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***All procedures in Section 2 terminate in December of the next calendar year after the year of the Annual Conference Session that approved them, unless duly noted.**

Rocky Mountain Conference
Rules and Policies

Explanation

Editor's Note: This year's legislative actions of the Annual Conference are recorded in the "Daily Proceedings." Legislation, which was approved and adopted, is also included in the following section of "Rules and Policies." In the following document, prior and present actions of Annual Conference Sessions have established rules or polices for the Rocky Mountain Conference. What follows is the compilation of such rules and policies enacted since 1982. The version in the Journal is fifth edited version. Each year these rules and documents may be refined and improved by actions of the Annual Conference.

Annual Conference Vision/Mission Statement (source – 2004 Petition AC 11, Board of Stewards)

The Vision of the Rocky Mountain Conference of the United Methodist Church is to manifest the love and reign of God through vital worship, spiritual formation, and evangelism and to transform the society through social outreach and justice ministries.

The Mission of the Rocky Mountain Conference of The United Methodist Church is to participate in growing and sustaining local churches and spiritual communities as they attempt to fulfill their calling as Christians and United Methodists in the world.

Effective Date: July 1, 2004
Termination Date: Permanent

SECTION 1: RULES OF THE ANNUAL CONFERENCE SESSION

I. The Annual Conference Session
(source – action of the 2004 Annual Conference Session, same as 2001 Journal, pp. 209-220)

A. Parliamentary Rules

1. The Bishop or presiding officer shall decide all questions of order, subject to an appeal to the Conference. In case of such an appeal the question is not debatable, except that the presiding officer may state the grounds for the decision, and the appellant may state the ground for the appeal.

2. The presiding officer of the Conference shall appoint all committees, unless otherwise ordered by the Conference.

3. When any member is about to speak in debate or deliver any matter to the Conference, the member shall arise and respectfully address the presiding officer, but shall not proceed until recognized by the presiding officer. When a member desires to speak to a question or privilege, that member shall briefly state the question, but it shall not be in order for that member to proceed until the presiding officer shall have decided it to be a privileged question.

4. Debate on all issues shall be limited to three speeches for and three speeches against with a maximum presentation of three minutes each. No member shall speak more than twice on the same question, nor more than three minutes at one time, without leave of the Conference, nor shall any person speak more than once until every member choosing to speak within the allowed number of speeches shall have spoken. In addition, the presenter of the motion, or person designated by the presenter, shall be entitled to no more than three minutes to close the debate. It shall be the privilege of the presiding officer to request the following procedure for debate: to recognize alternately someone for and someone against the issue, and to recognize alternately lay and clergy members. It is suggested that interested, but non-voting

5. persons outside the bar of the Conference, in both legislative committees and in plenary sessions, who nevertheless have a stake in the issues being discussed, occasionally be included in the rotation of speakers. Only a member has the right to make a motion and to vote.

6. It shall not be in order for a member immediately after discussing a pending question and before relinquishing the floor, to make a motion, which, if adopted, would limit or stop debate.

7. Resolutions and motions shall be written in triplicate and passed to the Conference Secretary.

8. All written reports and communications to the Conference shall be passed to the Conference Secretary.

9. When a motion is made and seconded or a resolution introduced and seconded, or a report presented or read by the Secretary and then stated by the presiding officer, it shall be deemed in possession of the Conference. The following motions are not debatable:

    a. Fix the time to adjourn. Note: This motion is amendable.
    b. Adjourn
    c. Recess
    d. Raise a question of privilege
    e. Call for the order of the day
    f. Lay on the table
    g. Previous question
    h. Limit or extend the limits of debate
    i. Division of the assembly
    j. Suspend the rules
    k. Reconsider a non-debatable motion
    l. Take from the table

10. No new motion or resolution shall be entered until the one under consideration has been disposed of, which may be done by adoption or rejection, but one or more of the following motions may be made, and they shall have precedence in the order in which they are given, namely:

    a. Fix the time to which to adjourn
    b. Adjourn
    c. Recess
    d. Lay on the table
    e. Order the previous question
    f. Postpone to a definite time
    g. Commit (or refer)
    h. Amend (by addition, deletion or substitution)
    i. Postpone indefinitely

11. A main motion may have only one primary amendment and one secondary amendment at any one time.

12. The motion "to move the previous question" is used to bring the assembly to an immediate vote on one or more pending questions. A two-thirds affirmative vote is required.

13. The motion to adjourn is not debatable, and shall always be in order except:
    a. When a member has the floor;
    b. When a question is put, or a vote is being taken or until decided;
    c. When the question is pending on sustaining the demand for the previous question;
    d. When the previous question has been called and sustained, and action under it is still pending;
    e. When a motion to adjourn has been negative and no business has intervened.
14. When any motion or resolution shall have been acted upon by the Conference, it shall be in order for any member who voted with the prevailing side to move a reconsideration.
15. The final vote on the budget shall be by written ballot.
16. Every member who is within the bar of the Conference at the time a question is put shall vote, unless for special reasons, the member is excused by the Conference. No member shall be allowed to vote on any question who is not within the bar at the time when such question shall be put by the presiding officer, except by leave of the Conference, when such member has been necessarily absent.
17. These rules may be suspended at any time by a vote of two thirds of the members present and voting. Any rule not specifically covered will automatically be governed by Robert's Rules of Order, Newly Revised, 1990.

B. General Rules

1. Conference Procedures
    a. The Journal, after correction and approval of the presiding officer of the Conference, shall be the official record of the Conference. The Conference Secretary shall see that the Journal is annually published. Copies will be mailed no later than the first week of the third month following that conference year.
    b. The Conference fiscal year shall be from January 1 to December 31. All reports from the charges to the Conference shall be mailed to the Officers of the Conference by the deadline required by the work.
    c. No member shall absent herself or himself from the sessions of the Conference without permission. See ¶602.7 and ¶602.8, The Book of Discipline, 2004.
    d. Petitions shall be in the hands of the Conference Coordinator eight weeks in advance of the opening day of the Conference. Petitions will be reproduced, and six weeks prior to the opening date of Annual Conference, will be sent to clergy, Diaconal ministers, lay members, youth members, the presiding Bishop, retired clergy (on request), and clergy in special appointment. Pre-Conference reports will be presented to the Annual Conference first. Other reports will receive consideration only upon the vote of the Conference. Local church, sub-district and district Conferences shall provide an arena for discussion of Pre-Conference Reports and other vital issues using available resource persons to disseminate information, clarify issues, and register concerns with the members of the Annual Conference.
    e. All matters prepared by Annual and District Conferences, Boards and Agencies, local churches, or individuals for action at Annual Conference or General Conference or other outside agencies are to be submitted in petition form, via electronic format to the Petitions Coordinator by March 10th.

1) These petitions are to be included in the mailing of Conference members' packets.

2) The form of any petition may be revised by the Petitions Committee in consultation with the submitter prior to printing and distribution.

3) Paragraph 612.2 of the 2004 Book of Discipline requires the Conference Council on Finance and Administration "To receive, consider, report, and make recommendations to the annual conference regarding the following, prior to final decision by the annual conference: (b) funding considerations related to any proposal that may come before the conference." To comply with this requirement, the Annual Conference Petitions Coordinator shall forward to the Director of Finance and Administration, for review and comments by the Council on Finance and Administration, a copy of each petition, which if adopted will require funding in the next year. Such petitions will be forwarded as soon as available and in no case later than two weeks before the deadline date for the mailing of Conference members' packets. A record of the action of the Council on Finance and Administration shall be made a part of the petition when it comes to a Legislative Committee of the Annual Conference. Action may involve:

   a) Acceptance of the petition funding for inclusion in the Conference Budget proposed for the next year, or for addition to the Conference Budget if so directed by the Conference, or

   b) Opposition to the funding, either as a whole or in part, with attached reasoning. Opposition shall not be construed as a veto of such funding.

4) Any matter not processed as described above will require a two-thirds vote by members of the Conference to receive Annual Conference consideration during its current meeting. Late petitions will be considered by the next succeeding Annual Conference and not by the current Annual Conference, unless the Agenda Committee finds a compelling interest for consideration in the present year.

5) The Petition Coordinator, the Chairperson of the Legislative Process, the Conference Parliamentarian, Conference Lay Leader, and the Chairperson of the Conference Agenda Committee or his/her representative shall constitute a Committee on Petition Coordination, chaired by the Petition Coordinator. The duty of this committee shall be to adopt appropriate parliamentary procedures and determine the order of presentation of related petitions, which should be introduced in concert at a Legislative Committee of the Annual Conference. Such related petitions may include:

   a) Petitions in which one or more sections of one petition will amend or modify one or more sections of another petition if adopted; or

   b) Petitions which have sections which overlap or duplicate each other, either in whole or in part, or which are opposite in action.

   c) The committee shall have the authority, in consultation with the submitters of the petitions, to divide such related petitions if appropriate, or to make editorial changes in wording to one or more of the petitions to facilitate their joint consideration by the Annual Conference.

   The committee shall have the authority and responsibility to prescribe the format and submission instructions for all petitions.

f. Concerning reports being presented on the floor of the Annual Conference Session:

1) Conference groups having action items for Annual Conference consideration shall be given first priority by the Agenda Committee in arranging the schedule of the business sessions. Up to fifteen minutes shall be allowed for the initial presentation of such reports.

2) At the discretion of the Agenda Committee, Conference groups not having action items to present to the Annual Conference will be allowed, as time permits, ten minutes for presentation to the Conference.

3) Conference groups making presentations are asked to inform the Agenda Committee of the medium of presentation in order to assist the committee in planning an agenda that enhances the attention span of the members of the Conference.

4) No report shall be read verbatim.

g. During the Annual Conference session in which delegates to General and Jurisdictional Conferences are to be elected, endorsements for Clergy Delegates to such Conferences may be made from the floor at the Clergy Session and for Lay Delegates at the Laity Session. Prior to that session of the Annual Conference, district, sub-district and coalitions may also endorse Lay and Clergy delegates. Voting shall take place in the regular sessions of the Annual Conference, written and secret, with results reported as soon as possible. General Conference delegates shall be elected first. The first ballot shall be cast for the total number of delegates and balloting shall continue until the authorized number shall be elected. Balloting for delegates to Jurisdictional Conference, and reserve delegates, shall follow in a similar manner until the needed number have been elected. The first Clergy and Lay delegates shall be the Reserve delegates to General Conference.

h. A standing rules committee shall be responsible to review annually the Rocky Mountain Conference Rules of Order and Procedure, proposing such changes and additions as they deem necessary. The members of the rules committee shall be named in three classes. The Bishop shall appoint a committee of six members, consisting of three clergy and three laity (in three classes so that no more than one-third shall retire in any one year) to serve a three-year term, with a limitation of two consecutive terms. The Conference Secretary, the Conference Parliamentarian, Conference Lay Leader, and the Chairperson of the Legislative Process shall be ex-officio members.

i. All new propositions which require funding and which are presented for action at the Conference Session shall include the amount needed to fund such program or operation.

j. The effective date of all petitions shall be July 1 unless otherwise stated in the petition.

k. The Rocky Mountain Conference Rules of Order and Procedure as adopted by the most recent session of the Annual Conference shall remain in effect after the adjournment of that session of Annual Conference until rescinded or changed by subsequent sessions of the annual conference.

2. Policies and Procedures Regarding Equalization Of Lay and Clergy Membership (Lay Members-At-Large)

   Lay persons of Rocky Mountain Conference who are not other wise members of Annual Conference Session be designated as lay equalization members of the Annual Conference Session on a year-by year basis during their term of office:

   Conference Treasurer
   Conference Chancellor
   Conference Secretary
   Conference Director of Mission & Ministry
   Chair of Agenda Committee
   Chair of Legislative Committee
   Petition Coordinator
   Chair of Rules Committee
   Chair of Council on Finance & Administration
   Chair of Nominations Committee
   Members of Board of Stewards
   Lay delegates elected to General and Jurisdictional Conferences

C. Legislative Committees

1. There shall be Legislative Committees composed of Conference members, divided in approximately equal numbers of laity and clergy. Their task shall be to review, discuss, and act on any legislative petition to the Annual Conference that is assigned to the Committee. Official observers and those invited to present information, but who are not members of Annual Conference, may be permitted to participate in the discussion. Only a member of the committee to which the member has been assigned, has the right to make a motion and to vote. A petition presenter must be a member of the present annual conference session and can only present one petition.

2. Leadership of Legislative Committees shall include a chairperson, vice chairperson, secretary and parliamentarian.

3. The purpose and responsibility of a Legislative Committee is to provide to the Plenary Session one of the following three positions for each legislative petition assigned to it:

   a. CONCURRENCE: Acceptance of a petition, with or without amendments, by at least 80% of members present and voting. Such a petition will proceed to a Consent Calendar for adoption (see paragraph 5 below).

   b. NON-CONCURRENCE: Rejection of a petition, with or without amendments, by at least 80% of members present and voting. Such a petition will proceed to a Consent Calendar for adoption (see paragraph 5 below).

   c. WITHOUT RECOMMENDATION: A petition [with or without amendments] lacks 80% concurrence or non-concurrence by a vote of those members present and voting. Such a petition will be placed on the agenda of a Plenary Session for action. The report on such petitions will include the count of votes "for" and "against" the petition.

   d. AMENDMENTS. All amendments will be adopted by majority action of those members present and voting in a legislative committee. The amended petitions will be made available to conference members in written form, and substantive changes will be read, in Plenary Session, by the chairperson of the appropriate Legislative Committee.

4. The Legislative Committee shall not have the power to:

   a. Initiate or propose legislative items to the Conference;

   b. Voice or vote in the selection of General and Jurisdictional Conference delegates;

   c. Review, consider or act upon the report of the Nominating Committee;

   d. Conduct official business of Annual Conference agencies;

   e. Take final action on the Conference budget.

