M. STANDING RULES AND OPERATIONAL PROCEDURES

As per the 2018 Standing Rules, the decision was to use the 2017 Standing Rules of both Rocky Mountain Conference and Yellowstone Annual Conference with the following provision in the Plan of Union, section 3.G.

Section 3.G.

G. Transitional Standing Rules. Unless otherwise provided by the terms of the Plan of Union, the 2017 Rocky Mountain Conference Standing Rules and Operational Procedures and the 2017 Yellowstone Conference Guiding Conference Rules and Guiding Policies shall apply where congruent to the operations of the Mountain Sky Conference through the 2019 annual conference session. The Conference Rules team shall decide all questions of congruency and, where there are conflicting or incongruent rules, shall recommend a course of action to the Mountain Sky Roundtable which shall decide or defer the question. With the concurrence of the Mountain Sky Roundtable, the Conference Rules team may make minor changes to a rule, procedure, or policy if necessary for the regular operation of the new Conference for its initial year.
## ROCKY MOUNTAIN ANNUAL CONFERENCE
### 2017 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: ¾ time = $28,311, ½ time = $18,874, ¼ 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**
1.1.9.1. 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.

1.1.9.2. 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.

1.1.10. Vacation

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.

1.1.11. Study Leave/Sabbatical

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.

1.1.11.2. 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)

1.1.12. Sick Leave

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

1.1.13. Maternity/Paternity Leave

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.

1.1.13.2. 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 is 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.
1.2.7.2.3 Where to find:

1.2.7.2.3.1. Turn-off valve for gas
1.2.7.2.3.2. Turn-off valves for outside and inside water
1.2.7.2.3.3. Meters
1.2.7.2.3.4. Fuse or switch boxes, circuit-breakers, and main-switch-all properly labeled
1.2.7.2.3.5. Size and change intervals for heating and cooling filters.
1.2.7.2.3.6. Various permanent plants which are seasonal.
1.2.7.2.3.7. Any unusual appliances, equipment, or household peculiarities (such as hidden attic door)
1.2.7.2.3.8. Sprinkler systems
1.2.7.2.3.9. Sewer clean outs

1.2.7.2.4 Numbers to call in emergencies: Police, Fire, Ambulance, Insurance Company, Trustees, etc.

1.2.7.2.5 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.

1.2.7.2.6 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.

1.2.7.2.7 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
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.

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)
Medial 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
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


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**


3.1.1 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 worshiping 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 unruached 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 Clergy person; 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 Clergy person rendered to this Conference, or that an active, a retired, or a disabled Clergy person 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 Clergy person 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 Clergy person’s pension or disability as part of his or her gross compensation.
NOTE: The rental/housing allowance that may be excluded from a Clergy person’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:

<table>
<thead>
<tr>
<th>Funding Plan Liability</th>
<th>$(24,453,942)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assets, including In-Plan and Outside</td>
<td>34,094,868</td>
</tr>
<tr>
<td>Funded Status</td>
<td>$9,640,926</td>
</tr>
<tr>
<td>Funded Ratio</td>
<td>139.42%</td>
</tr>
</tbody>
</table>

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):

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Participants</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Clergy participants on disability</td>
<td>1</td>
<td>$14,760</td>
</tr>
<tr>
<td>2. Clergy retired not yet Medicare-eligible</td>
<td>3</td>
<td>$34,344</td>
</tr>
</tbody>
</table>

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 ¾ 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 ½ Time Clergy Appointments to Local Churches

5.3.2.1. Each church/charge will be billed 13.5% of plan compensation of each ½ 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 - ¼ Time Clergy Appointments to Local Churches

5.3.3.1. The Conference encourages each church/charge to work with each ¼ 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 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 enrollees 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. 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

5.4.2.3. 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.

5.4.2.4. 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.

5.4.2.5. 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 Wespath 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


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


7.1.1  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 Educational 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.
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)
Yellowstone Annual Conference
2017 Conference Rules and Guiding Policies

The Mission Statement for the Yellowstone Conference is:
“We send leaders to serve disciples who offer the gospel to the world.”

- This mission statement succinctly describes the three phases of Yellowstone’s mission:
- The appointing of leadership to congregations and other places of ministry.
- The mission of those leaders in their places of ministry.
- The ultimate desired relationship to the world.

Further Clarification of Our Mission
- For further clarity we retain the longer form of our mission statement as a sub-paragraph:
- A primary purpose of the Yellowstone Conference is to serve and support local churches in their ministries.
- We do this by recruiting, training, nurturing and deploying (lay and clergy) leadership.
- The primary purpose of local church ministry is to call, grow and send faithful disciples of Jesus Christ into the world.

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

Guiding Values

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

- We commend to every United Methodist the following sections of the 2016 Book of Discipline: Part III: Doctrinal Standards and Our Theological Task, ¶102-105 and Part IV: The Ministry of All Christians, ¶120-143, Part V: Social Principles, ¶160-166 Always, we hold before ourselves John Wesley’s dictum, “In essentials, unity; in nonessentials, liberty; and in all things, charity.” We recognize that changes to this list by addition or alteration are inevitable and necessary. When the Yellowstone Annual Conference is petitioned to add or change a Guiding Value, the Annual Conference shall engage in a careful process of discernment until consensus is reached. The following are brief statements reflecting the current state of Conference consensus:
- God is love. (1 John 4:8)
- All creation is sacred to God. (Genesis 1:31)
- We affirm God’s love is ecumenical, that it is for all. (Galatians 3:27-29)
- We affirm with John Wesley that God’s grace is prevenient, justifying and sanctifying ¶102, 2016 Book of Discipline.
- We affirm that God speaks to us through Scripture, Tradition, Reason and Experience. ¶105, 2016 Book of Discipline.
- We affirm that Jesus is our best teacher and witness to God’s love. (Philippians 2:5-8)
- We affirm that Jesus models authentic servant leadership. (Mark 8:35, 9:35, 10:42-45)
- We affirm that congregations should be led by those with servant leadership gifts. (Acts 6:1-6, John 20:17-18, Romans 12:6-8)
- We affirm that Jesus brought the word and witness of God’s love, the gospel, to all people and that we are called to a discipleship that does likewise. (Luke 19:1-10, Luke 13:10-17)
- We affirm that the gospel life is a life of compassion, diversity and justice. (Luke 6:36)
- We affirm that the gospel should permeate every aspect of life, including conference and congregational life. (Luke 15:20, Luke 10:37)
- We affirm that congregational leaders are meant to serve the disciples of Jesus who offer the gospel to the world. (Luke 10:1-12)
- We affirm disciplining our lives to the gospel by John Wesley's traditional Means of Grace (do no harm, study the word, prayer, worship, abstinence or fasting, spiritual companionship and acts of compassion; ¶102, 2016 Book of Discipline.
- We desire to be a covenant community that by self-examination, honest expression, and truthful reporting, holds itself accountable to the gospel and to each other in the tradition of Wesley’s class meetings. (I Cor.13, Eph. 4:22-25, 104, 2016 Book of Discipline.
- We affirm that we are generally most faithful and fruitful when we work in cooperative teams. (I Cor. 12)
- We affirm that careful listening best guides the direction and nature of our ministry. (Matt. 13:13-17)
- We affirm that local congregations are the heart of The United Methodist Church, for the local congregation is where every person can grow spiritually by regularly discerning how to live and respond individually and with a faith community to the Great Commission and the Great Commandment (Added, 2006).
- We affirm that it’s a pastor's responsibility to organize, inspire and support church members and constituents to continue to minister to people outside the church and to each other within the church in new and creative ways (Added, 2006).
- We affirm the Yellowstone Conference, the Bishop, District Superintendents and other Conference staff exists to support and nurture the local churches and their pastors to good health, connecting them to mission, justice and spiritual well-being (Added, 2006).
- We affirm and celebrate Local Church Lay Servants as described in ¶267 of the 2016 Book of Discipline. (Added, 2017)

