V. GOVERNANCE

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

RULES OF ORDER
Greater New Jersey Annual Conference, United Methodist Church
Proposed June 2011

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) Provisional members who have completed all of their educational requirements as determined by the annual conference may vote for clergy delegates to 2012 general conference and jurisdictional conference.

c. 1. "Associate clergy members shall have the right to vote in the annual conference on all matters
   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

Table of Contents

ordination, character, and conference relations of clergy…"(¶ 602.1e)) Local pastors who have completed course of study or an M. Div. degree and have served a minimum of two consecutive years under appointment immediately preceding the election may vote for clergy delegates to 2012 general conference and jurisdictional conference.

(Note – See ¶ 35 as ratified.)

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.

Table of Contents

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

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

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

iii. Lay Chairpersons of the following agencies not otherwise elected as Lay Members of the Annual Conference: Council on Finance and Administration, Commission on 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 co-secretaries of the Ministries with Young People Team, the Youth Service Fund Chairperson and one additional Youth and Young Adult from each District 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)

Table of Contents

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

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

II. ORGANIZATION

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

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

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

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

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

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

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

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

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

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

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

Table of Contents

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)

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

Table of Contents

be acted upon unless (1) it shall have been included in the Pre-Conference Workbook or (2) it shall have been distributed in printed form to all Conference members at least twenty-four (24) hours before presentation to the Conference or (3) the Bishop grants permission to the chair of the agency requesting to present a report or recommendation without this twenty-four (24) hour notice.

b. Recommendations -

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

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

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.

Table of Contents

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)

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.

Table of Contents

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.

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 *Roberts Rules of Order.*

a. To raise a question of privilege.

b. Question of order.

c. Objection to the consideration of a question.

d. Call for the order of the day.

e. Call for the division of the question.

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

g. Call for the motion to reconsider.

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.

Table of Contents

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 motion 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.

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.

Table of Contents

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 –**

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.

Table of Contents

ii. close the debate before the report or recommendation is voted upon.

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

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

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

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 Distribution of Papers** –

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 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 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.

Table of Contents

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 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.

Table of Contents

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 the seat of the Annual Conference. The report shall be presented without reading. Upon adoption of a motion to close nominations, the Chairperson of the Committee on Nominations shall move the election of all nominees whose elections are uncontested.

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

58) **Service on Conference or District Boards and Agencies:**

a. An elected member of a conference or district committee, board or agency shall be eligible for not more than two consecutive four year terms unless specified otherwise in the Book of Discipline. Service of two years or more in filling an unexpired or vacated position shall be counted as a full four year term. For this purpose, annual conference to annual conference shall be considered one year, regardless of the actual dates of the conferences.

b. Persons elected by the Annual Conference to serve in an affiliated organization* may serve in accord with the by-laws of the organization in which they are elected to serve, except that no term of office may exceed five years. All persons elected or reelected to serve in an affiliated organization shall be elected in accord with the Annual Conference rules on nomination and election.

*An affiliated organization is one that wishes to maintain a connectional relationship with the United Methodist Church through the Greater New Jersey Annual Conference

Table of Contents

c. Members of the Annual Conference who are voting members of a general agency shall serve as ex-officio (with vote) members of the corresponding annual conference agency or its equivalent structure (para.610.6 and 710.6 of the 2008 Book of Discipline)

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.

VII. PETITIONS AND ELECTIONS TO GENERAL AND JURISDICTIONAL CONFERENCE

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 81/2 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. Additional nominations may be made by two Lay Members or two Clergy Members respectively in the Lay and Clergy Sessions. 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. When nominations are closed, nominees may address their respective sessions for no more than two (2) minutes each..

b. Speeches regarding any Clergy or Lay Members with intent to support a nomination shall be out of order after voting has started. No speeches will be in order during the plenary session regarding election of delegates, once the voting has started. Voting is held to have started when the motion setting the time for balloting is made from the floor.

64) **Balloting** – 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. Balloting shall be by electronic or mechanical means.

c. The Secretary shall announce a Chief Clergy Teller and a Chief Lay Teller, and two lists each of clergy and lay assistants.

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

Table of Contents

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. When the ballot report is ready, the Secretary shall ask the President to announce the results. The business of the conference may be interrupted to do so. The results will be displayed before the next ballot is taken.

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

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

Table of Contents

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.

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.

Table of Contents

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.

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.

Table of Contents

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 –**

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:

Table of Contents

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.

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 remains of their time. The speaker will be allowed to finish a sentence at the expiration of their time. Then, that microphone will be cutoff 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.

Table of Contents

At a previously scheduled 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.

SUPPORT OF MINISTRY IN AFRICA

BE IT RESOLVED, that the Greater New Jersey Annual Conference of the United Methodist Church send $50,000 from Reserve Funds to the North Katanga Conference for ministry among the poor, specifically around the area of clean water;

BE IT FURTHER RESOLVED, that the North Katanga Conference present a report on how the funds were used at the 2012 Annual Conference.

BE IT RESOLVED, that the Greater New Jersey Annual Conference of the United Methodist Church send $50,000 from Reserve Funds to "Imagine No Malaria."

CHURCH CLOSURE FOLLOW-UP STUDY

BE IT RESOLVED, that appropriate groups conduct a study of churches that have rooted and grown in the locations where we have closed a church, to learn lessons that might inform our own churches that are in a state of decline. The studies may be done by the Congregational Development Team.

CHURCH CLOSURE HISTORICAL INFORMATION

BE IT RESOLVED, that when a church is being closed, a brief history of the church will be shared with the Annual Conference to celebrate the history and past ministry of that church.

CLOSURE OF FIRST UNITED METHODIST CHURCH, CARNEYS POINT, NJ

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

BE IT FURTHER RESOLVED, that in keeping with the provisions of Paragraph 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 the net proceeds from the disposition of the assets as follows:

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

Table of Contents

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

BE IT FURTHER RESOLVED, that in keeping with the provisions of Paragraph 2548.4 of the *2008 Book of Discipline*, all deeds, records and other official documents and legal papers be maintained in permanent safekeeping with the Conference Commission on Archives and History.

CLOSURE OF MONROEVILLE UNITED METHODIST CHURCH

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

BE IT FURTHER RESOLVED, that in keeping with the provisions of Paragraph 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 the net proceeds from the disposition of the assets as follows:

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

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

BE IT FURTHER RESOLVED that in keeping with the provisions of Paragraph 2548.4 of the *2008 Book of Discipline*, all deeds, records and other official documents and legal papers be maintained in permanent safekeeping with the Conference Commission on Archives and History.

CLOSURE OF OLD ORCHARDS UMC, CHERRY HILL NJ

BE IT RESOLVED, that the Greater New Jersey Annual Conference expresses appreciation to all clergy and laity who engendered a faithful witness to the Cherry Hill community through the worship, mission and outreach of the Old Orchards United Methodist Church.

BE IT FURTHER RESOLVED, that in keeping with the provisions of Paragraph 2548 of the *2008 Book of Discipline*, the remaining members of the church have already been transferred to the St. Andrews United Methodist Church, Cherry Hill, an opportunity facilitated by Pastor Tae Youl Park.

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

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

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

BE IT FURTHER RESOLVED that in keeping with the provisions of Paragraph 2548.4 of the *2008 Book of Discipline*, all deeds, records and other official documents and legal papers be maintained in permanent safekeeping with the Conference Commission on Archives and History.

GNJ DISABILITY AWARENESS SUNDAY AS SPECIAL SUNDAY WITH OFFERING

BE IT RESOLVED, that the Greater New Jersey Conference may establish a Disability Awareness Sunday with offering on the second Sunday in September or another Sunday best for the congregation.

BE IT FURTHER RESOLVED, that this offering be remitted to the Treasurer of the GNJAC by the local church treasurer for the purpose of the establishment and use of an Accessibility Assistance Fund to be administered by the GNJ Disability Inclusion Ministry for the purpose of making grants to local churches which are renovating for architectural accessibility. The GNJ Disability Inclusion Ministry shall develop and publish guidelines and grant applications for this purpose. Additionally, the GNJ Disability Inclusion Ministry will provide resources for local churches to address attitudinal accessibility.

ESTABLISH THE COMMITTEE ON DISABILITY MINISTRIES

BE IT RESOLVED, that The Greater New Jersey Conference endorse the following resolution regarding the establishment of a Committee on Disability Ministries for the 2012 General Conference from the United Methodist Task Force on Disability Ministry:

The 2012 General Conference directs the following:

- ¶ 1327.3 (5) of the *2008 Book of Discipline*, is amended by adding a new sentence:

  > (5) To provide programs for annual conferences, districts, and local churches that encourage awareness of the gifts and needs of persons with disabilities and to promote the leadership and employment throughout the connectional system of persons with disabilities. <u>UMCOR Health (formerly Health and Welfare Ministries) shall establish, maintain, and provide financial and personnel support for a United Methodist Committee on Disability Ministries to provide advocacy, education and empowerment to lead the United Methodist Church in creating a culture where people with disabilities are fully included in all aspects of worship, leadership and ministry.</u>

- Current funding from the General Board of Global Ministries for the expanded work of the newly established permanent committee will be supplemented by additional funding from a proposed change in Disability Awareness Sunday from an Approved Sunday for Annual Conference Observance to a Churchwide Special Sunday With Offerings (see separate petition).

