

**XV. ANNUAL CONFERENCE STANDING RULES AND OPERATIONAL PROCEDURES**

INDEX

- 1. CLERGY MATTERS.....
  - 1.1. Minimum and Equitable Compensation Annual Recommendations (2013 Petition AC03) -REMOVED FOR LEGISLATIVE COMMITTEE
  - 1.2. Parsonage Standards (2010 Petition AC05).....
  - 1.3. Council on Finance & Administration Moving Expense Reimbursement Policy (2013 Petition AC02) .....
- 2. STRUCTURE AND LEADERSHIP OF THE ROCKY MOUNTAIN ANNUAL CONFERENCE .....
- 2.1. Programmatic Structure of the Rocky Mountain Conference (2006 Petition AC13).....
- 2.2. Conference Staff .....
- 2.2.1. Compensation (2013 Petition AC08) -REMOVED FOR LEGISLATIVE COMMITTEE .....
- 2.2.2. Personnel Policies and Practices Committee (1993 Petition AC103/2008 Petition AC17).....
- 2.3. Election of Lay Delegates to General and Jurisdictional Conferences .....
- 2.4. Nominating Rules.....
- 2.5. Nominations for Episcopal Elections (2005 Petition AC 11).....
- 2.6. Election of the Conference Co-Lay Leader (Rules Committee Report, 2012).....
- 3. FINANCE.....
  - 3.1. Miscellaneous Council on Finance and Administration Policies and Procedures (2011 AC04).....
    - 3.1.1. Travel – Annual Conference.....
    - 3.1.2. Travel – Conference Meetings .....
    - 3.1.3. Budget Proposals .....
    - 3.1.4. Financial Administration .....
  - 3.2. Conference Mission and Ministry Funding (2011 Petition AC03) .....
  - 3.3. New Church Tithe Formula (2010 Petition AC11) .....
- 4. CONFERENCE INSURANCE PROGRAMS .....
- 4.1. Conference Wide Property and Liability Insurance Plan .....
- 5. PENSION AND BENEFIT PROGRAMS.....
  - 5.1. Retiree Benefit Programs and Funding (2011 Petition AC09).....
  - 5.2. Comprehensive Benefit Funding Plan -REMOVE FOR VOTE OF THE CONFERENCE .....
  - 5.3. Funding of Active Clergy Benefits (2013 Petition AC01) .....
  - 5.4. Health Insurance Programs and Funding (2013 Petition AC09) -REMOVED FOR LEGISLATIVE COMMITTEE .....
- 6. PROPERTY MATTERS.....
  - 6.1. Loan Guarantee Policy of the Trustees of the Rocky Mountain Conference (2000 Trustees report).....
  - 6.2. Policy for Annual Conference Response to Landmark Designation (2009 Petition AC11) .....
  - 6.3. Conference Policy on the Use or Disposition of Discontinued or Abandoned Local Church Property.....
- 7. ETHICS AND CONDUCT.....
  - 7.1. Conference Church Ethics and Sexual Misconduct Prevention Training (2006 Petition AC11; Amended 2009 Petition AC12).....
  - 7.2. Safe Sanctuary for Conference and District Events .....

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

### ANNUAL CONFERENCE STANDING RULES AND OPERATIONAL PROCEDURES

#### 1. CLERGY MATTERS

##### 1.1. Minimum and Equitable Compensation Annual Recommendations (2013 Petition AC03) ~~–REMOVED FOR LEGISLATIVE COMMITTEE~~

The Rocky Mountain Annual Conference defines the following compensation terms:

- 1.1.1. **Minimum Base Compensation (MBC)** is the specific amount of cash salary, housing, benefits and reimbursable expense amounts set by annual petition for all clergy (Elders, Deacons 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, 2014, this will be:

- 1.1.2. **Cash salary** of \$34,524, which is 59% of the 2014 Conference Average Compensation (CAC) of \$58,516. This is the same percentage of the CAC as in previous years. For clergy who are in good standing and appointed to less than full-time service in the local church, the (MBC) shall be adjusted in one-quarter increments as follows: ¾ time=\$25,893, MBC, ½ time=\$17,262, ¼ time=\$8,631.
- 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 2014, depending upon the location, the allowance is suggested to be an annual amount of no less than \$10,000 for a full time appointment.
- 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.
- 1.1.5. **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. 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
- 1.1.6. **Redistribution within the compensation package** – Because it affects both the Conference and the Denominations 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.
- 1.1.7. **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, this fund, and any disbursements from it, is overseen by the Commission on Equitable Compensation.
- 1.1.8. **Student Local Pastors** – Student local pastors as defined in ¶318.3 of the 2012 Book of Discipline 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. 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 2014 IRS Business Rate.
- 1.1.9. **Vacation** – 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.
- 1.1.10. **Study Leave/Sabbatical** Full time pastors, to continue their education, should be allowed study leave of at least one week each year and at least one month each quadrennium (¶351.2, 2012 Book of Discipline). Such study leave shall not be considered vacation. Full-time pastors (after 6 [six] years of full-time appointment) be allowed up to 6 [six] months formation and spiritual growth leave. (2012 Book of Discipline ¶351.3 and ¶352)
- 1.1.11. **Sick Leave** – The policy for clergy sick leave is at the discretion of the local church in consultation with the District Superintendent.
- 1.1.12. **Family Leave** – Pastors should be allowed up to a maximum of eight weeks of paid family leave. Such leave shall comply with the guidelines established in ¶354 of the 2012 Book of Discipline. Each annual budget shall include an amount that is to be used for the purpose of pulpit and pastoral supply during family leave situations. During family leave, the local church is responsible for continuing all clergy compensation, and the conference is responsible for the pulpit/pastoral supply costs. The cabinet shall direct the use of these funds and normally, such assistance will provide only partial funding

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

of the total costs that may be involved. For 2014, the budgeted amount shall be \$1,000.

- 1.1.13. Maternity/Paternity Leave – Pastors shall be allowed maternity/paternity leave in compliance with ¶1356 of the 2012 Book of Discipline to be a minimum of eight weeks and not to exceed one-quarter of a year.

Effective Date: January 1, 2014

Termination Date: December 31, 2014

### 1.2. Parsonage Standards (2010 Petition AC 05)

#### Minimum Standards for Clergy Parsonages/Housing

It is requested of the Annual Conference that minimum standards be set for clergy housing, and that appropriate guidelines be in place defining the relationship between the local charge and clergy regarding management of the parsonage, or, in charges where parsonages are not available, housing allowances.

#### 1.2.1. Minimum Standards for Clergy Parsonages/Housing

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.

##### 1.2.1.1. Responsibility For Clergy Housing

- 1.2.1.1.1. Ultimate responsibility for clergy housing lies with the Church Council. (¶1252.4.e, 2012 Book of Discipline.)
- 1.2.1.1.2. The church council may delegate administrative responsibility for clergy housing to the committee on Pastor-Parish relations (or Pastor-Parish relations) or a pastoral advisory committee. (¶1258.2.16, 2012 Book of Discipline.)
- 1.2.1.1.3. 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. Additional guidelines for use in determining fair housing allowances are found in the annual petition entitled "Clergy Minimum and Equitable Compensation."
- 1.2.1.1.4. Any housing provided by the church for clergy use, or housing that is owned by the church for past or future clergy use, shall, for the purposes of this document, be considered to be a parsonage.
- 1.2.1.1.5. 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.
- 1.2.1.1.6. If a Parsonage Committee is established, it is recommended that its membership be:
  - one trustee (selected by the Board of Trustees),
  - one member from the Pastor-Parish Relations Committee,
  - three members at large,
  - the pastor's spouse, and
  - the Pastor.

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.

- 1.2.1.1.7. 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.
- 1.2.1.1.8. Responsibilities of the Parsonage Committee shall include:
  - 1.2.1.1.8.1. Cooperate with the Pastor-Parish Relations 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.
  - 1.2.1.1.8.2. Follow the Parsonage Maintenance guidelines for a yearly checklist. (See section I, part C)
  - 1.2.1.1.8.3. Follow the Parsonage Maintenance guidelines "When There Is a Change in Pastors" (See section II, part B)
  - 1.2.1.1.8.4. Assure that all budget requests pertaining to the parsonage are submitted to the Finance Committee for recommendation to the church council.

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

- 1.2.1.1.8.5. In the absence of a Parsonage Committee, the duties and functions described in the "Clergy Housing Policies and Standards" guidelines shall belong to the Pastor-Parish Relations Committee.

### 1.2.1.2. Minimum Parsonage/Housing Standards

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.

