

WYOMING ANNUAL CONFERENCE
The United Methodist Church

RULES OF ORDER, STRUCTURE, POLICIES, ETC.
Updated September 16, 2006

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NOTE: All paragraph (§) references are to *The Book of Discipline of The United Methodist Church, 2004*. Detailed information pertaining to the Conference Corporations and Wyoming Seminary are on file in their respective offices.

1
2
3 **RULES OF ORDER GUIDELINES**

- 4 1. Membership of the various units of our structure may be "ex-officio" (by virtue of office). Such
5 persons are full members of that unit. Sometimes, for good reason, the voting privilege is
6 withheld from an ex-officio member. This must, however, be clearly stated. Where there is no
7 indication to the contrary, an ex-officio is presumed to have the privilege of vote.
- 8 2. The fiscal year of the Wyoming Annual Conference is from January 1 to December 31.
- 9
- 10 3. Clergy and lay delegates to General and Jurisdictional Conference shall be elected in accordance
11 with the provisions of The Book of Discipline of The United Methodist Church. There shall be
12 elected reserve delegates to each session of the Jurisdictional Conference, three (3) each, clergy
13 and lay, by their respective sessions at Annual Conference.
- 14
- 15 4. Lay Persons wishing to be nominated for election as delegates to General or Jurisdictional
16 Conference, who meet the qualifications of The Book of Discipline of The United Methodist
17 Church, may send a resume to the Conference Lay Leader by a date to be announced each
18 quadrennium. This resume is to contain the person's name, local church, a brief statement of their
19 background and the reasons for wanting to be a delegate.
- 20 To provide uniformity and ease of printing the pre-conference reports, as well as to minimize
21 the amount of paper required, the Board of the Laity has prepared forms for entering names and
22 pertinent information of those who desire to act as delegates to General or Jurisdictional
23 Conference. These forms are to be completed by the nominee and returned to the Conference
24 Lay Leader or any member of the Board before April 1st of the year elections are conducted.
25 Forms must be typewritten or printed in dark ink. Nominations may also be made from the floor.
- 26
- 27 5. The Secretary of the Conference shall receive reports from all Councils, Committees,
28 Commissions, Agencies, Teams, and Ministry Tables of the Conference and shall reproduce the
29 same, and mail them to all the members of the Annual Conference by May 1.
- 30
- 31 6. No Council, Committee, Agency, Team, or Ministry Table created by the Conference shall
32 involve itself or the Conference in any debt or financial obligation, unless it is specifically
33 authorized to do so by the Conference.
- 34
- 35 7. Clergy in all categories are eligible to serve on Councils, Committees, Commissions, Agencies,
36 Teams, and Ministry Tables when not in conflict with The Book of Discipline of The United
37 Methodist Church.
- 38
- 39 8. Councils, Committees, Commissions, Teams, and Ministry Tables are authorized to fill vacancies
40 in their membership occurring between sessions of Annual Conference with qualified appointees
41 whose terms shall expire at the succeeding session of the Conference at which time the vacancy
42 shall be filled by vote of the Conference upon motion by the duly constituted authority.
- 43

- 1 9. Elections to any Board, Council, Committee, Commission, Team, or Ministry Table shall be for
2 one year, not to exceed eight (8) consecutive years, including any years of service filling an
3 unexpired term. In case of quadrennial terms, service for two or more years of the quadrennium
4 constitutes service for the entire quadrennium for purposes of the eight (8) year rule. The
5 eight-year rule shall not apply to the Conference Directors, Treasurer, Chancellor, Health
6 Insurance Officer, Pension Officer, Moving Officer, Conference Historian, Conference Archivist,
7 the Disaster Response Team or the Victims' Advocacy Network. All District nominations also
8 shall conform to the eight-year rule, beginning with the current quadrennium. Trustees are
9 exempt from the eight-year rule by Discipline.
- 10
- 11 10. Annual Conference petitions must be submitted to the Conference Secretary for scheduling
12 on the agenda.
- 13
- 14 11. It is the responsibility of each organizational unit (Committee Chairperson) to be in contact
15 with their Committee members about their activity, or lack of it.
- 16
- 17 12. If the Chairperson of a Committee, Council, Team or Table resigns, the replacement will be
18 named by the Conference Committee on Nominations and Personnel in consultation with the
19 remaining committee members. Their election shall take place at the next session of the
20 Annual Conference.

21
22 Adopted: September 14, 1985; Revised: June 1987, 1989, 1991, 1992, 1993, May 2003,
23 September 2006
24
25

26 **RULES OF ORDER**

27 28 **1. General Provisions**

- 29 a. The Rules of Order of the Wyoming Annual Conference shall consist of:
- 30 i. The Rules of Order as adopted by the General Conference for its direction, insofar as
31 those rules apply or may easily be construed to apply to an Annual Conference.
- 32 ii. The acts of legislation of the General Conference which pertain to an Annual
33 Conference, its organization, and its work, and
- 34 iii. The existing Rules of Order, when adopted in accordance with the provision of the
35 Rules of Order.
- 36
- 37 b. The Rules of Order shall contain provisions for the organization and structure of the
38 Annual Conference, for the transaction of its business, in accordance with The Book of
39 Discipline of The United Methodist Church and with principles which the Annual
40 Conference shall determine are not in conflict with The Book of Discipline of The United
41 Methodist Church. The precedents, the practices, and the resolutions of the Annual
42 Conference shall be given full weight of authority as ways and means of carrying out the
43 provisions of these Rules of Order, so long as they are not in conflict with The Book of

1 Discipline of The United Methodist Church, or with these Rules of Order, but they do not,
2 thereby, become parts of the Rules of Order (§604.1).