Table of Contents

DISABILITY AWARENESS SUNDAY AS SPECIAL SUNDAY WITH OFFERING : PETITION TO GENERAL CONFERENCE

BE IT RESOLVED, that The Greater New Jersey Conference endorse the following resolution regarding the establishment of Disability Awareness Sunday as a Special Offering to the 2012 General Conference from the United Methodist Task Force on Disability Ministry:

The 2012 General Conference directs the following:

- ¶ 265.4 of the *2008 Book of Discipline* is deleted.
  ~~¶ 265.4. *Disability Awareness Sunday*- Disability Awareness Sunday shall be observed annually on a date to be determined by the annual conference. Disability Awareness Sunday calls the Church to celebrate the gifts and graces of persons with disabilities and calls the Church and society to full inclusion of persons with disabilities in the community. If the annual conference so directs, an offering may be received and the funds used by the annual conference to promote the creation of architectural and attitudinal accessibility in local churches. The observance of Disability Awareness Sunday shall be under the general supervision of the General Board of Global Ministries.~~
  The opening sentence of ¶ 263 is amended:
  ¶ 263. Seven ~~Six~~ churchwide special Sundays with offerings shall be celebrated in each United Methodist Church.

- ¶ 263.7 is added:
  263.7. *Disability Awareness Sunday* – Historically Disability Awareness Sunday has been observed annually on a date determined by each annual conference. Congregations are to observe Disability Awareness Sunday on the Sunday after Labor Day or on another date appropriate to the local church. Disability Awareness Sunday calls the Church to celebrate the gifts and graces of persons with disabilities and calls the Church and society to full inclusion of persons with disabilities in the community. The observance of Disability Awareness Sunday shall be under the general supervision of the General Board of Global Ministries.
  a. The annual conference treasurer shall retain 50 percent of the receipts for disability-related ministries which develop and promote the creation of architectural and attitudinal accessibility in local churches and agencies within the annual conference, to be administered by the annual conference Disability Concerns Committee (see ¶ 653) or an equivalent structure.
  b. The annual conference treasurer shall remit the remaining 50 percent of the receipts to the General Council on Finance and Administration. Net receipts, after payment of promotional expenses, shall be distributed by the treasurer of the General Council on Finance and Administration to the General Board of Global Ministries or the designated administering agency for disability-related ministries.

- ¶ 823 is amended (as related to General Church Budget Implications):

Table of Contents

Add:

¶ 823.7 *Disability Awareness Sunday* – Historically Disability Awareness Sunday has been observed annually on a date determined by each annual conference. Congregations are to observe Disability Awareness Sunday on the Sunday after Labor Day or on another date appropriate to the local church. Disability Awareness Sunday calls the Church to celebrate the gifts and graces of persons with disabilities and calls the Church and society to full inclusion of persons with disabilities in the community. The observance of Disability Awareness Sunday shall be under the general supervision of the General Board of Global Ministries.

a. The annual conference treasurer shall retain 50 percent of the receipts for disability-related ministries which develop and promote the creation of architectural and attitudinal accessibility in local churches and agencies within the annual conference, to be administered by the annual conference Disability Concerns Committee (see ¶ 653) or an equivalent structure.

b. The annual conference treasurer shall remit the remaining 50 percent of the receipts to the General Council on Finance and Administration. Net receipts, after payment of promotional expenses, shall be distributed by the treasurer of the General Council on Finance and Administration to the General Board of Global Ministries or the designated administering agency for disability-related ministries.

Amend: ~~¶ 823.7~~ to ¶ 823.8

Amend: ~~¶ 823.8~~ to ¶ 823.9

CONFERENCE DISASTER RESPONSE PLAN

"10 Be devoted to one another in love. Honor one another above yourselves.
11 Never be lacking in zeal, but keep your spiritual fervor, serving the Lord.
12 Be joyful in hope, patient in affliction, faithful in prayer.
13 Share with the Lord's people who are in need. Practice hospitality" Romans 12:10-13

Our Conference Disaster Response Plan is designed to be a living document. It serves as a guide - for the conference, districts, local churches, clergy and all those who find themselves within our annual conference - to plan for, respond to and recover from a disastrous event. The Conference Disaster Response Committee (CDRC) on a yearly basis will evaluate, practice, and critique the plan. Any additions, deletions and updates without financial implications will be made by the committee and shared with the Annual Conference.

PURPOSE

1. To prepare, coordinate and implement a conference-wide disaster response.
2. To resource and equip local United Methodist churches and districts as they assist their communities and individuals to prepare, respond and recover from disaster.

Table of Contents

3. To provide immediate relief for human need and to respond to the suffering of persons in our communities caused by natural or unnatural disasters.

4. To work cooperatively with faith-based and other non-profit organizations, and with governmental disaster response agencies in planning and implementing disaster response ministries on behalf of the Greater NJ Conference of the United Methodist Church.

WHAT IS A DISASTER?

A disaster is an event that negatively affects life, property, livelihood or industry, often resulting in permanent changes to human societies, ecosystems and environment. "Natural or civil disasters are interruptions of such magnitude that they overwhelm a community's ability to recover on its own."[1] Not all disasters which overwhelm a community's ability to respond are "declared".[2] While disaster response may rise to the county, state, regional or federal levels, disasters are always experienced "locally".

THE FIVE STAGES OF A DISASTER

Readiness	Peacetime – there is no active disaster occurring. Develop a disaster plan. Train and euip teams. Make preparations and take precautions for potential events or evacuation.
Rescue	This is the time for first responders to do what they do best. Please stay out of the way of public responders who are working towards the preservation of life and property, and other emergency response activities. The Conference Disaster Response Ministries will not be active during this stage.
Relief	Includes crisis intervention, emergency assistance, shelter and housing, food and clothing
Recovery	Rehabilitte and rebuild structures and lives. Help those affected adjust to the new "normal".
Review	Following all the stages of a disaster, all are encouraged to learn and grow from the disaster experience.

DISASTER TIMELINE

"Rule of Ten" It is important to note that, in general, if the rescue stage lasts 1 day, the typical relief stage will last 10 days and then the recovery stage will last 100 days. Disaster ministry continues long after the media, fire trucks, and ambulances have gone home.

GENERAL STRUCTURE

The CDRC is structured to develop, assist, and implement a comprehensive disaster plan for the GNJAC. This committee is composed of clergy and laity. There is interaction and coordination between the CDRC and other conference agencies, boards and leadership. Leading this committee is the Conference Disaster Response Coordinator. There will be a variety of roles and responsibilities within the CDRC that will be established and implemented prior to and at the time of an event.

Each district will have a District Disaster Response Coordinator who is part of the CDRC. Within each district, a specific disaster preparedness and disaster response plan should be established and reviewed with its constituents. The CDRC can be a resource to assist with the plan development. Each church will have a Local Church Disaster Response Coordinator. Within each local church, a specific

[1] http://new.gbgm-umc.org/umcor/work/emergencies/
[2] UMCOR training PPT, pg 35

Table of Contents

disaster preparedness and disaster response plan should be drafted and tested. Here again, the CDRC can be a resource with plan development.

RESPONSIBILITIES

Disaster preparedness and response can be unique to each event and location. However, listed below are responsibilities that are common for most situations.

I. <u>EVERYONE</u> regardless of role or position

a. Readiness
   i. Develop your own family's disaster response plan
      1. Create an emergency kit (check Red Cross for asuggested list and procedures).
   ii. Become familiar with your own local church disaster response plan.
   iii. Become familiar with the Conference Disaster Response Plan.
   iv. Determine your primary and secondary rally points in the event of an evacuation. Communicate this information to all of your family members.
   v. Provide security for important documents and electronic files
   vi. Determine how you will communicate with others and have contact names and numbers available.
   vii. <u>When a disaster is imminent</u>:
      1. If you need to evacuate, inform someone of where you are going and how to communicate with you.
      2. If safe, assist in mitigation of damage.

b. Rescue
   i. Be safe, don't be a hero! Let emergency personnel do their job.

c. Relief
   i. Assess damage to personal home and family members.
   ii. Assist in safely securing property from further damage as you are able.
   iii. Take pictures of damaged property before undertaking any repairs, and prior to attaching tarps or cleaning up debris or mold. Do not undertake repairs until after the insurance inspection.
   iv. Ask for help as needed / register for disaster relief and recovery programs

II. <u>LOCAL PASTOR/CLERGY</u>

a. Readiness
   i. Talk with your congregation about disaster preparedness.
   ii. Become familiar with the district and conference disaster response plans
   iii. Work with the congregation and local church disaster response coordinator to develop a local church disaster response plan.
      1. Include in the plan both the protection of people and property. Consider how you can offer ministry before, during and after a disaster.
      2. Identify and develop a plan to care for all professing and constituent members of the congregation with special attention to the most vulnerable individuals and families.
      3. Determine how to best secure the church buildings and parsonage to mitigate damage.
   iv. Communicate with the District Coordinator; inform him/her of the scope of your plans and the availability of your church to help in a disaster that might occur outside of your local community.