#### 1.2.1.2.1. Recommendations Relating to Parsonage Structure and Utilities

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

##### 1.2.1.2.1.1. Location:

- 1.2.1.2.1.1.1. Consider these questions when choosing the parsonage location:  
1.2.1.2.1.1.1.1. 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?  
1.2.1.2.1.1.1.2. Is, or will the location be in convenient relationship to shopping areas, schools, recreation and in an area conducive to property value appreciation?
- 1.2.1.2.1.1.2. 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.  
1.2.1.2.1.1.2.1. 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 should be located away from the church and church property.

##### 1.2.1.2.1.2. House/Parsonage Arrangement

- 1.2.1.2.1.2.1. Bedrooms: There should be a minimum of three bedrooms each of adequate size and allowing for privacy.
- 1.2.1.2.1.2.2. Closets: Adequate closet space should be provided.
- 1.2.1.2.1.2.3. Bathrooms: One and three fourths bathrooms are considered essential.
- 1.2.1.2.1.2.4. Study: 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. It is desirable that the study be located so that it can be protected from family and kitchen noises.
- 1.2.1.2.1.2.5. Kitchen and laundry space: There should be adequate kitchen and laundry space. There should be adequate electrical outlets.
- 1.2.1.2.1.2.6. Living area: 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. 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.
- 1.2.1.2.1.2.7. 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.
- 1.2.1.2.1.2.8. 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. The water heater should have a capacity of at least 50 gallons.
- 1.2.1.2.1.2.9. Home grounds:  
1.2.1.2.1.2.9.1. All permanent planting should be the responsibility of the church and

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

- planned by a landscape architect whenever possible.
- 1.2.1.2.1.2.9.2. 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).
- 1.2.1.2.1.2.9.3. An outdoor patio area and recreational space are useful additions.
- 1.2.1.2.1.2.10. Miscellaneous:
- 1.2.1.2.1.2.10.1. Adequate shelter sufficient to house two cars should be provided. Minimum requirement is a garage suitable to house one car.
- 1.2.1.2.1.2.10.2. Because the need for a type of TV antenna or basic cable varies with location, it is suggested that the church provide an adequate antenna or basic cable for the area.
- 1.2.1.2.1.2.10.3. One telephone should be provided with jacks installed for additional phones in the master bedroom, study, family room or where most convenient.
- 1.2.1.2.1.2.10.4. DSL or cable internet should be provided; if wireless access is not provided, at least one jack should be available in the room to be used as a pastor's study. If DSL or cable internet access cannot be provided, a second, dedicated phone line should be provided for internet access.
- 1.2.1.2.1.2.10.5. Smoke alarms, fire extinguishers and safety ladders should be present.
- 1.2.1.2.1.2.10.6. Trash cans (at least four 30 gallon cans with covers), garden hoses and sprinklers as necessary, and a ladder should be provided.
- 1.2.1.2.1.2.10.7. Consideration should be given to the requirements of ¶12544 of The Book of Discipline 2012 regarding disability access.
- 1.2.1.2.2. Recommendations Regarding Parsonage Furnishings and Equipment
- 1.2.1.2.2.1. 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.
- 1.2.1.2.2.1.1. Bedrooms: The church shall provide rugs or carpets and window coverings. Furnishings for all bedrooms shall be the responsibility of the parsonage family.
- 1.2.1.2.2.1.2. Study: The church shall provide carpets and draperies. It is recommended that the study include the following: desk, comfortable chair, filing cabinet, telephone, bookshelves, and typewriter, word processor, or computer. The room should have adequate light and storage.
- 1.2.1.2.2.1.3. Kitchen and laundry: The church shall provide range and oven, refrigerator/freezer, automatic washing machine and dryer, dishwasher, sink with garbage disposal where possible and water conditioner where needed or required.
- 1.2.1.2.2.1.4. Carbon monoxide detectors should be present and there should be grounded wiring throughout the parsonage, with ground fault protectors in the bathrooms.
- 1.2.1.2.2.2. The local church's budget should include funds for updating and replacing furnishings as necessary.
- 1.2.1.2.2.3. 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 or Pastor-Parish Relations Committee or (equivalent).
- 1.2.1.2.3. Joint Responsibilities
- 1.2.1.2.3.1. 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 decor of the parsonage. The tastes of the parsonage family should also be considered in choosing colors, furnishings and appliances.
- 1.2.1.2.3.2. 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.
- 1.2.1.2.4. Options:

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

While the Commission on Equitable Compensation advocates 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 or Pastor-Parish Relations Committee or (equivalent), in consultation with the district superintendent.

### 1.2.1.3. Parsonage Maintenance Guidelines

- 1.2.1.3.1. On an annual basis, the Parsonage Committee or Pastor-Parish Relations Committee or (equivalent) will cooperate with the Pastor-Parish Relations Committee in the annual review of the parsonage as required by ¶2533.4 of the 2012 Book of Discipline. This review should include an inventory of church-owned furnishings and other items.
- 1.2.1.3.2. The Parsonage Committee or Pastor-Parish Relations Committee or (equivalent) should proactively replace 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 such items are to be replaced, the parsonage family should make selections in consultation with appropriate leadership from the local church.
- 1.2.1.3.3. 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.
- 1.2.1.3.4. Emergency maintenance and repairs: An emergency fund (suggested minimum of \$100) 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 repairs.
- 1.2.1.3.5. 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.
- 1.2.1.3.6. The parsonage should have a periodic termite and pest control inspection. Corrective measures should then be taken.
- 1.2.1.3.7. The church should have the heating and cooling systems checked seasonally.
- 1.2.1.3.8. 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.
- 1.2.1.3.9. 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.
- 1.2.1.3.10. 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.

### 1.2.2. When There is a Change in Pastoral Appointment

#### 1.2.2.1. Cleaning and Inspection

- 1.2.2.1.1. The parsonage should be thoroughly cleaned when there is a change in pastor. The exterior of the parsonage and the grounds should be clean and present a good appearance. Walls, carpets, draperies, and floors should be clean and in good repair. Refrigerator, cook top, oven, disposal, dishwasher, washer, dryer, air conditioner, heater, water heater (50 gallon 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 tasks are adequately accomplished.

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

- 1.2.2.1.2. 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) the cost of necessary repairs and replacement for any breakage or damage which exceeds normal wear and tear or (2) 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.
- 1.2.2.1.3. The following suggestions are for creating a "Guide" to be completed by the Parsonage Committee or Pastor-Parish Relations Committee or (equivalent) and given to the parsonage family when it moves into its new home.
- 1.2.2.1.3.1. An up-to-date inventory of all parsonage furnishings including, if possible, the date purchased, cost, present condition, and a projected replacement time.
- 1.2.2.1.3.2. For each appliance:
- 1.2.2.1.3.2.1. Operating instructions or manuals, etc.
- 1.2.2.1.3.2.2. Repair instructions, service personnel to call, and which, if any, parsonage committee member to call.
- 1.2.2.1.3.2.3. Service calls and repairs of major appliances owned by the church should be paid for by the church
- 1.2.2.1.3.3. Where to find:
- 1.2.2.1.3.3.1. Turn off valve for gas
- 1.2.2.1.3.3.2. Turn off valves for outside and inside water
- 1.2.2.1.3.3.3. Meters
- 1.2.2.1.3.3.4. Fuse or switch boxes, circuit breakers, and main switch all properly labeled
- 1.2.2.1.3.4. Size and change intervals for heating and cooling filters
- 1.2.2.1.3.5. Various permanent plants which are seasonal
- 1.2.2.1.3.6. Any unusual appliances, equipment, or household peculiarities (such as hidden attic door)
- 1.2.2.1.3.7. Sprinkler systems
- 1.2.2.1.3.8. Sewer clean outs
- 1.2.2.1.3.9. Numbers to call in emergencies: Police, Fire, Ambulance, Insurance Company, etc.
- 1.2.2.1.3.10. 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.
- 1.2.2.1.3.11. 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.
- 1.2.2.1.3.12. When it is possible, the parsonage should be open for visitation by the newly appointed clergy

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

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.

### 1.2.2.2. When the Parsonage is to be Rented Out or Left Vacant

1.2.2.2.1. When the parsonage is to be rented out, a written lease shall be drawn between the church and the renter (lessee)

1.2.2.2.1.1. The lease shall include:

1.2.2.2.1.1.1. Duration of the lease

1.2.2.2.1.1.2. Monthly rent amount

1.2.2.2.1.1.3. Rental deposit

1.2.2.2.1.1.4. Rental value of the parsonage

1.2.2.2.1.1.5. Designation of responsibility for utilities if the parsonage is to be left vacant

1.2.2.2.1.2. Parsonage maintenance during the vacancy will need to be considered.

1.2.2.2.1.3. The above standards for cleaning and inspection will apply for the arrival of a new pastor.

### 1.2.3. Energy Conservation

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

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

1.2.3.1.2. More efficient lighting

1.2.3.1.3. Insulation in attic and walls

1.2.3.1.4. Weather stripping

1.2.3.1.5. Investigating possible use of solar energy or other energy saving devices

1.2.3.1.6. Water-saving devices

### 1.2.4. Parsonage Utilities

1.2.4.1. 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.

