continue in elected positions in the same manner of retired laypersons, except as *The Book of Discipline* may prohibit.

Effective Date: July 1, 2013

Termination Date: June 30, 2018

Responsible for Review of the Petition: Committee on Nominations

2.5. Nominations for Episcopal Elections (2005 Petition AC 11)

- 2.5.1 Deciding whether to participate in the nominating process
 - 2.5.1.1. In the calendar year proceeding the year in which the Jurisdictional Conference meets, the Annual Conference shall ballot on this question: "Shall the Annual Conference Secretary distribute forms for the nomination of Episcopal candidates to the lay and clergy members of next year's Annual Conference, provided there is to be an Episcopal election?" (Cf. *The Book of Discipline 2012*, Para. 405.1) A majority of the valid ballots cast shall be sufficient to instruct the Conference Secretary.
 - 2.5.1.2. If the Annual Conference votes affirmatively on this question, but there is doubt as to whether there will be an Episcopal election, the Conference Secretary shall ask for the opinion of the Jurisdictional College of Bishops. If, in the judgment of the College of Bishops, it is likely there will be an Episcopal election, the Conference Secretary shall distribute the forms.
 - 2.5.1.3. If the forms are not distributed, it is presumed the Annual Conference will not name nominees for the Episcopacy the following Session, and a statement to that effect will be shared in Conference communications vehicles.
- 2.5.2 Developing an Annual Conference ballot
 - 2.5.2.1. If forms are to be distributed, the Conference Secretary shall distribute them through all Conference communication vehicles and shall contain at least the following: "Each current lay and clergy member of the Annual Conference is invited to list up to three elders (to be called "candidates") for the Annual Conference to nominate for Episcopal election. All elders who are full members of any Conference are eligible to be considered as a

candidate for nomination. Names must be received by the Conference Secretary no later than the deadline for petitions. Those submitting candidates' names shall sign the form identifying the local church or group by which they are elected as members of the Conference."

- 2.5.2.2. The Conference Secretary shall prepare a preliminary alphabetical list using the forms received, including the name, age, sex, ethnic background, conference membership and complete service record of elders named by twenty-five or more members of the Annual Conference. The Conference Secretary shall contact all potential candidates, to secure their willingness to be listed on the ballot. A list of willing candidates shall be published on the Conference Web Site, through Conference communications vehicles and reported to members of the Conference during the opening session.
- 2.5.2.3. Up to the beginning of the setting of the bar during the opening session of the year preceding a Jurisdictional Conference session, candidates may be added by petitions bearing the signature of twenty- five or more members of the Annual Conference and a signed statement of willingness of the potential candidate.

2.5.3 Pre-Balloting Procedure

- 2.5.3.1. The process for Episcopal election shall be explained to the full Conference session before the balloting begins. The explanation shall be provided by the head of the most recently elected Jurisdictional Conference delegation or his or her designee and shall include the processes of the annual conference and the Jurisdictional Conference Episcopal elections and the effect of expected retirements on the Western Jurisdictional College of Bishops. Members from the floor shall be invited to ask questions or make points of information in accordance with the rules of the conference.
- 2.5.3.2. Each candidate or representative of a candidate shall be given time, not to exceed five (5) minutes, to describe his or her vision for The United Methodist Church before the full Conference session.
- 2.5.3.3. The full Conference session shall join in prayer before each balloting.

2.5.4 Selection of nominees

- 2.5.4.1. On every ballot, each member of the Annual Conference may vote for one clergy on the list. The Bishop shall report the results. Any candidate receiving a majority of valid ballots shall become a nominee of this Annual Conference for Episcopal election by the Jurisdictional Conference. Those not receiving twenty- five or more votes shall not be listed on future ballots.
- 2.5.4.2. After the results of each ballot are announced, the Annual Conference shall vote on the following question before balloting again: "Shall the Annual Conference continue to ballot in order to nominate elders for Episcopal election?" Balloting shall continue if a majority supports it.
- 2.5.4.3. When the process is completed, the Conference Secretary shall notify the Jurisdictional Conference Secretary of the results.

Effective Date: July 1, 2016

Termination Date: June 30, 2020

Responsible for Review of the Petition: General and Jurisdictional Delegation

2.6. Election of the Conference Co-Lay Leaders (adopted as part of The Rules Committee Report at the Opening Plenary Session, 2012)

The election process is as follows:

- 2.6.1 Eligibility: The co-lay leaders candidates shall be elected by the lay members of the annual

conference without regard to age; provided nominees/candidates shall have been members of The United Methodist Church for at least two years next preceding their election, and shall have been active participants in The United Methodist Church for at least four years next preceding their election, and are members thereof within the annual conference electing them.

- 2.6.2 The positions of Co-Lay Leaders shall be for four-year terms. One shall be elected in the year of General Conference; the second shall be elected biennially opposite General Conference year for a four-year term. Each Co-Lay Leader may be re-elected for a total of eight years.
- 2.6.3 Requirements: Nominees/candidates must have read and certify that they can perform the responsibilities of conference Lay Leader described in the current *Book of Discipline*.
- 2.6.4 There shall be a nominee and candidacy processes for election to the office of conference Co-Lay Leader, as follows:
- 2.6.4.1 Nominee process:
- In the calendar year preceding the year in which the election of conference Co-Lay Leader will take place, any lay member of the annual conference that meets the eligibility requirements of 2.6.1 may be nominated from the floor of the lay session of the annual conference for conference Co-Lay Leader. Nominees that choose to become candidates shall submit their candidacy forms as described below in the candidacy process.
- 2.6.4.2 Candidacy process:
- Interested candidates for the position of conference Co-Lay Leader shall submit his/her candidacy on the forms published by the conference Board of Lay Ministry. The conference Board of Lay Ministry shall post the candidacy forms, on the conference website, no later than the 15th of February, in the year of the election. The forms shall be available at the conference office and at all district and sub-district conferences, in the year of the election. District and sub-district Lay Leaders shall announce at their conferences that there will be an election of conference Co-Lay Leader at the up-coming annual conference. Interested parties should take notice and will be directed to the locations of the candidacy form.
- 2.6.5 Candidacy:
- 2.6.5.1 All candidate forms must be received or postmarked by the same deadline as set for petitions by the Annual Conference. This date ensures that, those choosing the candidacy route will have their resumes posted on the Conference website, through Conference communications vehicles and reported to members of the Conference during the opening session.
- No late candidate forms will be accepted or posted on the conference website and other information media.
- 2.6.5.2 Withdrawal from the ballot: Any candidate who withdraws from the election of Conference Co-Lay Leaders shall not be re-instated as a candidate during the remainder of the election.
- 2.6.6 Introductions and Campaigns:
- 2.6.6.1 All nominees/candidates who have proceeded through the process as outlined above will be introduced during the Laity Session. The form of introduction will be determined by the Board of Lay Ministry. In the event the presiding officer (of the laity session) is a nominee/candidate, another lay member will be assigned to preside.
- 2.6.6.2 There shall be no public display of support for candidates in the form of posters, buttons, banners, printed flyers, pre-conference mailing, texting, etc. prior to and during the annual conference.

- 2.6.7 The Conference Co-Lay Leaders elected by majority vote at the Laity Session will be included in the Conference Nominating Committee Report to the Annual Conference Session.

Effective Date: July 1, 2013

Termination Date: June 30, 2019

Originator of the Petition: Board of Lay Ministry

3. FINANCE

3.1. Miscellaneous Council on Finance & Administration Policies and Procedures (2011 AC04)

3.1.1 Travel-Annual Conference

Travel allowance to Annual Conference will be paid to those lay members and clergy members noted in this section below. Payment in the amount of 15¢ per mile, excluding the first 175 miles, with an additional 5¢ per mile for each additional conference member riding along, will be paid from an equalization travel pool, to be funded by an amount added to the registration fee of all Annual Conference members. Travel will be paid only to those who have paid a registration fee, and attend the full conference session, except in the case of emergency. In addition to lay members, the following are reimbursable members of the Annual Conference:

- 3.1.1.1. Elders, deacons, Associate Members, full time local pastors, part-time local pastors and student pastors serving churches in the conference under appointment by the Annual Conference, deacons, part-time local pastors and student pastors serving churches in the conference.
- 3.1.1.2. Retired or disabled clergy, military chaplains, and other full clergy members of the conference serving extension ministries who are within the boundaries of the conference.

Others shall be reimbursed for not more than a total of 500 miles.

Requests for reimbursement must be submitted within 30 days of the conclusion of the travel.

3.1.2 Travel-Conference Meetings

Lay members or alternate lay members representing local churches and districts (only one person per local church unless the local church is entitled to more than one lay member). For the year 2018, travel expenses to all called meetings of the district/sub district, conference boards, agencies, committees or commissions will be paid to lay and clergy members who are not paid for such travel expense from other funds. The rate shall be 15¢ per mile, excluding the first 50 miles. For those traveling 200 miles or more, air coach fare is allowable. An additional 5¢ per mile shall be paid a driver for each additional participant riding to the meeting to encourage car- pooling. Meals and housing will be paid as appropriate.

Requests for reimbursement must be submitted within 30 days of the conclusion of the travel.

3.1.3 Budget Proposals

- 3.1.3.1. The Council on Finance and Administration shall present a proposed unified budget total stating projected income and expenses for the ensuing year for adoption by the Annual Conference. For purposes of information, the past year's expenses, and the present year's budget, may be displayed for various budget categories, including those for conference boards, committees and agencies, with the understanding that specific line items may be re-distributed within the total budget, following the approval of the budget. Any new budget proposals presented for action at the Conference session shall include the amount needed to fund said proposed programs or operations.

