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

RULES OF ORDER
Greater New Jersey Annual Conference, United Methodist Church
June 2010

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, and matters of ordination, character, and conference relations of clergy." (¶ 602.1b)

c. 1 "Associate clergy members shall have the right to vote in the annual conference on all matters except constitutional amendments, and matters of ordination, character, and conference relations of clergy…."(¶ 602.1c)

2 "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…."(¶ 602.1d)

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, and matters of ordination, character, and conference relations of clergy…"(¶ 602.1e)

(Note – See ¶ 35 as ratified for prerequisites for clergy in 2b. and 2d. to vote for clergy delegates.)

Table of Contents

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 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.

Table of Contents

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 Archive 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.

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. Vacancies that occur during the quadrennium shall be filled by the action of the Laity Council.

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

Table of Contents

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 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)

Table of Contents

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) hours 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.

Table of Contents

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.

25) **Mail Ballot -** In an emergency situation as declared by the Council on Finance and Administration, a mail ballot may be taken of the Annual Conference. All members of the Annual Conference immediately preceding the emergency will receive ballots. The vote will be confidential with the outside envelope requiring the signature of the member.

IV. PARLIAMENTARY PROCEDURES

26) **Order of Precedence of Motions** –

a. Not debatable

Privileged

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

Adjourn (when privileged)

Table of Contents

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)

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*)

27) **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.

28) **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.

29) **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.

Table of Contents

i. To amend or substitute.

j. To postpone indefinitely.

30) **When a Second is not Required** – The following do not require a second, pursuant to latest edition of *Robert's 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.

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.

31) **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.

32) **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.

33) **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.

34) **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 motions to which it applies.

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

35) **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.

Table of Contents

36) **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.

37) **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.

38) **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.

39) **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.

40) **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 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.

41) **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)

42) **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.

43) **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.

44) ***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

45) **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.

46) **Limitations on Debate** –

Table of Contents

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.

i. 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.

47) **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.

48) **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.

49) **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.

50) **Questions of Privilege** – All requests to be recognized for matters of privilege must be made in writing to the Conference Secretary. They shall state the reason for the request to address the Conference and the purpose of the request. The requests will be reviewed by a committee composed of the Conference Lay Leader, Conference Secretary, and the Chair of Conference Sessions. The committee shall recommend to the Presiding Bishop whether or not to recognize the requestor for the purpose of presenting the matter of privilege. The Presiding Bishop shall have sole authority in receiving and acting upon the recommendation of the committee.

51) **Announcements, Courtesy Presentations and <u>Distribution of papers</u>** –

a. Announcements of matters of information to the Conference shall be submitted on the Announcement Authorization Form to the Conference Secretary before the conclusion of the plenary

Table of Contents

session prior to the plenary session when the announcement will be made unless it is an emergency matter which may be submitted as soon as possible after the matter is known.

b. Courtesy Presentations are speeches made 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.

vi. During reports and presentations that are on the agenda, in accordance with these Rules of Order, those committees, boards, agencies and programs that are reporting may request non-members be permitted to address the Conference as part of the presentations.

c. Papers or other materials for general distribution anywhere in the areas set for Annual Conference (including the dining area) must be submitted in sufficient time [but at least one full plenary session in advance] for the Sessions Team Chair to review and approve the distribution which will then occur one plenary session after the approval. The Chair will decide on the time, place and manner of distribution.

52) **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.

53) **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

54) **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 lay women, 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.

55) **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

Table of Contents

Team shall confirm the replacement for the balance of the 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.

56) **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.

57) **Elections** –

a. The report of the Committee on Nominations shall be distributed in the Pre-Conference mailing and/or the packet received at 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.

58) **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.

59) **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.

60) **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.

61) **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.

Table of Contents

VII. PETITIONS AND ELECTIONS TO GENERAL AND JURISDICTIONAL CONFERENCES

62) **Petitions to General Conference** – All petitions to General Conference shall be presented as prescribed in ¶ 507 of the *Discipline*. Petitions for endorsement by the Annual Conference to General Conference will only be considered in the year in which General Conference delegates will be elected.

63) **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 8-1/2 by 11 inch sheet of paper or by electronic means designated by the Conference 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.

64) **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.

65) **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.

66) **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.

Table of Contents

67) **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."

68) **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

69) **Budget** – The Annual Conference shall adopt at each Annual Session a budget for each of the following: Clergy Support, Administrative Costs of the Annual Conference, World Service, Conference Benevolences, and other Apportioned Funds. 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.