**Conference Rules**

**A. Teams and Agencies to Accomplish Our Work in Mission**

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

  - Directly aligned to Mission
  - Appointive Leadership Team
  - Discipling Team
  - Congregations
  - Missions Team

  - Supporting our work together
  - Board of Stewards

  - Providing coordination and Guidance for the whole
  - Archives
• Camping Collaborative
• Congregational Development
• Council on Finance and Administration
• Guiding Values Team
• Nominations
• Process
• Sessions Planning Team
• Safe Sanctuaries Task Force
• Trustees
• Youth Ministry Team

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

A100 Teams that Directly Align to the Mission:

A110 Appointive Leadership Team “We send leaders...”
• Sending leaders is the core process of the Conference, and is the effort of this team, which includes the executive committee of the Board of Ordained Ministry and the Cabinet. The Board of Ordained Ministry credentials and supports ordained leadership who are appointed and supervised by the Appointive Cabinet. The question for the Board of Ordained ministry and the Appointive Cabinet is, “How do we recruit, nurture, credential, appoint, support and supervise leaders for our congregations?”

A115 The Appointive Leadership Team is chaired by the Dean of the Appointive Cabinet and is composed of the Executive Committee of the Board of Ordained Ministry and the Appointive Cabinet. Members of the Executive Committee of the Board of Ordained Ministry are selected by the Board of Ordained Ministry. The members of the Board of Ordained Ministry are elected and organized in conformity to ¶635 2016 Book of Discipline. The District Superintendents are appointed by the Conference Bishop. The Bishop will have voice but not vote.

A117 The Assistant to the Bishop
• shall have supervisory authority over all clerical staff in the conference office. The Assistant to the Bishop shall annually recommend to the Conference Personnel Committee (CPC) appropriate compensation packages for these employees. The Assistant to the Bishop in consultation with the Treasurer shall prepare the budget for the conference office. Any personnel decision resulting in a grievance which cannot be resolved by the Assistant to the Bishop may be appealed by the employee to the CPC.

A118 The Conference Committee on Episcopacy shall seek to unite with the Rocky Mountain Conference Committee on Episcopacy, forming a single Area Episcopacy Committee which is constituted and serves the functions outlined in ¶ 637, 2016 Book of Discipline for the Bishop, the Assistant to the Bishop and the Bishop's Administrative Secretary.
A119 Committee on District Superintendency

- There shall be a Committee on District Superintendency for each of the districts, to conform to the provisions of ¶669, 2016 Book of Discipline. If there is no district lay leader, that position on the committee will be filled by a circuit leader (New Rule 2003).

A120 Discipling Team: “...to serve disciples...”

- Serving disciples is the primary task of the Lay and Clergy leaders in congregations. The Discipling Team “teaches leadership skills in support of those who serve disciples.” This Team addresses the question, “What and how do we teach in support of those who serve disciples?” This team will serve leaders best when it carefully listens to the disciples whom leaders serve. Previously, this has been the work of particular committees such as Spiritual Formation, Evangelism, Education, Worship, the Board of Lay, Mission, etc. Its tasks will include but not be limited to:

  a. Creating a connection among Lay for spiritual growth, trust, and learning in a manner that holds each member accountable to the Team in the tradition of the Wesleyan Classes, and model mature leadership to the Church.
  b. Developing leadership skills of Lay and Clergy in congregations.
  c. Organizing circuits as listening posts for leadership support and education.
  d. Identifying resources available for leadership support and education.
  e. Utilizing the purposes of the Board of Lay as described in ¶31.2a, b, c, d, e, 2016 Book of Discipline (Revised 2005).
  f. Provide connection for Education Committee through one member being ex officio without vote on the Team, having Education Committee budget passed through the Discipling Team on to the Council on Finance and Administration and vouchers signed by the Discipling Team leader. The Education Committee is to be self-sustaining in membership (no vote at Annual Conference and it is not a part of Nominations process).

- The Discipling Team is a board of laity that is charged with supervising and equipping YAC’s discipling efforts which include: Camping Team, Christian Education Team, Congregational Development Committee; Board of Christian Higher Education and Campus Ministry (BHECM); Lay Servant Ministries; and Youth Ministries. Its members are: (Amended 2007)
  - The Conference Lay Leader, the District Lay Leaders and in the last year of the quadrennium, the Conference Lay Leader Elect.
  - The Conference Lay Servant Ministries Director (Amended 2007).
  - The Associate District Lay leaders.
  - Two Clergy nominated by the Conference Committee on Nominations and elected by the Annual Conference.
  - Conference UMW President.
  - Chairperson of the youth ministry team and three youth - One from each district - one of whom being the president of the YYM Council.
  - Chairperson of the Board of Higher Education and Campus Ministries.
  - Chairperson of a standing Christian Education Committee which shall be formed by the Discipling Team and include at least 4 members.
  - Chairperson of the Congregational Development Committee as annually nominated by the Conference Committee on Nominations and elected by the Conference.
  - Chairperson of the Camping Committee as annually nominated by the Conference Committee on Nominations and elected by the Conference.
  - Chairperson of the Youth Ministry Team as annually nominated by the Conference Committee on Nominations and elected by the Conference.
  - This Team will have primary relationship on behalf of the Annual Conference with the General Board of Discipleship (Amended 2007, 2009).

