



# **POLICY MANUAL**

Baltimore-Washington Conference

**THE UNITED METHODIST CHURCH**

MAY 2021

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## Part I: Introduction

### ¶1001. Vision Statement

Transformed Lives Transform Lives

### ¶1002. Mission Statement

The Baltimore-Washington Conference inspires and equips local faith communities to develop disciples of Jesus Christ for the transformation of the world so that more transformed lives transform lives.

### ¶1003. Guidelines

The following policies and operating procedures guide the Baltimore-Washington Conference as it pursues its task of inspiring and equipping local faith communities to develop disciples of Jesus Christ for the transformation of the world. This document will be updated after each Annual Conference as resolutions are voted on and as various leadership agencies do their work. As such, this is a living document that is available at <http://www.bwcumc.org/administration/conference-policies-and-procedures/> for all to see.

The Conference Employee Manual was included in the last Manual on Policies and Procedures, but is NOT included in this manual per the decision of the Discipleship Council (2016 *Journal*).

The manual is organized into seven parts. Within each part, the information is organized into relevant sections. Within each section, information is organized into paragraphs, each with a distinct purpose and each assigned a number between ¶3000 and ¶9999 to eliminate confusion with *Book of Discipline* paragraph numbers. The paragraph numbering syntax is as follows:

1. ¶3000's = Part Two: Rules of the Annual Conference Session
2. ¶4000's = Part Three: Clergy and Local Church Business
3. ¶5000's = Part Four: Stewardship
4. ¶6000's = Part Five: Ministries
5. ¶7000's = Part Six: Global Partnerships, Missions and Missionaries
6. ¶8000's = Part Seven: Disaster Response
7. ¶9000's = Part Eight: Acronyms and Definitions

Care has been taken to clarify who manages and cares for the policies and procedures outlined in each section. Footnotes are used to indicate sources and other clarifications around the information to which they refer.

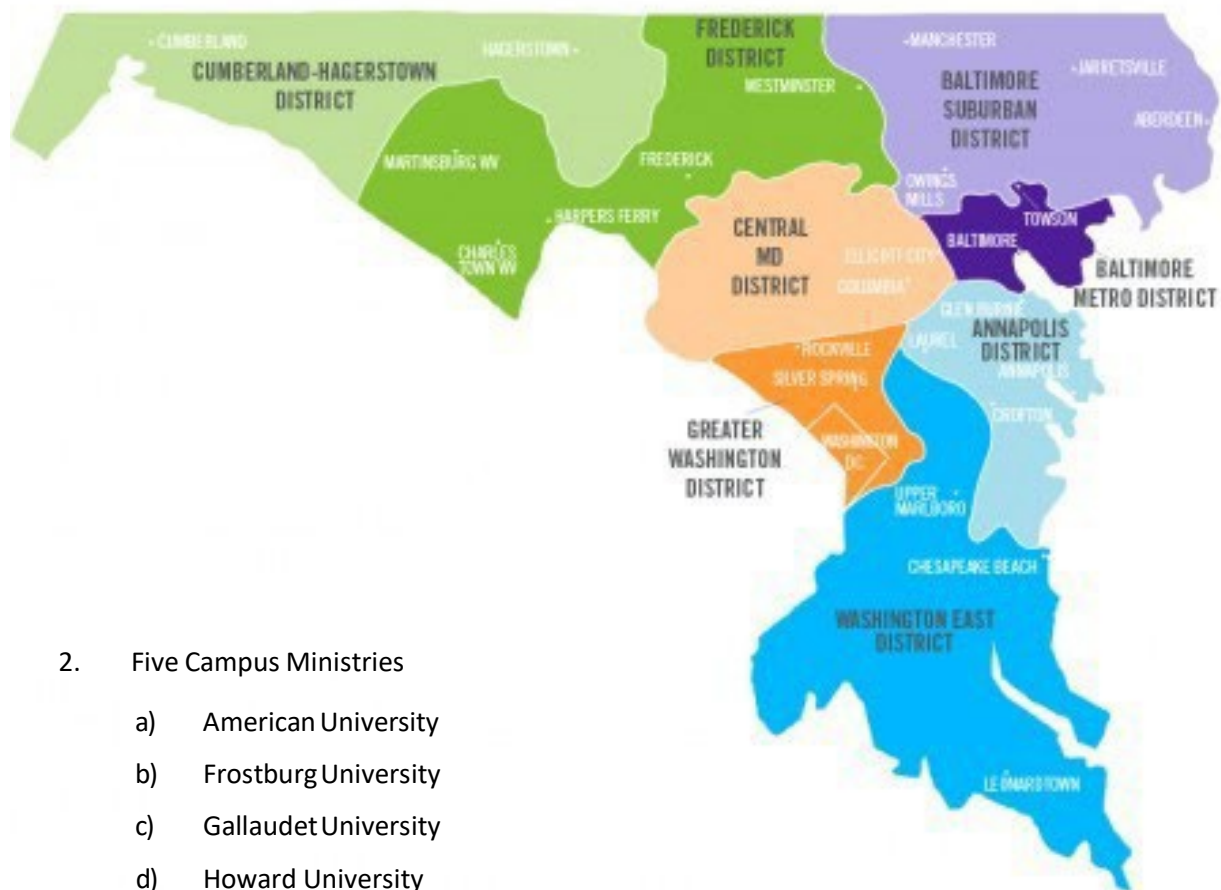
### ¶1004. Connections

The Baltimore-Washington Conference of The United Methodist Church connects 603 churches from Maryland's Chesapeake Bay, through the national halls of power in Washington, D.C., amid Baltimore's vibrant streets, and up among the Allegheny Mountains in Western Maryland and the panhandle of West Virginia. The Conference's 1,025 clergy and 155,261 lay members, led by Bishop LaTrelle Easterling, live out their faith, certain of the vision that "transformed lives transform lives." Each Sunday, more than 51,383 United Methodists gather in this region for worship. Throughout the week, these people participate in ministries that focus on young people, advocacy and action, wellness and missions, leadership, and new expressions of faith. Statistics indicate that 1,351,410 people are served annually by local United Methodist ministries of outreach, justice, and mercy. As a connectional church, the Baltimore-Washington Conference joins in ministry with 12 million United Methodists in churches around the world.

## Policies & Procedures of the Baltimore-Washington Conference

1. Eight Districts in Four Regions.
  - a) Baltimore Region: Baltimore Metropolitan District, Baltimore Suburban District
  - b) Southern Region: Annapolis District, Washington East District
  - c) Washington Region: Central Maryland District, Greater Washington District
  - d) Western Region: Cumberland-Hagerstown District, Frederick District

### DISTRICTS OF THE BALTIMORE-WASHINGTON CONFERENCE

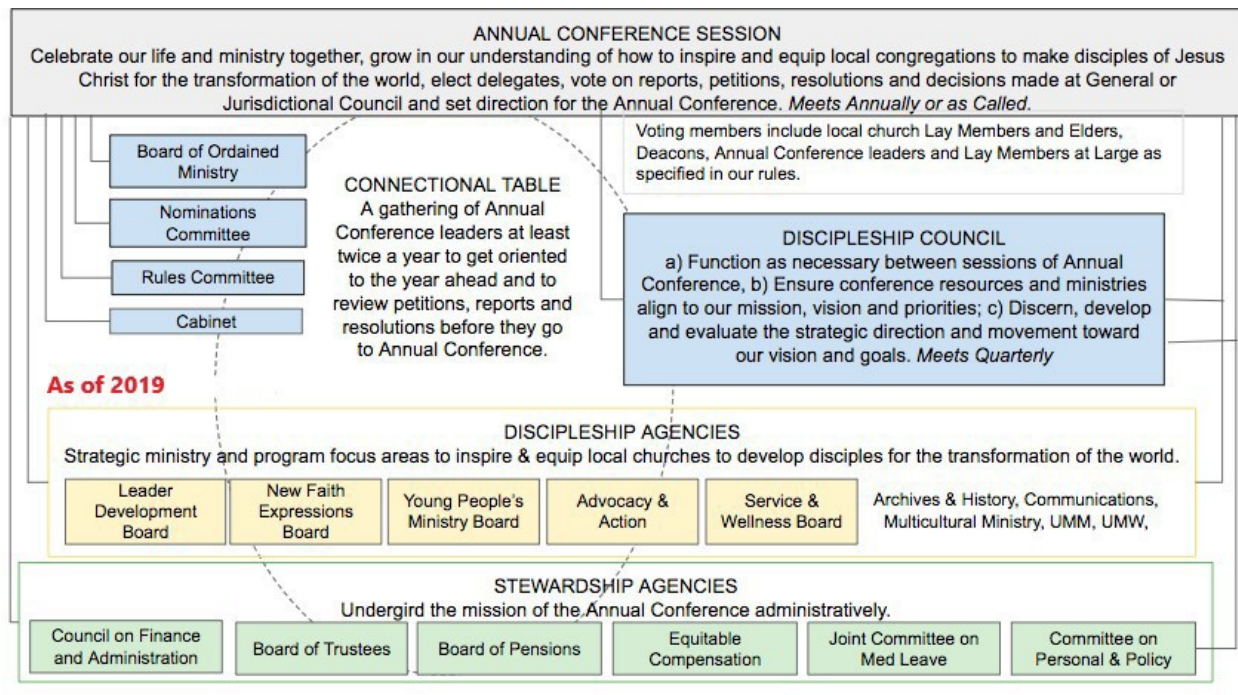


2. Five Campus Ministries
  - a) American University
  - b) Frostburg University
  - c) Gallaudet University
  - d) Howard University
  - e) University of Maryland (College Park)
3. Three Retreat and Camping Facilities
  - a) Harmison
  - b) Manidokan
  - c) West River
4. Four Global Partnerships
  - a) Eurasia
  - b) Korea
  - c) Puerto Rico
  - d) Zimbabwe



¶005. Organizational Structure of the Baltimore-Washington Conference

The Baltimore-Washington Conference is organized in a manner that supports the mission and vision of the United Methodist Church to make disciples of Jesus Christ for the transformation of the world. Furthermore, it is built upon the mission and vision of the Baltimore-Washington Conference: *Transformed Lives Transform Lives: The Baltimore-Washington Conference inspires and equips local faith communities to develop disciples of Jesus Christ for the transformation of the world.* The following chart depicts that organizational structure:



- The Annual Conference Session is like a local Church Conference in that the whole church is engaged in approving budgets, receiving reports, and making needed decisions.
- The Connectional Table is somewhat like the local church practice of calling together church leaders twice a year first to gear up for the coming year and then to prepare for the pending Church/Charge Conference.
- The Discipleship Council is like a local church's unified board (a combination of Church/Admin Council and Council on Ministries) in that it is tasked with making progress and decisions between annual church or charge conferences and ensuring the vision, mission, strategic priorities and goals are aligned and being pursued according to shared values.

## *Part II: Rules of the Annual Conference Session*

### **Section I. Rules of Organization and Order**

The Rules of the Session of the Baltimore-Washington Annual Conference (hereinafter “Conference”) of The United Methodist Church (hereinafter “UMC”) shall be subject to the current *Book of Discipline* of the UMC (hereinafter “*Discipline*”).

#### **¶13000. Membership of the Conference**

Annual Conference membership shall consist of the following:

1. Deacons and Elders in full connection<sup>1</sup>, Provisional members<sup>2</sup>, Associate members, Affiliate members<sup>3</sup>, and Local Pastors under full-time and part-time appointment to a pastoral charge<sup>4</sup>.
2. Lay members.
  - a) Lay members elected or appointed to membership in the Conference shall have been members of the UMC for two years preceding their election or appointment, and shall have been active participants in the UMC for at least four years preceding their election or appointment.
  - b) Lay members and alternates shall be elected by each charge equal in number to the clergy members appointed to that charge. In addition, each charge may elect lay members equal to one lay person per 300 church members and fraction thereof, if the total number of lay members would thereby exceed the number of clergy members appointed to that charge.
  - c) Lay persons needed to equalize lay and clergy membership<sup>5</sup>, as reported by the Conference Secretary. This number of laity shall be appointed annually, in equal numbers from each District, by the District Superintendent.
  - d) The Conference Lay Leader; the Conference Director of Lay Servant Ministries; Conference Presidents of the United Methodist Women, United Methodist Men, Conference Council of Youth Ministry (CCYM), Conference College Student Organization, and the Conference Young Adult organization<sup>6</sup> (if laity); the Conference Scouting Coordinator (if laity); and lay persons who chair conference agencies.
  - e) District Lay Leaders
  - f) Three youth (aged 12 – 18)<sup>7</sup> from each district selected as follows: one youth selected by CCYM, and two selected by the DCYM in consultation with the District Superintendent and District Lay Leader.

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<sup>1</sup> 2016 *Discipline*, ¶ 32, ¶ 369.1, ¶ 329.2, ¶ 333.1

<sup>2</sup> 2016 *Discipline*, ¶ 32, ¶ 369.1, ¶ 327.2

<sup>3</sup> 2016 *Discipline*, ¶ 32, ¶ 369.1, ¶ 344.4, ¶ 586.4d

<sup>4</sup> 2016 *Discipline*, ¶ 32, ¶ 369.1

<sup>5</sup> 2016 *Discipline*, ¶ 32

<sup>6</sup> 2016 *Discipline*, ¶ 32

<sup>7</sup> 2016 *Discipline*, ¶ 32 (ages 12-17), ¶ 602.4 (ages 12-18)

## Policies & Procedures of the Baltimore-Washington Conference

- g) One young adult (aged 18 - 30) from each district<sup>8</sup>, selected by the Conference Young Adult Organization.
  - h) Lay members elected to the Discipleship Council, the Council on Finance and Administration, the Board of Ordained Ministry, and the Rules Committee, who are not otherwise members of the Conference.
  - i) Members of the Conference Staff Team who are lay persons and who are members of churches within the Conference.
  - j) Lay members and elected staff of General Boards and Agencies of the UMC who are members of churches within the Conference.
  - k) Deaconesses and home missionaries as defined in the current *Discipline*.<sup>9</sup>
  - l) Diaconal Ministers whose membership is in the Conference.<sup>10</sup>
3. Other Conference attendees who shall be seated in the Conference sessions and given the privileges of the floor without vote.
- a) Lay missionaries regularly appointed by the Board of Global Ministries in nations other than the United States;
  - b) Certified lay missionaries from nations other than the United States serving within the bounds of the Conference;
  - c) Diaconal Ministers serving in a church-related agency within the bounds of the Conference, whose church membership is in another Annual Conference.

### ¶3001. Officers and Duties

1. The Presiding Officer shall be the Bishop of the Washington Episcopal Area, or, in case of inability, as provided by the current *Discipline*. The Presiding Officer shall see that all business pertaining to the Conference is brought before it, and conducted in accordance with the provisions of the *Discipline* and the Rules of the Session; and shall appoint all committee members who have not been otherwise nominated by the Conference Nominations Committee and elected by the Conference.
2. The Conference Secretary, having served as Secretary-Designate for one year, shall be elected by the Conference<sup>11</sup> on nomination by the Conference Nominations Committee, in consultation with the Bishop.
  - a) The election shall be at the annual session preceding a regular meeting of General Conference and shall be for a four-year term
  - b) The duties and responsibilities of the Conference Secretary shall include: keeping an accurate record of the proceedings of the Conference session; ensuring that the Official Journal of the Conference (hereinafter "Journal") is printed, substantially bound, and

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<sup>8</sup> 2016 *Discipline*, ¶ 32, 602.4

<sup>9</sup> 2016 *Discipline*, ¶ 602.4

<sup>10</sup> 2016 *Discipline*, ¶ 602.2 and ¶ 602.4

<sup>11</sup> 2016 *Discipline*, ¶ 603.7

## Policies & Procedures of the Baltimore-Washington Conference

- disseminated. The Secretary shall ensure that the Journals and papers of the Conference are preserved.
- c) The Secretary shall submit to the General Conference any petitions passed by the Conference.
  - d) The Secretary shall appoint and train persons to serve as Tellers and Pages during the Annual Conference session.
3. A Secretary Designate, as needed, shall be elected by the Conference on nomination by the Conference Nominations Committee, in consultation with the Bishop. The Secretary designate shall perform such tasks as the Secretary may direct and become familiar with the duties of the office.
  4. The Conference Statistician, having served as Statistician Designate for one year, shall be elected by the Conference<sup>12</sup> on nomination by the Conference Nominations Committee, in consultation with the Bishop. The election shall be at the annual session preceding a regular meeting of General Conference and shall be for a four-year term. The duties and responsibilities of the Conference Statistician shall include: receiving, critically checking for errors, and, after making all necessary corrections, compiling the statistical reports of all the churches. These reports shall be published in the Journal.
  5. The Conference Treasurer shall be nominated by the Council on Finance and Administration and elected by the Conference at the annual session following General Conference.<sup>13</sup> The term of office shall be for four years to commence on January 1 following the election. The duties and responsibilities of the Conference Treasurer shall be those defined by the current *Discipline*<sup>14</sup>, as well as any other duties required by the Conference.
  6. The Director of Connectional Ministries shall be appointed by the Bishop. The one-year term shall commence July 1, and the tenure shall not exceed eight years. The duties of the Director of Connectional Ministries shall be those recommended<sup>15</sup> in the *Discipline*<sup>16</sup> and set by the Bishop.
  7. The Conference Lay Leader shall be nominated by the Conference Nominations Committee and elected by the Conference at the first session following General Conference for a four-year term. The Conference Lay Leader's duties and responsibilities shall be those defined by the current *Discipline*.<sup>17</sup>

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<sup>12</sup> 2016 Discipline, ¶ 603.7

<sup>13</sup> 2016 Discipline, ¶ 619

<sup>14</sup> 2016 Discipline, ¶ 619.1

<sup>15</sup> 2016 Discipline, ¶ 608

<sup>16</sup> 2016 *Discipline*, ¶ 608.1-6

<sup>17</sup> 2016 Discipline, ¶ 607

## Policies & Procedures of the Baltimore-Washington Conference

8. The Conference Chancellor(s) shall be nominated by the Presiding Bishop and elected by the Conference<sup>18</sup> at the first session following General Conference for a four-year term. The duties and responsibilities of the Conference Chancellor(s) include,
  - a) Working with and advising the Bishop, the District Superintendents, Conference Treasurer, Conference Trustees, and the Conference Secretary concerning legal or quasi-legal problems, as they arise.
  - b) Representing the Conference Trustees in all legal matters, especially those concerning legacies, gifts received by will or by deed, and any matters concerning church property in cases of abandonment, or in sales to be made by the Conference or the Conference Corporation.
  - c) Receiving and accepting funds on behalf of the proper legatees, devisees or beneficiaries in accordance with the instructions of a particular will. Funds that are not specifically designated for a particular purpose shall be placed in the custody of the Conference Trustees, who in turn shall recommend any disbursement thereof to the Conference.
  - d) Defending, compromising, or settling (in consultation with the Conference insurer, where appropriate) any lawsuit or bill of equity filed against the Bishop and/or Cabinet, the Conference Corporation, or the Conference Trustees.
  - e) With the prior approval of the respective District Superintendent(s), answering legal questions of the various churches located within the bounds of the Conference, but only after said churches have first consulted the current *Discipline* and their District Superintendent or Guide regarding the problem or need. Agreeing, upon request, and at his/her discretion, to serve a local church in more than an advisory capacity. Under such circumstances, any fee becomes the responsibility of the local church.
  - f) Attending Annual Conference with voice but not vote, as required by the Presiding Officer.

### ¶3002. Rules Committee

#### 1. Membership -

Membership shall consist of the following: one representative from each region, recommended to the Nominating Committee by the Regional Team Leader and elected by the Conference; the Chair of the Discipleship Council (or designate) (ex officio); the Conference Secretary (ex officio); the Conference Secretary Designate, if one (ex officio without vote), and the Bishop (ex officio). To the degree possible, the Committee should be one-half clergy and one-half laity. For instance, if the Conference Secretary and Discipleship Council Chair are both clergy, then three of the four Regional Representatives shall be laity.

#### 2. Term of Office -

The term of office shall be for four years, with one-half of the regional representatives being elected in the first instance for two years, so as to ensure continuity of membership.

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<sup>18</sup> 2016 Discipline, ¶ 603.8

## Policies & Procedures of the Baltimore-Washington Conference

### 3. Members at Large-

Members of the Rules Committee shall be members-at-large to the Annual Conference, if not otherwise a member

### 4. Officers

- a) The Rules Committee shall elect a Chair and Vice-Chair from the voting members of the Committee, except that the Resident Bishop shall not be elected as either.
- b) The Conference Secretary shall serve as the recording Secretary for the Committee.

### 5. Duties and Responsibilities shall include:

- a) Reviewing the Rules of the Session, at least annually, and making recommendations to the Conference for any necessary amendments to the Rules. Such amendments shall be submitted for inclusion in the Pre-Conference Booklet, as required by the current Rules of the Session.
- b) Reviewing and updating all references to the Book of Discipline to reflect the most recent version of the Discipline.
- c) Reviewing any resolutions that propose to amend the Rules of the Session and make a recommendation of concurrence/non-concurrence.
- d) Preparing amendments to the Rules of the Session that may be ordered by vote of the Annual Conference.
- e) The Rules Committee shall be consulted in advance and review all proposed changes to the structure of the Annual Conference and shall report its concurrence or non-concurrence to the Annual Conference as well as through available outlets such as the pre-conference publication, the Connection, and the Baltimore-Washington Annual Conference website.

### ¶3003. Annual, Special and Adjourned Sessions

1. The Conference shall convene in annual session on the dates fixed by the Presiding Bishop<sup>19</sup> and at a place selected by the Conference Sessions Committee<sup>20</sup>.
2. A special session, or an adjourned session, may be held at such time as shall have been determined by the Conference or by the Bishop with the concurrence of three-fourths of the District Superintendents, and at a place selected by the Conference Sessions Committee.<sup>21</sup> A special session shall have only such powers as are stated in the call.<sup>22</sup>
3. An adjourned session is a regular session that has been suspended to another time; therefore, its agenda shall be established through the normal procedure.

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<sup>19</sup>2016 *Discipline*, ¶ 603.2

<sup>20</sup>2016 *Discipline*, ¶ 603.3

<sup>21</sup>2016 *Discipline*, ¶ 603.5

<sup>18</sup> 2016 *Discipline*, ¶ 603.8

¶3004. Clergy Executive Session<sup>23</sup>

The Bishop shall order an Executive Session of the clergy members in full connection to consider questions relating to the matters of ordination, character and Conference relationships. Lay members of the Board of Ordained Ministry may attend the Clergy Executive Session with voice and vote.<sup>24</sup>

¶3005. Standing Committees

The standing committees of the Conference shall be those councils, boards, commissions, committees and task forces included in the Nominations Committee Report and approved by the Conference. The Nominations Committee Report shall include a Role and Mission Statement (purpose), Accountability Statement, and the membership of each council, board, commission, committee, and task force. The required Role and Mission Statements and Accountability Statements shall be printed in the *Journal* once each quadrennium and referenced in succeeding *Journals*.

¶3006. Annual Conference Materials

1. Pre-Conference Reports from agencies, boards, etc., shall
  - a) Include the following information: the name of the council, board, commission, committee, or task force making the report; the names and conference relationship of the persons submitting the report; and the date on which the report was submitted.
  - b) Include those matters referred by action of the previous Conference Session, together with the results of the action taken on those referrals.
  - c) Be written as concisely as possible, avoiding wordiness and duplication of statements within reports or among separate reports, so as to save as much as possible on printing costs.
  - d) Reference material printed elsewhere by the name of the publication, page number(s), and paragraph designation, rather than direct quotation. Compliance with copyright laws is imperative.
  - e) Identify, group, and number consecutively all recommendations on which Conference action is required under the heading "Recommendation(s)" or "Action Items".
  - f) Be submitted to the Conference Secretary not later than December 15.
2. Resolutions to the Conference shall:
  - a) Be submitted to the Conference Secretary by February 1, for consideration during the ensuing spring session. If submitted after the deadline, the resolution may be considered during the ensuing spring session, if considered by the Presiding Officer, in consultation with the Agenda Committee, to be of an emergency nature. Otherwise, the matter must be resubmitted at the next Annual Conference for consideration.
  - b) Address a single issue using the format and length designated on a form provided by the Conference Secretary.

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<sup>23</sup>2016 *Discipline*, ¶ 369.5

<sup>24</sup>2016 *Discipline*, ¶ 605.7

## Policies & Procedures of the Baltimore-Washington Conference

- c) Be reviewed by the Secretary for consistency with the current *Discipline*.
- d) Be reviewed by the Connectional Table, which entity shall report the resolution to the Conference with a recommendation of concurrence or non-concurrence.
- e) Be on the Conference agenda the day before the last full day of plenary session.

### 3. Petitions to General Conference

- a) All petitions recommended to the Annual Conference for Conference submission to the General Conference shall:
  - (1) be submitted to the Conference Secretary by April 1 of the year delegates are elected to the General Conference; and
  - (2) follow the procedures and format for petitions to General Conference in the current Discipline<sup>25</sup>. The Conference Secretary shall provide a form for petitions consisting of instructions and an example of how to prepare a petition.

### 4. Council on Finance and Administration Review

- a) Council on Finance and Administration, in consultation with the Conference Secretary, is authorized to screen and edit any materials presented that have financial implications.

## ¶13007. Distribution of Materials

### 1. Pre-Conference Booklets shall include

- a) reports or other materials submitted on or before December 15.
- b) resolutions and petitions submitted on or before January 15.
- c) other materials as determined by the DCM.

### 2. Conference Packets may include, at the discretion of the DCM,

- a) reports not printed in the Pre-Conference Reports Booklet, and
- b) publicity and promotional materials of Conference agencies.
- c) The Director of Connectional Ministries shall be responsible for collation and distribution of the packets.

### 3. During Annual Conference

- a) Only the *Daily Connection*, worship materials and those legislative materials declared to be emergency measures shall be distributed on the chairs or otherwise within the bar of the Conference.
- b) Other materials and promotional items may be distributed so long as they are:

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<sup>25</sup> 2016 Discipline, ¶ 507



## Policies & Procedures of the Baltimore-Washington Conference

- (1) not closer than twenty (20) yards from the doors of the room where the Conference is in session,
  - (2) do not impede or interfere with the entrance or exit of persons,
  - (3) consistent with the current *Discipline*; and
  - (4) furnished at least 4 hours in advance to the Secretary.
4. Plenary Session Schedule – the Sessions Committee shall publish, at least 24 hours in advance, a schedule of anticipated matters to be considered in each plenary session.

### ¶3008. Exhibits

Exhibits may be displayed in accordance with policies set by the Conference Sessions Committee.

### ¶3009. Parliamentary Procedure.

1. Calling the Conference to Order -

The Presiding Officer shall call the Conference to Order and preside over the Session, or, in case of inability, as provided in the current *Discipline*.

2. Authority of the Presiding Officer

- a) Points of Order -

The Presiding Officer shall decide points of order raised by a member and shall rule on points of order not raised by the members, as the Presiding Officer deems necessary, to conform to these Rules of Order, subject in both cases to an appeal to the Conference by any member without debate, except that the Presiding Officer and the appellant, in the order here named, shall each have three minutes for a statement in support of their respective positions. A tie vote in the case of appeal shall sustain the Presiding Officer. Any member who raised a point of order shall cite by number the rule adjudged to have been violated.

- b) Recess a Session of the Annual Conference -

The Presiding Officer shall have the right to recess a session of the Annual Conference at any time at the Presiding Officer's discretion and to reconvene at such time as the Presiding Officer shall announce. The Presiding Officer shall also have the right to stipulate that the session shall reconvene with only members, authorized personnel and authorized guests permitted to attend such a session following recess.

3. Quorum-

A quorum shall consist of those members present and voting at any session of the Conference.

4. Order of Business -

The order of business of the daily sessions shall be prepared by the Conference Sessions Committee and published in the Pre-Conference Reports Booklet. The Conference Sessions Committee is authorized to make adjustments as necessary during the sessions. The

## Policies & Procedures of the Baltimore-Washington Conference

Conference Sessions Committee shall be responsible for seeing that the appropriate matters in the Pre- Conference Reports Booklet and other legislative matters are presented to the Conference.

### 5. Consent Calendar -

Provision shall be made for a Consent Calendar (hereinafter "CC"), which shall contain all reports printed in the Pre-Conference Reports Booklet, whether programmatic or administrative. Any report may be lifted from the CC by request of ten (10) members or the Conference Chancellor(s) before the CC is presented to the Conference for adoption. A list of all reports assigned to the CC shall be provided at the front of the Pre-Conference Reports Booklet, with the letters "CC" printed in bold type beside the titles of the reports. No action item, resolution or petition shall be included on the consent calendar.

### 6. Voting Area of Conference -

The Conference Secretary shall declare the voting area of the Conference at the opening business session. Voting on matters by members entitled to vote shall take place within that area.

### 7. Attendance of All Members and Seating of Alternate Lay Members -

No clergy or lay members, unless hindered by sickness or otherwise, shall be absent from the sessions of the Conference without reporting to the Secretary and their District Superintendent. An alternate lay member, in the absence of the lay member, may be seated with all the privileges and duties of the lay member. At no time shall the lay member and alternate lay member be seated at the same time during business sessions.

### 8. Persons Without Right to Make or Second Motions -

A person seated in the Conference with the right to speak, but without vote, does not have the right to make a motion or second motions.

### 9. Directions for Securing the Floor -

A member desiring to speak to the Conference shall go to a microphone and will not speak until recognized by the Presiding Officer. On recognition, the member will first announce his/her name and charge or Conference relationship. The Presiding Officer shall recognize members in order and in various sections of the voting area in rotation.

### 10. Interrupting the Speaker -

No member who has the floor may be interrupted except for a point of order, a misrepresentation, a parliamentary inquiry, a point of information or to call attention that the time has arrived for a special order.

### 11. Speaking More than Once; Length of Speech.

a) No member shall speak:

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- (1) longer than three minutes, unless the time shall be extended or reduced by the Conference.
  - (2) a second time on the same question if a member who has not spoken desires the floor.
  - (3) more than twice on the same subject under the same motion.
- b) Any extension or reduction of time shall be by motion and second and passed by a majority vote of the Conference members present and voting.

### 12. Speaking For and Against-

When a motion is under consideration, the Presiding Officer shall ascertain, when recognizing a member of the Conference, on which side the member proposes to speak. The Presiding Officer shall not assign the floor to any member proposing to speak on the same side of the pending question as the speaker immediately preceding, if any member desires to speak on the other side thereof. Except for undebatable motions, no question shall be decided without opportunity being given for at least two speeches for and against such question. After three speeches for and against, the question shall be put automatically.

### 13. Point of Order -

A member wishing to raise a point of order shall arise and address the Presiding Officer and say, "I rise to a point of order." The Presiding Officer shall interrupt the proceeding; if a member is speaking, that one shall immediately yield the floor. The Presiding Officer shall then direct the member raising the point of order to briefly state the point, citing by number the rule adjudged to have been violated. The member shall not presume to decide the question or argue the point. The Presiding Officer shall decide a point of order without debate. At the discretion of the Presiding Officer, the Presiding Officer may submit the question to the Conference for advice or decision. When the Presiding Officer rules on the point, debate is closed, but the decision may be appealed to the body of the Conference.

### 14. Motions and Amendments in Writing -

Any motion or amendment of five words or more shall be submitted to the Secretary in writing on the official duplicate forms.

### 15. Voting Procedure -

Voting shall be by such method as announced at the beginning of the session and may include vote by a show of cards or hands (if cards have not been distributed) and voice, by standing, or by secret ballot. Secret ballots may be taken by written or electronic means. If the vote is in doubt after a show of cards (or hands) and voice, the Presiding Officer may order a standing vote. A standing vote count may be ordered on call of any member supported by one-third of the members present and voting. A vote by secret ballot may be ordered on call of any member, supported by one-third of the members present and voting. No other business shall be in order when a vote is being taken until the process is completed, except such as relates to the vote itself or such business as the Presiding Officer may deem appropriate. All vote counts shall be made by the Tellers, as appointed and assigned by the Secretary.

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### 16. Division of Question -

Before a vote is taken, any member shall have the right to a call for a division of the question, if it is subject to such division as the member indicates. If no member objects, the division shall be made; but if there is objection, the Presiding Officer shall put the question of division to vote, not waiting for a second.

### 17. Motion for Adoption of Reports Unnecessary-

Whenever a report of a board, committee, commission or council is printed in the Pre-Conference Reports Booklet, it shall be deemed in proper order for consideration by the Conference without the formality of a motion to adopt and a second thereto.

### 18. Undebatable Motions -

The following motions shall be acted upon without debate:

- a) To adjourn, when unqualified, except to adjourn the Conference finally.
- b) To suspend the rules.
- c) To lay upon the table.
- d) To take from the table.
- e) To call for the previous question.
- f) To reconsider a non-debatable motion.
- g) To limit or extend the limits of debate.

### 19. Rights of the Main Question -

The main motion may be opened to debate under the following motions: to adopt, to commit or refer, to substitute, to postpone, and to reconsider. No new motion, resolution or subject shall be entertained until the one under consideration shall have been disposed of as provided in ¶3009.15 of this manual. The foregoing does not apply to secondary motions, if otherwise allowable in the existing parliamentary situation.