70) **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.

71) **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.

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

a. Requests for inclusion of an item in the Clergy Support 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.

Table of Contents

73) **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.

74) **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.

75) **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.

76) **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.

77) **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.

78) **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.

79) **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.

80) **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

81) **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.

Table of Contents

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

82) **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.

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

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

Table of Contents

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

84) 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

85) 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.

Table of Contents

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 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.

CONFERENCE ADVANCE SPECIALS 2010-2012

BE IT RESOLVED, that the 2010 Session of the Greater New Jersey Conference designate the following ministries and institutions as Conference Advance Specials for the 2010-2012 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 Northside 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/ and Preachers Aid Society	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.

Table of Contents

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 a 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 Program and Legislation 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.

AMEND THE HEALTH INSURANCE GUIDELINES FOR RETIREMENT BENEFITS FOR EXTENSION CLERGY SERVING APPROVED CONFERENCE ADVANCE SPECIALS

BE IT RESOLVED, that full time Extension Clergy serving in Approved Conference Advance Specials within the bounds of the Annual Conference be provided with the same benefits for retiree health care as all Clergy of the Greater New Jersey Annual Conference in accordance with their Episcopal Appointment; and further

BE IT RESOLVED that the Health Insurance Guidelines for the Greater New Jersey Annual Conference be amended to provide that Extension Clergy serving Approved Conference Advance Specials in the bounds of the Annual Conference that are not eligible to enroll in the Clergy Retirement Security Program (CRSP) be credited with actual years of Appointment and service to the Conference for the purpose of calculation of service year credits to determine allocation of pro-rated premium payment responsibility upon retirement; and further

BE IT FURTHER RESOLVED, that Rev. Patricia Bruger's actual years of appointment and service at CUMAC/ECHO, INC. from June 16, 1995 through retirement are fully credited for the aforesaid purpose.

Table of Contents

CHRISTIAN OUTREACH PROJECT STATEMENT OF RELATIONSHIP

BE IT RESOLVED, that the Greater NJ Annual Conference reaffirm the statement of relationship between the Christian Outreach Project a NJ Corporation and the Greater New Jersey Annual Conference of the United Methodist Church

CHRISTIAN OUTREACH PROJECT
A NJ NONPROFIT CORPORATION

STATEMENT OF RELATIONSHIP
BETWEEN
The Greater NJ Annual Conference of the United Methodist Church and
The Christian Outreach Project A NJ Nonprofit Corporation

The Greater New Jersey Annual Conference of The United Methodist Church 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 Christian Outreach Project extends these missional purposes beyond the scope of the local churches of the Greater New Jersey Annual Conference by providing no-cost home repairs to persons in need. High school youth and adults participate in the Christian Outreach Project by volunteering their time, caring, and skills to provide the repairs and, in the process, learn and grow in their faith journey.

Although the Greater New Jersey Annual Conference and the Christian Outreach Project share missional purposes and goals, each recognizes the other as an independent entity, making independent governing decisions.

The Christian Outreach Project offers members of local churches of the Greater New Jersey Annual Conference opportunities to serve in missions as directors and volunteers for the program. The persons elected as directors do not represent, nor are they amenable to, the Greater New Jersey Annual Conference. The Directors of the Christian Outreach Project operate autonomously from the Greater New Jersey Annual Conference.

The Chair and/or Executive Director of the Christian Outreach project shall share written reports to the Greater New Jersey Annual Conference at its annual session. The Christian Outreach Project will also submit annually to the Chair of the Council on Finance and Administration, or designated delegate, copies of the Christian Outreach Project Board of Directors meeting minutes, financial reports, and supporting documentation for the purpose of review and/or audit. Clergy and lay members of the churches of the Greater New Jersey Annual Conference will be invited to nominate persons for potential election to serve on the Christian Outreach Project Board of Directors and that nomination shall be considered by the board in making its decisions on its recommended nominees for Board membership. The roster of the Board of Directors of the Christian Outreach Project will be included in the Greater New Jersey Annual Conference Journal.

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

This Statement of Relationship shall be reviewed and amended as necessary by the Christian Outreach Project 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. (Adopted: June 2008, June 2009, June 2010)

Table of Contents

EQUIPPING LAY MINISTRY

BE IT THEREFORE RESOLVED that in compliance with the [2009 United Methodist Council of Bishops] Pastoral Letter and to increase awareness in Spirit-filled transforming ministries that our Bishop, District Superintendents, clergy and laity encourage churches within the Greater New Jersey Annual Conference to participate in our Conference Lay Speaking Ministry or Lay Witness Missions from Aldersgate Renewal Ministries at least once every four years starting in 2011, and

BE IT FURTHER RESOLVED that beginning in 2011, local church Annual Charge Conference reporting requirements will be used to document each church's plan for their congregation to participate in our Conference Lay Speaking Ministry and Lay Witness Missions.