5. Two Consent Calendars shall be presented to a Plenary Session of the Annual Conference. These calendars shall, between them, contain all petitions that received a vote of at least 80% in favor (concurrence), whether or not amended, or at least 80% against (non-concurrence), in their assigned Legislative Committee. Calendar A will consist of those "Internal" petitions, the action or outcome of which affects only the Rocky Mountain Annual Conference, and will require approval by a majority of members present and voting to complete action. Calendar B will consist of those "External" petitions, the action or outcome of which refers to General Conference or affects non-conference entities outside of the Rocky Mountain Conference, and will require approval by 80% of members present and voting to complete action. All petitions which have not been voted "concurrence" or "non-concurrence" shall be referred to a Plenary Session.

   Individual petitions that have been placed upon the Consent Calendars may be removed from the calendars by a motion from the floor of the Conference for such action, a second, and support by at least one-third of those members present and voting.

6. All petitions coming before a Plenary Session may be debated, amended, referred to committee, or postponed to a later session of the same Conference, following normal parliamentary procedures. Amendments and corrections made in a Legislative Committee will be included as part of the petition when it is presented to a Plenary Session for action. Final action on all petitions which affect the Annual Conference, including all local churches, and any board, agency or committee of the Conference, will require a majority vote in favor in order to be adopted as final action of the Conference. A petition which affects any group or activity outside of the Annual Conference will require a vote of at least 80% in favor in order to be adopted. An opportunity will be given to the presenters of those petitions that do not receive 80% approval to present their petitions, outside of the meeting room, for individual signatures.

7. Definitions:

   a. Legislative Committee- A gathering of approximately 100-200 conference members meeting to consider petitions coming before the Annual Conference.

   b. Plenary Session - The total Annual Conference membership meeting as one body to conduct the business of the Conference.

   c. Consensus - Agreement, by members of a Legislative Committee and in Plenary Session, of at least 80% of those members present and voting for or against a petition, whether or not amended.

   d. Abstention - The number of those members who choose not to vote may be noted, but this number is NOT counted in arriving at percentage totals for the vote. All members of Legislative Committees are encouraged to vote their conscience.

   e. Consent Calendar - A method, adopted by Robert's Rules of Order, Newly Revised, to deal with a large number of routine matters in a timely manner. The items on the Consent Calendar shall be considered as one, without debate or amendment. Individual items

(petitions) may be removed in perfecting the Consent Calendar before the vote on its adoption is taken (see paragraph 5 above).

f. Parliamentary Procedure - The Parliamentary Rules, as stated in Section I, of these Conference Rules, will be followed in all Legislative Committee and Plenary Sessions, except where otherwise indicated.

g. A petition becomes the property of the Annual Conference Session when it is stated by the chair of the Legislative Committee in which it is considered.

D. Election of Lay Delegates to General and Jurisdictional Conferences

1. Eligibility: ¶36. Article V. The Constitution. The Book of Discipline of the United Methodist Church, 2004.

   "The lay delegates to the General and Jurisdictional or central Conferences shall be elected by the lay members of the annual conference or provisional annual conference without regard to age; provided such delegates shall have been professing members of The United Methodist Church for at least two years next preceding their election, and shall have been active participants in The United Methodist Church for at least four years next preceding their election, and are members thereof within the annual conference electing them at the time of holding the General and jurisdictional or central conferences."

2. Nominations

   a. Each nominee wishing to be included in pre-conference and annual conference introductions shall submit his/her candidacy on the form provided by the Board of Lay Ministry. No other form will be permitted. Instructions on the form must be followed.

   b. All nomination forms must be received or postmarked by the same deadline as set for petitions by the Annual Conference. This date ensures that a complete packet of resumes will be included in the pre-conference mailing to all annual conference lay members. No late nomination forms will be accepted.

   c. Nominations will be accepted from the floor during a Laity session of annual conference prior to the commencement of any balloting. The consent of such nominees must be obtained in writing on the form provided in (a) above. Such nominees shall not be eligible to participate in introductory speeches or campaign activities.

   d. Write-ins shall be permitted on the ballot, as long as that individual has not formally withdrawn his/her name.

3. Jurisdictional delegates

   A layperson may choose to be nominated only as a jurisdictional delegate. This shall be noted on the nomination form. Persons choosing to be nominated only as jurisdictional delegates shall have their names added to the election ballot after the completion of the election of General Conference lay delegates.

4. Withdrawal from the ballot

   Any nominee who withdraws from the election of General and Jurisdictional delegates shall not be re-nominated during the remainder of the election. Votes cast for a person who has withdrawn will be invalid, but will not invalidate the rest of the ballot.

5. Introduction and Campaigns

   a. All nominees who have proceeded through the process as outlined above by the Board of Lay Ministry will be introduced during the Laity Session. The form of introduction will be determined by the Board of Lay Ministry. In the event the presiding officer (of laity session) is a nominee, another lay member will be asked to preside.

   b. The Board of Lay Ministry will provide common identification for each nominee to be worn during the Annual Conference.

   c. There shall be no public display of support for nominees in the form of posters, buttons, banners, printed flyers, pre-conference mailings, etc., prior to and during the Annual Conference.

E. Nominating Rules

1. The purpose of the Conference Nominating Committee is to assist the conference in the selection of members for the council, boards and agencies, to include conference standing committees and commissions. Paragraph 605.3, 2004 Book of Discipline. The Conference Nominating committee shall nominate and the Annual Conference elect such bodies and officers as are required by the current Discipline, by these rules, and by the Structure Plan.

2. Tenure - a person shall not hold office on the same conference board, council, commission, or other conference agency for more than eight years unless an interval of at least four years intervenes (except the Board of Ordained Ministry, which is set as a maximum of three consecutive four-year terms). The term for conference officers is set by the Book of Discipline. Council, boards, commissions, and other agencies may set tenure limitations for periods less than eight years. A person may serve a third (four years) term for mission reasons with approval of the Nomination Committee.

3. A person shall not be elected a member of more than one of the following organizational units of the conference at any given time:*

   Board of Stewards, Board of Pensions, Committee on Nominations,
   Board of Ordained Ministry, Board of Trustees, Board of Lay Ministry,
   Council on Finance and Administration

   ** This applies only to persons elected to be a member of one of the organizational units. This rule shall not apply to persons who are ex-officio members of one of the organizational units or those who are members of an organizational unit by virtue of that office.*

4. Performance of members of boards, councils, commissions, or agencies: The Nominating Committee shall contact the chairperson of each board and agency annually, before it begins its work, to inquire concerning the participation of persons related thereto. When an agency of the conference considers a person inactive, it shall recommend the Nominating Committee review the matter and determine whether a vacancy exists.

5. Representation of clergy, laymen, laywomen, youth, racial, ethnic, and rural groups: The Nominating Committee will prepare nominations which will encourage equitable representation of clergy, laymen, laywomen, youth, racial and ethnic groups in all agencies of the conference. The Nominating Committee shall actively strive for representation from small town and rural churches from across the annual conference.

6. The Conference Nominating Committee seeks to be aware of persons with handicapping conditions and seeks to nominate them for responsible leadership when appropriate.

7. Agencies of the Conference, which elect their own officers and/or membership, are asked to submit their names to the Conference Nominating Committee and the Conference Secretary as soon as these elections (or vacancies) occur.

8. A single slate of officers shall be nominated by the Nominating Committee for election by the Annual Conference, and nominations, where appropriate, shall be invited from the floor of the conference.

9. Where district representation is mandated, a position shall be declared vacant when a person moves from the district in which he/she was elected. Further, the vacated position shall be filled by a person elected from the district where the vacancy occurred.

10. When a position is declared vacant, the chairperson of the committee, board, agency, or commission shall notify the chairperson of the Conference Nominating Committee. The person elected or designated to fill the position shall serve for the unexpired term. This shall count as the first full term.

11. When a chairperson moves from the district in which he/she was elected he/she may be permitted to continue in that office until the present term expires. The vacated position shall be filled according to normal procedures.

12. The Conference Committee on Nominations affirms as policy the eligibility of retired clergy to continue in elected positions in the same manner of retired laypersons, except as The Book Discipline may prohibit.

F. Nominations for Episcopal Elections (2005 Petition AC 11, Journal page 365)

1. Deciding whether to participate in the nominating process

   a. In the calendar year proceeding the year in which the Jurisdictional Conference meets, the Annual Conference shall ballot on this question: "Shall the Annual Conference Secretary distribute forms for the nomination of Episcopal candidates to the lay and clergy members of next year's Annual Conference, provided there is to be an Episcopal election?" A majority of the valid ballots cast shall be sufficient to instruct the Conference Secretary.

   b. If the Annual conference votes affirmatively on this question, but there is doubt as to whether there will be an Episcopal election, the Conference Secretary shall ask for the opinion of the Jurisdictional College of Bishops. If, in the judgment of the College of Bishops, it is likely there will be an Episcopal election, the Conference Secretary shall distribute the forms.

   c. If the forms are not distributed, it is presumed the Annual Conference will not name nominees for the Episcopacy the following Session, and a statement to that effect will be shared in Conference communications vehicles.

2. Developing an Annual Conference ballot

   a. If forms are to be distributed, the Conference Secretary shall distribute them by mail and through all Conference communication vehicles and shall contain at least the following: "Each current lay and clergy member of the Annual Conference is invited to list up to three elders for the Annual Conference to nominate for Episcopal election. All elders who are full members of any Conference are eligible for nomination. Names must be received by the Conference Secretary no later than March 10th. Those submitting names shall sign the form identifying the local church or group by which they are elected as members of the Conference."

b. The Conference Secretary shall prepare a preliminary alphabetical list using the forms received, including the name, age, sex, ethnic background, conference membership and complete service record of elders named by twenty-five or more members of the Annual Conference. The Conference Secretary shall contact all potential nominees, to secure their willingness to be listed on the ballot. A list of willing nominees shall be published on the Conference Web Site, through Conference communications vehicles, and in the Annual Conference packet, and reported to members of the Conference during the opening session.

c. Up to the beginning of the setting of the bar during the opening session of the year preceding Jurisdictional I Conference session, names may be added by petitions bearing the signature of twenty-five or more members of the Annual Conference and a signed statement of willingness of the potential nominee.

3. Pre-Balloting Procedure

a. The process for Episcopal election shall be explained to the full Conference session before the balloting begins. The explanation shall be by the head of the most recently elected Jurisdictional Conference delegation or his or her designee and shall include the processes of the annual conference and the Jurisdictional Conference Episcopal elections and the effect of expected retirements on the Western Jurisdictional College of Bishops. Members from the floor shall be invited to ask questions or make points of information in accordance with the rules of the conference.

b. Each nominee or representative of a nominee shall be given time, not to exceed five (5) minutes, to describe his or her vision for The United Methodist Church before the full Conference session.

c. The full Conference session shall join in prayer before each balloting.

4. Selection of nominees

a. On every ballot, each member of the Annual Conference may vote for one clergy on the list. The Bishop shall report the results. Any elder receiving a majority of valid ballots shall become a nominee of this Annual Conference for Episcopal election by the Jurisdictional Conference. Those not receiving twenty-five or more votes shall not be listed on future ballots.

b. After the results of each ballot are announced, the Annual Conference shall vote on the following question before balloting again: "Shall the Annual Conference continue to ballot in order to nominate elders for Episcopal election?" Balloting shall continue if a majority supports it.

c. When the process is completed, the Conference Secretary shall notify the Jurisdictional Conference Secretary of the results.

Effective Date: Immediate
Termination Date: Permanent

G. Election of the Conference Lay Leader (source - 2004 Petition AC 15, 2004 Journal page 360)

The election process is as follows:

1. Eligibility: The lay leader candidates shall be elected by the lay members of the annual conference without regard to age; provided candidates shall have been members of the United Methodist Church for at least two years next preceding their election, and shall have been active participants in The United Methodist Church for at least four years next preceding their election, and are members thereof within the annual conference electing them.

2. Term: The Conference Lay Leader shall be elected in the same year as General Conference for a four-year term. They may be re-elected one time for a total of eight consecutive years. The initial election under this process shall be in 2005 but after that it shall be held on the same year as the General Conference.

3. Requirements: A candidate must be confident that he/she can perform the responsibilities described in the Book of Discipline and set forth as follows:

   "Par. 603.9.) The conference lay leader is the elected leader of conference laity. The lay leader will have responsibility for fostering awareness of the role of the laity both with the congregation and through their ministries in the home, workplace, community, and world in achieving the mission of the Church and for enabling and supporting lay participation in the planning and decision-making processes of the annual conference, district, and local church in cooperation with the bishop, district superintendents, and pastors. The lay leader shall be a member of the annual conference, the conference council on ministries, the conference committee on nominations, the conference committee on episcopacy, the executive committee, if any, of the conference council on ministries; and the committee planning annual conference sessions; and may be designated by virtue of office to membership on any conference agency by the annual conference."

   "Par. 603.9.) The conference lay leader shall be the chairperson of the conference board of laity, or its equivalent, and shall relate to the organized lay groups in the conference such as Lay Speaking Ministries, United Methodist Men, United Methodist Women, and United Methodist Youth and support their work and help them coordinate their activities. The conference lay leader shall also have the general responsibility in : (1) developing the advocacy role for the laity in the life of the Church; (2) increasing participation of the laity in the sessions and structure of the annual conference; and (3) encouraging layperson in the general ministry of the Church."

4. Candidacy:

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

   b. All candidate forms must be received or postmarked by the same deadline as set for petitions by the Annual Conference. This date ensures that a complete packet of resumes will be included in the pre-conference mailing to all annual conference lay members. No late candidate forms will be accepted.

