LEGISLATION APPROVED BY THE MEMBERS OF THE GREATER NEW JERSEY ANNUAL CONFERENCE AT ITS TENTH SESSION

RULES OF ORDER
Greater New Jersey Annual Conference, United Methodist Church
May 2009
Paragraph (¶) references are to the *2008 Discipline*
Portions in "quotations marks" are Disciplinary wording.

I. MEMBERSHIP

1) **Composition** – "The Annual Conference shall be composed of clergy and lay members. The clergy membership shall consist of deacons and elders in full connection, provisional members, associate members, and local pastors under appointment. The lay membership shall consist of professing lay members elected by each charge, the diaconal ministers, the active deaconesses, and home missioners under Episcopal appointment within the bounds of the annual conference, the conference president of United Methodist Women, the conference president of United Methodist Men, the conference lay leader, district lay leaders, the conference director of lay speaking ministries, conference secretary of Global Ministries (if lay), the president or equivalent officer of the conference young adult organization, the president of the conference youth organization, the chair of the annual conference college student organization and one young person between the ages of twelve and seventeen and one young person between the ages of eighteen and thirty from each district… Each charge served by more than one clergy shall be entitled to as many lay members as there are clergy members." (¶ 32) Each church shall elect a lay member and an alternate lay member as outlined in Rule 3a. Additional lay members, as provided in Rule 6, shall be members under the lay equalization formula.

2) **Clergy Membership** – "The clergy membership shall consist of deacons and elders in full connection, provisional members, associate members, affiliate members, and local pastors under full-time and part-time appointment to a pastoral charge." (¶ 602.1)

a. "Clergy members in full connection shall have the right to vote in the annual conference on all matters except in the election of lay delegates to the general and jurisdictional or central conferences, and shall have sole responsibility for all matters of ordination, character, and conference relations of clergy." (¶ 602.1a)

b. "Provisional clergy members shall have the right to vote in the annual conference on all matters except constitutional amendments, election of delegates to the general and jurisdictional or central conferences, and matters of ordination, character, and conference relations of clergy." (¶ 602.1b)

c. "Associate and affiliate clergy members shall have the right to vote in the annual conference on all matters except constitutional amendments, election of clergy delegates to the general and jurisdictional or central conferences, and matters of ordination, character, and conference relations of clergy…."(¶ 602.1c)

d. "Full-time and part-time local pastors under appointment to a pastoral charge shall have the right to vote in the annual conference on all matters except constitutional amendments, election of delegates to the general and jurisdictional or central conferences, and matters of ordination, character, and conference relations of clergy…"(¶ 602.1d)

3) **Election and Qualifications of Lay Members**

a. Lay members and one or more alternate lay members for each church shall be elected quadrennially at the regular meeting{s} of the charge conference following the meeting of the general conference. "Both the lay members and the alternates shall have been professing members in good standing of The United Methodist Church for at least two years and shall have been active participants for at least four years next preceding their election, except in a newly organized church, which shall have the privilege of representation at the annual conference session." (¶ 251.2) There shall be no restriction as to the number of terms for which a qualified person may be elected a lay member or alternate lay member.

b. District youth and young adult representatives may be elected annually by the Council on Youth Ministries.

4) **Seating of Lay Members** – Lay members and alternate lay members shall take office as of January 1 following their election, and the term of office shall be for the ensuing quadrennium. If the regular meeting of a Charge Conference is delayed beyond the year of the meeting of the General Conference, the lay member and alternate lay members shall take office immediately upon election. If the office of lay member or alternate lay member of any church becomes vacant during the quadrennium, a replacement for the unexpired term shall be elected at the next

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regular meeting of the Charge Conference or at a special meeting thereof. Each District Superintendent shall provide the Conference Secretary with a correct list of lay members from charges within the district by January 15 prior to the first meeting of the Annual Conference in the quadrennium. It shall be to the lay members so listed that credentials shall be issued for seating at sessions of the Annual Conference.

5) **Lay Representation of a Local Church** – If the church's lay representative to the Annual Conference "shall cease to be a member of the charge or shall for any reason fail to serve, an alternate lay member in the order of election shall serve in place." (¶ 251.2) If there is no alternate lay member who can attend, another lay member or alternate lay member may be elected by the Charge Conference.

a. The pastor may request the District Superintendent to authorize a special session of the Charge Conference for the purpose of electing a lay member or alternate lay member. A special session of the Charge Conference requires the written consent of the District Superintendent in his/her absence, and at least ten days advance notice to its members. (¶ 250)

b. The pastor shall report to the District Superintendent and the Conference Secretary, in writing, the name and address of the elected lay member or alternate lay member.

c. Under no circumstances shall a person who is not duly elected as stated above be seated at sessions of the Annual Conference.

6) **Equalization of Lay Members –** "If the lay membership should number less than the clergy members of the annual conference, the annual conference shall, by its own formula, provide for the election of additional lay members to equalize the number of lay and clergy membership of the Annual Conference." (¶ 32) Members will be added in the order listed until the required number of additional lay members is reached. All terms will be for the quadrennium with the exception of category "i" below which shall be annually.

a. The following persons shall be named as additional Lay Members to Annual Conference:

i. The Conference Secretary, Conference Treasurer, and Conference Statistician, when persons elected to these offices are lay persons who meet the disciplinary requirements for Conference membership and are not otherwise elected.

ii. Elected Lay Delegates to General and Jurisdictional Conferences not otherwise elected as Lay Members of the Annual Conference.

iii. Lay Chairpersons of the following agencies not otherwise elected as Lay Members of the Annual Conference: Council on Finance and Administration, Commission on Archives and History, Commission on Equitable Compensation, Committee on the Episcopacy, Board of Pensions, Board of Trustees, Board of Church and Society, Board of Discipleship, Board of Global Ministries, Board of Higher Education and Campus Ministry, Commission on Camps and Conferences, Commission on Christian Unity and Interreligious Concerns, Commission on Religion and Race, Commission on the Status and Role of Women, Commission on Communications, Commission on the Ethnic Local Church, and Vision Team.

iv. The past conference Lay Leaders not otherwise elected as Lay Members of the Annual Conference. This includes the former Northern New Jersey and Southern New Jersey Conferences as well as the Greater New Jersey Annual Conference.

v. Laity members of the Council on Finance and Administration not otherwise elected as Lay Members of the Annual Conference.

vi. Laity members of the Sessions Committee not otherwise elected as Lay Members of the Annual Conference.

vii. The District Presidents of United Methodist Women and District Presidents of United Methodist Men not otherwise elected as Lay Members of the Annual Conference.

viii. Lay Missionaries not otherwise elected as Lay Members of the Annual Conference.

ix. The District Directors of Lay Speaking Ministries not otherwise elected as Lay Members of the Annual Conference.

x. The Vice-President and Secretary of the Conference Youth Team and the President, Vice-president, and Secretary of the District Youth Teams not otherwise elected as Lay Members of the Annual Conference.

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b. Nominations for additional Lay members from local churches: In the year preceding the beginning of the quadrennium, the Laity Council shall solicit nominations for additional Lay Members from local churches through Administrative Boards or Councils. The Laity Council will receive the nominations and elect those who will serve as additional Lay Members for the succeeding quadrennium. If vacancies occur because additional lay members who have been elected cannot complete their term, the vacancies shall be filled by action of the Laity Council during the quadrennium using the same process.

7) **Lay Membership** – "The lay members of the annual conference shall participate in all deliberations and vote upon all measures except on the granting or validation of license, ordination, reception into full conference membership, or any question concerning the character and official conduct of ordained ministers, except those who are lay members of the Board of Ordained Ministry and the committee on investigation." (¶ 602.6)

8) **Seated Without Vote** – The following shall be seated without vote in the Annual Conference and shall be given the privilege of the floor without vote: student local pastors, lay missionaries regularly appointed by the Board of Global Ministries in fields outside the United States, and the Conference Chancellor. The following shall be invited to attend the Annual Conference, without voice or vote, on the same financial basis as members of the Annual Conference: spouses of deceased clergy members, persons not officially eligible for appointment who have been assigned by the District Superintendents between sessions of Annual Conference as pastors in charge with the intention of appointment or reassignment for the ensuing conference year, and persons to be presented for consecration as Diaconal Ministers or ordained as Deacons or Elders. Staff and clerical personnel necessary for the conducting of the Annual Conference Session shall attend at conference expense.

9) **Attendance of Members** – "It is the duty of every member and all probationers and local pastors of the annual conference to attend its sessions and furnish such reports in such form as the *Discipline* may require. Any such person unable to attend shall report by letter to the conference secretary, setting forth the reason for the absence. Should any ordained minister in active service be absent from the session of the annual conference without a satisfactory reason for the absence, the matter shall be referred by the conference secretary to the board of ordained ministry." (¶ 602.8)

II. ORGANIZATION

10) **Presiding Officer** – The Resident Bishop shall preside over the Annual Conference, or in case of inability, arrange for another bishop to preside. In the absence of the bishop, the Conference shall by ballot, without nomination or debate, elect a President pro-tempore from among the traveling elders. The President Pro-tempore thus elected shall discharge all the duties of a bishop except ordination. (¶ 603.6)

a. The President shall see that all business pertaining to the Conference shall be brought forward and conducted in a proper manner, according to the provisions of the *Discipline* and Rules for the Conference.

b. The President shall decide all questions of order, subject to the right of appeal by any member of the Conference.

c. The President shall appoint all committees and officers not otherwise designated to the Nominating Committee, unless otherwise directed by the Conference.

d. The President shall appoint an elder to preside at the Conference during any temporary absence.

11) **Conference Secretary** – At the session following the General Conference, the Annual Conference shall elect a Secretary to serve for the succeeding quadrennium. "In the case of a vacancy in the interim of the sessions, the bishop, after consultation with the district superintendents, shall appoint a person to act until the next session of the annual conference." (¶ 603.7)

a. The Secretary shall keep a correct record of the proceedings of the Conference, authenticating by signature all acts of the Conference.

b. The Secretary shall handle all notification and communications directed by the Conference.

c. Unless otherwise directed, the Secretary shall handle all other matters that normally come under the Secretary's responsibility.

d. The Secretary shall have the responsibility for editing, publishing and distributing the Journal, Yearbook and Minutes of the Annual Conference.

e. The Secretary shall nominate a staff for election by the Conference.

12) **Conference Statistician** – At the first session following the General Conference, the Annual Conference shall elect a Statistician to serve for the succeeding quadrennium. "In the case of a vacancy in the interim of the sessions, the

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bishop, after consultation with the district superintendents, shall appoint a person to act until the next session of the annual conference." (¶ 603.7)

13) **Conference Treasurer –** The "annual conference, on nomination of its council on finance and administration, shall at the first session of the conference after the quadrennial session of the general conference or jurisdictional conference, or at such other times as a vacancy exists, elect a conference treasurer/director of administrative services. If a vacancy shall occur during the quadrennium, the council shall fill the vacancy until the next session of the annual conference." (¶ 617)

14) **Conference Chancellor –** The Annual Conference may designate as Chancellor a layperson who is a member in good standing of one of the local churches or a clergyperson who is a member of the Annual Conference in the Episcopal Area, and who is a member of the appropriate bar or bars in the Episcopal Area. The chancellor, who shall be nominated by the Bishop and elected by the Annual Conference, shall serve as legal advisor to the Bishop and the Annual Conference. (¶ 603.8)

15) **Conference Parliamentarian –** There shall be a Parliamentarian at each Plenary Session of the Annual Conference. The Bishop shall select the Parliamentarian(s).

16) **Rules of Order Committee –**

a. There shall be a standing Rules of Order Committee of eight (8) members, four (4) clergy and four (4) lay, nominated by the Committee on Nominations. The Conference Parliamentarian, if not already a member, shall be an ex-officio member of this committee with vote.

b. The Committee shall present the Rules of Order for adoption at every annual and/or special Conference Session, prior to the consideration of any business.

III. BUSINESS PROCEDURES

17) **Roll Call –** The Conference Secretary shall take the roll of all members of this Annual Conference, both clergy and lay, by card registration while the Conference is in session, and the attendance shall be recorded in the Journal. Upon registration, members shall receive a name badge stating: name, church or position, and privileged status of voting.

18) **The Bar of the Conference –** The bar of the Conference shall be fixed at the beginning of each Annual Conference on motion of the Secretary. All members of the Conference, lay and clergy, must be seated within the bar of the Conference to have the privilege of the floor and to vote. Other persons shall be seated outside the bar of the Conference as indicated by the ushers.

19) **Pre-Conference Reports and Recommendations –**

a. Reports –

i. There shall be a Pre-Conference Workbook which shall contain, insofar as possible, all reports of agencies, boards, commissions, committees, councils or teams to be received and adopted by the Conference Session as the official reports of these organizations and, subject to editorial corrections, shall be printed in the Journal.

ii. All reports submitted to the Conference Session but not included in the Pre-Conference Workbook shall be received and acted upon by the Conference Session and, subject to editorial corrections, to be printed in the Journal.

iii. No reports or recommendations of any Conference agency excepting the Board of Ordained Ministry and the Committee on Nominations, and then only with the consent of the Bishop, shall be acted upon unless (1) it shall have been included in the Pre-Conference Workbook or (2) it shall have been distributed in printed form to all Conference members at least twenty-four (24) hours before presentation to the Conference or (3) the Bishop grants permission to the chair of the agency requesting to present a report or recommendation without this twenty-four (24) hour notice.

b. Recommendations -

i. The Pre-Conference Workbook shall contain, insofar as possible, all recommendations of agencies, boards, commissions, committees, councils or teams to be received and acted upon by the Annual Conference, and printed in the Journal.

ii. All recommendations not included in the Pre-Conference Workbook shall be received and acted upon by the Annual Conference, and printed in the Journal.

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20) **Printed Program** – The printed program as contained in the Pre-Conference Workbook shall be the official program of the session of the Annual Conference, subject to necessary modifications by the Chairperson of the Session Agenda Subcommittee.

21) **Official Journal** – The printed Conference Journal, signed by the President and the Secretary, shall be the official Journal of the conference.

22) **Copy for the Journal** – All copies for publication in the Conference Journal shall be in the hands of the Editor of the Journal by the close of the Conference Session. Exceptions to this rule shall be at the discretion of the Editor.

a. All actions of the Conference shall be printed in the Conference Journal except when, by specific action of the Conference, the Editor of the Journal and the author of the action shall be empowered to edit the contents of a given action. Rationales, preambles or supporting statements shall not be printed except in the case of complimentary resolutions.

b. Memoirs shall be limited to five hundred (500) words.

c. Addresses delivered to the Conference Session shall not be printed in the Conference Journal, except for those of the Bishop, the District Superintendents and Conference Lay Leader(s). A motion to so print shall be out of order unless prior permission to make the motion shall have been received in writing by a committee composed of the Secretary of the Conference, the Editor of the Journal, the Chair of the Council on Finance and Administration, the Chair of the Conference Sessions Committee and the Dean of the Conference Cabinet.