3.1.4 Financial Administration

- 3.1.4.1. All payments by local churches to the conference (with designation to the specific cause)

shall be made online or by check or money order payable to the Rocky Mountain Conference UMC, and sent to the Office of the Conference Treasurer, 6110 Greenwood Plaza Blvd. Greenwood Village, CO 80111.

- 3.1.4.2. Churches shall send their total Connectional Giving and supporting worksheet for each month to the conference by the 20th of the following month. It shall be the policy of the conference to send the General Church apportionments (Wider Mission) on a monthly basis within the guidelines of the budget recommendation.
- 3.1.4.3. The Treasurer of the Rocky Mountain Conference of The United Methodist Church is hereby authorized to borrow such sums of money as may be necessary to conduct the business of the Conference, with the approval of the Council on Finance and Administration.
- 3.1.4.4. The Conference Treasurer shall make an annual report in the Conference Journal of the amount of funds contributed during the year to each Conference Advance Special Project and Conference Approved Project.
- 3.1.4.5. All organizational units of the conference shall adhere to their approved budgets and/or adopted spending plans. Any expenditure over the budget will not be paid by the Treasurer unless first approved by the Council on Finance and Administration. The Council on Finance and Administration is authorized and is responsible to ensure that actual expenditures stay within limits defined by the Council on Finance and Administration, Annual Conference approved budgets and actual resources received. Between annual conference sessions, the Council on Finance and Administration has authority to take actions it deems appropriate in response to any unexpected events which impact the Conference financially.
- 3.1.4.6. Balances from undesignated funds, including fund balances and reserves, cash management funds and income funds may be disbursed only on the authorization of the Council on Finance and Administration, as administered by the Conference Treasurer. It is understood that the Executive Committee of the Council on Finance and Administration is empowered to act in case of an emergency.
- 3.1.4.7. It shall be the policy of the Conference to designate a cash-based housing allowance applicable to each clergyperson employed at the Conference level, in accordance with Section 107 of the Internal Revenue Code. The designation shall be made on or prior to January 1 of each year of employment or upon commencement of employment, and will be processed by the Office of the Conference Treasurer.

Effective Date: January 1, 2018

Termination Date: December 31, 2018

Responsible for Review of the Petition: Council on Finance & Administration

3.2. Conference Mission and Ministry Funding (2011 Petition AC03)

Mission and Ministry of the Rocky Mountain Conference and The United Methodist Church depend entirely on the generous giving by local churches. As Christians, our giving is an expression of our faith and commitment to God.

“Connectional Giving” is the means for local church support for the Mission and Ministry of the Annual Conference and the General Church. The intent in using this method is to maintain clarity and transparency in how, where and for what purpose funds are being used, and to continue to build a closer connection between local churches, the Conference and the General Church.

- 3.2.1 The 2018 Rocky Mountain Conference Budget as adopted by the Annual Conference shall be apportioned to the churches of the Annual Conference in accordance with ¶613 and ¶615 of *The Book of Discipline of The United Methodist Church, 2016*.

- 3.2.2 The apportioning of the 2018 Rocky Mountain Conference Budget will be based upon the Church Connectional Giving. The method is described below.

Church Connectional Giving

The Church Connectional Giving funding for annual Rocky Mountain Conference budgets during the 2017-2020 quadrennium shall be a percentage of local church Adjusted Gross Revenue. The Connectional Giving percentage will be determined annually by the Conference Council on Finance and Administration.

For 2018 Church Connectional Giving for a local church is 13% of Adjusted Gross Revenue, the same as 2017. To continually improve equity in the practice of applying the rules in this petition all churches need to comply by fully reporting Gross Revenue and the allowable exclusions monthly.

Adjusted Gross Revenue is local church Gross Revenue less the following exclusions:

- Capital campaign income;
- Endowment donations;
- Bequest donations used for capital items or other non-operating expenses;
- Tuition received for services;
- Costs of goods sold for fund-raising;
- Funds restricted by donors to be passed through to other charitable organizations;
- Grants received from an organization of The United Methodist connection or approved by the Conference Treasurer;
- Cash expenditures to support new church growth initiatives approved by both New Church Development Committee and the Cabinet.

Special circumstances that a local church believes should result in an exclusion from Gross Revenue may be requested to be reviewed for decision by the Conference Treasurer. Definitions of the items to be excluded are provided in the Definitions section of this petition.

Definitions for Purposes of this Petition

Gross Revenue is ALL revenue received by the local church: offerings, donations, fees, rents, bequests, distributions from endowment funds, memorials, pledges, and tithe payments, whether by cash, credit card, check, stock, or transfer of assets.

Adjusted Gross Revenue is Gross Revenue less capital campaign income, endowment donations, bequest donations used for capital items or other non-operating expenses, funds restricted by donors to be passed through to other charitable organizations, tuition received for services, costs of goods sold for fund- raising, grants received from an organization of the United Methodist connection, and approved cash expenditures to support new church growth initiatives. Adjusted Gross Revenue is the basis for calculating Church Connectional Giving.

Church Connectional Giving is thirteen percent (13%) of Adjusted Gross Revenue for a local church.

Capital Campaign Income is money received from campaigns that are defined as significant, short-term fund-raising efforts for a stated project, such as a building, debt retirement, or special project with a useful life of at least ten years.

Such campaigns usually have a campaign committee and may employ a professional fundraiser. The campaign normally lasts for a short time, however the donations to the campaign typically span a period of three to five years.

Costs of such a campaign including professional fundraiser expenses do not qualify for a “Costs or Goods Sold for Fund Raising” deduction since the revenue from the Stated Capital Campaign is already deductible from Gross Revenue.

Endowment Donations are donations by persons that are intended to become a part of an Endowment Fund. Such donations are often in the form of a bequest or memorial or may be a gift from an individual or an estate. An Endowment is a gift which should never be spent. It is designed to be invested and produce earnings. A contribution to an Endowment Fund should be included in Gross Revenue and then deducted as an Endowment Donation. Note: When distributions from the earnings on the Endowment Fund are given to the church, the amount received by the church is to be included in Gross Revenue and is subject to Connectional Giving.

Bequest Donations Used for Capital Items or Other Non-Operating Expenses refers to non-Endowment donations received when the church is named as a beneficiary in a will or trust. The portion of these donations used for local church operating expenses is subject to Connectional Giving. The portion that is not used for operating expenses should be deducted.

Restricted Pass-through Donations are non-operating funds that donors have restricted for transfer to charitable organizations outside the local church. The church collects these donations and then forwards them to the recipient charitable organization. Such donor-restricted donations are not under the control of, or use by, the local church and are not to be included in the basis for the Church Connectional Giving.

Tuition Received for Services are payments made to the church for services provided at the church such as pre-school, child care, elder care, or other similar services. Normally such services are budgeted separately, usually by a non-profit organization affiliated with the church.

Costs of Goods Sold for Fund-Raising are those costs paid to purchase items sold to raise funds for the church through a special project or event. Typical examples include the discounted purchase and resale at face value of gift cards or the cost of food and supplies for a fund-raising dinner. Costs of goods sold for fund-raising are deducted from gross funds received as a result of the fund raising activity and only the net proceeds should be used in calculating the Church Connectional Giving. For example, if 10 gift cards are sold for \$1,000 and had a purchase price of \$950, then \$1,000 would be included in Gross Revenue and \$950 would be deducted as a Costs of Goods Sold for Fund Raising.

Grants received from an organization of the United Methodist connection such as a New Church Development Grant from the Rocky Mountain Conference may be deducted from Gross Revenue.

Support for Growth Initiatives includes actual cash expenditures made by the church to support a new church growth initiative, and are an allowable deduction from Gross Revenue. Individual churches may take this exclusion only with the prior approval of the Conference New Church Development Committee and the Cabinet.

Effective Date: January 1, 2018

Termination Date: December 31, 2018

Responsible for Review of the Petition: Council on Finance & Administration

3.3. New Church Tithe Formula (2010 Petition AC11)

The Rocky Mountain Annual Conference of The United Methodist Church agrees that the Tithe Plus Mission formula for newly chartered churches should be phased in as follows:

Newly chartered churches will be granted a five-year period to step up to full Tithe Plus Mission as follows:

- Year 1 - 2% as approved by Annual Conference
- Year 2 - 4% as approved by Annual Conference
- Year 3 - 6% as approved by Annual Conference
- Year 4 - 8% as approved by Annual Conference
- Year 5 - 10% as approved by Annual Conference
- Year 6 - Full Tithe Plus Mission as approved by Annual Conference

The Tithe Plus Mission will be based on the guidance provided annually by the Annual Conference. If the newly chartered church meets the above described level of support, they will be considered to have met

their Tithe Plus Mission commitment for that year.

Effective Date: July 1, 2010

Termination Date: June 30, 2020

Responsible for Review of the Petition: New Church Development Committee

3.4. Designation of Mission Congregations (2015 Petition AC06)

Be it resolved that congregations deemed to have strategic missional significance to the RMC may be designated as mission congregations under the following conditions:

- 3.4.1 The congregation consists of a non-English language worshipping community that focuses on the spiritual and cultural needs of a specific immigrant ethnic group. Such congregations, though usually small, may be strategic ministries for the RMC. In the case that it is important to provide clergy leaders in such congregations that are “full pastors” with sacramental authority, the bishop and cabinet, with written consent of the pastor, may choose to make appointments to a mission congregation, where the compensation is less than the Rocky Mountain Conference minimum RMC salary.
- 3.4.2 The congregation has geographical significance to the RMC. It may be located in an area otherwise unreached by the UMC. Such a church may be unsustainable on its own. With the designation of mission congregation, the RMC may choose to seek supportive partnerships for the congregation with conference agencies or congregations.
- 3.4.3 The congregation is located in a financially distressed community, or is focused on a demographic group with limited resources. In such circumstances, the designation of the mission congregation may open up the possibility of financial support from other conference entities or, at the bishop’s and cabinet’s discretion and approval of CFA, the Conference may partner to support a mission congregation by adjusting connectional giving expectations.