5. Withdrawal from the ballot: Any candidate who withdraws from the election of Conference Lay Leader shall not be re-instated as a candidate during the remainder of the election.

6. Introductions and Campaigns:

   a. All candidates who have proceeded through the process as outlined above will be introduced during the Laity Session. The form of introduction will be determined by the Board of Lay Ministry. In the event the presiding officer (of the laity session) is a nominee, another lay member will be asked to preside.

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

7. The Conference Lay Leader elected by majority vote at the Laity Session will be included in the Conference Nominating Committee Report to the Annual Conference Session.

Effective Date: July 1, 2004
Termination Date: Permanent

H. Conference Theme and Educational Event

The Program and Arrangements Committee shall establish the theme and educational component of each Annual Conference Session. Recommendations for the theme and educational component of an Annual Conference Session may be submitted to the Program and Arrangements Committee by the end of the Annual Conference Session at least two years previous.

I. Child Care (source - 1994 Petition 621, Journal page 214)

Childcare, which meets the standards of the state in which the sessions are held, shall be provided for all sessions of the Rocky Mountain Annual Conference. Such childcare also should conform to the appropriate Rocky Mountain Annual Conference Policies and Procedures.

J. Future Location for Annual Conference (source – 2006 Petition AC 05)

Annual Conference session shall be held in the Denver metropolitan area for three out of every four years. On the fourth year the Conference session shall be held in another location within the Conference.

In 2009, the Annual Conference session shall be held in Grand Junction, Colorado. In 2013, the Conference session shall be held in Southern Colorado. In the future, Utah and Wyoming locations shall be considered, as well as other locations with Colorado.

SECTION 2: ANNUAL CONFERENCE OPERATIONS & POLICIES *

I. Clergy matters

A. Standards for Ordained Ministry (source - 1995 Petition AC-25, 1995 Journal page 187)

In our quest for quality, the Board of Ordained Ministry (or other appropriate body) shall present to the Clergy of the Rocky Mountain Annual Conference once a quadrennium, a refresher course of the Standards for Ordained Ministry, of the vows made at their ordination, of their job description and Chargeable Offenses as given in the current Book of Discipline. As part of the refresher course, clergy will be provided resources for motivating the laity to renew their vows of membership.

B. Study Leave/Vacation/Sick Leave (source - 2002 Petition AC-05)

1. Full time pastors, to continue their education, should be allowed study leave of at least one week each year and at least one month each quadrennium (¶349.2, 2000 Book of Discipline). Such study leave shall not be considered vacation.

2. Full time pastors should be allowed 30 days vacation each year. Local churches are encouraged to discuss vacations with their pastor(s), particularly during their first year or re-appointment.

3. Sick Leave
   The policy for sick leave for clergy is at the discretion of the local church in consultation with the district superintendent.

C. Family Leave (source - 2003 Petition AC-06)

1. The Council on Finance and Administration shall establish a discretionary fund for the purpose of Family Leave for pulpit and pastoral supply.

2. The Council on Finance and Administration, upon recommendation of the Cabinet, shall be authorized to dispense monies from said fund to assist churches which incur unanticipated costs arising from absence of the appointed clergy for the term of his or her paid leave (eight weeks maximum).

3. The Council on Finance and Administration has the responsibility to establish guidelines for the use of this fund in consultation with the Cabinet.

4. The Council on Finance and Administration, upon recommendation of the Cabinet, is authorized to dispense monies from this fund to assist local churches in accordance with the guidelines established. Furthermore, the Council on Finance and Administration will replenish the fund balance if and when appropriate.

5. Suggested Guidelines

   a. The Family Leave discretionary fund exists to assist local churches fund costs directly related to providing interim pastoral leadership due to a pastor's Family Leave as defined in ¶353 of the 2000 Book of Discipline. Normally, such assistance will provide only partial funding of the total costs involved.

   b. Upon notification of desired Family Leave 90 days prior to its beginning (¶353.1), the Cabinet shall notify the Council on Finance and Administration. This notification shall include a recommended sum to be paid, a payment schedule, a time period for payment, and shall specify any other considerations regarding payment to a local church to assist with the cost of providing interim pastoral leadership due to a pastor's leave.

   c. The Council on Finance and Administration Executive Committee may act upon a recommendation between meetings of the Council on Finance and Administration provided that such action be reported to the next CFA meeting.

D. MINIMUM AND EQUITABLE COMPENSATION ANNUAL RECOMMENDATIONS (2007 Petition AC 06)

The Rocky Mountain Annual Conference defines the following compensation terms:

1. **Minimum Base Compensation** is the specific amount of cash salary, housing, benefits and reimbursable expense amounts set by annual petition for all clergy (Elders, Deacons and Local Pastors) who are in good standing and appointed to full-time service according to the provisions of the current Book of Discipline.

   Effective January 1, 2008, this will be:

2. **Cash salary** of $29,673, which is 59% of the 2008 Conference Average Compensation (CAC) of $50,293. This is the same percentage of the CAC as in 2007. For clergy who are in good standing and appointed to less than full-time service in the local church, the minimum base compensation shall be adjusted in one-quarter increments.

3. **Housing** is provided either by a parsonage or a cash housing allowance that allows the clergy to obtain housing in their community that meets conference parsonage standards. In 2008, depending upon the location, the allowance should be an annual amount between $10,000 and $16,000.

4. **Benefits** are established by other annual conference petitions and by the current Book of Discipline and include health insurance, CRSP pension funding, and CPP death and disability funding.

5. **Reimbursable expenses** are those expenditures made by the clergy in the fulfillment of their responsibilities that are allowed, by IRS regulations, to be reimbursed as business expenses. These include travel (including to Annual Conference), continuing education, books and periodicals, and meeting expenses. These amounts should be agreed upon by the local church and the clergy. For full-time appointments, it is recommended that this amount be set at an annual minimum of $2,500.

6. In addition, we define **Equitable Compensation** as the Minimum Base Compensation plus a consideration of the following factors:

   a. Experience and years of service

   b. Cost of living in the community

   c. Years of education

   d. Work load

   e. Attainment of goals agreed upon by clergy and SPPR

   f. Each clergy's housing equity goals

7. **Redistribution within the compensation package** – Because it affects both the Conference and the Denominational Average Compensation, as well as the pastor's pension funding, no more than 20% of the pastor's cash salary can be moved from taxable salary to tax-exempt reimbursable expenses. Student local pastors as defined in Para. 318.3 of the 2004 Book of Discipline under appointment are to receive base compensation, prorated for less than full time work as agreed between the local church, the student pastor, and the district superintendent. Professional expenses of the student or the actual costs incurred while working at the church are recommended to be reimbursed by voucher. For travel expenses student pastors are to be reimbursed by voucher at the 2008 IRS Business Rate.

8. **Vacation** – Pastors should be provided with four (4) weeks vacation every year. Churches are encouraged to discuss vacations with their pastor(s), particularly during the first year of re-appointment.

9. **Study Leave / Sabbatical**

   a. Full time pastors, to continue their education, should be allowed study leave of at least one week each year and at least one month each quadrennium (¶351.2, 2004 *Book of Discipline*). Such study leave shall not be considered vacation.

   b. Full-time pastors (after 6 [six] years in the same appointment) be allowed up to 6 [six] months formation and spiritual growth leave. (2004 *Book of Discipline* ¶351.3*)*

10. **Sick Leave**

    Each local church policy for clergy sick leave is at the discretion of the local church in consultation with the District Superintendent.

11. **Family Leave**

    a. Pastors should be allowed up to a maximum of eight weeks of paid family leave. Such leave shall comply with the guidelines established in paragraph 355 of the 2004 Book of Discipline.

    b. Each annual budget shall include an amount that is to be used for the purpose of pulpit and pastoral supply during family leave situations. During family leave, the local church is responsible for continuing all clergy compensation, and the conference is responsible for the pulpit/pastoral supply costs. The cabinet shall direct the use of these funds and normally, such assistance will provide only partial funding of the total costs that may be involved. For 2008, the budgeted amount shall be $5,000.

EFFECTIVE DATE: January 1, 2008
TERMINATION DATE: December 31, 2008

E. Parsonage Standards (source - 2006 Petition AC 25)

Adoption of the following Minimum Standards for Clergy Parsonages/Housing, and the printing of these standards in the 2006 Conference Journal and at appropriate quadrennial intervals.

1. Minimum Standards for Clergy Parsonages/housing

   A very important part of the clergy compensation package is that of housing. The Commission on Equitable Compensation recommends that every charge provide either a parsonage that meets the following minimum requirements, or a housing allowance that will enable the rental or purchase of a suitable equivalent, for full-time and part-time clergy staff, unless a special exception is negotiated with the local church and conference by the District Superintendent.

   a. Responsibility for clergy housing

      1) Ultimate responsibility for clergy housing lies with the Church Council. (See paragraphs 251.4.e, 2004 Book of Discipline.)

      2) The church council may delegate administrative responsibility for clergy housing to the committee on pastor-parish relations (staff-parish relations) or a pastoral advisory committee. (See paragraph 259.2.16, 2004 Book of Discipline.)

      3) If a housing allowance is provided, it should be reviewed annually by the Pastor-Parish Committee and provision made for an adequate allowance equal to a fair rental value for providing suitable housing and utilities in a specific geographical area.

      4) If a Parsonage Committee is established, membership may be appointed by the church council or be nominated by the Committee on Lay Leadership and elected by the charge conference. Rotation of members is advised.

      5) If a Parsonage Committee is established, it is recommended that its membership be:

         a) one trustee (selected by the Board of Trustees)
         b) one member from the Pastor-Parish Relations Committee
         c) three members at large
         d) the pastor's spouse
         e) the pastor

         Where there is more than one church on a charge, then the members at large and the Pastor-Parish Relations Committee and Trustees representation should reflect members from each of the churches.

      6) The Parsonage Committee should meet at least twice a year and shall report to the charge conference on the forms provided by the annual conference.

      7) Responsibilities of the Parsonage Committee shall include:

         a) Cooperate with the Pastor-Parish Relations Committee in sensitizing the congregation to the fact that the parsonage is a part of the clergy compensation and should be considered as the private home of the parsonage family.

         b) Follow the Parsonage Maintenance guidelines for a yearly checklist. (See II A)

         c) Follow the Parsonage Maintenance guidelines "When There Is A Change in Pastors" (See II B)

         d) Assure that all budget requests pertaining to the parsonage are submitted to the Finance Committee for recommendation to the Church Council.

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

b. Minimum Parsonage/Housing Standards

If a parsonage is provided, it should be an adequate, comfortable and structurally sound home for the pastor and family built according to local building codes.

1) Recommendations Relating to Parsonage Planning/Size of Rooms/Furnishings

a) Location-Items to be considered:

(1) Is, or will the location be conducive to good living on the part of the parsonage family and equivalent to the average family home of the area?

(2) Is, or will the location be in convenient relationship to shopping areas, schools, recreation and in an area conducive to property value appreciation?

(3) Location should not be such as to conceivably be a hindrance to future growth of the church plant and should be convenient to the ministry community that the church serves.

(4) While some parsonages are located next door to the church, the goal of the church should be to insure the privacy of the parsonage family. If there is to be a change in the parsonage location, it ought not be next to the church.

b) The Office of Architecture of the Board of Global Ministries, 475 Riverside Drive, New York, NY 10115 has recommended parsonage planning guides.

c) House/Parsonage Arrangement

(1) Bedrooms:
There should be a minimum of three bedrooms, each of adequate size and allowing for privacy.

(2) Closets:
Adequate closet space should be provided.

(3) Bathrooms:
One and three fourths bathrooms are considered essential.

(4) Study:

(a) A pastor's study, (in addition to the three bedrooms) is desirable. The pastor's study in the parsonage is not to be utilized for counseling, nor is it to take the place of an office in the church or in some other facility outside the parsonage.

(b) It is desirable that the study be located so that it can be protected from family and kitchen noises.

(5) Kitchen and laundry space

(a) There should be adequate kitchen and laundry space.

(b) There should be adequate electrical outlets.

(6) Living area:

(a) The parsonage is to be considered as home for the pastor and his/her family. A living room should be large enough so that entertaining or dining is possible.

(a) Where possible, there should be an area where the family can "be at ease" whether it is a kitchen-family room, a den, or a recreation room.

(7) Closets and storage: Considering the fact that pastors acquire equipment and personal possessions not always usable in the present appointment and the possession of equipment not normally found in the average home, the need of average or more than average closet and storage space is recommended.

(8) Heating and cooling: Adequate provision for these should be made in relationship to the area and the climate. Adequate insulation and storm windows should be installed where required for energy conservation.

(9) Home grounds:

(a) All permanent planting should be the responsibility of the church and planned by a landscape architect whenever possible.

(b) Landscaping and exterior care of the parsonage should be such as to be a credit to the church in the community. (Section II A #8 & 9)

(c) An outdoor patio area and recreational space are useful additions.

(10) Miscellaneous:

(a) Adequate shelter sufficient to house two cars should be provided. Minimum requirement is a garage suitable to house one car.

(b) Because the need for a type of TV antenna or basic cable varies with location, it is suggested that the church provide an adequate antenna or basic cable for the area.

(c) One telephone should be provided with jacks installed for additional phones in the master bedroom, study, family room or where most convenient.

(d) Internet should be provided with at least one jack.

(e) Smoke alarms, fire extinguishers and safety ladders should be present.

c. Basic Parsonage Furnishings and Equipment

It shall be the responsibility of the local church to furnish the parsonage with basic furnishings as listed below of good quality and to maintain them in good condition or replace when necessary. It is recommended that all furniture for the parsonage be purchased new.