EQUITABLE COMPENSATION AND SALARY FOR 2011

BE IT THEREFORE RESOLVED that the Greater New Jersey Annual Conference establish the following **minimum equitable salary for persons under appointment** in the local church or charge effective **January 1, 2011**:

	2011
a) Elder in Full Connection	$35,544
b) Provisional & Associate Members (95%)	$33,766
c) Full time Local Pastor (90%)	$31,990

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 cash salary for ¾ time pastoral appointments shall be ¾ of the required minimum in the pastor's cash salary. And the minimum equitable cash 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 cash 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 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

Table of Contents

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 of 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)

Equitable Compensation

EXERCISING OUR AUTHORITY UNDER ¶704 OF *THE BOOK OF DISCIPLINE*

BE IT RESOLVED that the Greater New Jersey Annual Conference exercises its authority under ¶704 of *The Book of Discipline* to request that the annual reports of contributions to entities not formally part of the United Methodist Church for 2008 and 2009 by the General Board of Global Ministries (except through UMCOR), the General Board of Church and Society, the General Board of Discipleship, the General Board of Higher Education and Ministry, the General Commission on Christian Unity and Interreligious Concerns, the General Commission on Religion and Race and the General Commission on the Status and Role of Women be placed no later than September 1, 2010 on the respective agencies' websites in either PDF or Microsoft Excel format and also provided to the General Council on Finance and Administration and the Council of Bishops.

HEALTH INSURANCE GUIDELINES

The mission of the Conference Health Insurance Plan (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 full-time lay employees.

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 Eligibility**:

   a) Clergy under full-time Episcopal appointment to serve a local church including Elders, Deacons, Local Pastors, Associate Members, Provisional Members, and Retired Members; and those under full-time appointment as district superintendents, clergy staff members of Conference councils and boards, treasurers, bishop's assistants, or directors of parish development, general evangelists and campus ministers (Book of Discipline ¶344.2a) are required to enroll in the Active health insurance plan within 31 days of appointment. Opting out of the Conference Plan to participate in another plan of insurance is not permitted.

   b) Ordained clergy from another annual conference, Methodist denomination, or another denomination, under Episcopal appointment to serve a local church full-time; and district superintendents, clergy staff members of Conference councils and boards, treasurers, bishop's assistants, or directors of parish development, general evangelists and campus ministers (¶344.2a)

Table of Contents

are required to enroll in the Active health insurance plan within 31 days of initial appointment. Opting out of the Plan to participate in another plan of insurance is not permitted except when covered by a group health plan sponsored by the denomination or conference to which he/she belongs.

c) Clergy in any category under Episcopal appointment to full-time service in an Extension Ministry (¶344.1a [3][4]; 344.1b;346.1;346.2;344.1d; 331.1a,b;326.1;331.8), may enroll in the Plan within 31 days of initial appointment. Late enrollments are permitted only during the Annual Election Period or in the case of a "Life Status Event" as described in HealthFlex's Summary Plan Description.

d) Local Pastors, Elders and Deacons under Episcopal appointment to less than full-time service in a local church may continue on the Conference Plan until December 31, 2011 at which time they will be offered time-limited "continuation coverage" through the Plan. Part-time clergy in any category whose appointment begins after March 1, 2010 are not eligible for coverage through the Plan.

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 Conference Plan remains primary until the participant becomes eligible for Medicare due to disability, at which time the Conference Plan becomes secondary to Medicare. The premiums for ministerial members on Conference Incapacity Leave (and their enrolled family) will be paid by the Conference with Conference Board of Pension and Health Benefits funds.

3. **Clergy in Retired Status** may be in the Plan if they were under appointment through the Conference for the five years immediately prior to retirement and were continuously enrolled in the Conference Plan for those five years. Retired participants age 65 and over are required to carry Medicare Part A and Part B. Dependents must also have been enrolled in the Conference Plan for the five years preceding the clergy member's retirement to be eligible for coverage. Retirees who terminate coverage for any reason will forever lose their eligibility to participate in the Plan. For dependent eligibility, see #5 under "Eligibility".