A127 Wheatley Lectureship Committee:
The three Yellowstone Conference members serving on the Rocky Mountain College Bishop Melvin E. Wheatley Lectureship Committee shall be selected as follows: (1) A representative from the Board of Ordained Ministry to be selected by that Board, (2) A United Methodist Clergy trustee of Rocky Mountain College to be selected by those United Methodist Trustees, and (3) A representative of the Pastor's School Senate to be selected by that senate."

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

A135 Lay Servant Committee:

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

A140 Missions Team:

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

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

- YAC’s GBGM representative (if any) as elected by jurisdictional Conference;
- Conference UMl Mission Coordinator of Education and Interpretation;
- High Plains Initiative on American Indian Ministries representative;
- The Coordinator of Disaster Response, annually nominated by the Conference Committee on Nominations and elected by the Annual Conference;
- The Chairperson of the Commission on Christian Unity and Inter-Religious Concerns.
- Both chairperson and commission are annually nominated by the Conference Committee on Nominations and elected by the Annual Conference;
- Chair of Angola Project;
- Other leaders named by the YAC with responsibility for specific missions.
- On behalf of the Conference, this team shall have the primary relationship with the General Board of Global Ministries.
Bishop for developing and implementing policy and procedures, managing disaster responses within the conference boundaries, and expending disaster funds provided by UMCOR. This committee shall consist of the following ex-officio members with vote: Conference Disaster Response Coordinator (chairperson), a District Superintendent, Director of Connectional Ministries, Conference Communications Team Steward, Conference Treasurer, Conference Secretary of Global Ministries or the person having those responsibilities, and District Disaster Response Coordinators (New Rule, 2007).

A200 Teams Which Support Our Work Together

A210 Board of Stewards:
- The Board of Stewards supports the eight leaders of the Teams — Appointive Leadership, Discipling, Missions, Resource Management, Communication, Guiding Values, Sessions Planning and Nominations — watches over the Yellowstone system, compares our current reality with our vision, and aligns our efforts with our Mission and the directives of the Yellowstone Annual Conference Session. This team continuously asks the question, “How do we support the leaders of the streams as they work on aligning with our Yellowstone Mission?”

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

A300 Teams Providing Coordination and Guidance for the Whole

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

A320 Yellowstone Conference Camping Committee
- The Camping Committee shall be responsible for policies, leadership recruitment and training, and general programming for all United Methodist Camps held on United Methodist campgrounds, and all other specialty camps sponsored by the Yellowstone Conference. The Camping Committee shall also be responsible for setting dates and fees for these camps after consultation and concurrence with the trustees of individual camps (see Conference Rule I150 for other responsibilities of the trustees). The above responsibilities are not inclusive of all the responsibilities of the Camping Committee. All Conference age-level and specialty camps will have at least one clergy person on the staff from within the Yellowstone Conference.

A325 Yellowstone Conference Camping Committee
- Membership shall consist of twenty members as follows:
  - One board member from every campsite (Camp on the Boulder, Circle J Ranch, Flathead Lake and Luccock Park)
  - One Clergy person from every district
  - One adult Lay person from every district
  - Two representatives for children’s ministry
• Two youth (7th-12th grade)
• Two young adults (age 18-30)
• Four at-large members (New Rule 2009)

**A330 Congregational Development Team**
- The Congregational Development team seeks to 1) to foster the creation of new worshiping faith communities throughout the conference. And 2) to aid churches in revitalization through reconnection with their local community.

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

**A337 Builders Club:**

a. All requests for Builders Club calls and the use of the resulting funds will be directed to the Congregational Development Team.

b. The Congregational Development Team will screen, prioritize and approve all requests.

**A338 The Equitable Salaries Committee:**
- The Yellowstone Conference Equitable Salaries Fund shall be administered by the Congregational Development Team, in consultation with the cabinet to provide for the requirements of the Book of Discipline (2012) paragraph 625.

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

**A345 The Council on Finance and Administration** shall consist of twelve elected members.
- Also asked to attend, ex-officio, without vote: The Treasurer, Assistant to the Bishop, a representative of the Appointive Cabinet, the Director of Connectional Ministries, the Chair of the Board of Stewards, the Chairperson of the Board of Pensions and Health Benefits, the President of the Board of Trustees, and the President of the Yellowstone Conference Foundation (Amended 2010).

**A350 Guiding Values Team**
- The Guiding Values Team of the Yellowstone Annual Conference of the United Methodist Church consists of clergy and laity who serve as the “conscience” of our conference by working to identify, express, and clarify the values which guide our decisions and actions, and to ensure that those values are in alignment with sacred scripture, tradition, reason, and experience, and with the United Methodist Book of Discipline. Guiding Values Team shall serve the disciplinary requirements of Church and Society, Disability concerns, Religion and Race, and Status and Role of Women, to coordinate awareness and resources to local churches of justice issues and concerns and to administer the Peace with Justice offerings.

• **A355 The Guiding Values Team:** is led by a person, either Lay or Clergy, but not staff, nominated by the Conference Committee on Nominations and elected by the Annual Conference for a quadrennium for their spiritual maturity, communication skills and passion for living the gospel. It is recommended that this team leader be named in consultation with the Guiding Values Team. The team's twelve additional members (it is recommended that these be six Lay persons and six Clergy persons) are also nominated by the Conference Committee on Nominations and elected by the Annual Conference. The Guiding Values Team shall serve the Disciplinary requirements of: Church and Society, ¶629, 2016 Book of Discipline,
A365 The Conference Committee on Nominations:
- The Conference Committee on Nominations shall consist of six members elected for the quadrennium. The District Superintendents shall each nominate two persons from each of the three districts for election by The Annual Conference. Attention shall be given to Lay/Clergy balance, gender balance and inclusiveness. From among its own membership, the committee shall elect its own chair and vice-chair to serve for the quadrennium. The chair’s position should alternate between Lay and Clergy.

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

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

A370 Ministerial Sexual Misconduct Team
- There shall be an ongoing Ministerial Sexual Misconduct Response Team. The Team shall be trained and ready to respond in cases of admitted or alleged ministerial sexual misconduct.

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

A380 Process Committee:
- The Process Committee shall oversee the legislative, business, and balloting process and working organization of the Yellowstone Annual Conference (Amended 2004).

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

A390 Sessions Planning Team:
- The Sessions Planning “gives leadership to the design and implementation of the Yellowstone Annual Conference Session.” This Team addresses the question, “How shall Yellowstone Conference gather to worship God, and to educate, support and govern itself?”

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

A400  Safe Sanctuaries Task Force
- The Safe Sanctuaries Task Force shall develop policies and provide training for conference sponsored events designed to safeguard our children and youth. The Task Force will resource and support efforts to prevent sexual misconduct and abuse.