### 20. Precedence of Secondary Motions -

If any one or more of the following motions shall be made when one or more other motions are pending, the order of their precedence in relation to one another shall be the same as the order of their listing below:

- a) To fix the time when the Conference shall adjourn. (This motion is subject to amendment, or it may be laid upon the table.)
- b) To adjourn.
- c) To take recess.
- d) To lay upon the table.
- e) To order the previous question.

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- f) To limit or extend the limits of debate.
- g) To postpone to a given time.
- h) To commit or refer.
- i) To amend or to amend by substitution (*see ¶3009.21. and ¶3009.22. in this manual*)
- j) To postpone indefinitely.

### 21. Amendments -

Every original main motion may be amended. The amendment may also be amended, but the “amendment to an amendment” (an amendment of the second degree) cannot be amended. A substitute shall be considered an amendment.

### 22. Procedure for Amending by Substitution-

When a resolution or committee report is properly before the Conference for consideration and action, even if amendments thereto are pending, a substitute may be offered by any member moving that the same be substituted for the report, resolution or amendment under consideration. This substitute shall be an alternative to what is before the Conference. The Conference shall then proceed first to perfect the original report or resolution, including consideration and action upon any amendments which may be offered to it. The same perfecting process shall then be followed with respect to the substitute. The question shall then be put first on the motion to substitute, which if it prevails becomes the main motion. If the substitute fails, the main motion is before the Conference. The motion for the previous question shall not be in order on the adoption of the main motion or the substitute until opportunity has been given for at least two speeches on each side of the main motion or the substitute.

### 23. Tabling Related Motions -

No motion that has another motion adhering to it can be laid upon the table by itself. If laid upon the table, it carries with it everything that adheres to it.

### 24. Referring Reports -

It shall be in order for the Conference to refer a part of a report or resolution that is before the Conference or any amendment offered thereto.

### 25. Previous Question -

Any member who moves the previous question (that is, that debate cease and the vote be now taken on the motion or motions pending) shall also indicate to what it is intended to apply, if any secondary motion or motions are also pending. If said member does not so indicate, it shall be regarded as applying only to the immediately pending question. This motion shall be taken without debate and shall require a two-thirds vote of members present and voting for its adoption; if it is adopted, the vote shall be taken on the motion or motions to which it applies without further debate except as provided in ¶3009.12. and ¶3009.18. of this manual (*see also ¶3009.29.*).

26. Improper Motion After Speech -

It shall not be in order for a member immediately after debating a pending question and before relinquishing the floor to make a motion whose adoption would limit or stop debate.

27. Reconsideration -

A motion to reconsider an action of the Conference shall be in order at any time if offered by a member who voted with the prevailing side. If the motion proposed to reconsider is undebatable, the motion to reconsider may not be debated.

28. Minority Report -

A minority report shall be considered as a substitute for the report of any board, commission, committee, or council, provided that the minority report shall have been published in the Pre-Conference Reports Booklet, or distributed at least one day prior to its consideration. A minority report shall be signed by at least one-fifth of the members of said board, commission, committee or council. A minority report shall be considered as a substitute for the majority report pursuant to ¶3009.22., as would any other substitute. A member selected by the signers of the minority report to present the same shall have the same rights and privileges in relation thereto which belong to the presenter of the majority report. In closing debate on the minority report, the member presenting the minority report shall speak first and the majority presenter last.

29. Exceptions to Majority Vote -

A majority of members present and voting shall decide all questions with the following exceptions:

- a) One-third of members present and voting shall suffice to sustain a call for:
  - (1) A vote count in the event the decision of the Presiding Officer is doubted.
  - (2) A secret ballot
- b) Two-thirds of members present and voting shall be required to:
  - (1) Sustain a motion to suspend the rules
  - (2) Amend the rules
  - (3) Sustain the motion for the previous question
  - (4) Set aside a special order
  - (5) Consider a special order before the time set therefore

30. Proposals Requiring Funding -

Any proposals requiring funding shall be referred to the Council on Finance and Administration for consideration and recommendation before final action is taken by the Conference.

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Recommendations and motions which come before the Council on Finance and Administration shall carry reasonable cost estimates of the total cost of the project, plus a statement as to the source of funds, in addition to the proposed benefits. Rationale: The Council on Finance and Administration presents a bottom-line budget. If there are any additions, there must be corresponding deletions.

### 31. Effective Date of Legislation -

All legislation of the Conference shall become effective on January 1 following the session of the Conference at which it was enacted, except:

- a) Persons elected by the report of the Nominating Committee shall take office on July 1 following the Conference session.
- b) Legislation specifying its own effective date.

### 32. Suspension of Rules -

The operation of any of the provisions of the Rules of the Session may be suspended at any time by two-thirds of the members present and voting.

### 33. Amending Rules, Procedures, and Guidelines -

Amendments to the Rules of the Session shall first be referred to the Rules Committee for a recommendation of concurrence or non-concurrence to the Conference. Rules may be changed or amended by a two-thirds vote of the Conference members present and voting, provided the suggested change or amendment shall be presented in writing and lay over one day; however, amendments to the Rules of the Session may be considered immediately when presented to plenary session, provided such amendments have been printed in the Pre-Conference Reports Booklet.

### 34. Robert's Rules of Order, Supplemental Authority -

In any parliamentary situation not clearly covered by the Rules of the Session, the Conference shall be governed in its actions by the current edition of Robert's Rules of Order.

## ¶3010. Language Interpreter Policies

### 1. Conference Sessions -

The Conference shall provide language interpretation for all sessions of Conference.

### 2. Conference Meetings and Events -

- a) All Conference meetings and events in which translation is needed for participants shall have language interpreters provided by Conference, as needed.
- b) Requests for these services must be made at least two weeks in advance.

¶3011. Nursing and Pumping Accommodations Within the Bar at Annual Conference<sup>26</sup>

The Baltimore-Washington Conference of the United Methodist Church will inquire on the registration form for Annual Conference each year as to the need for nursing and pumping accommodations and provide them within the bar to ensure the full inclusion of these women. We commit ourselves to work with the Arrangements Committee and other appropriate parties to:

1. Ensure this space has access to all conference proceedings, be voted to be an extension to the bar, and be within reasonable distance from the floor.
2. Specifically designate this area for nursing and pumping persons and be identified with proper signage and have adequate privacy.
3. Provide comfortable seating; access to electrical outlets from the seating; a table next to the seating; and a refrigerator for the safe storage of expressed milk. If possible and practical, access to a sink, a changing area, and trashcan will be provided. These items may be included in the rental of the facility (such as a table, chairs, or curtains) or borrowed from a local church to keep costs at a minimum.
4. Make reasonable accommodations as requested by any parent/guardian for the feeding of their young children.
5. Consult with two to three current or recent nursing or pumping women to ensure the adequacy of the designated space.

**Section II. Election of Delegates to General and Jurisdictional Conferences**

¶3012. Rules and Guidelines for the Election of Delegates to General and Jurisdictional Conferences

1. When Delegates Shall Be Elected -

Clergy and Lay delegates to General and Jurisdictional Conferences shall be elected at the session of the Conference held in the calendar year preceding the session of the General Conference.<sup>27</sup>

2. Delegates to Special Sessions of General and Jurisdiction Conferences -

Clergy and Lay delegates elected to the preceding General and Jurisdictional Conferences shall be the delegates to any special sessions of the respective Conferences.

3. Number of Delegates to be Elected -

- a) The number of Clergy and Lay delegates to the General Conference shall be determined according to the provisions of the *Discipline*.<sup>28</sup>

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<sup>26</sup> The basis of this section is found in the 2019 *Journal*, pp. 537-538

<sup>27</sup> 2016 *Discipline*, ¶ 502.3. The 2013 Annual Conference voted to elect delegates in the calendar year preceding the session of the General Conference, rather than two years preceding. 2013 *BWC Journal*, p. 336.

<sup>28</sup> 2016 *Discipline*, ¶ 502.2 and ¶502.3



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- b) The number of Clergy and Lay delegates to the Northeastern Jurisdictional Conference (NEJ) shall be determined according to the provisions of the *Discipline*.<sup>29</sup>
- c) The duly elected Clergy and Lay delegates to General Conference shall be delegates to the Jurisdictional Conference. Additional Clergy and Lay delegates shall be elected to complete the total number of delegates for the NEJ.
- d) The additional NEJ delegates, in order of their election, shall be reserve delegates to the General Conference.
- e) Four Clergy and four Lay alternate delegates shall be elected. The alternate delegates, in order of their election, shall be reserve delegates to the NEJ.

### 4. Delegation Leader(s)

- a) The Delegation Leader shall alternate between the first Lay delegate and first Clergy delegate elected. For example, for 2012, the Delegation Leader was the first Clergy delegate elected; for 2016, it was the first Lay delegate elected; for 2020, it shall be the first Clergy delegate elected; and so forth.
- b) It is recommended that the first elected Lay delegate and the first elected Clergy delegate work together, as a team, as much as possible.
- c) Delegation leaders are expected to attend any general conference briefings that are offered.

### 5. Expectations of Delegates

- a) The Delegation shall consist of all elected delegates, including jurisdictional delegates and alternates.
- b) Election as a delegate to the General and Jurisdictional Conferences or as an alternate is an honor and a responsibility. Therefore, all delegates, including alternates, are expected to attend all regularly scheduled delegation meetings.
- c) Withdrawal of a Delegate
  - (1) In the event a delegate withdraws, for any reason, that delegate shall be replaced by the next elected alternate, as described in ¶3012.3.e) and ¶3012.3.f).
  - (2) The Delegation may ask a delegate who misses more than two consecutive meetings to withdraw as a member of the delegation.

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<sup>29</sup> 2016 Discipline, ¶ 514

6. Nominations

a) Generally

- (1) In January of the year during which General and Jurisdictional Conference Delegates and alternates are to be elected, the Conference Secretary and the Conference Lay Leader shall notify the Conference, by publication in The Connection, posting on the Conference website, and in such other manner as reasonable, about the:
  - (a) Requirements for Election as a General or Jurisdictional Conference delegate or alternate
  - (b) Expectations and responsibilities of delegates if elected, including emphasizing the rigorous schedule and long hours during General and Jurisdictional Conferences;
  - (c) Number of delegates to be elected;
  - (d) Method of nomination;
  - (e) Rules regarding campaigning; and
  - (f) Time for prayer and discernment regarding nomination of potential delegates.
- (2) In addition to the Notice required by ¶13012.6.a).(1) of this manual, the Conference Lay Leader shall send a letter to all Lay members of the Conference in January of the year in which an election is to be held. This letter shall contain the same information described in ¶13012.6.a).(1).
- (3) During February and March of the year elections are to be held, the Conference shall be in a time of prayer and discernment regarding potential nominees, both Lay and Clergy, for election as delegates to General and/or Jurisdictional conference or as alternates.

b) Requirements for Election

- (1) All ordained ministerial members in full connection with the Conference (herein referred to as "Clergy") shall be eligible for election, except as limited by the *Discipline*.<sup>30</sup>
- (2) All Laity who are members of the Annual Conference, have been professing members of The United Methodist Church for at least two years next preceding the election, and have been active participants in The United Methodist Church for at least four years next preceding the election, as required by the *Discipline*<sup>31</sup>, shall be eligible for election.

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<sup>30</sup> 2016 Discipline, ¶ 35

## Policies & Procedures of the Baltimore-Washington Conference

### c) Method of Nomination

#### (1) Clergy

- (a) Although all Clergy are eligible for election on any ballot, except as limited by the *Discipline*<sup>32</sup>, any Clergy who wishes to be identified as a prospective delegate, or to identify a Clergy colleague as a prospective delegate shall, on or before April 1 of the year elections are held, submit a petition of support, on a form provided by the Secretary, bearing the signature and printed name of at least fifteen Clergy who are full members of the Conference.
- (b) Clergy who identify a Clergy colleague as a prospective delegate shall first confirm that the person is eligible for election, is familiar with the expectations of delegates, and is willing to serve.
- (c) Clergy for whom such petitions have been received shall provide to the Conference Secretary, by April 1 of the year elections are held, a written statement (Statement) of qualifications, relevant experience, and other information as requested on a form provided by the Conference Secretary.

#### (2) Laity

- (a) Lay members wishing to become a nominee or to nominate someone else shall provide to the Conference Secretary, by April 1 of the year elections are held, a written statement (Statement) of qualifications, relevant experience, and other information as requested, on a form provided by the Conference Secretary.
- (b) Persons who nominate someone else shall first confirm that the person being nominated is eligible for election, is familiar with the expectations of delegates, and is willing to serve.

### d) Deadline for Nominations.

#### (1) Laity -

No lay person shall be eligible for election unless they have been nominated and their Statement (on the form provided by the Secretary) submitted on or before the April 1 deadline.

#### (2) Clergy -

All qualified Clergy are eligible for election. However, no Petitions for Clergy Nominations or Clergy Statements shall be accepted or published after the April 1 deadline.

## 7. Publication of Delegate Nominee Information

- a) On or before April 15 of the year Delegate elections are to be held, the Conference Secretary shall provide alphabetized lists of the Lay and Clergy delegate nominees to the Conference Director of Communications.
- b) On or before May 1 of the year Delegate elections are to be held, the Conference Director of Communications shall publish the names, biographical information, and Statements of all delegate nominees (Lay and Clergy) (received on or before

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the April 1 deadline) in The Connection, the eConnection, and on the Conference website.

- c) A booklet containing the names and Statements of the Delegate nominees shall be created and included in the Conference packets.

### 8. Identification of Delegate Nominees During Annual Conference

- a) The Sessions Committee shall identify and provide a way to clearly identify each Lay and Clergy nominee.
- b) Each Lay delegate nominee shall be introduced and/or identified to Lay members of the Conference prior to voting.

### 9. Campaigning

- a) There shall be no campaigning for or by a nominee before or during the Annual Conference.
- b) No letters, buttons, or other publicity materials that advocate or oppose the election of any nominee shall be distributed by the nominee, or by any delegation, caucus, or support group of that nominee.
- c) If requested, a nominee may provide information and engage in conversation with other individuals about his or her candidacy.

### 10. Voting

- a) Voting shall be by written or electronic ballot.
- b) Discernment time shall be given between ballots.
- c) Clergy and lay delegates to the General Conference shall be elected first by separate ballot, to be followed, after all the delegates to the General Conference have been elected, by balloting for delegates to the NEJ. After all NEJ delegates have been elected, an additional ballot shall be cast, and the four clergy and lay persons receiving the highest number of votes shall be elected as alternates to the NEJ. Should the scheduled time for final adjournment be within one hour without the necessary delegates having been elected, a final ballot shall be taken and those receiving the highest number of votes shall be elected, in order, as delegates and alternates according to the number required.
- d) Lay members, as described in these Rules per ¶3000.2 of this manual, shall be entitled to vote for Lay delegates to General and Jurisdictional Conferences. If a Lay member is absent, the properly seated alternate Lay member shall be entitled to vote.
- e) Clergy members in full connection with the Annual Conference and Provisional clergy members who have completed all of their educational requirements<sup>33</sup> shall elect Clergy delegates to General Conference and Jurisdictional Conference, as provided by the *Discipline*<sup>34</sup>.

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<sup>33</sup> 2016 *Discipline*, ¶ 327.2b

<sup>34</sup> 2016 *Discipline*, ¶35 and Judicial Council Decision 1181

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- f) Clergy and Lay members shall be entitled to vote only within the voting area of the Conference.
- g) Ballots shall contain only the number of names for the places to be filled for that ballot. A majority of the valid ballots cast shall be required to elect. In the event that a larger number of persons than there are places to be filled receive a majority, then the person or persons receiving the highest number of votes shall be declared elected to the total number of places to be filled. A tie vote between two or more persons, when but one place remains to be filled, shall be disregarded and another ballot cast.
- h) Invalid Ballots
  - (1) Any ballot that contains more or fewer names than places to be filled on that ballot shall be invalid.
  - (2) Any ballot that contains the name of a person already elected shall be invalid.
  - (3) Any ballot for Laity that contains the name of a person not in the official nominations pool shall be invalid.
- i) The Conference Secretary shall appoint the Chief Teller and such other tellers as are necessary to expedite the election procedure.

### ¶3013. Guidelines for the Delegation

#### 1. Delegation Meetings

- a) The first meeting of those elected to serve as delegates to General and Jurisdictional Conferences, and alternates (hereinafter referred to as “the Delegation”) shall be held no later than September of the year the election is held. The date and time for the first meeting shall be determined by the Delegation leader(s).
- b) At the first meeting, the Delegation shall:
  - (1) elect a Secretary from the membership of the Delegation; and
  - (2) (determine the frequency, date, time, and location of subsequent meetings.
- c) The Delegation shall meet as necessary during General or Jurisdictional Conference, at times and locations to be determined by the Delegation leader(s).

#### 2. Responsibilities

- a) Become familiar with the legislative and other matters about which Delegation members will be required to make decisions during the General or Jurisdictional Conference(s) to which he or she is elected;
- b) Attend all pre-General and Jurisdictional Conference meetings of the Delegation;
- c) Attend the General and/or Jurisdictional Conference to which he or she was elected;
- d) Preparation by alternates to attend, even on short notice, the Conference to which he or she may become a member;
- e) Discern and recommend to the Annual Conference a nominee for Episcopal election at NEJ;

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- f) Elect one ordained clergy, one layman, and one laywoman from the delegation to serve on the Jurisdictional Nominations Committee<sup>35</sup>;
  - g) Recommend to the NEJ Committee on Nominations persons to be included in the jurisdictional pool for election to standing committees, as required by the NEJ Rules<sup>36</sup>
3. Process for Delegation Recommendation of Episcopal Nominee(s)
- a) During a month to be determined by the Delegation, but not later than the month of October of the year prior to the next regular session of the NEJ in which an episcopal candidate will be elected, the Delegation and the Conference shall be in a time of prayer to discern the names of persons to be considered for the episcopacy.
  - b) At least one month prior to the month of prayer and discernment, in addition to the role, responsibilities, duties, and age requirements for Bishop, as defined in the *Discipline*<sup>37</sup>, the Delegation shall discern and publish the qualities and characteristics that the Delegation determines should be considered in any nominee for episcopal endorsement. For example, such qualities and characteristics might include a record of spiritual leadership, demonstration of church growth and community development, experience within the conference and connectional system, ability to work with people as a team leader. Due consideration shall also be given to inclusiveness, “with respect to sex, race, and national origin” of the Bishops then serving in the NEJ, as recommended in the *Discipline*<sup>38</sup>.
  - c) At least one month prior to the month of prayer and discernment by the Conference, the Delegation leader(s) shall inform the members of the Annual Conference, by publishing articles in *The Connection*, referenced in the eConnection, posted on the Conference website, and in any such other manner as deemed appropriate, about the time of prayer for and discernment about nominees for recommendation by the Delegation and endorsement by the Conference.
  - d) Following the month of prayer and discernment and on or before a specific date and time to be set by the Delegation, the name(s) of possible nominees shall be submitted to the delegation Secretary.
  - e) Any Elder who meets the requirements of the *Discipline* is eligible for nomination as a candidate for the episcopacy. Nominations may come from individual members of local congregations within the Conference, groups of individuals, or organizations/caucuses. A person may recommend him or herself, though recognizing that discernment also involves the consideration of others, it is recommended that each person who feels called to the episcopacy should be in a time of prayer with others to further discern his or her call.
  - f) Person(s) nominated shall submit to the Delegation Secretary, his or her biographical information, including a narrative of not more than 500 words that describes the nominee’s call to the episcopacy. This information and narrative shall be submitted on a

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<sup>35</sup> 2016 NEJ Rules of Order, Article VII,1

<sup>36</sup> 2016 NEJ Rules of Order, Article VI,3

<sup>37</sup> 2016 *Discipline*, ¶405.2

<sup>38</sup> 2016 *Discipline*, ¶405.2

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form provided by the Delegation Secretary and shall be provided on or before the deadline, as determined by the Delegation and published at least 45 days prior to such deadline.

- g) Following a discernment process to be determined by the Delegation, the Delegation may recommend nominee(s) for consideration by the Annual Conference.
- h) The names of all persons considered for nomination by the Delegation shall be published in The Connection, eConnection, and posted on the Conference website. The Delegation also shall publish, in the same manner, the discernment process followed, and the name, qualifications, and Statement(s) of the nominee(s) recommended, if any, to the Annual Conference for endorsement. The number of votes cast for each candidate shall not be provided.

### 4. Rules and Guidelines for Endorsement by the Annual Conference of an Episcopal Candidate(s) to the NEJ –

- a) In any quadrennium when an Episcopal Election will be held in the NEJ, a recommendation and endorsement of nominee(s), if any, shall be determined at the session of the Annual Conference immediately prior to the next regular session of the NEJ in which the election will be held.<sup>39</sup>
- b) The Delegation, having followed the process described herein (¶3013.3.) shall recommend, to the Annual Conference, nominee(s), if any, for Episcopal election by the NEJ.
- c) Any Elder who meets the requirements of the *Discipline* is eligible for nomination as a candidate for the Episcopacy.
- d) Episcopal Nominee Endorsement Process to be followed at Annual Conference:
  - (1) It is recommended that, early in the regular session of the Conference, the Delegation leader, or such other Delegation member as decided by the Delegation, shall present to the Annual Conference the name and qualifications of the recommended nominee(s), if any, for endorsement as an Episcopal candidate and shall describe the discernment process followed by the Delegation. All Delegation members should be present on stage at the time the presentation is made.
  - (2) Following the recommendation of the nominee(s), if any, by the Delegation, and after allowing a reasonable time for prayer and discernment, members of the Conference may make nominations from the floor. A reasonable time shall be a minimum of two hours between the recommendation of the nominee(s) by the Delegation and nominations from the floor.
  - (3) If any nomination(s) is made from the floor, that person or persons shall have four (4) hours within which to submit a written statement (Statement) to the Conference Secretary. The Statement shall be on the same form and follow the same format as those who were considered by the delegation, should describe his or her call to the episcopacy, and shall provide the same information as described in ¶3013.3.c). Any person nominated who does not provide a Statement to the

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<sup>39</sup> 2016 Discipline, ¶ 405

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Conference Secretary within the four-hour deadline shall be considered withdrawn from consideration. This provision does not apply to the nominee(s) recommended by the Delegation, whose Statement(s) will have already been provided to the members of the Annual Conference.

- (4) The Conference Secretary shall immediately copy and distribute, to the members of the Annual Conference, any Statements submitted.
- (5) Voting shall be held only after there has been a reasonable time (§3013.3.d) for prayer and discernment after distribution of the Statements of any person(s) nominated from the floor, if any. If there are no nominations from the floor, voting shall be held at any time thereafter.
- (6) Immediately prior to the vote, each nominee shall have not longer than three(3) minutes to address the Annual Conference.

### 5. Election Process by the Conference

- a) Voting for nominee(s) for Episcopal endorsement shall be by written or electronic ballot.
- b) Write-in candidates shall result in an invalid ballot.
- c) Any nominee who receives sixty-six percent (66%) or more of all valid ballots cast shall receive the endorsement of the Annual Conference to be an episcopal candidate at NEJ.
- d) If no nominee is elected after four ballots, balloting shall cease and there shall be no endorsement of an Episcopal candidate from the Conference.
- e) If a nominee is elected within four ballots, the Annual Conference shall decide whether to continue balloting for additional Episcopal candidates. A decision to continue balloting shall require a motion and second, and be approved by 66% of the Conference. It is recommended that the motion include a specific number of additional ballots.
- f) Any nominee who wishes to withdraw his or her name from balloting may make a brief statement but shall make no reference for or against the election of other nominees.<sup>40</sup>

### 6. Campaigning

- a) There shall be no campaigning for or by a nominee before or during the Annual Conference.
- b) No letters, buttons, or other publicity materials that advocate or oppose the election of any nominee shall be distributed by the nominee, or by any delegation, caucus, or support group of that nominee.
- c) If requested, a nominee may provide information and engage in conversation with other individuals about his or her candidacy.

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<sup>40</sup> 2016 NEJ Rules of Order, Part B, Art. VI, Rule 39



## *Part III: Clergy and Local Church Business*

### **Section I. Board of Ordained Ministry Policies and Procedures**

The following was adopted June 21, 2012 unless otherwise noted.

#### ¶4000. Introduction

The Board of Ordained Ministry is charged with the awesome responsibility of caring for the people of God and the church of Jesus Christ by supporting, caring for and holding accountable those who are called to be spiritual leaders in The United Methodist Church. Working as the whole Board as well as through the eight District Committees, the Board of Ordained Ministry is directed according to ¶635 of the 2016 *Book of Discipline of The United Methodist Church* to:

1. Recruit candidates for ordained and licensed ministry
2. Support, guide and mentor candidates in the process towards ordination
3. Inquire into the fitness, readiness and effectiveness of candidates
4. Care for those seeking transition from one clergy status to another
5. Assist candidates and clergy with professional development

#### ¶4001. Covenant

Members of the Board of Ordained Ministry are in covenant with each other and with the Annual Conference. They are expected to examine candidates objectively relative to readiness and effectiveness for ordained ministry; and to consider all matters that come before them with integrity, honesty and fairness. To that end, at the beginning of each year, the Board members agree to abide by and then sign a covenant. This covenant emphasizes the importance of their work and the need for absolute confidentiality. According to their annual covenant, Board members may not discuss matters or decisions of the Board outside of the called meetings. Prepared statements will be issued when appropriate by the Chair of the Board, with input from members of the Executive Committee. The Executive Committee of the Board has responsibilities mandated by the *Book of Discipline* and also carries out executive functions between meetings of the full Board.

#### ¶4002. Laity Participation

The full Board of Ordained Ministry (BOOM) is composed of equal representation of clergy from each of the eight districts (four regions) of the Baltimore-Washington Conference (BWC). One-fifth of the Board shall be composed of laity. The Board does much of its work through standing committees. Each Board member is assigned to a committee. Each person is committed to full participation in the work of the committee. Lay members of the Board are members, with all rights including the right to vote. In addition, lay members of the Board have the right to attend the Executive (Clergy) Session of Annual Conference and to vote on issues related to the business of the Board. Laity have an important additional role in the evaluation of our full-member candidates. A lay person visits the church of the candidate to worship in a service led by the candidate. The lay person then meets with key leaders of the congregation to listen to their assessment of the candidate. This information becomes a vital part of the evaluation of candidates for ordination.

#### ¶4003. Registrars

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The BOOM has several registrars with separate responsibilities.

1. The registrar for Full Membership cares for all clergy who have been commissioned, both Provisional Member Deacons and Elders, but not yet ordained and handles candidate materials for Full-membership Evaluation.
2. The registrar for Provisional Membership cares for candidates for commissioning who have been recommended to the Board by the DCOMs. Once candidates have been commissioned, they move into the care of the FM Registrar. Candidates who are not commissioned remain in the care of the DCOMs.
3. The Registrar for Local Pastors keeps records of all Local Pastors, including records on course of study, and works with the Fellowship of Local Pastors and Associate Members.
4. The Candidacy Registrar duties are entrusted to the BOOM Staff position (Executive Minister of Call and Clergy Care), who ensures that all certified candidates are registered through the General Board of Higher Education and Ministry and that all guides and mentors are trained and registered as appropriate.

### ¶4004. District Committees on Ordained Ministry (DCOMs)

Initial work with candidates for ordained ministry is carried out by the District Committees on Ordained Ministry (DCOMs). Their work is described in ¶ 666 of the 2016 *Book of Discipline*. The DCOMs are accountable to the Annual Conference through the Board of Ordained Ministry, and as such serve as an extension of the Board. Every DCOM has at least one member who is also a member of BOOM. It is the responsibility of the DCOMs to:

1. Guide, encourage and support persons who feel called by God to become spiritual leaders in The United Methodist Church.
2. Examine candidates for fitness for ministry.
3. Recommend to the Board those persons they believe are fit to become licensed or commissioned for ministry.
4. Interview annually those persons seeking continuance as Licensed Local Pastors.
5. Examine those who are seeking to become recommended or recertified as certified lay ministers.
6. All requirements beyond those of the current Discipline placed by the District Committees upon
7. candidates shall be first approved by the Board and then required by the Board to be implemented
8. by all District Committees.

In the Baltimore-Washington Conference, we ask the DCOMs to interview annually all commissioned clergy serving in their district. These reports are to be sent in writing to the Full-member Registrar and shared verbally with the Board at a regularly scheduled, announced meeting.

### ¶4005. Candidacy Requirements

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The Board and District Committees support the practice of grounding the call of candidates in the local church setting whenever possible, or in the campus ministry where a young adult may be living away from home.

1. The first step in the candidacy process is to discuss The Christian as Minister with one's home pastor or campus minister. Following that initial discernment, it is appropriate to write a letter to the District Committee and then prepare for other initial steps, including contact with the DCOM, an initial interview and background check.
2. Psychological Testing: The candidate will initiate contact to enter the psychological examination process. These tests must be completed and reviewed by the DCOM before Certified Candidate status can be offered. The cost of this process is shared between the Board and the local church (see ¶ 303.4, ¶ 310.2d, ¶ 247.8 and ¶ 313.2 where nurture by the local church and financial support for the candidate are repeatedly encouraged. Indeed, "Candidates are required to provide a report each year that details how their local church is supporting them spiritually and financially.")
  - a) Psychological testing shall be completed within five years preceding a District Committee's recommendation of a candidate for the Examination Retreat.
  - b) Upon the recommendation of a District Committee, the Board shall require a candidate to undergo additional psychological testing; the Board will assist with the cost of such testing.
3. Provision for Non-Native English Speakers: Please note that the 2016 *Book of Discipline* makes provision for those candidates for whom English is not their first language: ¶ 310.2b)(2) – "The DCOM through the BOOM shall seek ways to consider cultural and ethnic/racial realities and language translations as candidates meet these requirements, including interviews, psychological assessment, criminal background and credit checks" (see ¶ 666.4).
4. Candidacy Mentoring: These mentors are trained by the BOOM Candidacy Registrar (or designee) and are assigned by the DCOMs.

### ¶4006. Ministerial Education Fund (MEF)

1. The Board handles funds allotted to the BWC from the General Church through the Ministerial Education Fund (MEF) for the purpose of its programs of enlistment, basic professional educational aid, continuing formation, ethnic ministry and language training and professional growth of ordained ministers. Priority shall be given to scholarships for seminary students preparing for ordination (see 2016 *Book of Discipline* ¶ 635.2.w). This is a loan/service program of The United Methodist Church which provides financial support for candidates for ministry.
2. At the present time, MEF funds are granted primarily to Certified Candidates who are enrolled either in Course of Study (receiving \$200 per course) or a Masters-level degree program (receiving \$250 per credit hour).
3. Candidates may also apply to receive MEF monies toward courses required for their ordination track. All those seeking ordination in the BWC should plan to complete the 27 credits of Basic Graduate Theological Studies (BGTS) in a school approved by the University Senate prior to commissioning. Special exception is made for those who transfer into the BWC from other denominations to complete these requirements during their provisional period. Please note that, in addition to the BGTS, the BWC requires a course in Christian Ethics.

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4. If the recipient serves 5 years in full-time ministry under episcopal appointment after commissioning/ordination, the loan is forgiven. Otherwise, the loan is repaid with interest. Candidates who transfer to another conference shall have record of their indebtedness reported to that conference at time of transfer, with the understanding that the receiving conference assumes both the responsibility for and the benefit of the repayment in years of service.
5. With regard to persons required to take seminary class/Clinical Pastoral Education as a result of Elders or Deacons Examination Retreat, not including individual/group therapy or counseling, the rate for payout will be based on same rate as payout for seminary students.
6. Additionally, one-time gifts made available from the MEF for scholarship to License to Preach School, Certification Courses, or other purposes aligned with the purpose of that fund shall be governed by the availability of funds.

### ¶4007. “Lay Hire” Clarification

The category of “Lay Hire” is not mentioned in the *Book of Discipline*. Though the Board recognizes the long history and the value of laity serving in the pulpit, we uphold the intent of the *Book of Discipline* (¶ 205.4) – “If a layperson’s assignment to a pastoral charge will last longer than one year, within that year the layperson will begin the process of becoming either a certified lay minister or a certified candidate, thus coming under the care of the DCOM.”

### ¶4008. License to Preach School (LTPS)

The Board shall conduct an annual License to Preach School, according to the GBHEM curriculum of 80 hours of instruction taught by qualified leaders in the Conference. Please note that Certified Candidate status is a prerequisite for receiving a Local Pastor’s License, though a District Superintendent may waive this prerequisite for attendance at the LTPS, for the purpose of providing educational training. Attendance at LTPS is not a guarantee of a License or of an appointment. Those who have not completed one third of their Master of Divinity degree seminary requirements (see 2016 *Book of Discipline* ¶ 315.2.c), may be granted equivalence to LTPS attendance, based on the correlation between their completed courses and the LTPS required curriculum. Scholarships for attendance shall be made available from MEF monies, upon written request to the Board.

### ¶4009. Evaluation Process

It is the Board’s task to evaluate fitness for, readiness for and effectiveness in ministry. It is not the Board’s task to appoint. However, candidates that are fit, ready and effective should be appointable, provided they are willing to accept a full-time appointment. It is critically important that any Board member who has information about a candidate’s fitness, readiness or effectiveness share this information with the Board.

The Registrars for Full Members and Provisional Members shall work in concert with the Candidacy Registrar (BOOM Staff) to clearly communicate deadlines, grading rubrics and expectations to each and every candidate with equitably, using available technology.