- 3
4 c. The complete Rules of Order shall be published in such form as shall be determined by the
5 Annual Conference.
6

7 **2. Organization of the Annual Conference**

8 a. The Officers of the Conference

- 9 i. The President. The Bishop presiding shall be the legal chairperson of the Annual
10 Conference (§603.6)
- 11 ii. The Treasurer. The Treasurer shall be elected by the Annual Conference at its first
12 session following the regular session of the General Conference for a quadrennium.
13 Nomination for the position shall be made by the Conference Council on Finance and
14 Administration. The duties of the Treasurer are detailed in The Book of Discipline of
15 The United Methodist Church, (§618.)
- 16 iii. The Secretary. The Secretary of the Annual Conference shall be elected by the Annual
17 Conference quadrennially at the session following the General Conference.
18 Nominations for the Secretary shall be made by the Committee on Nominations and
19 Personnel in consultation with the Bishop with the provision that nominations may be
20 made from the floor. The Secretary shall appoint assistants annually in consultation
21 with and approval of the Dean of the Cabinet. The duties of the Secretary shall be
22 such as are required by The Book of Discipline of The United Methodist Church and
23 the Annual Conference (§603.7).
- 24 iv. The Statistician. The Statistician shall be elected by the Annual Conference at the
25 session of the Annual Conference following the General Conference. The term of
26 office shall be for a quadrennium. Nominations for the Statistician shall be made by
27 the Committee on Nominations and Personnel in consultation with the Bishop, with
28 the provision that nominations may be made from the floor. The Statistician may
29 annually appoint assistants, and such appointments shall be in consultation with, and
30 approval of, the Dean of the Cabinet. The duties of the Statistician shall be such as are
31 required by The Book of Discipline of The United Methodist Church and by the
32 Annual Conference (§603.7).
- 33 v. The Chancellor. The Chancellor shall be nominated by the Bishop and elected by the
34 Annual Conference and shall serve as legal advisor to the Bishop and the Annual
35 Conference (§603.8).
- 36 vi. The Conference Lay Leader. The Lay Leader shall be elected quadrennially by the
37 Annual Conference, upon nomination by the Committee on Nominations and
38 Personnel. This term shall not exceed two consecutive quadrennia (§603.9)
- 39 vii. The Conference Benefits Coordinator. The Conference Benefits Coordinator shall be
40 elected quadrennially by the Annual Conference at the session following the General
41 Conference, upon nomination by the Human Resources Table and the Board of
42 Pension and Health Benefits, and shall be an ex-officio member, without vote, of the
43 Board of Pension and Health Benefits.

1 viii. The Conference Moving Officer. The Conference Moving Officer shall be elected
2 quadrennially by the Annual Conference at the session following the General
3 Conference, upon nomination by the Council on Finance & Administration and
4 shall be an ex-officio member, without vote, of the Commission on Equitable
5 Compensation.
6

7 b. Conference Sessions

8 i. Annual Conference Session

9 (1) Time. The Bishop shall fix annually the time of meeting (§603.2).

10 (2) Place. The place of the sessions of the Annual Conference shall be determined by
11 the Conference Agenda/Sessions Committee (§603.3)

12 ii. District Conferences

13 (1) Each year there shall be a District Conference where the District Superintendent
14 shall preside.

15 (2) These District Conferences shall be open to all members of the local churches,
16 however, only members of Annual Conference may vote.

17 iii. Executive Sessions for Clergy Members of the Annual Conference. The Clergy

18 Members of the Annual Conference shall meet in executive session to consider
19 questions relating to ordination, character, and conference relations. Clergy sessions,
20 not executive, may be held on the order of the presiding Bishop or of the Conference
21 (§368.5).

22 iv. Lay Conference Sessions. The Lay Members of the Annual Conference shall meet in
23 special lay sessions to transact such business as may legitimately come before such an
24 assembly. The presiding Bishop shall appoint a convener. A special lay conference
25 may be held on order of the Bishop or Annual Conference.

26 v. Lay Members. All Lay Members of the Annual Conference shall be elected
27 quadrennially, except as defined by Item II,B,7 below. (§252.5g)

28 vi. Voting Members.

29 (1) Clergy and lay members as defined in §602 and §32.

30 (2) Two voting youth delegates and their alternates (ages 12-17) shall be elected by
31 each District Conference upon nomination by the District Youth Coordinator from
32 among those youth indicating interest and a willingness to serve in this
33 responsibility through the prescribed application process.

34 (3) Two voting young adults and their alternates (ages 18-30) shall be elected by each
35 District Conference from among those applying through their respective District
36 Superintendents.

37 vii. Equal Number of Lay and Clergy Members (§32)

38 (1) The Conference Secretary shall certify the number of additional Lay Members
39 needed, if any, to make a balance of Clergy and Lay Members as required.

40 (2) Additional Lay Members as needed shall be designated as follows:

41 (a) Qualified lay persons serving as Conference Treasurer, Conference Secretary,
42 Statistician, Conference Directors, President of the Conference Board of
43 Trustees, Health Insurance Officer, Pension Officer, Moving Officer, Chairs of

1 the Council on Finance & Administration, Conference Board of Pension &
2 Health Benefits, Commission on Equitable Compensation, and all lay members
3 of the Common Table.

4 (b) Lay persons elected as representatives to General Boards and Agencies.