1) Bedrooms
Rugs or carpets and window coverings. Furnishings for all bedrooms shall be the responsibility of the parsonage family.

2) Study
Carpets and draperies. It is recommended that the study include the following: desk, comfortable chair, filing cabinet, telephone, bookshelves, and typewriter, word processor, or computer. The room should have adequate light and storage.

3) Kitchen and laundry
Range and oven, refrigerator/freezer, automatic washing machine and dryer, dishwasher, sink with garbage disposal where possible, and water conditioner where needed or required.

4) Carbon monoxide detectors should be present and there should be grounded wiring throughout the parsonage, with ground fault protectors in the bathrooms.

d. Regarding Duplication of Furnishings and Equipment

Where the church provides mutually acceptable furnishings as outlined above, but the pastor prefers to use his or her own, the pastor shall arrange for the storage of the parsonage furniture in cooperation with the parsonage committee.

e. Joint Responsibility

1) It should be remembered that a home expresses character and that the condition of the parsonage reflects on the relations of the clergy family and the church. Happy is the pastor who can be proud of his/her church for the kind of parsonage provided for them as good stewards. The church is encouraged to choose neutral colors for drapes, carpeting, furnishings, and so on when considering the decor of the parsonage. The tastes of the parsonage family should also be considered in choosing colors, furnishings and appliances. Clergy and families living in a church-owned parsonage are expected to maintain the parsonage in conditions of reasonable cleanliness and repair, avoiding the necessity of extensive cleaning or repair upon the change of pastors.

2) When a pastor moves out of a parsonage, the Board of Trustees, upon recommendation of the chairperson of the S/PPR, may elect to withhold the pastor's final check, for a period not to exceed 10 days, and deduct from that paycheck (1) the cost of necessary repairs and replacement for any breakage or damage which exceeds normal wear and tear or (2) the cost of cleaning, if the parsonage is not left "broom clean" and ready for the next occupant. The amount of the paycheck exceeding those costs shall be sent to the pastor within 10 days of his/her last day of appointment to the church. At the same time, the church shall provide to the pastor and the pastor's district superintendent, a detailed accounting of the use of the funds. In the event there is a dispute between the pastor and the church concerning the amount needed for repairs, breakage, or cleaning, the district superintendent or a third party, agreed upon by both the church and the pastor, shall mediate the dispute. The decision of the district superintendent or the mediator shall be final.

f. Options:

While we advocate these parsonage guidelines as outlined above, we recognize the need for options in specific situations as mutually agreed upon by the pastor and the Parsonage Committee, in consultation with the district superintendent.

2. Parsonage Maintenance Guidelines

   a. Yearly Checklist for the Parsonage Committee

      1) Cooperate with the Pastor-Parish Relations Committee in the annual review of the parsonage: "The chairperson of the Pastor-Parish Relations Committee, the chairperson of trustees, and pastor shall make an annual review of the church-owned parsonage to assure proper maintenance." 2004 Book of Discipline, paragraph 2532.4.

      2) The parsonage committee should initiate replacing furniture, appliances, curtains, carpets, etc., when they can see it is needed rather than the family having to ask. However, the family should ask if this is not done. When things are to be replaced, the parsonage family should make selections in consultation with the Parsonage Committee. Furnishings should have a budget line. An inventory of the parsonage with annotated condition of things should be done yearly.

      3) An inventory of furniture and appliances with original cost and expected life span should be maintained. An item in the church budget should provide funds each year on an accumulating basis to replace items as they are worn out.

      4) Emergency maintenance and repairs: An emergency fund (suggested minimum of $100) should be available as an amount that could be spent without consultation with the committee in order to allow the parsonage family to deal with emergency repairs.

      5) The exterior of the house should be inspected to see that it is properly maintained (paint, roof, etc.) in order to avoid costly repairs. Exterior painting, repairs, and roof maintenance should be the responsibility of the church.

      6) The parsonage should have a periodic termite and pest control inspection. Corrective measures should then be taken.

      7) The church should have the heating and cooling systems checked seasonally.

      8) Major renovation, repair, and replacements should be done by the church as they are needed, taking into consideration the church's financial ability to do these things. (The pastor, not the church, shall be responsible for correcting extreme or unusual damage. beyond normal wear and tear to the parsonage and furnishings.) Changes in interior decoration should be done with the mutual consent of the church and the family.

      9) It is recommended either that basic lawn maintenance (including mowing, edging, fertilizing, and sprinkler system) be taken care of or paid by the church or that the church provide, maintain, and repair a power lawn mower and other tools required to maintain the grounds with ease.

      10) For the safety of the parsonage, property and the parsonage family, the church should carefully evaluate the overall security of the building and grounds. Attention should be given to screens, window and door locks, gates, and alarm systems. This should also include fire prevention measures such as smoke alarms, fire extinguishers, escape ladders and a fire escape plan. When possible, an annual inspection should be made by the fire department and utility companies.

   b. When There Is a Change in Pastor

      1) The parsonage should be thoroughly cleaned when there is a change in pastor. The exterior of the parsonage and the grounds should be clean and present a good appearance. Walls, carpets, draperies, and floors should be clean and in good repair.

Refrigerator, cook-top, oven, disposal, dishwasher, washer, dryer, air conditioner, heater, water heater (50 gallon minimum), smoke alarms, fire extinguishers, TV antenna or cable, garden hoses, ladder, and trash cans where needed (minimum of four 30 gallon cans with covers) should all be in proper order. A thorough inspection of plumbing and electrical placements is also recommended. If requested by the new pastor, locks should be changed and new keys issued. A termite and pest control inspection is recommended, as well as necessary corrective treatment. The church has final responsibility to see that these things are adequately accomplished.

2) The following suggestions are for creating a "Guide" to be completed by the Parsonage Committee and given to the parsonage family when it moves into its new home.

   a) An up-to-date inventory of all parsonage furnishings including, if possible, the date purchased, cost, present condition, and a projected replacement time. See II A 3.

   b) For each appliance:

      (1) Operating instructions or manuals, etc.

      (2) Repair instructions

         - service personnel to call
         - which, if any, parsonage committee member to call
         - service calls and repairs of major appliances owned by the church should be paid for by the church

3) Where to find:

   a) Turn-off valve for gas

   b) Turn-off valves for outside and inside water

   c) Meters

   d) Fuse or switch boxes, circuit-breakers, and main-switch - all properly labeled

   e) Size and change intervals for heating and cooling filters

   f) Various permanent plants which are seasonal

   g) Any unusual appliances, equipment, or household peculiarities (such as hidden attic door)

   h) Sprinkler systems

   i) Sewer clean outs

   j) Numbers to call in emergencies: Police, Fire, Ambulance, Insurance Company, etc.

   k) Basic information for cleaning carpets and draperies. The local church is to establish the desired policy. For example: The church is responsible for a once-a-year cleaning to be determined by committee upon recommendation from the parsonage family. It may be simpler for a policy to be established that carpets and drapes be cleaned annually without the recommendation of the family but with the committee selecting the cleaning company and the church paying the bill.

l) It may be helpful, upon the arrival of a new parsonage family, for a member of the committee to conduct a tour of the parsonage, and point out that the committee is aware of certain needs (furniture that is wearing out, painting that is needed, etc.) and also point out the good maintenance that has been done in the past. This conveys to the parsonage family that the church is proud of their home and wants them comfortable, but might also convey that the church expects something from the parsonage family in maintaining the parsonage. The parsonage family should also be reminded to treat the parsonage as if it were their own home.

m) When it is possible, the parsonage should be open for visitation by the newly appointed clergy family prior to the effective date of appointment. If this is not possible, pictures of the parsonage (outside and inside) could be taken when a change is expected, and those pictures might be taken or sent to the new family ahead of moving time, providing added rapport between the church and the new parsonage family.

4) Energy conservation

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

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

(2) More efficient lighting

(3) Insulation in attic and walls

(4) Weather-stripping

(5) Investigating possible use of solar energy or other energy-saving devices.

(6) Water-saving devices.

c. Parsonage Utilities

1) The local church shall provide utilities: water, electricity, gas and basic telephone (not including personal toll calls), sewage fee, trash and garbage collection, and cable and/or antenna where required for TV reception.

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

3) Parsonage families should be conscious of the high cost of utilities, and should practice cost and energy-saving measures at all times. This should include regular self-monitoring, analysis, and comparing against previous usage.

d. Recommendations for Parsonage Insurance

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

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

3) It is recommended that a renter's Insurance Policy be obtained by the parsonage family residing in the parsonage to insure the parsonage family's personal property, including clergy library.

e. Review or Revision of Standards

These standards are to be reviewed and/or revised by the Equitable Compensation Commission on a quadrennial basis after publication of the most recent Book of Discipline.

Effective: July 1, 2006
Termination: July 1, 2009

F. Council on Finance & Administration Moving Expense Reimbursement Policy (2005 Petition AC 05, Journal page 356)

1. WITHIN CONFERENCE MOVING EXPENSES:

Itinerant clergy members (in full connection, probationers, or local pastors) of the annual conference serving as fully appointed pastors, and conference staff shall be entitled to the provision of the fund on the following basis:

a. ALLOWED:

Moving of furniture, personal property, and equipment not to exceed 16,000 pounds. This same allowance for clergy couples will not exceed 20,000 pounds. Cost of additional insurance over and above the amount included in the regular rate will be allowed up to $5.00 per pound (with a $250.00 deductible) is included. Any additional insurance or change of deductible will be at the expense of the pastor making the move. However, a lump sum value for the entire shipment must be included at the time of shipment. $100.00 will be allowed for cartons and packing materials. All above this amount will be charged to the pastor making the move.

b. NOT ALLOWED:

1) Professional packing or unpacking (with the exception of the $100 allowed for packing materials)

2) Storage of any items other than transportation cost of moving furniture, personal property and equipment.

3) Cost of transportation of persons.

4) Appliance service.

c. ADDITIONAL PROCEDURES:

1) Certified weights and a detailed bill of lading are required for payment by the conference treasurer.

2) One stop at the pastor's residence and one stop at the church will be allowed for pickup and delivery when necessary. Clergy couples, with multiple charge appointments, will be allowed an additional stop as necessary.

3) A recommended list of moving vendors will be maintained in the office of the conference treasurer. Payment of the conference share of moves should be based on a bid accepted by the conference treasurer. A minimum of two bids is required. The conference treasurer is available to assist in arrangements for moving and will receive copies of the bids prior to the move. The district superintendent and the clergy family will consult as to the requirements and needed assistance in the move.

4) Pastors entering the retired relationship from itinerant appointments shall be entitled to their moving expenses within the conference one time. Moves outside the conference may be adjusted by an amount to be determined by the chairman of the

Council on Finance and Administration and the conference treasurer. These expenses will be paid from the Conference Moving Expense Fund.

5) Each time that a pastor in retirement is reappointed, the clergy person is entitled to a conference paid move to the local church housing and then also to retirement housing upon completion of that appointment. These expenses will be paid from the Conference Moving Expense Fund.

6) The local church will reimburse the Rocky Mountain Conference $500.00 for moving/transportation cost of each incoming pastor.

7) A surviving spouse of a pastor who is in active service at the time of the pastor's death shall be entitled to moving expenses as for a retired pastor.

2. OUT OF CONFERENCE EXPENSES:

Moving expenses of pastors moving into this conference and full time approved supply pastors from outside the bounds of the conference accepting their first appointment shall be eligible for a refund from the Conference Moving Expense Fund for an amount not to exceed $2,000.00. The refund shall be paid after providing certified weight slips and bills of lading.

3. ADMINISTRATION OF MOVING EXPENSE FUND

The Conference Council on Finance and Administration shall be responsible for administering this moving expense fund and shall be authorized to make such adjustments within the structure of the plan as it may deem necessary. The Conference Council on Finance and Administration shall bring this petition forward once every quadrennium.

Effective Date: January 1, 2006
Termination Date: December 31, 2008

G. Candidacy Assistance from the Local Church (2005 Petition AC 31, Journal page 374)

Churches in the Rocky Mountain Conference are called to respond to their Disciplinary responsibility to support declared candidates for ministry approved by their charge conference through payment of the psychological exam and candidacy guidebook costs. In addition, churches are called to assist in seeking out scholarships or donation, on behalf of the candidate.

Effective Date: July 1, 2005
Termination Date: July 1, 2008

H. Cost of Clergy Introductions (2005 Petition AC 14, Journal page 367)

The Rocky Mountain Conference will bill every charge going through a pastoral change $100. The Conference Council of Finance and Administration will direct the Conference Treasurer to use these monies to establish a fund designated to help offset some of the significant travel expenses incurred by clergy and/or churches as new clergy candidates are brought to the church by the District Superintendent and introduced to the Staff/Pastor Parish Relations committee.

Effective Date: July 1, 2005
Termination Date: Permanent

II. Programmatic Structure of the Rocky Mountain Conference (Source - 2006 Petition AC 13)

There shall be a **Conference Connectional Table**. It's function shall be 1) to provide a clear connection between the General Conference agencies, annual conference program and administrative entities, and local congregations; and 2) to maintain the clear checks and balances regarding program functions and financial/administration functions within the annual conference and 3) other functions as delineated in ¶607 of *The 2004 Book of Discipline.*

The **Conference Connectional Table** shall make every effort to insure the inclusion of all persons giving special attention to race, gender, age, clergy-laity balance, persons with disabilities, and persons from small membership churches. In addition, local pastors are eligible to serve except on those agencies dealing with qualifications, orders, and status of clergy and local pastors.