1.2.4.2. Those congregations with church owned rented homes should take into account the actual cost of the above mentioned utilities when providing a housing allowance.

1.2.4.3. 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.

### 1.2.5. Recommendations for Parsonage Insurance

1.2.5.1. Insurance on real and personal property is the responsibility of the owner of that property and should be provided with adequate liability coverage.

1.2.5.2. Insurance should be reviewed annually and when there is a change of pastor(s).

1.2.5.3. 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.

EFFECTIVE DATE: July 1, 2013

TERMINATION DATE: June 30, 2015<sup>4</sup>



## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

### 1.3. Council on Finance & Administration Moving Expense Reimbursement Policy (2013 Petition AC02)

#### 1.3.1. Within Conference Moving Expenses

Itinerant clergy members (in full connection, probationers, or local pastors) of the annual conference serving as fully appointed pastors or appointed 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, \$100 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 \$100 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. Moves outside the Conference may be adjusted by an amount to be determined by the chairman of the Council on Finance and Administration and the Treasurer, Benefits Officer and Director of Support Services. 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. Each time that 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 may be adjusted by an amount to be determined by the chairman of the Council on Finance and Administration and the Treasurer, Benefits Officer and Director of Support Services. 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.

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

- 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 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 \$2,000. 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.

Effective Date: July 1, 2013  
Termination Date: June 30, 2016

## 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 2012 Book of Discipline.

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 \*\*

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

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 2012 Book of Discipline.

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

#### At-Large Members:

1. Lay Co-Chair At-Large
2. Clergy Co-Chair At-Large
- 3, 4, 5. Three Additional At-Large persons
6. Board of Global Ministry
7. Board of Discipleship
8. Board of Laity
9. Church and Society
10. Communication
11. Religion and Race
- Members by Virtue of Office
12. Lay Leader
13. Board of Ordained Ministry Representative (ex officio, without vote)
14. Bishop (ex officio, without vote)
15. Cabinet Representative (ex officio, without vote)
16. Director of Missions and Ministry (ex officio, without vote)
17. Committee on Finance and Administration (ex officio, without vote)

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

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

Board of Discipleship (630)  
Youth Ministries (649)  
Young Adult Ministries (650)

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

- Older Adult Ministries (651)
- Council on New Ministries (630)
- Spiritual Formation (630.6)
- Stewardship (630.5)
- Evangelism (630.3)
- Education (630.2)
- Worship (630.4)
- Camps and Retreats (630.1)
- Networking grants
- Board of Global Ministry (633)
  - Committee on Parish and Community Development (655)
  - Town and Country (633)
  - Missions Personnel (633)
  - Africa Partnership (633)
  - School of Christian Mission (633)
  - Disaster Preparedness and Response (633)
  - Volunteers in Mission Coordinators (633.6)
  - AIDS Task Force (633)
  - Advanced Specials (633)
  - Small Membership churches (633.5i)
- Board of Laity (631)
  - Lay Speaking Ministries (631.6)
  - United Methodist Men (648)
  - United Methodist Women (647)
  - Conference Scouting Coordinator (631.3)
- Board of Higher Education and Campus Ministries (634)
- Church and Society (629)
  - Hispanic-Latino Ministry (629)
  - Ethnic Ministries (632)
  - Native American (654)
  - Christian Unity and Inter-Religious Concerns (641)
  - Religion and Race (643)
  - Commission on the Status and Role of Women (644)
  - Asian Ministries (633)
  - Peace With Justice (629)
  - Disability Concerns (653)
  - Prison Ministry and Reform
- Communication (646)
  - Media Resources
  - Archive and History (641)

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

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

EFFECTIVE DATE: July 1, 2011  
TERMINATION DATE: June 30, 2016

### 2.2. Conference Staff

Summary of Changes from Prior Year Impacting this Standing Rule & Operating Procedure – The 2014 base compensation has been increased from \$97,665 in 2013, which was 1.7 times the 2013 CAC (\$57,450). Clarified that years of service award is based on consecutive years of service.

#### 2.2.1. Conference Staff Compensation (2013 Petition AC08) ~~–REMOVED FOR LEGISLATIVE COMMITTEE~~

- 2.2.1.1. The 2014 base compensation for District Superintendents will be set at 1.7 times the Conference Average Compensation, including \$79,582 for salary plus a \$19,895 housing allowance (totaling \$99,477). 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.
- 2.2.1.2. 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

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

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.

- 2.2.1.3. A portion of the above base compensation for clergy may be designated housing exclusion as appropriate, for purposes of tax exemption in accordance with Section 107 of the Internal Revenue Code. Any such designation shall be submitted to the Office of the Treasurer of the Rocky Mountain Conference, 6110 Greenwood Plaza Blvd., Greenwood Village, CO 80111 no later than January 1, 2014. Proper reporting of housing expenses to the IRS is the responsibility of the persons noted above.
- 2.2.1.4. Car expense shall be reimbursed at the 2014 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.
- 2.2.1.5. 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, \$1,200 for continuing education from accountable reimbursement funds shall also be provided.

Effective Date: January 1, 2014

Termination Date: December 31, 2014

- 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, 2013

Termination Date: June 30, 2016

### 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: ¶136. 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.

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

- 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 in (a) 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, 2015<sup>4</sup>

### 2.4. Nominating Rules

- 2.4.1. The Conference Nominating Committee shall be accountable directly to the Annual Conference.
- 2.4.2. The purpose of the Conference Nominating Committee is to assist the conference in the selection of members for all groups within the annual conference, including, but not limited to, annual conference councils, boards, agencies, standing committees, and commissions, whether mandated by the current Discipline, by the Structure Plan, by these Rules, or by action of an annual conference.
- 2.4.3. The Rocky Mountain Conference Nominating Committee shall consist of two members (1 Lay and 1 Clergy) from each District. They shall represent all areas of diversity and be members of a United Methodist Church within the Rocky Mountain Conference. When a lay or clergy representative is needed from a specific District, the chair of the Rocky Mountain Conference Nominating Committee will contact the appropriate District Nominating Committee to request a replacement. A new representative shall be elected at the District/Sub-District Conference, to serve a four year term and may be elected for a second four year term. The Chairperson and Vice-Chairperson shall be elected from within the committee.
- 2.4.4. A person shall not serve on the same group within the annual conference for more than eight years unless an interval of at least four years intervenes, with the exception of the Board of Ordained Ministry where the maximum term is three consecutive four year terms. Groups within the annual conference may set term limits for periods less than eight years. A person may serve four additional years with the same group for missional reasons with the approval of the Nominating Committee.
- 2.4.5. A person shall not be elected a member of more than one of the following organizational units of the conference at any given time:<sup>\*</sup>

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.

<sup>\*</sup>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

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

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 Discipline may prohibit.

Effective Date: July 1, 2013

Termination Date: June 30, 2015<sup>4</sup>

### 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?" 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 by mail and 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 for the Annual Conference to nominate for Episcopal election. All elders who are full members of any Conference are eligible for nomination. Names must be received by the Conference Secretary no later than March 10th. Those submitting 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 nominees, to secure their willingness to be listed on the ballot. A list of willing nominees shall be published on the Conference Web Site, through Conference communications vehicles, and in the Annual Conference packet, and

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

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 Jurisdictional I Conference session, names 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 nominee.

### 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 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 nominee or representative of a nominee 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 elder 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, 2013

Termination Date: June 30, 201~~5~~<sup>4</sup>

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

The election process is as follows:

- 2.6.1. Eligibility: The co-lay leaders candidates shall be elected by the lay members of the annual conference without regard to age; provided 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. For the election of Co-Lay Leaders at the 2012 Annual Conference, election shall occur as follows:
- 2.6.2.1. The first electing ballot shall be for the election of the Co-Lay Leader whose term shall run from 2012 through 2016. This Co-Lay Leader position shall remain on the four-year-election cycle in conjunction with the General Conference years, as is now the practice.
- 2.6.2.2. The second electing ballot shall be for the Co-Lay Leader whose term shall be from 2012 through 2014.
- 2.6.2.3. For the purposes of establishing "staggered" election of the Co-Leaders, the Co-Leader election in 2014 shall be for a four-year-term and shall be elected every four years from that election forward.
- 2.6.2.4. Proviso: Upon completion of the election of the Co-Lay Leader at the 2014 Annual Conference, ~~All language in this Section 2.6.2 C, 3; a-d shall be deleted from the Rules.~~
- 2.6.3. 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.
- 2.6.4. Requirements: Candidates must be confident that they can perform the responsibilities described in the current Book of Discipline.



## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

### 2.6.5. Candidacy:

2.6.5.1. Each candidate wishing to be included in pre-conference and annual conference introductions shall submit his/her candidacy on the form provided by the Conference Board of Laity.