5 (c) If additional laypersons are still required after the applications of rules 1 and 2
6 above, the Secretary shall divide the number required by the number of
7 Districts and submit to each District Superintendent and District Committee on
8 Nominations the results for election by the District Conference.

9 viii. Conference Youth Delegate. There shall be youth representation at Annual
10 Conference with privilege of voice on the Conference floor. One youth may be
11 elected from each Charge and sent to annual Conference with the privilege of
12 voice but no vote. Each charge's youth delegate will be paid for by the
13 Conference and will be the joint responsibility of the pastor and the Conference
14 Youth Council and its leadership.

15
16 c. Operating Rules

17 i. There shall be a daily call of the roll by the Conference Secretary at a time to be
18 determined by the Secretary in consultation with the Agenda/Sessions Committee.

19 The response to the roll call shall provide the records of the number of voting
20 members present at the Conference Sessions and shall serve as the Conference's
21 acceptance of voting credentials.

22 ii. Members (Clergy and Lay) who must be absent from a Session of Conference are to
23 report to their District Superintendent and the Conference Secretary.

24 iii. A member desiring to address the Conference shall proceed to a microphone, and after
25 recognition by the Chairperson, shall first state name, church represented and
26 Conference relationship. Persons with physical conditions which prohibit moving to,
27 or using a microphone, shall inform the registrar of such condition, and follow
28 recognition procedures established by the Agenda/Sessions Committee.

29 iv. Each speech shall be limited to three minutes, unless the speaker's time is extended by
30 the majority vote of the Conference, except that a committee making a report shall be
31 entitled to five minutes, either to oppose a motion against the report, or to close
32 debate on the motion to adopt. No person shall speak more than once on the same
33 question until every member choosing to speak shall have spoken, and no more than
34 twice on the same motion. Speakers for and against a motion shall speak alternately,
35 limited to three (3) speeches for and three (3) speeches against, unless otherwise
36 permitted by a majority vote of the Conference.

37 v. The privilege of the floor shall be limited to ten minutes for representatives of
38 Jurisdictional or General Conference matters. Others speaking, on approval of the
39 Agenda/Sessions Committee, shall be limited to five minutes. Extension of time shall
40 be permitted by majority vote of the Conference.

41 vi. In all matters not specified herein, the proceedings of the Conference shall be governed
42 by established parliamentary law (Robert's Rules of Order) and by well-substantiated
43 precedent.

- 1 vii. All Rules of Order, within the limitations of the Discipline, may be:
2 (1) amended by two-thirds ($\frac{2}{3}$) vote of the members of the Conference present and
3 voting, provided such amendment shall have been presented to the Conference in
4 writing at least twenty-four (24) hours before the vote is taken and shall have been
5 reviewed by the Administration and Finance Ministry Table.
6 (2) suspended by a two-thirds ($\frac{2}{3}$) vote of the members of the Conference present and
7 voting.
8 viii. When the Conference designates or assigns a new program or responsibility,
9 specific directions shall be given concerning the nature of the assignment. Definite
10 referral shall be made to the proper Ministry Table, or individual(s) for
11 implementation, and the amount and source of all necessary financing shall be
12 indicated.
13 ix. Action from the floor of the plenary sessions regarding the printing of material in the
14 Conference Yearbook, which is not normally a part of the Journal's contents, shall be
15 referred to the Secretarial Staff who will consider cost and other factors in determining
16 the manner of printing and distribution.
17 x. All motions and/or resolutions pertaining to information sent to Conference members
18 prior to the Session of Annual Conference, which exceeded 100 words are to be
19 duplicated by the originator for distribution to the Conference prior to being presented.
20 xi. Authors of motions at Annual Conference must prepare their motions on forms
21 provided by the Secretarial Staff. The written motions shall be given to the
22 Agenda/Session Chairperson. This person will give copies to the Bishop and the
23 Secretary before discussion takes place. Authors of spontaneous motions are
24 responsible for getting written copies of the motions to the Secretary as soon as
25 possible for the convenience of the Bishop.

26
27 d. THE CONSENT CALENDAR

28 The Consent Calendar is a listing of reports of an historical nature containing no
29 resolutions presented to the Conference at its opening plenary session as an omnibus
30 motion. The items included on the Consent Calendar as approved by the Conference will
31 not be dealt with further on the Conference floor.

32 Items proposed for the Consent Calendar may be lifted from the Calendar by a $\frac{1}{3}$
33 vote of the Annual Conference. Likewise, items may be added to the Calendar by a $\frac{2}{3}$
34 vote of the Annual Conference following appropriate parliamentary procedures.

35 The purpose of the Consent Calendar is to expedite the business of the Annual
36 Conference. It is not intended to limit the Conference in any way in dealing with the
37 issues the Conference deems important and in need of floor discussion and debate.