A. Membership

Membership of the Conference Connectional Table shall include the following:

1. Chairpersons*
2. Conference Lay Leader
3. Associate Lay Leaders (as appropriate)
4. District Lay Leaders
5. Representatives of Youth Ministry Council **
6. Representative of the Young Adult Council **
7. Representative of Older Adult Ministries Council **
8. Chairperson, Board of Church and Society
9. Chairperson, Committee on Communications
10. Chairperson, Board of Discipleship
11. Chairperson, Board of Global Ministries
12. Chairperson, Board of Higher Education and Campus Ministry
13. Chairperson, Board for a Racially Diverse and Inclusive Church
14. Chairperson, Commission on Christian Unity and Inter-religious Concerns
15. Representative, Board of Ordained Ministry **
16. Representative, Commission on Religion and Race **
17. Representative, Commission on the Status and Role of Women **
18. Representative, Committee on Ethnic Ministries Local Church **
19. Representative, Asian Ministries National Plan **
20. Representative, Hispanic/Latino National Plan **
21. Representative, Native American Committee **
22. Representative, South Pacific Islanders Plan **
23. Representative, Disabilities Concerns **
24. Representative, United Methodist Foundation ** (without vote)
25. Representative, United Methodist Men ** (without vote)
26. Representative, United Methodist Women ** (without vote)
27. Bishop (*ex officio*, without vote)
28. Representative, Appointive Cabinet **
29. Director of Mission and Ministry (*ex officio*, without vote)
30. Director of Administrative Services/Treasurer (*ex officio*, without vote)
31. Representative, Conference Council on Finance and Administration ** (*ex officio*, without vote)
32. Members of General Church agencies who hold membership within the Conference (*ex officio*, without vote)

* To be nominated by the Conference Nominating Committee

** The respective entities will select their representatives.

B. Other Committees

The Conference Connectional Table may establish additional committees and task forces and define their duties and authority, as it deems necessary for fulfilling its purpose and responsibilities.

GENERAL RULES

All Conference committees, boards, and agencies of the Annual Conference, shall be organized in accordance with the appropriate paragraphs listed in the most recent *Book of Discipline*. Their membership and leadership selected as determined by *The Discipline*. Where appropriate, terms of office for all committees except those directly related to The Board of Ordained Ministry are for four years with the opportunity for service limited to an additional four years (eight years maximum). Board of Ministry term limitations, are set by *The Discipline* as twelve years.

All other councils, committees, and boards determined by *The Book of Discipline* to be present and active within the Annual Conference shall be present in accordance with the appropriate paragraphs of the most recent *Book of Discipline*.

The **Conference Connectional Table** shall meet at least once each Conference year at a time and place determined by the chairpersons. At times when the **Connectional Table** is not meeting the **Board of Stewards** shall have the responsibility for providing for the functional connectional relationships and related ministries of the local church, district, and conference with the general agencies as described in paragraph 607, *The 2004 Book of Discipline.*

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

At-Large Members:

1. Lay Co-Chair At-Large
2. Clergy Co-Chair At-Large

3,4,5. Three Additional At-Large persons

6. Board of Global Ministry
7. Board of Discipleship
8. Board of Laity
9. Church and Society
10. Communication
11. Religion and Race
12. Vision/Mission/Values Team

Members by Virtue of Office

13. Lay Leader
14. Board of Ordained Ministry Representative (*ex officio*, without vote)
15. Bishop (*ex officio*, without vote)
16. Cabinet Representative (*ex officio*, without vote)
17. Director of Missions and Ministry (*ex officio*, without vote)
18. Committee on Finance and Administration (*ex officio*, without vote)

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

The Vision/Mission/Values team shall have a membership of six persons chosen by **the Board of Stewards** and **Cabinet**. Vision/Mission/Values members shall be divided into two classes with four-year terms each, and each class shall, as nearly as possible, consist of an equal number of members.

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

Board of Discipleship (629)
- Youth Ministries (648)
- Young Adult Ministries (649)
- Older Adult Ministries 650
- Council on New Ministries (629)
- Spiritual Formation (629.6)
- Stewardship (629.5)
- Evangelism (629.3)
- Education (629.2)
- Worship (629.4)
- Camps and Retreats (629.1)
- Networking grants

Board of Global Ministry (632)
- Committee on Parish and Community Development (655)
- Town and Country (632)
- Missions Personnel (632)
- Africa Partnership (632)
- School of Christian Mission (632)
- Disaster Preparedness and Response (632)
- Volunteers in Mission Coordinators (632)
- Children and Poverty (632)
- AIDS Task Force (632)
- Advanced Specials (632)
- Small Membership churches (644)

Board of Laity (630)
- Lay Speaking Ministries (630.6)
- United Methodist Men (647)
- United Methodist Women (646)
- Conference Scouting Coordinator (630.3)

Board of Higher Education and Campus Ministries (633)

Church and Society (628)
- Hispanic-Latino Ministry (633)
- Ethnic Ministries (631)
- Native American (653)
- Christian unity and inter-religious concerns (641)
- Religion and Race (642)
- Commission on the Status and Role of Woman (643)
- Asian Ministries (633)
- Peace With Justice (628)
- Disability Concerns (652)
- Prison Ministry and Reform

Communication (645)
Media Resources
Archive and History (640)

Vision/Mission/Values Team

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

In keeping with 609.1b this document does not affect the administrative functions of the Rocky Mountain Conference.

Effective Date: Immediately upon conclusion of the 2006 Annual Conference Session, June 25, 2006
Termination Date: Permanent

C. Conference Staff

1. Superintendency Definition (Source - 1997 Petition AC 01)

   The Rocky Mountain Conference of the United Methodist Church deems the primary function of superintending to be spiritual and temporal oversight, with an emphasis upon spiritual and pastoral leadership, supervision, personnel, and consultation regarding appointment making. The Conference calls upon the Superintendents to give priority to these responsibilities as their primary tasks.

   The Conference strongly encourages the Superintendents, in the other important areas of superintending of administration and program, to delegate these functions to resource pools, established by each Superintendent, to advise and assist the Superintendents in fulfilling their oversight responsibilities of these "important but not primary" functions.

2. District Superintendent Compensation (2007 Petition AC 02)

   RATIONALE:

   The goal of the Rocky Mountain Annual Conference since 2002 has been to set the base compensation of District Superintendents, which includes salary and housing, at 1.7 times the Conference Average Compensation. The CAC is an amount calculated annually by the General Board of Pension and Health Benefits. Budget constraints, however, in intervening years have prevented reaching that goal. In 2008, the CAC will be $50,293; 1.7 times that amount is $85,498. In 2007 the base compensation for District Superintendents came within 1½ percent of the goal, it is now time to meet the goal. The increase amounts to 5.34% over the 2007 compensation.

   2003: $70,791 (less $14,158 Housing Allowance) Equal to //1.7 times CAC

   2004: frozen $70,791 (less $14,158 Housing Allowance), 1.7 times CAC=$74,785

   2005: $73,623 (less $14,725 Housing Allowance), 1.7 times CAC=$76,588

   2006: $76,568 (less $15,314 Housing Allowance), 1.7 times CAC=$79,793

   2007: $81,162 (less $16,232 Housing Allowance), 1.7 times CAC=$82,260

   proposed 2008: $85,498 (less $17,100 Housing Allowance), Equal to 1.7 times CAC

   The 2008 compensation for District Superintendents will be set at $68,398 for salary plus either a parsonage or a $17,100 housing allowance (this totals $85,498).

a. Any District Superintendent serving more than six years would receive a total years-of – service increment of $1,000 in the seventh year. For the eighth year, an additional annual years-of-service award of $250 will be provided.

b. A parsonage shall be provided for District Superintendents who wish to live in conference-owned housing, but it shall be allowable for them to live in their own homes.

c. A portion of the above base compensation may be designated parsonage and/or housing allowance, as appropriate, for purposes of tax exemption in accordance with Section 107 of the Internal Revenue Code. Any such designation shall be submitted to the Office of the Treasurer of the Rocky Mountain Conference, 6110 Greenwood Plaza Blvd., Greenwood Village, CO 80111 no later than January 1, 2008. Proper reporting of housing and/or parsonage expenses to IRS is the responsibility of the persons noted above.

d. Car expense shall be set at the year 2008 IRS business reimbursement rate for basic automobile use. HealthFlex (medical insurance), CPP (life and disability insurance) and CRSP (Clergy Retirement Security Program) payments shall be made by the Rocky Mountain Conference. In addition, $1,200 for continuing education from accountable reimbursement funds, shall also be allowed.

e. In consultation with the Board of Stewards, Council on Finance and Administration, the Personnel Policies and Practices Committee and the Episcopacy Committee, the Directors of Support Services and Mission and Ministry shall annually establish salaries for all non-disciplinary full-time and part-time conference staff (excluding Camp Managers) in tiered ratios to the salaries established for the District Superintendents; the ratios reflecting the scope of responsibility of each position and providing a range within which to reflect tenure and quality of performance.

Effective Date: **January 1, 2008**
Termination Date: **December 31, 2008**

III. Finance

A. MISCELLANEOUS COUNCIL ON FINANCE & ADMINISTRATION POLICIES AND PROCEDURE (2007 Petition AC 04)

1. Travel

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

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

b. Retired or disabled clergy, military chaplains, and other full clergy members of the conference serving extension ministries who are within the bound of conference. Others shall be reimbursed for not more than a total of 500 miles.

c. Lay members or alternate lay members representing local churches and districts (only one person per local church unless the local church is entitled to more than one lay member). For the year 2007, travel expenses to all called meetings of the district/sub

district, conference boards, agencies, committees or commissions will be paid to lay and clergy members who are not paid for such travel expense from other funds. The rate shall be 15¢ per mile, excluding the first 50 miles. For those traveling 200 miles or more, air coach fare is allowable. An additional 5¢ per mile shall be paid a driver for each additional participant riding to the meeting, thus encouraging car-pooling. Meals and housing will be paid as appropriate.

2. Budget Proposals

   The Council on Finance and Administration shall present a proposed unified budget total stating projected income and expenses for the ensuing year for adoption by the Annual Conference. For purposes of information, the past year's expenses, and the present year's budget, may be displayed for various budget categories, including those for conference boards, committees and agencies, with the understanding that specific line items may be re-distributed with the total budget, following the approval of the budget.

   All new propositions presented for action at the Conference session shall include the amount needed to fund said program or operation.

3. Conference Leadership Compensation

   The base compensation for the conference staff positions of Conference Treasurer/Director of Support Services and Director of Mission and Ministry (or its equivalent), which includes salary, housing, and utilities allowance will be set at the same amount as that for the District Superintendents PLUS an incremental adjustment of $250 per full year of service in the position, with a maximum adjustment of $3,500 (equivalent to 14 years of service).

4. Financial Administration

   a. All payments by local churches to the conference (with designation to the specific cause) shall be made by check or money order to the Rocky Mountain Conference UMC, and sent to the Office of the Conference Treasurer, 6110 Greenwood Plaza Blvd. Greenwood Village, CO 80111. Churches shall, to the maximum degree possible, send their total apportionment (Wider Missions) and supporting worksheet for each month to the conference by the 15th of the following month to ensure cash flow.

   b. It shall be the policy of the conference to have the conference treasurer send the General Church apportionments (Wider Mission) on a monthly basis within the guidelines of the budget recommendation.

   c. The conference treasurer of the Rocky Mountain Conference of the United Methodist Church is hereby authorized to borrow such sums of money as may be necessary in conducting the business of the Conference, with the approval of the Council on Finance and Administration.

   d. The conference treasurer shall make an annual report in the Conference Journal of the amount of funds contributed during the year to each Conference Advance Special Project and Conference Approved Project.

   e. All organizational units of the conference shall adhere to their budgets. Any expenditures over the budget will not be paid by the conference treasurer unless first approved by the Council on Finance and Administration. The Council on Finance and Administration is authorized and is responsible to see that actual expenditures stay within limits defined by the Council on Finance and Administration, annual conference and actual amounts received. Between annual conference sessions, the Council on Finance and Administration has authority to take actions it feels are appropriate in response to any unexpected events which impact the annual conference financially.

f. Balances from undesignated funds, including fund balances and reserves, cash management funds and income funds may be disbursed only on the authorization of the Council on Finance and Administration. It is understood that the Executive Committee of the Council on Finance and Administration is empowered to act in case of an emergency.

g. It shall be the policy of the Conference to designate part of the salary, house and utilities allowance of Conference clergy staff persons as parsonage allowance for purposes of tax exemption under Section 107 of the Internal Revenue Code. The portion of the total compensation must be specifically designated in advance of the new year (January 2008) by each person involved, to the conference treasurer using appropriate forms provided by the treasurer.

Effective Date: January 1, 2008
Termination Date: December 31, 2008

B. Conference Apportionment Formula (2007 Petition AC 03)

1. The 2008 Rocky Mountain Conference budget as adopted by the Annual Conference shall be apportioned to the churches of the Annual Conference in accordance with ¶614 of The Book of Discipline.
2. The RMC Annual Conference Budget will be apportioned to Conference churches according to a Church Tithe, 10% of local church Adjusted Gross Revenue.
3. During this time of transition to a Tithe based process and because the Conference does not have adequate reserves, we encourage each local church to include a Second Mile Offering of 1% or more for Mission and Ministry

RATIONALE

According to ¶614, 2004 Book of Discipline of the United Methodist Church, the Conference Council on Finance and Administration is responsible for recommending to the annual conference for its action and determination.

The current Rocky Mountain Conference apportionment formula that has been in effect for the last three years has proven to be difficult to understand and to administer, and CF&A has determined that a change in the apportionment process is necessary.

CF&A has chosen to propose a process that moves entirely away from an expense-based apportionment based on two-year old data to an understandable, timely and biblically supported local church revenue-based apportionment process. The process is called "Church Tithe."