4. Any of the following **lay persons** are eligible to enroll in the Plan upon application within 31 days of hire. Late enrollments are permitted only during the Annual Election Period as allowed by the Plan, or in the case of a "Life Status Event" as described in HealthFlex's Summary Plan Description.

a. Lay employees of the Conference or any of its subsidiary agencies working a minimum of 1,560 hours annually (30 hrs. per week).

b. Full-time (minimum of 1,560 hours annually) lay employees of any church in the Conference that adopts the program and whose church enrolls 75% of its full-time lay employees.

c. Retired lay employees of the Conference, local churches, Conference-affiliated UM institutions, the Episcopal office, units of the Conference whose lay employees are not on the Conference payroll, and the surviving spouse of such employees, may participate in the Plan provided they are receiving an annuity from the General Board of Pension through their salary-paying unit, and they have been continuously enrolled in the Plan for the five years preceding retirement.

5. Dependents eligible for coverage in the Conference Plan are limited to the spouse and unmarried children who are under age 19, full-time students under age 25, or are qualified adult dependents. Dependents may be added only during the Annual Election Period as allowed by the Plan, or in the case of a "Life Status Event" as described in HealthFlex's Summary Plan Description. Dependents acquired by a retired participant <u>after retirement</u> are not eligible for the Conference Plan.

Table of Contents

PREMIUM PAYMENT RESPONSIBILITY – ANNUITANTS

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

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 clergy person age 65 or older, becoming an annuitant on or after July 1, 2002, who has less than 20 approved years with annuity credit in (CRSP), the Clergy Retirement Security Program (includes prior plans), with the General Board of Pension and Health Benefits of 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 Medicare Companion premium. Such share shall be 5% times the number of full years by which such years are short of 20.

B. A lay person age 65 or older, becoming an annuitant on or after July 1, 2002, who has less than 20 approved years with annuity credit in UMPIP, the United Methodist Personal Investment Plan (includes prior plan), of the General Board of Pension and Health Benefits of 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.

C. The Active premium for an annuitant commencing benefits under the age of 65 on or before July 1, 2003 shall be paid by the Conference, subject to paragraphs A and B above, until the annuitant reaches age 65. 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 of the Active premium until the annuitant reaches age 65.

D. For information on Coordination of Benefits between the Conference Plan and Medicare, contact the Health Team of the General Board of Pension and Health Benefits.

PREMIUM PAYMENT RESPONSIBILITY – PRE-ANNUITY RETIREES

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

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

PREMIUM PAYMENT RESPONSIBILITY – ACTIVE

The Conference Board of Pension and Health Benefits shall establish rates of premiums for the participants based upon the premiums charged by HealthFlex.

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.

1. The salary paying unit shall also be responsible for remitting premium for its lay employees who are enrolled in the Plan.

Table of Contents

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.

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 Conference membership or employment or discharge or removal from the Annual Conference, continuation of health insurance coverage may be available through application to HealthFlex. The Conference Plan does not offer COBRA (Consolidated Omnibus Budget Reconciliation Act) because, as a qualified 414(e) Church Plan, it is exempt from COBRA by federal law.

B. Incapacity Leave - See #2 under Eligibility.

C. Leave of Absence (¶354 and ¶355) - Clergy placed on voluntary leave of absence (personal, family, or transitional) or involuntary leave of absence may continue in the Plan for a period of twelve months**,** provided they pay the premiums. Continuation coverage may be available through application to HealthFlex. For the purposes of health benefits in retirement, Leave of Absence is not an appointment.

D. Sabbatical Leave (¶ 352) Clergy placed on sabbatical leave may continue in the Plan for a period of twelve months**,** provided they pay the premiums. Continuation coverage may be available through application to HealthFlex. Sabbatical leave is not a break in appointment for the purposes of health benefits in retirement.

E. Death - Surviving spouses of clergy members are subject to the same rules (see Eligibility Guideline #1) 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 Pension 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 end of the month for which the premium is due. Termination is effective the first day of the month for which no payment has been received.

Table of Contents

CLOSURE OF THE KINNELON UMC

BE IT RESOLVED that the Greater New Jersey Annual Conference expresses its thanksgiving to all those who through the years have been part of the ministry of the Kinnelon United Methodist Church,

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,

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

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

b) Fifty percent of the remainder shall be directed to the Harvest Mission Fund and fifty percent of the remainder to the Conference Board of Trustees to be used at their discretion.

LIFTING UP THE SOCIAL CREED

BE IT RESOLVED that The United Methodist Churches within the Greater New Jersey Annual Conference continue to uplift and uphold the Social Creed in the life of each church by reciting the **Social Creed** at least once a year, especially on Peace with Justice Sunday.