38 Revisions: June 1993, June 1996, June 2001, May 2003, September 2006

- 1 4. Report to the Annual Conference on petitions received and provide a resource person who can
2 speak on the subject addressed.
3

4 **Membership and Organization:**

- 5 1. Chairperson and maximum of 15 members to be nominated by the Committee on Nominations
6 and Personnel and elected by the Annual Conference.
7 2. Vice-chairperson and Secretary to be chosen by and elected from the Committee membership.
8 3. Committee to be organized by September 30 of each year.
9

10
11 **Agenda/Sessions Committee**

12 Purpose: To plan the Sessions of the Annual Conference.
13

14 **Membership:**

15 The Director of Connectional Ministries shall be the chairperson. The Committee consists of the
16 Bishop, Dean of the Cabinet or designee, Conference Secretary, Host Pastor, Worship Committee
17 Chair, President of the Conference Council on Youth Ministries or designee, Sessions Coordinator,
18 Chair of Board of Ordained Ministry, Hospitality Coordinator, Technology Coordinator, Conference
19 Lay Leader or designee, Host District Lay Leader, Host District Superintendent, Site Coordinator,
20 Registrar, and Coordinator of Special Events.
21

22 **Responsibilities:**

- 23 1. To plan for the Sessions which will receive reports of ministry and service of the Church of Jesus
24 Christ through the Wyoming Annual Conference.
25 2. To plan for times of Bible Study, Inspiration, Education and Fellowship.
26 3. To plan for the services of Holy Communion.
27 4. To coordinate with the Bishop and the Board of Ordained Ministry, the Services of Confirmation
28 & Ordination and Recognition of Retiring Clergy & Commissioning of Probationary Members.
29 5. To establish task forces as needed to augment the work of the Committee. Members of the Task
30 Forces may be selected from outside the committee.
31 6. To determine the site of the Annual Conference Sessions.
32 7. To provide on-site equipment, supplies and support at the Annual Conference.
33
34

35 **Board of Laity (§630)**

36 The structure of the Board of Laity shall be as follows:

- 37 1. Conference Lay Leader (to serve as chair) to be nominated by the Committee on Nominations
38 and Personnel.
39 2. There shall be no more than two (as needed) Associate Conference Lay Leaders to be nominated
40 by the Committee on Nominations and Personnel.
41 3. Conference United Methodist Men president or designee.
42 4. Conference United Methodist Women president or designee.
43 5. Two (2) youth elected by the Conference Council on Youth Ministries.

6. Two (2) young adults elected by the conference Young Adult Council.
7. Conference Lay Speaking Director.
8. District Lay Leaders nominated by the district nominating committee and elected by the district representatives to the annual district meeting held in the fall.
9. Two (2) lay members from each district either designated by the district lay leader or to be nominated by the district nominating committee and elected at the district meeting held in the fall.
10. Presiding Bishop.
11. Cabinet designee.
12. Two (2) representatives elected from and by the Board of Ordained Ministry (one lay, one clergy)
13. Director of Connectional Ministries.
14. Communications Commission designee.

Responsibilities: as outlined in ¶ 630.2

MINISTRY TABLES

Mission and Outreach Ministry Table

Membership:

1. The Committee on Nominations and Personnel will select the leader of the Table, to be known as the “Host.”
2. This Table includes United Methodist Women, Global Ministries, Church and Society, Social Justice, Haiti Partnerships, Ecumenical Concerns, Cooperative Parish Ministry, Mission Education and Cultivation and Campus Ministry and Scholarships.

Responsibility:

Mission is a vital part of local church ministry. This Table will help to focus mission and ministry for the Annual Conference as a whole and will provide a connectional link.

Shared Leadership Ministry Table

Membership:

1. The Committee on Nominations and Personnel will select the leader of the Table, to be known as the “Host.”
2. This Table includes the chairs (or designees) of the Board of Laity, the Board of Ordained Ministry, and the Committee on Nominations and Personnel and Lay Speaking.

Responsibility:

This Table is concerned with spiritual leadership development and training for nurturing those who will be appointed leaders and resident leaders to help churches realize the vision and mission of the local and global church. It develops recruitment plans to expand the pool of potential leaders within the Conference and creates task forces to develop and execute specific new programs and then evaluates them.

1 **Witness and Discipleship Ministry Table**

2 Membership:

- 3 1. The Committee on Nominations and Personnel will select the leader of the Table, to be known
4 as the “Host.”
- 5 2. This Table includes chairs (or their designees) of United Methodist Men, Children and Poverty
6 Task Force, Sky Lake Board (i.e. Camps, Conferences and Retreat Ministries), Youth and Young
7 Adults, Emmaus Teams, Faith Quest Task Force, Evangelism, Local Church Development,
8 Christian Education, Worship, Spiritual Growth and Children's Ministry.

9 Responsibility:

10 Local churches will be vital centers for formation of disciples. Conference activities will facilitate
11 discipleship in ways not feasible at the local church level.

12
13 **Administration and Finance Ministry Table**

14 Membership:

- 15 1. The Committee on Nominations and Personnel will select the leader of the Table, to be known
16 as the “Host.”
- 17 2. This Table includes the chairs (or their designees) of Equitable Compensation, Conference
18 Trustees, Board of Pensions, Council on Finance and Administration, Committee on Episcopacy,
19 Health Insurance Committee, Conference Agenda/Sessions Committee, Archives and History,
20 Rules of Order, and the Conference Statistician.

21 Responsibility:

22 This Table reviews the overall administration of the Conference Ministry Plan Process and
23 provides a framework for the development of the Ministry Plan. The process will focus on the
24 critical issues identified by the Conference and focus resources on addressing those issues in order
25 to carry out our mission

26
27 **Human Resources Ministry Table**

28 Responsibility:

29 This Table serves as the Personnel Committee and relates directly to the Common Table.
30

31 **Common Table**

32 Membership:

33 This Table will consist of the Conference Lay Leader (who serves as Host), up to 2 Associate
34 Conference Lay Leaders, the Bishop, a Cabinet representative, the Ministry Table Hosts, eight
35 Ministry Table Leaders (two from each Ministry Table), two At-Large Members elected from the
36 floor of Annual Conference, and the Director of Connectional Ministries.