Each Local church in the Annual Conference will be asked to commit to a 10% tithe of adjusted gross income. Financial analyses of the formula affirm that a Church Tithe will likely provide sufficient funds to support the Annual Conference budget, with one caution. Our historic experience is that not all churches in the Rocky Mountain Conference pay 100% of the Wider Mission amount apportioned to them.

With this caution in mind, CF&A has added "Second Mile Giving" to compensate for any shortfall in fully supporting the approved budget. Paying the "Second Mile" will in essence be providing support for mission and ministry.

\While scripturally supported, the change from expense to revenue for apportionment is easier to understand; it eliminates the need to understand and accurately report church expenses that were used in previous years' apportionment calculations.

There is also an intended move to a greater sense of connection with this process. Feedback to local churches and districts will be more frequent and more detailed.

Church Tithe

The Church Tithe portion of funding for Rocky Mountain Conference Wider Missions shall be based on local church Adjusted Gross Revenue.

The Church Tithe for a local church is 10% of Adjusted Gross Revenue.

Adjusted Gross Revenue is local church Gross Revenue less those exclusions listed below:

(1) Stated Capital Campaign Income

(2) Endowment donations

(3) Pass-through or designated donations

(4) Tuition paid for Services

(5) Direct costs of Fund-raising

Definitions of the items to be excluded are provided in the Definitions section of this petition.

Second Mile Offering

The scriptural foundation of a Church Tithe calls for payment of one tenth of the revenue received and in a world where all churches give at the "one tenth" level the Rocky Mountain Conference Wider Missions budget could be fully funded. In order to assure that all conference expenses and missions are adequately funded during this transition, it is necessary to provide for additional giving beyond the Church Tithe.

How the Process Will Work

Beginning in January, 2008 the local church treasurer or financial secretary will then calculate dollar amount corresponding to 10% of the church adjusted gross revenue for the previous month, as described above, and forward this Church Tithe plus Second Mile Giving to the Treasurer of the Rocky Mountain Conference by the fifteenth day of each month, for the previous month.

The Conference Treasurer will record each church receipt and prepare a District by District report on local church payments, noting those who have paid the full Church Tithe and Second Mile Giving and will advise all District Superintendents of the giving history in the churches in their charge.

Definitions for Purposes of this Petition

Gross Revenue is ALL revenue received by the local church: Offerings, donations, fees, rents, bequests, memorials, pledges, and tithes, whether by cash, credit card, check, stock, transfer of assets are included.

Adjusted Gross Revenue is Gross Revenue less Stated Capital Campaign income, Endowment donations, Pass-through or designated donations, Tuition paid for Services and Direct costs of Fund-raising, and is the basis for calculating Church Tithe.

Net Church Expense is the basis that has been used for calculating local church apportionments through 2006. It is the sum of lines 64, 65, 66, 67, 68, 69, 70, 71 and 72 for each local church and is found in Table II Statistical Report prepared from Annual Reports submitted by all churches in the Annual Conference each year.

Church Tithe is ten percent (10%) of Adjusted Gross Revenue for a local church.

Second Mile Giving is additional giving added to the Church Tithe.

Stated Capital Campaign Income is money received from campaigns that are defined as significant, short-term fund raising efforts for a stated project, such as a building, debt retirement, or special project. Such campaigns usually have a campaign committee and may employ a professional fundraiser. The campaign normally lasts for a short time, usually less than a year, however, the donations to the campaign may span several years. Stated Capital Fund Campaigns should not be confused with trustee account donations, building maintenance donations or other donations for capital needs.

Endowment Donations are donations by persons that are intended to become a part of an Endowment and are not counted in the base income for the Church Tithe. Such donations may sometimes be in the form of a bequest or memorial or may be a gift from an individual or an estate. However, not all bequests, memorials or estate gifts are considered Endowments. An Endowment is a gift, which can never to be spent. It is designed to produce earnings. The gift will have instructions on the use of the earnings and whether any part of the earnings are to be added to the principal or distributed. The original principal gift is not to be part of the Church Tithe calculation, however, the distributed earnings, when used, should be counted in the Church Tithe calculation.

Pass-through or designated donations are funds received for transfer to projects or events outside the local church. From time to time churches will act as a collection agent for special events, such as disaster relief, community homeless shelters, soup kitchens or mission trips. The church will collect the funds for the participants and then forward the funds to vendors to pay for these events. Also, from time to time a church will receive donations from individuals that are designated for use by charitable ministries or causes outside of the church, such as Africa University, Youth for Christ, or Red Bird Missionary Conference. Such donations are not under the control of, or use by, the local church and are not to be included in the basis for the Church Tithe.

Tuition paid for Services is any payment made to the church for any services provided at the church such as pre-school, child care, elder care, or other similar services. Normally such services are budgeted separately, usually by a non-profit organization affiliated with the church.

Direct Costs for Fund raising are those costs that must be paid to raise funds for the church. Typical examples include the discounted purchase and resale at face value of gift cards or the cost of food and supplies for a fund-rising dinner. Direct costs are deducted from gross funds received as a result of the fund raising activity and only the net proceeds should be used in calculating the Church Tithe.

Effective Date: January 1. 2008
Termination Date: December 31, 2008

C. Conference Advance Special Process (2005 Petition AC 12, Journal page 366)

Conference Advance Specials will be processed as follows:

1. Any entity of the Conference may request Conference Advance Special Status by completing the Request Form. Requests are to be sent to the Coordinator of Advance Specials. The Coordinator will process the requests.

2. The Conference Board of Global Ministries will approve all requests in accordance with the Guidelines set by the Board. Following the approval by the Conference Board of Global Ministries all Conference Advance Specials will be presented for Conference affirmation quadrennially.

3. Annual reports will be received from each Conference Advance by the Coordinator of Conference Advance Specials for review. The Conference Board of Global Ministries will review each report to grant continuation on a yearly base as a Conference Advance Special in accordance with the Guidelines.

Effective Date: July 1, 2005
Termination Date: Permanent

D. Global HIV/AIDS

The 2007 Rocky Mountain Annual Conference affirms the church's critical role to lighten the burden of the Global HIV and AIDS crisis by:

Reaching the goal of raising $100,000 set for this 2005-2008 quadrennium for the Rocky Mountain United Methodist Global AIDS Fund. Each local church is encouraged to raise an average of at least $1.00 per member to support the United Methodist Global Aids Fund (Advance #982345) by special projects, offerings, or whatever other way each local church deems.

Continuing to encourage each local church to observe a Global AIDS Awareness Sunday each year and receive an offering.

Instructing the Conference Global AIDS Committee to provide educational and promotional materials for this observance

Asking the Planning Committee for the 2008 Rocky Mountain Annual Conference to allocate at least one hour of plenary or program time to help raise awareness of how United Methodists can be involved in the mission of combating global HIV and AIDS.

Encouraging every pastor to preach about the global HIV and AIDS crisis, and to pray for all persons infected and affected.

Effective Date: July 1, 2007
Termination Date: June 30, 2008

E. Mission Awareness Sunday (2005 Petition AC 24, Journal page 373)

We request the Rocky Mountain Conference support:

1. Each local church set aside a Sunday to be declared a Mission Awareness Day.
2. Each local church provide for mission displays, information, testimonies, and/or develop other ways to celebrate mission involvements in a fashion that best suits the local congregation.
3. Churches draw upon the available resources of the Conference Board of Global Ministries to help make the Mission Awareness Day a memorable one of "Christian Love in Action".

Effective Date: July 1, 2005
Termination Date: Permanent

F. New Church Wider Mission Formula

The clergy and laity members of the Rocky Mountain Conference of the United Methodist Church agree that the Wider Mission Giving for newly charter churches should be phased in as follows:

Newly chartered churches will be granted a five-year period to step up to full apportionments as follows:

Year 1 - 20% of full apportionment
Year 2 - 40% of full apportionment
Year 3 - 60% of full apportionment
Year 4 - 80% of full apportionment
Year 5 - Full apportionment

At the same time, we highly encourage churches as they are able to move beyond these guidelines.

If the newly chartered church meets the above described level of support, they will be considered to have met their wider mission commitment for that year. Provided however, that prior to the year a Fellowship Group applies to become a chartered church, they are encouraged to commit up to 10% of their staff and program budget to Wider Mission Giving.

Effective Date: January 1, 2007
Termination Date: Permanent

IV. Conference Insurance Programs (source - 1994 Petition 203)

A. A conference-wide property and liability insurance plan is established for conference entities including, but not limited to, local churches, parsonages, Episcopal residence, District Superintendent's residences, camps, and other church/conference owned and insured properties.

B. All local churches will be required to be in the plan commencing January 1, 1995 with the exception of those whose present policies would require additional cost if canceled. These churches will be required to enroll in the plan upon the conversion date of their present policy, provided the Conference will assure equal or increased coverage at comparable cost. One master plan would be developed for all entities covered by this policy, with each entity having the opportunity to include special requirements for coverages such as boiler, auto, etc. Each entity would be evaluated as to the present values of their properties and coverages would be based on complete replacement costs and coverages for liability.

C. Each entity will be billed by the Conference for the premium due for their specific coverages. Premiums may be paid monthly, quarterly or semi-annually by the entities enrolled. The conference will pay one premium for the master policy to the insurance carrier.

D. The Conference Board of Trustees will be authorized to select the specific carrier for the insurance and will notify the entities insured prior to January 1, 1995, as to the selection and specific details of the plan. Risk management will be a part of these plans.

V. Pensions and Benefit Programs

A. Retiree Benefit Programs and Funding (2007 Petition AC 09)

It is requested of the Annual Conference that pre-1982 past service funding be provided for retired clergy as well as those requiring special grants.

Section I - Past Service Funding (for service before January 1, 1982)

1. The rate for 2007 will be $470.00 per service year.
2. The same rate will be set for local pastors.
3. The rate for a surviving spouse will be 70% of the member's rate as required by the new CRSP pension plan.
4. The cost to the conference budget for 2007 for these rates is $0

Section II - Rental/Housing Allowance

WHEREAS, the religious denomination known as The United Methodist Church, of which this conference is a part, has in the past and continues to function through ministers of the Gospel who were or are duly ordained, commissioned or licensed ministers of the church; and

WHEREAS, the practice of The United Methodist Church was and is to provide active clergypersons with a parsonage or a rental/housing allowance as part of the gross compensation; and

WHEREAS, pensions paid to active, retired and disabled clergypersons are considered as deferred compensation and are paid to active, retired and disabled clergypersons in consideration of previous active service; and

WHEREAS, the Internal Revenue Service has recognized the Rocky Mountain Annual Conference as the appropriate organization to designate a housing/rental allowance for clergypersons who are or were members of this Conference and are eligible to receive such deferred compensation;

NOW THEREFORE BE IT RESOLVED:

That an amount up to 100% (See NOTE at end of this section) of the pension or disability payments received from plans authorized under The Book of Discipline of The United Methodist Church which includes all such payments from the General Board of Pension and Health Benefits ("GBOPHB"), during the year 2007 by each active, retired, or disabled Clergyperson who is or was a member of the Conference, or its predecessors, be and hereby is designated as a rental/housing allowance for each such Clergyperson; and

That the pension or disability payments to which this rental/housing allowance applies will be any pension or disability payments from plans, annuities, or funds authorized under the *Discipline*, including such payments from the GBOPHB and from a commercial annuity company that provides an annuity arising from benefits accrued under a GBOPHB plan, annuity, or fund authorized under the *Discipline*, that result from any service a Clergyperson rendered to this Conference or that an active, a retired, or a disabled Clergyperson of this Conference rendered to any local church, annual conference of the Church, general agency of the Church, other institution of the Church, former denomination that is now a part of the Church, or any other employer that employed the Clergyperson to perform services related to the ministry of the Church, or its predecessors, and that elected to make contributions to, or accrue a benefit under, such a plan, annuity, or fund for such active, retired, or disabled Clergyperson's pension or disability as part of his or her gross compensation.

NOTE: The rental/housing allowance that may be excluded from a Clergyperson's gross income in any year for federal income tax purposes is limited under Internal Revenue Code section 107(2) and regulations there under to the least of: (1) the amount of the rental/housing allowance designated by the Clergyperson's employer or other appropriate body of the Church (such as this Conference in the foregoing resolution) for such year; (2) the amount actually expended by the Clergyperson to rent or provide a home in such year; or (3) the fair rental value of the home, including furnishings and appurtenances (such as a garage), plus the cost of utilities in such year.

Section III

For 2008, the Conference Board of Pensions and Health Benefits will provide the following grants:

- Widow's benefits to Patricia Vick
- Anticipated cost to conference - $2,500

Effective Date: January 1, 2008
Termination Date: December 31, 2008

B. Clergy Pension Plans Funding Concept (Source - 2006 Petition AC 07)

Pre-1982 Pension Funding Plan
Funding Plan of the Rocky Mountain Conference For Supplement One to the Ministerial Pension Plan.
As of January 1, 2005 for 2007

The Past Service Rate (PSR) for the Rocky Mountain Conference is established annually by action of the Annual Conference. For the year 2006, our Annual Conference set this PSR amount at $456.00.

Paragraph 1506.7 of 2004 The Book of Discipline mandates that this rate cannot be less than 0.8% of the Conference Average Compensation (CAC). For 2006, our CAC is $48,388. $456.00 is 0.938% of that amount – so we are in compliance with that mandate.

That same paragraph recommends that the rate be not less than 1% of the CAC. At 0.9066%, we are short of that recommended goal.