2.6.5.2. All candidate 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 candidate forms will be accepted.

2.6.6. 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.

### 2.6.7. Introductions and Campaigns:

2.6.7.1. All 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, another lay member will be asked to preside.

2.6.7.2. There shall be no public display of support for candidates in the form of posters, buttons, banners, printed flyers, pre-conference mailing, etc. prior to and during the annual conference.

2.6.8. 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, 2015<sup>4</sup>

## 3. FINANCE

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

#### 3.1.1. Travel-Annual Conference

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

3.1.1.1. Elders, deacons, Associate Members, full time local pastors, part-time local pastors and student pastors serving churches in the conference under appointment by the Annual Conference, deacons, part-time local pastors and student pastors serving churches in the conference.

3.1.1.2. Retired or disabled clergy, military chaplains, and other full clergy members of the conference serving extension ministries who are within the boundaries of the conference.

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

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

#### 3.1.2. Travel-Conference Meetings

Lay members or alternate lay members representing local churches and districts (only one person per local church unless the local church is entitled to more than one lay member). For the year 2015<sup>4</sup>, 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

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

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 Tithing plus Mission Offering 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~~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 ~~e~~Conference ~~T~~reasurer 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 clergy person 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.  
  
~~It shall be the policy of the Conference to designate part of the salary, housing and utilities allowance of Conference clergy staff persons as housing exclusion for purposes of tax exemption under Section 107 of the Internal Revenue Code. The exclusion portion of the total compensation must be specifically designated in advance of the effective date by each person involved to the Conference Treasurer, using appropriate forms provided by the Treasurer.~~

EFFECTIVE DATE: January 1, 201~~5~~4

TERMINATION DATE: December 31, 201~~5~~4

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

Summary of Changes from Prior Year Impacting this Standing Rule & Operating Procedure – Clarified definitions: 1) Changed “Direct Costs of Fundraising” to “Cost of Goods Sold for Fundraising” 2) Added “Distributions from Endowment Funds” to Gross Revenue.

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

“Church Tithe” plus “Mission Offering” is proposed as 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 201~~5~~4 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, 2012.
- 3.2.2. The apportioning of the 201~~5~~4 Rocky Mountain Conference Budget will be based upon the Church Tithe plus Mission Offering. The method is described below.

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

### Church Tithe Plus Mission Offering

The Church Tithe plus Mission Offering funding for annual Rocky Mountain Conference budgets during the 2013-2016 quadrennium shall be a percentage of local church Adjusted Gross Revenue. The Tithe plus Mission Offering percentage will be determined annually by the Conference Council on Finance and Administration.

For 2015<sup>4</sup> the Church Tithe plus Mission Offering for a local church is 13% of Adjusted Gross Revenue, the same as 2014<sup>3</sup>. 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;
- Tuition ~~paid~~ received for services;
- Costs of goods sold for fund-raising;
- Funds ~~restricted by donors to be passed through to other charitable organizations; designated locally; pass through funds;~~
- Grants received from an organization of ~~T~~he United Methodist connection or approved by the Conference Treasurer.

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~~ tithe payments, whether by cash, credit card, check, stock, or transfer of assets, ~~are included~~.

**Adjusted Gross Revenue** is Gross Revenue less capital campaign income, endowment donations, funds restricted by donors to be passed through to other charitable organizations, tuition received for services, costs of goods sold for fund-raising, and grants received from an organization of the United Methodist connection. Adjusted Gross Revenue is the basis for calculating Church Tithe plus Mission Offering.

~~is Gross Revenue less Stated Capital Campaign Income, Endowment donations, Pass-through or designated donations, Tuition paid for Services, Costs of Goods Sold for Fund-raising, and Grants received from an organization of the United Methodist connection. Adjusted Gross Revenue is the basis for calculating Church Tithe plus Mission Offering.~~

**Church Tithe plus Mission Offering** is ~~ten~~ thirteen percent (13<sup>0</sup>%) of Adjusted Gross Revenue for a local church.

~~Mission Offering or Plus Giving is an additional 3% added to the Church Tithe.~~

**Stated Capital Campaign Income Revenue** 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, ~~usually less than a year~~ 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 for~~ 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, ~~and are not counted in the base revenue for the Church Tithe.~~

Such donations ~~may sometimes be~~ 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 ~~not ever~~ never be spent. It is designed to be invested and produce earnings. ~~Any~~ 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 ~~are~~ to be included in Gross Revenue and is subject to Tithe plus Mission Offering.

~~Restricted Pass-through or Designated Donations are funds received for transfer to projects or events outside the local church. From time to time churches will act as a collection agent for special events, such as disaster relief, community~~

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

~~homeless shelters, soup kitchens or mission trips. The church will collect the funds for the participants and then forward the funds to vendors to pay for these events. Also, from time to time a church will receive donations from individuals that are designated for use by charitable ministries or causes outside of the church, such as Africa University, Youth for Christ, or Red Bird Missionary Conference. Such 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 Tithe~~  
~~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 Tithe plus Mission Offering.~~

**Tuition Paid/Received for Services** ~~is are any~~ payment made to the church for ~~any~~ 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** ~~is are~~ those costs ~~that must be~~ 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 Tithe plus Mission Offering. 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.

EFFECTIVE DATE: ~~January~~ July 1, 2014

TERMINATION DATE: December 31, 2014~~5~~

### 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: ~~July 1, 2014~~ None Ongoing

Formatted: Indent: Left: 0.5"

## 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 whose present policies provide equivalent coverage and would require additional cost if canceled. Unless otherwise approved by the Conference Board of Trustees, these churches will be required to enroll in the plan upon the conversion date of their present policy, provided the Conference will assure equal or increased coverage at comparable cost under the Conference plan.
- 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 the Conference for the premium due for their specific coverage. Premiums may be paid monthly, quarterly or semi-annually by the enrolled entities. The Conference will pay one premium for the master policy to the insurance carrier.
- 4.1.5. The Conference Board of Trustees is authorized to select the specific carrier, negotiate Conference-wide coverage and

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

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, 2011  
TERMINATION DATE: None. Ongoing.

### 5. PENSION AND BENEFIT PROGRAMS

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

Summary of Changes from Prior Year Impacting this Standing Rule & Operating Procedure – The Conference Board of Pension and Health Benefits is recommending a 3% increase in the Past Service Rate, from \$510 in 2013 to \$525 in 2014.

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 2014~~5~~ will be \$ ~~541~~ ~~525~~ per service year (a 3% increase over the 2013~~4~~ 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 the General Board of Pension and Health Benefits (GBOPHB), during the year 201~~5~~<sup>4</sup> by each active, retired, or disabled clergyperson who is or was a member of the Conference, or its predecessors, be and hereby is designated as a rental/housing allowance for each such Clergyperson; and that the pension or disability payments to which this rental/housing allowance applies will be any pension or disability payments from plans, annuities, or funds authorized under the Discipline, including such payments from the GBOPHB and from a commercial annuity company that provides an annuity arising from benefits accrued under a GBOPHB plan, annuity, or fund authorized under the Discipline, that result from any service a Clergyperson rendered to this Conference, or that an active, a retired, or a disabled Clergyperson of this Conference rendered to any local church, annual conference of the Church, general agency of the Church, other institution of the Church, former denomination that is now a part of the Church, or any other employer that employed the Clergyperson to perform services related to the ministry of the Church, or its predecessors, and that elected to make contributions to, or accrue a benefit under, such a plan, annuity, or fund for such active, retired, or disabled Clergyperson's pension or disability as part of his or her gross compensation.

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

(1) the amount of the rental/housing allowance designated by the Clergyperson'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 Clergyperson 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 201~~5~~<sup>4</sup>, the Conference Board of Pensions and Health Benefits will provide the following grants: Widow's benefits to

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

Patricia Vick. Anticipated cost to conference - \$3,500.