MARCHA RESOLUTION

Methodists Associated Representing the Cause of Hispanic Americans

BE IT RESOLVED that every United Methodist and all Christians oppose the implementation of this misguided and flawed law [Arizona SB1070] and urge the US Congress to adopt a comprehensive Immigration Reform that is based on humane principles, emphasizes family reunification, protects children, and provides a path to legal residency and citizenship.

BOARD OF PENSION AND HEALTH BENEFITS RECOMMENDATIONS

BE IT RESOLVED

1. That the Past Service Annuity Rate for January 1, 2011 to December 31, 2011 be set at $583.00 per approved service year prior to January 1, 1982.
2. That contributions for the Clergy Retirement Security Program for January 1, 2011 to December 31, 2011 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, 2010, unless otherwise stated.

Table of Contents

4. That grants approved in lieu of pension to Howard Smith, Bernard Shropshire and James Rupert be continued; all grants through 2011.

5. 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 Murphy, 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.

6. That clergy participants in the Conference Health Insurance Plan 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.

7. That the Greater New Jersey Conference (the "Conference") adopt 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 2010 and 2011 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.

8. 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.

Table of Contents

9. That the Conference Board of Pension 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 as the Board determines appropriate. 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 review of CFA and the Cabinet.

10. That the Guidelines for Health Insurance Participation be approved and upon approval printed in the 2010 Conference Journal and Yearbook.

11. That we approve the following pre-1982 prior service funding plan for 2011. (Note: The funding plan (see Appendix A below) was submitted to the General Board of Pension and Health Benefits (GBOPHB) on December 23, 2009 to fulfill Disciplinary requirements listed in ¶1506.8. It received a favorable opinion on January 15, 2010 (see Appendix B below)).

12. The 2011 Past Service Rate (PSR) is $583, or 1.0% of Conference Average Compensation (CAC). The Conference intends to maintain the PSR at or above 1.0% of the CAC.

As of January 1, 2009, (used for determining the 2011 requirements) assuming a continual 2.0% annual PSR increase, the General Board of Pension and Health Benefits actuarial valuation of the Pre-82 Pension Plan for the Conference shows more assets than benefit obligations.

The funding plan as of January 1, 2009 (for 2011 funding plan), is summarized below:

Supplement One Liability	
Assuming PSR Increases of 2.0%	$ (43,539,245) *
Current Plan Assets	$ 49,511,104
Funding Surplus	$ 5,971,859
Funded Ratio 114%	
Maximum Available for Redirection	$ 1,249,589

*Assuming 7.0% Interest and the RP-2000 Mortality Table
The Conference's deposit account at the General Board of Pension and Health Benefits is available to provide any necessary funding of the plan. As of January 1, 2010, the account balance was $1,479,663.

PRIMARY TASK TEAM RESOLUTIONS

BE IT THEREFORE RESOLVED that the Annual Conference adds two additional At-large members to the Primary Task Team not currently listed as a representative in any other category. These additional At-large members to the PTT shall be named by the Bishop.

BE IT THEREFORE RESOLVED, that the Greater New Jersey Annual Conference adopt a recommendation to re-align the Conference Program Staff by moving to a single Director of Connectional Ministry (DCM), responsible for the management of program staff, effective July 1, 2010, and

Table of Contents

BE IT FURTHER RESOLVED, that the Greater New Jersey Annual Conference eliminates the positions of Ministries Team Coordinator, Leadership Development Coordinator, and Communications Coordinator, effective July 1, 2010.

BE IT THEREFORE RESOLVED, that the Vision Team be eliminated from the structure of the GNJ Conference effective upon approval of this resolution and that the persons who have served on this Team be given full thanks and appreciation.

RETHINK OUTREACH/MISSIONAL STRUCTURES

BE IT RESOLVED that the GNJAC instructs the Primary Task Team Executive Committee to study the outreach and missional structures of the Conference and to recommend such changes as it deems appropriate to the 2011 Annual Conference session

NEW FORMULA FOR THE CONFERENCE SHARED MINISTRY BUDGET

BE IT RESOLVED that the 2011 Shared Ministries obligation of each local church shall be based on the calculation as follows:

LOCAL CHURCH EXPENSES*	X	TOTAL 2011 SHARED
GNJAC TOTAL LOCAL CHURCH EXPENSES		MINISTRIES PLAN

*Local church expenses include

- Lines 53-62 of Table II of The Local Church Statistical Report
- Billed amounts for prior year CPP,CRSP, Health Insurance, Property Insurance and Workers Comp
- Line 49 (Non-Methodist Benevolences) only if the Local Church did not pay 100% of its prior year Shared Ministry Obligation (First Mile Giving)

Local church expenses do not include

Line 63 – Total paid for principle and interest on indebtedness, loans, and mortgages
Line 64 - Total amount paid on capital expenditures for buildings, improvements and major capital equipment purchases
Line 57- Any moving expenses reported on this line

AND BE IT FURTHER RESOLVED that no increase or decrease to any local church will exceed 10% of their prior year Shared Ministry Obligation or $15,000 and that any shortfall in the allocation of the total Shared Ministry Budget resulting from these caps will be allocated in an equal dollar amount to all those receiving decreases except that no church eligible for a decrease will have an increase due to this allocation of the shortfall.

AND BE IT FURTHER RESOLVED that this cap methodology will continue through 2013 (three years) and then be further evaluated by the CCF&A and a further recommendation made at that time.

CLOSURE OF THE SOLOMON WESLEY UMC: BLACKWOOD

BE IT RESOLVED that the Greater New Jersey Annual Conference expresses its thanksgiving to all those who through the years have been part of the ministry of the Solomon Wesley United Methodist Church in Blackwood, New Jersey.

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,

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

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

b) Fifty percent of the remainder shall be directed to the Harvest Mission Fund and fifty percent of the remainder to the Conference Board of Trustees to be used at their discretion.

STUDY ANNUAL CONFERENCE SESSION SCHEDULE AND LOCATION

BE IT RESOLVED, that the GNJAC directs the Primary Task Team Executive Committee to study possible alternatives to the current Annual Conference session structure, schedule and location and report to the 2011 Annual Conference on desirable alternatives to the status quo. The Executive Committee may delegate this study to such persons or groups as it deems appropriate. All Conference teams, committees and other groups are directed to render such assistance as the Executive Committee may request.

BE IT FURTHER RESOLVED that the Annual Conference approve the report of the Sessions Team (see Daily Proceedings of the Conference, Third Day–Second Session) and that the Sessions Team be authorized to exercise a contract for 2012 and 2013.

STUDY OF RELATIONSHIPS WITH SUBORDINATE, AFFILIATED ORGANIZATIONS

BE IT RESOLVED that:

1. Bishop Devadhar appoint a 7 person committee to study the relationship between the Greater NJ Annual Conference and all identified subordinate, affiliated organizations, including but not limited to:

United Methodist Homes of NJ, Inc.

Greater NJ United Methodist Camping Ministries, Inc.

Christian Outreach Project, Inc.

The Educational Society

Table of Contents

NJ United Methodist Foundation, Inc.

Pennington School

Centenary Fund and Preacher's Aid Society

2. The study shall make a report to the next session of The Greater NJ Annual Conference.

3. The report shall include observations and recommendations regarding the purposes and goals of the organizations, legal relationships, by-laws, relationship statements, structure of the subordinate, affiliated groups and the Annual Conference, ways of cooperation and coordination in ministry.

BE IT FURTHER RESOLVED that the study committee shall be authorized to spend a maximum of $2,500 for any consultants, research or other necessary expenses needed to complete its work.

STUDY STRUCTURE TASKFORCE RECOMMENDATIONS TO THE PTT SEPTEMBER 26TH, 2009

A. Introduction

The Study Structure Task Force is providing this report to the Primary Task Team (PTT) to document its findings and recommendations on the organizational structure of the Conference. Attached, as part of this report, is the final report from the expert consultant (Gil Rendle) that the Conference engaged to interview and analyze the current organizational environment. The Study Structure Task Force has accepted the consultant's report and incorporated his recommendations into the proposed actions detailed in this report. In addition, attached is the preliminary report that was delivered at the 2009 Annual Conference on May 30th, 2009 and the recommendations that were adopted by the Conference.

It is the intent of this document to provide a summary of the recommendations that should be acted upon by the PTT at the next scheduled meeting of September 26th, 2009.

B. Background

The Study Structure Task Force delivered to the Bishop and the Conference membership a preliminary report on May 30th, 2009 at the 2009 Annual Conference. After a discussion and debate from the membership, the following are the recommendations that were adopted on May 30th, 2009 at the 2009 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. Review of the performance criteria and job assessment methods used to evaluate Conference staff positions
    b. Further review of the relationship and dynamics between Conference level staff positions and the teams, districts and local churches
    c. Clear up all lines of authority, accountability and responsibility among staff, team, district and Conference personnel

Table of Contents

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.
    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 Task Force in between the sessions of the Annual Conference. 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 of 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.