We project, over a long time, earnings on our present assets to average 7.0%. We had been paying to fund that retiree benefit obligation every year from 1982 until 2001. In 2001, the General Board of Pension and Health Benefits (GBOPHB) reported to us that our conference moved from an underfunded situation to a very slight overfunded situation. In other words, following acceptable guidelines for investment growth and future payout requirements, we had enough money set aside to meet our future needs. This GBOPHB actuarial report is updated annually, and our current obligations, using the current Past Service Rate shown above ($456.00), are now $27,994,848 as of January 1, 2006 for 2007.

The cornerstone of our conference Past Service Rate philosophy is to maintain a fully funded position. In other words, we will not attempt to raise that rate in any manner that re-establishes an unfunded liability. Along with that core concept, we will also try to match or exceed the cost of living, and move toward the Disciplinary recommendation of 1% of the CAC.

All of the assets dedicated to this pre-82 obligation are on deposit with the GBOPHB. Because our investment earning projections are identical to the General Board of Pension and Health Benefits assumptions, and since they also manage the funds, we feel confident that the investment growth of our assets will be sufficient to meet our PSR goals as stated above. Because the basis of our PSR philosophy is to avoid an unfunded position, we do not believe a long discussion of the GBOPHB investment philosophy, history and guidelines is relevant to the purposes of this document. We do, however, have two other funding sources available if there are any difficulties or shortfalls in the investments we already have on hand.

We have established a separate fund within the General Board of Pension and Health Benefits. The fund's purpose is to provide for the benefits of retired clergy. The current focus of that goal is to begin funding the future health insurance costs for our retirees, but the fund itself could be used – if required - to meet any new unfunded obligation in the pre-1982 plan. The value of that fund, as of January 1, 2006 was $806,915.

Our conference has funded this plan by apportioning an amount every year from 1982 through 2001. This second alternative would be to put any unmet shortfall into the budget again and apportion the obligation to our local churches.

Our funding plan, as of January 1, 2004 for 2006, is summarized as follows:

Present Value of Benefits as defined by GBOPHB Funds in the plan assuming 7% interest, 3% future COL increases, RP-2000 Mortality $27,866,994

Funds in plan: assuming 7% interest, 3% COL increases, RP-2000 Mortality $36,088,968

Effective Date: January 1, 2008
Termination Date: December 31, 2008

C. Funding of Active Clergy Benefits (2007 Petition AC 08)

It is requested of the annual conference that the Clergy Retirement Security Plan (CRSP), the Comprehensive Protection Plan (CPP) and the optional, Basic Protection Plan (BPP), costs for active clergy and clergy retiring after Dec. 31, 1995 be paid for at the local level, and the optional, Basic Protection Plan (BPP), costs for retired clergy retired prior to Jan. 1, 1996 be shared by the retired clergy and the conference.

Section I – Clergy Retirement Security Plan (CRSP)

1. Current service funding of the Clergy Retirement Security Plan has been calculated by the General Board of Pension and Health Benefits and will be billed to the Pension office of the Rocky Mountain Conference. The Pension office will direct bill these costs to each local church as follows:
   a. Each church/charge will be billed 12.4% of actual compensation (using salary and housing as the contribution base) of each clergy for every pastor appointed to that church/charge.
   b. Each church/charge will be billed a clergy equalization amount of $20 per month ($240 annually) for every full-time pastor appointed to that church/charge. Likewise, each church/charge will be billed a clergy equalization amount of $15-$10-$5 per month ($180-$120-$60 annually) for every three-quarter, half and one-quarter time pastor appointed to that church/charge.
   c. These contributions will be made to the Conference Pension office by the salary-paying unit of each clergy.
2. Eligibility and participation are established and defined by the General Board of Pension and Health Benefits.
3. The CRSP billing will be handled through the Conference Pension office.

Section II - Comprehensive Protection Plan (CPP)

1. Current service funding of the Comprehensive Protection Plan will be calculated:
   a. Using salary and housing as the contribution base, with 200% of the Denominational Average Compensation (DAC) being the maximum base amount, and
   b. Using a contribution rate of 3.0%, and
   c. Contributions will be made to the Conference Pension office by the salary-paying unit (i.e. the local church, the conference, or other employer in cases of special appointment / employment).
2. Eligibility and participation are established and defined by the General Board of Pension and Health Benefits.
3. The CPP billing will be handled through the conference.

Section III - Basic Protection Plan (BPP)

1. The Basic Protection Plan is available as an optional benefit to active clergy, eligible retired clergy and lay employees of the conference (those employees working for the conference office). The Basic Protection Plan includes:
   a. Additional death benefits for active and retired clergy, and
   b. Death benefits for lay employees of the Conference, and
   c. Disability coverage for lay employees, and

d. Eligibility and participation are already established and defined by the General Board of Pension and Health Benefits.

2. Current service funding of the Basic Protection Plan will be funded by:
   a. Active clergy will pay 100% of the premium cost for all benefits, and
   b. Retired clergy (retired prior to January 1, 1996) would pay 60% of their death benefit costs and the conference would pay 40%, and
   c. Retired clergy (retiring after December 31, 1995) would pay 100% of their death benefit costs.
3. The total cost to the conference for the 40% support identified in III. B. 2. (above) is estimated to be about $7,500, depending upon the level of participation.
4. Local church lay employees may also enroll in the Basic Protection Plan as an optional benefit to be provided by their local church (as the employer). The employer must enroll directly with the General Board of Pension and Health Benefits and all costs will be paid by the employee and/or the employer with no costs supported by the Conference Board of Pensions and Health Benefits.

Effective Date: January 1, 2008
Termination Date: December 31, 2008

D. Health Insurance Programs and Funding (2007 Petition AC 01)

It is requested of the Annual Conference that the recommendations of the Conference Board of Pensions and Health Benefits concerning the health insurance plan and health insurance funding for 2008 be approved.

Section I – Health Insurance Provider and Participation

1. The Conference will provide the HealthFlex health insurance plan in 2008.
2. The anniversary date will be January 1, 2008.
3. Eligibility will be established by the General Board of Pension and Health Benefits, HealthFlex, and the Conference Board of Pensions and Health Benefits.
4. This plan is available for all clergy serving full-time in the local church. Clergy must have been in the active plan for five consecutive years immediately prior to their retirement to be eligible for the retired plan. The spouse's eligibility is determined by the participant, however, the spouse of a retiree who did not participate in the plan for five consecutive years prior to reaching Medicare eligible age will not receive the financial benefit as outlined in Section II below.
5. This plan may also be available to clergy appointed beyond the local church, diaconal ministers, and full time lay employees of the Rocky Mountain Annual Conference and local churches, but may require the participation of the employing agency as plan sponsor and subject to eligibility rules as established by the General Board of Pension and Health Benefits and HealthFlex.

Section II - Participation and Costs

1. Every charge in the conference will be apportioned and then billed monthly for the insurance cost for single coverage for every elder, deacon in full connection, local pastor, or probationary member appointed full time serving that charge. This rate will be a blended rate of all the plans selected by the Board and will include dental coverage. If the clergy elects a more expensive plan, the charge will be billed at the higher rate and the charge and clergy will determine jointly

how to fund the extra cost. The payment for single coverage is mandatory for all charges even if the appointed clergy elects not to participate. There is no financial impact upon the conference for this coverage.

2. If the active clergy serving that charge wish to buy up to a more expensive plan and/or wish coverage for family members, the additional monthly costs will be billed to that charge, to be paid either by the clergy or the charge. There is no financial impact upon the conference for this coverage.

3. For retired elders, deacons, local pastors and probationary members, spouses, and surviving spouses of Medicare age, the conference will pay 75% of the premium cost for the Medicare HMO or Supplement coverage.

   If the participant is eligible for a Medicare HMO but decides to buy up to a Supplement Plan, the participant will pay the full amount minus the conference's Medicare HMO contribution. The health insurance premium for the retired includes dental insurance if such coverage is included in the plan selected by the Conference Board. For those retiring after December 31, 2003, the clergy must have served for a minimum of ten (10) years of service or more to qualify for the conference support.

4. For those retirees eligible to receive pensions, but not yet of Medicare age, the conference will pay 25% of the cost of the base plan with 20 years of service and 50% of the cost of the base plan with 35 or more years of service. Clergy retiring under the 20-year rule and not receiving pension benefits yet from the General Board of Pension and Health Benefits shall be eligible to remain in the conference health insurance program but shall not receive any conference funding until they are of Medicare age. The spouse's eligibility is determined by the participant, however, the spouse of a retiree who did not participate in the plan for five consecutive years prior to retirement will not receive the financial benefit. The cost to the conference (paragraphs C and D – all retirees' HealthFlex funding support) for the year is estimated to be $1,350,000.

5. For the purpose of this petition, "years of service" shall be defined as years since original ordination/commissioning/licensing (if after 1981) or granting of pension credit (if ordained prior to 1982). Years of leave of absence or honorable location shall not be considered as "years of service."

6. The conference does not pay any of the cost of lay retirees' health insurance except in the case of employees of the annual conference, in which case they are treated the same as retired clergy, with no benefit for the spouse. The benefit is to be paid by the employing agency.

7. Health insurance for clergy (and their dependants) appointed to Incapacity Leave and receiving disability benefits from the General Board of Pension and Health Benefits will be provided through the selected provider and paid 100% by the conference. If the clergy wants coverage different than the basic coverage in their area, the increased cost (buy up) will be paid by the clergy. The cost to the conference is estimated to be $180,395.

Section III - Administration and Clarification

1. The conference, working with HealthFlex, will process enrollments, collect premiums, reconcile funds and help to coordinate the plan.

2. The payment of the premium (paragraph II. A. above) is mandatory for all full time clergy appointed to serve the local church. If a church does not or cannot pay that amount for six (6) months, the Conference Board of Pensions and Health Benefits shall recommend to the bishop and the cabinet that the church not receive a full-time appointment at the next annual conference appointment session.

3. The 2008 insurance rates and the retirees' rates will be established in the fall of 2007 by the Conference Board of Pensions and Health Benefits after receipt of new premium rate information from HealthFlex.

Effective Date: January 1, 2008
Termination Date: December 31, 2008.

E. 2007-2008 Health as Wholeness in Mission Initiative (2007 Petition AC 10)

Whereas, we believe that our Covenant community deserves leaders, who are vitally aware of the importance of their health (mental, physical, and spiritual), and

Whereas, we are serious about maintaining bodies fit for faithfulness in service to God;

Let it be declared that an incentive program shall be continued by the Conference Board of Pensions and Health Benefits to encourage eligible full time both lay and clergy participants (active, retired, enrolled spouses & enrolled children over 18 years of age) in HealthFlex. This initiative aims for persons to take greater personal responsibility for their health by completing 3 meaningful steps toward better health stewardship.

These 3 simple steps include:

1. An annual Wellness exam (as provided for in HealthFlex).
2. A Blood Screening (Chem Screen & Lipid Profile, etc.)
3. Completion of the On-line HealthQuotient (HQ) accessed at www.gbophb.org.

Our goal is 100% participation of all eligible persons. Following submission of appropriate proof of completion documentation (to be determined by the Annual Conference Board of Pensions and Health Benefits) the Board shall pay $150 to the HealthFlex participant and each eligible dependant for completion of these steps toward wellness. For those who received their reward last year, the above steps must be completed anew (after July 1, 2007) to receive this year's cash incentive.

Although not in HealthFlex, less-than-full-time clergy are also encouraged to embrace Health as Wholeness in Mission. To that end, we will pay $50 to less-than-full-time clergy who complete steps 1 and 2 (lines 13 & 14 above) and provide documentation as defined and set by the Conference Pension office.

Effective Date: July 1, 2007
Termination Date: June 30, 2008

VI. Property Matters

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

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

1. Loan guarantees are provided only for loans that are taken out in accordance with all provisions of the Book of Discipline. This includes proper sequence of contacts with the District Superintendent and the District Committee on Building and Location.
2. At no time can the value of all loans guaranteed by the Conference Board of Trustees exceed three-fourths of the net worth of the Annual Conference as reported in the annual Treasurer's Report and published in the Journal.

3. The criteria for evaluation of all loan guarantee requests shall be set, and reviewed periodically, by the Conference Board of Trustees. Review of loan information may be necessary, and support from outside institutions (such as the Foundation of the Rocky Mountain Conference) in evaluating loan requests may be utilized.

4. Terms of loans cannot exceed fifteen (15) years.

5. When considering a loan guarantee request by a church or other Conference entity, the Board of Trustees will give priority in the following order: new church or worship facility, new church ground, church relocation, church or facility addition or other capital expenditures.

6. Further indebtedness by the indebted church will not be allowed unless approved by the Conference Board of Trustees.

7. Loan Guarantee Application Process

   a. Sources of funds to be considered should be: The United Methodist Development Fund (UMDF), The Rocky Mountain Conference Foundation, local bank(s) and other local churches.

   b. If the lending institution requests a Conference guarantee (or if such a request is anticipated), contact should be made promptly with the Chair of the Board of Trustees, the appropriate District Superintendent and the Director of New Ministries.

   c. The Director of New Ministries and/or the District Superintendent will bring a recommendation to a meeting of the Board of Trustees where a quorum is present and voting.

   d. The overall ministry health of the requesting church will be reviewed by looking into the recent history of apportionment support and the tenure of the clergy leadership at that specific church.

   e. Paragraph 2543 of the 1996 Book of Discipline requires certification by an Applicant that it will have on hand (or committed to it) sufficient funds to ensure payment of all project costs at the time of completion. Project costs include, but are not limited to: architectural, construction, legal costs, costs of furnishings, required bonds and permits, utility connection fees and other related costs.

   f. Escrow funds will be deposited with the Conference Treasurer. For new ministries, a total of three months escrowed funds may be required. For established, chartered churches, a total of six months escrowed funds may be required.

   g. The Applicant shall supply annually, or upon written request, to the Conference Treasurer, financial records of the church acceptable to the Conference Treasurer, for the purposes of evaluating the financial status of the Applicant during the term of the guarantee.

   h. When the balance of the loan is not in excess of a level that Applicant's lender considers a safe borrowing level for the Applicant and not requiring a guarantee, the Applicant agrees to cooperate with the Conference should the Conference request a release from its guarantee.