23) **Distribution** – The Journal shall be distributed according to the following formula:

a. One mailed paper copy for each surviving spouse of clergy or laity member in the year the Memorial is printed in the Journal at no cost.

b. One paper copy each to conference officers, agency chairpersons, and general and jurisdictional agencies as required by the *Discipline*.

c. One mailed paper copy upon request to retired clergy and survivors at no cost.

d. A CD-ROM copy of the Journal shall be mailed to active clergy, laity and local churches at no cost.

e. Paper copies of the Journal for active clergy, laity and churches shall be mailed upon request for a $10.00 fee.

f. All Annual Conference reports will be made available on the conference website.

g. Clergy and Lay members may have the option of declining to receive a CD-ROM.

24) **Copyright** – In order to protect its directories and contents from unauthorized use, the Conference Secretary shall copyright the Journal on behalf of the Annual Conference

IV. PARLIAMENTARY PROCEDURES

25) **Order of Precedence of Motions** –

a. Not debatable

Privileged

Fix time at which to adjourn (when privileged)*#

Adjourn (when privileged)

Take a recess (when privileged)*#

Raise a question of privilege

Call for the orders of the day

ii. Subsidiary

Lay on the table (2/3)

Previous question (2/3)

Limit or extend time of debate (2/3)

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b. Debatable

Postpone to a certain time

Commit or refer

Amend

Postpone indefinitely

Main motions

* Can be amended; the others cannot be amended. (from *Robert's Rules of Order*)

\# Is privileged only when other business is before the Conference. (from *RRO*)

26) **Main Motion** – A main motion is a proposal that the Conference take certain action, or that it express itself as holding certain views. Any member may make a motion.

27) **Motions Which Are Not Debatable** – The following motions shall be acted upon without debate:

a. To adjourn, when unqualified, except to adjourn the conference.

b. To suspend the rules. (2/3 vote)

c. To take from the table.

d. To call for the previous question. (2/3 vote)

e. To reconsider a nondebatable motion.

f. To limit or extend the limits of debate. (2/3 vote)

g. To call for the order of the day.

28) **Precedence of Secondary Motions** – If any one or more of the following motions are pending, the order of precedence in relation to one another shall be the same as the order of their listing below:

a. To fix the time at which the Conference shall adjourn. (This motion is subject to amendment or it may be laid on the table.)

b. To adjourn.

c. To take a recess.

d. To order the previous question.

e. To lay on the table.

f. To limit or extend the limits of debate.

g. To postpone to a certain time.

h. To commit or refer.

i. To amend or substitute.

j. To postpone indefinitely.

29) **When a Second is not Required** – The following do not require a second, pursuant to latest edition of *Roberts Rules of Order.*

a. To raise a question of privilege.

b. Question of order.

c. Objection to the consideration of a question.

d. Call for the order of the day.

e. Call for the division of the question.

f. Call for the division of the Conference (for voting).

g. Call for the motion to reconsider.

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h. Filling blanks.

i. Nominations.

j. Leave to withdraw a motion.

k. Inquiries of any kind.

l. Presentation of a report or recommendation by a Conference agency.

30) **Division of Question** – Before a vote is taken, any member has the right to call for the division of the question as the member indicates, if it is subject to division. If no member objects, the division shall be made; but if there is objection, the Chair, not waiting for a second, shall put the division to a vote.

31) **Tabling Related Motions** – No motion that adheres to another motion or has another motion adhering to it can be laid on the table by itself. If they are laid on the table, such motions carry with them the motions to which they respectively adhere or which adhere to them.

32) **Motions After Speaking on a Pending Question** –

a. A member may make a motion after a speech, although strict parliamentary practice requires motion to be made and seconded before a speech is made so the Conference may determine if it wishes to hear the matter. A courtesy second is usually forthcoming in this conference.

b. No member who has spoken on a pending question shall at the close of the speech have the right to call for the previous question, to move for indefinite postponement, or to lay the motion on the table.

33) **Previous Question** – To move the previous question is to move that the vote now be taken on the motion or motions pending.

a. When moving a previous question, a member shall indicate to what such action applies if any secondary motion or motions are pending. If the member does not so indicate, the chair may regard it as applying only to the immediate pending question. This vote shall be taken without debate and if, in the judgment of the chair, two thirds (2/3) of those present vote for its adoption, the vote shall be taken on the motion or motion to which it applies.

b. It shall not be in order to move the previous question in cases involving character or Conference relations.

34) **Reconsideration of a Question** – A motion to reconsider an action of the Conference shall be in order at any time during the prevailing session if offered by a member who voted with the majority. If the motion it is proposed to reconsider is not debatable, the motion to reconsider may not be debated.

35) **Suspension of Rules** – The application of any of the provisions of these Rules of Order may be suspended at any time by a two-thirds (2/3) vote of the Conference.

36) **Motions and Resolutions are to be Written** –

a. All motions, resolutions and reports shall be submitted in writing to the Secretary, properly signed by the movers thereof.

b. Motions made on the floor shall be written on forms provided by the Secretary.

37) **When a Motion is in Possession of the Conference** – When a motion is made and seconded, or a resolution introduced and seconded, or a report presented and/or read before the Conference, or stated by the President, it shall be deemed in possession of the Conference. But any motion may be withdrawn or altered by the mover with the consent of the Conference at any time before voting has commenced.

38) **Amendments and Substitutions** –

a. Only one amendment to an amendment shall be in order.

b. It is in order to move a substitute for the main motion. In such case, the Chair shall proceed to perfect the original motion. When the main motion has been perfected, the Chair shall state the question on the substitute. If the substitute is adopted, it shall replace the original main motion and become the main motion. The Chair will then state the question on the (new) main motion. The new main motion can be amended only by addition. If the substitute does not carry, the Chair shall state the question on the original main motion as it has been perfected.

39) **Order of Amendments** – When a main motion, report or resolution is under consideration, only one amendment and one amendment to that amendment are permissible. While there can be only one amendment of each degree pending at the same time, any number of amendments can be offered in succession. A substitute and one amendment

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to the substitute may be offered while amendments of the first and second degree are pending. The permissive order then is: 1) main motion, 2) amendment, 3) amendment to the amendment, 4) substitute, and 5) amendment to the substitute. The voting in this order is 3, 2, 5, 4, 1. If the substitute becomes the main motion, it shall be treated as such.

40) **Appeal –** An appeal from the decision of the Chair shall be taken without debate, provided that after the Chair shall have stated the reason for the decision, the appellant may give the grounds for the appeal. **(**¶ 51)

41) **The Question of Consideration –** The question of consideration may be raised by any member upon the presentation of any matter that shall be deemed irrelevant, unprofitable or contentious, and shall be decided without debate by majority vote. This applies only to the main motion.

42) **Method of Voting –** Voting shall be by show of hands unless otherwise ordered by the Conference. It shall be in order for any member to call for a vote by ballot or by count on any question before the Conference, and, if the call be sustained by one-third (1/3) of the members present and voting, a vote shall be taken as called for.

43) ***Robert's Rules of Order,* Supplemental Authority –** In any parliamentary situation not covered in these Rules of Order, the Conference shall be governed in its action by the appropriate provisions of the latest revision of *Robert's Rules of Order*.

V. SPEAKING ON THE FLOOR

44) **Securing the Floor –** Before speaking in debate or delivering any matter to the Conference, a member shall raise a card provided for the purpose of gaining recognition. When the member has been recognized by the Bishop, the member shall proceed to a designated microphone. Before speaking, members shall state their name and local church or affiliation.

45) **Limitations on Debate –**

a. The chairperson of the agency that originated the report or recommendation(s) shall present them as the main motion before the plenary session, and shall have five (5) minutes for comment, except as provided under h) below.

b. If there is a (are) minority report(s) or recommendation(s) from members of the agency, a representative shall be allowed five (5) minutes for a presentation.

c. All debate on the floor of the Conference shall follow the principle of alternate debate, that is, a speaker for, then a speaker against. When no speaker on the side opposed to the last speaker is ready, the President may recognize one who desires to speak on the same side as the prior speaker.

d. No person shall speak more than once on the same question without permission of the Conference, except as provided under g) below.

e. No person shall speak more than three (3) minutes at one time without permission of the Conference, except as provided under a) or h).

f. The initiator of the main motion shall in all cases be entitled to three (3) minutes to either
i. oppose the motion to lay the report or recommendation(s) on the table.
ii. close the debate before the report or recommendation is voted upon.

g. An agency presenting Special Reports at the direction of the Conference shall have sufficient time as determined by the Sessions Committee to present such reports and recommendations.

h. Except for non-debatable motions, no report or motion shall be put to the question without the opportunity having been given for at least two (2) speeches for and two (2) speeches against the pending question. After two (2) speeches pro and two (2) speeches con and provided no secondary (subsidiary, privileged or incidental) motions come to the floor and no other member seeks the floor to speak on the pending question, the question shall automatically be put to the question.

j. The motion for the previous question shall not be in order on the pending question until opportunity has been given for at least two (2) members to speak on each side of the pending question.

46) **Representation of Committees –** When the chairperson of a Conference agency is not in harmony with a report or recommendation adopted by the agency, it shall be the chairperson's duty to state the fact to the agency. The agency may then elect one of its members to represent it in the presentation of the report or recommendation in Conference. If the committee fails to elect such a representative, the chairperson may designate a member to represent the committee.

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47) **To Limit or Extend Debate** – To move to limit or extend the limits of debate is in order at any time, except when a member has the floor.

48) **Interrupting the Speaker** – No one shall interrupt a member who has the floor except for a breach of order, a misrepresentation, a departure from the question, to direct the attention of the Conference that the time has arrived for a special order of the day, or to raise a very urgent question of high privilege.

49) **Questions of Privilege** – When desiring to speak to a question of privilege, a member shall briefly state the question (except on questions affecting character or Conference relations), but it shall not be in order to proceed until the President shall have decided it a privileged question.

a. A privileged question when stated by the Chair is debatable.

b. When desiring to raise a question of privilege concerning character or Conference relations, the member shall, when recognized, be permitted a private conversation with the President, who shall then decide if the question is privileged and the member has a right to speak.

50) **Announcements and Courtesy Presentations** –

a. Announcements of matters of information to the Conference shall be presented in writing to the Conference Secretary at least one half hour before adjournment of each plenary session. The Conference Secretary shall read these announcements prior to adjournment.

b. Courtesy Presentations are speeches during a plenary session by a person not a member of Annual Conference or by a member as a matter of courtesy. They shall be handled in the following manner:

i. Spread across the agenda for plenary sessions, there shall be a total of no more than one hour of time for special presentations of a promotional or informational nature.
ii. These presentations are not questions of privilege, but courtesies extended in the interest of the Conference.
iii. Requests for agenda time for such presentations shall be made of the Chair of the Agenda Committee, preferably not less than twenty-four (24) hours in advance.
iv. Decisions as to the distribution of this time are the responsibility of the Chair of the Agenda Committee in consultation with the Bishop, Conference Secretary and the Chair of the Annual Conference Sessions Committee.
v. There shall be a time limit of five (5) minutes for each such presentation.

51) **Privilege of the Floor for Lay Members of Conference Agencies** – Laypersons not members of the Conference but currently serving on Conference agencies shall have the privilege of the floor without vote.

52) **Lay Officers of a Conference Agency** – Any Lay Officer of any Conference agency, who is not a lay member of the Conference, shall have the privilege to move and defend the report of the group such Lay Officer represents, without vote.

VI. NOMINATIONS

53) **Representation** – The Committee on Nominations will abide by ¶ 610.5 of the *Discipline* in its efforts to provide diversity and recommended representation of one-third clergy, one-third laywomen, and one-third laymen on all Conference agencies, boards, commissions, committees, councils and teams. In order to aid the Committee on Nominations in its work, it is requested that any member of the Conference who has a personal preference to serve on any particular agency communicate such personal preference to the chairperson of the Committee on Nominations on the appropriate form prior to January 1. The Committee on Nominations will receive and consider the request but cannot guarantee any nominations. All nominations from the floor must be submitted on forms supplied in the pre-conference mailing or secured from the Chairperson of Nominations prior to placing the name in nomination. The signatures of the nominator and nominee must be on the form or it will be declared invalid. Nominations will not be accepted for membership on agencies appointed by the Bishop or any agency whose by-laws define the nomination and election process.

54) **Chairpersons** – The Committee on Nominations shall nominate, and the Annual Conference elect, all chairpersons for agencies, boards, commissions, committees, councils and teams. All terms shall be for the quadrennium. The Committee on Nominations Chairperson shall alternate between a clergy member and a lay member each quadrennium. The exceptions shall be those provided in the *Discipline*, the Conference structure, or the by-laws of Conference agencies. When a vacancy occurs between sessions of the Annual Conference, the Conference Nominating Committee shall nominate a replacement and the Primary Task Team shall confirm the replacement for the balance of the

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Conference year. The Conference Nominating Committee shall submit a nomination for chairperson to be elected for the balance of the quadrennium at the next session of the Annual Conference.

55) **To Fill Vacancies** – All members of agencies, boards, commissions, committees, councils and teams shall be nominated by the Conference Nominating Committee unless otherwise provided for in the *Discipline*, by Conference structure, or by by-laws of Conference agencies.

a. When vacancies are to be filled, the Committee on Nominations shall present one or more names for each position to be filled. Preference shall be given to members of the Annual Conference. Nothing herein shall exclude additional nominations from the floor of the Conference. All nominations from the floor must be submitted on forms supplied in the pre-conference mailing or secured from the Chairperson of Nominations prior to placing the name in nomination. The signatures of the nominator and nominee must be on the form or it will be declared invalid.

b. Vacancies that occur between sessions of the Annual Conference shall be filled until the next regular Conference Session by the original nominating authority unless otherwise specified in the *Discipline*.

c. When a person duly nominated and elected to any Conference agency does not attend three (3) consecutive meetings of the agency, it shall be the responsibility of the chairperson to attempt to contact that person by mail or telephone with a view to activation or resignation. The chairpersons shall report in writing annually to the Chairperson of the Committee on Nominations regarding contact with all non-participants and the results of such contacts. This information shall be provided by January 31 of each year.

56) **Elections** –

a. The report of the Committee on Nominations shall be distributed in the Pre-Conference mailing and/or the packet received at the seat of the Annual Conference. The report shall be presented without reading. Upon adoption of a motion to close nominations, the Chairperson of the Committee on Nominations shall move the election of all nominees whose elections are uncontested.

b. When the number of persons nominated exceeds the vacancies on an agency or when more than one person is nominated for a specific office, there shall be a written ballot listing only those persons where a contest exists. The ballot will be taken at a time subsequent to the election in a) above. The ballot shall be spread, collected and tallied by tellers selected by the Conference Secretary, who shall report the results listing only those elected. Election shall be by a majority of those voting. Lacking a majority, there shall be another ballot listing only those receiving 25% or more of the votes.