Effective Date: July 1, 2015

Termination Date: June 30, 2020

Responsible for Review of the Petition: RMC Appointive Cabinet

4. CONFERENCE INSURANCE PROGRAMS

4.1. Conference-Wide Property and Liability Insurance Plan

- 4.1.1 A Conference-wide property and liability insurance plan is established for Conference entities including, but not limited to, local churches, parsonages, Episcopal residence, camps, and other church/ conference owned and insured properties.
- 4.1.2 All Conference entities are required to be in the plan with the exception of those who obtain policies that provide equivalent coverage that is approved by the Conference Board of Trustees. Policies will be reviewed and approval granted by the Conference Board of Trustees annually.
- 4.1.3 One master plan exists for all entities covered by this policy with each entity having the opportunity to include requirements for special coverage. Each entity is evaluated as to the present value of its property. Property coverage is based on full replacement costs. Liability coverage establishes minimum coverage applicable to all Conference entities.
- 4.1.4 Each entity will be billed by either the carrier or the Conference for the premium due for applicable coverage, and is responsible for remitting payment in full in a timely manner.
- 4.1.5 The Conference Board of Trustees is authorized to select the specific carrier, negotiate Conference-wide coverage and coverage standards and take all other necessary steps to implement and maintain a Conference-wide plan. The Conference will regularly notify the insured entities of the selection and details of the plan. Risk management practices will be included in the plan.

Effective Date: July 1, 2017

Termination Date: June 30, 2020

Responsible for Review of the Petition: Board of Trustees

5. PENSION AND BENEFIT PROGRAMS

5.1. Retiree Benefit Programs and Funding (2011 Petition AC09)

It is requested of the Annual Conference that pre-1982 past service funding be provided for retired clergy as well as those requiring special grants.

5.1.1 Section I - Past Service Funding (for service before January 1, 1982)

5.1.1.1. The rate for 2018 will be \$ 593 per service year (a 3.1% increase over the 2017 rate).

5.1.1.2. The same rate will be set for local pastors.

5.1.1.3. The rate for a surviving spouse will be 70% of the member's rate as required by the CRSP pension plan.

5.1.2 Section II - Rental/Housing Allowance

WHEREAS, the religious denomination known as The United Methodist Church, of which this conference is a part, has in the past and continues to function through ministers of the Gospel who were or are duly ordained, commissioned or licensed ministers of the church; and

WHEREAS, the practice of The United Methodist Church was and is to provide active clergypersons with a parsonage or a rental/housing allowance as part of the gross compensation; and

WHEREAS, pensions paid to active, retired and disabled clergypersons are considered as deferred compensation and are paid to active, retired and disabled clergypersons in consideration of previous active service; and

WHEREAS, the Internal Revenue Service has recognized the Rocky Mountain Annual Conference as the appropriate organization to designate a housing/rental allowance for clergypersons who are or were members of this Conference and are eligible to receive such deferred compensation;

NOW THEREFORE BE IT RESOLVED:

That an amount up to 100% (See NOTE at end of this section) of the pension or disability payments received from plans authorized under *The Book of Discipline of The United Methodist Church* which includes all such payments from Wespath Benefits and Investments (Wespath), formerly known as the General Board of Pension and Health Benefits (GBOPHB), during the year 2018 by each active, retired, or disabled clergyperson who is or was a member of the Conference, or its predecessors, be and hereby is designated as a rental/housing allowance for each such Clergyperson; and that the pension or disability payments to which this rental/housing allowance applies will be any pension or disability payments from plans, annuities, or funds authorized under the *Discipline*, including such payments from Wespath and from a commercial annuity company that provides an annuity arising from benefits accrued under a Wespath plan, annuity, or fund authorized under the *Discipline*, that result from any service a Clergyperson rendered to this Conference, or that an active, a retired, or a disabled Clergyperson of this Conference rendered to any local church, annual conference of the Church, general agency of the Church, other institution of the Church, former denomination that is now a part of the Church, or any other employer that employed the Clergyperson to perform services related to the ministry of the Church, or its predecessors, and that elected to make contributions to, or accrue a benefit under, such a plan, annuity, or fund for such active, retired, or disabled Clergyperson's pension or disability as part of his or her gross compensation.

NOTE: The rental/housing allowance that may be excluded from a Clergyperson's gross income in any year for federal income tax purposes is limited under Internal Revenue Code section 107(2) and

regulations there under to the least of:

- (1) the amount of the rental/housing allowance designated by the Clergy person's employer or other appropriate body of the Church (such as this Conference in the foregoing resolution) for such year; (2) the amount actually expended by the Clergy person to rent or provide a home in such year; or (3) the fair rental value of the home, including furnishings and appurtenances (such as a garage), plus the cost of utilities in such year.

5.1.3 Section III

For 2018, the Conference Board of Pension and Health Benefits will provide the following grants: Widow's benefits to Patricia Vick. Anticipated cost to conference - \$3,600.

Effective Date: January 1, 2018

Termination Date: December 31, 2018

Responsible for Review of the Petition: Board of Pension and Health Benefits

5.2. 2017 Comprehensive Benefit Funding Plan Summary

5.2.1 INTRODUCTION

The 2012 *Book of Discipline* ¶ 1506.6 requires that each annual conference develop, adopt and implement a formal comprehensive funding plan for funding all of its benefit obligations. The funding plan shall be submitted annually to the General Board of Pension and Health Benefits for review and be approved annually by the annual conference, following the receipt and inclusion of a favorable written opinion from the General Board of Pension and Health Benefits (GBPHB). This document is only a summary of the information contained in the actual signed funding plan and does not contain all the information required for a comprehensive view of the conference's benefit obligations. You may request the full contents of the 2017 comprehensive benefit funding plan from your conference benefit office.

5.2.2 CLERGY RETIREMENT SECURITY PROGRAM (CRSP) Defined Benefit (DB) and Defined Contribution (DC)

5.2.2.1. Program overview:

The Clergy Retirement Security Program (CRSP) is an Internal Revenue Code section 403(b) retirement program providing lifetime income and account flexibility designed for those who serve as clergy of The United Methodist Church. The program is designed to provide participants with one portion of their overall retirement benefits. CRSP replaced the Ministerial Pension Plan (MPP) effective January 1, 2007, which had previously replaced the Pre-82 Plan for service rendered prior to January 1, 1982. CRSP consists of both a defined benefit (DB) plan, which provides a monthly benefit at retirement based upon years of credited service to The United Methodist Church, and a defined contribution (DC) plan, which provides a retirement account balance established and funded by the annual conferences.

5.2.2.2. Current funding plan information:

The Clergy Retirement Security Program (CRSP-DB) annuities total liability as of January 1, 2015 is \$1.271 billion, while total plan assets are \$1.407 billion, resulting in a current plan funded ratio of 111%. The Rocky Mountain Conference portion of the liability is 1.1066% with a 2017 contribution of \$1,050,723. The conference anticipates that the amount will be funded by direct billing each church or charge. Reserve accounts are available to supplement contributions as needed. Additionally, General Conference 2012 approved a change to CRSP that provides each annual conference the discretion to determine whether to cover three-quarter and/or half-time clergy. The Rocky Mountain Conference has elected to cover clergy serving 75%+ under CRSP effective

January 1, 2014.

Effective January 1, 2014 the CRSP-DC plan was reduced from a 3% to a 2% of plan compensation non-matching contribution. Clergy have the opportunity to earn up to an additional 1% CRSP-DC contribution by contributing at least 1% of their plan compensation to UMPIP; therefore, if a participant contributes at least 1% of plan compensation to UMPIP, the individual will receive a contribution of 3%, which is unchanged from 2013. The 2017 CRSP-DC contribution is anticipated to be \$232,000 and will be funded by direct billing the church or charge.

5.2.3 MINISTERIAL PENSION PLAN (MPP)

5.2.3.1. Plan overview:

Supplement Three to the Clergy Retirement Security Program (CRSP), also known as the Ministerial Pension Plan (MPP), provides clergy with a pension benefit for their years of ministry with The United Methodist Church from 1982 through 2006. MPP is an Internal Revenue Code section 403(b) retirement plan. Effective January 1, 2014, exactly 65% of the account balance must be annuitized when the funds are to be distributed. The remainder may be rolled over to UMPIP, into an IRA or another qualified plan, or it may be paid out as a lump sum.

5.2.3.2. Current funding plan information:

The Ministerial Pension Plan (MPP) annuities' total liability as of January 1, 2015 is \$3.122 billion, while total plan assets are \$3.509 billion, resulting in a current plan funded ratio of 112% and no required contribution for 2017. The Rocky Mountain Conference's portion of the total liability is 1.0814%. Future MPP annuitants have a total account balance of \$4.145 billion and the Rocky Mountain Conference's portion of that balance is \$30,604,200 or 0.74% of the total.