37 Responsibilities:

38 The Common Table, while not a decisional-making body, is the place where the vision of the
39 Annual Conference is kept before us and all actions are reviewed in light of the Primary Task of
40 the Church. It is a place of prayer and discernment, reflection and evaluation. At the Common
41 Table, dialogue among all areas of leadership takes place to develop shared vision.

42
43 Two unique ministries belong to this Table: Communications and Conference Agenda/Sessions.

1 **Kanarr-Gouldin Fund for Creative Ministry and Revolving Loans**

- 2 1. The name of the committee shall be the *KANARR-GOULDIN FUND COMMITTEE*.
- 3
- 4 2. The purpose of the committee shall be to make loans to churches within the Conference, and
- 5 possibly to other Conference entities. Loans for use in creative ministries shall normally have
- 6 priority over loans for other purposes.
- 7
- 8 3. The committee shall consist of two members from each district, a liaison from Trustees, and the
- 9 Director of Connectional Ministries- for a total of 10 members. All members shall be voting
- 10 members.
- 11
- 12 4. The committee shall not make a loan of more than \$25,000 without Annual Conference approval.
- 13 Subject to this restriction, the committee is authorized to make loans up to the amount in the
- 14 fund.
- 15
- 16 5. Procedural and administrative matters such as application forms/procedures, interest rates, a
- 17 quorum for committee meetings and committee actions, the use of mail/e-mail ballots by the
- 18 committee- including their use in the approval of loan applications, etc.- shall be left up to the
- 19 committee.
- 20

21

22 **Wyoming Seminary Advisory Committee**

23 Purpose:

24 To provide an active liaison and monitoring role with the Seminary and its Board of Trustees.

25

26 Membership:

- 27 1. One (1) clergy and one (1) lay from each district nominated by the Committee on Nominations
- 28 and Personnel and elected by the Annual Conference.
- 29 2. One (1) Wyoming Seminary Trustee nominated for this purpose by the Committee on
- 30 Nominations and Personnel and elected by the Annual Conference.
- 31 3. One (1) student of Wyoming Seminary nominated by the Committee on Nominations and
- 32 Personnel in consultation with the Wyoming Seminary Chaplain and elected by the Annual
- 33 Conference.
- 34 4. The President of Wyoming Seminary or a person designated by the President.
- 35 5. The Chaplain of Wyoming Seminary.
- 36 6. The Wilkes-Barre District Superintendent.
- 37

38 Organization:

- 39 1. The Committee shall meet and organize by September 30 of each year.
- 40 2. The Vice-chairperson and Secretary to be chosen from the Committee membership and elected
- 41 by the Committee.
- 42 3. The Chairperson is nominated by the Committee on Nominations and Personnel and elected by
- 43 the Annual Conference.

1 Responsibilities:

- 2 1. Promote the Church's mission in education, including the special missions and educational
3 ministries to ethnic minorities, persons with handicapping conditions and other peoples
4 disadvantaged by world conditions.
5 2. Promote Christian instruction and provide opportunity for Christian Service.
6 3. Encourage the Wyoming Seminary to inculcate human and humane values consistent with the
7 gospel and the public good.
8
9

10 **POLICIES**

11 **Archival Policy**

- 12 1. The Commission on Archives and History of the Wyoming Annual Conference shall be the
13 custodian of the official records (minutes, correspondence, deeds, and other archival materials)
14 of the Boards, Commissions, Committees, Task Forces, Agencies and the like. It shall also be
15 the custodian of the records of the general officers of the Conference (District Superintendents,
16 Program Counselors, Staff members, Executive Secretaries, Presidents of Boards and Agencies
17 and the like). It shall continue to be the custodian of the records of all closed and abandoned
18 churches.
19 2. No active church should give away or dispose of its permanent records without consulting the
20 Commission on Archives and History.
21 3. The Annual Conference and each of its Committees, Councils, Agencies and the like shall make
22 certain that its activities are adequately recorded. These records should document the policies,
23 programs and actions of each organizational unit through initiating, planning, adoption and
24 implementation phases.
25 4. Such relevant records, materials and archives produced by the various boards, agencies and
26 conference officers prior to one quadrennium preceding the present quadrennium ongoing (five
27 to nine years), and where practical, shall be delivered to the Commission on Archives and History
28 at the conference Archival Repository.
29 5. Each committee, council, agency and the like, shall designate a person or persons to act as liaison
30 with the Commission on Archives and History.
31 6. Where any such material is by its nature confidential matter, restrictions may be placed on its use
32 at the time it is deposited in the archives.
33 7. All material in the Archives, subject to any restrictions which may have been placed upon it, shall
34 be available for research use. These materials may not, however, be taken from their place of
35 deposit except by written consent of the Board or Agency whose records they are or their
36 successors.
37 8. It is to be understood that the Commission on Archives and History is but the custodian of these
38 records. They remain property of the Annual Conference or of donors outlined in No. 9 below.
39 9. Ministers and lay persons possessing personal or official papers, books, or other material of value
40 for church history are encouraged to deposit or bequeath such materials to the Conference
41 Archives.
42 10. The Conference Archival Repository shall be in the Wyoming Conference Center or such other
43 place as the Commission on Archives and History may determine.