Table of Contents

v. Receive disaster readiness and response training and encourage your congregation to do the same.
vi. Be sure you have personal insurance information with you. NOTE: Please be advised that the conference insurance plan does not cover your personal property
vii. When a disaster is imminent:
1. If you have to evacuate, inform your District Superintendent and a local church leader that you are evacuating, where you are going, and how to communicate with you during and immediately after the evacuation
2. If safe, assist in mitigation of damage

b. Rescue
i. Be safe, don't be a hero! Let emergency personnel do their job.
ii. As possible, communicate with the membership.
iii. If you are not properly trained, it may not be safe to offer assistance to others at this point. Your safety and that of your family comes first.

c. Relief
i. Assess damage to personal home and family members. If you have suffered loss or injury, listen to and heed outside judgment. Notify the fact of being affected to the Chair of SPRC, Chair of Trustees, and District Superintendent as soon as possible.
ii. As soon as possible, conduct an initial on-site assessment of church buildings and property with the Chair of Trustees and communicate damage to the District Disaster Response Coordinator and District Superintendent.
iii. Identify someone who is capable of safely securing church property to prevent further damage.
iv. Assess the needs of the community. If members of your congregation are able and prepared to help in ministry under the leadership of trained volunteers, safely begin. For assistance contact your District Disaster Response Coordinator.
1. Within the community concentrate on BASIC needs - food, shelter, cleaning-out homes of debris or mud, securing homes from further damage (e.g. tarping structures) (**FYI** - This may be a health risk if not conducted properly. It can also lead to masking hidden damage).
2. Be the pastoral presence in the community that you are called to be. However, do not proselytize. (For more information, see the National VOAD Emotional and Spiritual Care Points of Consensus at www.nvoad.org)

d. Recovery
i. Engage with the local community's long term recovery group.
ii. Keep the District Superintendent and the District Disaster Response Coordinator informed of the recovery effort.
iii. Resume pastoral duties as soon as possible.
iv. Provide directional assistance for volunteer teams.
v. Consider ways the local church can support the recovery effort.
vi. Plan for church and ecumenical opportunities to celebrate milestones in recovery.

e. Review
i. Gather the leadership of the congregation: thank them for their ministry and assess the local church's plan and response post-disaster

III. LOCAL CHURCH

a. Readiness

Table of Contents

i. Develop a local church disaster response plan. Review it annually.
ii. Encourage families to develop a personal disaster response plan.
iii. Board of Trustees should annually review insurance coverage, provide a safe repository of valuable records, and inventory church property and contents.
iv. Consider if and how your church buildings and property will be used before, during, and after a disaster. Preplanning and pre-agreements can save much time, financial resources, and insurance liabilities. The Conference Disaster Response Committee is available to be a resource for you.
v. Develop a means of communication with all members and constituents of the congregation.
vi. Decide if your local church is willing to be a shelter. If so, have your facility pre-approved as a shelter by the Red Cross.
vii. When a disaster is imminent:
    1. Board of Trustees should make sure that ALL church owned buildings and properties have been secured so as to assist in mitigation of damage
    2. Communicate with the membership - if they are evacuating, where are they going and how will the church be able to communicate with them?

b. Rescue
    i. Be safe, don't be a hero! Let emergency personnel do their job.
    ii. Do not open as a shelter without prior approval and/or direction by the Red Cross.

c. Relief
    i. As soon as possible, conduct an initial on-site assessment of church buildings and property with at least the pastor and Chair of Trustees present. Communicate damage with the District Disaster Response Coordinator and District Superintendent.
    ii. Communicate with the congregation membership, assess their needs, and provide assistance as you are able.
    iii. Assess the needs of the community. If your congregation is able to help in ministry, safely begin. If you need assistance, contact your District Coordinator. Within the community concentrate on BASIC needs - food, shelter, drying of homes.
    iv. Take pictures of damaged property before undertaking any repairs, and prior to attaching tarps or cleaning up debris or mold. The church should not undertake repairs until after the insurance inspection.
    v. Keep detailed records of disaster response and disaster funds received and spent

d. Recovery
    i. Engage with the long term recovery group; identify resources that the local church may be able to provide or acquire through connectional ministries.
    ii. Keep the District Superintendent and District Disaster Response Coordinator informed of the recovery effort.
    iii. Resume church ministries.
    iv. Keep detailed records of disaster response and disaster funds received and spent.
    v. Provide facility assistance / hospitality for work teams as resources allow and as approved by the congregation.
    vi. Participate in the local community recovery closeout process.

e. Review
    i. Share lessons learned/best practices with the District Superintendent and District Coordinator.

Table of Contents

ii. Review your local church plan and revise as necessary.

IV. DISTRICT DISASTER RESPONSE COORDINATOR

a. Readiness
   i. The District DRC is the communication liaison between the District Office, local church disaster coordinator and the specific disaster response ministry.
   ii. Make your presence known among the local churches and let the local churches know how to communicate with you.
   iii. Develop with the District Superintendent a district disaster response plan-with attention to communication.
   iv. Attend meetings of the Conference Disaster Response Committee.
   v. Attend trainings and encourage others to do the same; suggest disaster training opportunities and venues for training in the district.
   vi. When a disaster is imminent:
      1. If you have to evacuate, inform your District Superintendent and the Conference Disaster Response Coordinator that you are evacuating, where you are going, and how to communicate with you during and immediately after the evacuation.
      2. If safe, assist in mitigation of damage.
b. Rescue
   i. Be safe, don't be a hero! Let emergency personnel do their job.
c. Relief
   i. Assess damage to personal home and family members. If you have suffered loss or injury, listen to and use outside judgment. Notify the fact that you were affected to your District Superintendent and the Conference Disaster Response Coordinator.
   ii. Take pictures of damaged property before undertaking any repairs, and prior to attaching tarps or cleaning up debris or mold. Do not undertake repairs until after the insurance inspection.
   iii. Communicate with pastors/local churches in affected areas in your district Assist with initial assessments as requested.
   iv. Communicate with the Conference Disaster Response Coordinator the needs and any damage to church-owned buildings and properties within your district.
   v. If your district is not affected, your district may be called upon to assist with the districts that have been impacted.
   vi. Communicate with the Conference Early Response Team Coordinator to help in the deployment of early Response Teams as needed and requested.
d. Recovery
   i. When an affected area transitions into long-term recovery, the focus of the district disaster response coordinator may shift toward review, planning and preparation.
   ii. Participate in the closeout process as requested.
   iii. Communicate remaining unmet needs with the Conference DRC.
e. Review
   i. Be intentional about communicating thanks to those who have provided aid to your district.
   ii. Review the district disaster readiness and response plan, and amend as needed.
   iii. Participate in the review of the Conference Disaster Response Plan.

Table of Contents

V. DISTRICT SUPERINTENDENT

a. Readiness
   i. Receive training by UMCOR regarding Conference disaster response ministries.
   ii. Prepare communication procedures between clergy, Local Church disaster Response Coordinators, and the District Office.
   iii. Communicate the work of the Conference Disaster Response Committee to the local laity and clergy.
   iv. Appoint a District Disaster Response Coordinator in consultation with the Conference Disaster Response Committee. Please take into consideration the time investment necessary in disaster readiness and disaster response. The role may be filled by laity or clergy.
   v. When a disaster is imminent:
      1. If you have to evacuate, inform the Dean of the Cabinet and the Conference Disaster Response Coordinator that you are evacuating, where you are going, and how to communicate with you during and immediately following the evacuation.
      2. If safe, assist in mitigation of damage.

b. Rescue
   i. Be safe, don't be a hero! Let emergency personnel do their job.

c. Relief
   i. Assess damage to personal home and family members. If you have suffered loss or injury, listen to and use outside judgment. Notify the fact of being affected to the Dean of Cabinet and Conference Disaster Response Coordinator.
   ii. If the parsonage has suffered damage, take pictures of damaged property before undertaking any repairs, and prior to attaching tarps or cleaning up debris. Do not undertake repairs until after the insurance inspection. Notify your liaison to the Conference Board of Trustees of damage sustained.
   iii. Contact pastors in affected areas to assess the physical, spiritual, and emotional needs of the clergy, clergy families, and congregations.
   iv. As soon as it is safe and physically possible, visit the affected areas with the Bishop.
   v. If a pastor has been directly affected by the disaster, a Supply Pastor may be appointed immediately for one or two months.
   vi. Visit affected areas as often as possible with and without the Bishop
   vii. If pastor/s are likely to be overwhelmed by church and community duties during the disaster response, appoint a temporary Assisting Pastor to provide an extra pair of hands.
   viii. Watch for 'burn-out' on all levels within the conference.
   ix. Encourage unaffected churches to share resources.
   x. Use the authority of your office to ask people to do certain tasks.

d. Recovery
   i. Communicate local needs to the conference.
   ii. Encourage local churches to volunteer.
   iii. Communicate with the Disaster Recovery any unmet needs that arise or areas that may need additional resources or assistance.
   iv. Periodically assess the well-being of pastors in affected areas. Consider pulpit supply or other forms of support as needed.
   v. Support and/or assist in celebrating milestones in recovery.

e. Review

Table of Contents

i. Be intentional about communicating thanks to those who provided aid to your district.
ii. Participate in the closeout evaluation from the disaster in the District.
iii. Participate in post-disaster evaluation and possible plan revision.