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

A410  The Conference Board Of Trustees
- The Trustees are charged with maintaining relationships with institutions affiliated with the Yellowstone Conference.

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

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

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

A420  The Youth Ministry Team
- The Youth Ministry Team shall oversee the work of youth ministry in the conference.

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

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

B. Financial Rules

Remittances, Reports and Audits

- B110  All remittances to the Conference Treasurer shall be postmarked no later than January 10, unless an exception has been given by the Conference Treasurer. Statistical and financial reports shall be sent to the Conference Statistician and Conference Treasurer no later than February 15 (Amended 2009).
• B120  Each pastor in charge is personally responsible for sending the church’s Annual Report to the Conference Statistician and Treasurer. To assist in completing this report and to verify its accuracy, the pastor shall consult the chair of the Administrative Council/Board, chair of the Finance Committee, chair of the Trustees, chair of Membership, chair of Education, Presidents of UMW and UMM and the church Lay leader. All information must be from accurate records and be provable. Unless otherwise specified, the value of property shall be insurance policy replacement value plus age of buildings.

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

Conference Budget

• B200  Any person (or persons) who are members of a Yellowstone Conference board or agency submitting a financial claim to the Yellowstone Conference for reimbursement shall submit that claim (via currently accepted channels and vouchers) either within 30 days after the event, meeting, or billing date of said claim or by January 6 of the following calendar year, whichever date comes first.

• B210  Each team shall be responsible for budget requests of committees or other groups under its care. All budget requests shall be presented to CCFA for budget building.

• B220  At the conclusion of the fiscal year, all line items in the Conference Budget shall be zero-balanced with the various balances, positive and negative, transferred to the Conference General Reserve Fund. The balance in the General/Jurisdictional Alternate Fund, the Conference Recruitment Fund, and the Conference Sustentation Fund, and in such other line items as the Conference Council on Finance and Administration might determine shall be excluded from the zero-balancing process. With the exception of the Program Emergency Reserve Fund the Conference Council on Finance and Administration at its discretion may include in the zero-balancing process the balances in other accounts that are not part of the budget per se. In no case may specially designated funds be zero-balanced (New Rule, 2000, Amended 2008).

• B230  Immediately following zero-balancing, the Conference General Reserve Fund shall be initialized to $10,000 for the new calendar year and the remainder of the funds resulting from the zero-balancing process (positive or negative) shall be placed in the Conference Transition Reserve Fund. The main purpose of that fund shall be to smooth out the annual fluctuations in apportionment receipts. Disbursements from The Conference Transition Reserve Fund shall be made at the discretion of the Council on Finance and Administration (Amended 2008).

• B240  Increases in the total budget of the Yellowstone Annual Conference shall not exceed the average increase in current operating expenses of the previous recorded year in the local churches of the Yellowstone Conference. The average increase in the current operating expenses for local churches is to be ascertained from the computations used in the development of the apportionments.

• B250  Money from the General and Jurisdictional Conference Alternate Expense fund line item may be used for such things as preparatory expenses, expenses incurred in promoting the interests of the Yellowstone Conference, and expenses incurred for reporting back to the Yellowstone Conference. The delegation chairperson shall have oversight over the entire fund and sign all vouchers.

• B260  The Discipling Team in consultation with CFA shall determine placement and use of current education committee funds and the future placement and use of the Christian Education Sunday offering (New Rule, 2000).

• B270  The Conference Board of Pensions and Health Benefits is authorized to change the health insurance coverage, premiums and premium apportionment for both the active and retiree supplement plan. If there is already an adopted conference budget in place for the year in question and if the change increases expenses to the Annual Conference beyond that budgeted amount, then the Conference Council on Finance and Administration must also approve the change (New Rule 2003).

• B300  Conference Treasurer and Treasury
• The Conference Treasurer shall be the treasurer of all conference agencies and groups, except the Conference Board of Trustees, trustees of camps and campus ministry units, and such special groups as might be approved by the Council on Finance and Administration.

• **B310** The Council on Finance and Administration and the Conference Treasurer are authorized to borrow money if the balance in the treasury is not sufficient to pay the salaries of Conference Staff, to pay for publication of the Conference Journal, to pay authorized group insurance premiums, and to pay pension contributions, when the amount is due (Revised, 2006).

• **B320** Between sessions of the Annual Conference, the Council on Finance and Administration is authorized to take appropriate action if there is a shortfall in the conference’s revenue (Added, 2006).

• **B330** Interest earned from investment of temporarily idle Conference funds shall be deposited in the Conference General Reserve Fund (New Rule, 2000).

• **B340 Use of Reserves**
  - The Board of Stewards or whatever group it so designates is responsible for allocating and disbursing funds from the Conference General Reserve Fund and from the Program Emergency Reserve Fund. Particularly when a given request involves a programmatic activity, a decision shall be made only after consultation with the leadership of other relevant teams. In accord with the understandings that existed at the time of its creation, funds from the Program Emergency Reserve Fund may only be used to meet essential, unanticipated needs in programmatic ministries and not for such things as making up for shortfalls in any normal funding sources (New Rule, 2000). Effective immediately: (6/14/2008).

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

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

**Annual Conference Sessions**

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

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

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

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

**C. Apportionments (Mission Shares) and Adjustments**

**C100 The Formula for Mission Shares**

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

C105 The Formula:

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

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

C110 Federated Churches and Yoked Parishes

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

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

C120 Salmon United Methodist Church Remittance

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

D. Ministerial Rules

D100 Clergy Members

- Clergy Members shall consist of deacons and elders in full connection, provisional members, associate members, affiliate members, and local pastors under full-time and part-time appointment to a pastoral charge. Clergy members shall vote according to the regulations of ¶602, 2016 Book of Discipline.
D110 Recognition of Pastor in Charge

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

D120 Reporting to the Charge Conference

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

E. Organization of the Annual Conference Session

E100 Membership of the Conference

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

1. Each charge shall designate one lay person for each clergy appointed to the charge.
2. The Conference Lay Leader, the District Lay Leaders, Conference Director of Lay Speaking Ministries, Conference Secretary of Global Ministries (if Lay), Conference President of United Methodist Women, and Conference President of United Methodist Men (if Lay).
3. Lay persons serving in any of the following Annual Conference positions: Assistant to the Bishop, Director of Connectional Ministries, or equivalent paid conference programmatic staff position of at least ¾ time employment.
4. Lay persons serving in any of the following conference positions: Leader of the Sessions Planning Team, Chairperson of the Process Committee, President of the Council on Finance and Administration, and Chairperson of the Board of Stewards.
5. The Lay person serving as the Conference’s voting delegate to the most recent session of the General Conference.
6. Such additional Lay persons as needed to bring the total Lay membership up to the total number of Clergy members.
   - Prior to the Board of Stewards’ first meeting of a calendar year, the Conference Lay Leader shall inform the Board of the number of additional Lay members needed. Following discussion by the entire Board (and after considering any suggestions from the Discipling Team), the lay members of the Board shall then allocate those positions in accordance with the following priorities:
     a. Those additional individuals specifically mandated by Paragraphs 32 and/or 602.4 Book of Discipline such as youth and young adult representatives. (The Board shall insure that all Disciplinary requirements are fulfilled.)
     b. Using the formula based on a percentage of Conference average attendance for each district (attendance of district divided by total conference attendance) times the total number of additional lay people needed for equalization, churches with average weekly attendance over 300 may send two additional lay members and churches with attendance over 100 may send an additional lay member and;
     c. Other Lay persons.