EFFECTIVE DATE: January 1, 201~~5~~<sup>4</sup>

TERMINATION DATE: December 31, 201~~5~~<sup>4</sup>

### 5.2. Rocky Mountain Annual Conference 2014 COMPREHENSIVE BENEFIT FUNDING PLAN ~~–REMOVED FOR VOTE OF THE CONFERENCE~~

(This Plan must be voted on each year separately from the Standard Rules and Operational Procedures, but are included for easy reference. Cf. 2012 Book of Discipline Par. 1506.6)

The Rocky Mountain annual conference has the following benefit obligations:

- 5.2.1. Clergy Retirement Security Program (CRSP) Defined Benefit (DB) and Defined Contribution (DC)
  - 5.2.1.1. The total liability for CRSP DB annuities as of 1/1/2012 is \$737 million, the total plan assets are \$744 million, and the current funded ratio for the plan is 101%.
  - 5.2.1.2. The Rocky Mountain Conference's portion of the total liability is 1.11%, and the conference has elected to include 75%+ for FTE eligibility for 2014. As a result, the required contribution due as of 12/31/14 is \$1,082,452.
  - 5.2.1.3. It is anticipated that the amount will be funded from accounts totaling \$1,210,048. Plus incoming money of \$1,082,452.
  - 5.2.1.4. The total account and/or future incoming money covers the required contribution.
  - 5.2.1.5. Additional comments concerning CRSP-DB: None
  - 5.2.1.6. Additional comments around payment of CRSP-DB: None
  - 5.2.1.7. The contribution for 2012 CRSP DC is anticipated to be \$374,217 and will be funded by Churches are billed by the Conference and pay for pastor
  - 5.2.1.8. It is anticipated that increases for future years will be 2.00% (anticipated increase %). This increase is anticipated because CRSP-DC is a percentage of compensation, which is assumed to increase 2% per year
  - 5.2.1.9. Additional Comments around payment of CRSP-DC: None
- 5.2.2. Ministerial Pension Plan (MPP)
  - 5.2.2.1. The total liability for MPP annuities as of 1/1/2012 is \$2.538 billion, the total plan assets are \$2.639 billion, and the current funded ratio for the plan is 104%.
  - 5.2.2.2. The conference's % of the total liability is 1.13%. There is no required contribution for 2014.
  - 5.2.2.3. Additional comments around MPP: None
  - 5.2.2.4. Future MPP annuitants have a total account balance of \$4.324 billion as of 1/1/2012. The conference's portion of this account balance at 1/1/12 is \$34.949 million or .81% of the total.
  - 5.2.2.5. Additional comments around MPP: None
- 5.2.3. Supplement One to the Clergy Retirement Security Program (Pre-82)
  - 5.2.3.1. For 2013, the PSR is \$510.00. For 2014, the conference is increasing its PSR to \$525.00. On average, the conference expects future increases to be approximately 3%. The rationale for our expectation is:
    - 5.2.3.1.1. We project annual increases in the PSR of 3%. Our goal is to be at 1% of CAC, even though no longer mandated by Book of Discipline. After we attain 1% of CAC we may change the projected future increases in PSR, but for now we project 3%.
  - 5.2.3.2. The expectation for future average increases to the PSR has not changed from the past.
  - 5.2.3.3. Key assumptions: 7.0% discount rate, using the RP2000 mortality table with a AA generational projection.
  - 5.2.3.4. Additional comments: None

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

- 5.2.3.5. The conference does not intend to increase its contingent annuitant percentage from 70%.
- 5.2.3.6. Funding Plan Liability as of 1/1/2012 = \$26,151,348
- 5.2.3.7. Plan Assets as of 1/1/2012 = \$30,814,484
- 5.2.3.8. The current funded status is \$4,663,136 with a 118% funded ratio.
- 5.2.3.9. Conference does not intend to redirect Pre82 surplus
- 5.2.3.10. The conference is fully funded in the Pre 1982 pension plan for this funding plan.
- 5.2.3.11. Additional comment: None
- 5.2.3.12. The Total Balance is positive, all liabilities have been accounted for.
- 5.2.4. Post-Retirement Medical Benefit Program
  - 5.2.4.1. The Post Retiree Medical Plan currently offered and anticipated for 2014 can be described as: Stipend
  - 5.2.4.2. A more detailed description of this plan is: We moved to Extend Health in 2013 and fund Health Reimbursement Accounts (HRA) for each eligible retiree and spouse. There are two HRA amounts, funded at a higher level for those with 20 or more years of Pre-82 service.
  - 5.2.4.3. Strategic plan for funding obligation is as follows: In April 2013 we received the actuarial report from GBOPHB with amount of obligation under new HRA arrangement. Strategic Plan will be developed more fully after this obligation is discussed and fully considered by our CBOPHB and CF&A. Retiree health is currently funded from annual operating budget. Other available accounts at Wespath, including our Retiree Healthcare account especially, will also be considered in strategic plan.
  - 5.2.4.4. The conference intends to retain the plan on an ongoing basis. The following is based on the most recent actuarial valuation dated as of Dec. 31, 2012, prepared by Towers Watson
  - 5.2.4.5. The source of additional funds to pay for this program is: Currently we fund retiree health from our annual operating budget. We have \$690,000 in a fund at Wespath called Retiree Healthcare that we have set aside to help fund retiree healthcare as needed. However, it is not restricted for this purpose. Our 2014 operating budget assumes we will take \$50,000 from this Retiree Healthcare fund to help fund retiree healthcare. This fund will likely be part of the strategic funding plan that will be developed by our CBOPHB and CF&A.
  - 5.2.4.6. The most recent PRM valuation showed the following liabilities:
    - 5.2.4.6.1. Accumulated Post Retirement Obligation (APBO) (net conference cost) = \$16,327,528
    - 5.2.4.6.2. Expected Post Retirement Obligation (EPBO) (net conference cost) = \$20,313,194
    - 5.2.4.6.3. Service Cost (SC) (net conference cost) = \$478,335
  - 5.2.4.7. Key assumptions: 3.50% discount rate, 3.50% return on assets, 8.0% trend rate, ultimately going to 5.0% trend rate in the year 2019.
  - 5.2.4.8. Source for paying for obligations: Currently we fund retiree health from our annual operating budget. We have \$690,000 in a fund at Wespath called Retiree Healthcare that we have set aside to help fund retiree healthcare as needed. However, it is not restricted for this purpose. Our 2014 operating budget assumes we will take \$50,000 from this Retiree Healthcare fund to help fund retiree healthcare. This fund will likely be part of the strategic funding plan that will be developed by our CBOPHB and CF&A.
  - 5.2.4.9. Additional comments around PRM: 2013 Post-Retirement Medical obligation is about \$525,000. We estimate it will be about \$575,000 in 2014.
- 5.2.5. Active Health Benefit Program
  - 5.2.5.1. The Rocky Mountain conference offers the following active health program to its participants: HealthFlex.
  - 5.2.5.2. During the calendar year 2012, the total cost for the active health program was \$2,886,312. The active health program was funded from Churches pay in full for pastors, Conference pays in full for Conference employees. Future increases are expected in the range of 5.0%.

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

5.2.5.3. Rationale for anticipated increases to this obligation: Increasing health care costs

5.2.5.4. Additional comments concerning this obligation: None

### 5.2.6. Comprehensive Protection Plan

5.2.6.1. Currently (for 2012), the Rocky Mountain Conference has an annual required contribution to the Comprehensive Protection Plan of \$336,448.

5.2.6.2. The anticipated increase in obligation for future years will be approximately 2.0% per year. This expected increase is due to: Percentage of compensation, which is assumed to increase 2% per year.

5.2.6.3. It is anticipated the unfunded obligation will be funded as follows: Churches pay for pastors

5.2.6.4. Additional Comments concerning this obligation: None

### 5.2.7. Other Conference Benefit Obligations to Clergy and Staff

The Rocky Mountain conference has the following other benefit obligations

#### 5.2.7.1. Section A. United Methodist Personal Investment Plan

5.2.7.1.1. The Rocky Mountain Conference has a benefit obligation that can be described as DC obligation. Current Conference plan is to recommend for 2014 mandatory church contribution of 14% of compensation to UMPIP for .5 FTE who will no longer be eligible for CRSP.

5.2.7.1.2. For this obligation the annual estimated contribution is \$162,000. This obligation is funded: Churches pay for pastor

5.2.7.1.3. The anticipated increase in obligation for future years will be approximately 2.0% per year. This expected increase is due to: Compensation expected to increase 2% per year. This will be funded by: Churches pay for pastor

5.2.7.1.4. Additional Comments concerning this obligation: Rocky Mountain Conference will be the plan sponsor.

#### 5.2.7.2. Section B. Other Benefit Obligations

5.2.7.2.1. The Rocky Mountain Conference has a benefit obligation that can be described as UNUM Life Insurance benefit 40% premium subsidy for older retired clergy. We no longer offer this benefit to retirees, but this group is grandfathered in.

5.2.7.2.2. For this obligation the annual estimated contribution is \$5,000. This obligation is funded: Annual operating budget. We could also access undesignated accounts at Wespath if needed.

5.2.7.2.3. The anticipated increase in obligation for future years will be approximately 5.0% per year. This expected increase is due to: Premium increases as participants get older.

5.2.7.2.4. Additional Comments concerning this obligation: None

#### 5.2.7.3. Section C. Other Benefit Obligations

5.2.7.3.1. The Rocky Mountain Conference has a benefit obligation that can be described as UNUM Life Insurance benefit for active and retired Conference lay staff. Paid in full by the Conference.

5.2.7.3.2. For this obligation the annual estimated contribution is \$5,000. This obligation is funded: Annual operating budget.