VI. CONFERENCE DISASTER RESPONSE COORDINATOR

a. Readiness
   i. Communicate the work of the Conference Disaster Response Committee to the Conference, Districts, local churches and clergy.
   ii. Foster partnerships with other volunteer agencies that are active after a disaster and other emergency organizations.
   iii. Have a minimum of two other people on standby to fulfill your duties if you are unavailable.
   iv. Ensure discussion of a business continuity plan for the conference.
   v. Plan appropriate disaster trainings - UMCOR is a resource.
   vi. Work with District Superintendents to identify appropriate individuals to serve as District Disaster Response Coordinators.
   vii. When a disaster is imminent:
      1. If you have to evacuate, inform the Director of Connectional Ministries and/or a member of the Conference Disaster Response Committee that you are evacuating, where you are going, and how to communicate with you during the evacuation.
      2. If safe, assist in mitigation of damage.
b. Rescue
   i. Be safe, don't be a hero! Let emergency personnel do their job.
c. Relief
   i. Assess damage to personal home and family members. If you have suffered loss or injury, listen to and use outside judgment. Notify the fact of being affected to the Director of Connectional Ministries and/or a member of the Conference Disaster Response Committee.
   ii. Work closely with Conference Communications to publicize disaster-related needs.
   iii. Issue a call for Early Response Teams from within the conference, as needed and determined by the appropriate individuals.
   iv. Issue a call for Early Response Teams, from other the conferences, as needed and determined by the appropriate individuals and approved by the Bishop.
   v. Serve as the Disaster Coordinator until the need arises to delegate the task to someone else.
   vi. Visit the affected areas with the District Superintendent and Bishop, as soon as it is safe and possible.
   vii. Coordinate with the Bishop if an invitation for assistance needs to be made to UMCOR.
d. Recovery
   i. Work with ongoing disaster recovery efforts providing support as needed.
   ii. Work with Bishop to have all involved leaders meet for reports and evaluation.
e. Review
   i. Participate in post-action evaluation and Plan revision.
   ii. Work with Bishop to publicly acknowledge workers and work done.
   iii. Lead a review of the Plan with the CDRC annually and after each disaster.

Table of Contents

iv. Maintain communication with UMCOR and inform of lessons learned and best practices.

VII. DIRECTOR OF CONNECTIONAL MINISTRIES

a. Readiness
   i. Work with the Conference Disaster Response Committee.
   ii. Have a minimum of two other people on standby to fill your duties if you are unavailable.
   iii. When a disaster is imminent:
      1. If you have to evacuate, inform the Dean of the Cabinet and/or the Conference Disaster Response Coordinator that you are evacuating, where you are going, and how to communicate with you during the evacuation.
      2. If safe, assist in mitigation of damage.

b. Rescue
   i. Be safe, don't be a hero! Let emergency personnel do their job.

c. Relief
   i. Assess damage to personal home and family members. If you have suffered loss or injury, listen to and use outside judgment. Notify the fact of being affected to the Dean of Cabinet and/or Conference Disaster Response Coordinator.
   ii. As soon as it is safe and physically possible, visit the affected area with the District Superintendent, Bishop, and Conference Disaster Response Coordinator.
   iii. Make certain that conference communications is involved and remains involved.
   iv. Make office space available to the disaster response effort, if possible. The telephone team and others will need an area. (An effective telephone team will make your work much easier.) If it is located in the Conference Center, response personnel will need access to the building for more time than your usual business hours. Disaster response is not an eight-hour day task.
   v. Be aware of the length of time relief takes. Continue to remind the Conference that relief is still needed.
   vi. Encourage the Conference to give financial and personal help.
   vii. Remember that it cannot be business as usual!

d. Recovery
   i. Work with ongoing disaster recovery efforts providing support as needed.
   ii. Be aware of the length of time recovery takes. Continue to remind the Conference that recovery is still going on.
   iii. Encourage the Conference to give financial and personal help.

e. Review
   i. Work with Bishop to have all involved leaders meet for reports and evaluation.
   ii. Participate in the closeout process.
   iii. Participate in post-action evaluation and Plan revision.

VIII. RESIDENT BISHOP

a. Readiness
   i. Have cabinet trained by UMCOR at least every four years.
   ii. Support the ministry of Disaster Response and encourage District Superintendents to support this ministry as well.
   iii. Appoint a Conference Disaster Response Coordinator who will serve at least four years.

Table of Contents

iv. Appoint the Conference staff person who will serve on the Disaster Response Committee.
v. Include the Conference Disaster Response Coordinator on the Cabinet and other leadership meetings throughout the year for interaction and education.
vi. Inform whoever acts on your behalf that when the Bishop is out of the office, the person in charge has a responsibility to implement the response plan when disaster strikes, including contacting UMCOR for assistance. (Only the Bishop or designee can make this request.)
vii. When a disaster is imminent:
    1. If you have to evacuate, inform the Dean of the Cabinet and/or the Conference Disaster Response Coordinator that you are evacuating, where you are going, and how to communicate with you during the evacuation.
    2. If safe, assist in mitigation of damage.

b. Rescue
    i. Be safe, don't be a hero! Let emergency personnel do their job.

c. Relief
    i. Assess damage to personal home and family members. If you have suffered loss or injury, listen to and use outside judgment. Notify the fact of being affected to the Dean of Cabinet and Conference Disaster Response Coordinator.
    ii. In conjunction with the Conference Disaster Response Coordinator, request assistance from UMCOR, as needed.
    iii. As soon as it is safe and physically possible, visit the affected areas with the local District Superintendent and the Conference Disaster Response Coordinator.
    iv. Remember you are the spiritual leader of the conference. Lead the conference through the disaster spiritually.
    v. Be in communication with all the District Superintendents and Conference Disaster Response Coordinator.
    vi. Appointments: As needed, temporary appointments/changes in appointment might be needed. As needed, immediately appoint a Supply Pastor for any clergy who have and are suffering loss or injury as a result of the disaster. Appoint temporary Assisting Pastors, when needed, to any charges which have been impacted. If the Conference Disaster Response Coordinator is a pastor, you may need to appoint a Supply Pastor for at least one month to relieve the pastor of local church duties. Appoint a temporary Assisting District Superintendent to those regions that are hardest hit, especially if there is significant church property damage. If you have suffered loss or injury, see that you too, have an assistant who can share your load.
    vii. Consider a conference-wide financial appeal and implement as soon as possible. There is roughly a two-week window for this.
    viii. Remember that it cannot be business as usual!

d. Recovery
    i. Understand that the recovery ministry is long lasting and still continuing. Your support of this ministry is very important.
    ii. Plan for a service of praise and a memorial a year from the date of the disaster.

e. Review
    i. Publicly acknowledge workers and work done.
    ii. Participate in post-action evaluation and Plan revision.
    iii. Have all involved leaders meet for reports and evaluation.

Table of Contents

CONFERENCE TREASURER'S OFFICE

The conference treasurer and/or staff will assist the CDRC in keeping track of and dispensing funds for disaster relief while following UMCOR and conference standards.

CONCLUSION

This plan serves as the guide to prepare, respond, and recover from a disaster that could strike our homes, churches and communities. With its implementation we begin to coordinate our efforts as the Greater New Jersey Annual Conference to deal with the next disaster.

Looking ahead the CDRC will be assessing the needs of the Greater New Jersey area and the gifts that we as United Methodists can offer and weave into the fabric of disaster response. We recognize that by coordinating our efforts with other agencies, we can best serve those in need.