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

E110 Speaking Rights

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

E120  **Date and Time of Annual Conference**

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

E130  **Pre-conference Briefings**

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

E140  **Appointment of Parliamentarians**

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

E150  **Episcopacy Elections**

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

F.  **Parliamentary Procedures**

- F100  *Robert's Rules of Order*, Newly Revised, shall govern the conduct of business in all cases where the Discipline or the Conference rules do not apply. A Discernment or consensus process may be used when deemed appropriate.

- F110  *The bar* shall be fixed by each Annual Conference and no member shall be allowed to speak or to vote outside the bar.

F120  A "No Smoking" rule is in effect on the floor of the Conference and meeting areas.
**F130 Petitions:** All proposals for action by the Annual Conference, whether relating to program, procedure, organizational structure, legal matters or finances shall be initiated by petition except those annual pension benefit changes mandated and managed by the Book of Discipline, Yellowstone Annual Conference Rules or Wespath. Those changes will be included in the appropriate Conference Board of Pensions and Health Benefits reports read during Annual Conference. The endorsement of these changes will follow the approval or disapproval of the report as a whole.

A. The Process Committee is instructed to adopt a petition form for use in presenting proposals for action under this paragraph.

1. The Process Committee shall review submitted petitions for form, appropriate authorship and pertinence and communicate the results of its review in writing to the named author(s) of said petitions.
2. The Process Committee may reject a petition due to lack of pertinence, inappropriate authorship, and/or lack of proper form.
3. In the event the Process Committee rejects a petition under the provisions of sub-paragraph 2, it shall notify the named author(s) of said petition in writing and in advance of the Annual Conference.
4. In the event the Process Committee rejects one or more petitions, a summary of any and all petitions rejected shall be announced early in the annual conference sessions.
5. Any decision to reject a petition is reviewable by the Annual Conference Session and may be overturned by a simple majority vote.

B. Deadlines for Filing of Petitions.

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

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

a. In order to inform the various charge conferences of the Annual Conference of pending petitions, it is recommended that petitions be reviewed and discussed at all of the pre-conference hearings. (Amended 2014)

b. A petition may be submitted to a single hearing group at Annual Conference.

c. A petition may be submitted to several or all-hearing groups for their independent consideration. In the case of the budget and budget-related petitions, the Council on Finance and Administration shall consider the recommendations of the hearing groups and then make a recommendation to the plenary. For other petitions, the Process Committee shall state the process to be used in considering the recommendations of the various hearing groups.

d. A petition may be submitted directly to the plenary floor for debate and action.

**F150 Voting members of the Annual Conference may deliberate, vote on amendments to petitions in hearing groups.** United Methodists affiliated with the Yellowstone Annual Conference who do not have debating privileges may, with permission of the chair and an affirmative vote of the members, participate in discussion of petitions; however, only voting members of the annual conference may propose amendments, or vote on petitions. On the plenary floor, only voting members of the Annual Conference session may speak and vote. Proxies are not allowed at any point in the process. (Amended 2014).
For a petition reported out of a hearing group, the wording introduced on the plenary floor shall be the wording as it existed in the hearing group at the time of the hearing group's final vote. Votes on the plenary floor shall always be a vote for or against particular wording rather than a vote to support or not support a hearing group's recommendation. (Note: if the hearing group changed the wording of a petition as originally submitted, it is possible to restore the original wording of the petition on the plenary floor by the introduction and passage of a motion to substitute the original wording for the revised wording that came out of the hearing group.)

Consent Calendars

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

a. those petitions for which 90 percent or more of those voting (not counting abstentions) concurred with the petitions shall go on "Consent Calendar A";

b. those petitions for which 10 percent or less of those voting (not counting abstentions) concurred with the petitions shall go on "Consent Calendar B"; or

c. all other petitions shall go on "Non-Consent Calendar C". (The budget petition shall always go on "Non-Consent Calendar C" regardless of the vote on that petition.

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

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

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

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

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

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

A prayer and a motion to adjourn shall always be in order.

Clergy and Lay members should be allowed to speak alternately. Opposing sides of a question should be recognized alternately according to the judgment of the presiding officer.
• F200 No person shall be allowed to speak more than once until all members have had a chance to speak, nor shall he/she speak more than five minutes at one time.

• F210 When the report of a committee is given, that person giving the report shall be entitled to close the debate before any vote is taken. The act of giving a report shall constitute a motion to receive or adopt that report.

• F220 A two-thirds vote of members present and voting is required to change, add, delete or suspend any conference rule of parliamentary procedure (Rules Section F) (Amended 2011).

• F230 Adoption of the conference budget requires only a simple majority vote. However, if during plenary debate a motion is duly made and seconded that would create a new line item in the budget or would significantly increase an existing line item, that motion shall be automatically tabled until CFA has considered the effect of the proposed action. Consideration shall be given both to its effect on the other ministries of the conference and to its effect on the integrity of the entire budget. Following the resulting report the motion shall be automatically removed from the table. A two-thirds vote shall be required to pass the motion (Amended 2004).

• F240 The roll call vote shall be taken on any question at the request of one-third of the Conference present and voting.

• F250 All motions shall be presented in writing when requested by the Presiding Officer, Secretary, or any member of the Conference.

• F260 Resolutions must be put in writing and a copy of the proposed resolution shall be given to the Secretary at the time of its presentation.

• F270 No report shall be received until one (1) printed copy and one (1) electronic copy are in the hands of the Secretary (Amended 2009).

• F280 The District Superintendents shall write a composite report not to exceed 3,000 words.

• F290 The Conference Lay Leader, in consultation with the Associate Lay Leaders, will submit a report to the Conference, ¶605.5, 2016 Book of Discipline.

• F300 The Secretary shall keep a written record of the daily proceedings. Copies of proceedings shall be made available no later than the next business day.

• F310 There shall be a list in the daily proceedings of the reports submitted by committees, agencies, institutions, etc.