57) **Quadrennial Agencies** – Members of Quadrennial Agencies are elected for four-year terms. At-large members of the Committee on Nominations shall serve for one quadrennium. Other persons elected for the quadrennium shall serve no more than eight (8) consecutive years on the same Quadrennial Agency except by two-thirds (2/3) vote of the Conference. Nominating Committee at-large members filling an unexpired term shall be eligible to serve a full quadrennium at the completion of the initial unexpired term. All other persons elected to fill vacancies within a quadrennium shall be deemed eligible to serve for two additional quadrennia.

58) **Quorum** – The members present and voting at any duly announced meeting of a Conference agency, board, commission, committee, council or team shall constitute a quorum.

59) **Limitations of Service** – No person shall be elected to more than two conference agencies, boards, commissions, committees, councils or teams, except for persons who are ex-officio members by virtue of an office or as a member of a general agency.

60) **District Superintendent Voting** – A District Superintendent regularly assigned to any Conference agency by the Cabinet shall have a vote in that agency, and only the District Superintendent so assigned shall have the right to vote, except where the *Discipline* provides otherwise.

VII. PETITIONS AND ELECTIONS TO GENERAL AND JURISDICTIONAL CONFERENCE

61) **Petitions to General Conference** – All petitions to General Conference shall be presented as prescribed in ¶ 507 of the *Discipline*.

62) **Nominations** – The Conference Secretary shall provide for the receiving of nominations during the month of March of a year in which elections to General and Jurisdictional Conference are to be held. Each nomination shall be submitted on one side of an 81/2 by 11 inch sheet of paper or by electronic means designated by the Conference

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Secretary. On the bottom of nominations for Lay Delegates shall be the names of two Lay Members of the Annual conference making the nomination. On the bottom of nominations for Clergy Delegates shall be the names of two Clergy Members in Full Connection (elders or deacons) making the nomination. Nothing herein shall preclude the right of members to write on their ballots the names of persons who have not been nominated. At the session of the Annual Conference immediately preceding the General Conference, time shall be allowed during the clergy and laity sessions to nominate for election to the General and Jurisdictional Conferences.

a. Three (3) minute nominating speeches may be allowed.

b. There shall be no seconding speeches.

c. Speeches regarding any ministerial or lay members with intent to nominate or support a nomination shall be out of order after voting has started. Voting is held to have started when the motion setting the time for balloting is made from the floor.

63) **Ballots –** The Conference Secretary shall announce the number of clergy delegates to be elected. A like number of lay delegates will be elected.

a. The first ballot shall be taken at a time set by motion from the floor after the Secretary's announcement.

b. The Secretary shall have the ballots distributed.

c. The Secretary shall announce a Chief Clergy Teller and a Chief Lay Teller, and two lists each of clergy and lay assistants. Those on the first list will collect, retire, count and report through their respective Chief Teller the results of the ballot; the second list will act on the second ballot; the first list will act on the third ballot; and so on in turn until the balloting is completed.

64) **Voting –** All members, lay and clergy, must be within the bar of the Conference to be eligible to vote.

a. Before each ballot, the President shall announce the number of delegates each ballot shall elect. To be effective, a ballot must list the exact number of names of lay or clergy delegates to be elected.

b. The intent of the voter shall be allowed regardless of mistakes in spelling.

c. Where there is more than one member with the same family name, the Christian name or identifying initials shall precede the family name.

d. A majority of valid votes cast shall be necessary for election.

65) **Counting and Reporting –**

a. After the ballots have all been collected, the tellers shall retire with their respective Chief Tellers and two members of the Secretary's staff to count the ballots.

b. After the count is completed, the Chief Tellers shall give the results of the respective lay and clergy ballots to the Secretary, who shall ask the President to announce the results. These results shall be displayed before the Annual Conference before and during the casting of the next ballot.

c. If necessary, another ballot shall be taken in like manner, and so on, until the proper number of delegates has been chosen.

66) **Qualifications –**

a. Clergy Delegates – The *Discipline*, ¶ 35 (Article IV), permits any active or retired member of the Annual Conference in full connection to be eligible for election to the General or Jurisdictional Conferences.

b. Lay Delegates - The *Discipline*, ¶ 36 (Article V), asserts that lay delegates shall be elected "without regard to age, provided that 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 Conferences."

67) **Reserve Delegates –** Three reserve clergy delegates and reserve lay delegates shall be elected in like manner after the regular delegates have been elected.

VIII. CONCERNING FINANCIAL OPERATIONS

68) **Budget –** The Annual Conference shall adopt at each Annual Session a budget for each of the following: Disciplinary Obligations, Administrative Costs of the Annual Conference, World Service, and Conference

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Benevolences. These budgets become effective for the fiscal year beginning on January 1st following the session. Apportionments of these budgets shall be sent to several churches as soon after the session as is feasible.

69) **Apportionments** – The Conference Shared Ministry Budget shall be divided annually among the churches of the Conference according to a formula recommended by the Conference Council on Finance and Administration and adopted by the Annual Conference. Following adoption, the formula will remain in effect until such time as changes are recommended by the CF&A and adopted by the Annual Conference. The formula shall be outlined on a Shared Ministry data sheet, which shall be distributed to the churches as soon as practical after the end of each year's annual conference, but in no event later than the end of the fiscal year.

70) **Prior Action by Council on Finance and Administration** – Every motion, recommendation, resolution or other legislative act having to do with budgeting, apportionments, allotments or expenditure of funds shall first be submitted to the Council on Finance and Administration. After adequate time is allowed for investigation and study, the council shall report its recommendation to the Conference. This report shall be received before such legislation may be acted upon by the Annual Conference.

a. No agency or member of the Conference shall commit the Conference financially for the support of programs within or beyond the Greater New Jersey Annual Conference without first obtaining the approval of the Annual Conference after study and recommendation of the Council on Finance and Administration, and not until funds are available or have been allocated to meet such commitments.

b. Any person or agency requesting an emergency offering should contact one of the Team Coordinators, who will present the matter to the Cabinet and the Council on Finance and Administration. Any funds received as a result of such an offering will be held by the treasurer and administered by a task force established by the Cabinet for that particular appeal.

71) **Time Limit on Submitting Budget Requests** –

a. Requests for inclusion of an item in the Disciplinary Obligations Budget and/or the Administrative Costs of the Annual Conference Budget to be acted on by an Annual Conference shall be submitted to the Treasurer's office by the third Monday of January preceding the date of the Annual Conference, except in cases of unavoidable emergency.

b. Requests for inclusion of an item in the World Service Budget and/or the Conference Benevolences Budget to be acted on by an Annual Conference shall be submitted to one of the Team Coordinators by February 1st preceding the date of the Annual Conference, except in cases of unavoidable emergency.

72) **Amending Allotments** – An agency shall not attempt to amend its allotment in a proposed budget submitted to an Annual Conference unless it has previously presented an appeal to the Council on Finance and Administration at a meeting held preceding the date of the Conference.

73) **Increased Asking by Amendment** – In amending a proposed budget on the floor of the Annual Conference, no item shall be increased above the amount originally requested by the responsible agency in its asking to the Council on Finance and Administration, except when the consent of both the agency and the Council has been obtained.

74) **Proper Use of Budgeted Funds** – No agency of the Conference shall spend budgeted funds for any purpose other than the general purpose for which the funds were originally requested, unless the consent of the Council on Finance and Administration and the Ministries Team has been obtained for such a reallocation. An expenditure item shall be budgeted in the year when it is expected to be spent, and it shall be spent only in the year in which it is budgeted. When uncontrollable circumstances warrant, an emergency request may be directed through the Ministries Team to the Council on Finance and Administration for a budget adjustment.

75) **Financial Appeals to the Churches** – Any agency planning to send a communication or appeal to the churches requesting contributions to any agency or fund shall first submit its proposed communication or appeal to the Council on Finance and Administration. The Council shall ascertain if the procedure is in accord with existing legislation, and shall make certain that remitting instructions are correct. Any contribution received by the Conference Treasurer in response to a communication which has not been cleared as herein provided shall be credited automatically to World Service and Conference Benevolences through the remitting church.

76) **Customary Draft** – When presented and endorsed, the customary draft from the United Methodist Publishing House shall be turned over to the Conference Treasurer for pensions for clergy of the central conferences.

77) **Bonding** – All persons who hold or disburse conference funds shall be bonded in such amounts as may be deemed wise by the Council on Finance and Administration.

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78) **Fiscal Year** – The fiscal year shall coincide with the calendar year. All payments to be credited to a given fiscal year shall be in the hands of the Conference Treasurer not later than the following January 10th. All local church financial reports shall be forwarded to the Conference Treasurer by a deadline to be announced annually.

79) **Audit** – The Council on Finance and Administration shall be responsible for arranging that a Certified Public Accountant shall audit the accounts of the Annual Conference. The Council on Finance and Administration shall publish a statement of Certification of each audit in the Journal.

IX. CONSENT CALENDAR

80) **Consent Calendar** –

a. The Conference Agenda Committee may present to the Annual Conference a proposed consent calendar, including those items which the Annual Conference may approve with one vote of approval by the Conference membership.

b. A written list of items on the consent calendar, including the name of the motion, name of the author, and page number in the Pre-Conference Workbook will be presented to all members of the Conference upon check-in at the Conference session.

c. The consent calendar list will include a space where Conference members may check any item(s) which they would like to see removed from the consent calendar.

d. To vote to remove an item from the consent calendar, Conference members must:

i. Check the item(s) they wish to see removed from the list, or

ii. Write in an item which has been added subsequently by Conference action.

iii. Print their name and church on the list, and sign the list.

iv. Bring the list to the Conference Secretary's table and give the list to the Conference Secretary or one of the Assistant Secretaries.

e. If any item on the consent calendar receives ten (10) or more such votes in favor of removing it from the consent calendar, that item will be removed and placed on the Conference agenda by the Agenda Committee.

f. All requests for items to be removed from the consent calendar shall be delivered to the Conference Secretary as early as possible, but no requests will be received within the last twenty-four (24) hours before the stated time of adjournment of the Conference session. During this last twenty-four (24) hour period, items may only be removed from the consent calendar by a ¾ vote of the Conference.

X. NOMINATION OF EPISCOPAL CANDIDATES

81) **Nomination of Episcopal Candidates -** The procedure for nomination of Episcopal Candidates to the Jurisdictional Conference as permitted by ¶405 of the *2008 Book of Discipline* shall be as follows:

a. The Bishop shall, before the ballot is taken, remind the Annual Conference of the eligibility requirements for election to the office of the episcopacy.

b. The Jurisdictional Conference delegates shall have the privilege to place the name of the person(s) they have endorsed for the episcopacy before the Annual Conference. Then the Bishop shall ask if there are additional nominations from the floor. If not, the Bishop shall call for a vote of the body. A majority vote will be sufficient for this person (these persons) to be recognized as the episcopal nominee(s) of the Annual Conference.

c. If there are additional nominations, the Bishop shall call for a written ballot following this procedure:

i. Nominees may each give a three minute speech. There shall be no seconding speeches.

ii. If any ballot contains the name of an ineligible person, that name shall not be tallied, but other names on the ballot shall be tallied.

iii. Conference members may vote for one to five* nominees. (*This number shall be determined by the number of bishops to be elected by the Jurisdictional Conference.) Those who do not wish to see anyone nominated may write the words "no one" on their ballot and the ballot shall be counted as cast.

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d. Any person(s) being named on a majority of ballots cast shall be considered to be an episcopal nominee of the Annual Conference. Only the person(s) selected in the foregoing manner shall be deemed a Nominee of the Greater New Jersey Annual Conference.

e. This procedure shall not foreclose efforts by individuals or groups in the Annual Conference to promote the candidacy for the episcopacy of other persons.

XI. RULES OF ORDER RESOLUTIONS

82) **Resolutions to change the Rules of Order –**

a. Any resolution or proposed change, by addition or deletion to the Rules of Order, with the exception of **VIII Concerning Financial Operations**, shall first be referred to the Committee on Rules of Order for its recommendation. The Committee shall submit its recommendation to the body prior to any action by the body. The initiator of any proposed change to be included in the Pre-conference mailing shall at the same time submit a copy of said proposed change to the chairperson of the Committee on Rules of Order. The Rules Committee may request a meeting with the initiator prior to the convening of the Annual Conference.

b. If the change is proposed at the site of the Annual Conference, it shall be referred to the Committee on Rules of Order and a report to the body will be made no later than the next plenary session.

XII. HOLY CONFERENCING PROCEDURE FOR CERTAIN GENERAL CONFERENCE PETITIONS

83) A procedure to facilitate holy conferencing shall be used at the Bishop's discretion to discuss petitions to General Conference regarding issues related to human sexuality or such other issues that would benefit from the discretion of the Bishop.

A special order of the day will be established to provide for holy conferencing. The special order of the day shall proceed as follows:

1) Representatives of the two primary positions selected by the Bishop will each make a twenty-minute presentation.
2) Upon conclusion of the opening presentations, the Bishop shall bring the Conference into silent prayer for two minutes.
3) Then ten minutes will be provided for delegates to share what they heard with their fellow Christians seated to their immediate left and right. This is not a time for debate, but rather to listen to what their neighbors heard.
4) The Bishop will then call the Conference to order. Delegates will then have the opportunity to share their thoughts with the Conference. Sixty minutes will be allotted for this. No delegate may speak longer than two minutes. Each speaker will be notified when ten seconds remain of their time. The speaker will be allowed to finish a sentence at the expiration of their time. Then, that microphone will be cut off and the next speaker will be recognized. This will continue until sixty minutes have elapsed or everyone who wished to be recognized had an opportunity to speak, whichever comes first. No subsidiary, privileged or incidental motions will be in order during this time of discussion.
5) The regular business of the Conference will then resume.

At a previously noted time during plenary session on the following session day, the petitions will be voted upon by secret written ballot. Thirty minutes will be allotted for this vote. No debate or motions will be in order at this time.

XIII. HOLY CONFERENCING PROCEDURE FOR PROPOSED CONSTITUTIONAL AMENDMENTS

84) A procedure to facilitate holy conferencing shall be used at the Bishop's discretion to discuss proposed Constitutional amendments coming from the General Conference.

A special order of the day will be established to provide for holy conferencing. The special order of the day shall proceed as follows:

1.) The co-chairs of the delegation to General Conference will present the proposed amendments to the Conference in a fifteen minute presentation.
2.) Upon conclusion of the opening presentation, the Bishop shall bring the Conference into silent prayer for two minutes.
3.) Then up to ten minutes will be provided for members to share what they heard with

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their fellow Christians seated to their immediate left and right. This is not a time for debate, but rather to listen to what their neighbors heard.