5.2.7.3.3. The anticipated increase in obligation for future years will be approximately 5.0% per year. This expected increase is due to: Premium increases as participants get older. We do not anticipate an increase in the number of Conference staff.

5.2.7.3.4. Additional Comments concerning this obligation: None

#### 5.2.7.4. Section D. Other Benefit Obligations

5.2.7.4.1. The Rocky Mountain Conference has a benefit obligation that can be described as Accidental Death & Dismemberment for active Conference clergy and lay staff



2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

- 5.2.7.4.2. For this obligation the annual estimated contribution is \$500. This obligation is funded: Annual operating budget
- 5.2.7.4.3. The anticipated increase in obligation for future years will be approximately 1.0% per year. This expected increase is due to: Premium changes very little and we do not anticipate an increase in number of staff
- 5.2.7.4.4. Additional Comments concerning this obligation: None
- 5.2.7.5. Section E. Other Benefit Obligations
  - 5.2.7.5.1. The Rocky Mountain Conference has a benefit obligation that can be described as DC obligation. Currently the Conference pays 11% of annual compensation into the UMPIP plan for each Conference lay staff person, if the lay staffperson puts in at least 3%.
  - 5.2.7.5.2. For this obligation the annual estimated contribution is \$74,600. This obligation is funded: Annual operating budget
  - 5.2.7.5.3. The anticipated increase in obligation for future years will be approximately 2.50% per year. This expected increase is due to: Compensation budgeted to increase 2.5% per year
- 5.2.7.6. Section F. Other Benefit Obligations
  - 5.2.7.6.1. The Rocky Mountain Conference has a benefit obligation that can be described as HealthFlex for lay staff
  - 5.2.7.6.2. For this obligation the annual estimated contribution is \$110,000. This obligation is funded: From conference annual budget
  - 5.2.7.6.3. The anticipated increase in obligation for future years will be approximately 5.0% per year. This expected increase is due to: Trends in health care costs
- 5.2.7.7. Section G. Other Benefit Obligations
  - 5.2.7.7.1. The Rocky Mountain Conference has a benefit obligation that can be described as Move for Clergy at retirement
  - 5.2.7.7.2. For this obligation the annual estimated contribution is \$30,000. This obligation is funded: From Conference annual operating budget
  - 5.2.7.7.3. The anticipated increase in obligation for future years will be approximately 1.0% per year. This expected increase is due to: The Conference covers identified costs for one move, up to five years post-retirement. The total cost varies based on the number of retirees and increases in moving industry costs.
  - 5.2.7.7.4. Additional Comments concerning this obligation: None

This funding plan incorporates, to the best of our understanding, the conference's obligations and funding of the following benefits provided to clergy and laity. Signatures included below are: Conference Benefit Officer (or equivalent), Conference Treasurer (if separate) and the Conference Board of Pension Chair, and others as appropriate.

- |                        |                               |                               |
|------------------------|-------------------------------|-------------------------------|
| X CRSP DB              | X Active Health               | X Other Obligations Section E |
| X CRSP DC              | X CPP                         | X Other Obligations Section F |
| X MPP Annuities        | X Other Obligations Section A | X Other Obligations Section   |
| X MPP Future Annuities | X Other Obligations Section B |                               |
| X Pre 1982             | X Other Obligations Section C |                               |
| X Post-Ret Medical     | X Other Obligations Section D |                               |

**Noreen Keleshian, Treasurer & Benefits Officer, 4/29/13**

Signature, conference title, date

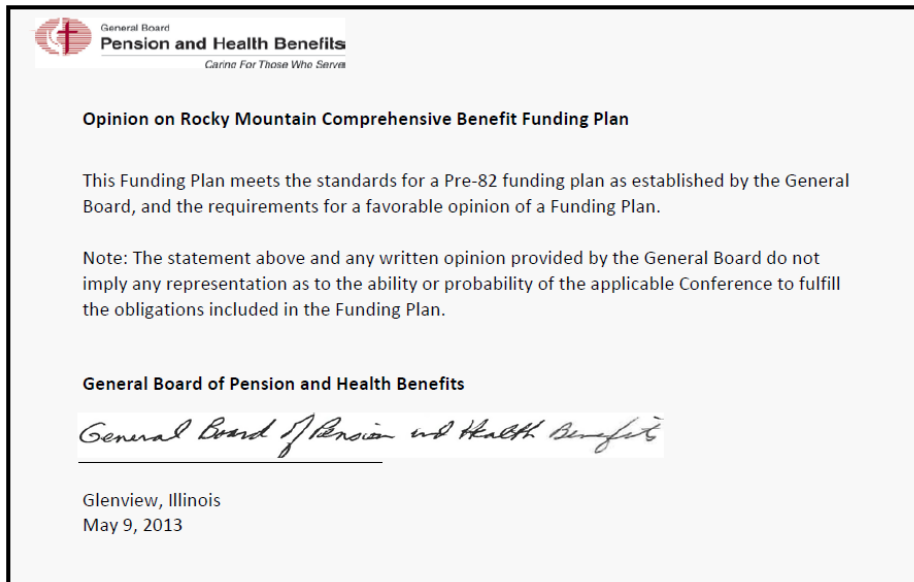
\_\_\_\_\_  
Signature, conference title, date

**Dave Lillie, Chairperson, Pension & Health Board 4/30/13**

Signature, conference title, date

\_\_\_\_\_  
Signature, conference title, date

Signature on file at GBOPHB



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 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 the General Board of Pension and Health Benefits 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 14% of actual plan compensation (~~using salary plus housing as the contribution base~~) of each clergy for every full-time and  $\frac{3}{4}$  time pastor appointed to that church/charge. The total amount is allocated to the Defined Benefit and Defined Contribution components of the CRSP.

5.3.1.1.2. The billing will be administered by, and contributions will be remitted to, the Conference Office by the salary-paying unit of each clergy.

5.3.1.2. Eligibility and participation in this plan ~~is~~ are established and defined by the General Board of Pension and Health Benefits 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 2012 Book of Discipline.

5.3.2. Section II - United Methodist Personal Investment Plan (UMPIP) for  $\frac{1}{2}$  Time Clergy Appointments to Local Churches

5.3.2.1. Each church/charge will be billed 14% of actual plan compensation (~~using salary plus housing as the contribution base~~) of each  $\frac{1}{2}$  time pastor appointed to that church/charge.

5.3.2.2. The billing will be administered by, and contributions will be remitted to, the Conference Office by the salary-paying unit of each clergy.

5.3.2.3. Eligibility and participation in this plan ~~is~~ are established and defined by the General Board of Pension and Health Benefits and the Conference Board of Pension and Health Benefits.

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

- 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:
- 5.3.4.1.1. For full time clergy appointed to local churches; 3% of ~~plan salary plus housing as the compensation-base~~, with 200% of the Denominational Average Compensation (DAC) being the maximum base amount. (201~~5~~<sup>4</sup> DAC = ~~\$ 66,259 \$65,186~~).
- 5.3.4.1.2. For clergy appointed 3/4 time (~~not local pastors~~) to local churches; the contribution rate is 3.4% of the DAC.
- 5.3.4.2. Eligibility and participation in this plan are established and defined by the General Board of Pension and Health Benefits 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 ~~to~~ 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~~
- ~~5.3.5.1.1. Additional death benefits for active and retired clergy, spouses and dependent children.~~  
~~5.3.5.1.2. Death benefits for lay employees, spouses and dependent children.~~  
~~5.3.5.1.3. Disability coverage for lay employees.~~
- 5.3.5.2. Eligibility and participation are established and defined by the General Board of Pension and Health Benefits 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. C. 1. is estimated to be approximately \$6,000, 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 the General Board of Pension and Health Benefits 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, 201~~5~~<sup>4</sup>

Termination Date: December 31, 201~~5~~<sup>4</sup>

### 5.4. Health Insurance Programs and Funding (2013 Petition AC09) ~~-REMOVED FOR LEGISLATIVE COMMITTEE~~

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

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

As Plan Sponsor, the Conference will provide and/or make health insurance programs available consistent with the 2012 Book of Discipline of The United Methodist Church, Paragraph 639.6 (Retiree Health Care Access) and Paragraph 639.7 (Group Health Care Plans). For 2014, 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 Extend Health.

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 the General Board of Pension and Health Benefits. Coverage and plan participation information for retired clergy, spouses and lay staff is available from the individual plans selected by each participant.

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

### 5.4.1.1. Active Clergy

- 5.4.1.1.1. 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).
- 5.4.1.1.2. HealthFlex shall be available for active clergy serving full-time who are Medicare-eligible but do not qualify under the Multiple Small Employer Exception.
- 5.4.1.1.3. Extend Health shall be available for active clergy serving full-time who are Medicare-eligible and qualify under the Multiple Small Employer Exception.