8. Legal Requirements

   In making an application to the Trustees for a loan guarantee on behalf of the Rocky Mountain Conference of the United Methodist Church ("the Conference"), the following legal requirements shall be met by the applicant:

a. Copies of the Loan Application, Loan Agreement, Note, Deed of Trust, proposed Loan Guarantee, and any other loan documents required of the Applicant by the lending institution for the proposed loan, shall be delivered to the Conference Chancellor for review.

b. A copy of the mortgagee's title insurance commitment proposing to insure the lender to the Applicant has applied, must be submitted to the Conference Chancellor for review.

c. The title to the property must be vested in the Applicant in accordance with the laws of the State where the Applicant is situated.

d. The Deed under which title is held must contain the Trust Clause as set forth in The Book of Discipline of the United Methodist Church.

An original hazard insurance policy is required, with an extended coverage endorsement naming the Conference as an additional insured and in an amount equal to the full insurable replacement value of the improvements on the premises.

B. Historical Landmark Designation Recommendation of the Trustees of the Rocky Mountain Conference (Source- 2000 Annual Conference Trustees Report)

Paragraph 2512.7 of the 2000 Book of Discipline directs Annual Conferences to develop a policy for response to actions by governmental bodies seeking to designate church property as historical, cultural or architectural landmarks. That paragraph reads:

> "The board shall develop a policy for an Annual Conference, on behalf of any local church, church related agency, or district or Annual Conference Board of Trustees located within the bounds of the Annual Conference, to any governmental effort to designate a property held in trust for the benefit of The United Methodist Church (Paragraph 2503) by any such Board of Trustees as a cultural, historical, or architectural landmark."

Landmark designation was initiated for the purpose of preserving and protecting those places that shaped our past and form a vital part of our future. Landmark designation sounds prestigious. It is important to weigh the advantages over the disadvantages, however, before making the decision to apply for historic designation of church property.

One advantage is that it may allow a church surrounded by commercial properties to stave off encroachment by developers. Another advantage is that it might possibly attract the interest of new parishioners, increasing the church's membership and resources. Finally, official landmark status may result in public funds being available for church repairs and restoration efforts.

The above advantages may not be enough to outweigh the limitations that landmark status imposes on a religious property occupant. That status may impose significant controls and financial burdens on the occupants of the property.

For example, once a location receives a landmark designation, then approval must be sought of a government body for any changes that will effect the exterior (and sometimes interior) of the historic property. The site may be sold, but the restrictions placed on alternations to the site tend to reduce property value dramatically.

Landmark status could be a virtual curse for a religious organization. Congregations today may be smaller due to neighborhood changes resulting in dwindling attendance. The high cost of living has made it impossible for many people to devote as great a portion of their income to the church. The restrictions placed on a religious organization may lead to serious economic hardship.

For example, if a local church decides that it can no longer afford the upkeep on its old, expensive stained glass windows and wants to replace them with contemporary glass, the government body

in charge of approving such changes may deny that request. If a local church decides to build an addition onto a historic sanctuary, the governmental unit in charge of approving such an addition may again say "no", or may impose significant financial burdens on the church before approving the changes. If the church decides to tear down an old shack that is just an eyesore on its property, again the governmental body may say "no" if the property is designated an historic landmark.

The designation also can affect changes to the heating or cooling system of a large sanctuary. Attempts to make the church comply with disability provisions to allow for handicapped access may be more complicated because of restrictions on changes to the structure.

Landmark designation prevents those entrusted with the property from certain activities such as demolition or unsympathetic activities to historic property. Consequently, the Rocky Mountain Conference Board of Trustees advises that leaders of local churches exercise extreme caution before committing church property to entanglements and restrictions that could not be reversed by future generations.

C. Relocation of Conference Offices (2005 Petition AC 22, Journal page 373)

The Trustees of the Rocky Mountain Annual Conference are authorized to sell the property at 2200 S. University Blvd. (the current conference office location) and use the proceeds to purchase another building in the Denver metropolitan area for the conference offices provided that:

There will be no additional direct cost to the conference.

New office space will fulfill our needs for:

- Equity Preservation
- Convenient Location
- Full ADA Accessibility
- Affordable Cost
- Sufficient Office and Meeting Space
- Cost-Effective Maintenance
- Adequate Parking

Also, the Trustees Chair and Secretary are authorized to execute any and all documents necessary for these transactions.

VII. Other Policy Matters

Editor's Note: Section VIII will be completed in future editions of the Conference Journal.

SECTION 3: ONGOING POLICIES AND PROCEDURES

A. Recognizing Clergy Entering Retired Relationship (Source-2003 petition AC -20)

1. At the Annual Conference Session at which a clergy person takes the retired relationship, one of the ways of celebrating this new transition shall be to recognize those clergy persons at the reading of the appointment.
2. This recognition shall be done by districts for both pastors serving congregations and those serving in extension ministries.

Effective Date: July 1, 2003
Termination Date: Permanent

B. Structure of Older Adult Council (Source -2003 petition AC 32)

1. That the following structure for the Older Adult Council at the Conference level be approved:

   a. **Purpose** – The Older Adult Council shall serve as an advocate for older adult concerns and issues and shall support ministries by, with, and for older adults in the districts and local churches.

   b. **Membership** – The council shall be made up of twelve members – one from each district and six at large. The members will serve three years and will be on a rotating term of office. They may serve for an additional three-year term but cannot serve more than six consecutive years. Those serving shall be men and women in good standing in The United Methodist Church, older and younger adults, members of racial and ethnic minority groups, laity and clergy, and persons from large and small churches. A chairperson, secretary and any other officers deemed necessary will be selected from within the council.

   c. **Meetings** – The council will meet a minimum of two times during the year.

   d. **Responsibilities:**

      1) Assist local churches in the identification of the needs, concerns and potential contributions of older adults. Sponsor training opportunities that will assist local churches in planning a comprehensive ministry by, with, and for older adults.

      2) Develop and distribute resources that will under gird local church older adult ministries.

      3) Advocate the development and implementation and policies that will make the local church "older adult" friendly. This would include policies making church buildings and grounds architecturally accessible and safe for older adults.

      4) Encourage cooperative older adult programs among local churches, other faith groups and community agencies.

      5) Establish other responsibilities as determined by the council.

Effective Date: January 1, 2004
Termination Date: Permanent

C. Special Relationship and Covenant with the Annual Conference of the United Methodist in the Democratic Republic of Angola (Source -2003 petition AC 34)

1. That a new Rocky Mountain Conference Angola Advocates program be established through the Conference Board of Global Ministries in cooperation with the Africa Partnership Committee and the Board of Laity for the years 2003-2008;

2. That a Steering Committee be formed to design and guide this program considering the following possibilities:

3. Church to church covenants would be developed involving prayer partnerships and support of pastors.

4. The two bishops from Angola would be invited to speak at the 2004 session of the Rocky Mountain Conference

5. United Methodist Volunteers in Mission (UMVIM) teams would be recruited to visit Angola

6. Members of the United Methodist Church in Angola would visit the Rocky Mountain Conference

7. Projects would be selected for funding
8. That funding for United Methodist projects in both the East and West Conferences be raised through the "Bridges of Love" program planned as an Advance Special by the Board of Lay Ministry and other giving initiatives of local churches.

Effective Date: July 1, 2003
Termination Date: December 31, 2008

D. Nominating Committee (Source - 1986 Petition #201; 2006 Petition AC 14)

1. The Conference Nominating Committee shall be accountable directly to the Annual Conference.
2. The Rocky Mountain Conference Nominating Committee shall consist of two members (1 Lay and 1 Clergy) from each District. They shall represent all areas of diversity and be members of a United Methodist Church within the Rocky Mountain Conference. They shall be elected at the District/Sub-District Conference, to serve a four year term and may be elected for a second four year term. A replacement of any committee member is the responsibility of that District/Subdistrict's Nominating Committee. The Chairperson and Vice-Chairperson shall be elected from within the committee.

Effective Date: July 1, 2006
Termination Date: Permanent

E. Personnel Polices and Practices Committee (Source - 1993 Petition #103)

The purpose of the Rocky Mountain Personnel Policies and Practices Committee is to adopt, monitor and revise personnel policies and practices for conference staff and volunteers. It shall be in consultation with District Superintendents, Director of Support Services and Director of Mission & Ministry. A report shall be given to the Bishop annually.

F. Conference Church Ethics and Sexual Misconduct Prevention Training (Source - 2006 Petition #AC 11)

1. Every person as identified in Schedule A must attend a Rocky Mountain Conference Ethics and Sexual Misconduct Prevention Training at least once every four years
2. Persons as identified in Schedule B must attend a Rocky Mountain Conference Ethics and Sexual Misconduct Prevention Training at least once every four years if the person is serving in a ministry setting either by appointment of the Cabinet or by arrangements with the ministry setting.
3. Persons as identified in Schedule C will be required to attend a Rocky Mountain Conference Ethics and Sexual Misconduct Prevention Training at least once every four years at the discretion of the respective district superintendent.
4. The annual Report Form received from each person as per Schedule A, Schedule B, and Schedule C shall include the following question: "When and where did you last attend a Rocky Mountain Conference Ethics and Sexual Misconduct Prevention Training?" The office of superintendent shall review each report to insure compliance.
5. When a person fails to meet this requirement the matter will be referred to the Bishop pursuant to *THE BOOK OF DISCIPLINE*, Par. 2702.1.d (Failure to perform the work of ministry), Par. 340 (Responsibilities and Duties), Par. 362 (Complaint Procedures).

Schedule A

AF - Affiliate Member
AM - Associate Member
DM - Diaconal Member
DP - Probationary Deacon from Another Conference
FD - Deacon in Full Connection
FE - Elder in Full Connection
FL - Full-time Local Pastor
OA - Associate Member, Other Conference
OD - Deacon, Other Conference
ODP - Probationary Deacon, other Conference
OE - Elder, Other Conference
OF - Full Member, Other Conference
OP - Probationary Member, Other Conference
OR - Retired Member Other Conference
PD - Probationary Deacon
PE - Probationary Elder
PL - Part-time Local Pastor
PM - Probationary Member (92 Bk of Discipline)

Schedule B

RAF - Retired Affiliate Member
RD - Retired Deacon
RDIAC - Retired Diaconal Minister
RE - Retired Elder
RL - Retired Local Pastor
RP - Retired Probationary Member

Schedule C

SLP - Student Local Pastor
SY - Supply Pastor

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

Effective Date: July 1, 2006
Termination Date: Permanent

Ethical & Education Committee
Prevention - Intervention - Transformation

History: The Committee began its work in 1990 to develop a Conference Policy and Procedures Manual. In 1992, a "Design Team" was formed to develop for the conference an educational plan. For two years persons (two female laity, two male laity, and one male clergy) with staff support from the assistant to the bishop developed a plan. During our own education and training, the Committee was requested by the bishop to provide Response Team services and has continued to provide such services on request. During 1994 and 1995, the Team provided more than 40 full days of training across the Conference. A total of 26, 457 miles were traveled by the Team to provide one day training at 40 different sites. A total of 1,541 clergy and laity were trained at the 40 training sites.

As the work of the Committee became known to other conferences, denominations and the general church, request for services and information became a part of our task. An average of one call per day from within the conference boundaries, plus an average to two to three call a week from the outside the conference occurred. At the 1999 Annual Conference Session, a petition (AC 07) that required all clergy (and strongly encouraged

all lay leadership) to participate in a training update every four years. We are in the final year of the second cycle. In accordance with the Petition AC 07, beginning in 1999 a total of 55, training have been held with attendance of 1,211, clergy and laity. Three training are schedule between April 2006 and June 2006.

Response team services have been requested on 22 separate occasions within the Conference. Violators were clergy and laity. All aggrieved parties have been laity. Duration of intervention and transformation (healing) varies with each case.

Prevention

Purpose

To provide education and training of clergy and laity in the Rocky Mountain Conference.

To create an awareness of the ethical standard as provided by THE DISCIPLINE of the United Methodist Church and standards as adopted by action of the Conference.

Process

All training are led by a two member team. Training are schedule over a three year period throughout the Conference. The design is to accommodate persons in a 100 mile radius of the training site. All training is on Saturday.

Intervention

Purpose

To respond with care to a situation whereby the standards as set forth in the manual and THE BOOK of DISCIPLINE have been violated.

To respond with care to the violator of such standards.

To respond with care to the aggrieved person(s) of such violations.

To care for any and all involved person(s) and effected institutions

Process

To perform such response of care in accordance with and guidance of the bishop and cabinet.

Transformation

Purpose

To assist in the healing process of all involved persons and effected institutions

To educate and allow understanding for the transformation of the violator

To provide care and sustaining recovery for all aggrieved parties

Process

To provide healing opportunities in accordance with guidance of the bishop and cabinet

G. Access for Persons with Disabilities (2007 Petition AC 17)

We of the Rocky Mountain Conference of The United Methodist Church affirm the diversity of abilities present among us, and commit ourselves to holding annual conference meetings in accessible settings that accommodate persons with disabilities. We commit to learning how our meetings, our churches, and our annual conference session can be accessible to all who seek to participate in the life of the church. To facilitate this vision, a member of the Disability Connections Committee should serve on or be consulted by the annual session planning committee. The provisions of the Americans with Disabilities Act will serve as the guide for one way to reach this vision, and as a minimum standard for accessibility.

Effective Date: July 1, 2007
Termination Date: June 30, 2011