4.) The Bishop will then call the Conference to order. Members will then have the opportunity to share their thoughts with the Conference. Sixty minutes will be allotted for this. No member may speak longer than two minutes. Each speaker will be notified when ten seconds remain of their time. The speaker will be allowed to finish a sentence at the expiration of their time. Then, that microphone will be cut off and the next speaker will be recognized. This will continue until sixty minutes have elapsed or everyone who wishes to speak has been recognized, whichever comes first. **No changes** are permitted to be made to Constitutional amendments.

5.) The regular business of the Conference will then resume.

At a previously noted time during a subsequent plenary session, the amendments will be voted upon by secret ballot. Members will be able to vote in favor of or against each individual amendment. If a member wishes to abstain, the member will leave the ballot blank for that particular amendment.

APPROVED CONFERENCE ADVANCE SPECIALS 2009-2010

BE IT RESOLVED, that the 2009 Session of the Greater New Jersey Conference designate the following ministries and institutions as Conference Advance Specials for the 2009-2010 conference year (without restricting in any way a local church's ability to support other mission work):

BE IT FURTHER RESOLVED that the Primary Task Team be authorized to make any additions and deletions to the Conference Advance Specials list based upon recommendations of the Conference Board of Global Ministries.

Amistad	An ecumenical ministry in the greater Freehold area seeking to assist Hispanic children and their families through educational, nutritional and spiritual programs.
Camp YDP	An urban ministry working to provide a safe, comfortable place for children ages 5–14 to come after-school and during vacations as a service to working residents in the economically disadvantaged North side section of Paterson.
Cape Atlantic Cooperative Hispanic Extension (CACHE)	A cross-cultural coalition of churches working together to raise support for strengthening programs and facilities of Hispanic Ministries in the Cape Atlantic District.
Centenary Fund/Preachers Aid	Fund supporting retired clergy and spouses.
Christian Outreach Project	Provides no-cost home repairs to persons in need. Participants are made up of high school youth and adult volunteers. In addition to home repairs, participants engage in morning devotionals, singing, worship services and recreational activities.
CUMAC/ECHO	Provides emergency food, clothing, job skill development and spiritual growth to eligible individuals and families in Paterson and Passaic County, NJ.
C.U.M.I.	Camden Urban Ministry Initiative, a cooperative After-School Program in Camden.
Echelon Mall Ministry	Ecumenical ministry in marketplace.
Eirene Immigration Center	Provides pastoral care, counseling to help immigrants with any spiritual, personal issues, legal advice and immigration issues.
Neighborhood Center	An urban outreach agency of the Greater New Jersey Conference that has ministered to the South Camden community since 1913. The Center provides programs for all ages: Day Care, Preschool, Before and After School, Junior Girl Teen, Summer Enrichment, Senior Bible Study, Fifty Plus Club, Soup Kitchen, Bagged Emergency Food and

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	Holiday Dinners for Center families.
Pennington School	Provides half scholarships matched by Pennington School.
Protestant Community Center of Greater Newark	Addressing the educational, enrichment, physical, and spiritual needs of children and families in the Greater Newark area.
Ranch Hope/Victory House	Ranch Hope provides ministry to troubled boys ages 9 to 16 ½ and Victory House provides services to troubled girls between the ages of 14–18 years. They receive counseling, housing and recreation, as well as spiritual guidance, attend chapel services and bible study.
St. Philip's Ministry	Outreach ministries to homeless and unemployed in Paterson: Teens for Creativity, Teen Information Center, Life-Maintenance Services for Homeless/Needy, and Coffee Pot Ministry Lunch Program.

Other Ministries:	***Partners in Mission:***
Christian Education Sunday	Korean UMC, Seoul Korea
Conf. Educational Society	Liberia Annual Conference
GNJUM Camping Ministries, Inc.	North Katanga Annual Conference (Primary Focus)
Higher Education Scholarships	Russia Initiative
Hope Christian School, Jerusalem	
Dan Hulitt Camperships	
LJ Baker Memorial Camperships	
Methodist Hospital NY/PA	
UM Homes of NJ	
Wesley Foundation	

CLERGY/LAITY SEXUAL MISCONDUCT, ABUSE AND HARASSMENT POLICY FOR THE GREATER NEW JERSEY ANNUAL CONFERENCE (Approved at the 2009 Annual Conference)

All references to the Book of Discipline *are in the 2008 edition. Paragraph numbers are for easy reference and may change with future editions of* The Book of Discipline. *Unless there are substantive changes to the content of the* Discipline, *the Policy will be updated to reflect the current* Book of Discipline *as editorial changes without the need to re-approve the Policy. Future name changes of Greater NJ Annual Conference will also be updated as editorial changes.*

I. Context

For the purpose of this policy, we will use "clergy" or "clergyperson" to refer to all ordained, commissioned, consecrated, licensed local pastor, supply pastor and Certified Lay Minister.

II. Purpose

Clergy are in a position of great trust, power and responsibility. This provides the opportunity for unique relationships of grace and caring. While most clergy remain faithful to their vows and their covenant with God and the church, there are clergy who sometimes violate the trust given them. Sexual misconduct is one grave violation of this trust. We also acknowledge that laypersons can engage in acts of sexual misconduct, abuse and /or harassment. This policy seeks to address the abuse of power by all clergy and laity who engage in sexual misconduct, abuse, and/or sexual harassment. (See Section IV for definitions)

Incidents of sexual misconduct, abuse, and/or harassment have been reported in United Methodist Churches, agencies, and institutions. It is both the ethical and legal responsibility of the Annual Conference to ensure that there are mechanisms for addressing grievances in these matters. The intent of this document is to provide guidance to both laity and clergy of the

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Annual Conference, and to the local churches contained therein regarding clergy/lay sexual misconduct, abuse, and/or harassment.

It is our hope, as the people of Christ that this policy will help serve to guard against inappropriate behavior and be a guide for our community of faith as we seek to handle grievances should sexual misconduct, abuse, and/or harassment occur.

III. Theological Foundation

All persons are created by God. In the Genesis stories, as in the life, death, and resurrection of Jesus, it is affirmed that we are created in the image and likeness of God. God values human life, intending all women, men, and children to have worth and dignity in all relationships with God and others. God calls us into covenant with each other as children of God and as the body of Christ. The scriptures remind us that Jesus was sent into this world that we might experience whole relationships with each other and God. "There is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female, for you are all one in Christ Jesus." (Galatians 3: 28 RSV) We affirm that our human bodies are good gifts from God and our sexuality is an integral part of our humanity. Healthy sexuality, and appropriate expressions of it, are derived from the goodness of the gift. As children of God, we are holy in Christ and created equal. Where one is injured, physically, emotionally or spiritually, all are rendered less than God's intended wholeness. Sexual misconduct, abuse, and/or harassment is an exploitation of power and abuse of position that uses sexuality as an excuse and distorts the relationships and blessedness of relationships and the upbuilding which God desires for humanity. It is sinful behavior.

One who repents for sinful behavior is promised forgiveness. However, discipline should be distinguished from forgiveness. A clergyperson guilty of sexual misconduct needs and may receive forgiveness and be offered avenues for redemption and change. Forgiveness, however, does not excuse one from responsibility to the community and accountability for the brokenness caused by one's behavior. The church must still take steps to protect the people of God.

IV. Definitions

Sexual Misconduct

It is sexual misconduct when a person within a ministerial role of leadership (pastor, educator, counselor, youth leader or other position of leadership) engages in sexual contact or sexualized behavior with a congregant, client, employee, student, staff member, co-worker, or volunteer within the ministerial relationship. (1996 *Book of Resolutions*, pp. 128-132, 2008 *Book of Resolutions* p.134)

Examples of ministerial relationships:

- Pastor/member of church
- Supervisor/church employee
- Youth pastor/youth
- Sunday School teacher/student
- Pastor/student intern
- Pastoral counselor/counseled

Examples of sexualized behavior or sexual contact:

- Displaying sexually suggestive visuals
- Making sexual comments or innuendos about one's own or another person's body
- Touching another person's body, hair, or clothing
- Touching or rubbing oneself sexually in the presence of another person
- Kissing; fondling; sexual intercourse

This understanding is equally applicable in the context of ministries in which there are no "parishioners" but there is a community which acknowledges the authority of the clergyperson or lay worker as a spiritual leader or other ministries in which the ministering person serves a community much wider than the membership of the local congregation.

At the core of this definition of sexual misconduct is the abuse of power and trust that occurs when a ministering person initiates or allows sexual behavior with someone who is in a relationship of trust and/or dependence. Sexual misconduct breaks a sacred trust. Any such sexual misconduct is a violation by the ministering person who then bears the responsibility for his/her behavior.

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Sexual Harassment

Sexual harassment is any unwanted sexual advance or demand, either verbal or physical that is reasonably perceived by the recipient as demeaning, intimidating, or coercive. Sexual harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue. Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination on the basis of gender. (1996 *Book of Discipline* ¶161.1, p.101, 2008 *Book of Discipline* ¶161.1, p.104)

Suggested guidelines for determining hostile environment:

- Is the behavior sexual in nature or gender specific?
- Is the behavior unwelcome?
- Is the behavior severe or pervasive enough so that it creates an environment which interferes with one's ability to work, get an education, or participate in ministry?

Sexual harassment also includes the development or attempted development of a sexual or romantic relationship between a clergyperson or lay worker and a person with whom he/she has a ministerial relationship, when that is an unwanted or inappropriate relationship.

Sexual Abuse

Sexual abuse is a sexual invasion of the body by force. Sexual abuse may be: rape, sexual assault, incest, indecent exposure, statutory rape, indecent assault, and aggravated indecent assault. Sexual abuse is also an internal assault, a deliberate violation of emotional integrity, and a hostile and degrading act of violence.

Domestic Violence

Domestic Violence Policy

It is not enemies who taunt me—I could bear that: It is not adversaries who deal insolently with me—I could hide from them. But it is you, my equal, my companion, my familiar friend, with whom I keep pleasant company. Psalm 55: 12-14a NRSV.

The Psalmist captures the feelng of many victims of domestic violence: the pain of being betrayed and injured by a loved one.

What is Domestic Violence?

Any abusive, violent, coercive, forceful, or threatening act or word inflicted by one member of a family or household on another can constitute domestic violence.

The United Methodist Church affirms the sacredness of all persons and their right to safety, nurture and care. It names domestic violence and sexual abuse as sin and pledges to work for their eradication. *2008 Book of Resolution*, p.59. Thus, we recognize domestic violence as an immoral act and a chargeable offense for both clergy and laity. 2008 *Book of Discipline*,¶ 2702.1 and ¶ 2702.3

We celebrate God's gift of intimacy, the image of God in each person, the inherent right of each person to health, wholeness, and safety, and we commit ourselves to working toward the elimination of domestic violence.

V. Standards for Clergy Conduct

A. Clergy related to the Annual Conference are always accountable for the ways they respond to persons who ask their ministerial assistance and over whom they have authority. Any breach of this ministerial relationship, ministerial responsibility, and ministerial authority is abusive and unethical.

B. Clergy often relate to persons who are fragile and vulnerable, and therefore must exercise special care:
   1. That clergy are psychologically, emotionally, and spiritually healthy.
   2. That there has been proper and adequate preparation and education as well as adequate continuing education for providing appropriate help for those under their care.
   3. That they seek counsel, advice, and supervision.

C. Clergy sexual misconduct, abuse, and/or harassment places an unfair and unavoidable burden on the victim of such conduct. It is in the best interest of the entire church to inform the laity concerning appropriate standards of ministerial conduct.

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D. Clergy self-discipline requires self-awareness and takes for a standard of ethics those implied and described in the vows of ordination and consecration. (1996, *Book of Discipline*, ¶301-¶365) Personal integrity and mature professional conduct are a part of every ministerial relationship. This prohibits any sexual behavior with a parishioner, colleague, staff, or client entrusted to his or her sacred care.

E. All clergy have the responsibility for developing healthy and ethical relationships with other persons. Married clergy have covenanted to nurture and maintain a faithful marital relationship. The covenant also reminds single clergy that dating relationships must maintain full attention to sexual conduct as understood in Christian teaching and the Book of Discipline of the United Methodist Church. (1996 *Book of Discipline*, ¶65)

F. When clergy are providing professional pastoral counseling to persons in their church or community, it is understood that they shall keep appropriate standards of professional behavior and boundaries in that relationship. It is also recommended that clergy seek supervision for their counseling by a certified counselor supervisor to ensure that proper counseling relationships are maintained.

VI. Standards for the Conduct of Laity

Within the United Methodist connection, lay persons are also called to a standard of conduct which stands against sexual misconduct, abuse and/or harassment as outlined in **2008 *Book of Discipline* ¶2702.3.** Laity have the responsibility for not creating hostile environments as a result of sexual harassment, abuse and/or sexual misconduct against clergypersons or other laity. (*Book of Discipline* ¶ 605.8)

VII. Honoring Perceptions of Reality

We understand that intentions and perceptions are not always the same. It is our policy to treat seriously a person's perception of the truth of their experience if/when sexual harassment, abuse, and/or misconduct are reported.

VIII. Confidentiality

The primary purpose of this policy is to encourage and support victims of sexual harassment, abuse, and/or misconduct to report such incidents, by providing a process that protects them from intimidation and preserves their dignity. We recognize that there also may be occasions when persons are falsely charged with sexual harassment, abuse and/or misconduct. In either case, it is of the utmost importance that confidentiality be assured for both the victim and the accused, and that advocates, church officials and others who may be involved in the process take every reasonable and legal precaution to honor the issue of confidentiality.

Some instances of sexual harassment can be resolved easily and informally between parties. In all other instances, misconduct of a sexual nature or abuse within the local church should be reported to a Contact Person for sexual harassment and abuse. If the conduct involves a clergy person, the complainant may consider filing a written complaint and/or speaking with a District Superintendent.

IX. Compassionate Advocates

The Greater New Jersey Annual Conference of the United Methodist Church provides the following support system to assist any individual who has a concern about an issue of sexual misconduct, harassment, or abuse with the church.

Each district will identify six Compassionate Advocates (three men and three women) who will be trained by the Annual Conference and who will provide immediate support and direction for persons who feel that they have been sexually abused or harassed. Compassionate Advocates will explain policy and procedure and will provide confidential guidance throughout the process and respect confidentiality. Compassionate Advocates will be available for the complainant, the accused and the church.

1. We urge all related institutions/agencies in the Greater New Jersey Annual Conference to identify and train Compassionate Advocates to serve within their organization.

2. Each local church will receive posters to be hung in the bathroom(s). These posters will have a brief statement on sexual harassment and abuse and will provide the names, addresses and phone numbers of the District Compassionate Advocates.

3. Each year the Conference will list the names, addresses and phone numbers of each Compassionate Advocate in the Annual Conference Journal.