### 5.4.1.2. Retired Clergy

- 5.4.1.2.1. Extend Health shall be available for all retired clergy meeting the qualification guidelines established by the Conference, and the spouses of qualified retired clergy.
- 5.4.1.2.2. Clergy must be Medicare-eligible and have been in the active plan for five consecutive years in the Rocky Mountain Conference immediately prior to their retirement to be eligible to participate in the Extend Health plan. An exception shall be made to this rule for pastors appointed from the Rocky Mountain Conference to the Yellowstone Conference. An exception shall also 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. These retirees shall be offered a one-time opt-in privilege 30 days prior to attaining the age of Medicare-eligibility. If this opt-in privilege is not exercised at least 30 days prior to attaining the age of Medicare-eligibility, the retiree is not eligible to participate in the Extend Health plan.
- 5.4.1.2.3. Clergy who have opted out of Social Security and are ineligible for Medicare Part A and Medicare Part B are eligible to participate in the Extend Health Plan only if they purchase coverage equivalent to Medicare Part A and Medicare Part B.

### 5.4.1.3. Clergy on Incapacity Leave

HealthFlex shall be available for clergy appointed to Incapacity Leave and receiving disability benefits from the General Board of Pension and Health Benefits, until such time as the clergy attains the age of Medicare-eligibility. When these clergy become Medicare-eligible, the Extend Health plan shall be available for them.

### 5.4.1.4. Lay Employees

HealthFlex shall be available for all eligible full-time lay employees of the Rocky Mountain Conference meeting the qualification guidelines established by the Conference. Extend Health 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 Extend Health plan.

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

### 5.4.2.1. Active Participants

- 5.4.2.1.1. Every charge in the Conference shall be direct-billed monthly for the insurance cost for single coverage for every elder, deacon in full connection, local pastor, associate member, or provisional member

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

appointed full-time serving that charge and eligible for HealthFlex, regardless of participation. The cost includes vision and dental coverage.

- 5.4.2.1.2. 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 ¾ time and ½ time appointments the local church, working with its respective District Superintendent, may contribute up to \$4,000 annually to provide health insurance coverage outside of HealthFlex. 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.
- 5.4.2.1.3. Each charge shall be direct-billed monthly for the insurance cost of its lay staff participants. The Conference shall pay the portion of the insurance cost for single coverage under HealthFlex for lay staff as specified by Personnel Policies for lay staff.
- 5.4.2.1.4. If active participants wish to buy-up to a more expensive dental plan, the additional monthly costs shall be direct-billed to their charge to be paid either by the participant or the charge. There is no financial impact on the Conference for incremental buy-up costs.
- 5.4.2.1.5. Participants who qualify under the Multiple Small Employer Exception will participate in Extend Health. It is recommended that the employing church reimburse the clergy for medical, dental, Medicare and pharmacy premiums as applicable.
- 5.4.2.1.6. Any non-HealthFlex participant spouse of a retired eligible participant may take advantage of the Extend Health program but will not receive a stipend payment to a Health Reimbursement Account (HRA).

### 5.4.2.2. Clergy on Incapacity Leave

- 5.4.2.2.1. Health insurance for clergy appointed to Incapacity Leave and receiving disability benefits from the General Board of Pension and Health Benefits 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 disability or Incapacity Leave will be required to participate in the Extend Health program upon Medicare eligibility, and will receive an HRA as specified in Section II.C. Retired clergy on disability who are not Medicare eligible due to Social Security opt-out will be required to move off of the HealthFlex plan effective January 1, 2014, in anticipation of Exchanges being available through the national health care program.

### 5.4.2.3. Retired Participants

- 5.4.2.3.1. Each eligible retired participant and eligible spouse shall work with a Licensed Benefit Advisor at Extend Health to identify the appropriate coverage and cost-effective 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 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.

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

1. Retired eligible participants with 20 or more years of Pre-82 service
2. Retired eligible participants with less than 20 years of Pre-82 service

- 5.4.2.3.2. 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 the 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 Extend Health plan.
- 5.4.2.3.3. 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.C.

### 5.4.3. Section III - Plan Administration and Mandatory Payments

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

- 5.4.3.1. The Conference benefits staff, working with HealthFlex, will process active participant enrollments, collect premiums, reconcile funds and help coordinate plan activities. Retired participants will work directly with Extend Health Plan 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 2014 active insurance rates will be established by the Conference Board of Pension and Health Benefits after premium rate information is received from HealthFlex.

Effective Date: January 1, 2014  
Termination Date: December 31, 2014

### 6. PROPERTY MATTERS

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

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

- 6.1.1. Loan guarantees are provided only for loans that are taken out in accordance with all provisions of The Book of Discipline. This includes proper sequence of contacts with the District Superintendent and the District Committee on Building and Location.
- 6.1.2. At no time can the value of all loans guaranteed by the Conference Board of Trustees exceed three-fourths of the net worth of the Annual Conference as reported in the annual Treasurer's Report and published in the Journal.
- 6.1.3. The criteria for evaluation of all loan guarantee requests shall be set, and reviewed periodically, by the Conference Board of Trustees. Review of loan information may be necessary, and support from outside institutions (such as the Foundation of the Rocky Mountain Conference) in evaluating loan requests may be utilized.
- 6.1.4. Terms of loans cannot exceed fifteen (15) years.
- 6.1.5. When considering a loan guarantee request by a church or other Conference entity, the Board of Trustees will give priority in the following order: new church or worship facility, new church ground, church relocation, church or facility addition or other capital expenditures.
- 6.1.6. Further indebtedness by the indebted church will not be allowed unless approved by the Conference Board of Trustees.
- 6.1.7. Loan Guarantee Application Process
  - 6.1.7.1. Sources of funds to be considered should be: The United Methodist Development Fund (UMDF), The Rocky Mountain Conference Foundation, local bank(s) and other local churches.
  - 6.1.7.2. If the lending institution requests a Conference guarantee (or if such a request is anticipated), contact should be made promptly with the Chair of the Board of Trustees, the appropriate District Superintendent and the Director of New Ministries.
  - 6.1.7.3. The Director of New Ministries and/or the District Superintendent will bring a recommendation to a meeting of the Board of Trustees where a quorum is present and voting.
  - 6.1.7.4. The overall ministry health of the requesting church will be reviewed by looking into the recent history of apportionment support and the tenure of the clergy leadership at that specific church.
  - 6.1.7.5. Paragraph 2544.12 of the 2012 Book of Discipline 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.

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

- 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 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 2012 Book of Discipline of The United Methodist Church. 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. (2012 Book of Discipline ¶¶ 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.

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

- 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 2012 Book of Discipline to qualify United Methodist heritage landmarks with the General Commission on Archives and History.

EFFECTIVE DATE: July 1, 2009

TERMINATION DATE: ~~June 30, 2014~~None. Ongoing

### 6.3. Conference Policy on the Use or Disposition of Discontinued or Abandoned Local Church Property

This policy governs the use or disposition of local church property available to the Conference following congregational discontinuance or abandonment, 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 discontinuance by the annual conference without direction concerning disposition, or its abandonment, but does not include (1) items deposited or set aside for safekeeping as provided in ¶2549.4 of the 2012 Book Of Discipline; or (2) property for which the annual conference provides dispositional direction in its declaration of discontinuance.
- 6.3.2. The determination of what constitutes "new and/or existing ministries" shall be made by a standing committee with the following membership:  
Representative from Conference Board of Trustees  
Representative from Conference Council on Finance & Administration  
Representative from Conference New Church Development Committee  
Representative from the Appointed Cabinet  
Director of Mission & Ministry or representative
- 6.3.3. The standing committee 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 standing committee shall develop and publish guidelines for its determination of what constitutes "new and/or existing ministries" in urban transitional communities 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 its ability, the standing committee shall act with regard to the ministry needs of the entire Conference and, in this regard, is expected consult as necessary with 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 discontinuation or abandonment of a congregation 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 2012 Book of Discipline.
- 6.3.5. The standing committee's recommendations for the use or disposition of Property or funds subject to this policy shall be submitted to the Conference Board of Trustees for approval. The standing committee may recommend the retention and



## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

use of real property, instead of its sale or other transfer. The Conference Board of Trustees may grant, withhold or otherwise condition its approval as it deems advisable, and 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 action on the standing committee's recommendations. At all times, and regardless or in the absence of the standing committee's recommendation, 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 standing committee 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 to the Conference Board of Trustees, are subject in their use or disposition to this policy.
- 6.3.7. The standing committee shall be accountable to the annual conference, and shall annually submit a written report to the annual conference outlining its 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, 2011

TERMINATION DATE: None. Ongoing.