5.2.4 PRE-1982 PLAN

5.2.4.1. Plan overview:

Supplement One to the Clergy Retirement Security Program (CRSP), also known as the Pre-1982 Plan, provides clergy with a pension benefit for their years of ministry with The United Methodist Church prior to 1982. The Pre-1982 Plan was replaced by MPP effective January 1, 1982. If a clergy person retires within the Conference (and does not terminate), the minimum benefit payable is based on two factors: 1) years of service with pension credit and 2) the Conference pension rate. Years of service with pension credit are approved by each Conference on the recommendation of the Conference Board of Pensions (CBOP) in accordance with plan provisions and *The Book of Discipline*. The pension rate, also called the Past Service Rate (PSR), is the dollar amount chosen by the Conference as the amount payable for each approved year of service with pension credit. The pension rate may change from year to year. The number of years of service with pension credit is multiplied by the pension rate, and the product is the minimum annual benefit payable to those clergy eligible for Pre-1982 Plan benefits. In certain situations, the benefit received from the Pre-1982 plan may vary based on the applicability of what is referred to as Defined Benefit Service Money (DBSM), which is the defined contribution feature of the Pre-1982 Plan. At the time that a participant retires, the DBSM account is converted to a life based benefit and, at that point, the clergy's benefit is the greater of the PSR or DBSM benefit. If the conference increases the PSR, the clergy's benefit is recalculated; but the DBSM based benefit does not change.

5.2.4.2. Current funding plan information:

The 2017 PSR recommended to the Rocky Mountain Conference will be \$575.00, representing a 3.05% increase from the 2016 rate. The conference expects future increases to be approximately 3%.

The contingent annuitant percentage is recommended to remain at the 70% level.

Based on the final actuarial valuations from the General Board of Pension and Health Benefits as of January 1, 2015 for 2017, the portion of the Pre-1982 liability and assets attributable to the Rocky Mountain Conference and its related funded status are as follows:

Funding Plan Liability	\$(24,453,942)
Assets, including In-Plan and Outside	<u>34,094,868</u>
Funded Status	\$9,640,926
Funded Ratio	139.42%

5.2.5 ACTIVE HEALTH BENEFIT PROGRAM

5.2.5.1. Program Overview:

The Rocky Mountain Conference offers the following active health benefit to its active eligible participants: Self Funded-HealthFlex.

5.2.5.2. Current funding plan information:

The total cost of the program for 2017 is anticipated to be \$2,350,450 and will be funded by direct billing each church or charge. The Conference budget (funded from churches' connectional giving) pays premiums for Conference clergy staff, Conference lay staff, clergy on disability, and subsidizes health care for retired clergy who are not Medicare-eligible. The 2016 benefit cost includes \$26,000 to provide a Health Reimbursement Account (HRA) for each person (clergy plus eligible spouse) that completed the Blueprint for Wellness in 2015. The 2017 benefit cost includes \$36,000 as an estimated cost for this HRA benefit. These HRAs are funded from the Health Performance Dividends that have been received by the Conference from HealthFlex. It is anticipated that Active Health Benefit Program increases in future years will average 5%, due to increasing health care costs.

5.2.5.3. Additional Conference Sponsored Coverage

The Rocky Mountain Conference has elected to provide health benefits coverage to the following groups during periods where, without conference funded premiums; the participants would not be provided coverage or benefits (all figures as of 12/31/2015):

Category	Number of Participants	Estimated Cost
1. Clergy participants on disability	1	\$14,760
2. Clergy retired not yet Medicare-eligible	3	\$34,344

The total estimated cost of conference sponsored coverage as of 12/31/2015 is \$49,104.

5.2.6 POST-RETIREMENT MEDICAL BENEFIT PROGRAM (PRM)

5.2.6.1. Program Overview:

The Rocky Mountain Conference post-retirement medical program currently offers OneExchange.

5.2.6.2. Current funding plan information:

The conference's expectation for 2017 is that this benefit will remain unchanged. The funding obligation for 2017 is anticipated to be \$390,000 which will be funded from the Conference annual budget. On a longer term basis, the Conference intends to ensure funding by using assets from the Retiree Healthcare Account at Wespath. A portion of the Health Performance Dividends the Conference receives are invested to build this Account, with the intention that in the future it will cover the majority of the PRM commitment and reduce the amount needed from the annual budget.

Based on the most recent PRM valuation dated 12/31/2015, the following is the funded position of the post-retirement medical benefits:

1. Expected Post Retirement Obligation (EPBO) or net conference cost	\$11,496,648
2. Accumulated Post Retirement Obligation (APBO) or net conference cost	\$9,405,044
3. Assets designated for PRM	\$2,826,757
4. Service Cost (SC) or net conference cost	\$240,095

As a preview of the 2018 CBFP requirement, a new PRM Funding Contribution requirement will be mandatory for conferences requesting a full favorable CBFP opinion. This year the calculation for informational purposes only is as follows:

5. Funded Status, [3. - 2.]	\$(6,578,287)
6. Number of Annual Payments	20
7. Portion of Funded Status Payable [5. / 6. but zero if 5. is positive]	\$328,914
8. PRM Funding Contribution, Informational purposes only [4. + 7.]	\$569,009

These values are based on a 4.0% long term discount rate, a 7.0% long-term expected rate of return on assets, and a current medical trend rate of 6.50% with an ultimate medical trend rate of 5.0%, beginning in 2019.

5.2.7. COMPREHENSIVE PROTECTION PLAN (CPP)

5.2.7.1. Plan Overview:

The Comprehensive Protection Plan (CPP) provides death, long-term disability and other welfare benefits for eligible clergy of The United Methodist Church and their families. It is an Internal Revenue Code 414(e) "church plan" funded by plan sponsor insurance premiums. Generally, clergy are eligible to participate in CPP if the conference or salary-paying unit sponsors the plan and they are able to satisfy the eligibility requirements which include full-time appointment with plan compensation equal to or greater than 60% of the Denominational Average Compensation (DAC) or the Conference Average Compensation (CAC), whichever is less.

5.2.7.2. Current funding plan information:

The Rocky Mountain Conference has made the following elections: clergy appointed 75% have mandatory participation under special arrangements.

For 2017, the Rocky Mountain Conference has an expected required contribution to the Comprehensive Protection Plan of \$340,100, which is anticipated to be funded by direct billing the church or charge. The anticipated average increase in future years is expected to be 2% per year due to expected increases in plan compensation.

5.2.8 UNITED METHODIST PERSONAL INVESTMENT PLAN (UMPIP) FOR LAY AND CLERGY

5.2.8.1. Plan Overview:

The United Methodist Personal Investment Plan (UMPIP) is an Internal Revenue Code section 403(b) defined contribution retirement savings plan for clergy and lay employees of The United Methodist Church and affiliated organizations. Participants may make before-tax, Roth and/or after-tax contributions through payroll deductions. Participant contributions, various optional plan sponsor contributions and investment earnings comprise the individual's retirement account balance.

5.2.8.2. Current funding plan information:

Conference office lay employees working an average of 20 or more hours per week are eligible after three months for a plan sponsor funded pension contribution of 11% of salary. Lay employees are encouraged to make contributions toward their retirement through payroll deductions to the UMPIP. The estimated 2017 contribution for the Rocky Mountain Conference is \$73,000 and will be funded via annual operating budget.

The Rocky Mountain Conference, as of January 1, 2014 sponsors the UMPIP for eligible clergy serving half-time. The pension contribution is 13.5% of plan compensation. The estimated 2017 contribution for the Conference is \$107,000 and will be funded through direct billing the church or charge.

5.2.9 OTHER CONFERENCE BENEFIT OBLIGATIONS: DEFINED CONTRIBUTION (DC) TYPE

5.2.9.1. Plan Overview

The Rocky Mountain Conference currently offers the following DC benefit: UNUM Life Insurance benefit 40% premium subsidy for older retired clergy. We no longer offer this benefit to retirees; this group is grandfathered in. The funding obligation for 2017 is anticipated to be \$3,000 and the funding source is the annual operating budget. We could also access reserve funds invested at Wespath to subsidize this benefit. The anticipated average increase in future years is expected to be -10% per year because the premium increases slightly as participants get older, and decreases as there are less covered clergy.

5.2.9.2. Plan Overview

The Rocky Mountain Conference currently offers the following DC benefit: UNUM Life Insurance benefit for active and retired Conference lay staff, which is paid in full by the Conference. The

funding obligation for 2017 is anticipated to be \$7,800 and the funding source is the annual operating budget. The anticipated average increase in future years is expected to be 5% per year because the premium increases as participants get older, and fluctuates with the number of Conference staff.

5.2.9.3. Plan Overview

The Rocky Mountain Conference currently offers the following DC benefit: Accidental Death & Dismemberment for active Conference clergy and lay staff. The funding obligation for 2017 is anticipated to be \$520 and the funding source is the annual operating budget. The anticipated average increase in future years is expected to be 1% per year because the premium amount is small and fluctuates with the number of employees.

5.2.9.4. Plan Overview

The Rocky Mountain Conference currently offers the following DC benefit: Move for clergy after retirement. The funding obligation for 2017 is anticipated to be \$25,000 and the funding source is the Conference annual operating budget. The anticipated average increase in future years is expected to be 1% per year, based on the number of retirees and increases in moving costs.

5.2.10 CONCLUSION

The 2017 Comprehensive Benefit Funding Plan and the above Summary document incorporate, to the best of our understanding, the Rocky Mountain Conference's obligations and funding requirements of the benefits provided to the clergy and laity of the Rocky Mountain Conference.

Signed by:

Kimal James – Chairperson, Conference Board of Pension and Health Benefits

Kirsten Barlow – President, Conference Council on Finance and Administration

Noreen Keleshian – Conference Treasurer and Benefits Officer

The Rocky Mountain Conference 2017 Comprehensive Benefit Funding Plan received a favorable written opinion from the General Board of Pension and Health Benefits of The United Methodist Church.