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X. Process

The Greater New Jersey Annual Conference will adhere to the following steps when an accusation of sexual misconduct, harassment or abuse is brought to the attention of a District Superintendent:

1. A letter shall be provided to both the complainant and the accused at the time they first contact or are contacted by the District Superintendent. These letters are included in this policy as *Appendix A*.
2. Limit all media responses on behalf of the Church/Conference to the Bishop or the Bishop's designate.
3. If the complainant chooses to file a written complaint, the process will proceed as indicated in the 1996 *Book of Discipline*, section XIV ¶358, 2008 *Book of Discipline* section XV ¶ 361.
4. A complainant has the option of following church policy and discipline when bringing a complaint of sexual misconduct against a pastor. They also have the option of seeking legal advice and filing charges.
5. Any incidence of sexual abuse in which the victim is a minor is a crime and must be handled appropriately. Anyone within the church who becomes aware of a child abuse issue is morally—for clergy, legally required—obligated to take steps necessary in the attempt to prevent further harm to the child. If an incident of child abuse occurs involving a church employee or volunteer within the church building or at any church activity, or if a minor brings forth a complaint of sexual abuse it must be reported to the local authorities.

The Greater New Jersey Annual Conference recognizes that accusations of misconduct of a sexual nature can be harmful to the whole congregation. The Greater New Jersey Annual Conference will provide support to the church affected by these accusations by providing guidance from the Leadership Advocacy Team and counsel in the form of a response team.

For Your Information

If you feel that you have been the victim of clergy sexual misconduct, abuse, and/or harassment and wish to find peace, justice, healing, and resolution, please contact:

Any of the District Superintendent's Offices OR

The Bishop of the Greater New Jersey Area of the United Methodist Church:

Bishop Sudarshana Devadhar
1001 Wickapecko Drive
Ocean, NJ 07712
(732) 359-1010

OR

Rev. Charles A. Bender
Episcopal Assistant
21 Guernsey Place
Woodstown, NJ 08098
(856) 769-9228

District Superintendents:

Cape Atlantic
Rev. Paul Maliel
PO Box 36
Northfield, NJ 08225
(609)272-3128

Capital
Rev. Robert Smith
1985 Pennington Rd.
Trenton, NJ 08618
(609)827-1791

Delaware Bay
Rev. Richard Nichols
PO Box 125
Woodstown, NJ 08098
(856)624-4468

Gateway North
Rev. Dr. Robert Costello
26 Montrose Ave.
Verona, NJ 07044
(973)571-0313

Gateway South
Rev. Vivian Rodeffer
1995 Marlton Pike East
Cherry Hill, NJ 08003
(856)424-5790

Northern Shore
Rev. Frances Noll
1001 Wickapecko Dr.
Ocean, NJ 07712
(732) 359-1060

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Palisades
Rev. Sung Hoon Ahn
300 Lafayette Rd.
Harrington Park, NJ 07640
(201)784-0459

Raritan Valley
Rev. Robert Scott
105 Diamond Hill Rd.
Berkeley Heights, NJ 07922
(908)464-4324

Skylands
Rev. Renee McCleary
246 Millbrook Ave.
Randolph, NJ 07869
(973)537-7711

Conference Advocates: TBA

***APPENDIX A*: Letters for Complainant and Accused**

Letter for the Complainant:

Dear Friend:

This letter is intended to introduce you to the Conference Advocates for the Greater New Jersey Annual Conference of the United Methodist Church. You have received this letter because you have spoken with a District Superintendent, Pastor, or Church Contact Person concerning a situation that may involve sexual misconduct in the church setting. You may have experienced harassment or abuse, or you may know someone who is seeking help in a situation that has become uncomfortable to them.

Sexual misconduct, harassment, and abuse can be many different things. For example: It may be inappropriate language or jokes in the work place or a church setting. It may be a situation where someone makes unwelcome sexual advances toward another person. It may be touching that makes someone uncomfortable. It may be a clergy person having an inappropriate relationship with a parishioner or other person. It may be a choir director or youth leader who takes advantage of a vulnerable member of their group. It may be a supervisor seeking sexual favors in exchange for a promotion. It may take place in an office, at camp, in an automobile, or any place two people may be. It may be a crime, such as rape, or endangering the welfare of a child. It may be any of these things and many more.

Conference Advocates are knowledgeable about the subject of sexual harassment and abuse, and of the conference procedures dealing with its occurrence in the church setting. Anyone can call an Advocate to discuss an issue, to explore ways of handling a situation or to learn more. What is said to an Advocate will be kept in confidence (within the limits of your state law regarding child abuse.) No action is taken by an Advocate without your knowledge. You can talk to an Advocate even if you simply want to talk about a related situation and voice your feelings. You may call anonymously.

An Advocate can journey with you through this process. An Advocate may help you whether you are filing a complaint or just seeking information. You do not have to make any “quick decisions”. To reach an Advocate you may call any of the persons whose names have been provided with this letter. Please do not hesitate to call if you have a concern or a question. As a part of the United Methodist Church, we are grieved when the church is not a place where everyone can worship, work, and learn in trust and safety. We desire to work toward justice, fairness and reconciliation whenever possible.

Yours in Christ,
The Advocacy Team

Letter for the Accused:

Dear Friend:

This letter is intended to introduce you to the Conference Advocates for the Greater New Jersey Annual Conference of the United Methodist Church. You have received this letter because you have spoken with a District Superintendent (or a pastor, if you are a lay person) concerning a situation that may involve sexual misconduct in the church setting. You may be someone who is facing a complaint of misconduct, harassment or abuse.

Sexual misconduct, harassment, and abuse can be many different things. For example: It may be inappropriate language or jokes in the work place or a church setting. It may be a situation where someone makes unwelcome sexual advances toward

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another person. It may be touching that makes someone uncomfortable. It may be a clergy person having an inappropriate relationship with a parishioner or other person. It may be a choir director or youth leader who takes advantage of a vulnerable member of their group. It may be a supervisor seeking sexual favors in exchange for a promotion. It may take place in an office, at camp, in an automobile, or any place two people may be. It may be a crime, such as rape, or endangering the welfare of a child. It may be any of these things and many more.

Conference Advocates are knowledgeable about the subject of sexual harassment and abuse, and of the conference procedures dealing with its occurrence in the church setting. Anyone can call an Advocate to discuss an issue, to explore ways of handling a situation or to learn more. What is said to an Advocate will be kept in confidence (within the limits of your state law regarding child abuse). No action is taken by an advocate without your knowledge. You can talk to an Advocate even if you simply want to talk about a related situation and voice your feelings. You may call anonymously.

To reach an Advocate you may call any of the persons whose names have been provided with this letter. Please do not hesitate to call if you have a concern or a question. A separate Advocate can be appointed to the accused as well as the accuser. Clergy also have the option of asking any ordained elder to be their advocate. As a part of the United Methodist Church, we desire to work toward justice, fairness and reconciliation whenever possible. The church is meant to be a place where everyone can worship, work, and learn in trust and safety.

Yours in Christ,
The Advocacy Team

Issued: September, 1998
Revised: May 2009

CONFERENCE OFFICE BUILDING RESOLUTION

BE IT RESOLVED, that the Board of Trustees shall undertake a comprehensive examination of the existing office facilities occupied by the Annual Conference, Episcopal staff, and Northern Shore District office at 1001 Wickapecko Drive, Ocean, NJ including, but not limited to, the following:

1. Current condition and state of repair of the physical plant.
2. Annual operating expenses.
3. Energy usage
4. Maintenance and capital expense projections
5. Other budgetary considerations.
6. Space/configuration needs
7. Availability/affordability of suitable alternative facilities within reasonable proximity of the existing office.
8. Marketability of existing office.

BE IT FURTHER RESOLVED that the Board of Trustees be authorized to incur expenses, such as professional fees for inspection and review of the facilities, as it determines to be reasonable and necessary to conduct such an examination. Funding shall be made available through the Conference Office Reserve Fund.

BE IT FURTHER RESOLVED that the Board of Trustees shall report the results of its examination to the Presiding Bishop together with any recommendations for action at a subsequent meeting of the Primary Task Team as authorized by the Annual Conference.

USE OF CONFERENCE SURPLUS FUNDS

BE IT RESOLVED that the Conference Council on Finance and Administration is authorized to add conference surplus funds to the Shared Ministry funds received from local churches so that the GNJAC can pay 100% of General Church apportionments as long as the required 8% of the conference budget in reserve is maintained unencumbered, and, in the judgment of the CCF&A it is prudent to do so.

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ESTABLISH CONFLICT RESOLUTION COMMITTEE

BE IT RESOLVED that the Greater New Jersey Annual Conference establish a Conflict Resolution Committee whose membership consists of clergy and lay members, reflecting a diversity of gender, ethnicity and age;

BE IT FURTHER RESOLVED that the Bishop be requested to appoint the members of the committee.;

BE IT FURTHER RESOLVED that the primary responsibility given the committee will be to recruit, develop and train a pool of persons in the skills of conflict resolution. These persons will be available to the Bishop & Cabinet to be sent to local churches in teams for the purpose of assisting in the process of conflict resolution with a view to reconciling differences and parties and to healing congregations.

RESULTS OF VOTING ON PROPOSED CONSTITUTIONAL AMENDMENTS

Amendment #	Yes	No	Amendment #	Yes	No
I	405	320	XVII	413	249
II	455	244	XVIII	279	392
III	279	439	XIX	546	139
IV	208	518	XX	270	397
V	277	437	XXI	296	429
VI	341	360	XXII	626	89
VII	272	434	XXIII	210	500
VIII	520	195	XXIV	286	436
IX	441	264	XXV	296	432
X	214	513	XXVI	232	490
XI	299	377	XXVII	287	425
XII	293	382	XXVIII	288	432
XIII	279	396	XXIX	290	431
XIV	290	387	XXX	291	430
XV	235	442	XXXI	294	425
XVI	298	377	XXXII	291	432

EQUITABLE COMPENSATION AND SALARY FOR 2010

BE IT RESOLVED THAT the Annual Conference establishes the following **minimum equitable salary for persons under appointment** in the local church or charge effective **January 1, 2010**:

	2010
a) Elder in Full Connection	$34,847 (77% of DAS)
b) Provisional & Associate Members	$33,105 (95% of $34,847)
c) Full-time Local Pastor	$31,362 (90% of $34,847)

(Note: DAS stands for the Denominational Average Salary, and its amount for 2010 is $45,256. It does not include other necessary provisions such as parsonage/housing, pension, and health insurance.)

There will be a $300 minimum increment in the base salary for each year of full-time service up to 15 years as established by the 2007 Annual Conference.

The minimum equitable salary for ¾ time pastoral appointments shall be ¾ of the required minimum in the pastor's salary. And the minimum equitable salary for ½ time pastoral appointments shall be ½ of the required minimum. All appointments less than ½ shall be considered ¼ time appointments for pension purposes and the salaries shall be determined by the District Superintendent in consultation with the pastor and the local church.

Each pastor's salary above the minimum equitable salary is determined by the local church or by the charge in consultation with the district superintendent. Each Pastor (Staff) Parish Relations Committee takes into consideration the pastor's experience, education, leadership, health and dental insurance coverage, social security, and family needs. If a church or

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charge is not able to meet the standard of support for a full-time pastor, the Cabinet will be notified. The Cabinet will take the appropriate action concerning the change of status for the church or charge.

All full-time pastors shall be provided with a parsonage that meets the standards as adopted by the Conference or a housing/rental allowance as part of their compensation package.

All full-time pastors shall have an accountable reimbursement expense line item in the church budget to cover mileage for pastoral work, continuing education, and other professional ministerial expenses as allowed by the IRS. This reimbursable amount shall not be less than $2,000. For the churches that are receiving Equitable Compensation support, their accountable reimbursement expense line should not exceed $2,000.

All full-time pastors shall be entitled to receive 4 weeks vacation per appointment year. Vacation time shall not be cumulative from year to year. Local churches may not consider time spent in leadership responsibilities in conference activities as vacation time. This includes Course of Study, Local Pastors Licensing School, Camps, Annual Conference-related Ministries, and other education and renewal as required by *The Book of Discipline* (¶350.2)

CLOSURE OF FRIENDSHIP UNITED METHODIST CHURCH

BE IT RESOLVED that the Greater New Jersey Annual Conference expresses its commendations to all those who have been part of the ministry of Friendship United Methodist Church throughout the years and expresses gratitude to God for all the blessings that have resulted from their efforts by the power of the Holy Spirit;

BE IT FURTHER RESOLVED that in keeping with the provisions of Paragraph 2458 of the 2008 *Book of Discipline*, the remaining members of the church may be transferred to a United Methodist church of their choice;

BE IT FURTHER RESOLVED that the Trustees of the Greater New Jersey Annual Conference shall sell the portion of the property known as "Friendship Sanctuary" to the Friendship Cemetery Association, Inc.;

BE IT FURTHER RESOLVED that the Trustees of the Greater New Jersey Annual Conference shall be directed to distribute the net proceeds from the disposition of the assets as follows:

a. All outstanding loans and other obligations owed to the Greater New Jersey Annual Conference will be repaid upon the sale of the real property and the liquidation of any other assets, and

b. Upon receipt, the remainder shall be directed to the Harvest Mission Fund.

GAMBLING AT VALLEY FORGE CONVENTION CENTER

BE IT RESOLVED that the Greater New Jersey Annual Conference honor its contract to meet at Valley Forge Convention Center in 2010, but explore alternate sites for 2011;

BE IT FURTHER RESOLVED that the Primary Task Team be given responsibility for making the decision on where to meet in 2011 based on the recommendation of the Sessions Team;

BE IT FURTHER RESOLVED that representatives of the Greater New Jersey Annual Conference meet with the management of the Valley Forge Convention Center to discuss with them the position of the United Methodist Church in relation to organized legal gambling;

BE IT FURTHER RESOLVED that we kindly encourage all lay and clergy members of the Annual Conference who are able, to observe a fast for one meal during the Annual Conference sessions in these two years and contribute the value of that meal as an offering to be given to the National Coalition Against Legalized Gambling for their work;

BE IT FURTHER RESOLVED that letters be written to the Valley Forge Convention Center and the Pennsylvania Gaming Authority by concerned individuals and churches expressing disagreement with the policies of legalized gambling;

BE IT FURTHER RESOLVED that a copy of this resolution be sent to the Conference Secretary of the Eastern Pennsylvania Annual Conference of the United Methodist Church, the Valley Forge Convention Center and the Philadelphia Gaming Authority.

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HEALTH INSURANCE GUIDELINES

The mission of the Plan is to provide primary health insurance coverage to full-time full, probationary and associate ministerial members of the Annual Conference and to eligible lay employees and part-time clergy.

The Plan provides secondary health insurance coverage for retirees who are receiving Medicare. For those who have retired early and are not yet eligible for Medicare, the primary health insurance coverage is through this Plan. The Plan is a non-vested current benefit for active and retired pastors and lay employees.