Following the Annual Conference and during the past 3 months, the expert consultant performed an assessment and analysis of the current Conference structure. He accomplished this by interviewing Conference leadership and all program staff, as well as reviewing existing Conference documentation. He delivered to the Study Structure Task Force a preliminary report that was discussed and debated among the task force members. A final report was then produced based on the outcome of those discussions. The Task Force then accepted the report and has put forth this report detailing its findings.

C. Recommendations from the Study Structure Task Force

Based on the observations and analyses that have been performed the Study Structure Task Force puts forth the following recommendations for the Primary Task Team to act upon.

1. **Restructure the Primary Task Team (PTT):**
   The GNJ Conference needs an identifiable group that holds the authority to make choices required by the changed mission field and the limit of available resources. The purpose of this group is not only to provide a place where authority and oversight can be maintained in the months between Annual Conference sessions but, more importantly, a place where balcony and learning work can be done that will guide decisions. Large, representational groups cannot effectively do this work.

   It is recommended that:

   - A small executive committee of 5 to 9 people within the current large PTT be developed in which the executive committee takes on the repurposed task outlined below in recommendation 2 and the current large PTT meet no more than 2 to 4 times a year for information sharing and education.

   It is further recommended that:

   - The process by which the team of 5 to 9 people are chosen to serve on the newly constructed PTT (or Executive Committee) give priority attention to the capacity and the skills of the persons to do balcony / learning work and the capacity and the skills to make clear decisions. The capacities and skills of the persons chosen are to be given priority over their Conference role or position.
   - The Bishop, from among the membership of the PTT, should choose the Executive Committee in consultation with the Conference Lay Leader
   - The Executive PTT Committee should not include Conference team coordinators or program staff.

Table of Contents

- The Executive PTT Committee should be trained for its new role and that the definition of its task and operating procedures developed in that training be shared with other appropriate persons and committees of the Annual Conference.
- The Bishop should officially chair the Executive PTT Committee, but the group should be convened, facilitated, and resourced by an assigned individual for whom this responsibility is a clear part of their role and responsibility.

2. **Repurpose the Primary Task Team (PTT):**
In shifting from a representational, reporting group to a discerning, decision making group the purpose of the PTT / Executive Committee needs to be refocused on:

- Balcony/learning agenda which will provide a central place for the continual internal and external audits necessary to understand the challenges facing the GNJ Conference in a changing mission field;
- Presenting the clear and limited number of measureable/describable goals for the next 3 to 5 years around which the resources of staff, programs, training, dollars and prayer are to be aligned;
- Provide the place of accountability for the bishop, staff, and key committee chairs to assure supervision and alignment.

3. **Recommend a further analysis into a Re-organization of the Program Staff.**

The current staffing structure has embedded a redundancy of function and confusion over supervision in the office of the Program Staff. This inefficiency of structure and function leads to issues in accountability and responsibility.

It is recommended that:

- A further detailed review of the current staffing structure be undertaken by a small group of the Structure Team and the expert consultant.
- The Program Staff analysis report shall be delivered no later than November 15th to the Executive Committee
- The Executive Committee will review the analysis of the Program Staff and decide the proper organizational structure of the program staff.
- The report shall not be limited just to the organizational structure of the program staff, but should also discuss how the structural changes should be implemented.

4. **Develop a small and integrated Conference Leadership Team:**
The Book of Discipline gives primary leadership over the ministry and personnel of a conference to the presiding bishop. However, the attention and responsibilities of the office of the bishop is also spread over the needs of the conference mission field, the needs of the Jurisdiction and the needs of the General Church. Using a corporate parallel, such diffusion of attention and responsibilities is a common and appropriate role for the person identified as the Chief Executive Officer (CEO). The appropriate means by which to balance the diffuse responsibilities of the CEO is to provide a secondary leadership role primarily responsible for the alignment and supervision of the operations most closely tied to the direct outcomes of the organization, the Chief Operations Officer (COO). The United Methodist *Discipline* does not provide for the position or function of a COO in the present Conference structure.