1. Evaluation of Prospective Provisional Members
  - a) Following all interviews, the Board may vote to approve, approve with conditions, have the candidate remain with the District Committee or discontinue a candidate.
  - b) Candidates who are approved (with or without conditions) will be presented to the Executive Session of the Annual Conference for Conference membership and

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recommended for commissioning. [Note: the conditions are not disclosed to the Executive Session unless there is a specific request from a clergy member.]

- c) When a candidate is “approved with conditions”, it means that in the Board’s judgment, the candidate is ready for ministry but has some areas that need attention. The Board sets the conditions that must be met before the candidate can be considered for full membership. Unless the Board says otherwise, the candidate has the full residency period to complete these requirements. In all cases, the requirements must be satisfied before the candidate can attend the full-member evaluation.
- d) Candidates may remain with their DCOM with or without specific recommendations or requirements from the Board. In every case, the DCOM will be told about any issues that concerns the Board. The DCOM determines when the candidate is eligible to attend the Provisional Retreat. DCOMs also have the authority to discontinue a candidate who is in their care.
- e) Candidates who are discontinued are out of the process for commissioning/ordination.
- f) Provisional Time Period of Three Years - According to the *Book of Discipline of The United Methodist Church*, 2016, ¶ 326, Provisional Members of the Annual Conference are to serve under Episcopal appointment for at least two (2) Annual Conference years before they are eligible for Ordination. The Bishop, Cabinet and Board of Ordained Ministry (BOOM) of the Baltimore-Washington Conference have agreed that the time of service in this Annual Conference shall continue to be 3 years, which has been our practice for some time.
- g) The *Book of Discipline* gives to the Board of Ordained Ministry the authority to recommend to the Annual Conference that less than full-time or, for Deacons, non-salaried service meet the requirement of provisional membership (¶330.1 for Deacons, ¶ 335 for Elders). The BOOM is to examine the totality of the work done by a Provisional Member in deciding whether the service requirement has been fulfilled. The BOOM is also to consider the quality of the service, the maturity of the individual and any other such factors that the BOOM may deem relevant. The Annual Conference decides whether this service is sufficient.
- h) The Board of Ordained Ministry (BOOM) shall have the authority to determine when and how the service requirement for Provisional Members has been met. The BOOM will evaluate the quality of the service in accordance with the provisions of the guiding paragraphs of The *Book of Discipline* in effect at the time the decision is made. The BOOM will report to the Annual Conference the names of all Provisional Members who, in the Board’s judgment, have fulfilled their service requirement through less than full-time or unsalaried positions.
- i) Residency in Ministry. After being commissioned, Clergy in the Baltimore-Washington Conference are enrolled in a three-year process defined by the *Book of Discipline* in ¶ 326. Provisional clergy are assigned to small mentoring groups with a leader and meet monthly to discuss issues related to growth in ministry. Attendance at these monthly gatherings and also the annual Residency in Ministry retreats shall be considered a factor in gauging fulfillment of required provisional mentoring requirements.
- j) On occasion, the Board will require or recommend that a candidate work with a clergy mentor on issues that arose during the evaluation process. For example, the Board may require a candidate to work with a theological mentor to develop a greater understanding of the theology of sacraments. These mentors are frequently appointed

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by the Board; in any case, they must be approved by either the Executive Committee of the Board or the Chair.

### 2. Evaluation of Candidates for Full Membership:

- a) Following all interviews, the Board may vote to approve, continue or discontinue a candidate.
- b) Approved candidates will be presented to the Executive Session of the Annual Conference for Conference membership and recommended for ordination. (The bishop has the authority to determine who is ordained or commissioned.)
- c) Candidates who are continued remain eligible for appointment. The Board may impose requirements or make recommendations for the candidate. In general, a candidate who is continued may attend the following year's evaluation retreat, if all the issues can be satisfactorily addressed by then. If a candidate is continued for a second time, it is the Board's policy that the candidate wait two (2) years before returning. After a third time, the candidate must petition the Executive Committee of BOOM to request permission to attend another evaluation retreat.
- d) Candidates who are discontinued are no longer eligible for full membership or ordination.

### ¶4010. Plagiarism Guidelines

1. Materials prepared and presented by candidates for ordination in the Baltimore-Washington Conference of The United Methodist Church in connection with their Examinations are solemn documents that warrant careful preparation reflecting the faithfulness, inspiration, scholarship and integrity that our congregations anticipate from their clergy. As such, these Examination Documents must reflect the work of the candidates submitting them and must properly recognize the work of others that contribute to them. Examination Documents that present the work of others without attribution raise serious questions regarding a Candidate's fitness for ministry that must be addressed by the Board of Ordained Ministry in addition to the other processes used by the Board to evaluate a Candidate.
2. The Board of Ordained Ministry has identified three areas of concern relating to Examination Documents of candidates for Probationary or Full Membership in the Order of Deacons or the Order of Elders.
  - a) Candidates must not violate the copyrights of other persons. Extensive quotation from copyrighted sources without the permission of the copyright holders violates their rights. Ordinarily, the Board would not expect copyright violation issues to arise in connection with Examination Documents because
    - (1) The fair use doctrine permits reasonable quotation or excerpting with attribution.
    - (2) Candidates' papers are expected to reflect substantial original work.
  - b) Candidates must not knowingly present the work of other persons as their own. Examples of improper conduct would include
    - (1) Excerpting material from written sources without attribution.
    - (2) Presenting material prepared by a fellow student or candidate as if it were one's own.

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- (3) Using an analysis, presentation format or similar material taken from notes or recordings of a class, sermon, or lecture presented by another.
- c) Candidates must demonstrate the ability to engage the candidacy process substantively, to think independently and to maintain good academic discipline. When a candidate unknowingly presents the work of another as their own, regardless of the reason, it raises serious concern for whether the candidate has engaged in the struggle with his or her written work that is expected of candidates.

### ¶4011. Consequences of Copyright Violation or Plagiarism

1. When it finds that a Candidate has violated copyright, presented another's ideas as his or her own, or otherwise failed to credit another's work, the Board of Ordained Ministry (acting through the Executive Committee) shall take appropriate remedial or disciplinary action. Generally, in balancing the violation and the consequences thereof, the Board may distinguish between
  - a) Conduct that constitutes a failure to meet high standards of personal integrity expected of those set apart for ordained ministry,
  - b) Conduct that suggests poor academic or intellectual understanding or an unengaged attitude toward the material and
  - c) Conduct that reflects low standards of care in preparing material, and poor academic discipline.
2. Upon discovery of any materials in Examination Documents that raise plagiarism issues, the Board Members discovering them shall promptly bring them to the attention of the Executive Committee which shall consider and act upon the concerns as soon as reasonably practical. The Executive Committee will review any alleged violations in consultation with such additional Board Members as the Chair may designate for that purpose. If the Executive Committee decides that an allegation does not warrant disciplinary or remedial action, then the matter shall be considered fully resolved. Otherwise, the Executive Committee may take any of the actions described below at any time before, during, or after the Examination for which the Examination Documents in question were prepared.
3. With respect to candidates for Probationary Membership,
  - a) Leave the Candidate with the District Committee (by rejecting the Examination Documents or otherwise),
  - b) Impose conditions to be met before attending the full member exam.
  - c) With the concurrence of three-fourths of the Board attending at any meeting of the Board, leave the candidate in the care of the District Committee with recommendation that the District Committee and candidate seek alternative paths to ministry.
4. With respect to Probationary Members seeking Full Member Ordination,
  - a) Continue the Candidate (by rejecting the Examination Documents or otherwise) to a subsequent year without participation in, or completion of, the Examination.
  - b) Continue the Candidate following Full Member Examination.
  - c) With the concurrence of three-fourths of the Board attending at any meeting of the Board, discontinue the Candidate, or

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- d) Imposition of a condition that coaching on plagiarism issues by an individual (to be approved by BOOM Executive Committee) be completed prior to ordination.

### ¶4012. Task Force on Human Sexuality Proposal

At the Board's May 2017 meeting, in light of Judicial Council decisions 1343 and 1344, the Board made a decision to review our policy. The Task Force on Human Sexuality, after prayerful discernment and discussion, brings forward the following policy to the full Board for their discussion and potential adoption.

1. One of the primary purposes of the Board of Ordained Ministry is "to examine applicants and assess their fitness for ministry." We understand the Judicial Council's most recent rulings to encourage a full and thoughtful inquiry of all persons who come before us, using the range of questions and standards found in ¶ 310, ¶ 324, ¶ 330 and ¶ 335 of the *Book of Discipline* for Provisional membership, Deacon or Elder respectively. We write in response to these rulings' specific mandate to not ignore in the inquiry a candidate's self-disclosure of sexual orientation. We respectfully disagree with these rulings, acknowledging that the following policy may not comply with the *Book of Discipline*.
2. The Board of Ordained Ministry will examine and assess all candidates who come before us. Knowing each of us is a child of God, made in God's image, and a recipient and vehicle of God's grace, we do not view race, ethnicity, gender, sexual orientation, marital status, or age as a barrier to ministry. We will not consider or evaluate sexual orientation or gender identity nor see them to be sufficient reasons to deny a candidate's ability to live up to our United Methodist standards. We will utilize our denomination's expectation of faithfulness in marriage and celibacy in singleness within our examination and expect not only high moral standards but also a strong sense of self-awareness about one's relational life. Our aim is to promote well-grounded, Spirit-led, equipped ministers of the Gospel who live up to the highest standards for fitness, readiness, and effectiveness in ministry.
3. We acknowledge that The United Methodist Church is not of one mind around issues of human sexuality, and affirm the ongoing work of the Commission on a Way Forward. We believe this policy upholds the expectation of a full inquiry and highest moral standards of all candidates. It also reflects some of our core values as Board, including openness to the Holy Spirit, deep listening to one another and a commitment to justice for all. We affirm the right and responsibility of all Board members to engage in holy conferencing during deliberations and to vote their conscience following a fair examination of all candidates.
4. We believe this policy fully embraces God's welcome and work in every person. In our love and commitment to The United Methodist Church, we offer this policy as our contribution to moving the church forward to that day when all are welcomed into the ministry of the ordained, and into the fullest possible life in Christ's body.

### ¶4013. Continuing Education

The Board approves all Continuing Education events unless they come pre-approved from some Church body (such as the Bishop's Office). Anyone planning a CEU event must receive approval for CEU's BEFORE holding the event (10 contact hours = 1 CEU). This is handled by the Continuing Education Registrar. All clergy must complete 8 CEU's per quadrennium. The Executive Minister of Call and Clergy Care will issue communication to the District Superintendent by December 31 of the year before the final year of the



quadrennium noting progress toward this goal. Exemptions due to leave or personal circumstances must be granted by the Executive Committee of the Board.

¶4014. Continuing Education Unit (CEU) Guidelines and Procedures<sup>41</sup>

1. Individual Clergy are responsible for working with the Staff Parish Relations Committee in their local church to plan and implement courses of continuing education for the quadrennium. It is the responsibility of the clergy themselves to record and report annual CEUs on their Charge Conference forms, to ensure that the total of 8.0 required CEUs is completed each quadrennium.
2. The Chair of the Subcommittee on Continuing Education of the Board of Ordained Ministry acts as the final authority in granting the number of CEUs for student learners and for teachers, according to the GBHEM guidelines and their Clergy Lifelong Learning guidelines and policies. Members of the BOOM subcommittee will help determine suitability of courses, given their impact on mission and ministry.
3. Continuing Education Units will continue to be offered to student learners based on contact hours at a ratio of 10 hours to 1.0 CEU. Please note that the BWC subcommittee has determined to award full value to discussion-based learning hours rather than differentiating between instruction and discussion time.
4. Teachers will be awarded CEUs based on contact hours as well, at the same ratio. Please note that GBHEM (General Board of Higher Education and Ministry) guidelines prohibit an instructor from earning credits for teaching the same course more than one time in a given quadrennium.
5. Certificates of Completion, with a specifically stated amount of CEUs, will be issued by the sponsoring body within the Baltimore-Washington Conference, or by an approved agency beyond the BWC. These records will be reported annually by the pastoral leader on their Self-evaluation Form and entered into the conference database (Arena).
6. The staff person(s) who support BOOM will provide oversight and assistance in tracking Continuing Education Units beyond the normal procedures listed above.
7. Additional CEU rules:
  - a) Full and Associate Members entering the Conference during the quadrennium will be required to complete the continuing education requirements on a pro-rated basis of 2 CEUs per year. For example, those entering the Conference in July of the third year of the quadrennium would require only 3 CEUs. Those entering in July of the fourth year would be exempt of the requirement for the quadrennium ending that year.
  - b) Those on Leave of Absence are exempt from the CEU requirements for the duration of the leave. When the Leave of Absence is terminated then CEU credits are required based on the number of years under active service in ministry during the quadrennium, pro-rated on a basis of 2 CEUs per year.
  - c) Medical/personal exemptions excusing an individual from earning CEUs for the period of time requested by the individual may be granted by the Executive Committee of the

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<sup>41</sup> approved December 14, 2016 by the Board of Ordained Ministry

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Board of Ordained Ministry on recommendation from the Continuing Education Committee.

- d) Individuals in non-compliance with the minimal continuing education requirements at the end of the quadrennium cannot be recommended to the Bishop and Cabinet as appointable. BOOM will recommend to an Executive Session that these individuals be placed on Administrative Location effective July of the new quadrennium and that their churches be declared “open”. BOOM will send a letter to non-compliant pastors and the Staff-Parish Relations Committee (SPRC) Chair/Sponsoring Agency in September of the last year of the quadrennium stating the number of CEUs still needed and reminding them of the deadline and the subsequent actions that BOOM and the Conference will take.
- e) In January of the first year of the next quadrennium, a letter will be sent to non-compliant pastors and their SPRC Chair/Sponsoring Agencies stating that our records show that they have not met the CEU requirements for the previous quadrennium. The letter will include the process that will be followed according to the Discipline.

### ¶4015. Returning to a Previous Appointment - Clergy Transition Policy

1. As of the effective date of a new appointment, a pastor shall immediately cease all pastoral counseling and pastoral visitation with members or member families in the previous appointment. Since appointments are generally announced several weeks in advance, each pastor has adequate time in which to effect closure and make appropriate referral to another for the pastoral care of members.
2. Pastors shall have a clear understanding with former congregations that they will not return to officiate at baptisms, weddings and funerals, or do pastoral counseling or pastoral visitation in that parish. Pastors, active or retired, shall respectfully decline to participate in such duties when invited by members of a former congregation. Declining all such invitations is the responsibility of the previous pastor. The present pastor, at his or her discretion, may invite the previous pastor to return for pastoral functions. However, the present pastor should never be under any pressure to invite the previous pastor. This policy is ongoing and doesn't have an expiration date.
3. Several weeks prior to concluding a pastoral appointment, a pastor shall inform all members of the church of this policy by printing sections one and two verbatim in either a pastoral letter to be sent to each member or a church newsletter to be sent to each member and encourage them to support the policy by their prayers and actions.

### ¶4016. Change of Status

1. Every clergy member of the Annual Conference has a status. This includes active, retired, on leave, honorable or administrative location, etc. In addition, some clergy serve in extension ministry, that is, in settings other than a local church. All of these issues are under the purview of the Board acting on behalf of the Annual Conference.
2. Issues around status are initially handled by the Board's Conference Relations Committee. Recommendations from this committee are made to the full Board, who then decides whether to approve the CRC recommendation. The Board's recommendations are then presented to the Executive Session of the Annual Conference for final approval. The CRC also investigates

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requests for extension ministry and determines if the proposed setting is appropriate for clergy service.

3. The Executive Committee of the Board is given specific responsibilities around the issues of clergy conduct and effectiveness. The Executive Committee also serves as the first level of appeal for adverse decisions about clergy. In carrying out this duty, the Executive Committee works closely with the Bishop and Cabinet. The Board also sponsors an annual Pre-Retirement Seminar to help with smooth transitions.

### ¶4017. Change of Status Protocol

1. For purposes of this document, the Board of Ordained Ministry, its officers, the Conference Relations Committee and its Chair are referred to collectively as the BOOM. The Bishop, Superintendents and Guides are referred to collectively as the Superintendency.
2. This protocol is established with respect to Changes in Conference Relationship under *Book of Discipline* ¶ 353 (*Voluntary Leave of Absence*), ¶ 354 (*Involuntary Leave of Absence*) or ¶ 356 (*Medical Leave Due to Medical and Disabling Conditions That Prevent Performance of Ministerial Duties*) to support members of the Annual Conference, and to assist the BOOM and the Superintendency in discharging their responsibilities under these sections. This protocol will be administered so as to be consistent with all procedures, requirements and clergy rights specified in the *Book of Discipline*.
3. Procedure upon receiving a request for change of status. *Book of Discipline* ¶ 352 stipulates that requests for changes in conference relationships (Change in Status) be submitted in writing to the Board of Ordained Ministry.
  - a) To assure that the Change of Status request and protocol is effectively communicated to all concerned parties, the BOOM and the Superintendency agree that upon receiving a verbal or written request for a change of status from a provisional, associate, or full member, the individual receiving the request will send the standardized letter, *Steps for Requesting Change of Status*, to the member.
    - (1) Written confirmation of the receipt of the letter is to be obtained.
    - (2) Per instructions in the *Steps for Requesting Change of Status* letter, the petitioner will send a completed and signed Change of Status form to the Chair of the Board of Ordained Ministry (¶ 352, 2016 *Book of Discipline*). This form is available on the GBHEM website at <http://www.bomlibrary.org/forms/candidacy-and-conference-relations-forms/>.
    - (3) Upon receiving a completed and signed Change of Status form, the Chair of the Board of Ordained Ministry shall forward copies of the request to the Chair of the Conference Relations Committee (CRC), the petitioner's superintendent and the bishop's office.
4. The Conference Relations Committee is the body responsible for processing a Change of Status. CRC has the authority, but not the mandate, to conduct personal interviews (*Book of Discipline* ¶352) with the exception of provisions for Involuntary Status Change where such interviews are required (see *Book of Discipline* ¶363).

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5. The Chair of the CRC will endeavor to confirm that the District Superintendent and Bishop's office have been notified of the Change in Status Request before scheduling any interview or deliberations thereon.
6. In the case of a request to begin or end a Voluntary Leave of Absence under *Book of Discipline* ¶ 353.11, the requesting member of Annual Conference also is to send a copy of the Change in Status request to the Bishop and their District Superintendent,
7. Requests by the Superintendency to place a clergy member on Involuntary Leave of Absence will follow the procedures detailed in *Book of Discipline* ¶ 355. Change of Status resulting from complaint will comply with the complaint procedures as outlined in the *Discipline* and conference policy.
8. Between sessions of the Annual Conference the Bishop may grant Medical Leave Due to Medical and Disabling Conditions (*Book of Discipline* ¶ 356) with the approval of the majority of superintendents and after consultation with the executive committee of the conference Board of Ordained Ministry and the executive committee of the conference board of pensions. (*Book of Discipline* ¶ 356.2).
9. Termination of Medical Leave Due to Medical and Disabling Conditions (*Book of Discipline* ¶ 356) occurs either by expiration of the period for which it was granted (absent an extension) or by the Bishop's appointment of the clergy member to ministry upon receipt of medical evidence that they have recovered to resume ministerial work. (*Book of Discipline* ¶ 357.3)

### ¶4018. Conference Relations Committee Processes

1. The Chair of the CRC will discuss committee agenda items with a representative of the Superintendency in advance of CRC meetings. When possible, this discussion should occur at least two weeks before any scheduled meeting. This discussion is for the purpose of clarifying:
  - a) What actions are before the committee,
  - b) Who is to be interviewed,
  - c) Whether all necessary paperwork has been completed and
  - d) Which other individuals need to be present for portions of the CRC meeting.
2. At all times both the clergy member whose status is being discussed and appropriate representatives of the Superintendency shall be afforded the opportunity to be heard. When a change of status is connected to a complaint procedure all due process safeguards provided in *Book of Discipline* ¶ 361.2 shall be afforded all parties involved.
3. When the CRC concludes that it is appropriate to do so and subject to the provisions of *Book of Discipline* ¶ 361.2, it may interview the affected clergy member or other persons that it believes could provide helpful information or insight outside of the presence of the Superintendency.
4. Once the CRC is ready to receive a motion from one of its members respecting action on a proposed change in status request or otherwise determines that it should go into an Executive Session, any other persons, including any representatives of the Superintendency, shall be excused from its meeting.

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5. Following action by the CRC, the chair of the committee will secure dated signatures from the petitioner and the district superintendent on the Change of Status form. If the original request form has been amended, for instance, the adding, subtracting, or changing of conditions or recommendations provided by the Superintendency or added by the CRC, the amended form must be signed by the petitioner, District Superintendent and the Chair of the CRC.
6. The effective date of the change of status must be included on the form.
7. A signed form constitutes agreement. The chair will explain alternative options and actions to petitioners who disagree and do not sign.
8. The CRC will report it's recommendations to the full Board of Ordained Ministry for action and to the cabinet.
9. The completed and signed Change of Status form or another documented decision is placed in the clergy person's file following approval by the BOOM.
10. Voluntary retirements fall outside the purview of this protocol. The person desiring to retire is to send a dated and signed letter to the bishop, with copies to their District Superintendent, and the Chair of the CRC requesting retirement and specifying an effective date. The Cabinet approves retirements and forwards the requests to the Board of Ordained Ministry for Board approval.

### ¶4019. Upon the Death of a Clergy person While Serving as the Appointed Pastor of a Local Church

1. As soon as possible after the death of pastor appointed to a local church, the District Superintendent shall be notified, and he or she shall then immediately notify the Bishop. Notification of the District Superintendent shall be the responsibility of (a) each other clergy person (if any) serving the same local church under appointment by the Bishop, or (b) if no other clergy person is under appointment to that local church, by the Chair of the Staff Parish Relations Committee ("SPRC") of the local church.
2. Also soon as possible after the death of pastor appointed to a local church, the Chairs of the SPRC and Board of Trustees for that local church shall secure the pastor's office in the local church (with possible office lock change), and shall further identify and secure any and all of the pastor's files, documents, and belongings of any description, including electronic devices (such as, without limitation, mobile phones, computers, iPads or other tablets, and thumb drives, disks or other electronic storage devices) that may be located elsewhere on the church premises, for subsequent review and delivery to the appropriate persons. The same persons will undertake to identify and retrieve any church records and other church property that the pastor may have kept in his or her home (whether a parsonage or otherwise), with care being exercised to involve and obtain any necessary consents from the pastor's surviving family members or other persons who may occupy the same premises.
3. As soon as practical, but not more than 10 days after notification of the pastor's death, the District Superintendent (or his or her designee, who must be an Elder in Full Connection), together with the Chair of the local church's Board of Trustees (or his or her designee, who must be a local church trustee or a member of the local church's SPRC or Finance Committee), shall review the contents of the Pastor's office, along with the files, documents, devices and belongings that have been gathered from other locations in the church building(s) pursuant to ¶ 2, above, and determine which files, documents, devices and belongings constitute records

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or other property of the local church, and which files, documents, devices and belongings constitute the property of the pastor. To preserve the confidentiality of any privileged communications, the contents of any files or devices that are reasonably likely to contain such communications (e.g., files relating to particular parishioners, pastoral counseling records) shall for purposes of this process be reviewed solely by the District Superintendent or his or her designated Elder in Full Connection, and then only to the extent necessary to determine whether the material constitutes the property of the local church or of the pastor. All files, documents, devices and belongings that the District Superintendent and the Chair of the local church's Board of Trustees (or their designees) agree are records or other property of the local church shall be retained for safekeeping by the Chair of the local church's Trustees (or his or her designee). All files, documents, devices and belongings that the District Superintendent and the Chair of the local church's Board of Trustees (or their designees) agree are not records or other property of the local church, but belonged to the pastor, shall be provided to the District Superintendent and retained by him or her for safekeeping, pending transmission, as appropriate, to the pastor's family, to the successor pastor appointed to serve that local church, to the files the Conference maintains on clergy members, or otherwise. All local church financial records, in whatever form, shall remain in the possession of the local church, but an inventory of all such records shall be made under the supervision of the District Superintendent and the Chair of the local church's Board of Trustees (or their designees), and copies of such records shall be provided to the District Superintendent upon request.

4. The Conference, through the personnel identified below, shall take the following steps:
  - a) The District Superintendent, in consultation with the Bishop, the Cabinet and the SPRC, shall arrange full pastoral coverage at existing level for the local church until an interim pastor is appointed.
  - b) The District Superintendent, in consultation with the Conference's Executive Minister of Call and Clergy Care and the Chair of the SPRC, shall provide or ensure support for grief and transition issues for the local church congregation, the pastor's family, and the newly appointed pastor.
  - c) In the process of providing near-term pastoral coverage and appointing a new pastor to the local church, the Cabinet will identify whether the deceased pastor's family is living in a church-owned parsonage and/or may need assistance with relocation, and otherwise take into account the needs of the deceased pastor's family but also the best interests of the congregation and newly appointed pastor.
  - d) Pay the moving expenses for the surviving spouse/family, on par with those allowed for pastors under existing conference moving policies, provided the surviving spouse/family is living in the church owned parsonage and the parsonage is needed for the use of the local church's new pastor;
  - e) The District Superintendent, with support from the Conference's Director of Human Resources & Benefits, shall inform the surviving spouse/family about all benefits to which they are entitled.
5. In connection with Item # 4(c), above, it is the sense of the annual conference that, whenever possible, all reasonable efforts and arrangements should be made to allow the surviving spouse/family to remain in the parsonage or continue to pay a housing allowance for up to 120 days after the pastor's death.

¶4020. Clergy Marital Separation and Divorce

1. The United Methodist Social Principles, grounded in grace and pastoral caring, include both a deep commitment to the marriage covenant and a recognition that in regrettable and exceptional circumstances marital separation or divorce may be advisable. All members of the church, laity and clergy alike, live in the same society, subject to the same pressures. Avoiding judgment, the church is called to give primary attention to nurturing the love that undergirds the commitments and covenants of marriage in the face of these pressures and to be supportive of clergy families and their churches when the stresses seem unmanageable.
2. Separation and divorce are understood to be measures of last resort, after preventive steps, including prayerful reflection on God's will for the marriage, have been undertaken in good faith. When communication begins to break down or outside stresses on the partners become unmanageable, clergy and their spouses are asked to seek counsel with a qualified marriage and family counselor, preferably a pastoral counselor. Counseling is also available through the Conference Commission on Pastoral Care and Counseling. If the clergy spouse refuses to seek counsel, the clergyperson should seek individual counseling.
3. When a period of separation or divorce appears unavoidable, clergy members should inform their District Superintendent or the Bishop concerning the circumstances. Clergy serving in appointments beyond the local church (extension ministries) should also discuss the situation and future possibilities with an appropriate person in the employing agency. The Bishop, District Superintendents, and responsible extension ministry supervisors should extend pastoral support and wise counsel—helping to preserve the marriage, if in their judgment this is advisable, and in any event bring the servants of God's grace to this troubled situation. These general guidelines should be observed:
  - a) The bishop, District Superintendent, or responsible extension ministry supervisor should make contact with the non-clergy spouse and offer pastoral care and support for the clergyperson, spouse and other family members.
  - b) The pastor and District Superintendent should contact the Staff-Parish Relations Committee chairperson (or responsible extension ministry supervisor) to discuss the impending separation/divorce and develop a plan for informing the congregation or agency involved.
  - c) The pastor, District Superintendent and chairperson (or responsible supervisor) should inform the Pastor-Parish Relations Committee (or extension ministry comparable body) and establish ongoing consultation.
  - d) The pastor, with the support of the District Superintendent and SPR Committee, (or comparable extension ministry body) should inform the local congregation (or extension ministry agency). All parties should be aware of how deeply separation and divorce affects the community of faith. There will be feelings of grief and guilt, anger and hurt. All parties need to be sensitive to these and other feelings. Support and counseling needs to be offered, and where appropriate, additional resources may be recommended to both the couple and the congregation (or extension ministry agency).
  - e) The District Superintendent and pastor should meet to discuss the pastor's proposed plan of action and to consider options of the pastor's relationship to the charge (or extension ministry agency) and the Annual Conference. These options maybe:
    - (1) retaining current appointment;

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- (2) reappointment to another parish; special appointment;
  - (3) leave of absence;
  - (4) transfer to another Conference;
  - (5) sabbatical leave;
  - (6) honorable location;
  - (7) retirement;
  - (8) withdrawal;
  - (9) termination.
- f) A report of these discussions will be made to the cabinet, and when appropriate to the Conference Board of Ordained Ministry, who by the *Book of Discipline* have authority in matters of fitness for appointment and Conference relationship.
- g) Upon determination and implementation of decisions on appointment and Conference relations, the District Superintendent should again inquire into the needs of the clergy family. When the member moves to another charge and the spouse relocates in a separate community, the Cabinet should remain in contact with the family until they are settled and their basic needs are met and assisting with whatever resources are available.
- h) The Board and Cabinet will do everything possible to protect the future in the Baltimore-Washington Conference of any clergyperson who becomes involved in separation and divorce and seeks help in that process.

### ¶4021. Substance Abuse Among Clergy Families

1. The Board shall offer help and referrals for treatment for all members of chemically dependent clergy and families. The nature of substance abuse is such that all members of the family are affected, and that support and treatment need to be offered to all in order that the family may function effectively.
2. A Committee on Substance Abuse shall be established by the Board which shall include: a chairperson familiar with the issues of substance abuse; two members of the Board of Ordained Ministry; a representative of the Board of Pensions; a Pastoral Counselor or other qualified person with expertise in drug and alcohol rehabilitation.
3. The purpose of the committee shall be to provide support for the individual and his/her family and to provide referrals to those persons or agencies where it is deemed most beneficial for the individual and family. In cases where intervention may be necessary, persons trained in intervention will be sought and their services utilized.
4. Referrals may be made to the Committee on Substance Abuse by any concerned individual. The person must identify him/herself and provide substantial evidence of substance abuse. This is to minimize the risk of vindictive or capricious calls, but the individual's anonymity will be assured. The committee will then consult with the pastor to establish the proper treatment and support.



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5. The Board and Cabinet will do everything possible to protect the future in the Baltimore-Washington Conference of any clergyperson who becomes involved in substance abuse, acknowledges an addiction problem and seeks help in this process.

### ¶4022. Keeping Our Sacred Trust: Sexual Ethics Policy for Ministry Leaders in the Baltimore-Washington Conference of The United Methodist Church

#### I. Purpose:

A church ministry leader is in a position of power and authority, which entails a sacred trust to maintain an environment that is safe for people to live and grow in God's love. Church ministry leaders sometimes violate the trust given them. Sexual misconduct within ministerial relationships inhibits the full and joyful participation of all in the community of God, hinders the mission of Jesus Christ, harms individuals, families, and churches, and is a betrayal of that sacred trust.

Each ministry leader has the responsibility to avoid actions and words that hurt others, and also to protect the vulnerable against actions or words that cause harm. It is both the ethical and the legal responsibility of the Annual Conference to take all reasonably available steps to protect those who participate in or may be impacted by our ministries. One way in which this Annual Conference endeavors to meet that responsibility is to ensure that there are procedures in place for making and responding to complaints of sexual misconduct. The Baltimore-Washington Conference does not condone or tolerate instances of sexual misconduct. As a conference we are committed to procedural integrity and pastoral care through a fair process of justice-making for victims and survivors, accountability for abusers, and healing for all parties.

This policy serves to provide guidelines for the prevention of incidents of sexual misconduct, and for reporting and responding to incidences of misconduct, should they occur. This policy does not supplant the formal complaint process and its attendant fair process protection as found in the *2016 Book of Discipline*. Rather, the policy stands alongside it, to ensure the deepest clarity of definitions, expectations, and processes.

#### II. Theological Foundation:

Every human being is created in the image of God and therefore possesses sacred worth, which must be respected in all relationships. We are one connected body, and when one part of the body is injured physically, emotionally, or spiritually, the whole body suffers. (I Corinthians 12:12-26)

Galatians 3:26-29 reminds us that we are all God's children. United Methodists "support equity among persons without regard to ethnicity, situation, gender," or age. (¶2044, *2016 Book of Resolutions*.) We further seek to create environments of hospitality in which persons are shown and schooled in respect, equality, and the kinship of Jesus Christ while also protected from misconduct.

Sexual misconduct is an abuse of power and authority. Such abuses are not only an act against one person, but an act against fellow ministry professionals, members in the local congregation, the church at large, and God.

#### III. Definitions:

A. Ministry Leaders: Ministry leaders are defined in our context as those persons who have been entrusted with authority within a congregation or faith community and its facilities by virtue of being appointed or assigned by the Baltimore-Washington Conference, or being employed or elected by the local church or faith community (¶2044, *2016 Book of Resolutions*).

B. Sexual Misconduct: "Sexual misconduct within ministerial relationships is a betrayal of sacred trust. It is a continuum of unwanted sexual or gender-directed behaviors by either a lay or clergy person within a ministerial relationship (paid or unpaid). It can include child abuse, adult sexual abuse, harassment, rape or sexual assault, sexualized verbal comments or visuals, unwelcome touching and advances, the use of

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sexualized materials including pornography, stalking, sexual abuse of youth or those without the capacity to consent, or the misuse of the pastoral or ministerial position using sexualized conduct to take advantage of the vulnerability of another” (§2044, *2016 Book of Resolutions*).