5.3. Funding of Active Clergy Benefits (2013 Petition AC01)

Contributions to the Clergy Retirement Security Program (CRSP), certain contributions to the United Methodist Personal Investment Plan (UMPIP), and payments to the Comprehensive Protection Plan (CPP), are to be paid by the local church/charge per eligibility and participation established by **Wespath Benefits and Investments (Wespath), formerly known as** the General Board of Pension and Health Benefits and the Conference Board of Pension and Health Benefits.

5.3.1 Section I - Clergy Retirement Security Program (CRSP)

5.3.1.1. Current service funding of the Clergy Retirement Security Program has been calculated by Wespath and will be billed to the Rocky Mountain Conference. The Conference Office will direct bill these costs to each local church as follows:

- 5.3.1.1.1. Each church/charge will be billed 13.5% of plan compensation of each clergy for every full-time and $\frac{3}{4}$ time pastor appointed to that church/charge. The total amount is allocated to the Defined Benefit and Defined Contribution components of the CRSP.
- 5.3.1.1.2. The billing will be administered by, and contributions will be remitted to, the Conference Office by the salary-paying unit of each clergy.
- 5.3.1.2. Eligibility and participation in this plan are established and defined by Wespath and the Conference Board of Pension and Health Benefits.
- 5.3.1.3. The CRSP billing will be administered through the Conference Office according to Paragraph 639.4 of *The Book of Discipline 2016*.
- 5.3.2 Section II - United Methodist Personal Investment Plan (UMPIP) for $\frac{1}{2}$ Time Clergy Appointments to Local Churches
 - 5.3.2.1. Each church/charge will be billed 13.5% of plan compensation of each $\frac{1}{2}$ time pastor appointed to that church/charge.
 - 5.3.2.2. The billing will be administered by, and contributions will be remitted to, the Conference Office by the salary-paying unit of each clergy.
 - 5.3.2.3. Eligibility and participation in this plan are established and defined by Wespath and the Conference Board of Pension and Health Benefits.
- 5.3.3 Section III - $\frac{1}{4}$ Time Clergy Appointments to Local Churches
 - 5.3.3.1. The Conference encourages each church/charge to work with each $\frac{1}{4}$ time pastor appointed to that charge to determine whether and how benefits can be provided.
- 5.3.4 Section IV - Comprehensive Protection Plan (CPP)
 - 5.3.4.1. Current service funding of the Comprehensive Protection Plan will be calculated as follows. For full-time and $\frac{3}{4}$ time clergy appointed to local churches; 3% of plan compensation, with 200% of the Denominational Average Compensation (DAC) being the maximum base amount (2018 DAC = \$70,202).
 - 5.3.4.2. Eligibility and participation in this plan are established and defined by Wespath and the Conference Board of Pension and Health Benefits.
 - 5.3.4.3. CPP billing will be administered by, and contributions will be remitted to, the Conference Office by the salary-paying unit of each clergy.
- 5.3.5 Section V - UMLifeOptions (Previously BPP)
 - 5.3.5.1. The UMLifeOptions Plan is available as an optional benefit for active clergy, eligible retired clergy and lay employees of the Conference. The UMLifeOptions Plan may include:
 - 5.3.5.1.1. Clergy Supplemental Life Insurance Plan
 - 5.3.5.1.2. Optional Life Insurance Plan
 - 5.3.5.1.3. Lay Long-Term Disability Plan
 - 5.3.5.1.4. Lay Life Insurance Plan
 - 5.3.5.2. Eligibility and participation are established and defined by Wespath and the Conference Board of Pension and Health Benefits.
 - 5.3.5.3. Current service funding of the optional UMLifeOptions Plan will be as follows:

- 5.3.5.3.1. Clergy who retired prior to January 1, 1996 will pay 60% of their death benefit costs and the Conference will pay 40%, and
- 5.3.5.3.2. Clergy who retired after December 31, 1995 will pay 100% of their death benefit costs, and
- 5.3.5.3.3. Active clergy will pay 100% of the premium cost for all benefits.
- 5.3.5.4. The total cost to the conference for the 40% support identified in Section V. (5.3.5.3.) above is estimated to be approximately \$4,000, depending upon the level of participation.
- 5.3.5.5. Local church lay employees may also enroll in the UMLifeOptions Plan as an optional benefit to be provided by their local church (as the employer). The employer must enroll directly with Wespath and all costs will be paid by the employee and/or the employer with no costs supported by the Rocky Mountain Conference.

Effective Date: January 1, 2018

Termination Date: December 31, 2018

Responsible for Review of the Petition: Board of Pension and Health Benefits

5.4. Health Insurance Programs and Funding (2017 Petition AC01)

5.4.1 Section I - Health Insurance Provider, Plan Sponsor, Plan Availability and Plan Eligibility

As Plan Sponsor, the Conference will provide and/or make health insurance programs available consistent with ¶639.6, *The Book of Discipline of The United Methodist Church 2016* (Retiree Health Care Access) and ¶639.7 (Group Health Care Plans). For 2018, this program will be provided through the HealthFlex health insurance plan for active clergy and lay staff. For retired clergy and their spouses, and retired lay staff, the program will be provided through OneExchange.

Plan availability, eligibility and participation for active clergy and lay staff are subject to the terms and conditions of the applicable documents for the coverage period, and are available from the Conference Treasurer and Benefits Officer or Wespath Benefits and Investments (formerly known as General Board of Pension and Health Benefits). Coverage and plan participation information for retired clergy and their spouses, and retired lay staff, is available from the individual plans selected by each participant through the OneExchange program.

Eligibility will be established by Wespath Benefits and Investments and the Conference Board of Pension and Health Benefits for active clergy and lay staff. Eligibility for retired clergy and their spouses, and retired lay staff, will be established by the Conference Board of Pension and Health Benefits.

5.4.1.1. A. ACTIVE CLERGY

5.4.1.2. HealthFlex shall be available for all clergy serving full-time in a Rocky Mountain Conference local church or in the Conference office or any other unit of the Conference which provides pension contributions to the Clergy Retirement Security Program (CRSP), with the exception of clergy described in I.A.3.

5.4.1.3. HealthFlex shall be available for active clergy serving full-time who are Medicare-eligible but do not qualify under the Multiple Small Employer Exception (serving a church with 20 or more employees).

5.4.1.4. OneExchange shall be available for active clergy serving full-time who are Medicare-eligible and qualify under the Multiple Small Employer Exception (serving a church with 19 or less employees).

5.4.1.5. B. RETIRED CLERGY

- 5.4.1.6. The OneExchange program shall be available to assist all retired clergy and spouses meeting the qualification guidelines established by the Conference to identify a supplemental plan in addition to Medicare.
- 5.4.1.7. Clergy must be Medicare-eligible and have been in the active plan for five consecutive years in the Rocky Mountain Conference or Yellowstone Conference immediately prior to their retirement to be eligible to participate in the OneExchange program sponsored by the Rocky Mountain Conference. An exception shall be made for clergy who retire prior to the age of Medicare-eligibility and elect to have qualified group plan coverage or coverage through a private plan outside of the Conference. Other exceptions may be requested for consideration and approval by the Conference Board of Pension and Health Benefits. Retirees who have been granted exceptions and who are not enrolled in HealthFlex when they attain the age of Medicare-eligibility shall be offered a one-time opt-in privilege. If this opt-in privilege is not exercised at least 30 days prior to attaining the age of Medicare-eligibility by contacting the Conference Benefits office, the retiree is not eligible to participate in the OneExchange program.
- 5.4.1.8. Clergy who have opted out of Social Security will need to be enrolled in both Medicare Parts A and B to be eligible to participate in the OneExchange program.
- 5.4.1.9. C. CLERGY ON MEDICAL LEAVE
- 5.4.1.10. HealthFlex shall be available for clergy on Medical Leave and receiving disability benefits from Wespath Benefits and Investments, until such time as the clergy becomes Medicare-eligible. When these clergy become Medicare-eligible, the OneExchange program shall be available for them.
- 5.4.1.11. D. LAY EMPLOYEES
- 5.4.1.12. HealthFlex shall be available for all eligible full-time lay employees of the Rocky Mountain Conference meeting the qualification guidelines established by the Conference. The OneExchange program shall be available for all eligible retired lay staff. Lay employees must have been in the HealthFlex plan for five consecutive years immediately prior to their retirement to be eligible to participate in the OneExchange program.

5.4.2 Section II - Plan Participation, Coverage, Costs and Conditions

5.4.2.1. A. ACTIVE PARTICIPANTS

Every charge in the Conference shall be direct-billed monthly for the insurance premium for single coverage for every elder, deacon in full connection, local pastor, associate member, or provisional member appointed full-time serving that charge and eligible for HealthFlex, regardless of participation. The cost includes vision and dental coverage.

Less than full-time clergy are not eligible to enroll in the HealthFlex plan; however the local church may choose to provide other coverage for its ¾ time and ½ time appointed clergy. For less than full-time appointments, the local church – working with its respective District Superintendent – is encouraged to contribute towards the clergy’s medical care outside of HealthFlex by providing additional income. Costs for this coverage will be borne totally by the local church and/or appointed pastor. This is in addition to the minimum salary, housing, pension and allowable professional reimbursable amounts for pastors serving less than full-time. Per the Affordable Care Act, funding provided by employers to assist employees in purchasing individual health insurance is considered taxable compensation.