• F320 The full text of the action part of all petitions as well as their numbers and titles shall be reported in the Daily Proceedings section of the Conference Journal. This reporting shall occur even if the petition were on a consent calendar and regardless of whether the final action was to pass, defeat, refer, table, or postpone indefinitely. The reporting shall occur at the point of the final disposition, and the text reported shall be the "final" text (i.e., it shall include all amendments made both in the hearing group and in plenary session.) The one exception to this rule would be if the petition passed and the only action taken was the adoption of a brand new rule. In that case the rule number only could be reported in the Daily Proceedings in lieu of reporting full text.

• F330 If not clearly specified in the action taken by Annual Conference, the Board of Stewards may determine the effective date of any legislation (including financial policies and conference rules) passed by the Annual Conference. That effective date can be no later than January 1 of the calendar year following enactment.
The Conference Secretary and the Process Committee shall see that each petition shall receive a proper response -- either through referral to the proper committee or person responsible or through appropriate correspondence.

The Conference Secretary and the Process Committee are charged to annually edit and reorganize conference actions that should appropriately appear as Conference Rules and Guiding Policies. The complete list of updated Conference Rules and Guiding Policies shall be published annually in the Journal.

The Secretary will see that the journal is annually published. A copy will be made available to each member not later than October 1 following the session.

G. **Conference Membership Qualifications, Tenure, Terms and Vacancies**

**G100 Inclusiveness**

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

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

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

**G110 Date of Assumption of office and term of office.**

a. **Date of Assumption of Office.** Unless otherwise specified, the term of office for all boards, agencies, teams and committees shall begin on September 1 following their election at the Annual conference.

b. **Term of Office.** Unless otherwise specified, the term of office for service on all boards, agencies, teams and committees shall be for a four year quadrennial term ending on August 31 of the year that the General Conference meets.

**G120 Tenure Limits**

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

**G130 What Counts Toward Tenure**

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

**G140 Ex-Officio Members**
• Individuals who have exhausted their tenure on a given group may continue serving on that group only if their status is ex-officio. Otherwise, they must remain off the group for a minimum of one full term (four years in the case of groups with 8-year terms) (Amended 2009).

G150 Vacancies
• Vacancies on teams, boards, commissions and committees of Annual Conference between sessions of the Annual Conference may be filled by the membership of that team, board, commission or committee after consultation with the Conference Committee on Nominations provided that such appointments shall be approved by the Conference Board of Stewards at its next meeting, and (b) such appointments shall be only until the next session of the Annual Conference, when the Conference Committee on Nominations of the Conference shall fill these vacancies.

G160 Removal from Office
• In the event the chairperson of a conference team, council, board, or other agency is unable and/or unwilling to adequately perform the duties expected of that position, the chairperson can be removed from office by a majority vote of the entire voting membership of that agency. Alternately, such a chairperson can be removed by majority vote of the entire voting membership of the Board of Stewards. Exception: The chairperson of the Board of Trustees can be removed only by a vote of that body.

G170 Rights of Ex-Officio Members
• Unless prohibited or otherwise specified by The Book of Discipline or a specific Conference Rule, by corporate Articles of Incorporation or By-laws, ex-officio member of all teams, committees, and other agencies of the Yellowstone Annual Conference shall have the right of both voice and vote (New Rule 2000).

H. Lay Circuits

H100 Election of Circuit Lay Leader
• Circuit Lay Members shall meet at Annual Conference (during the Lay Session) and elect from their membership the Circuit Lay Leader who shall serve for the quadrennium. Circuit Lay Leaders must be Annual Conference Members by virtue of being elected by their local churches. Elections shall be by consensus or majority vote at the discretion of each Lay Circuit. A vacancy in the position of Circuit Lay Leader will be filled to complete the term by election of members of the Lay Circuit. The Circuit Lay Leader serves on the Conference Discipling quadrennial term (Amended 2008).

H105 Election of Servant Coordinator of Lay Servant Ministry
• Circuit Lay members shall meet at Annual Conference (during Lay Session) or during a meeting of the circuit lay members nearest the date of Annual Conference and elect from their membership a Circuit Coordinator of Lay Servant Ministry who shall serve for the quadrennium. Circuit Coordinators of Lay Servant Ministry must be Annual Conference members by virtue of being elected by their local churches. Elections shall be by consensus of each Lay Circuit. A vacancy in the position of Circuit Coordinator of Lay Servant Ministry will be filled to complete the term by election of members of the Lay Circuit.

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

H120 Election of Conference Lay Leader and Associate Conference Lay Leaders
• The Laity shall nominate and elect a Conference Lay Leader and two Associate Conference Lay Leaders to serve for the quadrennium. The Laity of each district shall elect a District Lay Leader to serve for the quadrennium. At the last regularly scheduled Annual Conference session prior to the quadrennial General Conference, the Laity shall nominate and elect a Conference Lay Leader Elect to serve for just the last year of the quadrennium. At the discretion of the Laity, one person might hold both the Conference Lay Leader Elect position and either the Conference Lay Leader or an Associate Conference Lay Leader position (New Rule, 2007, Amended 2009).

H. Camps and Other Conference-related Institutions

I100 A district superintendent shall be an ex-officio member with vote on the board of Trustees of a camp within her/his district.
All conference-related institutions (including camps) subject to ¶2552, 2016 Book of Discipline, or required by Annual Conference direction, and who thereby must submit all or a portion of their trustees for nomination, election and/or confirmation by the Annual Conference are expected to submit those names by May 15 of each year to the appropriate conference agency which will forward them to the Committee on Nomination and Personnel for inclusion in its report for Annual Conference action. Each institution is requested to make any necessary procedural changes in order to comply with this May 15 date. In emergency situations occurring between annual conference sessions, the appropriate conference agency is hereby empowered to nominate, elect and/or confirm such institutional trustees on behalf of the Conference. Such action is subject to the approval of the next Annual Conference.

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

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

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

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

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

J. Pension and Other Benefits

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

1. An amount equal to 100% of the pension payments received during the year of be and is hereby designated as a rental/housing allowance for each retired and disabled ordained or licensed minister of the United Methodist Church who is or was a member of the Yellowstone Conference at the time of his or her retirement;

2. This rental/housing allowance shall apply to each retired and disabled ordained or licensed minister who has been granted the retired relation or placed on disability leave by the Yellowstone Conference and whose name and relationship to the Conference is recorded in the Journal of the Yellowstone Conference and in other appropriate records maintained by the Conference.