## 7. ETHICS AND CONDUCT

### 7.1. Conference Church Ethics and Sexual Misconduct Prevention Training (2006 Petition AC 11; Amended 2009 Petition AC12)

- 7.1.1. Every person as identified in Schedule A must attend a Rocky Mountain Conference Ethics and Sexual Misconduct Prevention Training at least once in each quadrennium (e.g., July 1, 2008 – June 30, 2012)
- 7.1.2. Persons as identified in Schedule B must attend a Rocky Mountain Conference Ethics and Sexual Misconduct Prevention Training at least once in each quadrennium (e.g., July 1, 2008 – June 30, 2012) if the person is serving in a ministry setting either by appointment of the Cabinet or by arrangements with the ministry setting.
- 7.1.3. Persons as identified in Schedule C will be required to attend a Rocky Mountain Conference Ethics and Sexual Misconduct Prevention Training at least once in each quadrennium (e.g., July 1, 2008 – June 30, 2012) at the discretion of the respective district superintendent.

Note: For purposes of this petition, "quadrennium" is defined as the time period beginning July 1st following one General Conference and extending through June 30th following General Conference four years later.

- 7.1.4. The annual Report Form received from each person as per Schedule A, Schedule B, and Schedule C shall include the following question: "When and where did you last attend a Rocky Mountain Conference Ethics and Sexual Misconduct Prevention Training?" The office of superintendent shall review each report to insure compliance.
- 7.1.5. When a person fails to meet this requirement the matter will be referred to the Bishop pursuant to THE BOOK OF DISCIPLINE, Par. 2702.1.d (Failure to perform the work of ministry), Par. 340 (Responsibilities and Duties), Par. 362 (Complaint Procedures).

#### Schedule A

AF - Affiliate Member  
AM - Associate Member  
DM - Diaconal Member  
DP - Probationary 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 - Probationary Deacon, other Conference  
OE - Elder, Other Conference  
OF - Full Member, Other Conference  
OP - Probationary Member, Other Conference

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

OR - Retired Member Other Conference  
PD - Probationary Deacon PE - Probationary Elder  
PL - Part-time Local Pastor  
PM - Probationary Member (92 Book of Discipline)

### Schedule B

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

### Schedule C

SP - Student Local Pastor  
SY - Supply Pastor

Employees and volunteers in leadership roles in ministry settings should be encouraged to attend a Rocky Mountain Conference Ethics and Sexual Misconduct Training at least once in every four years.

Effective Date: July 1, 2009

Termination Date: June 30, 2015<sup>4</sup>

## 7.2. Safe Sanctuary for Conference and District Events

### 7.2.1. Policy Statement:

- 7.2.1.1. The Rocky Mountain Conference of The United Methodist Church is committed to providing safe and sacred spaces for children, youth and vulnerable adults who participate in events sponsored by the Conference or its Districts. We call this commitment and the policies and procedures that support it, "Safe Sanctuary." As leaders in ministry, we recognize that our work is a sacred trust which we exercise on God's behalf. Further, we are committed to being in ministry as Jesus was in ministry: as a good Shepherd concerned for the lives and well-being of all He served (John 10) and honoring the sacred worth of each person He encountered, young or old (Genesis 1:26-27).
- 7.2.1.2. Therefore, as a covenanted Christian community of faith, the Rocky Mountain Conference pledges to conduct Conference events in ways that promote the safety and spiritual growth of all participants in these Conference events and all who work with them.
- 7.2.1.3. This policy and its provisions shall apply to all paid and unpaid workers, whether lay or clergy, who have any direct or indirect contact with children, youth, and vulnerable adults who participate in any Conference or District activities or events.
- 7.2.1.4. The Safe Sanctuary policy of the Rocky Mountain Conference shall be published annually in the conference Journal.
- 7.2.1.5. The Director of Mission and Ministry and the Conference Treasurer – or their designees – shall review and affirm annually the Rocky Mountain Conference Safe Sanctuary policies, practices and procedures for sponsored activities involving children, youth and vulnerable adults. As necessary, the DMM and Treasurer may report revisions to the policy to the Annual Conference session.

### 7.2.2. Procedures and Practices

#### 7.2.2.1. Volunteer or Paid Event Worker

In order to serve as a worker at a Conference level event with children, youth, and/or vulnerable adults, a volunteer or paid worker must furnish to the Director of Mission and Ministry or designee the following minimum Safe Sanctuary requirements:

- 7.2.2.1.1. A signed application for the position which may call for references, relevant occupational history, residential history, and voluntary disclosure of relevant criminal history.
- 7.2.2.1.2. A signed authorization and release to perform such background and reference checks as may be necessary or advisable for the position. The background checks may include criminal, credit, employment and other reports.
- 7.2.2.1.3. A signed behavioral covenant establishing standards of behavior for the event(s).

## 2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

- 7.2.2.1.4. A signed statement from his or her local church pastor stating the following:
  - 7.2.2.1.4.1. he/she is either a member of the local church, or has attended regularly for a minimum of six months
  - 7.2.2.1.4.2. he/she has successfully completed a background screening involving the National Criminal File, the National Registry of Sex Offenders, Social Security Number verification, and County Criminal Check, as well as the Criminal File from the State of residence. (State Bureau of Investigations from CO, WY, UT or state of legal residence). All of the above can be obtained through the company recommended by our current insurance company. (Go to [www.churchmutual.com](http://www.churchmutual.com) and select "Safety Resources" in the left hand column and then "Background Screening" on the Safety Resources page.)
- 7.2.2.1.5. Youth workers (e.g., child care assistants) are only required to submit a form for a reference check. See the file "SS Policy Sample Forms" on the Conference website, [www.mcmuc.org](http://www.mcmuc.org) (click on the link "Ethical Education" under the heading "Programmatic Ministries along the left column of the Home page) for a sample.
- 7.2.2.1.6. Copies of a Motor Vehicle Check, proof of insurance, and valid driver's license if transporting children, youth, or vulnerable adults is part of their responsibilities.
- 7.2.2.1.7. A signed statement stating that they understand and will abide by the following:
  - 7.2.2.1.7.1. Job descriptions/expectations and safe practices for specific ministry areas involving children, youth, and vulnerable adults.
- 7.2.2.1.8. Laws of Mandatory Reporting for the State in which the event is held (CO, WY, UT).
- 7.2.2.2. The Designated Safety Advocate

Every Conference event shall be staffed with a "Designated Safety Advocate" (DSA) appointed by the Director of Mission and Ministry or his/her designee. The DSA, who is NOT the event coordinator, is responsible for ensuring that the event complies with Safe Sanctuary policy and procedures, and legal and code requirements, including the following:

  - 7.2.2.2.1. Basic Competencies
    - 7.2.2.2.1.1. Know and follow the mandatory reporting laws for the State in which the event is held.
    - 7.2.2.2.1.2. Know and follow the Conference "Crisis Communication Plan". Unless otherwise designated, the Conference's Director of Communications shall be the media spokesperson at Conference events.
    - 7.2.2.2.1.3. Have a working familiarity with "Training Resources" – a listing of helpful resources serving as a bibliography, included in the "Supporting Documentation" file associated with this policy.
  - 7.2.2.2.2. Behavioral Covenant And Medical Release Forms
    - 7.2.2.2.2.1. Ensure that all participants, workers and leaders, including the DSA, and their adult guardians, if any, have read and signed an agreement to abide by the terms of behavioral covenant provided by the DSA in advance of the event.
    - 7.2.2.2.2.2. Ensure that all participants have submitted a signed medical release form.
  - 7.2.2.2.3. Leader Background Checks
    - 7.2.2.2.3.1. Ensure that each paid or volunteer staff has successfully completed a background screening in accordance with current Conference Office recommendations and practices.
    - 7.2.2.2.3.2. Review all background checks and raise any concerns with the Director of Mission and Ministry or his/her designee.
    - 7.2.2.2.3.3. Approve each adult paid or volunteer staff to participate in the event.
  - 7.2.2.2.4. Building Safety
    - 7.2.2.2.4.1. Monitor building use for conformity with building occupancy limitations per applicable "Certificates

2013 ROCKY MOUNTAIN CONFERENCE JOURNAL

of Occupancy".

7.2.2.2.4.2. Educate Event leaders of building floor plans, building capacities, fire/emergency evacuation procedures, and emergency exits.

7.2.2.2.5. Insurance

7.2.2.2.5.1. Ensure that all groups have the necessary certificates of insurance both for liability and workers compensation and that they are displayed as required by law.

7.2.2.2.5.2. Assure that all conference events conform to Federal and State wage and tax laws for employees.

7.2.2.2.6. Leadership At Event

7.2.2.2.6.1. Identify him-/herself to all leaders and participants at the beginning of the event and present the safety standards and procedures for the event.

7.2.2.2.6.2. Ensure that any child care services provided at the Event are either licensed or exempted from licensing according to Federal and/or State regulations.

7.2.2.2.6.3. Ensure appropriate response by Event and Conference leaders to reports of abuse or neglect.

EFFECTIVE DATE: July 1, 2011

TERMINATION DATE: On-going