C. Sexual Harassment: “We define sexual harassment as any unwanted sexual comment, advance, or demand, either verbal or physical, that is reasonably perceived by the recipient as demeaning, intimidating, or coercive. Sexual harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue” (§161.J, *2016 Book of Discipline*). Sexual harassment “can create a hostile, offensive environment that can include unwanted sexual jokes, repeated advances, touching, or comments that insult, degrade or sexually exploit women, men, elders, children, or youth” which “alters the conditions of employment or volunteer work or unreasonably interferes with the employee or volunteer’s performance” (§2045, *2016 Book of Resolutions*).

D. Complaint: A complaint is a written, signed, and dated report claiming misconduct, as defined in §2702.1 (clergy) or §2702.3 (laity) of the *2016 Book of Discipline*, received by the Bishop (§362).

E. Complainant: A complainant is a person who submits a written, signed, and dated complaint regarding an alleged incident of misconduct.

F. Respondent: A respondent is a person against whom a complaint is made.

G. Just Resolution: The complaint procedures in §362 “may include a process that seeks a just resolution.” “A just resolution is one that focuses on repairing any harm to people and communities, achieving real accountability by making things right in so far as possible and bringing healing to all the parties” (§362, *2016 Book of Discipline*).

### **IV. Procedures for Reporting and Responding to Complaints of Misconduct**

A. Anyone who desires to discuss a concern regarding misconduct may contact their pastor, another United Methodist clergy person, a District Superintendent, or the Executive Minister of Call and Clergy Care. The contact information for District Superintendents or the Executive Minister of Call and Clergy Care may be found at [www.bwcumc.org](http://www.bwcumc.org).

B. Persons may contact a confidential hotline staffed by the General Commission on the Status and Role of Women for additional information and support at: 1-800-523-8390.

C. The two aforementioned processes are first steps toward making a formal complaint. The Report of Ministry Leader Sexual or Professional Misconduct Form is a standardized form that can be used for reporting concerns to the Bishop about misconduct in writing. The form can be obtained by contacting a District Superintendent, the Executive Minister of Call and Clergy Care, or downloaded from the conference website at [bwcumc.org](http://bwcumc.org).

D. When an allegation of misconduct is subject to mandatory reporting requirements by the state (as can be the case with a minor or an adult incapable of self-reporting), it shall be reported to the Bishop and to the appropriate authorities and agencies. All persons serving as pastoral leaders are responsible for knowing the reporting requirements in the area where they serve.

E. The provisions of §361, 362, 363 and 2701-2719 of the *2016 Book of Discipline* (as well as any other relevant paragraphs) shall determine the procedure for responding to the complaint.

F. Legitimate complaints are encouraged and will be taken seriously. Retaliation against anyone who in good faith reports an act of ministerial misconduct will not be tolerated and will be handled through appropriate discipline. However, individuals who make false, frivolous, or malicious complaints will be held accountable. Immunity from prosecution of participants in administrative or judicial processes is described in §361.3 and §2701.4d of the *2016 Book of Discipline*.

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G. Upon receiving a written, signed and dated complaint of sexual misconduct, immediate action will be taken in accordance with the provisions of the current *Book of Discipline* for just resolution, real accountability, and healing for all parties.

H. The Bishop or any District Superintendent may receive or initiate complaints about the performance or character of a ministry leader (§362.a, 2016 *Book of Discipline*). Confidentiality will be preserved, and general information will only be shared on a need to know basis. However, a certain degree of transparency is essential for the process of just resolution, real accountability, and healing for all parties.

### **V. Cyberspace and Social Media Guidelines:**

Social Media is comprised of a variety of online activities and anything posted remains accessible, even if it has been deleted. Sexual and professional boundaries can be violated in cyberspace. Messages that contain threatening, obscene, offensive, vulgar, profane, pornographic, racist, sexist, hurtful, tactless, demeaning, libelous, defamatory, sexually explicit, sexual innuendo, and the like, even though no harm or hurt is intended, are inappropriate and, depending on the circumstances, may constitute sexual misconduct. Care should be taken to be wisely selective about sites visited, and messages that are posted online. Ministry leaders should know that because this type of communication can impact the ministry setting, it may be included in supervisory and disciplinary processes.

### **VI. Dating Between Clergy and Parishioners:**

The Judicial Council asserts that dating, romantic or sexual relationships between clergy and their parishioners “are never appropriate because of the imbalance of power” (Decision 1228). Therefore, dating between clergy and their parishioners cannot be considered a situation of two consenting adults entering into a relationship, and it is an act of misconduct for a clergyperson to enter into a dating relationship with a parishioner. For the sake of maintaining healthy boundaries and preventing a betrayal of sacred trust, a clergyperson who has a genuine desire to date a parishioner must contact their District Superintendent and, in consultation with the District Superintendent, determine a reasonable course of action for discontinuing the pastor/parishioner relationship before beginning a dating relationship.

### **VII. Sexual and Professional Misconduct Response Teams:**

Bishops or their designees may deploy a Response Team whenever a congregation experiences a trauma. Response Team ministry provides a way for judicatory leaders to enable effective assessment, intervention, training and resourcing of congregations experiencing events affecting congregational health by enlisting a group of persons with training, expertise, and resources in specific areas of ministry. A Response Team is implemented to support and facilitate the healing of all parties. The Response Team is not called to any judicial or Disciplinary processes for legal resolution of a situation.

### **VIII. Training Requirements for Appointed and Assigned Ministry Leaders**

Per the *Book of Resolutions*, all United Methodist clergy are required to receive up-to-date ethics training regularly (§2044, 2016 *Book of Resolutions*). The Baltimore-Washington Conference requires all appointed ministerial professionals to complete official/approved training on professional boundaries and sexual ethics every appointive year, covering topics which may include identifying sexual misconduct, techniques for maintaining appropriate boundaries, and ways to keep one’s self and congregation safe. At least one training during the quadrennium must be an in-person, onsite training event; others may be completed online. All transfers and candidates for ministry are required to complete these trainings prior to commissioning, appointment, or assignment, whichever comes first. Compliance with these trainings are a condition of employment or ministerial appointment.

**This policy will be readily available for all those in ministerial positions in the Baltimore-Washington Conference at [www.bwcumc.org](http://www.bwcumc.org).**

¶4023. Pedophilia

Anyone confessing or proven to be guilty of pedophilia, through either ecclesiastical or civil procedures, shall be deemed unacceptable for ordained, diaconal, or licensed ministry in the Baltimore-Washington Conference and, therefore, shall surrender their credentials.

¶4024. Administrative Complaint— Protocol and Procedures

The following is extracted directly or summarized from the 2016 *Book of Discipline* ¶ 359. See the page following the last item in this paragraph for the process map outlining this policy.

1. Clergypersons are evaluated on their ability to minister in the areas of Word, Sacrament, Order and Service, as defined by the responsibilities and duties outlined in ¶ 340 of the 2016 *Book of Discipline*. “When an associate or full member clergyperson’s effectiveness is in question, the bishop shall begin the procedure for determining the need for Administrative Location.”
2. “If the process [defined by ¶ 359 of the *Book of Discipline*] has been completed and has failed to produce sufficient improvement, the District Superintendents may request than an associate or full member be placed on Administrative Location without the consent of the clergy member.”<sup>42</sup> They shall provide the clergy member and the Board of Ordained Ministry, in writing, specific reasons for the request.
3. The Conference Relations Committee of the Board of Ordained Ministry shall conduct a fair process hearing as set forth in ¶ 361.2 of the 2016 *Book of Discipline*. The committee shall report the result of the hearing to the full Board of Ordained Ministry for its action. Any recommendation for Administrative Location shall be presented from the Board of Ordained Ministry at the next following meeting of the clergy session for final action.
4. An associate or full member may be placed on Administrative Location between sessions by the Board of Ordained Ministry on an interim basis. The interim action would then be subject to approval of the clergy session of members in full connection with the Annual Conference at its next session.<sup>43</sup>
5. Administratively located clergy shall not continue to hold membership in the Annual Conference, and they shall surrender their certification of conference membership for deposit with the Conference Secretary.
6. Clergypersons that have been placed on Administrative Location by the Baltimore-Washington Conference shall designate a charge conference within the bounds of the Annual Conference. The clergyperson must first consult with and acquire written consent of the District Superintendent, pastor of the charge, and the Staff-Parish Relations Committee of the local church chosen for designation. Ministerial service shall be limited to that charge and must be preceded by written consent of the pastor of the charge and the District Superintendent with the approval of the bishop and the Staff-Parish Relations Committee. The clergyperson must submit to the charge conference an annual report of all ministerial actions performed including marriages, baptisms and funerals. Failure to submit this report to the Board of Ordained

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<sup>2</sup>2016 *Book of Discipline*, ¶ 359.d.

<sup>43</sup>See Judicial Council Decision 695

## Policies & Procedures of the Baltimore-Washington Conference

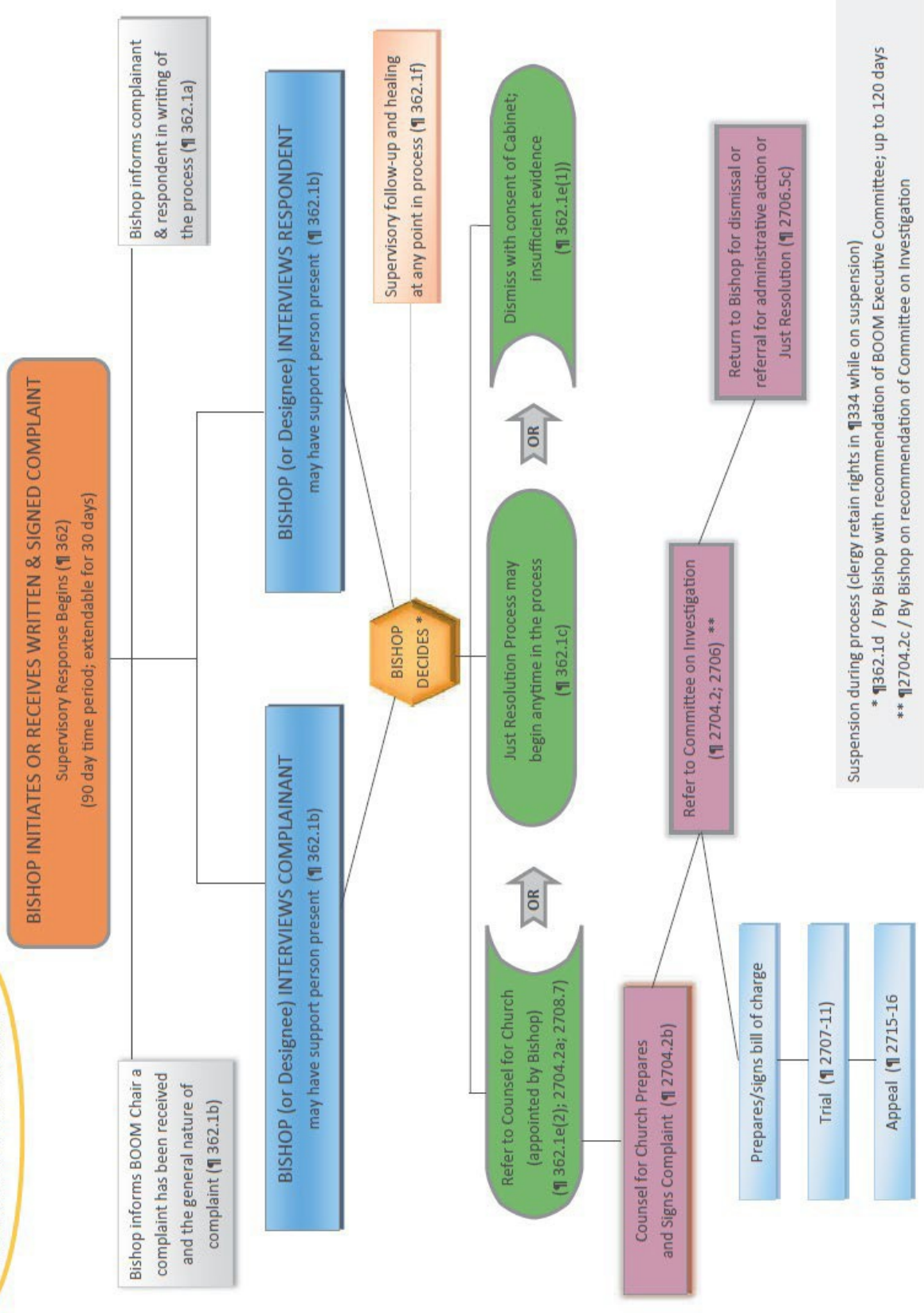
Ministry for two (2) consecutive years, “may result in the termination of orders upon recommendation of the Board of Ordained Ministry and vote of the clergy session”.

7. Ordained ministers on Administrative Location may request, in writing, to the bishop, cabinet, and Registrar of the Board of Ordained Ministry, that the Annual conference grant them the status of administrative location-retired requests must be made at least 90 days prior to the annual conference session. If approved, the clergyperson remains accountable to the charge conference in which they hold membership as per #6 above.

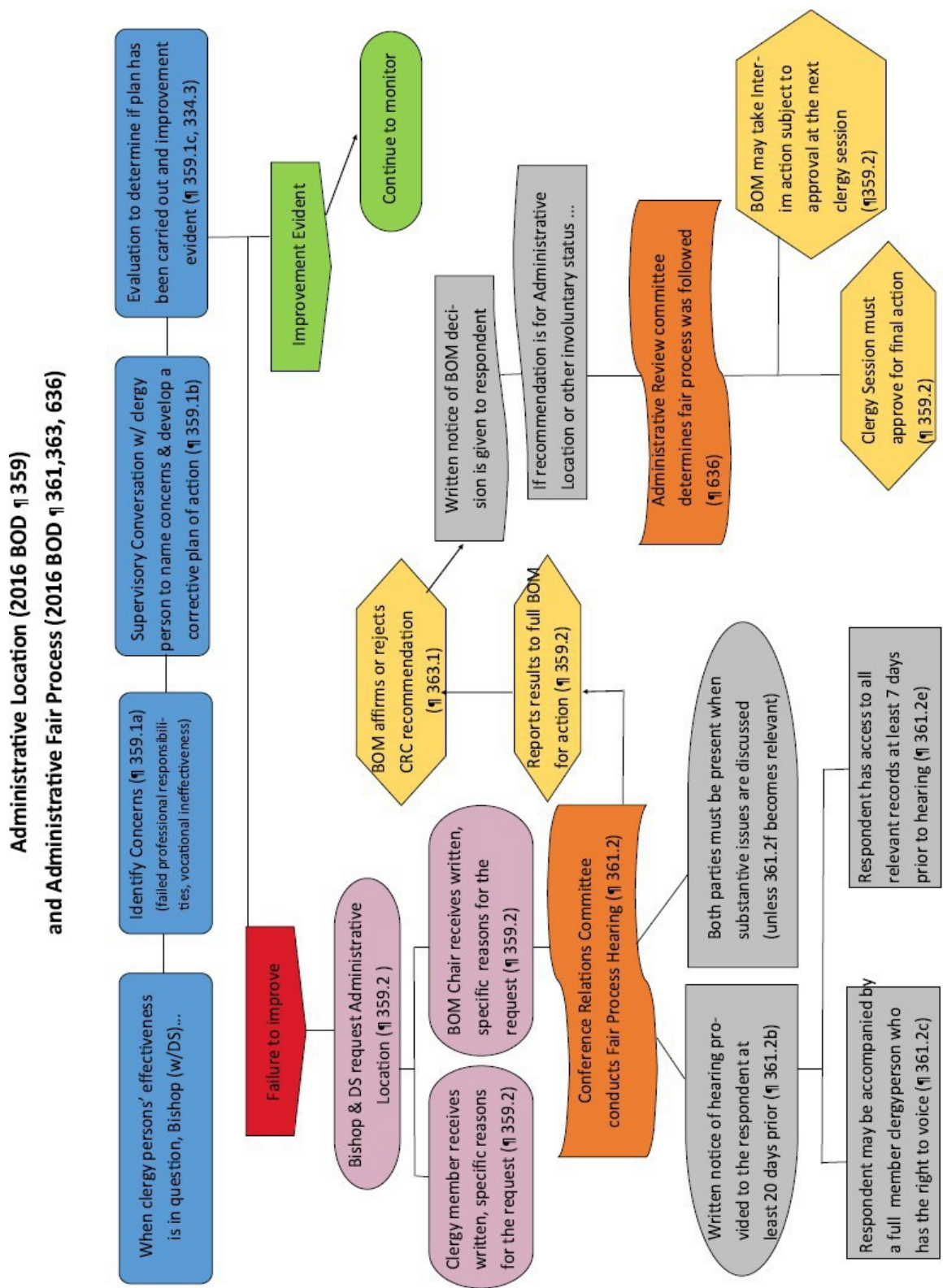
# COMPLAINT PROCESS

Refer to 2016 Book of Discipline for specifics

Bishop contacts protective services if victim is a child or vulnerable adult



¶4025. Administrative Location and Administrative Fair Process



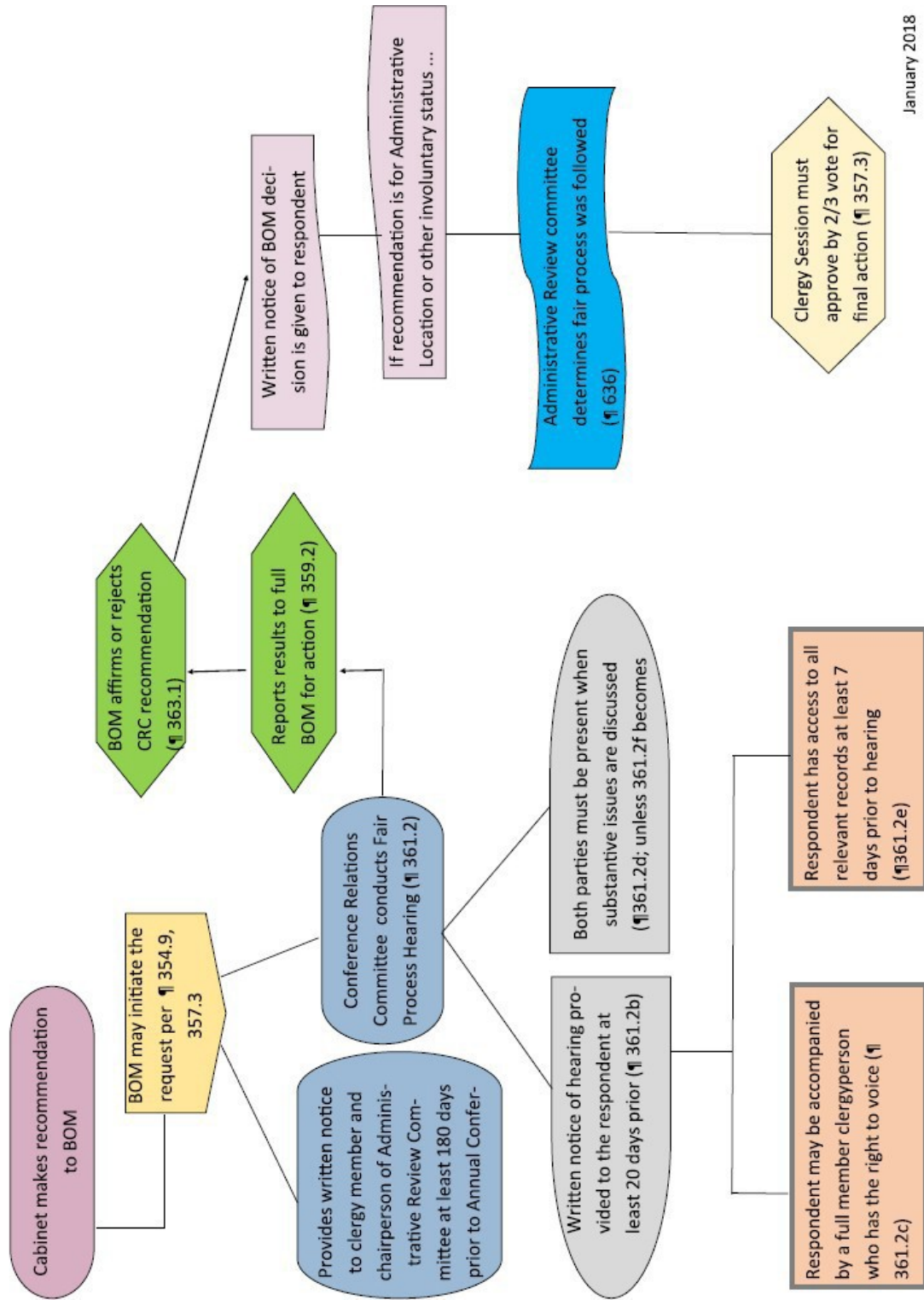
Administratively located clergy no longer hold membership in the Annual Conference and must surrender their certificate of conference membership to be held by the Conference Secretary.

¶4026. Involuntary Retirement

**Involuntary Retirement**

2016 Book of Discipline (¶ 357.3)

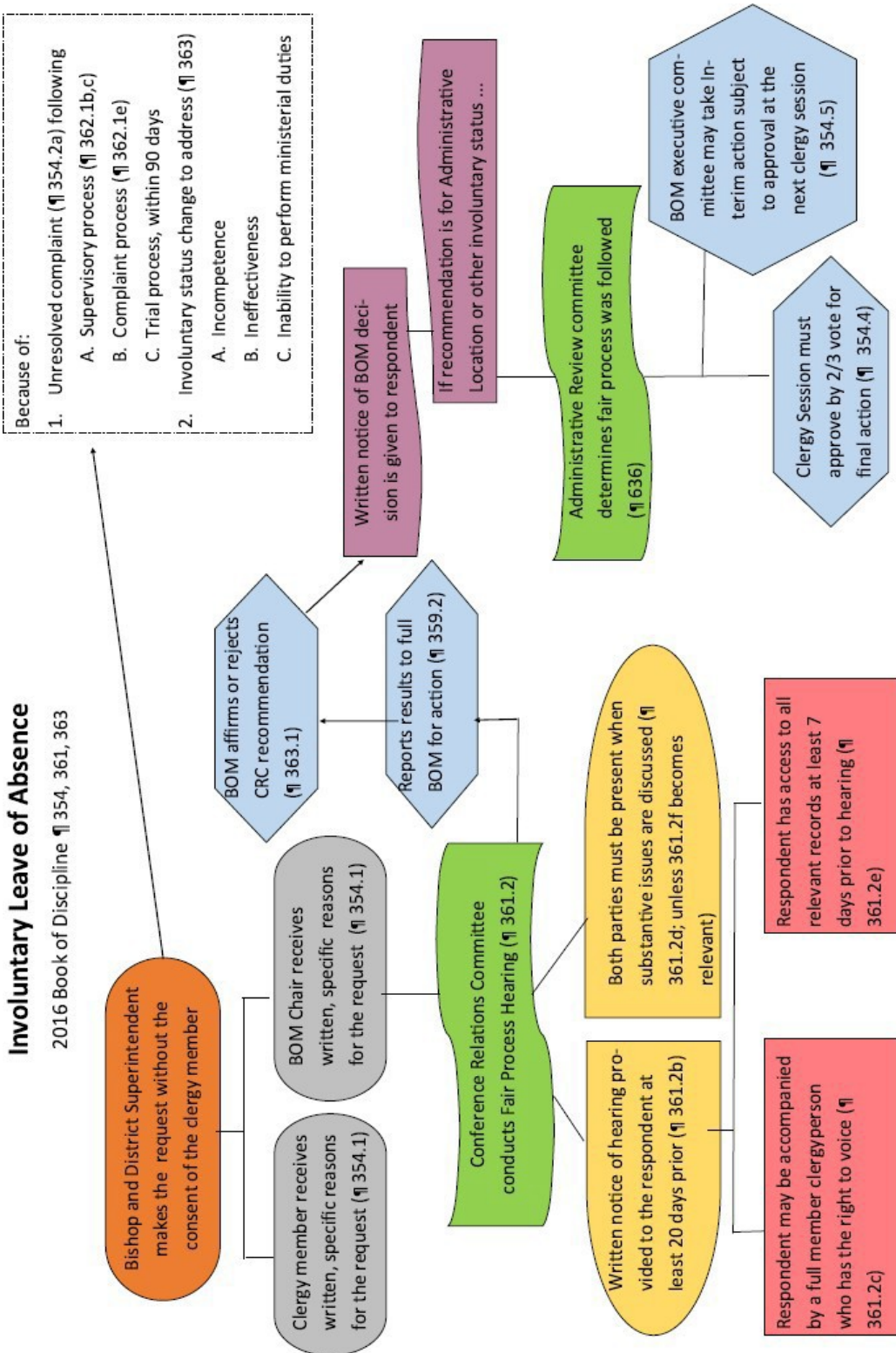
(Request can be made irrespective of the age of a clergy member)



January 2018



¶4027. Involuntary Leave of Absence



- \* Must be approved annually by clergy session on written request of District Superintendent (¶ 354.4)
- \* If Bishop and Cabinet do not intend to appoint after 3 years on involuntary leave, they must notify BOM and the clergy member at least 6 months prior to annual conference and pursue Administrative Location or initiate the complaint process (¶ 354.10)

¶4028. Conference Moving Policy

The Moving Committee shall:

1. Review the Conference Moving Policy and make recommendations, as needed, to the Conference Session.
2. Request bids from moving companies and communicate that information, as available, to the Conference Treasurer.
3. Establish with the Cabinet, each January, a moving time (normally the last two weeks of June.)
4. Select, engage and pay professional moving companies, and/or reimburse pastors for the Conference moves described below:
  - a) Conference Members in full connection, Provisional Members under appointment, Associate Members under appointment and Local Pastors under appointment.
  - b) Pastors transferring into the Conference.
  - c) Conference Members in full connection returning from Honorable Location.
  - d) Pastors under 1996 *Discipline* ¶337.1
  - e) Retiring pastors moving within the conference boundaries upon retirement OR being appointed to serve a conference pastorate.
    - (1) Arrangements, limits and costs for retiring pastors moving within the conference boundaries are the same as for active clergy.
    - (2) Retiring pastors moving beyond the conference boundaries have the option of requesting that the committee make their arrangements or making their own arrangements. In either case,
      - (a) For retiring pastors moving outside the conference boundaries, the average cost of professional moves for the previous year is the limit of conference coverage for these moves.
      - (b) Moving arrangements and costs for retired pastors are only covered for their move into the retirement home.
  - f) Conference Members in full connection, Provisional Members, Associate Members and Local Pastors who have been granted disability status. This shall apply only to their first move within or outside the Conference boundaries.
  - g) Provisional Members who are discontinued and who, at the time of discontinuance, are serving a local church full-time.
  - h) Conference Members in full connection who are placed on Administrative Location. This shall apply only to their first move.
  - i) Conference Members who are going to an Extension Ministry, provided they are being employed by the Conference, and/or coming from Conference employment.
  - j) Spouse and/or family of an active pastor who dies while serving in an appointment.
  - k) Part-Time Local Pastors enrolled in an accredited Seminary for a minimum of six semester hours, or enrolled in the Student Pastor Track Program, provided they are recommended by the Cabinet. The Conference responsibility shall not exceed the average cost of professional moves for the previous year.

## Policies & Procedures of the Baltimore-Washington Conference

- l) Conference Members in full connection who are appointed to attend school. This shall apply only to the first move within or outside the Conference boundaries, up to the dollar limit of the Conference Moving Policy.
5. Upon recommendation of the Cabinet, in consideration for past service, the Committee shall be responsible for arranging and paying for the moves of:
  - a) Conference Members in full connection, Provisional Members, Associate Members and Pastors placed on Leave of Absence or Involuntary Location. This shall apply only to the first move.
  - b) Local Pastors who are discontinued.
  - c) Pastors who withdraw from the Conference, not to exceed \$500
6. The Committee shall have no responsibility for:
  - a) Conference Members in full connection who transfer out of the Conference.
  - b) Conference Members in full connection who take Honorable Location.
  - c) Pastors and/or other clergy persons who move within the parish with no change of appointment. (Exceptions only by cabinet authorization.)
  - d) Those going to or returning from an Extension Ministry as a non-conference employee.
7. The Policies and Procedures of the Committee are as follows:
  - a) The committee will request that the
    - (1) Cabinet provide a list of all moves.
    - (2) Conference Board of Pensions and the Cabinet provide a list of all retirements and disability leaves.
  - b) In accordance with its responsibilities as outlined above, the Committee shall determine the move schedule, establish the specific moving date for each move and assign the move to an authorized moving company.
  - c) The Committee will inform the Pastor to be moved, the moving company, the District Superintendent (where the move originates) and the SPRC chairperson (of the originating church), of the date, time and moving company.
  - d) The Committee will negotiate all unresolved damage claims with the moving company, provided such claims were presented in writing to both the moving company and the initiating District Coordinator, no later than (10) days following the move.
  - e) All moves shall originate from the primary residence with one allowable stop at the church office for unloading. Additional stops and/or storage are the responsibility and expense of the pastor.
  - f) The Committee shall receive an Evaluation Report from each moving pastor concerning satisfaction with the move. This will be used in planning and fulfilling the committee's work for the next year.
8. The Conference, through the Committee, is financially responsible for:
  - a) The cost of the move up to 15,000 pounds. When a clergy couple each moves to a new appointment, the weight limit will be negotiated between the committee and the clergy spouses.

## Policies & Procedures of the Baltimore-Washington Conference

- b) The cost of packing mirrors and large pictures only. The clergy family will obtain or arrange for all other packaging materials themselves.
  - c) Insurance coverage is set at \$3.50 per hundred pounds, for a maximum liability of \$52,500.
  - d) The expenses for the following items on two cars per family for interstate moves within the Conference boundaries:
    - (1) Excise/sales tax
    - (2) Title fee
    - (3) Inspection fee, but not repairs
    - (4) Tags
    - (5) Driver's license fee
    - (6) Personal property tax [West Virginia]. — This provision shall apply to Conference members in full connection under appointment, Provisional members, Associate members, retiring pastors, pastors going on Leave of Absence, pastors who transfer into the conference and the family of a pastor who dies during an appointment. This provision shall be carried out by reimbursement to the pastor(s) only after receipts for the paid bills have been submitted to the Conference Treasurer. An exception shall be granted to students going to an appointment who shall be paid the monies necessary for the appropriate items upon proper presentation of the unpaid bills. All aspects of this provision shall be completed within six (6) months of the appointment and/or change of status. No claims shall be honored or considered after this six-month period has expired.
9. Due to the tax liability incurred by covered moving costs moves of less than 50 miles, active pastors whose expenses are covered under this policy who will move less than 50 miles shall be provided with a tax liability allowance equal to 30 percent of the Conference financial liability for the move.
10. The Conference, through the Committee, shall be responsible for reimbursement of move expenses originating or locating outside of Conference boundaries. The moving pastor is responsible for arranging and paying for these moves. Reimbursement shall not exceed the average cost of conference moves by moving companies in the preceding year. Retiring pastors, however, may request that the Committee arrange their move. [Anyone mentioned in this Policy whose moving expenses are not the Conference's responsibility may ask the Committee to use its contracts with authorized movers to achieve for themselves the best available estimate.]
11. All moves shall be completed within six (6) months of the fixed date of the appointment and/or change of status. No claims shall be honored or considered after this six-month period has expired. (After 6 months ¶14028.6.c applies.)
12. Large bulky items such as trailers, boats, autos, or any other heavy non-household/office items adding weight and time to the move are not authorized by the Conference. Clergy families shall themselves transport pets, plants and highly valued items that would require special packing. The Committee shall arrange with the moving companies to bill the clergy family directly for those services and/or materials above and beyond those specified.

## Policies & Procedures of the Baltimore-Washington Conference

13. Any clergy making unauthorized direct arrangements with a moving company shall forfeit his or her claim on Conference funds and responsibility for that move.
14. Clergy should contact the Committee through their District Moving Coordinator, if and when they have been confirmed for a new appointment.
15. District Superintendents should refer to or explain the Conference Moving Policy and Procedures to the clergy person as soon as a new appointment is arranged. District Superintendents should also notify the District Coordinators and the Conference Coordinator about all moves that need to be arranged outside the normal calendar of the appointment process as soon as they are confirmed.
16. All funding for the above provisions shall come from the Conference budget line item assigned for Pastors Moving Expenses. Moving bills are to be identified with the name of the pastor and sent to the Conference Treasurer, and a copy also sent to the pastor. The Conference Treasurer shall be authorized to pay the individual moving company directly on behalf of the pastor up to the maximum as defined in this policy.

## **Section II. Commission on Equitable Compensation**

The Commission on Equitable Compensation (CEC) is responsible for the policies and procedures in this section.

### ¶4029. Equitable Compensation

1. The Conference Equitable Compensation Base shall be increased annually at the rate of increase determined by a labor market survey conducted by the CEC.
2. A full-time pastor appointed to a local charge shall receive a salary not less than his/her Individual Equitable Compensation Base (the Conference Equitable Compensation Base plus the appropriate service increment). Equitable Compensation funds may be made available to fund second pastors on a particular church staff only in circumstances which require special pastoral leadership. Need and potential must be substantiated with supporting data at an appearance by the administrative leaders of the local church and the District Superintendent before CEC. On the Charge Conference Salary form which carries the minimum salary figure, the average conference salary (based on 100 percent of the conference churches) shall also appear.
3. Full-time pastors shall receive service increments above the Conference Equitable Compensation Base. After the first calendar year (January 1- December 31) of full-time service a pastor shall receive a service increment for each year of service up to a limit of 15 years of service in the United Methodist ministry. This includes years served in the former EUB Church, the former Methodist Church, and other Conferences of the United Methodist Church. Only those years when full pension credit was granted may be used in this computation. Credit for part-time service is calculated on the number of years a pastor served 1/4, 1/2, or 3/4 time; for example, four years at 3/4 time equals three service years. Fractional remainders are omitted from this computation.
4. Salaries of part-time pastors appointed to a local charge shall be negotiated between the pastor, the District Superintendent and the local charge. Claims upon the Equitable

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Compensation Fund for the salaries of any part-time pastors will be given specific consideration by CEC upon the recommendation of the District Superintendent.