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

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

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

**K. Pastoral Moving Expenses**

- **K100** Pastors shall be reimbursed for moving expenses under the following conditions:
  a. Moves within the boundaries of the Mountain Sky Episcopal Area shall be reimbursed by the Conference Treasurer up to a maximum of $2,000 after submitting an itemized bill for moving expenses, including any bill from a moving company. The itemized bill shall be signed by the pastor and approved by the district superintendent. All moving expenses in excess of $2,000 shall be the moving pastor's responsibility. (Unanimous consent of the district superintendents can increase the limit to $2,500.)
  b. When health reasons require a pastor to be moved by a professional moving company, the Conference shall reimburse the pastor for moving expenses up to a total of $3,000, upon receiving written approval by the district superintendent. Any moving expenses incurred by a pastor in excess of $3,000 shall be the moving pastor's responsibility. (Unanimous consent of the district superintendents can increase the limit to $3,500).
  c. Moves from outside the Mountain Sky Episcopal Area and moves of new pastors to their first appointment shall be reimbursed at the discretion of the Cabinet. Where possible, moving expense reimbursement is encouraged as a recruiting aid.
  d. When a clergy couple is moved by appointment within the Conference boundaries the reimbursement levels will be adjusted to $3,000, or to a total of $4,000 when health reasons warrant the use of a professional moving company.
  e. Moving expenses of retiring pastors and surviving spouses shall be paid from the place of last appointment to the place of retirement if within the boundaries of the Conference, or to the conference boundary. The amount of reimbursement is at the discretion of the Cabinet.

- **K110** Pastors shall pay their own moving expenses under the following conditions:
  a. Not under appointment within the Conference.
  b. Packing and crating charges, except for china and glassware.
  c. Non-household goods such as boats, trailers, livestock, tools, rocks and bricks.
  d. More than one piano.
  e. Storage charges.

- **K120** Full disbursement of moving funds under Conference Rules K100 and K110 is dependent upon the pastor's adherence to the stewardship standards found in Conference Rule O340. The following process shall be followed for pastors who are (a) exiting a parsonage provided by a local church in the Yellowstone Conference or by an agency of the Yellowstone Conference and (b) receiving moving funds paid by the Yellowstone Conference:
  a. At least ten and no more than thirty days before the pastor's new appointment becomes effective, two appropriate officials of the “sending” church (chair of the PPR and/or chair of the church council and/or chair of Trustees) shall, in the company of the pastor, inspect the parsonage. A form provided by the Conference shall be filled out listing all damage in excess of normal wear and tear that occurred during the pastor's residency.
Two original copies of the form shall be signed by those participating in the inspection including the pastor. The local church shall retain one copy and one shall be given to the pastor.

b. Before leaving, the pastor shall either repair any damage above normal wear and tear or shall cause such repairs to be made at his/her own expense.

c. Immediately upon the departure of the pastor, appropriate officials of the “sending” church shall notify appropriate officials of the “receiving” church if the pastor departed with damage beyond normal wear and tear unrepaired. This notification shall include a reasonable estimate of the cost to repair the remaining damage. Promptness of notification is essential. Initial notification may be verbal but “immediate” written notification to both the “receiving” church and the pastor is required.

d. Moving funds provided by the Yellowstone Conference shall not be disbursed prior to seven days of the start of the new appointment. If official notification of unrepaired damages is received prior to disbursing the Conference portion of moving funds, the amount of moving funds coming from the conference that would otherwise be disbursed to the pastor shall be decreased by the estimated amount of damages.

e. The amount withheld shall be promptly sent to the “sending” church to enable them to make the needed repairs.

f. After receiving the official notification called for in (3) above, the pastor shall be given a minimum of ten days to cause the necessary repairs to be made. If the pastor does cause those repairs to be satisfactorily made, the moving funds withheld from the pastor shall be “immediately” paid to the pastor. If the pastor elects to not cause those repairs to be made within the allowed time, the “sending” church may proceed to have those repairs to be made at its expense.

g. If the amount of moving funds withheld from the pastor is insufficient to pay the reasonable cost actually incurred by the “sending” church, the pastor shall be liable for the difference. If the amount of moving funds withheld is more than the repair cost incurred by the “sending” church, the difference shall be promptly reimbursed to the pastor.

h. All of the provisions of this Conference Rule shall be subject to the interpretation and oversight of the district superintendent associated with the “sending” church. Fairness to both the pastor and the “sending” church is imperative (New Rule 2004).

L. Expenses Paid By the Local Church

L100 Pulpit Supply
• The local church is to pay any necessary costs in providing for pulpit supply in the approved absence of the appointed pastor in the areas of conference business, education and vacation.

L110 Appointment introduction
• The local church shall pay for the mileage and provide room and board for the designated clergy to be involved in placement consultation with the local Pastor-Parish Relations Committee when considering a new appointment.

L120 Pastor’s Vacation
• Each active pastor shall be granted a vacation of not less than four weeks, including Sundays, a year.

M. Travel Reimbursement

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

• M110 With the exception of sessions of the Annual Conference and meetings of the clergy circuits, a clergy travel pool shall be created for each individual event that any clergy under appointment in the Yellowstone Conference is required to attend by the Appointive Cabinet and/or the Board of Ordained Ministry. Promptly after each such event, the Conference Treasurer shall make a mileage payment to each clergy under appointment who actually attended the event, personally incurred mileage costs, and requested payment. The payment shall be in accordance with Conference Rule M100. The Conference Treasurer shall determine the average cost per person by totaling the amounts paid to all attendees and dividing by the number of attendees receiving payment. Each local church to which these pastors are appointed (plus other appointive bodies as appropriate) shall be assessed that average cost for each pastor of theirs who received a mileage payment from the Conference Treasurer. Local churches and other bodies receiving such assessments are required to promptly pay those assessments. Mileage payments will only be made to a clergy whose place of
appointment is within the boundaries of the Yellowstone Conference and whose travel lies entirely within the conference boundaries (New Rule 2007).

- **M120** The Conference will provide conference cars for the District Superintendents, Director of Connectional Ministries, and the Assistant to the Bishop. These staff will be given the option of vouchering all costs or receiving a credit card from the Conference and vouchering costs, which cannot be paid by credit card. Conference cars are to be used for Conference business (Amended 2010).

- **M130** The Conference Treasurer shall pay mileage to the District Superintendents, other salaried employees of the Annual Conference, and persons under contract for services on voucher, for travel by personal car at the current IRS rate per mile for business expenses.

- **M140** The Conference shall pay for mileage and provide room and board for a prospective conference staff member engaged in placement consultation with the appropriate conference agency.

