

**CONFERENCE GUIDELINES ON
LOCAL CHURCH ACCESS TO
CONFERENCE CHANCELLOR
2007**

The Conference Chancellor works at the pleasure of the Resident Bishop, and serves as general legal and disciplinary counsel to the Bishop, the Appointive Cabinet, the Conference Board of Trustees and other Conference agencies, boards and committees.

From time to time, lay members and clergy of local churches in the Conference have legal or disciplinary questions related to the administrative or ministerial operations of their churches.

Local churches regularly access the services of the Conference Chancellor for such purposes.

The guidelines for such access are as follows:

1. The local church should first discuss the matter with its District Superintendent or the Conference Treasurer. If the Chancellor's assistance is still needed, the local church should inform and request approval of the District Superintendent or Conference Treasurer before contacting the Chancellor. Exceptions to this process include matters requiring immediate attention.
2. The Chancellor generally opens a file and tracks time spent on each such matter. While many questions can be resolved with a short exchange of communications, matters occasionally arise which are more involved and which require more time. The general guideline is that the Chancellor may devote about two (2) hours of time on the matter at Conference expense.
3. When the matter is likely to exceed this guideline, the local church should anticipate the need to either retain the Chancellor for continued services, or retain legal counsel of its own choosing. In either case, the cost of continued services would be the responsibility of the local church.
4. If the local church retains the Chancellor for continued services, the Chancellor will thereafter bill the local church directly for these services, and will generally offer such services at the hourly rate charged to the Conference. That rate is currently at \$125 per hour.
5. If the matter in question is by discipline the responsibility of the Conference or the Resident Bishop, the local church will generally not be responsible for the Chancellor's expense, regardless of time spent on the

matter. Examples include local church discontinuance and clergy supervision.

6. These guidelines are intended to be flexible, and to encourage open dialogue with the District Superintendent, the Conference Treasurer, the Chancellor and other interested persons on who should fairly bear the expense of continued representation by the Chancellor.

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APPROVED BY:

Resident Bishop

Appointive Cabinet

Conference Board of Trustees

Conference Council on Finance and Administration