1 **Guidelines for Clergy Practice**

2 As a part of the ongoing work and responsibility of the local church's pastor-parish relations
3 committee (§259.2), the appropriate Disciplinary paragraphs and these guidelines should be reviewed
4 annually. Primary responsibility for maintaining these guidelines rests with each individual pastor, as
5 part of his/her covenant relationship within the annual conference.
6

7 1. Ethical Conduct

8 It is the responsibility of the pastor:

- 9 a. To maintain a high moral standard in speech and conduct.
- 10 b. To seek to be Christ-like in attitudes and conduct toward all people.
- 11 c. Not to set aside personal convictions to win popular support.
- 12 d. To be intellectually honest in preaching and teaching, giving credit to the ideas and words of
13 others.
- 14 e. To regard all persons with love and concern, ministering impartially to the needs of all.
- 15 f. Not to violate confidences.
- 16 g. Not to use the pastoral office to seek, solicit or encourage any bequests, gifts, discounts or
17 other material benefit for the pastor or members of the pastor's family.

18
19 2. Personal Conduct

20 It is the responsibility of the pastor:

- 21 a. To be attired and groomed so as not to hinder effectiveness as a pastor.
- 22 b. To establish living habits which will insure that the parsonage is kept in presentable fashion.
- 23 c. To be attentive to the needs and aspirations of the disadvantaged and the victims of injustice
24 and prejudice.
- 25 d. To be diligent in the discharge of responsibilities, observing proper work habits and schedules.
- 26 e. To share leadership with staff members and duly elected lay persons.
- 27 f. To be a pastor to all in the community and encourage the church to participate in community
28 and ecumenical concerns.
- 29 g. To consider that his/her primary duty is to the church in which he/she serves.

30
31 3. Connectional Support

32 It is the responsibility of the pastor:

- 33 a. To leave membership lists and all other records in a current and well-organized status upon
34 termination and departure as pastor.
- 35 b. To work with the local church leaders to make provisions for the regular assessment of
36 his/her performance.
- 37 c. Not to speak disparaging of predecessors or successors or any other United Methodist pastor,
38 nor encourage members in their real or imagined grievances, nor interfere in the work of other
39 congregations.
- 40 d. To give loyal support to the pastor of the congregation into which he/she retires.
- 41 e. To refrain from performing pastoral functions in any church or charge to which he/she is not
42 appointed, except upon the request of the pastor in charge.
- 43 f. To fulfill the obligation to the connectional fellowship of the United Methodist Church, giving

- 1 full support to its efforts to extend the Kingdom of God.
2 g. To interpret to the congregations their responsibilities to the denomination.
3 h. To support and interpret the appointive system.
4 i. To become familiar with the mission, programs, structure and missions of the district and
5 annual conference.
6
7

8 **Incapacity Leave Policy**

- 9 1. The criteria and process for determining eligibility for Comprehensive Protection Plan (CPP)
10 incapacity support shall be those determined by the General Board of Pension and Health Benefits
11 of the United Methodist Church (GBPHB).
12
13 2. Eligibility
14 a. The responsibility for the ongoing review of eligibility for those on Incapacity Leave shall be
15 the Bishop of the Wyoming Annual Conference, the Appointive Cabinet of the Wyoming
16 Annual Conference, the Wyoming Annual Conference Joint Committee on Incapacity, the
17 Wyoming Annual Conference Board of Ordained Ministry, and the Wyoming Annual
18 Conference Board of Pension and Health Benefits.
19 b. The responsibility for the ongoing review of eligibility for those receiving CPP Incapacity
20 Leave shall be the Bishop of the Wyoming Annual Conference, the Appointive Cabinet of the
21 Wyoming Annual Conference and the Wyoming Annual Conference Joint Committee on
22 Incapacity.
23 c. The incapacity support and any recommendation for continuance of CPP incapacity support
24 shall be the GBPHB and Disability Management Alternatives. The financial administration of
25 and the budgeting for any additional assistance provided by the Conference shall be the
26 responsibility of the Conference Commission on Equitable Compensation, the Conference
27 Joint Committee on Incapacity and the Conference Board of Pension and Health Benefits.
28
29 3. A moving expense grant, supported by voucher, in an amount not to exceed that provided for
30 retiring pastors, shall be made available when a pastor on incapacity support leaves a parsonage.
31 This will not prohibit a retirement grant, if the pastor returns to active service.
32
33 4. For those placed on Incapacity Leave 16 September 2006 and after, the amount of incapacity
34 CPP benefit will be equal to seventy percent (70%) of the pastor's Plan Compensation for the
35 Plan Year that the first payment of the incapacity benefit becomes due. For all those who were
36 placed on Incapacity Leave prior to January 1, 2002, the twenty-five percent (25%) housing
37 allowance will continue.
38
39 5. In the period between the time when the Bishop of the Wyoming Annual Conference appoints a
40 pastor to Incapacity Leave, and the time when the incapacity CPP support is recommended by
41 Disability Management Alternatives, followed by approval by the GBPHB, the CPP benefit shall
42 be paid from Annual Conference funds on account with the GBPHB. When incapacity CPP
43 support is approved, the General Board of Pension and Health Benefits shall replace such reserve