**N. Minimum Salary Plan**

- **N100** The Congregational Development Team sub group, The Commission on Equitable Salaries, shall be composed of at least one lay person and one clergy person from each District, with an equal number of lay and clergy persons. The District Superintendents will be consultants without vote. At least one lay and one clergy shall be from churches of fewer than two hundred members. Commission members shall be nominated by the Conference Committee on Nominations and Personnel and elected by the Annual Conference for the quadrennium. The Commission shall be responsible for reviewing and revising the Schedules of Minimum Salaries each year, and shall recommend each year a plan for raising the necessary funds. Changes in the cost of living as measured by the Consumer Price Index shall be considered by the commission in its recommendations. A parsonage or parsonage allowance shall be provided in addition to the amounts for minimum or equitable salary. The cost of office telephone service (except for personal long-distance calls) cell phone and internet service, shall be paid by the charge and shall not be considered part of utilities. Personal pension payments, social security taxes or other payments to or for the pastor are considered part of the salary, except for travel or professional expenses. Additionally, the charge shall include in its accountable reimbursement plan adequate funding for reasonable costs for the pastor to attend sessions of the Annual Conference (registration fee, room, board, and, unless covered in the registration fee, travel costs) (Amended 2008).

- **N110** Each year the Commission on Equitable Salaries shall recommend the minimum salary schedule for the coming year to the Annual Conference for adoption. These schedules are to provide differentials in cash salary for full conference members, associate or probationary members, and lay pastors and for years of service. These schedules are also to recommend minimums for utilities and housing expenses and travel allowance. There is no limit on the amount which can be used from the equitable salary fund to assist a charge in reaching a minimum salary.

**N120** Requirements of Pastoral Charge:

a. An application for salary assistance shall be made using the form provided by the Commission on Equitable Salaries. The Chairperson of the Pastor-Parish Committee of the charge shall review the request with the District Superintendent who shall inform each charge promptly of the rules of eligibility for receiving assistance. The request form and other accompanying materials shall be forwarded by the charge to the Chairperson of the Commission on Equitable Salaries. The request shall be postmarked no later than January 31 of the year for which assistance is requested. In the event of a request that is to begin at Annual Conference, the request deadline shall be May 31.

b. The Commission on Equitable Salaries will provide a form to be signed by the pastor and the chairperson of the Finance Committee giving specific information about the financial plan for the church or charges, whether or not membership visitation will be made, and if not what alternative plan will be used, the number of families or giving units supporting the church during the past year; amount pledged; and any additional required information. The Commission on Equitable Salaries must be assured that the charge is making a sincere effort to meet its Conference Ministries apportionment and pay its World Ministries and Conference Program for the preceding year.

c. Any church not paying 100% of its Mission Shares (apportionments) may not compensate its appointed clergy any more than
the minimum salary specified in conference rules; except 1) where deemed by the Cabinet for appointment purposes or 2) where a church has worked to develop a plan (in consultation with and approval of the Cabinet) to appoint a clergy to improve church health with the goal of full Mission Shares giving or 3) where a church has developed a plan (and approved by the Cabinet) to reach full Mission Shares giving in a timely manner. (Amended 2014)

d. The charge must have conducted a program of every family visitation to present the local church budget and give opportunities for pledging to meet the budget.

e. The pastor must give full time to his/her pastoral work. Funds from the program will not be used to support salaries for less than full time pastors except by unanimous vote of the committee (those present and voting) for exceptional requests.

f. No charge desiring salary aid shall reduce its salary below the amount they paid in the preceding year without the approval of the Commission on Equitable Salary.

g. Pastors in the retired relation and student pastors shall not be eligible for assistance. If a single church is served by a staff of two or more pastors, assistance may be granted according to the need as evaluated by the Commission on Equitable Salaries. Funds from the program will not be used to support salaries above the minimum salary except by unanimous vote of the committee (members present and voting) for exceptional requests.

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

O. Parsonage Standards

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

- O100 Clergy Housing Handbook Parsonages modified from the General Commission on the Status and Role of Women for the Yellowstone Annual Conference (including required forms) will be the standards for parsonages.

- O110 The parsonage need not be located next door to the church. It should be located in a satisfactory residential neighborhood if in a town or city.

- O120 Requests from local churches, for Parsonage Standard exemptions, may be submitted to the Yellowstone Conference Board of Trustees

P Housing Allowance

- P100 If the parish does not provide a parsonage that meets the standards, and the pastor does not wish to live in the sub-standard parsonage, the parish shall provide an allowance that will allow the pastor to live in a house that would meet the standards.

- P110 Pastor and parish may negotiate for a housing allowance in the event that the parsonage meets the standards, but the pastor wishes to choose his/her own living arrangements.

- P120 All negotiations for a housing allowance shall be overseen by the District Superintendent.

GUIDING POLICIES

Guidelines for Holy Conferencing

- Colossians 3:12-16a, 17

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

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

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

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

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

Local Church Procedures for Conflict Management

  • Adopted by the 2001 Annual Conference in Petition 501.

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

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

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

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

**Inclusion of Our Heritage**

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

**Safe Sanctuaries for Children**

- Adopted by the 2001 Annual Conference

- As part of our commitment to providing safe sanctuaries at every level of the Yellowstone Annual Conference, be it resolved that all childcare provided by the Annual Conference shall include the following:
  a. At least two unrelated adult caregivers, and in higher numbers in compliance with state standards regarding adult/child ratios.
  b. Background checks on all adult caregivers
  c. And a safe space with windows and/or open doors (with child safety gates as needed) to allow for easy observation.

**Ministerial Sexual Misconduct Response Team Policy**

- Adopted by the 2012 Annual Conference Session

I. **Our Policy**

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

II. **Definition of Terms**

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

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

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

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

III. **When Our Covenant is Broken**

- Structures for Intervention, Support, and Healing

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

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

IV. A General Description of the Way the Response Team Functions
   - In response to an instance of sexual misconduct, a request for assistance may be made directly to a member of the Response Team (RT) or a District Superintendent (DS).
   - The Response Team may be used in a broad variety of circumstances, including situations of misinformation, turmoil, a pastor’s suspension, or other experiences of sexual misconduct. Together, the caller and RT provider choose how to proceed. Confidentiality will be honored by the RT provider who will keep a written record in a secure file.
   - As appropriate, the general nature of the caller’s concern will be reported by the RT provider to one of the RT coordinators. Written documentation regarding the call will be kept in a secure file by one of the RT coordinators and reported to the RT.
   - Information regarding the complaint process (according to The Book of Discipline); will be given to the caller as deemed appropriate.
   - If a DS is the first to be called, he or she will contact one of the RT Coordinators following the procedures in Section V.

V. A Complaint Is Filed
   - If a complaint is filed, the complainant and the respondent are to be offered the support of a Response Team member.
   - The Bishop and the Cabinet will share pertinent information with the Response Team.

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