ELIGIBILITY

1. **Clergy appointed to full-time service in a pastoral charge or to the Conference or Conference agency** are required to enroll in the health insurance plan within 31 days of appointment or admittance. Enrollment at a later date will require acceptance by the insurer.

2. **Ministerial members who are placed on Incapacity Leave status by the Conference** shall continue enrollment in the Plan regardless of whether they are eligible for Medicare disability benefits**.** The premiums for ministerial members on Conference Incapacity Leave (and their enrolled family) will be paid by the Conference with Conference Board of Pensions and Health Benefits funds. If a ministerial member on Incapacity Leave marries (re-marries), coverage of spouse and/or children may be available at their own expense.

3. **Annuitants** are eligible, if they were under appointment through the Conference for the five years immediately prior to retirement and also have 20 years service in the United Methodist Church.

4. **Annuitants** who are not already enrolled in the Plan and are retired from the Conference may enroll in the Plan within 31 days of retirement or at a later date upon acceptance by the insurer. Those participants age 65 and over are required to carry Medicare Part A and Part B. If an annuitant marries (re-marries), coverage of spouse and/or children may be available at their own expense.

5. Any of the following **lay persons** are eligible to enroll in the Plan upon application within 31 days of hiring, subject to such underwriting restrictions as may be established by the insurer; enrollment later will require acceptance by the insurer:

    a. Lay employees of the Conference, or any of its subsidiary agencies working a minimum of 1040 hours annually.
    b. Retired lay employees of the Conference who are receiving pensions provided through the Conference.
    c. Full-time (minimum of 1040 hours annually) lay employees of any church in the Conference that adopts the program.
    d. Retired lay employees of a participating church who are receiving pensions provided through that church and the surviving spouse of such employees.
    e. Dependents eligible for coverage are limited to the spouse, and dependent children of the clergy or lay employee enrolled in the health insurance plan.

6. **Appointments to Extension Ministries** – Where coverage is unavailable through the employing agency, the member may enroll in the Plan and pay the premiums. An application must be filed within 31 days of the date of eligibility, subject to such underwriting restrictions as may be established by the insurer.

7. **Deacons in full connection whose primary place of employment is not the local church, and part-time clergy** may enroll in the Plan and pay the premiums. An application must be filed within 31 days of the date of eligibility, subject to such underwriting restrictions as may be established by the insurer.

ADOPTION

Participants who have expenses associated with the adoption of a child will be reimbursed up to $3,000 per child upon the presentation of the necessary documentation.

PREMIUM PAYMENT RESPONSIBILITY – ANNUITANTS

The Board of Pensions and Health Benefits shall establish rates of premiums for the participants, based upon the premiums charged by the Insurance Carrier.

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Unless it has already been stated above under Eligibility, the Conference shall pay the premiums for all enrolled annuitants of the Conference, lay or ministerial, from appropriate funds, except that:

A. A person, lay or clergy, becoming an annuitant on or after July 1, 2002 who has less than 20 approved years with annuity credit in the United Methodist Church, shall, in order to receive health insurance coverage under the Plan, be responsible for the payment of a pro-rated share of his/her premium. Such share shall be 5% times the number of full years by which such years are short of 20.

B. The premium for an annuitant under the age of 65 as of July 1, 2003 shall be paid by the Conference subject to paragraph A above. For an annuitant commencing benefits after July 1, 2003 prior to age 65, the Conference shall contribute an amount equal to the coverage cost of a Medicare-eligible annuitant subject to paragraphs A and B above and the annuitant shall be responsible for the remainder.

C. Each person wishing to retire from the Conference or to go to a part-time status after retiring and those placed on "disability" status shall enroll in Medicare Hospital Insurance (Part A) and Supplemental Medical Insurance (Part B) before retiring, usually by the first of the month in which he or she becomes eligible (normally when he or she reaches the age of 65). It is mandatory that all clergy not enrolled in Social Security enroll in Medicare Parts A and B at their own expense. These provisions also apply to the enrolled spouse of such participants. Participants are advised to seek advice whether it may be more advantageous to enroll in Medicare Plus Choice (Part C). According to Medicare rules, for those at or after age 65 employed by the Conference or local church less than full-time, Medicare coverage is the primary payer and the Conference health insurance plan is the secondary payer**;** for those under age 65 who receive Medicare eligibility by reason of disability, the Conference plan is primary and Medicare is secondary; for those 'on disability' after 65, Medicare is primary and the Conference plan is secondary, though certain exceptions exist for End Stage Renal Disease (see the Medicare and Your Benefits section of the plan booklet). For those still appointed or actively employed full-time by the Conference or local church, the Conference plan is primary and Medicare is secondary. Participants are advised to seek advice on whether or not it is necessary to sign up for Part B Medicare, if they are actively employed on a full-time basis.

PREMIUM PAYMENT RESPONSIBILITY – PRE-ANNUITY RETIREES

The Conference Board of Pensions and Health Benefits shall establish rates of premiums for the participants, based upon the premiums charged by the Insurance Carrier.

For those who have retired early and are not collecting an annuity, the retired enrollee is responsible for the full premium payment.

PREMIUM PAYMENT RESPONSIBILITY – ACTIVE

The Conference Board of Pensions and Health Benefits shall establish rates of premiums for the participants based upon the premiums charged by the Insurance Carrier.

Unless it has already been stated above under Eligibility, the Conference shall pay the premiums for all enrolled active participants, lay or ministerial, from appropriate funds, except that:

A. Each church shall pay the premiums of each of its full-time appointed clergy, including clergy spouse and dependent children if enrolled, who are either a full, probationary or associate member of the Conference or a local pastor, and shall have the option of paying the premiums of part-time clergy in any classification by vote of the Charge Conference.

1. The salary paying unit shall also be responsible for its lay employees who are enrolled in the Plan.
2. Plan participants are to pay 2% of their cash salary to the salary paying unit as their share in the premiums paid.

B. Each eligible enrollee, whose fees are not paid as provided above, shall pay his or her own premiums either directly or with employer participation. In every case, the individual enrollee is responsible for seeing that payment of his or her own premium is made if the party with PRIME responsibility fails to make the payment.

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CONTINUATION OF COVERAGE AFTER CERTAIN EVENTS

A. Voluntary and Involuntary Termination - If a person's participation in the Plan ceases due to voluntary or involuntary termination of membership, or discharge or removal from the Annual Conference, continuation of health insurance coverage is available under the Federal Law known as COBRA. (Consolidated Omnibus Budget Reconciliation Act).
B. Disability Leave - See #2 under Eligibility.
C. Leave of Absence - Clergy placed on voluntary or involuntary leave of absence may continue in the Plan provided they pay the premiums.
D. Death - Surviving spouse of clergy members are subject to the same rules (see Eligibility Guideline #3) as the clergy member.

ADMINISTRATION

All concerns, issues, requests, etc., relating to premiums, benefits, coverage (including voluntary termination of coverage, additions or deletions to policies) and benefits at retirement must be "in writing" from the plan participant to be considered official. Such correspondence, concerns, or requests for changes in coverage must be sent to the Plan Administrator or his/her designated coordinator. Commitments or resolutions of issues must come in writing directly from the Plan Administrator or his/her designated coordinator.

The Benefits Officer and Administrator for the Conference Plan is the Conference Treasurer/Director of Administrative Services. The Benefits Officer shall be a member of the Conference Board of Pensions and Health Benefits without a vote. He/she shall be responsible for promptly enrolling all eligible persons, for collecting all amounts due from churches, agencies or individuals for participation in the Plan, for arranging for their prompt deposit in a Conference account, for checking all billings from the Insurance Carrier to certify their completeness and accuracy and for making proper remittances on schedule for the Plan; and such Officer shall delete from the Plan any enrollee whose premium is not paid by the 25th of the middle month of the quarter for which the latest billing has been sent.

CLOSURE OF FIRST UNITED METHODIST CHURCH IN HIGHLANDS

BE IT RESOLVED that the Greater New Jersey Annual Conference expresses its commendations to all those who have been part of the ministry of the First United Methodist Church in Highlands throughout the years and, expresses gratitude to God for all blessings that have resulted from their efforts by the power of the Holy Spirit;

BE IT FURTHER RESOLVED that in keeping with the provisions of ¶2548 of the 2008 Book of Discipline, the remaining members of the church may be transferred to a United Methodist Church of their choice and the Trustees of the Greater New Jersey Annual Conference shall be directed to distribute the net proceeds from the disposition of the assets as follows:

a) All outstanding loans and other obligations owed to the Greater New Jersey Annual Conference will be repaid upon the sale of the property, and

b) The remainder shall be directed to Conference Board of Trustees to be used at their discretion.

CONVEYANCE OF TITLE FOR 201 KRAFT AVE., OAKLYN TO FERRY AVE UMC

BE IT RESOLVED, that the title to the property at 201 Kraft Avenue, Oaklyn, Camden County, New Jersey shall be conveyed by the Conference to the Ferry Avenue UMC on terms which shall include the following:

The parsonage shall be conveyed in "as is" condition, for a sum of $250,001 pursuant to a deed that contains the standard trust clause required by the Discipline ¶2503.

At closing, Ferry Avenue UMC shall pay $1.00 and deliver a mortgage in the amount of $250,000.

The basic terms of the mortgage shall be:

- A term of 99 years,

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- Interest at the rate of 1% for the first 10 years, with an increase of 1% on each 10th anniversary, with interest compounded annually,
- Accrued interest and principal deferred until maturity,
- A provision that restricts the parsonage to exclusive use by the Ferry Avenue UMC and which prohibits leasing or subleasing,
- Provisions that obligate Ferry Avenue UMC to properly maintain the parsonage and pay all related expenses such as insurance, utilities and real estate taxes [if any],
- A default provision that allows the Conference to accelerate the mortgage and require that all accrued interest, principal and other amounts secured by the mortgage be paid in full if Ferry Avenue UMC fails to comply with the mortgage provisions or sells the parsonage.

BE IT FURTHER RESOLVED, that the Trustees of the Ferry Avenue UMC have reviewed and approved the basic terms of the transaction as described in this Resolution.

CHANGES TO PARSONAGE STANDARDS – HOUSING POLICY

BE IT RESOLVED THAT the Annual Conference accepts the following recommendations in order to update and clarify the housing policy of our Annual Conference:

Pet Policy: (page 66 #e) While pastors do not require permission from the charge to allow pets to live in the parsonage, they should discuss the pet policy with Pastor (Staff) Relations Committee.

Provision of Telephone and Cable: (page 64 #14) The charge is required to provide one telephone line OR one cell phone, basic cable and basic internet connection.

Snow Removal: (page 65 #15) The charge is responsible for either providing snow removal equipment or providing snow removal service.

The use of the term "minimally acceptable" be used as a replacement for "adequate" in page 61 #1, page 64 #10, page 65 #12, 16, 1-f, page 66 #1-d, and page 67 #2.

New Items to be added under Standards for Parsonage (Existing Parsonages)

Parking: Amend to read: "Each church should review their parking situation, especially in urban environments where off-street parking may not be available."

Security System: Each charge shall decide if it will provide a security/alarm system.

PENSIONS AND HEALTH BENEFITS

1. That the Past Service Annuity Rate for January 1, 2010 to December 31, 2010 be set at $572.00 per approved service year prior to January 1, 1982.

2. That contributions for the Clergy Retirement Security Program for January 1, 2010 to December 31, 2010 be set at 15.5% of plan compensation for full-time and less-than-full-time Clergy. That contributions for the Comprehensive Protection Plan be set at 3% of plan compensation for full-time Clergy, at 3.4% of the Denominational Average Compensation for less-than-full-time (3/4 time & 1/2 time), and at 4.4% of the Denominational Average Compensation for optional coverage (1/4 time and leave status).

3. That the starting date for retirement payments for new retirees commences July 1, 2009, unless otherwise stated.

4. That grants approved in lieu of pension to Robert I. Jenks, Howard Smith, Bernard Shropshire and James Rupert be continued; all grants through 2010.

   a). That the following members of the former Southern Conference be grand-parented in terms of eligibility for conference-paid health insurance coverage. Specifically, the following persons, upon becoming annuitants with at least 10 years of service, will be eligible for paid-in-full health insurance benefit: Edward F. Conway, Ruth Propert Taenzer, Jae Jeong Shim, Willie Mae Nanton, Mildred E. Bender, Charles H. Mayer, J. Evans Dodds, Eileen

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Murphy, Compton A.L. Williams, Nicholas Connolly, Daniel Gueh, Renee L. McCleary, William R. Hess, Frances B. Ballinger and Charles D. Mitchell.

b). That Robert L. Webster and family be eligible for paid-in-full health insurance benefits upon retirement and receiving an annuity.

5. That the Greater New Jersey Conference (the "Conference") adopts the following resolutions relating to rental/housing allowances for active, retired, or disabled clergypersons of the Conference:

   BE IT RESOLVED:

   THAT an amount equal to 100% of the pension or disability payments received from plans authorized under The Book of Discipline of The United Methodist Church (the "Discipline"), which includes all such payments from the General Board of Pension and Health Benefits ("GBOPHB"), during the year 2009 and 2010 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 hereunder 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 resolutions) 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.

6. That clergy retiring this year be reimbursed for moving expenses up to $3,000.00 incurred while moving from church-owned housing to personal housing. This reimbursement is limited to actual moving expenses, not to include moving company packing costs. Those entering disabled relationships shall be entitled to the same benefits and restrictions.

7. That the Conference Board of Pensions and Health Benefits be authorized to make modifications to the current Insurance Plan as the health care market demands. In addition, modifications to the Plan that could reduce premium costs to local churches and Annual Conference are to be studied and enacted. These changes might include increased participant deductibles, co-payments, greater use of generic medications, and other avenues of cost saving and sharing. Such changes will be subject to prior approval of CFA and the Cabinet.

8. That the Guidelines for Health Insurance Participation be approved and upon approval printed in the 2009 Conference Journal and Yearbook.

9. That we approve the following pre-1982 prior service funding plan for 2010.

   The 2010 Past Service Rate (PSR) is $572, or 1.03% of Conference Average Compensation (CAC). The Conference intends to maintain the PSR at or above 1.0% of the CAC.

   As of January 1, 2008, (used for determining the 2010 requirements) assuming a continual 2.0% annual PSR increase, the General Board of Pension and Health Benefits actuarial valuation of the Plan for the Conference shows more assets than benefit obligations.
   The funding plan as of January 1, 2008 (for 2010 funding plan), is summarized below:

Supplement One Liability	
Assuming PSR Increases of 2.0%	$ (48,769,636) *

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Current Plan Assets	$ 71,709,611
Funding Surplus	$ 22,939,975
Funded Ratio 147%	
Maximum Available for Redirection	$ 25,216,343

*Assuming 7.0% Interest and the RP-2000 Mortality Table
The Conference's deposit account at the General Board of Pensions and Health Benefits is available to provide any necessary funding of the plan. As of January 1, 2009, the account balance was $1,580,944.