1 funds. If approval is denied, the funds may not be replaced.
2

- 3 6. When a pastor and dependents are enrolled in the Conference Health Insurance Program at the
4 time of incapacity leave, their coverage will be continued without any participation fee or
5 proportional cost sharing.
6
- 7 7. A person on CPP supported incapacity leave, who shall have been on such leave for at least five
8 (5) years and shall have attained the age of sixty-five (65) on or before June 30 of the year in
9 which the session of the Annual Conference is held, shall no longer qualify for CPP incapacity
10 assistance. Persons who entered the CPP Incapacity Leave status after attaining age sixty (60)
11 shall no longer qualify for incapacity assistance at the earlier of June 30 following the completion
12 of five (5) years under CPP Incapacity Assistance or attained the age of seventy (70) on or before
13 June 30 of the year in which the session of the Annual Conference is held. These persons (except
14 those who will have attained the age of seventy [70]) shall be encouraged to seek the retired
15 relationship.
16
- 17 8. Disability Supplement
18 The Wyoming Annual Conference will provide supplemental disability, in addition to that
19 guaranteed through the Comprehensive Protection Plan (CPP) of the General Board of Pension
20 and Health Benefits of the United Methodist Church. Such supplement shall be 20% of the
21 Denominational Average Compensation for housing allowance, total not to exceed the
22 clergy person's base minimum compensation.
23
24

25 **Housing Allowance Policy**

- 26 1. Alternate housing arrangements may be established only after consultation among the
27 congregation's Board of Trustees, Pastor-Parish Relations Committee, Pastor and District
28 Superintendent and receipt of the written approval of the same and affirmative vote of the
29 charge/church conference.
- 30 2. Congregations choosing to provide a housing allowance must have a written plan for providing
31 a parsonage which meets the Conference standards in order that all options may be considered
32 when the next pastoral vacancy occurs.
- 33 3. The housing allowance must be the larger of 25% of the pastor's cash salary exclusive of travel
34 allowance or the cost of such housing allowance by the use of a worksheet which is available from
35 the Commission on Equitable Compensation. It is expected that the costs of a mortgage,
36 appropriate insurance coverage for the property, house and contents, the maintenance of the
37 house and property, providing and replacing furniture, all utilities and taxes, major appliances and
38 lawn care equipment will be covered in a housing allowance.
39

40 NOTE: A fair estimate is critical. It is important not to underestimate the housing allowance since
41 the pastor may exclude from taxable income only that amount fixed by the paying unit.
42 Any expense in excess of that amount may not be excluded for tax purposes. Conversely,
43 any amount of the housing allowance received and not used for housing expenses is taxed

1 as regular income. It is recommended that any housing allowance which may be
2 established be reviewed by a competent tax consultant in order that churches/charges
3 comply with pertinent Internal Revenue Service regulations.
4
5

6 **Limited Service Churches**

7 It is recommended that at the request of the local church, or if no active congregation exists, upon
8 recommendation of the Cabinet, in accordance with the Discipline, a church may be discontinued and
9 its building placed on Limited Service by action of the Annual Conference according to the following
10 guidelines. Such churches will be recorded with the date of such action and continued in the official
11 directory of the churches in the Conference Journal.
12

13 Guidelines:

- 14 1. All salary and conference ministry shares are removed.
 - 15 2. The church drops out of the listing of churches to which pastors are assigned. The conference
16 secretary will list such churches in the Journal with the Charge Conference to which they are to
17 report. This will allow for proper records and constitutes the historic continuity of these
18 churches.
 - 19 3. The only services to be held are weddings, funerals, baptisms and special occasions.
 - 20 4. One or more special services shall be held each year with the offering to be used for the upkeep
21 of the building, under the direction of the trustees duly elected by the Charge Conference.
 - 22 5. The remaining members are transferred to nearby United Methodist Churches for regular worship
23 and other church involvement.
 - 24 6. The remaining members become a special committee under the Charge Conference to plan with
25 the pastor for weddings, funerals, and special days. They also present a written report each year
26 as to the services held, money received and how expended, and the like.
 - 27 7. Should population shifts bring people into the area, service would simply resume.
 - 28 8. In all things, The Book of Discipline of the United Methodist Church shall apply, and the pastor
29 to whom the members are assigned shall be in charge.
 - 30 9. A church may be reinstated by the Cabinet.
 - 31 10. In the fifth year, and each fifth year thereafter, following a church's being placed on Limited
32 Service status, an on-site inspection of the property and a review of the church's status shall
33 be conducted by a District Superintendent, the pastor in church, the local church Trustees,
34 a representative of the Conference Board of Trustees, a representative of the District Board
35 of Church Location and Building, and a representative of the District Committee on Ministry.
36 Such a review may generate:
 - 37 a. a recommendation to the Cabinet for re-activation
 - 38 b. continuation of Limited Service Status
 - 39 c. abandonment, in accordance with The Book of Discipline of The United Methodist Church,
40 with an appropriate Service of Deconsecration.
- 41
42
43

1 **Financially Supported Sabbatical**

2 Sabbatical leave is granted to members of the Conference in order that they may increase their
3 competence for more effective service to the Conference and the churches of the Conference through
4 a program of study and travel. It is considered to be a member's right and privilege as a member of
5 the Conference and not to be considered any extraordinary benefit. It is therefore to be anticipated
6 that requests for sabbatical leave will be presented to the Conference in accordance with the provision
7 of The Discipline of the United Methodist Church 2004 ¶352 on the initiative of the member in
8 consultation with the Cabinet and the Bishop.

9
10 Eligibility

- 11 1. Associate or Full clergy members having served the equivalent of six full-time years within the
12 bounds of the Wyoming Annual Conference immediately prior to the application shall be
13 considered eligible.
- 14 2. Two years service in present appointment will be required prior to granting a sabbatical leave
15 except upon recommendation of the Cabinet.
- 16 3. No sabbatical leave shall be granted unless the member agrees to return for service in the
17 Wyoming Conference for a period of two years.