Table of Contents

Therefore, to accommodate this need for a person/group to fulfill the appropriate steady hand of alignment and supervision it is recommended that:

- The GNJ Conference identify a formal "Conference Leadership Team"
- The team minimally consists of the resident bishop, the leader of the Program Staff, the Director of Administrative Services, and the Dean of the Appointment Cabinet and the number of members not exceed five persons.
- The primary purpose of this Conference Leadership Team is to review the ongoing work of the staff, committees, and work of the Conference and to direct the alignment of the work of the conference through suggestions of appropriate agenda for the various staff and committees of the conference to address.

5. **Eliminate The Vision Team from the structure of the GNJ Conference:**
The initial purpose of the Vision Team from the time of the 2000 merger was to serve as a structural place of accountability for the vision and purpose of the new conference. The basic responsibilities of this group are to provide annual evaluation of Conference effectiveness, to engage outside evaluators, and to report to the Annual Conference. The current Vision Team is composed of from 12 to 30 persons with bishop, Dean of the Cabinet and conference program staff as ex-officio. As such the Vision Team is also a highly representative group of persons with potentially competing interests, which makes their work of evaluation difficult. Following the recommendations above and moving to a small strategic PTT and a Conference Leadership Team the functions of the Vision Team would become redundant.

It is recommended that:

- The Study Structure Team recommends the elimination of the Vision Team from the structure of the GNJ Conference with full thanks and appreciation for the work this group accomplished in the years since merger. This will become effective in June 2010 at the 2010 Annual Conference

Install supervisory and accountability practices among conference staff and key board and committee chairpersons:
Because middle judicatory denominational offices in all mainline denominations are highly relational, supervision and accountability practices are not common. Nonetheless supervision and accountability are increasingly important as tools to address goals in an environment of change, competing interests, and limited resources. It is recommended that:

- The Study Structure Team assign the task to develop a supervision and accountability process for the staff and committees of the GNJ Conference to the appropriate person or group in the Conference
- The Study Structure team assign the task to provide appropriate training in supervision and accountability to the appropriate person or group in the Conference
- These should be completed by the time of the 2010 Annual Conference

6. **Set an immediate moratorium on start-up initiatives and a moratorium of new program initiatives for which there is any question of redundancy or competition:**
A conference must program, not for what it is currently experiencing but for where it hopes to end up as defined by its primary goals. As identified in the report above, the GNJ does not have a clear set of goals or outcomes for the next 3 to 5 years that can measure or describe the difference that is needed in the conference, in the congregations, or the mission field of New Jersey beyond the general mission of

Table of Contents

making disciples. Without such clear goals it is not possible to focus programmatic staff and resources to make clear differences.

It is recommended that:

- The PTT immediately establish an immediate moratorium on any new program initiatives until a clear set of 3 to 5 year goals is established for which any new program to be considered provides direct strategy to accomplish the goals
- The Study Structure Task Force work with the bishop to identify any current programs in their initial start up phases or a renewal phase that are unclear about their specific outcomes, not clearly aligned with a known goal, or competitive with other conference or district level initiatives responsible for the same goal. It is recommended that the Executive PTT Committee then establish a moratorium on the continuation or further development of such current programs.
- Moratorium will be in effect until the 2010 Annual Conference
- The Executive PTT Committee will recommend any new program initiatives at the 2010 Annual Conference

7. **Set a moratorium on the addition to or changes in program staff and support staff to allow the restructured and repurposed PTT to clarify measureable/describable goals:**
A conference must staff, not for what it is currently experiencing but for where it hopes to end up as defined by its primary goals. As identified in the report above the GNJ does not have a clear set of goals or outcomes for the next 3 to 5 years that can measure or describe the difference that is needed in the conference, in the congregations, or the mission field of New Jersey beyond the general mission of making disciples. Without such clear goals it is not possible to focus programmatic staff and resources to make clear differences.

It is recommended that:

- The Executive PTT Committee immediately establish a moratorium on any addition to or changes in program and support staff until a clear set of 3 to 5 year goals is established for which changes or new staff are needed to accomplish the goals.
- The Executive PTT Committee has the authority to lift the moratorium for specific changes in staff based on Recommendation #3.

D. Conclusion

The Study Structure Task Force respectfully submits this report to the Primary Task Team for its consideration and adoption. After much discussion and discernment, the task force members have unanimously accepted the recommendations put forth in this report. The task force asks that the Primary Task Team act positively on its recommendations and move quickly to put into place the organizational and structural changes that are detailed above.

Submitted on September 26th, 2009

David A. Evans
Chairman, Study Structure Task Force

Table of Contents

TRUSTEES ENABLING RESOLUTIONS

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.

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 2011 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 be and 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 2011 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

Table of Contents

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.

Table of Contents