******** DISASTER COMMUNICATION CHART ********

If you have to evacuate, you will need to inform someone of **where you are going** and **how to communicate** with you. If there is a utility outage, cell phones may not be able to be charged. Those with phone service through a modem may also lose service during a power outage.

PERSON AFFECTED	FIRST CONTACT	SECOND CONTACT
Local Pastor/Clergy	District Superintendent	Local Church Leader
Local Church	Local Church Leaders (SPR, Trustee Pres., etc)	Membership
*District Disaster Response Coordinator	District Superintendent	Conference Disaster Response Coordinator
District Superintendent	Dean of the Cabinet	Conference Disaster Response Coordinator
*Conference Disaster Response Coordinator	Director of Connectional Ministries	Member of CDRC
Director of Connectional Ministries	Dean of the Cabinet	Conference Disaster Response Coordinator
Resident Bishop	Dean of the Cabinet	Conference Disaster Response Coordinator

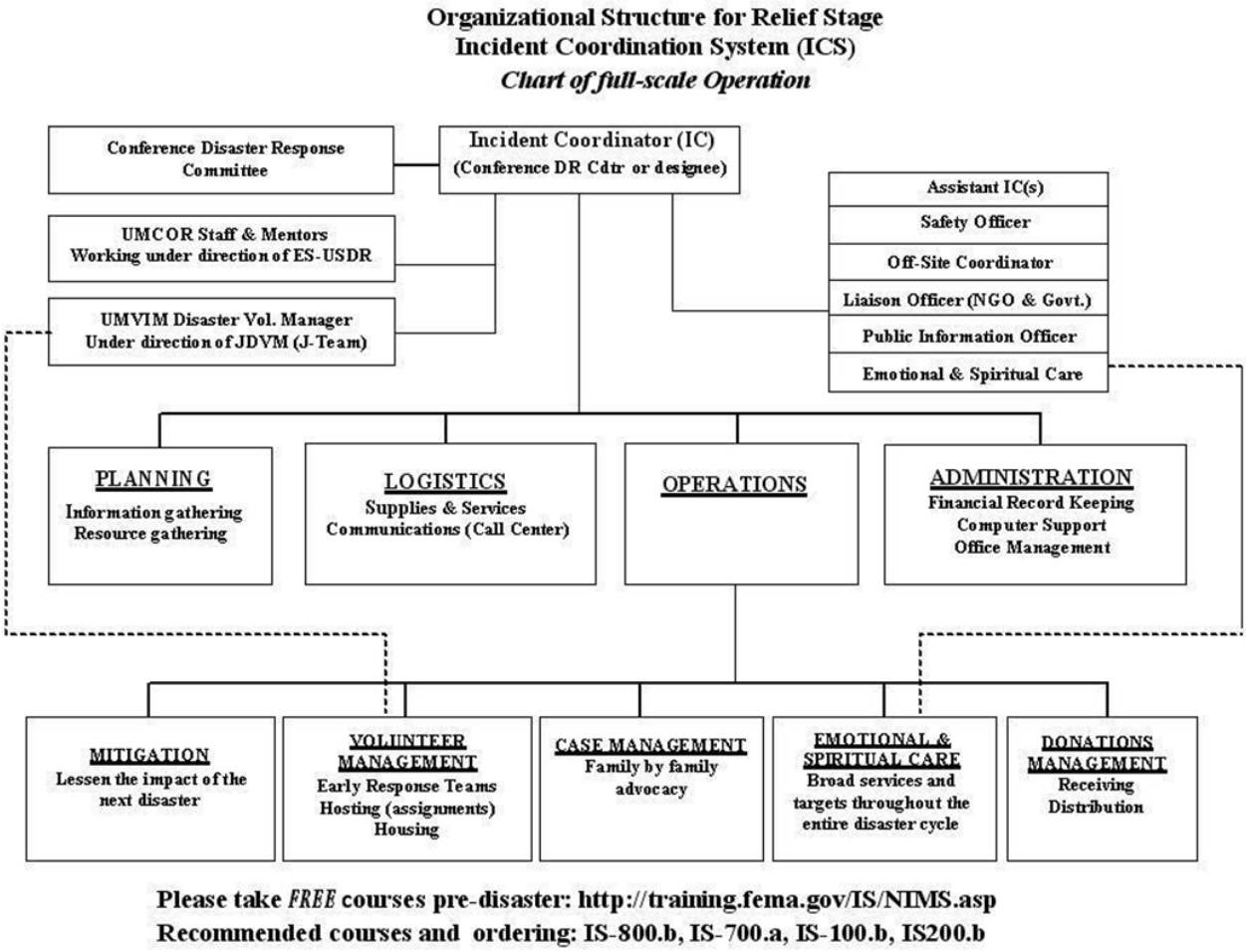
*If a clergy member is serving in these positions it requires contacting those under local pastor/clergy
After reviewing the Disaster Communication Chart, It is strongly recommended that you take the time now and fill out the following areas with the names and phone numbers that you will need

_____	_____	_____
Personal Info	First Contact Name and Phone Number	Second Contact Name and Phone Number

Table of Contents

ORGANIZATIONAL STRUCTURE FOR RELIEF STAGE RESPONSE

The following flow chart will be used for guidance when we are active during the relief stage following a disaster. This chart utilizes the National Incident Management System (NIMS) which FEMA, First Responders, UMCOR, and other agencies also use. It is understood that every disaster is local and unique, and as such this chart will need to flex depending on the situation.



COMMISSION ON EQUITABLE COMPENSATION

MINIMUM SALARY

BE IT RESOLVED THAT the Commission on Equitable Compensation establishes the following **minimum equitable salary for persons under appointment** in the local church or charge effective **January 1, 2012**:

a) Clergy in Full Connection	**$37,669**
b) Provisional & Associate Members (90%)	**$33,902**

Table of Contents

c) Full time Local Pastor (85%) $32,019

The proposed salary of $37,669 for Clergy in Full Connection represents 80% of the 2012 Denominational Average Salary which is $47,086.

There will be a $300 minimum increment in the base salary for each year of full-time service up to 16 years.

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

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

PARSONAGE

BE IT RESOLVED ,that all full-time pastors shall be provided with a parsonage or a housing/rental allowance as part of their compensation package.

REIMBURSEMENT

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

VACATION

BE IT RESOLVED THAT all full time pastors shall be entitled to receive the following vacation per appointment year:

Minimum of four weeks for one to ten years of service
Minimum of five weeks for eleven years and beyond

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)

HOUSING POLICY RECOMMENDATIONS

BE IT RESOLVED, that the Commission on Equitable Commission establishes the following in order to update and clarify the housing policy of our Annual Conference:

Housing Policy. Please see Standards for Parsonage (Existing Parsonages).
No. 2. Delete "in keeping with the house."

Table of Contents

No. 4. Change “Laundry equipment - automatic washer and dryer along with a permanent clothes line arrangement” to “Laundry equipment - automatic washer and dryer. Clothes lines are permitted behind the parsonage.”

No.5 under Miscellaneous. The following lines will be added: “In order to respect the privacy of clergy and his/her family, the church has the responsibility of making an appointment and securing the approval of the pastor or an adult member of the household prior to visiting the parsonage at any time.”

FOUNDING DATE OF ANNUAL CONFERENCE

BE IT RESOLVED, that the Conference Committee on Archives and History be charged with doing the research and preparing a page for the Conference Journal and Yearbook that will reflect the history of mergers that have gone into the creation of the Greater New Jersey Annual Conference. This will be in keeping with the *2008 Book of Discipline* paragraph 723 which reads in part:

"An annual conference...that is composed of uniting units with differing dates of origin shall use as the date of its founding the date of founding of the older or oldest of the uniting units while remaining sensitive to the recording of the entirety of the Church's history, including all information regarding the younger unity."

This page shall be used in the Conference Journal and Yearbook going forward from 2012. Dr. Robert Williams, General Secretary of the General Commission on Archives and History can assist in this work.

PENSION AND HEALTH BENEFITS, BOARD OF RECOMMENDATIONS

BE IT RESOLVED :

1. That the Past Service Annuity Rate for January 1, 2012 to December 31, 2012 be set at $595 per approved service year prior to January 1, 1982.
2. That contributions for the Clergy Retirement Security Program for January 1, 2012 to December 31, 2012 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, 2011, unless otherwise stated.
4. That grants approved in lieu of pension to Howard Smith, Bernard Shropshire and James Rupert be continued; all grants through 2012.

   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, Mildred E. Bender,

Table of Contents

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.

5. That Rev. Patricia Bruger's actual years of appointment and service at CUMAC/ECHO, INC. from June 16, 1995 through retirement be fully credited for the purpose of calculation of service year credits to determine allocation of pro-rated health insurance premium payment responsibility upon retirement.

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 2011 and 2012 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.