18
19 Support

- 20 1. The Annual Conference will support sabbatical leaves through the Board of Ordained Ministry
21 as funds are available.
- 22 2. The member's remuneration, including salary and housing, for the sabbatical leave will be
23 negotiated with the District Superintendent and the Conference Board of Ordained Ministry.
- 24 3. If a new appointment is made to the charge, the Annual Conference will be responsible for the
25 MPP and the CPP payments for the member on leave through the Board of Ordained Ministry
26 budget.

27
28 Application

- 29 1. Application shall be made on the appropriate form, including plans for travel and study to the
30 Board of Ordained Ministry six months prior to the session of Annual Conference. Copies of the
31 application shall be sent to the Bishop and the District Superintendent.
- 32 2. The appointment to sabbatical leave is to be made by the Bishop upon the vote of the Annual
33 Conference after recommendation by the Conference Board of Ordained Ministry.
- 34 3. The application shall carry the endorsement of the District Superintendent following approval of
35 the Pastor-Parish Relations Committee and the Charge Conference.
- 36 4. The member shall be interviewed by representatives from Division Two of the Board of Ordained
37 Ministry. The interview shall center on the purpose, goals, structure and value of the sabbatical.

38
39 Criteria

- 40 1. The member must submit a written proposal of his/her structured sabbatical program. The
41 proposal shall outline in detail a comprehensive-focused program. Example: Books to be read,
42 travel plans, time table, research to be done, courses to be taken.
- 43 2. The proposal shall demonstrate and reflect the strength of the sabbatical program.

1 Selection

2 The following criteria will be used for selecting one funded sabbatical leave over another.

- 3 1. Availability of the stated study program or travel experience.
- 4 2. The financial requirement of the stated sabbatical leave. Can the financial funding be divided? Is
5 the sabbatical leave completely dependent on total financial funding?
- 6 3. The strength of the sabbatical program.

7
8 Evaluation

- 9 1. The members shall send quarterly reports to the representatives of Division Two of the Board of
10 Ordained Ministry and the Chair of the Board of Ordained Ministry.
- 11 2. Upon conclusion of the sabbatical leave, the member shall submit a report of the sabbatical
12 experience to the Conference Board of Ordained Ministry, with copies to the Bishop and the
13 District Superintendent.
- 14 3. Any major alteration in the proposed sabbatical plan must be submitted to the Bishop and the
15 District Superintendent for evaluation and approval.
- 16 4. Repayment may be required if the requirements are not met.

17
18 Local Church Involvement

- 19 1. Prior to application, the District Superintendent and the pastor shall be in consultation with the
20 Pastor-Parish Relations Committee concerning the feasibility of sabbatical leave.
- 21 2. The Cabinet shall be responsible for interim appointees and the amount of their remuneration will
22 be negotiated with the District Superintendent in consultation with the Conference Board of
23 Ordained Ministry. If, after discussion with the pastor and the Pastor-Parish Relations
24 Committee, it seems advisable to the cabinet, a new pastor may be appointed to the charge rather
25 than an interim pastor. In such cases, the Conference will be responsible for the full costs of the
26 sabbatical program, and the pastor shall receive a new appointment following the completion of
27 the sabbatical program.
- 28 3. For the sabbatical leave, the charge shall remit the full salary to the Annual Conference. The
29 travel allowance is to be retained by the charge and paid directly to the interim pastor.
- 30 4. The Conference shall be responsible for remuneration paid to the member on sabbatical leave and
31 to the interim appointee.
- 32 5. The charge will continue to pay all Conference ministry shares and pension.
- 33 6. The parsonage shall be made available to the interim appointee.

34
35
36 **Leave of Absence with Claim**

37 Full-time Local Pastors having served eight years in the Wyoming Conference shall be eligible to
38 apply for supported Leave of Absence with Claim for the purpose of meeting minimum educational
39 requirements for Associate Membership in the Annual Conference, as provided in The Discipline of
40 the United Methodist Church.

41
42 The guidelines for the financially supported sabbatical program shall apply to the full-time local pastor
43 applying for a supported leave of absence.

**Sections Not Listed Because of Obsolescence, Absorption into Other Units
or Printed in the Journal or Discipline**

- 1
- 2
- 3
- 4 1. Health Insurance Committee
- 5 2. Committee on Rules of Order and Conference Structure
- 6 3. Committee on Diaconal
- 7 4. Commission on Christian Unity and Interreligious Concerns
- 8 5. Theological Study Commission
- 9 6. Conference Board of Church and Society
- 10 7. The Discipleship Division responsibilities
- 11 8. The Global Ministries Division responsibilities
- 12 9. Structure for the District
- 13 10. Housing Allowance Policy
- 14 11. Moving Expense Policy
- 15 12. Parsonage Standard
- 16 13. Personnel Policies and Procedures Manual
- 17 14. Council on Finance and Administration
- 18 15. Commission on Archives and History
- 19 16. Board of Pension & Health Benefits
- 20 17. Episcopal Residence Committee
- 21 18. Commission on Equitable Compensation
- 22 19. Sessions
- 23 20. Board of Diaconal Ministry
- 24 21. Board of Ordained Ministry
- 25 22. Committee on Episcopacy
- 26 23. Council on Ministries
- 27 24. Commission on Communications
- 28 25. Commission on Christian Unity and Interreligious Concerns
- 29 26. Committee on Planning and Research
- 30 27. Commission on Religion and Race
- 31 28. Commission on Status and Role of Women
- 32 29. Higher Education and Campus Ministries