5. The chairperson and/or the vice chair of CEC shall have the authority to act between meetings, reporting any actions taken at the next meeting.
6. The Commission affirms the action of the Conference that fair and equal compensation programs be established for Diaconal ministers as follows:
  - a) Basic compensation shall be comparable with the starting salaries of ordained ministers in the Conference;
  - b) Increases in salary shall be linked with increases in job description responsibilities and years of experience;
  - c) The total compensation package shall include appropriate provision for medical and pension plans; and
  - d) All travel, professional and business expenses shall be paid by reimbursement. Full payment of reimbursable professional expenses shall be paid to each diaconal minister following Internal Revenue Service codes in line with the budget of local church and employing agency.
  - e) Each church or agency employing a diaconal minister shall make possible earning Continuing Education Units (CEUs) opportunities through allocation of funds and time. Continuing education expenses shall be reimbursed at the level set by the Conference. Up to two weeks leave shall be provided for continuing education, in addition to the vacation period.
7. That any church presently receiving Equitable Compensation Fund support shall have that support phased out over a five-year period. The phase out will be at 20 percent per year. Any charges receiving support shall be limited to five years with a phase out of 20 percent per year from whatever is the amount paid in the base year.
8. Maximum Assistance: The maximum assistance available to a local charge shall not exceed 35 percent of the Individual Equitable Compensation Base (IECB) (the total of the Conference Equitable Compensation Base and that pastor's service increment). Exceptions to this 35 percent limitation may be granted to ethnic minority churches and to churches with specific ministries to persons with handicapping conditions. Salary support for these churches shall be determined by CFA on recommendation of the appropriate District Superintendent but shall not exceed what would otherwise be payable by 10 percent. No Equitable Compensation funds shall be used to supplement a pastor's salary when the salary from all sources is in excess of that pastor's Individual Equitable Compensation Base. Equitable Compensation Funds shall not be used for any pastor receiving a salary higher than his/her Individual Equitable Compensation Base. All income from any Conference agency must be included when determining the pastor's salary. Special ministries and missional situations that involve salary support above the IECB shall use other funding sources. The Greater Ministry Fund is administered by and used solely at the discretion of the cabinet in managing unusual and complicated pastoral appointments which exceed the limitations of other salary funding sources. The Equitable Compensation Fund cannot be used for any housing allowance expense; this property belongs to the churches. The Equitable Compensation Fund shall be used solely to guarantee every full time pastor his/her IECB. Equitable Compensation funds may be available to pay salary in excess of that pastor's IECB in circumstances which require strategic

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pastoral leadership. Need and potential must be substantiated with supporting data at an appearance before the CEC by administrative leaders of the local church and the District Superintendent.

9. Evaluation Requirement: Any church that wishes to undertake a major building program which will cost 10 percent or more of the present value of the property and also continue to receive Equitable Compensation assistance must participate in an evaluation by the cabinet.
10. Annual Budget: Funds will be allocated in the Conference budget for the work of the CEC. All funds shall be disbursed by the Conference Treasurer, based on prior approval of an application for Equitable Compensation support. Checks will be mailed quarterly by the Conference Treasurer to the charge or church treasurer, who will remit promptly and at least monthly to the pastor the appropriate amount along with the payment from the church.
11. Application Approval: Before any claim can be approved, the District Superintendents shall be required to submit the required CEC application form by January 10th of each year for those appointments effective January 1, and by July 10 for mid-year appointments. Necessary adjustments and changes at the beginning of a new appointment shall promptly be made when the District Superintendents have submitted the application forms to the cabinet and CFA. Emergency applications may be submitted at anytime.
12. Cabinet Cooperation: The District Superintendents are requested to explain the philosophy and intent of the Equitable Compensation program to charge Conferences receiving Equitable Compensation support. The District Superintendents should also encourage each charge to provide the maximum salary, accountable professional expense reimbursements and other benefits for their pastor(s).
13. Necessary Rules and Regulations: The CEC shall have the authority to make such rules, regulations and exceptions as are necessary for the performance of its function within the framework of the provisions of these policies and the provisions of the current *Book of Discipline*. The CEC shall continue to seek avenues and means of assisting the local church in the salary and compensation setting process for their pastor(s).

### ¶14030. Expense Reimbursements

In the course of ministerial service, personal out-of-pocket expenses fall into three general categories:

1. Automobile Expenses. The automobile reimbursement is to enable the pastor to purchase or lease an automobile and to pay all operating expenses to a percent level commensurate with the usage of the car for ministerial responsibilities as well as those usages that normally fall within the role of a pastor in the community. Conference, district, chaplaincy, educational, civic and/or charitable organization participation are examples but are not meant to be an all-inclusive list. All charges are encouraged to analyze the automobile expenses of their pastor(s) and make appropriate reimbursement arrangements in keeping with mileage allowances permitted and record keeping requirements under appropriate Internal Revenue Service (IRS) guidelines.
2. Professional and/or Business Expenses: Miscellaneous out-of-pocket expenses that occur as a direct result of the performance of ministerial responsibilities should be a subject of consultation and a memorandum of understanding between the Staff-Parish Relations Committee and the pastor so as to eliminate any controversy about whether or not incurrence

## Policies & Procedures of the Baltimore-Washington Conference

of such expenses are authorized. The CEC continues to encourage each church to follow a program of direct reimbursement of all business expenses incurred by the pastor(s). When travel is required by the local church, it may include mileage, rail, bus or air fares, lodging, meals, taxi and other direct expenses incurred in the course of such travel when not reimbursed by any other agency. The Commission believes the pastor should have access to current appropriate professional journals, periodicals, newsletters and books. Providing access to such publications should be recognized in the church budget as professional and business expenses and should not be considered income to the pastor.

3. Continuing Education: Each charge shall assume responsibility for making possible continuing education opportunities for their pastor(s) through the allocation of funds and time. Each charge shall provide a continuing education expense reimbursement at the level set by the Annual Conference and shall allow up to two weeks leave, which may include two Sundays, for continuing education in addition to the vacation period. This time and money shall be used as needed to help meet the continuing education requirement of the Conference.

### ¶4031. Utilities

All utility costs for the parsonage are to be paid by the charge. Essential utilities are defined as: heat, electricity, gas, water, sewerage, trash collection, telephone (except for personal toll charges) and basic television cable service where needed.

### ¶4032. Parsonage Standards and Other Housing Items

1. Parsonage Standards: All charges in the Conference are expected to provide a place of residence for each appointed pastor. In those instances where a housing allowance is paid in lieu of providing a parsonage, such allowances shall be a matter for negotiation between the District Superintendent, the pastor and the charge involved. The following standards should be followed whenever they can be achieved without undue hardship, economic or otherwise, to the congregation, and in all cases when building codes for that particular parsonage location require such equipment and/or amenities.
  - a) Decisions on location of parsonages are the responsibility of the local churches and the District Board on Church Locations and Buildings, but wherever feasible, parsonages should be located in suitable residential areas in the community being served.
  - b) The size and cost of the parsonage shall be in keeping with the community where it is located. It should be noted that some of the parsonages in older residential areas may not comply with some of the standards being set forth due to limitations of space and local building codes. In situations where these conditions exist, every effort should be made to comply with other standards, particularly the health and safety standards. In acquisition of new parsonages or major renovations of existing parsonages, attention should be given to providing accommodations for the differently abled.
  - c) The following list shall serve as a guideline for parsonage standards:
    - (1) Health and Safety Standards
      - (a) Battery operated smoke detectors and carbon monoxide detectors shall be provided on each level of the parsonage.
      - (b) A minimum of one operable fire extinguisher, preferably one on each level. The fire extinguisher should be U.L. rated 1A; 10B,C.



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- (c) Proper exhaust or ventilation system in bathrooms and kitchens.
  - (d) Safe and adequate water supply. Water from private wells shall be tested for contaminants and excessive minerals as needed.
  - (e) Adequate residential electrical power with sufficient outlets designed for modern appliances.
  - (f) Adequate modern bathroom facilities.
  - (g) Stationary laundry tubs with proper valves for washing machine hook-up.
  - (h) Hot water heater, minimum of forty (40) gallons of gas; higher capacity if electric. High efficiency and quick recovery units are suggested.
  - (i) Sewerage systems shall meet the requirements of local jurisdictions. Private septic systems shall be properly maintained and inspected on a regular basis.
  - (j) Central heating system properly maintained for adequate heat distribution and high efficiency.
  - (k) Storm doors and windows with screens.
  - (l) Adequate insulation.
  - (m) Sufficient air conditioning for needs of location and parsonage family.
  - (n) In areas where radon contamination has occurred, parsonages shall be tested for radon contamination within 90 days of learning of the problem, unless the house has been previously tested and certified as radon-free. If radon contamination is detected in a parsonage, steps to correct the problem shall be initiated within six months, in order to bring the radon level within the dwelling into compliance with local health codes.
  - (o) Older homes shall be inspected for the presence of asbestos material, and lead-based paint that may have been used in construction and on heating units.
  - (p) Adequate security shall include a secure locking system for the parsonage with appropriate lighting for security.
  - (q) Parsonages shall be provided with a safety cut-off for electricity, water and gas sources when feasible.
- (2) Room Standards - All parsonages should have the following minimum number of rooms:
- (a) Living room of suitable size for families.
  - (b) Dining room with minimum seating space for eight (8) people.
  - (c) Kitchen with ample storage space, working counter space and durable floor covering. Family eating area is desirable.
  - (d) Bedrooms, a minimum of three (3) adequate size bedrooms is required; four (4) is preferable.
  - (e) Bathrooms, a minimum of one and a half (1-1/2) modern baths.
  - (f) Utility room or area in basement or on ground level.
  - (g) Closet space in each bedroom and a guest closet on the first floor.

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- (h) If a study for the pastor is not available at the church and is located in the parsonage it should have a private entrance and it should be equipped with suitable office furniture.
  - (i) A family or recreation room should be considered as a feature of the parsonage if a new parsonage is being built or purchased.
- (3) All parsonages should have the following appliances and furnishings:
- (a) Kitchen
    - (i) Refrigerator with adequate freezing compartment
    - (ii) Cooking range with oven or counter-top range and oven
    - (iii) Garbage disposal (*where county code allows*)
    - (iv) Installed automatic dishwasher
    - (v) Exhaust fan
    - (vi) The following items should be considered for the kitchen:
      - Microwave oven
      - Freezer
  - (b) Utility area
    - (i) Automatic Washing Machine
    - (ii) Automatic Dryer
  - (c) Window and Floor Coverings
    - (i) Curtains or draperies for all rooms. These items should be of a neutral color
    - (ii) Carpeting or floor coverings, whichever is appropriate, for all rooms
  - (d) All parsonages shall have, where applicable or feasible:
    - (i) Garage with ample space for lawn and garden equipment
    - (ii) Hard surface driveways and walks
    - (iii) Lawn mower and hedge trimmers if needed
    - (iv) Outside TV antenna or cable hook-up where needed
    - (v) Outdoor living space suitable for recreation and beautification
  - (e) Each member of the clergy residing in a church-owned parsonage shall carry homeowners tenant insurance for property damage and liability coverage.

## 2. Inspections

- a) In each local church there shall be an annual inspection of the parsonage using the Charge Conference form provided by the District Superintendent.
- b) At the time of a change in pastoral appointment, it shall be the responsibility of the outgoing pastor and the local church committee responsible for the parsonage jointly to inspect the condition of the parsonage. The outgoing pastor shall reimburse the local church for damages to the parsonage beyond normal wear and tear. It shall be the

## Policies & Procedures of the Baltimore-Washington Conference

responsibility of the local church to see that the parsonage is in good repair and condition for the incoming pastor.

- c) There may be a District Committee on Local Church Parsonages. This committee shall be elected by the district and consist of five (5) laypersons and five (5) clergy. The committee's responsibilities may include:
  - (1) A visit to each local church parsonage in the district at least once per quadrennium.
  - (2) To verify the status of that parsonage in relationship to the parsonage guidelines as stated in the "Conference Policy Journal" for the prior session.
  - (3) To respond to special appeals concerning problems from the parsonage family and/or the congregation.
  - (4) To negotiate with the pastor and the local church/charge Staff-Parish Relations Committee with respect to compliance with the Conference recommended standards for parsonages. In the event the parsonage does not conform to these guidelines, we encourage the pastor to refer the matter to the District Superintendent for appropriate action.
3. Record Book: It shall be the responsibility of the charge committee related to the parsonage to maintain in every parsonage a parish book or file in which the following shall be recorded and/or filed:
  - a) List of appliances with date and place of purchase of each.
  - b) Maintenance agreements for each appliance purchased by the church and identification of whom to call for service for each appliance.
  - c) Instructions for use of and warranties for parsonage equipment.
  - d) Location of properly labeled electrical panel or fuse box.
4. Furnishings, Furniture and Furniture Allowances. Within the framework of ¶ 4032.1 charges are to provide an unfurnished parsonage for each pastor.
  - a) An unfurnished parsonage is defined as one containing the major appliances listed in the parsonage standards, floor and window coverings. Carpeting, draperies and sheer curtains shall be neutral in color.
  - b) Charges served by part-time pastors shall negotiate parsonage and living arrangements with the charge, the pastor and the District Superintendents.
  - c) When setting pastors' salaries, churches shall continue to consider that pastors are meeting the additional costs of replacing and maintaining furniture for the parsonage, costs formerly borne by the churches. In those charges without adequate meeting space in the church and where, as a result, the parsonage becomes the center of much activity and many meetings, special consideration be given to furniture wear and tear.
  - d) When recommending the Conference Equitable Compensation Base, the CEC shall consider that pastors purchase and maintain their own furniture. Further, each local church that provides a parsonage may designate a portion of the pastor's base salary as a furniture expense reimbursement in accordance with the guidelines of the IRS.
  - e) Churches shall not relinquish ownership of genuine heritage items available for use in parsonages. However, these items should remain in the parsonage only if the pastor in residence wishes to use them. If the pastor does not wish to use the items in the parsonage, the appropriate local church committee shall arrange for proper use or

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storage of the items. Such heritage items shall appear on an inventory record in the parsonage book or file.

### 5. Mutual Responsibility

- a) The churches of the Baltimore-Washington Conference and its clergy members commit to mutual responsibility in the maintenance of parsonages as housing for clergy. Those responsibilities include:
- (1) Inspection of parsonage at the time there is a change of appointment, both as the outgoing pastor is moving, and as the incoming pastor arrives. A "Parsonage Report" (as submitted at the Charge Conference meeting) shall be submitted to the District Superintendent upon the completion of each inspection. The outgoing pastor shall arrange for inspection within two weeks of the announcement to the congregation of an appointment change.
  - (2) Maintaining uninterrupted utility service (where applicable) for the incoming pastor when a change of appointment is made.
  - (3) Maintenance of parsonages in reasonable condition, with the parsonage left in clean and move-in condition when clergy move to another appointment.
  - (4) The parsonage family will assume financial responsibility for any structures or equipment provided especially for the convenience of their family (i.e., fences, swing-sets, housing for pets, etc.).
  - (5) Dispensation of items in #4 d shall be the responsibility of the parsonage family, before moving to a new appointment, unless written permission is secured from the local church to leave it intact.
  - (6) Major renovations to a parsonage shall be accomplished in an ongoing and timely manner and arranged so as to cause the least disruption to the parsonage family. The limited time period available at the time of moving will not ordinarily allow major renovations to take place at that time.
  - (7) Any damage beyond normal wear and tear to carpets, flooring, drapes, doors, lawn, etc., will be the responsibility of the parsonage family. If the parsonage sustains damage, the Trustees, the SPRC and the outgoing pastor shall attempt to negotiate an amicable resolution. Any issue that cannot be resolved by the Trustees, the SPRC and the pastor shall be submitted to the District Superintendent, who will make a final determination. The District Superintendent shall retain the option to bill the outgoing pastor for the expenses involved.
  - (8) The parsonage family shall sign an agreement to "hold harmless" the local church, the Annual Conference, the Bishop and Cabinet and The United Methodist Church from negative consequences of action by any pet. Further, it shall be agreed that the parsonage family will remove any pet that becomes a threat either to persons or property.

### ¶4033. Housing Allowances

1. Each local church/charge has the choice of providing either a parsonage or housing allowance as deemed best for the church/charge in its present circumstances.
2. When a housing allowance is provided, the clergy family is expected to secure housing within the immediate area of the church/charge not to exceed a 25-mile radius of the church/charge

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to which the pastor is appointed (effective with new appointments beginning after January 1993). This shall not affect pastors who have purchased their housing prior to January 1993, except as negotiated with the District Superintendent.

3. The amount of housing allowance provided for full-time pastors shall be negotiated with the District Superintendent, pastors and SPRC and shall be adequate to provide housing comparable to what a parsonage would have provided including utility costs.
4. For equitable compensation purposes, housing allowances in excess of the limit set for conference staff shall be considered salary.

### ¶4034. Vacation

The date(s) of the vacation period(s) shall be mutually agreed upon to serve both the desire of the pastor(s) and the needs of the charge. This agreement shall be worked out by the Staff-Parish Relations Committee in close consultation with the pastor(s). Although charges may grant time off in excess of, but not less than, the applicable figure, the following vacations are recommended as minimum benefits for pastors in these stated categories:

1. Full-time pastors. Every full-time appointed pastor is entitled to four weeks vacation per year, including four Sundays. A pastor serving the first year of a first appointment shall negotiate the vacation schedule with the Staff-Parish Relations Committee.
2. Part-time or supply pastors. Vacation time as negotiated between the District Superintendent, the pastor and the charge served.
3. Exceptions
  - a) Pastors who serve as chaplains in reserve units of the armed forces and who are required to serve two weeks annually on active duty shall be granted such time off in addition to their regular vacations.
  - b) Pastors who serve on the volunteer staff in Conference camping activity shall be permitted one week of such service during each appointment year without affecting salary or vacation time.
  - c) Local pastors who attend an approved United Methodist Course of Study School shall have the requisite vacation time in addition to the time spent at school.
  - d) Pastors who serve as members of district, Conference, jurisdictional and/or general church agencies shall be granted time for such participation without impact on the vacation entitlement.
4. Pulpit supply for vacations, illness, emergencies or Conference professional obligations shall be paid for by the local church.

### ¶4035. Sabbath Leave

The Baltimore-Washington Conference approves in principle the concept of Sabbath Leave for clergy to help restore perspective on God-given tasks, to bring a sense of appreciation for themselves and their church and to assist in the restoration of effectiveness and balance in ministry. Such Sabbath Leave would:

1. Be with the encouragement and approval of the District Superintendent and the cooperation of the local church.

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2. Be for a period of three months, available every seventh year to those under full-time appointment.
3. Include a reflective report on its value and effects to the District Superintendent and Board of Ordained Ministry's Mid-Career Committee.
4. Encourage pastoral duties during the period of the leave to be fulfilled by supply ministers, Certified Lay Ministers and neighboring clergy, with arrangements made by the local church and the District Superintendent.

### ¶4036. Sick and Maternity/Paternity Leave

1. It is expected that sick leave will be available as needed, and such leave shall not be charged to vacation leave. Sick leave shall be defined as that period of time when the pastor, because of illness, is unable to perform the normal duties of his or her appointment.
2. Family Leave and Maternity/Paternity Leave provisions are stated in the *Book of Discipline*.
3. During both sick or maternity/paternity leave, the pastor's full salary shall be maintained for no less than the first two months of leave, and for no less than eight (8) weeks of paternity leave. After the second month of sick or maternity/paternity leave, or after the first eight (8) weeks of paternity leave, and following consultation between the pastor, the charge Staff-Parish Relations Committee and the District Superintendent, the pastor's salary may be reduced up to 25 percent in order to provide assistance for pastoral supply. Recommendations exceeding the maximum 25 percent reduction, due to special circumstances, shall require approval by a majority vote of the Cabinet.
4. Sick Leave Policy. A pastor under full-time appointment shall continue to receive salary, benefits and housing during a period of illness or disability as further defined in this document. When a pastor becomes physically or emotionally ill, or injured and unable to perform his/her normal responsibilities, the local church Staff Parish Relation Committee, the District Superintendent, the pastor and the cabinet shall work together to carry out the responsibilities that will:
  - a) provide the pastor with the required salary, benefits and housing;
  - b) provide pastoral coverage for the local charge during the period of illness;
  - c) provide the pastor with the necessary support to return to fulltime ministry;
  - d) when the illness is long term (six months or longer) and the pastor is unable to perform his/her normal pastoral responsibilities, the responsible authorities will provide the necessary support for the pastor's welfare by implementing the Medical Leave Due to Medical and Disabling Conditions under the 2016 *Book of Discipline*, ¶ 356.

### ¶4037. Disability Leave (Book of Discipline ¶357)

Disability leave may start at any time during the illness when medical requirements are met. When Disability Leave is taken, the provisions of the *Book of Discipline* take precedence over the provisions of this Sick Leave Policy.

1. Pastoral Responsibilities
  - a) When a pastor is ill for more than three days, the pastor shall notify the Staff-Parish Relations Committee Chairperson or his/her designee.

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- b) When the pastor's illness extends to ten days, the pastor shall notify the District Superintendent and provide a doctor's certificate of illness.
  - c) Should the pastor's illness extend beyond thirty days the pastor shall provide the SPRC Chairperson and the District Superintendent with a written statement from a physician which identifies when the pastor will be able to resume their pastoral responsibilities.
  - d) Should the physicians report state that the pastor should not return to work in the next thirty days, the pastor, the SPRC Chairperson and the District Superintendent shall meet to review the options relative to pastoral welfare and pastoral coverage.
  - e) Should the physician's report state that the pastor may return to work in the next thirty days, the pastor, the District Superintendent, and the SPRC Chairperson shall meet and decide the date for the pastor's return to full-time duty. When the pastor has performed their responsibilities for a period of ninety days, the sick leave for that illness is ended. Any future illness will be treated as a separate illness and will reinstate the sick leave policy.
2. Local Church Responsibilities
- a) The local church shall be responsible for payment of salary, benefits and housing for the first sixty days of illness.
  - b) The local church SPRC shall be responsible for pulpit supply for the first thirty days of illness.
  - c) Should the illness extend beyond thirty days, the SPRC Chairperson shall be in consultation with the District Superintendent to arrange for interim pastoral coverage.
  - d) After sixty days the District Superintendent and the SPRC will determine responsibility for continuation of salary, benefits and housing.
  - e) The local church may use monies budgeted for vouchered professional reimbursable expenses to cover pulpit supply as required under this policy as prorated by the District Superintendent in consultation with the SPRC.
3. Conference Responsibilities
- a) Should the period of illness extend beyond sixty days, the District Superintendent may apply for pastoral support from the Conference Sustentation Fund.
  - b) Should the period of illness be projected to be three months or more with little or no chance of returning full-time pastoral responsibilities, the pastor or the cabinet shall apply for Disability Leave under the provision specified in the *Book of Discipline*. This action shall be taken in consultation with the Conference Joint Committee on Disability Concerns, the Conference Board of Ordained Ministry and the Conference Board of Pensions and Health Benefits.
  - c) Should the pastor at some future date provide medical evidence that he/she has recovered sufficiently to return to active status, he/she may request an appointment.

### ¶4038. Clergy Compensation and Gifts

#### Charging of Fees for the Performance of Pastoral Duties.

1. The local church, in relation to the Annual Conference, accepts the responsibility of compensating the pastor. By providing a salary (at or above the minimum set by the Conference), housing and utilities, pension and health benefits, the local church makes it

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possible for the clergy not to be otherwise employed and to be available for full time service as detailed by the *Discipline*. Because this compensation is given for services rendered it is generally inappropriate to charge fees for these services.

2. The *Discipline* clearly states that pastors are to preach, teach, administer the sacraments, perform marriage ceremonies, conduct funerals, visit and counsel. Indeed, counseling is specifically mentioned. Members and participants in the community of faith should not be charged for these services. The church has already compensated for them. In no case should these services be denied a person because of lesser contributions or an inability to pay.
3. There may be occasions when the pastor is requested to offer services extraneous to the life of the church and secondary to the prescribed duties of a pastor. On those occasions an agreed upon honorarium may be appropriate. On other occasions unsolicited gifts may be offered. Pastors may accept these gifts, using their ethically guided discretion.
4. Questions about when fees might be appropriate are best answered in consultation with the Staff-Parish Relations Committee or with the District Superintendent.
5. See Equitable Compensation section for additional information about clergy compensation.

### ¶4039. Other Financial Benefits

Whenever possible, local charges through their Staff-Parish Relations Committees are encouraged to provide their pastor(s) with special assistance to help cover such items as social security taxes, medical insurance coverage for dependents and voluntary pension contributions. These and all other additional benefits paid to or on behalf of any pastor are to be reported as salary when required by the Internal Revenue Service. When a pastor is receiving Equitable Compensation support, all such benefits shall be included in tabulating the amount of the local charge's contribution toward salary. When setting a pastor's salary local churches should keep in mind that the pastor must pay into Social Security at the self-employment rate on the salary, professional income and the fair rental value of parsonage and utilities or the housing allowance.

### ¶4040. Criteria for Full-time Station Appointments

1. The average attendance at worship for the preceding three years has grown or remained stable.
2. Full payment of all pastoral support (salary and benefits), Conference apportionments and other financial obligations for the preceding three years, with the projection that this will continue in the ensuing year.
3. Pastoral support, which includes the following: Salary, housing, pension, medical benefits, travel and continuing education allowances, does not exceed 50 percent of total church expenditures.
4. A Christian Education program which provides classes for all age groups within the congregation and community.
5. A Mission program which provides at least one form of outreach to the local community, either as a congregation, or in cooperation with nearby United Methodist churches, or through some ecumenical network.



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6. A determination by the Cabinet that a church's missional presence in the community is as important as the above criteria and requires a full-time appointment.

### ¶4041. Criteria for Additional Full-Time Appointments

1. The average attendance and church membership have increased.
2. Full payment of all pastoral support (salary and benefits), Conference apportionments, and other financial obligations for the preceding three years, with the projection that this will continue in the ensuing year.
3. Pastoral and other staff support (salary and benefits) does not exceed 50 percent of total church expenditures.
4. A Christian Education program which provides classes for all age groups within the congregation and community.
5. A Mission program which provides more than one form of outreach to the local community, either as a congregation, or in cooperation with nearby United Methodist churches, or through some ecumenical network.

### ¶4042. Criteria for Full-time Charge Appointments

1. The average attendance at worship for the preceding three years has grown or remained stable.
2. Full payment of all pastoral support (salary and benefits), Conference apportionments, and other financial obligations for the preceding three years, with the projection that this will continue in the ensuing year.
3. Pastoral support (salary and benefits) does not exceed 50 percent of total charge expenditures.
4. A Christian Education program which provides classes for all age groups within the congregation and community.
5. A Mission program which provides at least one form of outreach to the local community, either as a charge or in cooperation with nearby United Methodist churches, or through some ecumenical network.
6. A determination by the Cabinet that a charge's missional presence in the community is as important as the above criteria and requires a full-time appointment.

### ¶4043. Guideline for Alternatives to Full-time Appointment

1. Where churches and charges do not meet the criteria in ¶4040-¶4042 above, the Cabinet shall first pursue parish alignments which will fall within those guidelines.
2. When parish alignment is not a viable option the Cabinet shall then consider appointment options which will provide pastoral leadership for the congregation(s) such as:
3. Less than full-time;
  - a) Part-time local pastor;
  - b) Student pastor.

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### ¶4044. Guidelines for Conference Mission Churches

1. Definition: A "Mission" church is one which receives support from the Baltimore-Washington Conference for the continuation of its ministry.
2. A Conference mission church shall be defined as fitting one of the following categories:
  - a) New church (congregation in formation): a congregation moving toward chartering as a United Methodist Church
  - b) Limited service church: a congregation where the continuation of a church's presence in a community is essential because of a unique situation or future ministry.
  - c) Redeveloping church (congregation in transformation): a congregation in areas undergoing significant demographic, environmental or visional refocusing which has resulted in the temporary loss of ability for self support.
  - d) Deaf Ministry Churches: congregations of hearing impaired individuals which are unable to support the full-time pastoral leadership required for the continuation of the ministry.
3. Congregations other than Deaf Ministries may be designated as a Conference mission church only through action of the Baltimore-Washington Annual Conference upon recommendation of the Cabinet in consultation with the Council on Finance and Administration and the agency assigned responsibility for congregational formation and transformation.
4. Conference mission church status, with the exception of Deaf Ministries, shall be granted for an initial period not to exceed four years.
5. Conference apportionments for Initiative churches shall be reduced to 10 percent of their apportionment base.

### ¶4045. Guidelines for Specific Categories of Conference Mission Churches

1. New churches (congregations information).
  - a) An average attendance of 100 at worship services should be reached within four years of the congregation's formation.
  - b) Full payment of pastoral support (salary and benefits) should be reached within five years of the congregation's formation.
  - c) Chartering of a new church shall be done only when it has met the above guidelines.
  - d) Full payment of Conference apportionments shall be reached within three years of the church's chartering.
  - e) For any new church to continue as a mission church beyond four years a thorough review of its purposes and potential shall be made by the Cabinet and the relevant staff and/or agency and reported to the Conference at the time of such request.
2. United Methodist limited service churches
  - a) Designation as a limited service congregation requires an assessment of missional goals and available resources initiated by the Cabinet in consultation with the local church and appropriate relevant staff and/or agency with annual progress reports.
  - b) There shall be no more than the equivalent of one limited service church per district, with exceptions granted only by the Cabinet and Conference Trustees.

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- c) Limited service status shall be granted for an initial period not to exceed four years.
  - d) For any limited service church to continue as a mission church beyond four years a thorough review of its purposes and potential shall be made by the Cabinet and Board of Christian Presence in God's World and reported to the Conference at the time of such request.
3. Redeveloping Churches (congregations in transformation)
- a) Designation as a redeveloping church requires an assessment of its missional goals and available resources by the Cabinet in consultation with the local church and relevant staff and/or agency with annual progress reports.
  - b) There shall be no more than the equivalent of one redeveloping church per district, with exceptions granted only by action of the Annual Conference.
  - c) Redevelopment status shall be granted for an initial period not to exceed four years.
  - d) A redeveloping church shall be expected to develop the ability to pay Conference apportionments and full pastoral support (salary and benefits) within a five-year period.
  - e) For any redeveloping church to continue as a mission church beyond four years a thorough review of its purposes and potential shall be made by the Cabinet and relevant staff and/or agency and reported to the Conference at the time of such request.

## Section III. Board of Pensions and Health Benefits

### ¶4046. Medical Expense Plan (MEP) - Active Clergy and Lay Employees

The Conference Board of Pensions and Health Benefits is accountable to the Conference, consulting with the Council on Finance and Administration and collaborating with the Cabinet and other Boards of CF&A. The Conference Board of Pensions and Health Benefits reserves the right, at any time and in its discretion, to amend, supplement, modify or eliminate the benefits outlined in these policies, subject to the *Book of Discipline* and Annual Conference. These policies do not create a contract or a guarantee of employment between any employee and the Baltimore-Washington Conference or any other organization in the Conference.

1. Competitive Bidding
  - a) The benefits of the Conference Medical Expense Plan shall be reviewed, and if needed, bids solicited at least every four years by the Board of Pensions and Health Benefits, with the results of that review included as part of the Board's report to the next session of the Annual Conference.
  - b) The current provider of health benefits under the Conference Medical Expense Plan is Wespath Benefits and Investments through the HealthFlex Exchange program.
2. MEP Benefit Plan Options
  - a) HealthFlex Exchange is a multi-option ("cafeteria style") plan. The Board shall make available to the Annual Conference all HealthFlex Exchange benefit plan options and shall select one benefit plan type to be the Default Plan. All eligible active participants and the salary-paying unit will each be responsible for a portion of the premium as shown on the rate sheet. The rate sheet may be obtained from the Human Resources and Benefits Department.

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- b) The medical benefits provided shall be addressed in the plan summaries which may be obtained from Human Resources and Benefits Department.
- c) The Conference Board of Pensions and Health Benefits reserves the right at any time and from time-to-time to modify, alter, or amend, in whole or in part, any or all of the provisions of the Conference's Cafeteria Plan.