Table of Contents

8. That clergy retiring before July 1, 2012 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.

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 2011 Conference Journal and Yearbook.

11. That we approve the following pre-1982 prior service funding plan for 2012.

    The 2012 Past Service Rate (PSR) is $595, 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, 2010, (used for determining the 2012 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, 2010 (for 2012 funding plan), is summarized below:

    Supplement One Liability

Assuming PSR Increases of 2.0%	$ (44,473,267) *
Current Plan Assets	$ 55,092,909
Funding Surplus	$ 10,619,642
Funded Ratio 124%	
Maximum Available for Redirection	$ 8,426,505

*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, 2011, the account balance was $2,196,315.

PENSIONS AND HEALTH BENEFITS, BOARD OF: 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.

Table of Contents

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) 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. **Members may elect not to enroll in Medicare due to disability, in which case the Conference Plan is primary.** 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 **seven** years immediately prior to retirement and were continuously enrolled in the Conference Plan for the **last five of those seven years**. Retired participants age 65 and over are

Table of Contents

required to carry Medicare Part A and Part B. Dependents must also have been **continuously** enrolled in **either** the Conference Plan **or in another employer plan** for the five years preceding the clergy member's retirement to be eligible for coverage. **Retiree coverage is available by application at the time of retirement only. Retirees who choose not to enroll in the Plan at the effective date of retirement or** 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, children who are qualified adult dependents, and children who are under age 26. 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.

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

Table of Contents

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. Extension Clergy serving approved Conference Advance Specials in the geographic bounds of the Annual Conference who are not eligible to enroll in the Clergy Retirement Security Program (CRSP) will be credited, *solely for the years appointed to that Advance Special*, 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.

E. 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.

2. Plan participants are to pay 2% of their cash salary to the salary paying unit as their share in the premiums paid.

Table of Contents

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. Loss of Dependent Status - If a dependent's participation in the Plan ceases due to divorce or to attaining the limiting age, continuation coverage may be available through application to HealthFlex.
C. Incapacity Leave - See #2 under Eligibility.
D. 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 for up to an additional 12 months may be available through application to HealthFlex. Leave of absence is not an appointment and does not accrue annuity credit towards health benefits in retirement.
E. 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.
F. Death - Surviving spouses of clergy members are subject to the same rules (see Eligibility **Guidelines #1 and 3**) as the clergy member.

ADMINISTRATION

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

The Benefits Officer and Administrator for the Conference Plan is the Conference Treasurer/Director of Administrative Services. The Benefits Officer shall be a member of the Conference Board of 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

RETIRED PROVISIONAL ELDERS

BE IT RESOLVED, that the Greater New Jersey Annual Conference endorse the following petition to the 2012 General Conference:

Add to ¶ 327, "Eligibility and Rights of Provisional Membership"

Provisional members may retire under the provisions of ¶ 358 of the *Discipline*. Upon retirement, they shall retain their relationship as retired clergy members of the annual conference. Retired provisional elders shall retain their license for pastoral ministry.

SEPTEMBER 11TH: A DAY FOR REMEMBRANCE AND PEACEMAKING

BE IT RESOLVED, that the Greater New Jersey Annual Conference expresses its support for peacemaking and its solidarity with the family and friends of these victims, and that when holding any conference-wide event to include elements of peacemaking, and to hold no church meetings on Sunday, September 11, 2011 and every following year on that date. This will enable us to be with the community on that day.

BE IT FURTHER RESOLVED, that the Annual Conference encourage and support its congregations and members to develop worship services on Sunday, September 11, 2011 that focus on peacemaking and reconciliation.

RECOMMENDED RESOURCES:
Spiritual Resources for the Aftermath of 9/11 from GBGM
http://gbgm-umc.org/umcor/loveupdate/spiritualresources.stm

Resources for Congregations and Families for 9/11 from GBOD
http://204.193.131.177/worship/default.asp?loc_id=962,619&act=nav_loc

Text This Week- Resources for the Anniversary of 9-11-01:
http://www.textweek.com/anniversary.htm

Mennonite Church USA Resources for the Anniversary of September 11, 2001
http://peace.mennolink.org/resources/sept112002/addendum.html

Evangelical Lutheran Church of America Resources for the Anniversary of Sept. 11th
http://archive.elca.org/disaster/resources/05-08-10-sept11.asp

National Council of Churches Litany for 9/11
http://www.ncccusa.org/interfaith/sept-11-litany.html

Table of Contents

USE OF SURPLUS FUNDS TO INCREASE DISCIPLE-MAKING

BE IT RESOLVED, that the Bishop appoint a Task Force to develop a five year plan for the Greater New Jersey Annual Conference and its Local Churches directed toward the goal of increasing disciple-making and membership in our Local Churches, and to present their report and recommendations to the 2012 GNJ Annual Conference, and

BE IT FURTHER RESOLVED, that the plan will contain specific, measurable, achievable, realistic and time-bound goals by which to achieve the overall objective, and

BE IT FURTHER RESOLVED, that the Greater New Jersey Annual Conference will set aside $15,000 from its reserves for the development of the five year plan, and

BE IT FURTHER RESOLVED, that the Greater New Jersey Annual Conference will set aside an additional $185,000 for implementation of the plan if the plan is approved by the 2012 Annual Conference.

SESSIONS: STUDY STRUCTURE, SCHEDULE AND LOCATION OF ANNUAL CONFERENCE

BE IT RESOLVED, that an extension of one year be given to last year's resolution for the Sessions Committee to study the structure, schedule and location of Annual Conference and that the study team be broadened to include Bishop, Conference Lay Leader, Sessions Chair and one representative from the Board of Ordained Ministry, Conference Council on Finance and Administration, Board of Global Ministries, and Disability Inclusion Ministry and four members of the Sessions Team. This team will come back with recommendations in 2012.

SESSIONS: AFFIRMATION OF CONTRACT WITH VFCC THROUGH 2013

BE IT RESOLVED, that the Annual Conference has affirmed that it will abide by its contract with Valley Forge Convention Center and will hold future sessions at the Convention Center through 2013;

BE IT FURTHER RESOLVED, that the Sessions Team will do all it can to explore options to witness with holy boldness, perhaps around the [proposed] casino entrance at the Convention Center, and that the conferees will do all that they can to exalt the Lord Jesus Christ in outward expressions of worship, witness and prayer.

TRUSTEES ENABLING RESOLUTIONS

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

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 2012 Annual Session, any property, real or personal, is conveyed or transferred to the Annual Conference by any church or other person, firm,

Table of Contents

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 2012 Annual Session, the Board of Trustees of the Greater New Jersey Annual Conference is hereby authorized to acquire or dispose of District parsonages, Program Director's and Treasurer's residences, as in its discretion, it may deem necessary and advisable, and in accordance with *The Book of Discipline of the United Methodist Church*, the Conference Board of Trustees is hereby authorized and empowered to enter into such contracts of sale and such other documents as may be necessary to effectuate the sale, transfer, or purchase of such properties. Such properties, real or personal, may be sold or acquired from any person or persons, firm, partnership, or corporation upon such terms and conditions as the Board of Trustees of the Greater New Jersey Annual Conference of the United Methodist Church shall determine; and

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

Table of Contents

TRUSTEES: CREATE CONFERENCE OFFICE FACILITIES AD-HOC COMMITTEE

BE IT RESOLVED, that Bishop Devadhar appoint an Ad-hoc Committee to provide assistance to the Trustees to investigate options for providing adequate, fiscally sustainable, cost-effective, & environmentally responsible facilities for the

- Conference Office,
- Resident Bishop,
- Cabinet,
- Conference Program Staff,
- Program Committees of the Conference,
- Northern Shore District Office.

The Ad-hoc Committee shall assist in examining options for

1. renovating current facilities, and
2. obtaining other facilities
    - conference-owned buildings,
    - purchase,
    - lease.

The location of the Conference Office shall be

- central to the Conference and
- near major highways and mass transit (rails and buses).

The Bishop shall name

- two lay persons,
- two pastors,
- two representatives from Conference Staff/Cabinet/Extended Cabinet,
- one member of Committee on Finance and Administration,
- two Conference Trustees, one of whom shall serve as chairperson,

to serve on the Ad-hoc Committee.

If need be, the Ad-hoc Committee will seek the advice of a Conference Chancellor.

The Ad-hoc Committee will present a report to the Conference Trustees by December 31, 2011.

The Conference Trustees plan to present a final report to the 2012 Session of Annual Conference for final action.

If the Conference Trustees identify facilities that are financially prudent to purchase or lease prior to the 2012 Session of Annual Conference the Conference Trustees may seek approval by taking a vote by mail ballot of the existing Annual Conference membership.