Each charge shall be direct-billed monthly for the insurance cost of its lay staff participants. The Conference shall pay the insurance premium for single coverage under HealthFlex for lay staff as specified by Personnel Policies for lay staff.

5.4.2.1.1. Active clergy serving full-time who are Medicare eligible and who qualify under the Multiple Small Employer Exception (serving a church with 19 or less employees) will participate in the OneExchange program. It is recommended that the employing church contribute towards the clergy's medical care by providing additional income. Such financial assistance is considered taxable income.

5.4.2.2. B. RETIRED PARTICIPANTS

5.4.2.2.1. Each eligible retired participant and eligible spouse shall work with a Licensed Benefit Advisor at OneExchange to identify the appropriate coverage and cost-effective supplemental plan most suitable to the individual needs and requirements of the participant. Each eligible participant shall be provided a monthly stipend established as a fixed dollar amount which shall be deposited in a personal Health Reimbursement Account (HRA) to be used by the participant to pay for health insurance premiums and other qualifying out-of-pocket medical expenses. Any HRA money unused in one calendar year will be rolled over for use in subsequent years, consistent with then-existing tax laws.

5.4.2.2.2. The stipend amount will be reviewed at least every two years. The review will take into account the two categories of HRA contribution levels:

Retired eligible participants with 20 or more years of Pre-82 service

Retired eligible participants with less than 20 years of Pre-82 service

5.4.2.2.3. The spouse's eligibility is determined by the retired participant's eligibility. However, a non-HealthFlex participant spouse of a retired eligible participant may take advantage of the OneExchange program but will not receive a stipend payment to a Health Reimbursement Account.

5.4.2.2.4. Retirees, spouses and surviving spouses eligible to receive pensions but not yet eligible for Medicare who choose to remain in HealthFlex shall receive a subsidy from the Conference up to 20% of their applicable active rate. These retirees may also choose to enroll in another qualified group plan or in a private plan, but this coverage will not be subsidized by the Conference. If they choose to enroll in a private plan, it may have a negative impact on their ability to obtain coverage for pre-existing conditions when they move to the OneExchange program.

5.4.2.2.5. The Conference shall not provide a health insurance stipend for retired lay employees from a local church. Eligible retired employees of the Conference office shall be eligible for a stipend as specified in Section II.B.

5.4.2.3. C. CLERGY ON MEDICAL LEAVE

5.4.2.4. Health insurance for clergy on Medical Leave and receiving disability benefits from Wespeth Benefits and Investments shall be provided through HealthFlex and paid 100% by the Conference. Spousal and dependent coverage shall be made available but not subsidized in any manner by the Conference. Clergy on Medical Leave and receiving disability benefits will be required to participate in the OneExchange program upon Medicare eligibility. When clergy on Medical Leave and receiving disability benefits who have opted out of Social Security retire, they will need to be enrolled in both Medicare Parts A and B to be eligible to participate in the OneExchange program.

5.4.3 Section III - Plan Administration and Mandatory Payments

5.4.3.1. The Conference benefits staff, working with the Center for Health, will process active participant enrollments, collect premiums, reconcile funds and help coordinate plan

activities. Retired participants will work directly with OneExchange advisors on an annual and as needed basis.

- 5.4.3.2. The monthly payment of the health premiums specified in Section II. A. is mandatory for all full-time clergy appointed to serve a local church in the Rocky Mountain Conference. If a church is delinquent in health premium payments, the Conference Treasurer's office will initiate action and notify the respective District Superintendent and Bishop of the delinquency. The Conference Cabinet will be kept apprised of all communication regarding the delinquency. The affected charge will continue to be direct-billed for the monthly premiums throughout this entire period.
- 5.4.3.3. The 2018 active insurance rates will be established by the Conference Board of Pension and Health Benefits after premium rate information is received from the Center for Health.

PETITION DETAILS

Effective Date: January 1, 2018

Termination Date: December 31, 2018

Originator of the Petition: Conference Board of Pension and Health Benefits

6. PROPERTY MATTERS

6.1. Loan Guarantee Policy of the Trustees of the Rocky Mountain Conference (2000 A/C Trustees Report)

It is the policy of the Board of Trustees of this Conference, upon request, to provide a loan guarantee on behalf of Conference entities as they strive to further the mission and ministry of the Rocky Mountain Conference of The United Methodist Church. Continuous changes in our conference ministry needs preclude a final and complete procedure for such loan guarantees, but certain guidelines have been established by the Trustees of the Conference.

- 6.1.1 Loan guarantees are provided only for loans that are taken out in accordance with all provisions of *The Book of Discipline*. This includes proper sequence of contacts with the District Superintendent and the District Committee on Building and Location.
- 6.1.2 At no time can the value of all loans guaranteed by the Conference Board of Trustees exceed three-fourths of the net worth of the Annual Conference as reported in the annual Treasurer's Report and published in the Journal.
- 6.1.3 The criteria for evaluation of all loan guarantee requests shall be set, and reviewed periodically, by the Conference Board of Trustees. Review of loan information may be necessary, and support from outside institutions (such as the Foundation of the Rocky Mountain Conference) in evaluating loan requests may be utilized.
- 6.1.4 Terms of loans cannot exceed fifteen (15) years.
- 6.1.5 When considering a loan guarantee request by a church or other Conference entity, the Board of Trustees will give priority in the following order: new church or worship facility, new church ground, church relocation, church or facility addition or other capital expenditures.
- 6.1.6 Further indebtedness by the indebted church will not be allowed unless approved by the Conference Board of Trustees.
- 6.1.7 Loan Guarantee Application Process
 - 6.1.7.1. Sources of funds to be considered should be: The United Methodist Development Fund (UMDF), The Rocky Mountain Conference Foundation, local bank(s) and other local churches.
 - 6.1.7.2. If the lending institution requests a Conference guarantee (or if such a request is anticipated), contact should be made promptly with the Chair of the Board of Trustees,

the appropriate District Superintendent and the Director of New Ministries.

- 6.1.7.3. The Director of New Ministries and/or the District Superintendent will bring a recommendation to a meeting of the Board of Trustees where a quorum is present and voting.
- 6.1.7.4. The overall ministry health of the requesting church will be reviewed by looking into the recent history of apportionment support and the tenure of the clergy leadership at that specific church.
- 6.1.7.5. Paragraph 2544.13 of *The Book of Discipline 2016* requires certification by an Applicant that it will have on hand (or committed to it) sufficient funds to ensure payment of all project costs at the time of completion. Project costs include, but are not limited to: architectural, construction, legal costs, costs of furnishings, required bonds and permits, utility connection fees and other related costs.
- 6.1.7.6. Escrow funds will be deposited with the Conference Treasurer. For new ministries, a total of three months escrowed funds may be required. For established, chartered churches, a total of six months escrowed funds may be required.
- 6.1.7.7. The Applicant shall supply annually, or upon written request, to the Conference Treasurer, financial records of the church acceptable to the Conference Treasurer, for the purposes of evaluating the financial status of the Applicant during the term of the guarantee.
- 6.1.7.8. When the balance of the loan is not in excess of a level that Applicant's lender considers a safe borrowing level for the Applicant and not requiring a guarantee, the Applicant agrees to cooperate with the Conference should the Conference request a release from its guarantee.

6.1.8 Legal Requirements

- 6.1.8.1. In making an application to the Trustees for a loan guarantee on behalf of the Rocky Mountain Conference of The United Methodist Church ("the Conference"), the following legal requirements shall be met by the applicant:
- 6.1.8.2. Copies of the Loan Application, Loan Agreement, Note, Deed of Trust, proposed Loan Guarantee, and any other loan documents required of the Applicant by the lending institution for the proposed loan, shall be delivered to the Conference Chancellor for review.
- 6.1.8.3. A copy of the mortgagee's title insurance commitment, proposing to insure the lender to which the Applicant has applied, must be submitted to the Conference Chancellor for review.
- 6.1.8.4. The title to the property must be vested in the Applicant in accordance with the laws of the State where the Applicant is situated.
- 6.1.8.5. The Deed under which title is held must contain the Trust Clause as set forth in *The Book of Discipline of The United Methodist Church*.

An original hazard insurance policy is required, with an extended coverage endorsement naming the Conference as an additional insured and in an amount equal to the full insurable replacement value of the improvements on the premises.

6.2. Policy for Annual Conference Response to Landmark Designation of Property Held in Trust for The United Methodist Church (2009 AC11)

This policy is established pursuant to the direction and authority of ¶2512.7 of *The Book of Discipline of The United Methodist Church 2016*. It shall apply to property held in trust for the benefit of The United Methodist Church by the Rocky Mountain Conference Board of Trustees, and by all boards of trustees or their equivalent of all local churches and church-related agencies in the Rocky Mountain Annual Conference.

This policy shall be ongoing and remain in effect until rescinded or changed by a subsequent session of the annual conference, or its successor in interest.