### ¶4047. Eligibility to Participate in the Baltimore-Washington Conference Medical Expense Plan

1. Participation is mandatory for all ministerial members of the Annual Conference, ordained clergy from other Annual Conferences, members of other Methodist and non-Methodist denominations, and local pastors and student local pastors appointed to full (100%) or three-quarter time (75%) service to a local church, Conference Mission Center and campus ministries.
2. Deacons appointed to full or 75% service to a local church can be covered through the "salary paying unit" by the signing of a Sub-Adoption Agreement.
3. Those with appointments less than 75% service are not eligible to participate.
4. Lay employees of the Conference Mission Center hired to work 30 hours or more a week have the option to participate in the Conference medical expense plan.
5. Participation is optional to lay employees of the local church. Each local church will complete and honor a Salary Paying Unit Sub-Adoption Agreement with the Conference to sponsor the medical expense plan for its eligible lay employees who choose to participate. An employee contribution toward the cost of their health plan is at the sole discretion of the local church.
6. Dependents of active ministerial members of the Annual Conference who have been covered under the medical insurance plan who survive the ministerial member and the ministerial member's spouse shall be eligible for medical coverage.
7. If a ministerial member of the Annual Conference or local pastor who is required to participate in the medical expense plan (MEP) has medical insurance coverage provided by the spouse's employer, or former employer, MEP shall be the primary coverage for the participant.
8. If a ministerial member of the Annual Conference or local pastor elects to cover their spouse and his or her spouse has access to employer medical insurance coverage, a surcharge will be imposed.

### ¶4048. Clergy Couples Health Coverage<sup>44</sup>

It shall remain the policy of the BWC that clergy couples with children shall have the option to remain on one policy.

### ¶4049. Enrollment/Election — (see HealthFlex Summary Plan Description)

1. Participants must be enrolled in the plan within 30 days from the date they become eligible. Participants shall complete the required paperwork by the Benefits Office deadline.

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<sup>44</sup>The source of this section is the 2016 Journal, p. 210.

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2. Annual Election occurs each fall with changes being effective January 1 of the following year. The Benefits Office shall communicate the beginning and ending of the Annual Election period to participants.
3. Special enrollment is available if an eligible participant experiences a Life Status Event or a Special Enrollment Event during the year.
4. Participant's premium should be deducted from participant's gross income by the Salary Paying Unit each payroll period.
5. Per IRS regulations, Annual Election is required for participation in Flexible Spending and Health Savings (Section 125 Cafeteria Plan) accounts.

### ¶14050. Leave Status Eligibility

Eligibility for participation in the medical benefit plan may continue when a person is in leave status, only when approved by the Board of Ordained Ministry and granted by vote of the Executive Session of the Annual Conference. It shall be the responsibility of the Director of Human Resources and Benefits to notify the participants of this fact when such leave is granted. Premiums are after-tax payments and must be paid on a monthly self-pay basis.

#### 1. Sabbatical Leave –

Any full member and associate member of the Annual Conference can continue their participation in the MEP for up to one year on a self-pay basis.

#### 2. Attend School –

Any full member and associate member of the Annual Conference can continue their participation in the MEP for up to one year on a self-pay basis. Members of the Annual Conference who have been appointed to attend school and are not serving a "student appointment" in a local church or Conference agency, shall be eligible for primary and dependent coverage on a self-pay basis, during the time of their appointment to attend school.

#### 3. Medical Leave –

Any full member, provisional member and associate member of the Annual Conference can continue their participation in the MEP for up to one year on a self-pay basis.

#### 4. Medical Leave (receiving CPP benefits) –

Any full member, provisional member and associate member of the Annual Conference who is approved for benefits for health reasons under the Comprehensive Protection Plan (CPP) shall continue their participation in the MEP and premiums will be based on years of service.

#### 5. Voluntary Leave (Personal & Family) –

Any full member, provisional member and associate member of the Annual Conference can continue their participation in the MEP for up to one year on a self-pay basis.

#### 6. Involuntary Leave –

Any full member, provisional member and associate member of the Annual Conference can continue their participation in the MEP for up to one year on a self-pay basis.

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### 7. Transitional Leave –

Any full member, provisional member and associate member of the Annual Conference can continue their participation in the MEP for up to one year on a self-pay basis.

### 8. Military Leave –

The Annual Conference will comply with the Uniformed Services Employment and Reemployment Right Act (USERRA) as it relates to clergy who are called into military service.

## ¶4051. Retirement

1. Requests for retirement shall be made in writing preferably by December 1, to the Resident Bishop with copies sent to the District Superintendent and the Conference Relations Chair of the Board of Ordained Ministry for the July 1 retirement date. This notification is vital to the orderly processing of records and services provided by the Board.

### 2. Service Record Adjustments –

Requests for adjustments are handled by the Board on a case by case basis. The Director of Human Resources and Benefits is the person to actuate adjustments to Service Records.

## ¶4052. Retiree Medical Reimbursement Program

### 1. Sponsorship

- a) Providing a medical program for retirees is optional under the provisions of the 2016 *Book of Discipline*.
- b) The Baltimore-Washington Conference of the United Methodist Church elects annually to provide such a program.
- c) This election continues from year to year upon Annual Conference approval and may be suspended in its entirety by vote of the Annual Conference.
- d) The program is defined, maintained and supported by the Board of Pensions and Health Benefits of the Baltimore-Washington Conference.

### 2. Full Retirement Eligibility

- a) Must have served under pastoral appointment in the Baltimore-Washington Conference or been a conference lay employee.
- b) Must have participated in the active health insurance program of the Baltimore-Washington Conference for eleven or more years.
- c) Must have reached the age of 65 and be enrolled in Medicare.
- d) Must have entered the retired relationship to the Annual Conference. (Eligibility is not dependent on maintaining retired membership in the Annual Conference.)
- e) Has not waived participation in Social Security or Medicare. The Conference Retiree Medical Reimbursement Program is a Medicare Supplement program and is only available to participants in Medicare.
- f) Has not elected to postpone retiree medical at retirement due to being covered under spouse's employer group medical coverage. Postponement can only be reinstated following a qualifying event such as loss of alternate group health insurance.

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- g) Has not waived participation in the retiree medical program at retirement. Waiver can only be reinstated with Board of Pensions approval.
- h) Spouses of eligible persons receive a Health Reimbursement Account (HRA) of their own, funded in the same amount as the eligible person.

### 3. Early Retirement Eligibility

- a) Early Retirees are otherwise eligible persons who have entered the retired relationship as Baltimore-Washington Conference Members prior to the age of 65 and are not enrolled in Medicare.
- b) Must have served under pastoral appointment in the Baltimore-Washington Conference or been a Conference lay employee.
- c) Must have participated in the active health insurance program of the Baltimore-Washington Conference for eleven or more years.
- d) Must have entered the retired relationship to the Annual Conference. Eligibility is not dependent on maintaining retired membership in the Annual Conference.
- e) Has not waived participation in the retiree medical program at retirement. Waiver can never be reinstated.
- f) Has elected to postpone retiree medical at retirement due to being covered under spouse's employer group medical coverage. Postponement can only be reinstated following a qualifying event such as loss of alternate group health insurance.

### 4. Clergy Couples Eligibility in Retirement.

Eligible, retired clergy persons who are married to an eligible clergy person may elect to receive an HRA funded in the higher of the two amounts for which they are eligible.

### 5. Retiree Benefit Determination

- a) Retiree health benefit status shall be determined as of the date of retirement from active ministry in the Baltimore-Washington Conference (clergy) or retirement from Conference Mission Center staff (laity).
- b) Benefit status of persons eligible on the date of retirement shall not be affected by changes occurring following retirement, i.e. divorce, death of spouse, etc.
- c) If a retiree marries after the date of retirement, the new spouse shall not be an eligible person.
- d) If a surviving spouse who is an eligible person remarries, the surviving spouse shall lose eligibility for the retiree health program.

### 6. Full Retirement Benefit

- a) The Retiree Medical Program is comprised of an HRA provided to eligible persons which is used to purchase an authorized Medicare supplement plan(s) through the contracted administrator. Funds in the HRA above and beyond those needed to purchase a Medicare supplement plan(s) may be used for other health expenditures authorized by federal law. Currently the HRAs are administered by Via Benefits (formerly OneExchange), through Wespath.
- b) The Benefit varies according to credited years of service under appointment. No benefit accrues to the first 10 years of credited service. A full benefit is provided for 30 or more

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years of service. The benefit for those with 11 to 29 years of credited service is prorated from the full benefit amount. A schedule may be obtained from the Human Resources and Benefits Department.

- c) The Board of Pensions and Health Benefits approves the full benefit amount each year and may increase or decrease it as it deems appropriate or necessary.

### 7. Early Retirement Benefit

- a) Early Retirees may request to continue in the health insurance program they had as an active member.
- b) Premium support for under 65 retirees will be provided by the Annual Conference. The amount of premium support will vary according to years of service and the decisions of the Board of Pensions. Current levels of premium support may be obtained from the Human Resources and Benefits Department.
- c) The retiree shall be responsible for the balance of the premium.
- d) The Board prefers that the balance of the premium be paid through pension deduction.

### 8. Funding

- a) The Board of Pensions and Health Benefits maintains funding in a designated account. Funds to provide benefits are made from this account.
- b) As required by the 2016 *Book of Discipline*, the Board of Pensions ascertains the current and estimated future benefit payment expenditures and assures that the designated account has sufficient funds for this purpose.
- c) As of July 2018, this account is considered to be fully funded.
- d) In the event that market or other conditions cause the account to be less than fully funded, and other reserve funds are unable to be applied to, the Board of Pensions and Health Benefits may take steps to make up the shortfall, such as requesting apportionment funds from the Annual Conference, or may reduce the benefits or seek Annual Conference approval to suspend or close the program.

#### ¶4053. Social Security

The Board strongly recommends that all clergy of the Conference participate in Social Security, and not exercise any conscience clauses to opt out of Social Security. Eligibility for medical benefits in retirement and disability benefits through the CPP program, are both dependent on participation in Social Security and Medicare. Thus, one's irrevocable decision to opt out of Social Security is a decision to be excluded from these Conference programs.

#### ¶4054. Adoption

Extra-contractual special grants per child adopted up to an amount determined by the Board, may be available for child adoption costs. All requests should be written and will be reviewed by the Board of Pensions. These grants are available to clergy and Conference lay employees in the Medical Expense Plan only and shall be paid as a reimbursement upon presentation to the appropriate Benefits personnel of an itemized bill showing expenses incurred, from the contingency fund of the Medical Expense Plan. The Board



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may require documentation demonstrating that the adoption is complete, and that the child is residing in the adoptive home.

### ¶4055. Termination

1. The Conference will comply with applicable state laws, if any, regarding benefits upon termination. If eligible, the terminated participant will be responsible to the fullest extent for the premiums permissible under the applicable state law, not to exceed twelve (12) months and to a spouse who loses coverage in the case of a divorce, not to exceed twenty-four (24) months. Termination for a clergyperson means any change of status which makes the participant ineligible to participate.
2. Continuation of Coverage is extended to terminated persons on a self-pay basis. Continuation Coverage is for medical only. Dental and upgraded vision are not included in Continuation of Coverage. VSP Exam Core will be included. Each month's premium shall be paid in advance.

### ¶4056. Clergy Pensions

#### 1. Eligibility

Any ministerial member or local pastor under full-time Episcopal appointment to a conference, church or conference-controlled entity or unit and are receiving compensation are automatically enrolled in the plan.

#### 2. Monthly Billing

- a) Twelve percent (12%) of plan compensation, limited by the Denominational Average Compensation (DAC), will be billed to churches with eligible clergy to pre-fund the Defined Benefit Annuity.
- b) Three percent (3%) of plan compensation will be billed to churches with eligible clergy. Each month, 2% out of the 3% will be deposited into the clergy's retirement account and the remaining 1% will be held in an account to fund a match.
- c) To be eligible for the 1% match, clergy must contribute at least 1% of their plan compensation into their United Methodist Personal Investment Plan (UMPIP) monthly.

#### 3. Types of Pension Plans

The Pension plan in effect in a given year affects the plan in which clergy participate.

##### a) Pre-82 Plan

Pre-82 was the pension plan in place prior to 1982. ¶ 1506.7 (2016 *Book of Discipline*) grants authority to the Annual Conference to review the annuity rate each year for Pre-82 service and to adjust the PSR rate as appropriate, taking into consideration the changes in the economy. Such annuity rate may remain the same or be increased without restriction upon recommendation of the Board of Pensions and approval at Annual Conference.

##### b) Ministerial Pension Plan (MPP)

MPP was the pension plan in place from 1982 through 2006. Monies previously contributed to MPP will continue to be held in individual participant accounts.

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### c) Clergy Retirement Security Program (CRSP)

CRSP is the current retirement program. The CRSP benefit premium is paid by the church on behalf of the clergy. CRSP is made up of two components; a Defined Benefit (DB) portion and a Defined Contribution (DC) portion.

### 4. Pension Non-Taxable Per IRS Statute

The resolution relating to Rental/Housing Allowances for retired and disabled ministers of the Annual Conference, the full text conforming with IRS and Social Security statutes, will appear in the Board's report in the *Annual Conference Journal* and reads as follows:

#### a) Rental/Housing Allowances for retired or disabled ministers of the Conference

- (1) Whereas, the religious denomination known as The United Methodist Church has and functions through Ministers of the Gospel who are duly ordained or licensed; and
- (2) Whereas, the practice of The United Methodist Church is to provide a parsonage or a rental/housing allowance as part of the gross compensation for each of its activeordained or licensed; and
- (3) Whereas, pensions paid to retired ordained or licensed ministers of The United Methodist Church are considered a deferred compensation and are paid to said retired ordained or licensed ministers in consideration of previous active service, and disability benefits are considered payments in lieu of compensation for activeservice; and
- (4) Whereas, the Internal Revenue Service has recognized that the Conference is the appropriate organization to designate a housing/rental allowance for the retried ordained or licensed ministers who are members of this Conference; and
- (5) Whereas, the disabled minister has the same legal relationship to a Conference as does the retired minister and, thus, this Conference is also the appropriate organization to designate a rental/housing allowance for a disabled ordained or licensed minister who is a member of this Conference;

#### b) Now therefore be it resolved that:

- (1) An amount equal to 100% of the pension or disability payments received from plans authorized under the *Book of Discipline of The United Methodist Church (the Discipline)*, which includes all such payments from the General Board of Pension and Health Benefits ("GBOPHB"), during the years 2017-2018 by each active, retired, or disabled Clergy person who is or was a member of the Conference, or its predecessors, be and hereby is designated as a rental/housing allowance for eachsuch Clergy person; and
- (2) 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 Clergy person rendered to this Conference or that an active, retired or disabled Clergy person 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

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any other employer that employed the Clergy person 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 Clergy person's pension or disability as part of his or her gross compensation.

[NOTE: The rental/housing allowance which may be excluded from a minister's gross income is limited to the lesser of (1) the amount of the rental/housing allowance designated by the employer or other appropriate body, (2) the amount actually expended by the minister to prove his or her housing or (3) the legally determined fair rental value of the parsonage or other housing provided. As specified in Rev. Rule 71-280, 1971 C.B. 92, "the only amount that will qualify for exclusion under section 107(2) of the Code as a 'rental allowance' is an amount equal to the fair rental value of the home, including furnishings and appurtenances such as a garage, plus the cost of utilities." Beginning in 1984, there is no longer a sick pay or disability income exclusion available with respect to disability benefit payments, Therefore, the full amount of disability benefit payments will be taxable income to the recipient beginning in 1984.]

### ¶4057. Disability and Related Benefits 1.

#### Comprehensive Protection Plan.

The Comprehensive Protection Plan (CPP) is a benefit that provides death, long-term disability and other survivor benefits for clergy participants and clergy participant's family. The plan is administered by Wespeth Benefits and Investments.

##### a) Eligibility.

Any ministerial member under full-time or 3/4 time and local pastors under full-time Episcopal appointment to a conference, church or conference-controlled entity or unit and is receiving compensation would automatically be enrolled in the plan.

##### b) Monthly Billing.

Three percent (3%) of plan compensation (total cash salary plus housing allowance/total cash salary plus 25% of cash if participant resides in a parsonage) will be billed to churches with eligible clergy.

### 2. UMLifeOptions.

Eligibility changes were approved at the 2016 General Conference to eliminate the special arrangement coverage in CPP for ordained clergy appointed to ½ or ¼ time as of 12/31/2016. Conferences were given options to purchase life and disability insurance for these clergy through UMLifeOptions. The plan is administered by Unum.

##### a) Eligibility.

Any ordained clergy under half-time (50%) or quarter-time (25%) Episcopal appointment to the church is automatically enrolled in UMLifeOptions.

##### b) Monthly Billing.

Three percent (3%) of clergy plan compensation (total cash salary plus housing allowance/total cash salary plus 25% of cash salary if participant resides in a parsonage) will be billed to churches with eligible clergy.

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### 3. Medical Leave/Disability Income Benefits.

The Joint Committee on Clergy Medical Leave is charged to review all Medical Leave/Disability Income Benefits requests adhering to the rules set forth in the *Book of Discipline*.

- a) To receive Disability Income Benefits from the Comprehensive Protection Plan (CPP), an eligible clergyperson must be placed on Medical Leave, thereby the clergy applicant must request the change in status to Medical Leave by contacting his/her District Superintendent.
- b) The District Superintendent will request the Conference Benefits Officer to forward a Disability Income Benefits "Claim packet" to the clergy applicant.
- c) The District Superintendent, Conference Benefits Officer, the Chair of the Joint Committee on Medical Leave and the Board of Ordained Ministry staff person confer to determine if a face to face interview is needed with the applicant. If the interview is needed, the chair of the Joint Committee contacts the applicant to make arrangements for the interview.
- d) The Chair of the Joint Committee will designate a member of the committee to be in contact with each person who is in a Conference status of Medical Leave and/or receives Disability coverage through CPP or UMLifeOptions.

### ¶4058. Delinquent Accounts and Arrearages

#### 1. Responsibility

Payment for pastor's health care and pension premiums are obligations of the local churches. Churches which have not met their obligations under the plans in this section for 90 days or more are considered to be in arrears. When a church is in arrears, it is very often a symptom of larger problems which the church is encountering in meeting its financial and missional obligations.

Therefore, addressing the circumstances of churches which are in arrears is first and foremost a management responsibility of the District Superintendents.

#### 2. Forbearance Program

The Board of Pensions and Health Benefits and Conference Cabinet have initiated a Forbearance program in which churches that are more than 90 days in arrears may be offered a lien against church property in forbearance of the arrearage debt. The forbearance will come with the following conditions:

- a) Representatives from the Board of Pensions and the DS will meet with the Administrative Council or equivalent structure to explain the conditions of the forbearance and share the importance of paying benefits for our pastors.
- b) The Administrative Council or equivalent structure will work with the Director of Leadership and Congregational Development and the DS to develop a ministry plan with measurable milestones. That plan may include the development of new ministries, training events, development of alternative streams of revenue and/or goals for apportionment payments. Congregations will be encouraged to be creative and innovative in their plans.

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- c) The members of the church's Finance Committee will participate in stewardship training events sponsored by the BWC and the Mid-Atlantic Foundation. The Mid-Atlantic Foundation and BWC may also provide training regarding bookkeeping and overall financial development. Registration fees for these events will be paid through funds made available by the cabinet
- d) For the next three years the church's leadership will participate in School of Congregational Development events planned and sponsored by the Department of Leadership and Congregational Development of the BWC. Registration fees for these events will be paid through funds made available by the cabinet and the Department of Leadership and Congregational Development.
- e) For the next three years the pastor will participate in group coaching sponsored by the Department of Leadership and Congregational Development.
- f) If at the end of the three-year period the milestones have consistently not been met, the DS will conduct a formal assessment of the potential of the church and, in consultation with the District Committee on Location and Buildings, may begin a process of repurposing the church to enhance ministry within the district.
- g) Churches more than 90 days in arrears who do not accept the conditions of forbearance will be asked to provide the DS with a plan for how the arrearages will be paid within 12 months. If that plan is not reasonable or at any time is not followed, the DS will conduct a formal assessment of the potential of the church in accordance with ¶213.

### Section IV. Local Church Stewardship<sup>45</sup> and Finances

#### ¶4059. Assess Gifts

Every church/charge in the Annual Conference shall conduct an annual assessment of the congregation's "gifts and graces" (e.g., time and talent survey) with the purpose of cataloguing these gifts and graces and encouraging persons to practice holistic stewardship within the life of the congregation.

#### ¶4060. Focus on Abundance

Every church/charge in the Annual Conference shall conduct — at least — an annual stewardship emphasis to fund the local church's current expense budget; this emphasis shall be based on a strong Biblical and theological foundation; whenever possible, this emphasis shall be conducted with positive motivation based in the promise of God's amazing abundance, rather than in guilt, pessimism, or mere survival.

#### ¶4061. Communicate Mission & Ministry

Every church/charge in the Annual Conference shall communicate annually its "Mission & Ministry" to its members.

#### ¶4062. Maintain Financial Commitment Records

As a part of the annual stewardship emphasis, every church/charge in the Annual Conference is encouraged to solicit financial commitments (pledges, estimates of giving, etc.) toward the annual current expense

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<sup>45</sup>2003 Policies & Procedures Manual 4.46

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budget by both members and non-members, and shall maintain records of such commitments within the church office.

1. It is the policy of the Baltimore-Washington Conference that all pastors, and other persons determined by the local Finance & Stewardship Committees, shall have access to the above commitments and to all giving records of members and non-members.
2. All pastors in the Baltimore-Washington Conference shall communicate at least annually to his/her congregation, or his/her Charge Conference, the specific nature of his/her annual tithe or proportionate giving commitment to the local church's annual current expense budget; and this communication shall be made through sermons, newsletter articles and other ways appropriate to the particular congregation; all pastors shall preach stewardship sermons regularly throughout the year which make connections between lifestyle issues and the care of God's creation.
3. All church/charges shall provide statements to members and non-members of their giving records; these statements shall be provided at least annually with the optimum goal of providing them on a bi-monthly basis.

### ¶4063. District Superintendent Review of Church Vitality at Pastoral Transitions<sup>46</sup>

1. Recognizing that a change in pastoral appointment is an ideal opportunity for a church to do a substantial review of its financial and membership reporting, District Superintendents shall advise pastors who will be leaving their churches to ensure that all the church's financial and other records are current.
2. For clergy being appointed to a new charge, the church's audit report, Profit and Loss Statements, balance sheets and budget shall be gathered by the outgoing pastor and shared at the out-take meeting with the District Superintendent and later shared with the new pastor.
3. An overview form, providing details of a church's finances, shall be included with the other forms churches must complete at the time of a pastoral transition. The bishop's office and District Superintendents shall ensure that this new form is created, introduced, filled out and made available to the incoming pastor.
4. Best practices in how District Superintendents and pastors can ensure smooth clergy transitions, including items that concern a church's finances, shall be discussed at the Baltimore-Washington Conference's annual Transitions Workshop.

### ¶4064. District Superintendent Review of Church Vitality at Retirement<sup>47</sup>

For those clergy who are retiring, within 30 days after they announce their retirement, they shall ensure that copies of the church's audit report for at least the last three years, three years of the end-of-year Profit and

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<sup>46</sup>2016 Journal, pp. 509-510

<sup>47</sup>2016 Journal, pp. 509-510

## Policies & Procedures of the Baltimore-Washington Conference

Loss statements, balance sheets and budget are compiled into a format to be shared with the incoming pastor, and upon request, with the District Superintendent.

### ¶4065. District Superintendent Review of Church Vitality At Church Conference<sup>48</sup>

1. Each local church shall update their detailed church profile annually before their church conference meeting. These profiles shall be presented to the new pastor upon their arrival.
2. The compensation packages for incoming clergy shall be shared with the chairs of the Finance and Staff-Parish Relations Committees, who shall sign a form signifying their assent to, and support of, this compensation.

### ¶4066. District Superintendent Two Year Financial Review

District Superintendents shall develop a process in their districts to ensure that they meet with pastors at least once every two years for a financial review to ensure that both have a clear understanding of the church's financial status.

### ¶4067. Local Church Financial Evaluation Standards<sup>49</sup>

1. The Conference Council on Finance and Administration shall provide to each Baltimore-Washington [Conference] council, board, local church and affiliated organization, the following list of financial evaluation standards to be used when considering a banking relationship.
2. We believe that the standards to be used to evaluate financial institutions used by churches and organizations of the Baltimore-Washington Conference should include:
  - a) clearly defined interest rate ceilings or caps (pegged to inflation, unemployment, and other factors);
  - b) reasonable and fully transparent limits on credit card fees and charges;
  - c) no involvement, direct or indirect, in the pay-day-lending industry;
  - d) no involvement, direct or indirect, in the predatory lending industry; and
  - e) no involvement, direct or indirect, in the rapid tax refund industry.

### ¶4068. Local Church Discretionary Fund: Written Policy Guidelines<sup>50</sup>

In every local church that has a local church discretionary fund or similar fund or account (however designated), the administrative body of that local church, whether Administrative Board or Church Council, shall establish a written policy that:

1. Gives the pastor or other fund administrator authority to distribute the fund only for a specified purpose or purposes, consistent with the church's mission, ministry and tax exempt purposes;

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<sup>48</sup>2016 Journal, pp. 509-510

<sup>49</sup>2011 Journal, p. 268

<sup>50</sup>The source of this section is the 2010 *Journal*, pp. 571 - 574

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2. Provides for a method to consistently enforce the limits on the pastor's or other fund administrator's authority to distribute the fund;
3. Sets forth the exclusive purpose(s) of the fund with specificity and clarity, consistent with the mission, program and budget of the church, e.g., is the discretionary fund to be used only for providing assistance to the needy, may the pastor or other fund administrator use it for any other purposes and, if so, for what specific purposes, consistent with the program and budget of the church;
4. Requires the pastor or other fund administrator to document and record distributions from the fund and authorizes the church to request additional documentation showing the types of assistance provided during any given year, e.g., \$100 was used to purchase groceries for a needy family; \$500 was paid for emergency room treatment for a needy family with a seriously ill child; \$150 was used to purchase transportation vouchers to a kidney dialysis center for a needy elderly woman; \$100 was used to purchase bus tickets and a new pair of shoes and slacks for a homeless person who had a job interview;
5. Encourages the pastor or other fund administrator to use the funds for goods and services rather than cash assistance, e.g., for taxi fare, bus ticket, a bag of groceries, a pair of shoes, a doctor bill;
6. Requires the pastor or other fund administrator to request the funds from the church treasurer (or other appropriate official designated by the administrative body) on a voucher form that provides an internal record of access to the fund, but has no personally identifiable information in order to protect the confidentiality and privacy of specific beneficiaries;
7. Requires that the fund never be used for the pastor's or other fund administrator's use or for the pastor's or other fund administrator's family;
8. Requires that the fund never be used for personal expenditures by or on behalf of any church staff member or the staff member's family;
9. Limits the dollar amount that may be expended at any one time without advance written permission from the Church Council or Finance Committee;
10. Limits the dollar amount of discretionary fund cash that can be maintained by the pastor or other fund administrator for quick disbursement;
11. Requires that reimbursements be made from the fund for out-of-pocket expenditures made by the pastor or other fund administrator within 60 days after the expenditure is made; and
12. Requires that discretionary fund cash be maintained in a secure location.

### ¶4069. Local Church Discretionary Fund: Finance Committee Responsibilities

1. The local church Finance Committee or other local church designated financial body shall:
  - a) Ensure that all pastors, or other fund administrator treasurers, financial secretaries, or any other person designated to handle any aspect of discretionary fund monies are aware of and understand the policy, guidelines and reporting requirements regarding the local church discretionary fund, as well as the potential income tax implications if the church's policy is not followed carefully. (For example, make sure that everyone understands the specific purposes for which the fund can be used; the documentation



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and reporting required by the policy; and that the funds can never be used personally or for any family member or for staff or any staff family member without consultation with the SPRC, for any purpose, including but not limited to college tuition, health care expenses, or emergency cash for the pastor or fund administrator or family members, etc.);

- b) Account for all discretionary fund expenditures on church financial statements and reports;
- c) Ensure that the discretionary funds are audited annually, along with other church funds and
- d) Retain administrative control over the fund to ensure that contributions to and distributions from the fund are appropriately accounted for (including acknowledgment to donors when appropriate), protected as a matter of sound stewardship and utilized in a manner consistent with applicable church policies to further the church's mission and ministry and in keeping with its tax exempt status.

## *Part IV: Stewardship*

### **Section I. Archives**

Local Churches are encouraged to follow the guidance from the General Commission on Archives and History (GCAH) to facilitate the planning and creation of retention schedules for managing the records of the Local Church. Their guidance pertains to both paper and electronic records and can be most readily found at the website [www.gcah.org](http://www.gcah.org).

### **Section II. Council on Finance and Administration**

The Council on Finance and Administration operates using the following policies:

#### ¶15000. Benevolence Factor

The Council on Finance & Administration will annually recommend a Benevolence Factor for calculation of local church apportionments.

#### ¶15001. Closing Date

The Council shall recommend annually the closing date for receipt of apportionments.

#### ¶15002. Conference Apportionment Base

1. The Apportionment Base shall be the total amounts reported on the previous year's Statistical Table II (local church expenses) for:
  - a) Pastor's Salary
  - b) Associate Pastor(s)' salary
  - c) Housing Allowance or utilities:
    - (1) The first \$7,000 of the housing allowance shall be included in the apportionment formula as the equivalent of parsonage utilities costs. This value shall be updated periodically by the Council based on the recommendation of the Connectional Giving Committee.
    - (2) The amount of housing allowance or utilities above \$7,000 up to the amount of the housing allowance currently established by the Conference for clergy staff shall be excluded from the Conference apportionment formula.
    - (3) Any housing allowance in excess of the recommended housing allowance established by the Conference shall also be included in the Conference apportionment formula.
  - d) Reimbursable expenses paid for or to the pastor and/or associate pastor(s)
  - e) Other cash allowances paid to or for the pastor and/or associate pastor(s)
  - f) Compensation and expenses paid to or for diaconal minister(s)/deacon(s) appointed to specialized ministry in the local church
  - g) Other staff compensation and expenses
  - h) Current expenses for program
  - i) Other current operating expenses

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### ¶15003. Failure to Submit Statistics.

Any church not submitting a statistical report by February 1 (unless given written permission by the district superintendent) or one with the necessary data missing for the computing of its apportionments shall have 10 percent added by the Conference Treasurer to the local church current expense figures of that church for the prior year, and that updated figure becomes the basis for determining the apportionments for the next fiscal year. Notification of this change will be communicated to the chair of the Pastor-Parish Relations Committee of the church.

### ¶15004. General/Jurisdictional Apportionments

The Council shall place General and Jurisdictional church apportionments in the Conference budget.

### ¶15005. Audit

The Council shall report the status of the completed financial audit at Annual Conference. The final audit report shall be published in the Conference *Journal*. Minority businesses are to be considered in the Requests for Proposal for Audit. The audit will be presented on a modified accrual basis, in accordance with the Council policy not to record the liability for post-retirement health benefits as required by FASB-106.

### ¶15006. Local Church Bonding

The Conference shall provide blanket coverage up to \$25,000 for all persons authorized by the local churches to handle funds.

### ¶15007. Budget

1. **Proposals Requiring Funding.** Any proposals requiring funding at sessions of the Conference shall be referred to the Council for consideration and recommendation before final action is taken by the Conference.
2. **Spending Budget.** The Council shall present a spending budget, based on revenue projections, to the Conference in session.
3. The Council shall seek approval by each Annual Conference for authority, in consultation with the Bishop and the Cabinet, to act on financial matters between sessions.

### ¶15008. Conference Journal

Each recipient of a Conference *Journal* is required to pay the full cost of the publication, and the cost of any copies distributed gratuitously by Conference agencies will be paid for by the agency out of budgeted funds.

### ¶15009. Directors' and Officers' Liability Insurance

The voting members of the Council shall be covered by the Conference Directors and Officers Insurance Policy (see 2000 *Book of Discipline*, ¶ 616.3).

### ¶15010. Operating Reserve Fund

The Council shall maintain an operating Reserve Fund in the targeted amount of 10 percent of the apportionment income budget. The Council shall establish a plan to restore the operating Reserve Fund when it falls below this targeted amount. All interest earned on operating balances shall accrue to the Reserve Fund. An amount shall be apportioned annually as required to maintain the Fund at the established level. The Reserve Fund shall not be used for any purpose other than meeting cash flow needs for Conference operating expenses.

### ¶15011. Council Policies unique to the BWC

1. **Accountable Reimbursement.** Accountable Reimbursement for members of Conference Staff shall be according to amounts reported in the operating budget.

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2. Apportionments. When congregations are merged, the most recent statistical report of the congregation having the greater apportionment, adjusted to reflect total ministerial compensation will be used to calculate apportionments for the first year following a merger. In subsequent years the report of the merged congregation will be used.
3. Bishop's Discretionary Fund. There shall be a Bishop's Discretionary Fund of \$25,000 which shall be restored at the beginning of each calendar year.
4. Budget
  - a) The Council will have the practice of reviewing expense and funding plans from Finance for an individual department spending that exceeds the YTD budget by more than 10 percent.
  - b) Off-Budget operational expenditures and funding plans for items in excess of \$25,000 will be pre-approved by the Council.

### ¶5012. Carry-Forward Balances.

The Council shall approve any requests to carry-forward unspent funding at year end, on an exception basis only.

### ¶5013. Chief Financial Officer/Treasurer

1. The Chief Financial Officer/Treasurer (CFO/Treasurer) shall be elected by the Conference at the first session following General Conference for the quadrennium on nomination of the Council. The CFO/Treasurer's duties shall be those defined by the Discipline, Conference policies, and policies of the Council. [See Position Description on file in CFO/Treasurer's Office as approved by the Council.]
2. The duties of the Statistician shall be included with those of the CFO/Treasurer.

### ¶5014. Committees

1. Committee membership and their chairs shall be appointed by the President and confirmed by the Council at the first meeting following Annual Conference.
2. The Policies Committee for the Council shall consist of three members of the Council with the Vice-President as Chair.