Table of Contents

UNITED METHODIST HOMES

BE IT RESOLVED that The Greater New Jersey Annual Conference of the United Methodist Church affirms the action of the Board of Directors of the United Methodist Homes of New Jersey to elect the following slate of Directors:

2011	Glenn J. Conaway (1)	Michael Harriott (2)
	Douglas B. Fuller (X)	Dean Livingston (1)
	K. Edward Jacobi (2)	Richard Twidle (1)
2012	Dennis L. Blackwell (2)	Bo-Joong Kim (1)
	Daniel Frank (2)	Edward Rusk (0)
2013	Robert L. Boettner (1)	Frank Kardashian (1)
	James Brown (2)	Lloyd P. Terrell (1)
	Virginia Samuel Cetuk (2)	Johnnie White (2)
	Dorothy Dann (1)	
2014	Ronald Appleby (1)	Paul (Bob) Starn (2)
	Shirley A.R. Lewis (1)	Dale C. Whilden (2)
	Arthur Spell (1)	
2015	John W. Bishop (2)	Nona Ostrove (1)
	Paula Blackman (1)	Lanie Price (2)
	Mandy Dana (1)	Faith Thonnerieux (1)
	Kenneth R. Garrett, Sr. (1)	Leland Schubert (2)

Ex-Officio (with voice & vote)

Bishop:	Sudarshana Devadhar
District Superintendent:	Francis L. Noll
Conference Ministries Team:	Virginia (Jinny) Stein Hubbard
Bristol Glen Resident Representative:	Richard Carlson

Ex-Officio (with voice & without vote)

Auxiliary Representative:	Martha (Marti) Milne
Residents Council President:	

Table of Contents

[Number ( ) indicates term. (0) indicates filling unexpired term. (X) indicates filling a term beyond the two term limit by reason of holding office. (2) Indicates not eligible for re-election.]

VOTING RIGHTS FOR LOCAL PASTORS, ASSOCIATE MEMBERS AND PROVISIONAL MEMBERS : GENERAL CONFERENCE LEGISLATION

BE IT RESOLVED, that the GNJAC petition General Conference to amend the following portions of *The Book of Discipline* to allow voting on constitutional amendments by local pastors under appointment to pastoral charges, and associate members and provisional members:

¶ 316.6 "The membership of local pastors under full-time and part-time appointment where they shall have the right to vote on all matters except ~~constitutional amendments and~~ matters of ordination, character and conference relations of clergy."

¶ 321.1 "Associate members shall have a right to vote in the annual conference on all matters except ~~the following: (a) constitutional amendments; (b) all~~ matters of ordination, character and conference relations of clergy."

¶ 327.2 " Provisional members shall have the right to vote in the annual conference on all matters except ~~the following~~:

~~a) constitutional amendments~~

~~b) all~~ matters of ordination, character, and conference relations of clergy.

¶ 602 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."

c) "Associate and affiliate 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."

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."

YOUTH MINISTRY TEAM NAME CHANGE

BE IT RESOLVED, that the organization currently known as the Conference Youth Ministry Team henceforth be known and identified as the <u>Greater New Jersey Conference Ministries with Young People</u> (GNJ MYP).

Table of Contents

SHARED MINISTRIES PLAN

BE IT RESOLVED THAT the Greater New Jersey Annual Conference approves the Shared Ministries Plan for 2012, the details of which are provided below.

2012 SHARED MINISTRIES PLAN

Shared Ministry Formula 375
2012 Shared Ministries Plan (Budget) 376
Schedule A,B,C 377
Schedule D 378
Schedule E 379
Gen. Conf. Shared Min. Fund 380

Shared Ministry Formula for Local Churches

The Shared Ministries obligation of each local church shall be based on the calculation as follows:

$$\frac{\text{LOCAL CHURCH EXPENSES*}}{\text{GNJAC TOTAL LOCAL CHURCH EXPENSES}} \times \text{TOTAL 2012 SHARED MINISTIRES PLAN}$$

*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

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.

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.

Table of Contents

	2012 SHARED MINISTRY PLAN	Column A	Column B	Column C	Column D
INCOME:		**2011**	**2012**	**2012**	**Difference**
		Approved	**Recommended**	**Expected**	**2012 to 2011**
I.	Income from Shared Ministries	11,592,493	11,738,418	9,884,055	145,925
II.	Income from Reserve Funds / Previous Year Surplus	263,005	320,000	320,000	56,995
III.	Centenary Fund Contribution	100,000	100,000	100,000	-
IV.	Interest / Investment Income	150,000	150,000	150,000	-
V.	Additional Funds received in Support of the Budget	-	54,000	54,000	54,000
		12,105,498	**12,362,418**	**10,508,055**	256,920
EXPENSE:					
I. CLERGY SUPPORT					
	A. District Superintendents Salary, Benefits & Office Exp **Sched.A**	2,081,356	2,166,149	1,841,227	84,793
	B. Episcopal Fund	471,861	500,508	425,432	28,647
	C. Conference share of Bishop's housing	33,100	33,100	28,135	-
	D. Annuitants Health Insurance & Benefits	2,666,838	2,746,842	2,334,816	80,005
	E. Equitable Compensation	155,294	194,118	165,000	38,824
	F. Conference Board of Ordained Ministry administrative expenses	45,000	45,000	38,250	-
	G. Bridge Fund	15,294	15,294	13,000	-
	Sub-total for CLERGY SUPPORT	**5,468,743**	**5,701,011**	**4,845,860**	232,268
II. ADMINISTRATION					
	A. Conference Council on Finance and Administration expenses	3,529	4,706	4,000	1,176
	B. Director of Administrative Services expenses **Sched. B**	157,688	163,652	139,104	5,964
	C. Treasurer's office expense (2005 incl. in **Sched. E**)				
	D. Other conference administrative agencies' expense **Sched.E**	1,297,772	1,315,747	1,118,385	17,975
	E. Conf. Sessions (3 days)	272,342	272,342	231,491	-
	Reserve for Conf. Sessions (1 day in 3rd yr. of Quadrenium)	25,000	25,000	21,250	-
	F. Episcopal Area Office Supplement	133,785	146,385	124,427	12,600
	G. Bishop's Discretionary Fund	11,765	11,765	10,000	-
	H.Jurisdictional conference administrative apportionments & related	40,878	40,878	34,746	-
	I. General Administration Fund	181,924	186,852	158,824	4,928
	I. New Conference Office Transition	-		-	
	J. Interdenominational Cooperation Fund	44,730	44,020	37,417	(710)
	Sub-total for ADMINISTRATION	**2,169,413**	**2,211,346**	**1,879,644**	41,933
	CLERGY SUPPORT/ADMINISTRATION ***(fund 100)***	**7,638,156**	**7,912,357**	**6,725,504**	274,202
III. WORLD SERVICE AND CONFERENCE BENEVOLENCE					
	A. World Service Fund	1,693,009	1,669,517	1,419,089	(23,492)
	B.Director of Connectional Ministry **Schedule C**	154,098	159,986	135,988	5,888
	C.Non-Cabinet Staff (2) (Cong. Dev. & Youth Coor.) **Schedule C**	285,560	295,136	250,866	9,576
	D.Non-Cabinet Staff (1) (Stewardship Coor.) **Schedule C**	110,735	114,194	97,065	3,459
	E. Administrative expenses - *directly related to the above III.B.*	170,588	170,588	145,000	-
	F. Ministries Team Budget - **Schedule D.**	833,240	862,725	733,316	29,485
	G. Supplemental Strategic Salary Support	164,706	164,706	140,000	-
	H. Leadership Development Funds **(see Schedule D.)**	27,000	27,000	22,950	-
	N. District Resourcing Teams **(see Schedule D)**	135,000	135,000	114,750	-
	O. Planned Giving Program **(see Schedule D)**	29,400	11,765	10,000	(17,635)
	P. Laity Council **(see Schedule D)**	10,000	10,500	8,925	500
	Sub-total for **WORLD SERVICE/CONF.BEN.** ***(fund 300)***	**3,613,336**	**3,621,117**	**3,077,949**	7,781
IV. OTHER APPORTIONED FUNDS					
	A. Black College Fund *(fund 410)*	228,907	222,181	188,854	(6,726)
	B. Africa University Fund *(fund 420)*	51,232	49,727	42,268	(1,505)
	C. Ministerial Education Fund *(fund 430)*	573,867	557,036	473,481	(16,831)
	Sub-total for OTHER FUNDS	**854,006**	**828,943**	**704,602**	(25,063)
	TOTAL EXPENSE (I,II,III, IV)	**12,105,498**	**12,362,418**	**10,508,055**	256,920
	Shortfall Budgeted			**1,854,363**	
	Total Expense Budget	**12,105,498**	**12,362,418**	**10,508,055**	256,920