- 6.2.1 Landmark designation of church-owned property by or through a public or governmental body, or other non-profit organization, whether for cultural, historical, architectural or other similar purposes, substantially restrains the use, transformation and transferability of the property in question.
- 6.2.2 Whether voluntary or involuntary on the part of the property owner, landmarking results in a transfer or sale of property under *The Book of Discipline*.
- 6.2.3 The Conference Board of Trustees is the designated successor in interest to church-owned property held in trust for The United Methodist Church; and is the designated agency to intervene and take all necessary legal steps to safeguard and protect the interests and rights of the Annual Conference anywhere and in all matters relating to property and rights of property of any of its local churches and church-related agencies. (*The Book of Discipline* 2016 ¶¶ 2501, 2512.4, 2549)
- 6.2.4 At the earliest opportunity following notification or receipt of information that voluntary or involuntary landmarking efforts by a public or governmental body will or may affect its property, the local church or church-related agency shall notify, or cause to be notified, the district superintendent in whose district the property is located of the landmarking effort. The district superintendent shall in turn notify, or cause to be notified, the resident bishop, the appointive cabinet and the chairperson of the Conference Board of Trustees. The local church or church-related agency shall endeavor to provide such additional information regarding the landmarking effort as may be requested by the district superintendent or other Conference representatives.
- 6.2.5 If the local church or church-related agency desires to voluntarily cooperate with the public or governmental body in landmarking its property:
 - 6.2.5.1. The local church or church-related agency shall comply with the provisions on sale or transfer of property (as applicable) of *The Book of Discipline*, including the convening of any required meeting or charge conference.
 - 6.2.5.2. Prior to providing consent to the sale or transfer in question, the district superintendent shall obtain a majority vote of the bishop and appointive cabinet, combined, approving a voluntary landmarking of the property in question. The bishop and cabinet shall confer with the chairperson of the Conference Board of Trustees prior to voting on the matter. If a majority vote is not obtained, the district superintendent shall not consent to the sale or transfer in question.
 - 6.2.5.3. In lieu of consent by the district superintendent as provided above, the local church or church-related agency may obtain the consent of the Annual Conference in the manner provided by *The Book of Discipline*.
- 6.2.6 In the event of efforts by a public or governmental body to involuntarily landmark property owned by a local church, church-related agency or the Conference, the Conference Board of Trustees shall assist local churches and church-related agencies in opposing such efforts; and is directed to intervene, at the request of the district superintendent in whose district the property is located, and to take such measures as may be necessary or appropriate to protect the interests and rights of The United Methodist Church in the property in question.
- 6.2.7 The Conference Board of Trustees shall establish a designated trust fund under its supervision to be used to help defray the costs of opposing involuntary landmarking efforts by a public or governmental body. Monies contributed to this fund may be used only for the designated purpose. The Conference Council on Finance and Administration may use income from the corpus of this fund for any purpose it shall designate. The Conference Board of Trustees is directed to solicit voluntary contributions to this fund. Any such contributions shall be treated as designated contributions to the Conference and are not to be treated in their receipt or expenditure as income or expense in the Conference apportioned budget. The

Conference Board of Trustees may request monies from the Conference apportioned budget, as

reasonably available, to deposit to this fund for uses consistent with its designated purpose.

- 6.2.8 This policy shall not apply to efforts by the Conference Commission on Archives and History under ¶ 641 of *The Book of Discipline 2016* to qualify United Methodist heritage landmarks with the General Commission on Archives and History.

Effective Date: July 1, 2009

Termination Date: June 30, 2020

Originator of the Petition: Board of Trustees

6.3. Conference Policy on the Use or Disposition of Property of a Closed Local Church

This policy governs the use or disposition of local church property available to the Conference following closure of a local church, and the assumption of control or ownership by the Conference Board of Trustees. To the extent allowed by *The Book of Discipline* and this policy, such property shall be used for new and/or existing ministries within the Conference.

- 6.3.1 “Property available to the Conference” includes all real, personal tangible and intangible property of a local church following its closure by the annual conference without direction concerning disposition, but does not include (1) items deposited or set aside for safekeeping as provided in ¶2549.4 of *The Book of Discipline 2016*; or property for which the annual conference provides dispositional direction.
- 6.3.2 The determination of what constitutes “new and/or existing ministries” shall be made by the Rocky Mountain Conference New Church Development Committee and the Mountain Sky Area Vital Congregations Team (the Committees), each acting within the scope of its mission and authority.
- 6.3.3 The Committees shall have the authority to balance and prioritize all such ministries, as well as requests and claims for the use or disbursement of any property or funds subject to this policy. The Committees shall develop and publish guidelines for their determination of what constitutes “new and/or existing ministries” in urban transitional communities, non-urban centers and elsewhere throughout the Conference. The guidelines shall include the process for applying for the use of any property and the granting, borrowing or other use of any funds subject to this policy. To the best of their ability, the committee shall act with regard to the ministry needs of the entire Conference and, in this regard, are expected to consult as necessary with the resident bishop, appointive cabinet, and other Conference and District boards, committees and agencies in the formulation of ministry needs and priorities.
- 6.3.4 In the case of the sale of property from the closure of a local church in an urban center with more than 50,000 population, the proceeds of sale must be used for new and/or existing ministries within urban transitional communities, as further set forth in ¶ 2549.7 of *The Book of Discipline 2016*. In the case of the sale of property from the closure of a church in a non-urban center, the proceeds of sale may also be used for the purposes set forth in ¶2549.7 of *The Book of Discipline 2016*.
- 6.3.5 The Committee’s use or disposition of property or funds subject to this policy shall be reported no less than quarterly to the Conference Board of Trustees. The Committees may recommend the retention and use of real property, instead of its sale or other transfer. The Conference Board of Trustees shall determine and administer the method by which funds are disbursed and real property is managed or transferred pursuant to this policy
- 6.3.6 The Conference Board of Trustees shall retain control or ownership of, and otherwise manage, all property and funds subject to this policy pending its distribution of funds to be managed by the Committees. At all times, and regardless of a prior decision to distribute funds to the Committees, the Conference Board of Trustees may take any action it deems necessary with respect to any such property, including the sale of real property and the use of funds subject to this policy. The Conference Board of Trustees shall deposit the proceeds of sale of local church property in segregated Trustee fund accounts for “urban transitional communities” and for such other accounts as the Committees may recommend or the Board may deem advisable. “Proceeds of sale” shall be net of all actual costs to the Conference, including maintenance/repair, holding and sale

costs. All such funds shall be under the control of the Board of Trustees and, except for the powers reserved herein to the Board of Trustees, are subject in their use or disposition to this policy.

- 6.3.7 The Committees shall be accountable to the annual conference, and shall annually submit a written report to the annual conference outlining their activities for the prior year, including the use and disposition of property or funds subject to this policy.
- 6.3.8 This policy shall be implemented in accordance with directives and guidelines set forth in *The Book of Discipline*, as quadrennially amended. In the event of a conflict between this policy and *The Book of Discipline*, the latter shall control.

Effective Date: July 1, 2017
 Termination Date: June 30, 2020
 Originator of the Petition: Board of Trustees

7. ETHICS AND CONDUCT

7.1. Clergy Ethics and Sexual Misconduct Prevention Training (2017 Petition AC04)

- 7.1.1 Rocky Mountain Conference clergy as identified in Schedule A must attend a Rocky Mountain Conference Ethics and Sexual Misconduct Prevention Training workshop at least once in each quadrennium*.
- 7.1.2 Rocky Mountain Conference clergy as identified in Schedule B must attend a Rocky Mountain Conference Ethics and Sexual Misconduct Prevention Training workshop at least once in each quadrennium* if the person is serving in a ministry setting either by appointment of the Bishop, by DS assignment, or by arrangements with the ministry setting.
- 7.1.3 While not required, lay employees and volunteers in leadership roles in UM ministry settings are strongly encouraged to attend a Rocky Mountain Conference Ethics and Sexual Misconduct Prevention Training workshop at least once in each quadrennium*.
- 7.1.4 * Note: For purposes of this petition, “quadrennium” is defined as the time period beginning July 1st following one UMC General Conference and extending through June 30th following General Conference four years later.

Schedule A

AF	Affiliate Member
AM	Associate Member
CLM	Certified Lay Minister
COD	Clergy, Other Denomination
DM	Diaconal Member
DP	Provisional Deacon from Another Conference
FD	Deacon in Full Connection
FE	Elder in Full Connection
FL	Full-time Local Pastor
OA	Associate Member, Other Conference
OD	Deacon, Other Conference
ODP	Provisional Deacon, other Conference
OE	Elder, Other Conference
OF	Full Member, Other Conference
OP	Provisional Member, Other Conference
PD	Provisional Deacon
PE	Provisional Elder
PL	Part-time Local Pastor
PM	Probationary Member (1992 Book of Discipline)
SP	Student Local Pastor
SY	Supply Pastor

Schedule B

OR	Retired Member Other Conference
RA	Retired Associate Member
RF	Retired Affiliate Member
RD	Retired Deacon
RI	Retired Diaconal Minister
RE	Retired Elder
RL	Retired Local Pastor
RP	Retired Probationary Member

7.1.5 Clergy Serving in Extension Ministry

The requirement for quadrennial Ethics and Sexual Misconduct Prevention Training applies to clergy serving in extension ministry (defined as any ministry setting beyond the local church). However, these settings are sometimes at great distance from the Rocky Mountain Conference, and the Conference Ethics and Sexual Misconduct Prevention Training workshop may not address ethical issues in ways that are relevant to the range of extension ministries to which our clergy are appointed. Therefore, clergy serving in extension ministry may petition the Chair of the Ethical Education Task Force (with copy to their respective District Superintendent) to substitute training either closer to them or more appropriate for their setting. Information describing the alternative training's content sufficient to allow the Chair of the Ethical Education Task Force (**EETF**) to determine equivalency to our standards must be provided well ahead of participation in such training. A decision regarding the acceptability of the alternative training will be rendered in writing (or by e-mail) by the Chair of the Ethical Education Task Force, and upon completion, the clergy person(s) making the request shall provide an official certificate of completion to the Chair of the Ethical Education Task Force and their District Superintendent as proof of their participation in that training.