ADD SESSIONS COMMITTEE LAITY AS AT-LARGE LAY MEMBERS

BE IT RESOLVED that members of the Sessions Committee who are not already members of the annual conference be named as an Equalizing (At-Large) Lay Member.

SHARED MINISTRY FORMULA

BE IT RESOLVED that the 2010 Shared Ministries obligation of each local church shall be the same as the Shared Ministry amounts requested in 2009;

BE IT FURTHER RESOLVED that such obligations are subject to a pro rata adjustment to compensate for the loss of Shared Ministry funds from mission and discontinued churches;

BE IT FURTHER RESOLVED that the Conference Council on Finance and Administration use the data collected from the 2008 local church statistical reports to prepare and refine a new Shared Ministry formula to be presented to the 2010 Annual Conference.

STRUCTURE STUDY TASK FORCE

BE IT RESOLVED that the following recommendations of the Structure Study Task Force are accepted by the Greater New Jersey Annual Conference:

1. There should be an explicit authority of the Bishop for appointment and removal of conference staff, with the exception of the finance staff.
2. All conference staff should follow an annual appointment schedule, whether the personnel is clergy or laity.
3. The Study Structure Taskforce has done a review of the organization and leadership of the program staff and recommends that several actions be taken:
    a. Investigation into the need for a Director of Connectional Ministries (as referenced in the Book of Discipline 608.6)
    b. Review of the performance criteria and job assessment methods used to evaluate conference staff positions
    c. Further review of the relationship and dynamics between conference level staff positions and the teams, districts and local churches
    d. Clear up all lines of authority, accountability and responsibility among staff, team, district and conference personnel
4. There should be clear operational guidelines developed for the Primary Task Team (PTT).
5. There should be an enhancement of the focus and directional leadership of the PTT by the creation of an Executive Committee.
    a. Further investigation will be undertaken on the make-up and chair of this Executive Committee.
    b. The Executive Committee should be limited in membership to increase effectiveness and clarity of purpose. An initial recommendation would be for no more than 7 members.

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c. The Executive Committee should be strategically oriented, set directional items, coordinate goals and objectives, and focus the efforts of the PTT.

6. The Primary Task Team (PTT) would be authorized to receive and act on the final report of the Study Structure Taskforce in between the sessions of the Annual Conference as long as it does not conflict with *The Book of Discipline.* In the case of any staff member who is a voting member of the PTT and is being directly or indirectly affected by the final report then that person(s) should be excused from the meeting and its deliberations and voting. A determination to whom to excuse from the meeting of the PTT for this purpose will be made by the Bishop in consultation with the Conference Lay Leader.

TRUSTEES: ENABLING RESOLUTIONS

BE IT RESOLVED, that the Greater New Jersey Annual Conference of the United Methodist Church hereby ratifies, approves and confirms actions taken by the Conference Board of Trustees since the last Annual Session; and

BE IT FURTHER RESOLVED, that if subsequent to this Annual Session of the Greater New Jersey Annual Conference of the United Methodist Church and prior to the 2010 Annual Session, any property, real or personal, is conveyed or transferred to the Annual Conference by any church or other person, firm, partnership, or corporation, the Board of Trustees is hereby authorized and empowered, in its discretion, provided that the same be approved by the Bishop and Cabinet, to sell, transfer, lease or convey any such real or personal property for such price, and at such time or times, and upon such other terms and conditions as the Board of Trustees of the Greater New Jersey Annual Conference of the United Methodist Church shall determine; and

BE IT FURTHER RESOLVED, that the proper officers of the Board of Trustees of the Greater New Jersey Annual Conference of the United Methodist Church hereby are authorized in the name, and on behalf of the Conference, to execute and deliver the Conference deed of conveyance or instrument of transfer and all other instruments and documents to implement and carry out the purpose and intent of the foregoing resolution, and to affix the corporate seal of the Conference thereto; and

BE IT FURTHER RESOLVED, that the President or Vice-President or Treasurer of the Corporation is hereby fully authorized and empowered to transfer, convey, endorse, sell, assign, and deliver any and all stock, bonds, evidence of interest and/or indebtedness, and all other securities, corporate or otherwise, now or hereafter standing in the name or owned by this Corporation and to make, execute, and deliver, any property to effectuate the authority hereby conferred; and

BE IT FURTHER RESOLVED, that whenever there shall be annexed to any instrument of assignment and transfer, executed pursuant to and in accordance with the foregoing resolution, a certificate of the Secretary or of an Assistant Secretary of this Corporation in the office at the date of such certificate, and such certificate shall set forth these resolutions and shall state that these resolutions are in full force and effect, then all persons to whom such instrument with the annexed certificate shall thereafter come, shall be entitled, without further inquiry or investigation and regardless of the date of such certificate, to assume and to act in reliance upon the assumption that the shares of stock or other securities named in such instrument were therefore duly and properly transferred, endorsed, sold, assigned, set over and delivered by this Corporation, and that with respect to such securities the authority of these resolutions and of such officers is still in full force and effect; and

BE IT FURTHER RESOLVED, that subsequent to this Annual Session of the Greater New Jersey Annual Conference of the United Methodist Church and prior to the 2010 Annual Session, the Board of Trustees of the Greater New Jersey Annual Conference is hereby authorized to acquire or dispose of District parsonages, Program Director's and Treasurer's residences, as in its discretion, it may deem necessary and advisable, and in accordance with The Book of Discipline of the United Methodist Church, the Conference Board of Trustees is hereby authorized and empowered to enter into such contracts of sale and such other documents as may be necessary to effectuate the sale, transfer, or purchase of such properties. Such properties, real or personal, may be sold or acquired from any person or persons, firm, partnership, or corporation upon such terms and conditions as the Board of Trustees of the Greater New Jersey Annual Conference of the United Methodist Church shall determine; and

BE IT FURTHER RESOLVED, that the proper officers of the Board of Trustees of the Greater New Jersey Annual Conference of the United Methodist Church are hereby empowered and authorized to execute all such deeds, mortgages, notes, bonds, and other documents necessary to implement the purchase or sale of such Conference-owned properties.

UM HOMES OF NJ STATEMENT OF RELATIONSHIP

BE IT RESOLVED, That The Greater New Jersey Annual Conference of the United Methodist Church adopts the Statement of Relationship with the United Methodist Homes of New Jersey.

STATEMENT OF RELATIONSHIP
Between The Greater New Jersey Annual Conference of the United Methodist Church
And The United Methodist Homes of New Jersey

The Annual Conference supports local churches in ministry to their respective communities; identifies areas of need within and beyond its geographical boundaries; and acts with the local churches in developing missional programs to meet these needs. The United Methodist Homes of New Jersey extends these missional purposes beyond the scope of the local churches of the Annual Conference by establishing and maintaining facilities and services which provide for the physical, mental and spiritual needs of elderly persons.

The Annual Conference enables the local church in its primary task to make disciples for Jesus Christ by equipping the local church and by providing a connection for ministry beyond the local church. The United Methodist Homes of New Jersey extends these missional purposes beyond the scope of the local churches of the Annual Conference by establishing and maintaining facilities and programs that provide quality and caring services to senior men and women in a Christian community.

Although the Annual Conference and The United Methodist Homes of New Jersey share missional purposes and goals and although each of them supports conformity with the high standards of care and operation formulated by the United Methodist Association, each recognizes the other as an independent entity, making independent governing decisions.

The United Methodist Homes of New Jersey offers members of local churches of the Annual Conference opportunities to serve in mission as directors; to serve in mission as volunteers; and to serve in mission as members of the auxiliaries of several Homes. Through nomination and election of The United Methodist Homes of New Jersey to the Board of Directors and affirmation of their election by the Annual Conference, there is sharing in the seeking and recognition of individuals who will support the missional goals and respect the high standards of care and operation. The persons elected as directors do not represent, nor are they amenable to, the Annual Conference. The Directors of The United Methodist Homes of New Jersey operate autonomously from the Annual Conference.

The Bishop of the New Jersey Area of the United Methodist Church, a District Superintendent selected by the Bishop and a representative of the Ministries Team of the Annual Conference will serve on the Board of Directors of The United Methodist Homes with voice and vote. The District Superintendent shall be a member of the Board's Executive Committee.

The President of The Homes shall report to the Annual Conference at its annual session.

Any member of any church may nominate a person to serve on The Homes' Board of Directors and that nomination shall be considered by the Governance Committee in making its decisions on its recommended nominees for Board membership. The roster of the Board of Directors of The Homes will be included in the Annual Conference Journal.

The Annual Conference encourages and recommends that local churches and individuals contribute to the financial support of The United Methodist Homes of New Jersey. This support is voluntary, without guarantee of amount or continuation. The Annual Conference does not guarantee nor do they assume any responsibility for the obligations of The United Methodist Homes of New Jersey.

This Statement of Relationship shall be reviewed and amended as necessary by The United Methodist Homes of New Jersey and the Greater New Jersey Annual Conference upon recommendation of their appropriate committees. The date of approval by each of the parties shall be stated on the agreement.

Reviewed:
May 1983
May 1986
June 1988 Northern & Southern NJ Annual Conferences
November 1993
January 1998
June 2002 Greater NJ Annual Conference
June 2005

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June 2009 Greater NJ Annual Conference

Note: The Relationship Statement is required by *The Discipline*, (2008), Conference Board of Global Ministries, ¶633.4.b.(27)... "The annual conference and each health and welfare institution shall have a clearly stated document that describes their legal and financial relationships; provided that no such document shall impose as a party to it The United Methodist Church and/or the General Board of Global Ministries."

UM HOMES OF NJ BOARD OF DIRECTORS

BE IT RESOLVED, That The Greater New Jersey Annual Conference of the United Methodist Church affirms the action of the Board of Directors of the United Methodist Homes of New Jersey in electing the following slate of Directors (found in the Conference Nominations Committee Report).

UM HOMES OF NJ REGARDING "MANOR BY THE SEA"

BE IT RESOLVED, That The Greater New Jersey Annual Conference of the United Methodist Church approves the removal of "Manor by the Sea" in the list of United Methodist Homes of New Jersey communities in the Journal and in other listings whenever appropriate.

UM HOMES OF NJ FELLOWSHIP FUND

BE IT RESOLVED, that the 2009 session of the Greater New Jersey Annual Conference reaffirms the Fellowship Fund goal of $2.50 per member annually for The United Methodist Homes of New Jersey. The goal is to be achieved between January 1 and December 31 each year, with church membership defined as that reported to the Annual Conference by the churches in their annual report;

BE IT FURTHER RESOLVED, that the 2009 session of the Greater New Jersey Annual Conference reaffirms the important ministry of the Fellowship Fund campaign of the United Methodist Homes of New Jersey;

BE IT FURTHER RESOLVED, that the United Methodist Homes of New Jersey be authorized to request every local church to receive a Special Offering for the Fellowship Fund on any Sunday(s) in May, officially designated as Older Americans Month throughout the nation and/or to include The Homes in its annual budget as the primary, but not the only means of supporting the Fellowship Fund. The Homes may also request that churches participate in The Homes' direct mail appeal;

BE IT FURTHER RESOLVED, that the Greater New Jersey Annual Conference delegates authority to its Board of Global Ministries to consult with The United Methodist Homes of New Jersey on plans of expanding existing homes and/or constructing new homes. Delegation of such authority is in accordance with Paragraph 633: 4.b (27) of the 2008 Book of Discipline.

POLICY ON VISA SPONSORSHIP

BE IT RESOLVED, that it be the policy of the Greater New Jersey Annual Conference of the United Methodist Church (GNJAC) that any local church, pastor, or GNJAC sponsored ministry intending to sponsor any person for an employment-related visa must receive written approval in advance from the Office of the Bishop.

WELCOME THE SOJOURNER

The United Methodist Church proclaimed during General Conference 2008 that, "*as people of faith, United Methodists are called to affirm the worth, dignity and inherent value and rights of every person regardless of their nationality and legal status… The solidarity we share through Christ eliminates the boundaries and barriers which exclude and isolate. Therefore, the sojourners we are called to love are our brothers and sisters, our mothers and fathers, our sons and daughters; indeed, they are us.*" (Welcoming the Sojourner to the United States, Book of Resolutions 2008)

We acknowledge that all followers of Jesus are called to love, learn from, and live in peace with our brother and sister sojourners who arrive to the United States from throughout the world. We celebrate the over 170 prayer vigils that occurred throughout the country in February 2009 by faith groups lifting up in prayer, protection for immigrants and their families, empowerment of the faith community to advocate for just and humane comprehensive immigration reform, and for boldness for Congress to show the necessary leadership in order to pass just and humane legislative reform.

We also remain concerned about the constant state of fear and distrust that immigrants must live in because of a broken immigration system, and the continuation of indiscriminate raids and resulting separation of families. These raids, indefinite detention, lack of federal guidelines for privately run detention centers, and deportations tear families apart and create anguish, economic hardship and terror that is contrary to the Kingdom that Jesus describes and calls us to reflect and live into. The cries for justice from our immigrant brothers and sisters remind us of God's cries for justice and so therefore we, The Greater New Jersey Annual Conference of the United Methodist Church, are resolved:

- To call upon the President of the United States, the Congress, and all relevant departments of the federal government to put an immediate stop to these raids and work for a just, humane comprehensive reform of immigration laws.

- That until just and humane immigration reform is enacted on a federal level, we urge the governor and state legislators within the state of New Jersey to refrain from creating legislation that would cause further disruption of the immigrant population.

- That this resolution will be sent within thirty days of the end of this conference to President Barack Obama; Janet Napolitano, Secretary of the Department of Homeland Security, as well as all U.S. Representatives and Senators who represent United Methodists within this annual conference.

- That the Greater New Jersey Annual Conference urge all its congregations and their members to pray for the people whose lives are torn apart by ICE raids and detention, and will, as appropriate, support denominational and ecumenical ministries to assist families affected by raids and detention in our area.

CLOSURE OF WRIGHTSTOWN UNITED METHODIST CHURCH

BE IT RESOLVED that the Greater New Jersey Annual Conference expresses its commendations to all those who have been part of the ministry throughout the years and expresses gratitude to God for all blessings that have resulted from their efforts by the power of the Holy Spirit;

BE IT FURTHER RESOLVED that in keeping with the provisions of Paragraph 2458 of the 2008 *Book of Discipline*, the remaining members of the church may be transferred to a United Methodist church of their choice and the Trustees of the Greater New Jersey Annual Conference shall be directed to sell, lease, or hold this property in light of the anticipated demographic change resulting from the development of the Fort Dix mega-base. Should the Trustees of the GNJAC decide to sell, they shall be directed to distribute the net proceeds from the disposition of the assets as follows:

a) All outstanding loans and other obligations owed to the GNJAC will be repaid upon the sale of the property, and

b) The remainder shall be directed to the Harvest Mission Fund.