Table of Contents

	A		B		C		C		C	
SCHEDULE ABC	**2011**	**2012**	**2011**	**2012**	**2011**	**2012**	**2011**	**2012**	**2011**	**2012**
	Expected	**Expected**	**Expected**	**Expected**	**Expected**	**Expected**	**Expected**	**Expected**	**Expected**	**Expected**
	District		**Dir.Admin.Srvcs./**		**Director of Connectional**		**Cong. Dev. Coor. &**			
	Superintendents		**Conference Treasurer**		**Ministry**		**Youth Coor.**		**Stew. Dev. Coord.**	
Salary	76,101	78,003	76,101	78,003	76,101	78,003	60,939	62,463	60,939	62,463
Pension										
Pension (CPP)										
Pension CRSP	14,745	15,113	10,932	11,160	14,120	14,415	11,771	12,006	9,445	9,684
Pension CRSP (CPP)	2,854	2,925	2,004	2,046	2,733	2,790	2,278	2,324	1,828	1,873
(CHIP)Health Insurance*	16,946	19,139	10,579	13,330	10,579	13,330	18,925	21,190	9,463	10,595
Housing Maintenance *	7,000	7,000	15,000	15,000	15,000	15,000	15,000	15,000	0	0
Utilities *	5,000	5,000	0	0	0	0	0	0	0	0
Cellular Phones*	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400
(R/E) Prop Insurance	757	757			0	0				
Worker's Comp	350	350	350	350	350	350	350	350	350	350
Expenses:										
Travel, Conferences, Bus.Entmt.	11,300	11,300	10,200	10,200	10,200	10,200	10,200	10,200	10,200	10,200
Administrative Assistants	49,264	52,516								
Continuing Education	500	500	500	500	500	500	500	500	500	500
Office Expenses	5,800	5,800					0			
Payroll Taxes	0	0	6,969	7,115	0	0	0	0	0	0
TOTAL COST FOR ONE (1):	**192,017**	**199,803**	**134,035**	**139,104**	**130,983**	**135,988**	**121,363**	**125,433**	**94,125**	**97,065**
	9	**9**	**1**	**1**	**1**	**1**	**2**	**2**	**1**	**1**
	1,728,153	**1,798,227**	**134,035**	**139,104**	**130,983**	**135,988**	**242,726**	**250,866**	**94,125**	**97,065**
District Office Rent (Pooled)	41,000	43,000								
Total of DS package	**1,769,153**	**1,841,227**								

Table of Contents

SCHEDULE D	2011	2011	2011	2012	2012	2012
	Approved	Actual	Expected	Proposed	Actual	Expected
	Budget	Expected	Shortfall	Budget	Expected	Shortfall
MINISTRIES TEAM						
CHURCH & SOCIETY (336)	3,500	2,975	525	3,500	2,975	525
DISCIPLESHIP (345)	1,125	956	169	2,000	1,700	300
Camps & Conferences (331 & 330)	198,000	168,300	29,700	205,000	174,250	30,750
Youth Ministry (332)	20,000	17,000	3,000	20,000	17,000	3,000
United Methodist Men	3,600	3,060	540	3,600	3,060	540
HIGHER ED. & CAMPUS MIN.(333)	102,500	87,125	15,375	110,000	93,500	16,500
CHRISTIAN UNITY (346)	5,850	4,973	878	5,850	4,973	878
NJ Council of Churches (352)	25,000	21,250	3,750	25,000	21,250	3,750
GLOBAL MINISTRIES	1,440	1,224	216	3,500	2,975	525
Special Needs Ministry (347)	2,500	2,125	375	3,500	2,975	525
National Hispanic Plan (302)	25,000	21,250	3,750	30,950	26,308	4,643
Strengthening the Black Church Plan	7,000	5,950	1,050	10,000	8,500	1,500
Native American Plan (CONAM)	900	765	135	250	213	38
Asian American Plan	450	383	68	250	213	38
Korean American National Plan	12,000	10,200	1,800	17,000	14,450	2,550
Shalom - Urban Ministry (335)	1,000	850	150	250	213	38
Community Outreach (340)	170,000	144,500	25,500	200,000	170,000	30,000
Disaster Response	2,250	1,913	338	10,000	8,500	1,500
Russia Initiative	3,350	2,848	502	1,500	1,275	225
Africa Initiatives	2,500	2,125	375	1,500	1,275	225
MULTI-ETHNIC COORDINATING (350)	20,000	17,000	3,000	20,550	17,468	3,083
COMMUNICATIONS (385)	33,000	28,050	4,950	10,000	8,500	1,500
Resource Center	8,000	6,800	1,200	4,000	3,400	600
RELAY (Incl. in IIF Area Admin. For 2004)	72,000	61,200	10,800	66,000	56,100	9,900
ARCHIVES & HISTORY (344)	5,400	4,590	810	5,000	4,250	750
LAY SPEAKING MINISTRIES (307)	500	425	75	250	213	38
EMERGING NEEDS (382)	27,000	22,950	4,050	25,000	21,250	3,750
Congregational Dev.	31,275	26,584	4,691	31,275	26,584	4,691
Child., Youth, Young Adults	15,000	12,750	2,250	15,000	12,750	2,250
Stewardship Coordinator	13,500	11,475	2,025	13,500	11,475	2,025
COOP. SCHOOL OF MISSION	12,000	10,200	1,800	12,000	10,200	1,800
COSROW	4,000	3,400	600	2,000	1,700	300
RELIGION & RACE	3,600	3,060	540	4,500	3,825	675
MINISTRIES TEAM Sub-Total	833,240	708,255	124,986	862,725	733,316	129,409
LEADERSHIP DEVELOP. (380) (separate line item)	27,000	22,950	4,050	27,000	22,950	4,050
DISTRICT PROGRAMMING (separate line item)	135,000	114,750	20,250	135,000	114,750	20,250
PLANNED GIVING PROGRAM (separate line item)	29,400	24,990	4,410	11,765	10,000	1,765
LAITY COUNCIL (308) (separate line item)	10,000	8,500	1,500	10,500	8,925	1,575
GRAND TOTAL	1,034,640	879,445	155,196	1,046,990	889,941	157,048

Table of Contents

SCHEDULE E					
	2011	**2011**	**2012**	**2012**	**2012**
II D. ADMINISTRATION	**Budget**	**Expected**	**Budget**	**Expected**	**Shortfall**
Salaries: Central Office Staff/Service Dept.	582,876	495,445	598,275	508,534	89,741
Benefits & Payroll Taxes-Central Office	198,912	169,075	229,135	194,765	34,370
Salaries:Conference Secretary/ Secretarial As	13,448	11,431	13,448	11,431	2,017
Central Office Operations	210,000	178,500	182,353	155,000	27,353
Treas. Office Operations (2004 included IIC)	35,000	29,750	35,000	29,750	5,250
Conference Journal	17,600	14,960	17,600	14,960	2,640
Auditing/Bonding	29,412	25,000	29,412	25,000	4,412
Capital Equip. R/R Fund	7,200	6,120	7,200	6,120	1,080
Information Services Support	39,294	33,400	39,294	33,400	5,894
Committee on Nominations	1,000	850	1,000	850	150
Building Maintenance Reserve	5,500	4,675	5,500	4,675	825
Gen/Jur Conference Reserve	4,000	3,400	4,000	3,400	600
Comm. On History & Archives	-	-	-	-	-
Conference Business Travel	17,647	15,000	17,647	15,000	2,647
Disability Benefits	-		-	-	-
Board of Trustees	105,882	90,000	105,882	90,000	15,882
Conference Chancellor	30,000	25,500	30,000	25,500	4,500
SCHEDULE E Total	1,297,771	1,103,106	1,315,747	1,118,385	197,362

Table of Contents

	2011 GCFA	Allocation of 2011 Shortfall	Amount to be added to 2011 GCFA	2011 GCFA Recommended Amount	2012 GCFA	Allocation of 2012 Shortfall	Total Amount to be added to 2012 GCFA	2012 GCFA Recommended Amount
Episcopal Fund	419,661	9,257	52,200	471,861	438,632	9,676	61,876	500,508
Episcopal Area Fund								
General Admin Fund	163,164	3,599	18,760	181,924	164,464	3,628	22,388	186,852
Interdenom. Coop.	39,362	868	5,368	44,730	37,818	834	6,202	44,020
World Service	1,495,264	32,984	197,745	1,693,009	1,440,007	31,765	229,510	1,669,517
Black College Fund	201,490	4,445	27,417	228,907	190,560	4,204	31,621	222,181
Africa University	45,095	995	6,137	51,232	42,649	941	7,078	49,727
Ministerial Education	505,137	11,143	68,730	573,867	477,767	10,539	79,269	557,036
Total	2,869,173	63,291	376,357	3,245,530	2,791,897	61,586	437,943	3,229,840
GCFA Total / 0.85	3,375,498				3,284,585			
GCFA Shortfall Total / 0.85 / 8 Years	63,291				61,586			

Table of Contents