### ¶5015. Executive Session

The Council may at any time convene an Executive Session to discuss issues of Council operations, personnel, and policies.

### ¶5016. Officers

The President and Vice-President of the Council are elected by Council for a quadrennium. [NOTE: It has been the practice to alternate President and Vice-President between clergy and laity quadrennially.]

### ¶5017. Retention of Records

1. A policy of Record Retention for the Council is on file in the CFO/Treasurer's Office with recommended durations of storage of all documents required for orderly operation of the Conference.
2. In addition to the Record Retention policy recommended by the CFO/Treasurer's Office, the CFO/Treasurer shall insure that adequate duplicate back-up data and files are deposited

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weekly at a location not at the Conference Center. This location shall be known to the President of the Council with access available in emergencies.

3. The CFO/Treasurer shall maintain a current manual of internal operating policies for the Council that is available to members of the Council.

### ¶5018. Legal Fees

The Council will provide a line item in the annual budget to cover legal expenses authorized by the Bishop and the Conference Chancellor. Legal expenses associated with Conference Trustees activities will be funded from the sale of Conference properties.

### ¶5019. Funding for Outdoor Ministries

The Conference will fund through apportionments capital expenses related to camping facilities and all property, casualty and liability insurance.

### ¶5020. Competitive Bidding

1. Any request for services or materials required by the conference or its agencies which exceed \$3,500 (\$7,500 for the Board of Trustees) are to require announcement and requests for bids from at least three suppliers, where attempts are made to ensure that the bidders are as inclusive as possible with respect to race, gender, age, and handicapping conditions.
2. The CFO may request of the Council that he/she be authorized to waive this requirement if a generic United Methodist supplier is available. The competitive bidding process may also be waived if there is only one source available and in emergencies. Emergency expenditures are to be reported to the Council by the CFO at its next regularly scheduled meeting.

### ¶5021. Recommendations and Motions

Recommendations and motions which come before the Council shall carry reasonable cost estimates of the total cost of the project(s), plus a statement as to the source of funds, in addition to the proposed benefits.

## **Section III. Council on Finance and Administration Board of Investments**

### ¶5022. Purpose

The Investment Working Group was formed by a recommendation of the 2014/2015 Divestment Working Group (chaired by Jackson Day) as published in the 2015 Baltimore-Washington Annual Conference. That group's finding included the observation that both WesPath and Mid-Atlantic Funds, our primary investment managers, use Socially Responsible Investment screens (SRI) that screens out about 400 companies based on religious and moral guidance (e.g., alcohol, "adult entertainment," tobacco, weapons, gambling and operating private prisons). These guidelines are meant for all Baltimore-Washington Annual Conference investment committees, agencies, and local churches.

### ¶5023. Responsibilities

The Investment Working Group to be made into a standing Committee called the Board of Investments of the Council on Finance and Administration that has the following list of responsibilities:

1. Disseminate information on Socially Responsible Investing (SRI) to Baltimore Washington Conference Committees, Boards, and local churches.

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2. Be the focal point and advisor for investment guidelines and alternatives for the Conference Board of Trustees, Conference Board of Pension and Benefits, and Conference Finance and Administration.
3. Review investment performance of funds managed by the Baltimore-Washington Conference at least semi-annually.
4. To form a standing committee consisting in membership drawn from:
5. Baltimore-Washington Conference Board of Pensions and Benefits
  - a) Baltimore-Washington Conference Board of Trustees
  - b) Baltimore-Washington Council on Finance & Administration
  - c) Baltimore-Washington Conference Board of Church & Society
  - d) Baltimore-Washington Conference financial staff
6. This committee shall NOT make any investment decisions; those will be made independently by its constituent investment committees.

### ¶5024. Information Dissemination

CFA's Board of Investments will disseminate information on Socially Responsible Investing (SRI) to Baltimore-Washington Conference Committees, Boards, and local churches and review investment performance of funds managed by the Baltimore-Washington Conference at least semi-annually.

### ¶5025. Theological Statement

All that is, was, and will be belongs to God. God has entrusted us to be good stewards of the resources God has entrusted to us. We further need to be mindful that all our financial resources start from a single person giving of his or her substance into the offering plate in our local churches. To be good stewards of what is entrusted to us we must be wise as serpents and harmless as doves (Matthew 10:16b) in our investment practices. We must emulate the servants in the parable of the talents (Matthew 25:18-29) while remembering always to work to do no harm in the work that we do. Likewise, we must remember, 2 Corinthians 9:6 which says: "The point is this: whoever sows sparingly will also reap sparingly, and whoever sows bountifully will also reap bountifully." In short, we must work to get the greatest benefit from the dollars entrusted to us while making certain that we do not harm people or the environment all the while holding true to our core values and principles.

1. While lust of money may be the root of all evil (1 Timothy 6:10), the proper use of money is as John Wesley expressed in his Sermon 50 On the Use of Money "...it is an excellent gift of God, answering the noblest ends. In the hands of his children, it is food for the hungry, drink for the thirsty, raiment for the naked: It gives to the traveler and the stranger where to lay his head. By it we may supply the place of a husband to the widow, and of a father to the fatherless. We maybe a defense for the oppressed, a means of health to the sick, of ease to them that are in pain; it may be as eyes to the blind, as feet to the lame; yea, a lifter up from the gates of death!"
2. In short "Gain all you can, save all you can, and give all you can." (John Wesley)

### ¶5026. Social Responsibility Statement

In Matthew 7:12 we are commanded to treat others as we would want them to treat us. In Wesley's Sermon 50 On the Use of Money, he told us to refrain from the buying and selling of spirituous liquors, jobs that

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exposed us to lead or mercury, and even jobs that required “long hours of sitting.” This is the basis for our policies on Socially Responsible Investment. We want our investments to be in socially aware companies that provide healthy and quality products while also treating their employees with dignity, respect and a livable wage. As well, we want to influence all companies through our investments to work towards becoming places where these values are championed and upheld. Investments shall be guided by the following ethical norms according to the Social Principles of The United Methodist Church.

1. An ecologically just world and a better quality of life for all creation;
2. Social justice and the sacred worth of all persons;
3. Sound fiscal policies that protect the economic life of all individuals;
4. Political and governmental responsibility for protection of basic rights;
5. The unity of the world community.

### ¶5027. Investment Policy Statement

The Board will be guided by its theological statement, which says, in part, that God has entrusted us to be good stewards of the resources God has entrusted to us,” following John Wesley’s admonition to “Gain all you can, save all you can, and give all you can.” It will also adhere to the denomination’s policies for investment, avoiding investments that appear likely, directly or indirectly, to support racial discrimination, violation of human rights, sweatshop or forced labor, gambling, or the production of nuclear armaments, alcoholic beverages or tobacco, or companies dealing in pornography.” They will also give careful consideration to shareholder advocacy, including advocacy of corporate disinvestment.”

### ¶5028. The General Conference Investment Policy

The General Conference has a policy for investment (¶ 717 of the 2016 *Book of Discipline*): “In the investment of money, it shall be the policy of The United Methodist Church that all general boards and agencies, including the General Board of Pension and Health Benefits, and all administrative agencies and institutions, including hospitals, homes, educational institutions, annual conferences, foundations, and local churches, make a conscious effort to invest in institutions, companies, corporations, or funds with policies and practices that are socially responsible, consistent with the goals outlined in the Social Principles. All United Methodist institutions shall endeavor to seek investments in institutions, companies, corporations, or funds that promote racial and gender justice, protect human rights, prevent the use of sweatshop or forced labor, avoid human suffering, and preserve the natural world, including mitigating the effects of climate change. In addition, United Methodist institutions shall endeavor to avoid investments in companies engaged in core business activities that are not aligned with the Social Principles through their direct or indirect involvement with the production of anti-personnel weapons and armaments (both nuclear and conventional weapons), alcoholic beverages or tobacco; or that are involved in privately operated correctional facilities, gambling, pornography or other forms of exploitative adult entertainment. The boards and agencies are to give careful consideration to environmental, social, and governance factors when making investment decisions and actively exercise their responsibility as owners of the companies in which

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they invest. This includes engaging with companies to create positive change and hold them accountable for their actions, while also considering exclusion if companies fail to act responsibly.”

### ¶15029. Standard of Care

To use the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.

1. The Uniform Prudent Investor Act (UPIA) was approved for use in all states at the 1994 annual Conference of Commissioners on Uniform State Law and by the American Bar Association in 1995. The act provides excellent guidance key provisions of the UPIA include:
  - a) No investment is inherently prudent or imprudent, except in how its inclusion or exclusion impacts the portfolio as a whole;
  - b) Trustees/Committees are expected to use all reasonably available strategies to improve the risk/reward relationship of the portfolio;
  - c) Under most circumstances, the assets of the trust/portfolio must be diversified;
  - d) Trustees/Committees are obliged to spread portfolio investments across asset classes to enhance performance and reduce risk;
  - e) The possible effect of inflation must be considered as part of the investment strategy. As a result, use of equities is encouraged to allow the possibility that the portfolio’s growth will outpace inflation;
  - f) Fiduciaries have a duty to either demonstrate investment skill in managing trust assets or to delegate investment management to another more qualified party.

### ¶15030. Fiduciary Responsibility

It is important that we remember that the funds we see are not personal but institutional funds. We are trusted as fiduciaries to ensure the perpetual health of the assets under our management. Our fiduciary responsibility supersedes any personal bias and must be maintained as the highest guiding principle at all times. Fiduciary responsibility comes with several duties as listed below:

1. Duty of Care as described in Uniform Prudent Management of Institutional Funds Act (UPMIFA) requires that a fiduciary act at all times in good faith and in a manner, which is in the best interest of the beneficiaries. Fiduciaries are to be adequately informed about alternatives available at the time of decision. They are to act with the same care that responsible persons would exercise in the management of their own affairs. Where specific instructions are left with regard to legacies, they must be followed unless changed by court order.
2. Duty of Care includes prudence in the investment context (including diligence in attending meetings), efforts to ascertain relevant information prior to decision making, balanced judgment, adequate assessment and balancing of potential investment risks and returns and adequate diversification of investments.
3. Duty to Minimize costs is described in UPMIFA section 3(c)(1). "In managing and investing an institutional fund, an institution, may incur only costs that are appropriate and reasonable in relation to the assets, the purposes of the institution, and the skills available to the institution. In devising and implementing strategies for the investment and management of trust assets, trustees are obliged to minimize costs."



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4. Duty to Investigate is described in UPMIFA section 3(c)(2). "[A]n institution shall make a reasonable effort to verify facts relevant to the management and investment of the fund." UMMIFA requires persons who make investment and management decisions to investigate the accuracy of the information used in making decisions; a fiduciary has a responsibility "to examine information likely to bear importantly on the value or the security of an investment."
5. Duty of Loyalty prohibits self-dealing by persons who are fiduciaries. They are not permitted to take part in investment decisions that would create a conflict of interest. All investment decisions are to be made with a view to the interest of the beneficiaries rather than to the personal interests of the fiduciary. When conflicts do arise, they should be disclosed to the governing board immediately. Failure to do so will subject the fiduciary to potential liability for any losses suffered due to the breach of the duty of loyalty. Advance disclosure in writing will provide evidence of the disclosure in the event the issue of conflict of interest is raised. Any fiduciary with a conflict involving an investment decision should abstain from any participation in that decision and document the abstention in the minutes of the meeting.
6. It is important to remember that fiduciary responsibility cannot be delegated. The decision of a board to engage investment adviser(s) will not absolve the board from its ultimate responsibility for the care of the funds. In order to discharge adequately the duties of care and loyalty, the fiduciary will need to demonstrate that appropriate procedures were used for selecting the adviser(s) and for monitoring the results of the advice received. The adviser(s) should be trustworthy and competent to perform the work as outlined by the board. The loyalties of the adviser(s) must run to the beneficiaries, not to individual members of the board.
7. Fiduciaries are permitted to accept the advice of an adviser where they can demonstrate that their initial decision to engage the adviser was well-founded and where subsequent developments do not give rise to a basis for suspending that reliance. A fiduciary that has knowledge that reliance on an adviser or other financial agent is no longer well-founded may become personally responsible for any loss sustained by the fund as a result of the inappropriate reliance. Therefore, fiduciaries are required to make known any and all misgivings about any investment advisors formally and in a timely manner.
8. Fiduciaries are responsible for prudently investing funds held in trust and are encouraged to seek expert counsel, often in the form of an investment consultant and portfolio managers, to assist in this process. They need to use sound judgment when making investment decisions. They are expected to avoid reckless speculation while also obtaining an adequate return on the assets entrusted to their care. Inevitably, this means walking a line between excessive caution and excessive risk. Finding that line may not be easy.
9. Any conflicts of values shall be resolved with discretion, fiduciary responsibility and appropriate consultation.

### ¶5031. Portfolio Management

1. Permitted Asset Classes. All conference, agency, and local church investment committees must consider investment objectives when considering appropriate assets for investment. This Committee believes long-term investment performance, in large part, is primarily a function of asset-class mix. This Committee has reviewed the long-term performance characteristics of the

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broad asset classes, focusing on balancing risks and rewards. We advise all conference-based committees to take this approach as appropriate to their particular investment objectives.

2. The following are asset classes in order of risk (from least to most) that are currently considered appropriate for conference investment: Cash and cash equivalents, Bonds, Stocks, Real Estate (REIT). Within the approved asset classes, the following are permitted and restricted security types for investment:
  - a) Permitted Security Types
    - (1) Mutual Funds – Equity, Debt, Money Market
    - (2) Collective Trust Investments
    - (3) Sub-Advised and Separate Account Investments
    - (4) Individual Stocks, as long as they are traded on the New York Stock Exchange, American Stock Exchange, NASDAQ, or other major U.S. Exchange
    - (5) Individual Bonds, as long as they are rated A or better and traded on a major U.S. Exchange and have a duration of 10 years or
    - (6) Bank Certificates of Deposit
  - b) Limited “Restricted” Security Types – Require Case by Case Committee Pre-Approval and Evaluation
    - (1) Private Equity
    - (2) Individual Bonds, currently held, that are downgraded to BBB or lower – may equal a maximum 10 percent of position
    - (3) Closed-End Funds
    - (4) Unit Investment Trusts
    - (5) Collateralized Mortgage Obligations (CMOs)
    - (6) Real Estate Investment Trusts (REITs)
  - c) Excluded Investment Categories. The following investment categories are not permissible:
    - (1) Precious Metals
    - (2) Short Sales
    - (3) High Yield Bonds – Individually, Mutual Fund, or other
    - (4) Purchase of Letter Stock, Private Placements, or Direct Payments
    - (5) Leveraged Transactions
    - (6) Commodities Transactions
    - (7) Puts, Calls, Straddles, or other Option Strategies
    - (8) There shall be no investment in any limited partnership, unless the Conference is also a general partner, or unless the vote of the trustees and CFA approves unanimously of the investment. **ALL INVESTMENTS OF THIS TYPE MUST BE APPROVED BY THE BALTIMORE-WASHINGTON CONFERENCE COUNCIL ON FINANCE AND ADMINISTRATION, NO EXCEPTIONS.**

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3. Other Investment Considerations. No individual security, except diversified funds, shall make up more than 5 percent of any individual portfolio.
4. Additional Investment Quality Standards
  - a) Cash Equivalent Vehicles. All cash equivalent investments shall be pooled investment vehicles, such as money market funds, where the funds' share price is intended to remain constant and the fund's yield is comparable with the current risk-free rate of return. Also permitted in this category shall be United States agency-guaranteed bank certificates of deposit (purchased directly from banks or indirectly through brokerage accounts), short-term U.S. government securities, or bank savings and money market accounts.
  - b) Bonds and Other Fixed Income Funds
    - (1) Bonds. Individual Bonds may be used as long as they are rated BBB or better, are traded on a major U.S. Exchange and have a duration of 10 years or less; investments in high yield bonds and certain convertible bonds should be limited to the use of mutual funds.
    - (2) Bond Funds. Any selected diversified bond fund shall be pooled investment vehicles, such as a publicly traded mutual fund, providing net asset valuations published on a daily basis.
  - c) Common Stocks and Other Stock Funds
    - (1) Common Stocks. The following criteria will be used for the selection and retention of common stock vehicles:
      - (a) Investments shall not knowingly be made in any company producing, as its core business, alcoholic beverages (beer, wine or distilled liquor) or:
        - (i) receiving 10 percent or more of gross revenues from selling, distributing or marketing alcoholic beverages; or
        - (ii) receiving 10 percent or more of gross revenues from supplying key elements for alcoholic beverage production.
      - (b) Investments shall not knowingly be made in any company manufacturing, as its core business, cigarettes, cigars, chewing tobacco or smokeless tobacco or:
        - (i) receiving 10 percent or more of gross revenues from selling, distributing or marketing tobacco-related products; or
        - (ii) receiving 10 percent or more of gross revenues from supplying key elements to the tobacco industry (cigarette papers, flavorings, adhesives, etc.).
      - (c) Investments shall not knowingly be made in any company owning or managing, as its core business, casinos, racetracks or off-track betting parlors or receiving 10 percent or more of gross revenues from the production of goods and services related to the gaming or lottery industries.
      - (d) Investments shall not knowingly be made in any company receiving 10 percent or more of gross revenues from the production, sale or distribution of products or services that are considered pornographic or meet the legal definition of "obscene" or "harmful to minors."

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- (e) Investments shall not knowingly be made in companies that receive 10 percent or more of their gross revenues in for-profit privately-run prisons, correctional facilities, jails, penitentiaries, detention centers and transfer centers. <http://www.gbophb.org/news/release/pr20120103/>
  - (f) Investments shall not knowingly be made in any company:
    - (i) Receiving 10 percent or more of gross revenues from the manufacture, sale or distribution of personnel weapons (landmines, “assault-type” automatic and semiautomatic weapons, firearms, etc.), armaments, ammunition or weapons-related systems provided for commercial and private markets (exceptions may be made for weapons and ammunition provided for sporting or law enforcement purposes); or
    - (ii) Whose identifiable ratio of nuclear weapons contract awards from the U.S Department of Defense or comparable agency or department of any foreign government to gross revenues is greater than or equal to 3 percent.
  - (g) Investments will not be made in corporations in which 10 percent or more of gross revenues are derived from a combination of the above (1-5).
  - (h) Companies not falling into any of the above categories still may be ineligible for purchase because of reputation, public image or any specific business practices determined to be a gross violation of the Social Principles of the United Methodist Church (such as human rights violations; abusive labor practices, including the exploitation of child labor; flagrant or egregious damage to the environment; and unethical business practices).
  - (i) Emerging markets commingled equity pools are exempt from the above restrictions if specifically authorized and the aggregate exposure of companies otherwise prohibited does not exceed 10 percent of the total value of the fund.
- (2) Common Stock Funds. Any selected common stock funds shall be pooled investment vehicles, such as a publicly traded open or closed-end mutual fund, providing daily asset valuations. Such investments may include focus on any size domestic or non-U.S. stock.

¶15032. Asset Class Index and Benchmarking

The investment alternatives are listed below, along with the appropriate Asset Class Index benchmark and Peer Group Comparative Universe to be used for each investment option currently offered in the plan:

*(NOTE: This table is continued on the following page)*

Asset Class	Benchmark Index	Comparative Universe
Money Market & Stable Value	Citigroup 3-month T-Bill	Morningstar Ultra-Short Super Credit
Active Fixed Income	Barclay’s U.S Aggregate Bond Index	Morningstar Intermediate Term Bond Universe
Balanced	Weighted Average Index	Morningstar Moderate Allocation Universe
Large Cap Value	Russell 1000 Value	Morningstar Large Value Universe

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Large Cap Blend / Index	S&P 500 Index less 30 basis points	Morningstar Large Core Universe
Large Cap Growth	Russell 1000 Growth	Morningstar Large Growth Universe
Mid Cap Value	Russell 3000 Value	Morningstar Mid Value Universe
Mid Cap Blend	Russell 3000	Morningstar Mid Core Universe
Mid Cap Growth	Russell 3000 Growth	Morningstar Mid Growth Universe
Small Cap Value	Russell 2000 Value	Morningstar Small Value Universe
Small Cap Blend	Russell 2000	Morningstar Small Blend Universe
Small Cap Growth	Russell 2000 Growth	Morningstar Small Growth Universe
International	MSCI EAFE	Morningstar Foreign Large Blend Universe
International Emerging Markets	MSCI Emerging Markets	Morningstar Diversified Emerging Markets Universe

¶5033. Investment Manager Selection and Evaluation

1. All Baltimore-Washington Annual Conference investment committees will consider the following criteria when considering each money manager or mutual fund:
  - a) Regulatory Oversight: Each investment manager should be a regulated bank, an insurance company, a mutual fund organization (Registered Investment Company), or a registered investment adviser.
  - b) Correlation to Style or Peer Group: The investment management product (whether a fund or segregated account) should be highly correlated to the determined asset class.
  - c) Performance Relative to a Peer Group: The product's performance should be evaluated against the peer group's median manager return for 1-, 3- and 5-year time weighted and/or cumulative periods.
  - d) Performance Relative to Assumed Risk: The product's risk-adjusted performance (Alpha and/or Sharpe Ratio) should be evaluated against the peer group's median manager's risk-adjusted performance.
  - e) Minimum Track Record: The product's management team should be managing the specific product or style for at least 5 years. A shorter time period may be used for styles that are oversubscribed, available capacity is limited and when the "Investment Manager" deems it prudent to utilize a specific investment based on detailed criteria that meets the guidelines of this policy.
  - f) Assets Under Management: The product or manager should have at least \$200 million under management.
  - g) Holdings Consistent with Cstyle: The screened product should have no more than 20 percent of the portfolio invested in "unrelated" asset-class securities. For example, a Large-Cap Growth product should not hold more than 15 percent in cash, fixed-income and/or international securities.
  - h) Expense Ratios / Fees: The product's fees should not be in the bottom quartile (most expensive) of their peer group.

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- i) Stability of the Organization: There should be no perceived organizational problems; the same portfolio management team should have been in place for at least 5 years.
2. All committees acknowledge fluctuating rates of return characterize the securities markets, particularly during short-term time periods. Recognizing that short-term fluctuations may cause variations in performance; the committees intend to evaluate manager performance from a long-term perspective.
3. All committees remain aware that ongoing review and analysis of the investment managers is just as important as the due diligence implemented during the manager selection process. The performance of the investment manager will be monitored on an ongoing basis and it is at the committee's discretion to take corrective action by replacing a manager if they deem it appropriate at any time.
4. On a timely basis, but not less than quarterly, the investment committees will meet to review whether each manager continues to conform to the search criteria outlined in the previous section, specifically:
  - a) The manager's adherence to the Portfolio's investment guidelines;
  - b) Material changes in the manager's organization, investment philosophy and/or personnel;
  - c) Any legal, SEC, and/or other regulatory agency proceedings affecting the manager.
5. All committees in the best interest of their Portfolios shall set performance objectives for each investment manager. Each manager will be measured against the following four key criteria:
  - a) 3-year index measurement
  - b) 5-year index measurement
  - c) 3-year comparative universe measurement
  - d) 5-year comparative universe measurement
6. To satisfy Investment Policy criteria, an investment fund need only to meet one of the above listed criteria. Although satisfying only one (and even two) of the above criteria meets Investment Policy guidelines, such a result would warrant watch list consideration and further review by the Committee. Meeting three of four of the above stated criteria would meet Policy criteria by a comfortable margin.
7. Watch List Considerations
  - a) An investment option performs below median for their peer group over a 1-, 3- and/or 5-year cumulative period;
  - b) A manager's 3-year risk adjusted return (Alpha and/or Sharpe) falls below the peer group's median risk adjusted return;
  - c) There is a change in the professionals managing the portfolio;
  - d) There is a significant decrease in the product's assets;
  - e) There is an indication the manager is deviating from his/her stated style and/or strategy (style drift);
  - f) There is a material increase in the product's fees and expenses;

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- g) Any extraordinary event occurs that may interfere with the manager's ability to fulfill his/her role in the future.
- 8. The decision to retain or terminate a manager cannot be made by a formula. It is the Committee's confidence in the manager's ability to perform in the future that ultimately determines the retention of the manager. Always remember, personal comfort with a manager does not exempt committees from their fiduciary responsibility for fund performance and manager oversight.
- 9. Managers/Funds may be selected which do not meet performance benchmarks, but fit or maintain a particular investment philosophy.

### ¶5034. Investment Manager De-Selection

- 1. At its discretion, the Committee may decide to de-select a fund/manager by identifying a replacement fund/manager in the same asset class and style. If circumstances exist where the Committee cannot find a replacement fund/manager within a reasonable time period following a decision to de-select a fund/manager, the Committee may decide to freeze the fund/manager to further investments until such time a replacement can be found.
- 2. The decision to retain or terminate a fund/manager cannot be made by a formula. It is the Committee's confidence in the fund/manager's ability to perform in the future that ultimately determines the retention of the manager. When considering terminating a fund/manager when possible the committee should begin their search for new funds/managers at least one quarter in advance of manager termination. Always remember, personal comfort with a manager does not exempt committees from their fiduciary responsibility for fund performance and manager oversight.

### ¶5035. Controlling and Accounting for Investment Expenses

- 1. All committees must take into account investment expenses as a crucial part of their investment evaluations. High performance by a manager may be offset by exorbitant fees, depressing overall return on investment. When evaluating management cost committees should take the following into consideration:
- 2. Investment management costs and expenses fall into four categories:
  - a) Money-manager fees and/or the annual expenses of mutual funds;
  - b) Trading costs, including commission charges and execution expenses;
  - c) Custodial charges, including custodial fees, transaction charges, and cash management;
  - d) Consulting and administrative costs and fees.
- 3. At least annually, the committees will review all costs associated with the management of the Portfolio's investment program, including:
  - a) Expense ratios of each investment options against the appropriate peer group;
  - b) Custody fees: The holding of assets, collection of income, and disbursement of payments;
  - c) Whether the manager is demonstrating attention to "best execution" in trading securities;

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- d) Administrative fees: Costs to administer the Portfolio, including recordkeeping, account settlement (participant balance with that of fund), allocation of assets and earnings, and (when applicable) the proper use of 12b-1 and Sub-TA fees to offset these fees.
4. Investment Policy Review and Amendment. These guidelines shall guide committees in their overall investment management. Every committee should also have an individual Investment Policy Statement (IPS). Every committee will review this it's IPS annually to ensure that it is in compliance with the guidelines set forth within this document. Furthermore, every IPS shall be reviewed at least annually to determine whether stated investment objectives are still relevant to the institution and the continued feasibility of achieving the objectives through the current asset mix. It is not anticipated that the IPS will change frequently. In particular, short-term changes in the financial markets should not require adjustments to the IPS.

### ¶5036. Loans to Pastors, Church Staff and Volunteers

1. Local churches in the Baltimore-Washington Conference shall not loan or create any sort of legal entity, "i.e. Partnership Agreement," that could be construed as offering a financial or other arrangement that may be defined as an "excess benefit" by the Internal Revenue Code, to any appointed pastor, hired church, or volunteer.
2. All local churches that currently are, or may be, in such a good faith arrangement shall report this to their District Superintendent and immediately begin work to resolve and end this arrangement as soon as possible, so as not to jeopardize the tax-exempt status of any local church.

### ¶5037. References

1. Suggested Investment Opportunities. <http://www.midatlanticfoundation.org/>
2. SRI Screening List used by WesPath
  - a) PDF file on SRI policy: <https://www.wespath.com/assets/1/7/4676.pdf>
  - b) Another PDF file on SRI policy: <http://www.wespath.com/assets/1/7/4789.pdf>
  - c) List of ineligible companies: <http://www.gbophb.org/sri/ethical-exclusions/>, <http://www.gbophb.org/assets/1/7/ineligible.pdf>

## Section IV. Conference Board of Trustees

### ¶5038. Government Landmarking of Church-Owned Property<sup>51</sup>

1. The Annual Conference Board of Trustees is the official body that must be notified by any designating agency of the intent to designate as an historical landmark any property of entities for which the Baltimore-Washington Conference is the successor in interest.
2. The Annual Conference Board of Trustees shall assist other boards of trustees, and if necessary, intervene in opposing any governmental effort to involuntarily designate any church-owned property as a Cultural, Historical, or Architectural Landmark.

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<sup>51</sup> 2016 *Discipline*, ¶ 2512.7 and 2014 *Journal*, pp. 528, 602



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3. The Annual Conference Board of Trustees or the board of trustees of any agency, organization, or local church which voluntarily wishes to cooperate with the governmental body in having any property landmarked, which said board of trustees holds in trust for the United Methodist Church must do the following:
  - a) Comply with the provisions of the Book of Discipline of The United Methodist Church in regard to the encumbrance of the church property; and either
    - (1) Obtain the consent of the Conference Board of Trustees, the presiding bishop and a majority of the cabinet; or
    - (2) Obtain the consent of the Annual Conference.

### **Section V. Conference Mission Center Facility Use Agreement**

#### **¶15039. Purpose**

Significant resources have been invested in the Conference Mission Center by generous contributions from numerous organizations and congregations within the Baltimore-Washington Conference. These resources were allocated with the specific intent of creating a facility that would serve the Baltimore-Washington Conference's needs for an administrative headquarters and a widely accessible meeting space for Baltimore-Washington Conference organizations. Therefore, proper oversight must be given to these facilities to ensure that:

1. Adequate facilities exist to effectively carry out the objectives of the Baltimore-Washington Conference's mission;
2. These facilities are properly safeguarded against loss and misuse;
3. The standards and principles of the Baltimore-Washington Conference and the greater United Methodist Church are upheld through the use of the Conference Mission Center;
4. Wise stewardship of this investment is obtained through energy conservation, cost reductions, and safety measures; and
5. The life of the Conference Mission Center is extended through the proper maintenance of the facility.

#### **¶15040. Eligibility**

1. The activities and purpose of any group requesting use of the Conference Mission Center must meet the standards, mission, and social principles of the United Methodist Church as set forth in the *Book of Discipline* and the *Book of Doctrines and Resolutions*. The Baltimore-Washington Conference reserves the right to refuse use of the Conference Mission Center to any organization or group that does not meet these standards.
2. It is to be understood that the facilities and equipment of the Conference Mission Center exist for the primary purpose and exclusive use of the members of the Conference Mission Center Staff and Baltimore-Washington Conference organizations and ministries.
3. The Conference Mission Center is not available to organizations for the purpose of engaging in partisan political campaigns or related events.
4. The Conference Mission Center is not available to any organization for the purpose of fundraising, gambling, raffles, or profit-making activities.

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5. All organizations requesting use of the Conference Mission Center must complete a “Facility Use Request Form” before the organization will be considered.
6. All organizations not directly affiliated with the Baltimore-Washington Conference of the United Methodist Church must provide a certificate of Liability Insurance with at least \$1 Million in liability coverage for property damage or accidents that might occur on Conference Mission Center Property.
7. All organizations must adhere to the United Methodist Church’s “Safe Sanctuaries” policies and procedures regarding minors. If an organization has policies in place, the Coordinator of Radical Hospitality and the Baltimore-Washington Conference Safe Sanctuaries contact person will review the policy and ensure it meets the required standards. If the organization does not have a policy in place, they will be supplied with a copy of the “Safe Sanctuaries” policy and procedure for them to follow. The group will be required to designate a person who will be present at the event who will work with Conference Mission Center staff to ensure that the required policy is in place prior to the event.
8. Events and meetings specific to the administrative necessities of the Baltimore-Washington Conference will have first priority over all other functions up to one week prior to any scheduled event. Events and meetings of other Baltimore-Washington Conference organizations will be given second priority up to one week prior. Outside organizations will be given third priority up to one week prior to any scheduled event. All scheduled events within one week of the event date will be considered permanent and may not be moved by another event.
9. With the exception of events and meetings specific to the administrative responsibilities of the Baltimore-Washington Conference, we will not accept reservations for the Conference Mission Center earlier than six months in advance.
10. Events which include food served for more than 200 people will require a Howard County Special Food Service Permit as per the regulations stated in the Code of Maryland Regulations (COMAR) 10.15.03.

### ¶15041. Reservations

1. Procedures. To ensure the Conference Mission Center staff can offer the utmost in Christian Hospitality to all individuals and groups requesting use of the Mission Center, a consistent and effective procedure must be in place and must be followed by all who wish to reserve space at the mission center.
  - a) A “Facility Use Request” form must be completed and submitted to the Coordinator of Radical Hospitality by all organizations wishing to reserve space at the Conference Mission Center. This form must be completed in its entirety and must include contact information for the event organizer and a group representative who will be present at the event. Groups submitting incomplete forms will not be granted a reservation.
  - b) All facility use requests must be made Monday – Friday during the Conference Mission Center business hours 8:30am – 4:30pm.
  - c) All groups must designate one individual that will be present at the event who will be the point of contact for all policies and procedures. This person will be responsible for ensuring the group follows all guidelines and will be responsible for the groups conduct

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while on Conference Mission Center property. This person will also be required to be trained by the Howard County Fire and Rescue service as a crowd manager if the event exceeds 100 people at one time.