7.1.6 Clergy for Whom English and/or for Whom North American Culture is Not their Primary Language or Culture

Clergy for whom English and/or for whom North American culture is not their primary language or culture are not exempt from this quadrennial ethics training requirement. Nor are they exempt from conducting their ministry within the laws of the State in which they serve or within the guidelines and requirements of *The Book of Discipline*. However, the Ethical Education Task Force recognizes that extra effort needs to be made to develop Ethics and Sexual Misconduct Prevention Training that is accessible and understandable to them, and the Task Force commits itself to this work.

7.1.7 Concerning Compliance

7.1.7.1. The Clergy Continuing Formation Report received from each person as per Schedule A or Schedule B in connection with each local church's annual church or charge conference shall include the following question: "When and where did you last attend a Rocky Mountain Conference Ethics and Sexual Misconduct Prevention Training workshop?" The office of the District Superintendent shall review each report to ensure compliance. In addition, the Chair of the Ethical Education Task Force shall report to the Cabinet prior to the Annual Conference session marking the start of the fourth year of the quadrennium (see * Note above for definition of "quadrennium") the list of clergy in compliance with this Conference mandate and those out of compliance, with the intent being that all clergy are given ample opportunity to participate in acceptable ethics training.

7.1.7.2. Clergy mandated by this petition to complete Ethical Education training who fail to do so by the end of the current quadrennium (see * Note above for definition of "quadrennium") shall have a letter noting their non-compliance placed in their District and Conference personnel files. Two such letters shall result in the matter being referred to the Bishop for possible further disciplinary action.

7.1.8 Content of the Conference Ethics and Sexual Misconduct Prevention Training

The curriculum used by the RMC Ethical Education Task Force shall be focused on matters of

understanding ministry as a sacred trust with clergy being held to the highest standards of ethical behavior within this understanding. Therefore, matters of power and appropriate behavior in clergy relationships, particularly where intimacy and sexual expression intersect with the sacred trust of clergy leadership, along with clergy emotional and spiritual self-care, will be central to the Ethics and Sexual Misconduct Prevention Training. To the extent that mandatory reporting of suspected abuse (including neglect) of any sort of children, youth, and vulnerable adults by State law is a necessity for clergy, this topic will be addressed, as well. Finally, matters of financial ethics are critical to the sacred trust of ministry, as the persons we serve are asked to entrust not only their spiritual lives to the ministry of the church but a portion of their financial resources, as well. And so ethics related to handling the finances of a particular ministry setting will also be addressed. Other areas of ethics in ministry are, no doubt, of great importance and sacred trust, e.g., “Safe Sanctuaries” (ministries dealing with safe and ethical treatment of children, youth, and vulnerable adults), appropriate use of social media and church technology, and how best to be in ministries with those on the margins of society, to name a few. However, these areas will not be addressed by the Conference Ethics and Sexual Misconduct Prevention Training because they are seen as being more the purview of the local church rather than this AC legislation.

7.1.9 Frequency of Offerings of the Conference Ethics and Sexual Misconduct Prevention Training

The Conference Ethics and Sexual Misconduct Prevention Training will be offered the day prior to the start of the Annual Conference sessions the last 3 out of the 4 years in each quadrennium and as part of the Board of Ordained Ministry credentialing process for incoming clergy, whether they be clergy seeking commissioning as provisional members of the Annual Conference or credentialed clergy coming into the RMAC from other locations. In addition, Training workshops will be supported by the EETF if they are held at ministry settings around the Annual Conference and facilitated by others prepared to do so.

7.1.10 Delivery of the Conference Ethics and Sexual Misconduct Prevention Training

The appointive Cabinet, the Board of Ordained Ministry, and the EETF are committed to the principle that the best training is interactive and occurs with participants interacting with each other in a person-to-person environment. Therefore, development of Internet-based, individual Ethics and Sexual Misconduct Prevention Training will not be a priority of the EETF. However, efforts will be made by the EETF to develop workshops that utilize “virtual meeting technology” to allow participants in remote locations to participate in web-based training workshops via Internet connection.

7.1.11 Renaming of the Ethical Education Task Force

The Ethical Education Task Force will henceforth be known as the Conference Committee on Ethics in Ministry (CCEM) unless and until it is changed by action of the Annual Conference in the future.

PETITION DETAILS

Effective Date: July 1, 2017

Termination Date: June 30, 2021

Originator of the Petition: Steve Easterday-McPadden

7.2. Rocky Mountain Conference Safe Sanctuary Policy (2017 Petition AC05)

7.2.1 The Rocky Mountain Conference shall affirm its commitment to maintaining sacred trust for vulnerable populations, including but not limited to children, youth and at-risk adults, by mandating adherence to the policies and procedures of Safe Sanctuary during Conference and District sponsored activities and/or events.

7.2.2 The Rocky Mountain Conference Safe Sanctuary policies, practices, and procedures shall be reviewed and affirmed annually by the Director of Mission and Ministry, the Conference Treasurer and their designees. Any identified revisions during the process of review will be reported to the

Annual Conference session.

7.2.3 To ensure integrity, consistency, and accountability, the policies and procedures established by this petition shall be implemented and strictly adhered to by the organizers and event workers/leaders of District and Conference events. These shall apply to all personnel (clergy and lay, volunteer or paid) staffing the event and will be overseen by the Director of Mission and Ministry or his/her designee(s) for the event. It is recognized that certain Conference and/or District sponsored activities and/or events may not call for all the requirements of this policy. The power to waive and/or modify the requirements will rest solely with the Conference Director of Mission and Ministry.

7.2.4 **Application**

Each event worker/leader shall submit a signed application which may include, but not be limited to, references, relevant occupational history, residential history, and a voluntary disclosure of relevant criminal history.

7.2.5 **Authorization and Release**

Each event worker/leader shall submit a signed authorization and release to perform such background and reference as may be necessary or advisable for the position he/she will serve during the event. Required background checks may include, but not be limited to, criminal, credit and/or employment.

7.2.6 **Behavioral Covenant**

Each participant shall submit a signed behavioral covenant which stipulates expected standards of behavior by organizers and event workers/leaders before and during the event.

7.2.7 **Local Church Statement**

Each person seeking to serve/work in an official capacity at a District and/or Conference event shall submit a signed statement from his/her local church pastor indicating that the person in question has been either a member of said local church, or has attended regularly for a minimum of six months. The local church pastor must also verify that the person has successfully completed a background screening in accordance with current Conference Office recommendations and practices. Event workers younger than 18 years of age, in lieu of such a background screening, are only required to submit a signed statement from his/her local pastor and a reference check form.

7.2.8 **Motor Vehicle Check**

Each event worker/leader who will be transporting children, youth or vulnerable adults shall submit copies of a Motor Vehicle Check, proof of insurance and a valid driver's license.

7.2.9 **Affirmation Statement**

Each event worker/leader shall submit a signed statement stating that he/she understands and will abide by the job description, expectations, and safe practices regarding work with children, youth and vulnerable adults. This will include an adherence to laws regarding mandatory reporting by the State in which the event is held.

7.2.10 **The Designated Safety Advocate (DSA)**

In addition to the policies and procedures that promote integrity, consistency and accountability, a Designated Safety Advocate (DSA) shall staff every District and conference event. This individual will be appointed by the Director of Mission and Ministry or his/her designee. The Designated Safety Advocate (DSA), who must not be the event coordinator, shall be responsible for ensuring on-site that the event complies with Safe Sanctuary policies and procedures as well as all legal and code requirements. The Designated Safety Advocate shall be responsible for, but not be limited to, the implementation of the following tasks:

7.2.11 **Basic Competencies**

The Designated Safety Advocate (DSA) assigned to an event sponsored by the Rocky Mountain

Conference or any of the Districts within the Conference must know and adhere to the following standards: mandatory reporting laws for the event for the State in which the event is held, the Conference "Crisis Communication Plan" which, unless otherwise designated, shall be the Director of Communications, and a working familiarity with the "Training Resources" as a resource list for Safe Sanctuary policies and procedures.

7.2.12 Behavioral Covenant and Medical Release Forms

The DSA must ensure that all participants, workers, leaders (including the DSA) and their adult guardians, if applicable, have read and signed an agreement to abide by the terms of a behavioral covenant (which is event specific) in advance of the event. In addition, the DSA will ensure that all participants, workers, leaders and their adult guardians have submitted a signed medical release form.

7.2.13 Leader Background Checks

The DSA must ensure that each paid and volunteer staff have successfully completed a background screening in accordance with current Conference Office recommendations and practices.

7.2.14 Building Safety

The DSA must ensure that the building utilized for the event conforms with building occupancy limitations per applicable "Certificates of Occupancy." In addition, the DSA must ensure that all event leaders are educated in emergency preparedness policies including but not limited to floor plans, building capacities, fire/emergency evacuation procedures and emergency exits.

7.2.15 Insurance

The DSA must ensure that all groups have the necessary certificates of insurance both for liability and worker compensation and that they are displayed as required by law. In addition, the DSA must assure that all District and Conference events conform to Federal and State wage and tax laws for employees.

7.2.16 Leadership at Event

The DSA shall identify him/herself to all leaders and participants at the beginning of the event and present the safety standards and procedures for the event. In addition, the DSA must ensure that any child care services provided at the event are either licensed or exempted from licensing per Federal and/or State regulations. In the event of reported abuse or neglect, the DSA will ensure appropriate responses by the event and Conference leaders.

PETITION DETAILS

Effective Date: July 1, 2017

Termination Date: June 30, 2021

Originator of the Petition: Rocky Mountain Conference Committee on Ethics in Ministry
(formerly known as Ethical Education Task Force)