BE IT FURTHER RESOLVED that in keeping with the provisions of ¶2458.4 of *The Book of Discipline*, all deeds, records and other official documents and legal papers and the content of the cornerstone be maintained in permanent safekeeping with the Commission on Archives and History as soon as possible.

SHARED MINISTRIES PLAN (BUDGET 2010)

BE IT RESOLVED that The Greater New Jersey Annual Conference approves the Shared Ministries Plan for 2010, the details of which are provided in the 2009 Conference Journal and Yearbook.

2010 SHARED MINISTRY PLAN	Column A	Column C	Column D	Column F
INCOME:	**2009**	**2010**	**2010**	**% Difference 2010 to 2009**
	Approved	**Recommended**	**Expected**	
I. Income from Shared Ministries	11,592,494	11,592,494	9,774,236	0.00%
II. Income from Reserve Funds / Previous Year Surplus	170,000	330,781	330,781	94.58%
III. Centenary Fund Contribution	100,000	100,000	100,000	0.00%
IV. Interest / Investment Income	117,500	100,000	100,000	-14.89%
TOTAL INCOME (I,II,III, IV)	**11,979,994**	**12,123,275**	**10,305,017**	1.20%
EXPENSE:				
I. CLERGY SUPPORT				
A. District Superintendents Salary, Benefits & Office Exp. **Sched.A**	1,883,986	1,978,364	1,681,609	5.01%
B. Episcopal Fund	457,609	465,588	395,750	1.74%
C. Conference share of Bishop's housing	32,715	33,100	28,135	1.18%
D. Annuitants Health Insurance & Benefits	2,635,828	2,666,838	2,266,812	1.18%
E. Equitable Compensation	115,614	149,412	127,000	29.23%
F. Conference Board of Ordained Ministry administrative expenses	47,965	45,000	38,250	-6.18%
G. Bridge Fund	15,116	15,294	13,000	1.18%
Sub-total for CLERGY SUPPORT	**5,188,833**	**5,353,595**	**4,550,556**	3.18%
II. ADMINISTRATION				
A. Conference Council on Finance and Administration expenses	988	1,000	850	1.18%
B. Director of Administrative Services expenses **Sched. B**	146,820	161,394	137,185	9.93%
C. Treasurer's office expense (2005 incl. in **Sched. E**)	-	-	-	0.00%
D. Other conference administrative agencies' expense **Sched.E**	1,191,592	1,224,787	1,041,069	2.79%
E. Conf. Sessions (3 days)	261,336	272,343	231,491	4.21%
Reserve for Conf. Sessions (1 day in 3rd yr. of Quadrenium)	24,709	25,000	21,250	1.18%
F. Episcopal Area Office Supplement	109,160	121,853	103,575	11.63%
G. Bishop's Discretionary Fund	11,628	11,765	10,000	0.00%
H. Jurisdictional conference administrative apportionments & related exp.	40,402	40,878	34,746	1.18%
I. General Administration Fund	185,266	181,648	154,401	-1.95%
J. New Conference Office Transition	-		-	
K. Interdenominational Cooperation Fund	45,649	45,438	38,622	-0.46%
Sub-total for ADMINISTRATION	**2,017,551**	**2,086,105**	**1,773,189**	3.40%
CLERGY SUPPORT/ADMINISTRATION ***(fund 100)***	**7,206,384**	**7,439,700**	**6,323,745**	3.24%
III. WORLD SERVICE AND CONFERENCE BENEVOLENCE				
A. World Service Fund	1,691,352	1,701,315	1,446,118	0.59%
B.Ministries & Leadership Coordinators - **Schedule C**	288,891	292,729	248,820	1.33%
C.Non-Cabinet Staff (2) (Cong. Dev. & Youth Coor.) - **Schedule C**	266,133	270,638	230,042	1.69%
D.Non-Cabinet Staff (2) (Stewardship & Commun. Coor.) - **Schedule C**	216,637	223,381	189,874	3.11%
E. Administrative expenses - *directly related to the above III.B.*	153,401	157,059	133,500	2.38%
F. Ministries Team Budget - **Schedule D.**	891,800	813,195	691,216	-8.81%
G. Supplemental Strategic Salary Support	210,421	170,588	145,000	-18.93%
H. Leadership Development Funds **(see Schedule D)**	30,000	27,000	22,950	-10.00%
I. District Resourcing Teams **(see Schedule D)**	135,000	135,000	114,750	0.00%
J. Planned Giving Program **(see Schedule D)**	17,500	23,255	20,000	32.89%
K. Laity Council **(see Schedule D)**	1,000	900	765	-10.00%
Sub-total for **WORLD SERVICE/CONF.BEN.** ***(fund 300)***	**3,902,135**	**3,815,060**	**3,243,035**	-2.23%

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IV. OTHER APPORTIONED FUNDS

A. Black College Fund	*(fund 410)*	233,611	232,817	197,894	-0.34%
B. Africa University Fund	*(fund 420)*	52,284	52,107	44,291	-0.34%
C. Ministerial Education Fund	*(fund 430)*	585,581	583,591	496,053	-0.34%
Sub-total for OTHER FUNDS		**871,476**	**868,515**	**738,238**	-0.34%
TOTAL EXPENSE (I,II,III, IV)		**11,979,994**	**12,123,275**	**10,305,017**	1.20%
Shortfall Budgeted				**1,818,258**	
Total Expense Budget		**11,979,994**	**12,123,275**	**10,305,017**	1.20%

	A		B		C		C		C	
SCHEDULE ABC	**2009**	**2010**	**2009**	**2010**	**2009**	**2010**	**2009**	**2010**	**2009**	**2010**
	Expected	**Expected**	**Expected**	**Expected**	**Expected**	**Expected**	**Expected**	**Expected**	**Expected**	**Expected**
	District Superintendents		**Dir.Admin.Srvcs./ Treasurer**		**Ministry Coord. & Leadership** Coord.		**Cong. Dev. Coord. & Youth Coord.**		**Comm. Coord. & Stew. Dev. Coord.**	
Salary	72,434	74,607	72,434	74,607	72,434	74,607	58,002	59,745	58,002	59,745
Pension										
Pension (CPP)										
Pension CRSP	12,676	13,056	10,492	10,753	12,241	12,545	10,220	7,475	6,250	6,424
Pension (CPP)	2,716	2,798	1,069	1,971	2,623	2,688	2,190	1,943	1,676	1,718
(CHIP)Health Insurance	14,746	14,144	7,257	15,549	9,475	7,120	16,575	15,549	4,119	4,242
Housing Maintenance	7,000	7,000	15,000	15,000	15,000	15,000	15,000	15,000	7,500	7,500
Utilities	5,000	5,000	0	0	0	0	0	0	0	0
Cellular Phones	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400
(R/E) Prop Insurance	757	757			0	0				
Worker's Comp	350	350	350	350	350	350	350	350	350	350
Expenses:										
Travel, Conferences, Bus.Entmt.	11,300	11,300	10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200
Administrative Assistants	40,953	45,689								
Continuing Education	500	500	500	500	500	500	500	500	500	500
Office Expenses	5,800	5,800								
Payroll Taxes	0	0	7,563	6,855	0	0	0	2,859	3,157	2,858
TOTAL COST FOR ONE (1):	**175,632**	**182,401**	**126,265**	**137,185**	**124,223**	**124,410**	**114,437**	**115,021**	**93,154**	**94,937**
	9	**9**	**1**	**1**	**2**	**2**	**2**	**2**	**2**	**2**
	1,580,688	**1,641,609**	**126,265**	**137,185**	**248,446**	**248,820**	**228,874**	**230,042**	**186,308**	**189,874**
District Office Rent (Pooled)	**39,540**	**40,000**								
Total of DS pkg.	**1,620,228**	**1,681,609**								

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SCHEDULE D	**2009**	**2009**	**2009**		**2010**	**2010**	**2010**
	Approved	**Actual**	**Expected**		**Proposed**	**Actual**	**Expected**
	Budget	**Expected**	**Shortfall**		**Budget**	**Expected**	**Shortfall**
MINISTRIES TEAM							
CHURCH & SOCIETY (336)	4,700	4,042	658		4,230	3,596	635
Task Force to Abolish Death Penalty (348)	250	215	35		-	-	-
DISCIPLESHIP (345)	1,250	1,075	175		1,125	956	169
Camps & Conferences (331 & 330)	220,000	189,200	30,800		198,000	168,300	29,700
Youth Ministry (332)	18,000	15,480	2,520		16,200	13,770	2,430
Search	-	-	-		4,500	3,825	675
United Methodist Men	4,000	3,440	560		3,600	3,060	540
HIGHER ED. & CAMPUS MIN.(333)	101,000	86,860	14,140		97,650	83,003	14,648
CHRISTIAN UNITY (346)	6,300	5,418	882		5,850	4,973	878
NJ Council of Churches (352)	35,000	30,100	4,900		22,500	19,125	3,375
		-					
GLOBAL MINISTRIES	1,600	1,376	224		1,440	1,224	216
Special Needs Ministry (347)	1,000	860	140		2,250	1,913	338
Health & Welfare Ministries (353)	-	-	-		-	-	-
National Hispanic Plan (702)	25,700	22,102	3,598		23,130	19,661	3,470
Strengthening the Black Church Plan	4,000	3,440	560		4,500	3,825	675
Native American Plan (CONAM)	1,000	860	140		900	765	135
Asian American Plan					450	383	68
Korean American National Plan					450	383	68
Shalom - Urban Ministry (335)	5,000	4,300	700		2,250	1,913	338
Community Outreach (340)	170,000	146,200	23,800		166,500	141,525	24,975
Mission Education	3,050	2,623	427		-	-	-
Shared Facilities	1,000	860	140		-	-	-
Disaster Response	2,500	2,150	350		2,250	1,913	338
HIV/AIDS Ministry Task Force	500	430	70		450	383	68
Partnership Initiatives	6,500	5,590	910		5,850	4,973	878
MULTI-ETHNIC COORDINATING (350)	20,000	17,200	2,800		18,045	15,338	2,707
COMMUNICATIONS (385)	32,000	27,520	4,480		29,700	25,245	4,455
Resource Center	8,000	6,880	1,120		7,200	6,120	1,080
RELAY (Incl. in IIF Area Admin. For 2004)	85,000	73,100	11,900		72,000	61,200	10,800
ARCHIVES & HISTORY (344)	6,000	5,160	840		5,400	4,590	810
LAY SPEAKING MINISTRIES (714)	8,000	6,880	1,120		7,200	6,120	1,080
EMERGING NEEDS (382)	30,000	25,800	4,200		27,000	22,950	4,050
MINISTRY RESOURCES(384)	-	-	-		-	-	-
Congregational Dev.	30,750	26,445	4,305		31,275	26,584	4,691
Child., Youth, Young Adults	15,000	12,900	2,100		11,700	9,945	1,755
Stewardship Coordinator	20,000	17,200	2,800		13,500	11,475	2,025
COOP. SCHOOL OF MISSION	10,000	8,600	1,400		10,800	9,180	1,620
COSROW	3,500	3,010	490		3,600	3,060	540
RELIGION & RACE	1,200	1,032	168		3,600	3,060	540
SHARED MINISTRY INTERPRET.	10,000	8,600	1,400		8,100	6,885	1,215
NEW MINISTRIES TEAM Sub-Total	**891,800**	**766,948**	**124,852**		**813,195**	**691,216**	**121,979**

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LEADERSHIP DEVELOP. (380)	30,000	25,800	4,200		27,000	22,950	4,050
DISTRICT PROGRAMMING	135,000	116,100	18,900		135,000	114,750	20,250
PLANNED GIVING PROGRAM	17,500	15,050	2,450		23,255	20,000	3,255
LAITY COUNCIL (715)	1,000	860	140		900	765	135
GRAND TOTAL	**1,075,300**	**924,758**	**150,542**		**999,350**	**849,681**	**149,669**

SCHEDULE E

II D. ADMINISTRATION	**2009 Budget**	**2009 Expected**	**2010 Budget**	**2010 Expected**	**2010 Shortfall**
Salaries: Central Office Staff/Service Dept.	553,716	476,196	567,700	482,545	85,155
Benefits & Payroll Taxes-Central Office	161,014	138,472	153,168	130,193	22,975
Salaries:Conference Secretary/ Secretarial Asst.	12,129	10,431	13,448	11,431	2,017
Central Office Operations	207,558	178,500	210,000	178,500	31,500
Treas. Office Operations (2004 included IIC)	34,593	29,750	35,000	29,750	5,250
Conference Journal	17,395	14,960	17,600	14,960	2,640
Auditing/Bonding	27,674	23,800	29,412	25,000	4,412
Capital Equip. R/R Fund	7,116	6,120	7,200	6,120	1,080
Information Services Support	3,953	3,400	39,294	33,400	5,894
Committee on Nominations	692	595	700	595	105
Building Maintenance Reserve	5,436	4,675	5,500	4,675	825
Gen/Jur Conference Reserve	3,953	3,400	4,000	3,400	600
Comm. On History & Archives	-	-	-	-	-
Conference Business Travel	17,442	15,000	17,647	15,000	2,647
Disability Benefits	27,872	23,970	-	-	-
Board of Trustees	81,395	70,000	94,118	80,000	14,118
Conference Chancellor	29,651	25,500	30,000	25,500	4,500
SCHEDULE E Total	1,191,592	1,024,769	1,224,787	1,041,069	183,718

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			Total Amount	2009 GCFA		Allocation	Total Amount	2010 GCFA
		Allocation of	to be added to	Recommended		of 2010	to be added to	Recommended
	2009 GCFA	2009 Shortfall	2009 GCFA	Amount	2010 GCFA	Shortfall	2010 GCFA	Amount
Episcopal Fund	414,666	8,438	42,943	457,609	422,645	-	42,943	465,588
Episcopal Area Fund								
General Admin Fund	170,105	3,461	15,161	185,266	166,487	-	15,161	181,648
Interdenom. Coop.	41,149	837	4,500	45,649	40,938	-	4,500	45,438
World Service	1,526,591	31,064	164,761	1,691,352	1,536,554	-	164,761	1,701,315
Black College Fund	210,638	4,286	22,973	233,611	209,844	-	22,973	232,817
Africa University	47,142	959	5,142	52,284	46,965	-	5,142	52,107
Ministerial Education	527,994	10,744	57,587	585,581	526,004	-	57,587	583,591
Total	2,938,285	59,791	313,066	3,251,351	2,949,437	-	313,066	3,262,503
GCFA Total / 0.85	3,416,610				3,429,578			
0r 0.86 (starting in 2008)								
GCFA Shortfall Total /	59,791				-			
0.85/8 years								

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