- d) Equipment and set-up needs must be communicated to the Coordinator of Radical Hospitality no later than 48 hours prior to the scheduled event. Changes made to equipment requests or configuration made within those 48 hours will not be honored.
  - e) Events and meetings specific to the administrative processes of the Baltimore-Washington Conference will have first priority over all other functions up to one week prior to any scheduled event. Events and meetings of other Baltimore-Washington Conference organizations will be given second priority up to one week prior. All other groups will be prioritized by the date a fully completed "Facility Use Request" form is received.
  - f) At seven calendar days prior to an event, that event will be considered secure and cannot be removed or have its location changed by another event except at the explicit consent of the event coordinator. Events such as wedding receptions and other events that require a long planning lead time will be granted this guarantee up to six months prior to the scheduled event after review and acceptance by the Episcopal Office and Coordinator of Radical Hospitality.
2. Fees. In order to offset the costs of operating the Conference Mission Center for all scheduled events, we must assess fees commensurate to those operations costs.
- a) All fees are due at time of reservation. Reservation will not be complete until all fees have been received by the Coordinator of Radical Hospitality. Payments are to be made payable to the Baltimore-Washington Conference of the United Methodist Church.
  - b) Fee Schedule:

Room Name	Type of Use	Maximum Occupancy	Hourly Rate	Hourly Rate w/ AV System
Fiesta Center 1-2-3	Multi-Purpose	Chairs: 190 Tables: 140	\$100	\$150
Fiesta Center 1	Multi-Purpose	Chairs: 100 Tables: 60	\$55	\$100
Fiesta Center 2-3	Multi-Purpose	Chairs: 90 Tables: 50	\$45	\$95
Fiesta Center 2	Multi-Purpose	Chairs: 40 Tables: 25	\$35	\$85
Fiesta Center 3	Multi-Purpose	Chairs: 30 Tables: 20	\$35	\$85
Strawbridge Lounge	Multi-Purpose	Chairs: 70 Tables: 40	\$45	\$60
John Wesley Chapel	Small Meeting	15	\$30	N/A

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Bethune Library	Small Meeting	8	\$30	N/A
Anna Howard Shaw	Small Meeting	12	\$30	\$55
Harry Hosier	Small Meeting	15	\$30	N/A
Emma Burrell	Small Meeting	12	\$30	N/A

- c) For use of the Fiesta Center, a refundable security deposit equaling 50 percent of the total reservation fee will be due at time of reservation.
  - d) If additional staff beyond the Hospitality Desk Attendant is needed for your event, an additional \$20 per hour per staff member will be added to the total fee.
  - e) We reserve the right to waive any and all fees.
3. Cancellations. In order to provide the highest level of service to all who wish to use the Conference Mission Center and to ensure the full availability of the Conference Mission Center, cancellations must be made within a reasonable time and a clear policy must be in place to deter abuse of the reservation process.
- a) Any cancellation must be submitted to the Coordinator of Radical Hospitality or an appointed alternate no less than seven calendar days prior to the scheduled event. Groups cancelling within seven days are subject to a cancellation fee equal to 50 percent of the total reservation fee.
  - b) Any cancellations must be made during the Conference Mission Center business hours of 8:30am – 4:30pm Monday – Friday.

¶15042. Guidelines for Use of the Conference Mission Center

- 1. Group Conduct - All groups wishing to use the Conference Mission Center must be consistent with the standards, mission, and social principles of the United Methodist Church as set forth in the *Book of Discipline* and the *Book of Doctrines and Resolutions*. This includes the conduct of the group while they are present on Conference Mission Center Property.
  - a) The Conference Mission Center has a zero-tolerance policy toward the use of tobacco, alcohol, and any illegal substances. Use of these substances will constitute a breach of agreement and will result in the forfeiture of all fees and security deposit, and the group will be asked to immediately exit the premises. Furthermore, the group will be denied any future use of the Mission Center.
  - b) Weapons, firearms, and other dangerous items are strictly prohibited on Conference Mission Center premises. Violation of this policy will constitute a breach of agreement and will result in the forfeiture of all fees and security deposit, and the group will be asked to immediately exit the premises. Furthermore, the group will be denied any future use of the Conference Mission Center.
  - c) Threatening, abusive, and destructive behavior is not tolerated on Conference Mission Center premises. If the Hospitality Desk Attendant determines that a group’s behavior is inappropriate, this will constitute a breach of agreement and will result in the forfeit of all fees and security deposit, and the group will be asked to immediately exit the

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premises. Furthermore, the group will be denied any future use of the Conference Mission Center.

- d) Groups must remain in their designated meeting areas, excepting the Otterbein Atrium as a public area. Groups failing to follow this policy will forfeit their security deposit.
  - e) The use of fragrances and other potentially hazardous allergens are restricted at the Conference Mission Center.
  - f) Events and meetings must adhere to their scheduled start and end times.
    - (1) Groups will not be allowed access to the facilities prior to their scheduled times.
    - (2) Events that exceed their scheduled end-time will forfeit their security deposit.
2. Use of Conference Mission Center Audio-Visual Equipment. To ensure the longevity and integrity of the AV systems at the Conference Mission Center, it is necessary to detail proper use of the equipment.
- a) No outside AV Systems may be used at the Conference Mission Center. All groups must use equipment provided by the Mission Center.
  - b) We reserve the right to restrict the volume of any program in the Conference Mission Center during business hours. Groups ignoring this guideline will be in breach of agreement and will result in the forfeiture of all fees and security deposit, and the group will be asked to immediately exit the premises. Furthermore, the group will be denied any future use of the Conference Mission Center.
  - c) Groups using the AV system outside of business hours must be courteous to other meetings in adjoining spaces. The hospitality Desk Attendant will have the discretion to restrict the volume of any program. Disregarding this guideline will constitute breach of agreement and will result in the forfeiture of all fees and security deposit, and the group will be asked to immediately exit the premises. Furthermore, the group will be denied any future use of the Conference Mission Center.
3. Food Service and Kitchen Use. Clear guidelines are necessary to ensure the safety of groups making use of the Conference Mission Center, and to maintain the Conference Mission Center's food service facilities. Groups serving food must follow these guidelines:
- a) No food preparation may be performed on the Conference Mission Center premises. The Conference Mission Center's food service facilities are not equipped to cook or prepare meals. Only pre-prepared food may be served on the Conference Mission Center premises.
  - b) If food or beverages are to be served, this must be communicated on the "Facility Use Request" form. If a caterer is being used, the caterer's contact information is required. All arrangements for serving food must be made one week prior to the scheduled event.
  - c) Food and beverages must be served within the Conference Mission Center. Serving food and beverages outside is prohibited.
  - d) Use of the dishwasher is expressly prohibited without special permission.
  - e) Use of the coffee makers, or coffee supplies is not permitted.
  - f) All groups must furnish their own dinnerware and table coverings if food is to be provided.

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- g) Use of the refrigerators for food storage prior to an event must be communicated on the "Facility Use Request" form.
- h) No other electrical appliances may be used without express permission.

### 4. Safety and Security

The Baltimore-Washington Conference wishes to provide the safest and most hospitable environment for all groups and individuals who use the Conference Mission Center. In that spirit, it is necessary to have explicit policies in place for general safety and security.

- a) The Main Entrance will be open 30 minutes prior to any event or meeting unless alternate arrangements are made at least one week prior to the scheduled event.
- b) All outside entrances other than the main entrance will remain locked at all times. These are intended for emergency use only and may not be opened otherwise.
- c) An Emergency Evacuation plan will be furnished by the Conference Mission Center to the designated contact present at the event or meeting. This person will be the liaison to the Conference Mission Center for all safety and security concerns for the group.
- d) All medical emergencies must be reported to the Hospitality Desk Attendant so that appropriate action can be taken. A First-Aid Kit is available for minor incidences.
- e) The Baltimore-Washington Conference is not liable for any injuries that occur on its premises.
- f) If your group feels threatened by anyone on Conference Mission Center premises, or if you witness any suspicious activities, report these concerns to the Hospitality Desk attendant. The Conference Mission Center staff will be responsible for taking appropriate action.

### 5. Minors and Safe Sanctuaries. The Baltimore-Washington Conference wishes to provide the safest and most child-friendly environment for all groups and individuals who use the Conference Mission Center. In that spirit, it is necessary to have explicit policies in place for safety of minors who are present on Conference Mission Center Premises.

- a) Children must be supervised per the rules set forth in the "Safe Sanctuaries" training program stated below:
  - (1) A minimum of 2 adults must be present when any children are present
  - (2) Infants: 1 Adult per 4 Infants
  - (3) 2 – 6 years old: 1 Adult per 6 Children
  - (4) 7 years old – Teen: 1 Adult per 20 Children
- b) Unsupervised children must remain in designated reserved space. Children leaving the reserved space without supervision will be escorted back to the space and the group will receive 1 warning. If the behavior persists, this will constitute breach of agreement and will result in the forfeiture of all fees and security deposit, and the group will be asked to immediately exit the premises. Furthermore, the group will be denied any future use of the Conference Mission Center.
- c) As mentioned above, any group which includes children wishing to use the facility must have a policy in place which meets the United Methodist Church's "Safe Sanctuaries" policy. If the group does not have a policy, then a designated contact that will be

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present at the event must undergo “Safe Sanctuaries” training. This training will be provided by the Conference Mission Center staff.

6. General Facility and Cleaning. To ensure the longevity of the Conference Mission Center and to maintain the cost effectiveness of the facility overall, there is a need for a clear understanding of what aspects of the facility groups will have access to and what responsibility each group has to the upkeep of the reserved space.
  - a) Environmental controls are to be adjusted by Conference Mission Center staff only. If the meeting space you are in is uncomfortable for any reason, please alert the Hospitality Desk Attendant and they will make adjustments accordingly.
  - b) All restrooms are to be treated as public spaces and they are to be used solely for their intended purpose. If there supplies that need to be replaced in the restrooms, please alert the Hospitality Desk Attendant.
  - c) Storage closets are off-limits to all guests to the Conference Mission Center. If there are additional items needed for a meeting, alert the Hospitality Desk Attendant and they will attempt to accommodate the event.
  - d) Use of outside eating area is available by request only.
  - e) The configuration for a meeting will be determined no less than 48 hours prior to a meeting. It is to be understood that additions or changes made on the day of a scheduled event or meeting may not be honored.
  - f) The event coordinator and designated contact for the event or meeting are responsible for any damages to equipment or facilities that occur during the course of an event. Repair costs will be deducted from the security deposit. Depending on the nature of the damage, the aforementioned individuals may be subject to additional fees.
  - g) Candles and other potential fire hazards are prohibited except with explicit, written permission from the Facilities Manager and the Coordinator of Radical Hospitality.
  - h) The Baltimore-Washington Conference is not responsible for any lost, stolen, or damaged items belonging to event attendees.
  - i) The event coordinator and designated contact person are responsible for ensuring the Conference Mission Center room is returned to the state in which it was found. This includes cleaning all messes from floors and tables, removing all food-service items, and removing all trash from the reserved room to the dumpsters located in the northwest parking lot, outside the employee (rear) entrance. Groups failing to do so will have a cleaning service charge deducted from their security deposit.

## *Part V: Ministries*

### **Section I. Organization**

#### **¶16000. BWC Agencies**

We seek to live out our purpose through staff, agencies, ministries, faith communities and leaders who are focused on their role in the Body of Christ known as the Baltimore-Washington Conference. The entities below include information about the agencies of the BWC not included in the 2016 *Book of Discipline*. If you are looking for information about leadership, committees and commissions of the annual conference that aren't listed below, those may be found in ¶ 607 through ¶ 657, on pp. 419-506 of the *Book of Discipline*.

#### 1. Discipleship Council<sup>52</sup>

The Baltimore-Washington Conference (BWC) shall have a Discipleship Council.

##### a) Purpose

The Council shall:

- (1) Function, as necessary, on behalf of the Annual Conference in between sessions.
- (2) Ensure that Conference resources align to our vision, mission, and critical issues; and Discern, develop, review, and evaluate the strategic direction of the Conference toward its vision and goals. It shall coordinate and consult with the Conference Council on Finance and Administration regarding the annual budget.
- (3) All proposals to restructure the agencies, boards, and/or committees of the Annual Conference shall first be presented to the Discipleship Council and the Nominations Committee for consultation and votes of concurrence or non-concurrence before considered by the Annual Conference.

##### b) Operation

The Discipleship Council shall meet at least quarterly. It may create task forces or subcommittees as needed. Decisions made on behalf of the Annual Conference shall be presented for final decision to the Annual Conference at its next regular session.

##### c) Membership

- (1) Conference Lay Leader
- (2) Eleven (11) persons nominated by the Nominations Committee and elected by the Annual Conference. The eleven elected members of the Discipleship Council shall serve four years in two classes. They shall be equally lay and clergy, represent each of the regions, and reflect the diversity of the Conference.
- (3) One youth to be nominated by the Young People's Ministry Board.
- (4) One young adult to be nominated by the Young People's Ministry Board.

##### d) Serving ex officio, with voice but not vote:

- (1) Bishop

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<sup>52</sup>Based on the 2013 *Journal*, pp. 568-569



- (2) Dean of the Cabinet
  - (3) Director of Connectional Ministries
  - (4) Director of Communications
  - (5) Conference Chief Financial Officer
  - e) The chairperson shall be nominated by the Nominations Committee and elected by the Conference. The Secretary shall be elected from the voting members of the Discipleship Council.
  - f) Ministry Relationship Oversight Committee (MROC)  
*Read more about MROC in Part VI - Partnerships, ¶ 7007 – ¶ 7016.*
    - (1) The Ministry Relationship Oversight Committee is a standing committee of the Discipleship Council. It is empowered to carry out and oversee the Ministry Relationship Policy for organizations either seeking or in a formal ministry relationship with the Baltimore-Washington Conference.
    - (2) Task
      - (a) Review and evaluate ministry relationship applications and brief the Discipleship Council on all ministry relationship recommendations and actions taken.
      - (b) Make recommendations on matters to be taken to the session of the Annual Conference regarding applications for ministry relationship agreements.
      - (c) Monitor ministry relationship agreements and review all Ministry Relationship Agreements annually to determine compliance with the terms of the agreement.
2. Connectional Table<sup>53</sup>  
The Baltimore-Washington Conference (BWC) shall have a Connectional Table.
- a) Purpose. Review and discuss Conference ministry objectives, strategies and practices; and review, discuss, and decide concurrence/non-concurrence of resolutions, petitions and proposals that have been submitted for consideration by the Annual Conference.
  - b) Operation. The Connectional Table shall meet at least twice a year at a date and time to be determined by the Chair.
  - c) Voting Membership. While all are welcome to attend meetings of the Connectional Table, the voting membership of the Connectional Table shall include:
    - (1) Conference Lay Leader (Chair)
    - (2) Conference Secretary (serves as Recording Secretary)
    - (3) Resident Bishop
    - (4) District Lay Leaders (8)
    - (5) District Superintendents (8)

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<sup>53</sup>Based on the 2014 *Journal*, pp. 566-567

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- (6) Chair, Nominations Committee
- (7) Conference Secretary of Global Ministries
- (8) Chair (or designate) and one member of the following Conference bodies. Where possible, the two who serve for each body should be one clergy, one laity, male/female and represent the diversity of the Conference.
  - (a) Discipleship Council
  - (b) Advocacy & Action Board (or equivalent)
  - (c) Advocacy & Action Board's Gender Equity (COSROW) or equivalent
  - (d) Advocacy & Action Board's Native American Ministry Team (CONAM) or equivalent
  - (e) Leadership Development Board (or equivalent)
  - (f) Wellness & Service Board (or equivalent)
  - (g) New Faith Expressions Board (or equivalent)
  - (h) Young People's Ministry Board High School Youth Reps (or equivalent)
  - (i) Young People's Ministry Board Young Adult Reps from Young Adult Ministries (or equivalent)
  - (j) Young People's Ministry Board Campus Ministry Task Force (or equivalent)
  - (k) Young People's Ministry Board Retreat and Camping Ministries (RCM) Reps
  - (l) Commission on Disability Concerns
  - (m) Commission on Religion and Race
  - (n) Commission on Archives and History
  - (o) Commission on Communications
  - (p) Committee on Hispanic/Latino Ministries
  - (q) United Methodist Men
  - (r) United Methodist Women
  - (s) Deaf Ministries
  - (t) Council on Finance and Administration
  - (u) Board of Trustees
  - (v) Board of Pensions
  - (w) Commission on Equitable Compensation
  - (x) Committee on Personnel and Policy
  - (y) Board of Ordained Ministry
  - (z) Committee on Episcopacy
  - (aa) Rules Committee

(9) Chair (or designate) of the following Conference-affiliated bodies.

- (a) Baltimore-Washington Area Reconciling Methodists (B-WARM)

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- (b) Black Methodists for Church Renewal
  - (c) Methodist Federation for Social Action (MFSA)
  - (d) Convener of Small Member Church (SMC) Forum
  - (e) Convener of Ethnic Local Church Concerns (ELC) Forum
  - (f) Convener of Christian Unity & Interreligious Concerns (CUI) Forum
  - (g) Korean Caucus
  - (h) VIM Coordinator
  - (i) Wesleyan Covenant Association (WCA)
- d) Non-Voting Membership
- (1) Assistant to the Bishop
  - (2) Director of Connectional Ministries
  - (3) Director of Communications
  - (4) Conference Treasurer

### 3. The BWC Personnel Committee<sup>54</sup>

The Baltimore Washington Annual Conference (BWC) shall have a Personnel Committee that is separate from the Episcopacy Committee.

- a) Membership. The Personnel Committee shall be comprised of seven members who shall be recommended by the Nominating Committee in consultation with the Resident Bishop and elected by the Annual Conference. Each member shall serve a four-year term, with a two-consecutive full-length term maximum. A Chair, Vice-Chair and Secretary shall be elected by the Committee.
- b) Responsibilities. Establishing policies and practices regarding the employment and compensation of conference staff members. The Personnel Committee shall provide advice and assistance in matters pertaining to employment and compensation of Conference staff and shall operate as the Human Resources Department for the Conference. The Personnel Committee shall be responsible to the Annual Conference and shall consult and collaborate with the Bishop and Executive Staff Team. The initial Personnel Committee shall develop policies and procedures that take into account clergy appointments and related requirements of the *Book of Discipline*.
- c) Implementing Provisions. Members of the initially-created Personnel Committee shall form themselves into two classes: one class of four people to serve a four-year term; one class of three to serve a two-year term.

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<sup>54</sup>Based on the 2013 *Journal*, pp. 565-566

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### 4. Nominations<sup>55</sup>

#### a) Membership

- |   |  |
|---|--|
| (1) Chair person, selected by the Bishop                      | (10) One layperson named by the Commission on Disability Concerns  |
| (2) Conference Secretary                                      | (11) One youth, named by the Conference Council on Youth Ministry  |
| (3) Director of Connectional Ministries                       | (12) One young adult layperson, named by the Young Adult Council   |
| (4) District Superintendents (DSs)                            | (13) Two At-Large Lay persons, selected by the Conference Lay Leader, following consultation with District Lay Leaders |
| (5) One Clergy person from each District, selected by the DSs |  |
| (6) District Lay Leaders                                      |  |
| (7) Conference Lay Leader                                     |  |
| (8) President of United Methodist Men                         |  |
| (9) President of United Methodist Women                       |  |

### 5. Joint Committee on Clergy Medical Leave Membership<sup>56</sup>

The Joint Committee on Clergy Medical Leave shall include in its membership a clergy member of the Conference with a disability, preferably one under appointment, nominated by the Conference Commission on Disability Concerns.

### 6. Board of Investments of the Council on Finance and Administration<sup>57</sup>

#### a) The Board of Investments will:

- (1) Disseminate information on Socially Responsible Investing (SRI) to Baltimore-Washington Conference Committees, Boards, and local churches.
- (2) Be the focal point and advisor for investment guidelines and alternatives for the Conference Board of Trustees, Conference Board of Pension and Benefits, and Conference Finance and Administration.
- (3) Review investment performance of funds managed by the Baltimore-Washington Conference at least semi-annually.

#### b) Its members will be drawn from the:

- (1) Baltimore-Washington Conference Board of Pensions and Benefits

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<sup>55</sup>Based on the 2016 *Journal*, p. 508

<sup>56</sup>Based on the 2014 *Journal*, p. 566

<sup>57</sup> Formed at the 2015 Annual Conference Session

- (2) Baltimore-Washington Conference Board of Trustees
  - (3) Baltimore-Washington Council on Finance & Administration
  - (4) Baltimore-Washington Conference Board of Church & Society
  - (5) Baltimore-Washington Conference financial staff
- c) This committee shall not make any investment decisions; those will be made independently by its constituent investment committees.

## Section II. Commission on Nominations

There shall be a Commission on Nominations, which shall recommend persons to serve on Annual Conference commissions, boards and committees (herein referred to as "Agencies"). This commission shall ensure that all conference agencies reflect a broad spectrum of ages, including youth, young adults and adults over age 65 (unless restricted by law or by the *Book of Discipline*) as well as diversity of gender, race, ethnicity and context.

Where appropriate, elected members for agencies with multiple representatives shall be filled in staggered classes to help maintain effective continuity.

### ¶16001. Rules and Guidelines for the Conference Commission on Nominations

1. Categories of Agency<sup>58</sup> Membership -
  - a) Voting Members
    - (1) Members elected by Annual Conference
    - (2) Ex-Officio with vote
  - b) Non-Voting Members
    - (1) Persons designated as cabinet or staff representatives
    - (2) Ex Officio without vote
2. Terms of Office-
  - a) Unless the *Book of Discipline* explicitly requires a quadrennial term, members of agencies shall be elected for two-year terms and serve a maximum of three terms. Members of agencies with quadrennial terms may serve a maximum of two terms unless otherwise restricted by the *Book of Discipline*.
  - b) All quadrennial terms shall commence on July 1 following the adjournment of the first Annual Conference session following General Conference, except the Conference Treasurer and Conference Secretary, whose terms shall commence on January 1.
  - c) All other terms shall commence on July 1 following the Annual Conference Session in which persons are elected or announcement of election is made.

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<sup>58</sup>The word "agency" is a term used generically to include any council, board, division, commission, committee, task force, or any other body established to carry out the work of the Conference.

3. Agency Membership Limitation-

- a) All laity and clergy shall be limited to holding membership on not more than one Conference and one District agency concurrently, unless role dictates otherwise. This limitation does not apply to nor preclude membership on subordinate groups of any Conference or District agency.
- b) Where factors such as age, race, sex or expertise are significant a person may be an At-Large Member of one additional Conference or District agency.
- c) Ex-Officio agency membership required by the *Book of Discipline* or policies of the Annual Conference shall not pertain to these limitations, and the following shall not be covered by the one agency rule:
  - (1) All ad-hoc committees or special task forces
  - (2) Joint Committee on Disability
  - (3) Committee on Investigation of Ministerial Member
  - (4) Joint Review Committee
  - (5) Administrative Review Committee
  - (6) Committee on Investigation of Diaconal Member
  - (7) Moving Committee
  - (8) Commission on Sessions and its Committees
  - (9) Area Committee on Episcopacy
  - (10) Area Episcopal Residence Committee

4. Tenure Limitation -

- a) Tenure of membership on any agency shall be limited to two quadrennia or three consecutive two-year terms, unless otherwise provided by the *Book of Discipline* or Annual Conference policies.
- b) When a person has been elected to fill a vacancy and has served less than half of the two- or four-year term, such time shall not be counted. If, however, he/she shall have served more than half of the term, it shall be counted as a full term. In the case of three-year terms: one year of service of a three-year term shall not be counted; however, two years of service shall be counted as a full term.
- c) The term being served shall be recorded by the name of each person listed in the Conference Leadership Report.

5. Agency Inclusiveness and Geographical Representation -

Insofar as possible, it is recommended that the membership on agencies include one-third clergy, one-third laywomen, and one-third laymen (with the exception of the Board of Ordained Ministry, the Board of Diaconal Ministry and other agencies as prescribed by the *Book of Discipline*). It is further recommended that special attention be given to the inclusion of clergywomen, youth, young adults, older adults, persons with disabilities, and racial and ethnic persons. It is further

recommended that earnest attempts be made to assure equitable district and/or regional representation on all agencies.

6. Attendance at Meetings Required -

- a) If a member of a board, commission, committee, or council is absent from two consecutive meetings without an acceptable reason, that person shall cease to be a member of the committee. Persons who are unable to attend a regularly scheduled meeting are required to provide the reason for the absence to the chair/secretary. Inconsistent attendance (as evidence by the attendance record and as determined by the chair, vice chair and secretary) will also be reason for removal from a committee.
- b) Personal contact by the agency chairperson or secretary with the non-attender shall be made before any action is taken.
- c) Each agency is responsible, through its chairperson or secretary, to provide the Conference Commission on Nominations with an annual report of membership participation and any recommendations for changes of personnel not later than December 31.

7. Consent of Nominee Required -

- a) In every instance a nominee for election to membership on any Annual Conference agency shall be notified either verbally or in writing by a member of the Nominations Committee and must consent to serve before the name is placed before the Annual Conference.
- b) Nominations may be made from the floor during a plenary session of the Annual Conference, provided the nominee has completed an interest form, has agreed to serve, and the Validating Team from the Nominating Committee (comprised of the Chair, Secretary and DCM) has verified he/she is a fit for the open position.

8. Report Deadline and Interim Authority -

- a) The Commission on Nominations shall distribute copies of its report to the members of the Annual Conference not less than twenty-four hours before the report is to be voted upon.
- b) Following the adjournment of the Annual Sessions the Commission on Nominations shall be authorized to fill any remaining vacancies, including those caused by the moving of clergy from one district to another or by inactive members.

9. Agency Notification and Organizational Reports -

- a) Not later than July 31 following the adjournment of the Annual Conference Sessions in which four-year term elections are held, Staff assigned to the Commission on Nominations shall provide the chairperson of each agency with a complete listing of members and their contact information. In those years when four- year term elections are not held, a report in which any changes in agency membership are listed shall be provided by the same deadline date.
- b) In the first year of a Quadrennium, each agency shall meet not later than September 15 for the purpose of organization and election of officers. Those chairpersons elected by the Annual Conference shall hold a meeting by September 15 to elect other officers,

including a vice chair and secretary. Those committees that elect their own chair shall be organized by the staff representative or person appointed by the bishop.

- c) Officers of Conference Agencies. Officers shall be elected quadrennially unless otherwise structured by the *Book of Discipline*, Conference Rules or differing term configuration.

10. Agency Vacancy -

When there is a vacancy on a Conference agency, between the meetings of the Commission, the chair of that agency may, in consultation with related Conference staff, submit at least two names for each vacancy to the Chair of the Commission. If the Chair of the agency is vacant, then the Vice-Chair and related Conference Staff may submit the names. These names shall be considered by the Commission, which shall select a person to fill the vacancy from those names submitted or from additional names submitted by the Commission. In the selection process, attention shall be given to inclusiveness and follow current Commission procedures (e.g., interest forms). [see 2016 *Book of Discipline* ¶ 605.3]

11. Talent Bank and Public Relations

- a) The Commission on Nominations uses an online interest form for collecting information, spiritual gifts and talents of persons interested in serving on the various agencies. This information shall be sought in the widest possible form, to include the Internet, conference publications and any other means. This form shall be referenced at the Annual Conference Sessions, District Conferences, Charge Conferences and other appropriate gatherings from time to time. All submitted forms shall be made available for use in the on-going work of the committee. Information may be made available to District and agency leadership on an as needed basis.
- b) The Commission on Nominations will not seat individuals without a completed interest form.
- c) Information prepared by the Commission on Nominations, in cooperation with the Director of Communications, shall be published at least annually in the Conference newspaper giving guidance to persons who may wish to volunteer for possible nomination to an agency to which they feel called.

12. Cabinet and/or Staff Representatives to Boards and Committees are assigned by the Bishop:

- a) Representatives are responsible for developing leaders and aligning committee to AC vision, values and priorities. Cabinet and/or Staff Representatives do this through:
  - (1) Collaborating with Committee Chair to review *Book of Discipline* to clarify value-added purpose or work for the Board (or recommend it be suspended for a year and/or merged into another group's work).
  - (2) Assisting with goal setting and ongoing evaluation of the progress towards those goals and agency performance.
- b) In agencies that continue -
  - (1) Co-create job description that includes purpose, key responsibility areas and ideal skills, passions and gifts of committee members for review by committee members
  - (2) Review committee make-up and suggest potential members to the Commission for the upcoming year



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- (3) Assist as needed with planning the meeting agenda
  - c) Attending meetings -
    - (1) Listening for just-in-time learning and/or re-focusing opportunities
    - (2) Ensuring attendance gets recorded in Arena
    - (3) Advocating for cross-cultural inclusion and participation
    - (4) Providing leadership feedback to the chairperson after the meeting
  - d) Participating in the Nominations Process -
    - (1) Respond to requests from the Nomination's Chair
    - (2) Provide assessment to the Director of Connectional Ministries (DCM) in Discipleship area:
      - (a) Are people who are leading, spiritually grounded or just seeking to be a difference-maker?
      - (b) Is the board/committee making any difference?
      - (c) Is the committee necessary?
      - (d) Do written policies and procedures need to change?
13. Nominations Committee Filling Vacancies Between Meetings-
- a) Following the adjournment of the Annual Sessions the Commission on Conference Nominations shall be authorized to fill any remaining vacancies, including those caused by the moving of clergy from one district to another.
  - b) Following the receipt of a need for replacement mid-year
    - (1) When there is a vacancy on a Conference agency between the meetings of the Commission on Conference Nominations, the chair (or designated committee member) of said agency shall, in consultation with related conference staff person, be given the names and information collected from the Interest Forms (which have been cleared through the cabinet) that are pertinent to their committee.
    - (2) If there isn't a qualified candidate after step one, the chair (or designated committee member) shall ask at least two persons to complete an Interest Form for each vacancy and then will provide those names to the Chair of Nominations.
    - (3) These names shall be considered by the Cabinet who will remove any names from consideration if needed.
    - (4) The Chair, Secretary and DCM will select the best qualified candidates to fill vacancies using the rubric developed by the Commission. In the selection process, attention shall be given to inclusiveness and diversity.
    - (5) The Nominations Committee will be presented with the new committee member(s) with rationale and be given the chance to vote up or down via email (everyone replies to all; 2/3<sup>rds</sup> of the Nominations Committee must affirm).
    - (6) If the Nominations Committee does not affirm, they review the list of eligible persons from the Interest Form and recruit additional people to complete the Interest Form with names they recommend, given to the Chair of Nominations.

14. Process for Selecting a Chair and Successor Chair -

Unless otherwise described in the *Book of Discipline*, each committee will have a Vice Chairperson who serves as the chairperson after the current chairperson's term has expired. The Vice Chair will be one class behind the chairperson. This will allow the Vice Chair to have experience on the agency before taking leadership of the agency. Should the Vice Chair decline to serve as chair or leave the committee, the Commission on Nominations will select the chair, unless otherwise described in the Book of Discipline.

15. Annual Information Request to Agency Chairs -

Each year in December, the Chairs of each Agency will receive a survey of questions so that the Nominations Committee may begin the process of filling vacancies. The information requested will be as follows:

- a) Agency Name and Agency Chair
- b) Purpose of Agency
- c) Current Goals
- d) Typical meeting dates: place, time and number of meetings per year
- e) Do you wish to recommend someone to serve on this agency? If so, please list with contact information and encourage them to complete an Interest Form.
- f) Anything else we need to know as we seek to match persons to your agency. Anything else potential agency members need to know.

16. Annual Notification to Key Local Church Leaders -

Each year in September, a notification is to be sent to key leaders in the local church asking them to encourage the leadership and congregation to fill out an Interest Form.

17. Number of persons on the Nominations Committee-

- a) Chairperson, selected by the Bishop
- b) Conference Secretary
- c) Conference Lay Leader
- d) Director of Connectional Ministries
- e) President UMW and President UMM
- f) Representative from the Young Adult Council and a Youth Representative named by the Conference Council on Youth Ministry
- g) Lay person named by the Commission on Disability Concerns
- h) The District Superintendents
- i) District Lay Leaders
- j) Two at-large lay persons, selected by the Conference Lay Leader, following consultation with the District Lay Leaders
- k) One appointed clergy from each District, nominated by the District Superintendent and/or District Lay Leader

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### 18. Onboarding of new people

New chairpersons and new members will receive an orientation prior to the first meeting of their agency.

19. All proposals to restructure the agencies, boards, and/or committees of the Annual Conference shall first be presented to the Discipleship Council and the Nominations Committee for consultation and votes of concurrence or non-concurrence before being considered by the Annual Conference.

## Section III. Discipleship Ministries

### ¶16002. Overview

1. Discipleship Ministries leads the mission and ministry of the Baltimore-Washington Conference of The United Methodist Church in the tasks of innovation, relationship building, connectional discipleship, stewardship, diversity, equity and authenticity.
2. Discipleship Ministries includes ministries related to youth, campuses, congregational excellence and strategic partnerships, information resources, Hispanic/Latinos, Koreans, Asian Americans, the deaf community, lay leaders, clergy excellence, camps, United Methodist Men, United Methodist Women and archives/history.
3. Rooted in the mission of the church, to make disciples of Jesus Christ for the transformation of the world, Discipleship Ministries focuses on inspiring and equipping local faith communities, including camps and campuses, via the model described in Ephesians 4 from *The Message*.
4. Discipleship Ministries lives its mission and vision through the organization and support of five ministry networks, outlined within the following paragraphs.

### ¶16003. Leader Development

Purpose:

To develop mature Jesus followers who know their purpose and use their gifts to build up the body of Christ for the transformation of the world. Leadership development is rooted in Discipleship development. It is our expectation that every leader across the Annual Conference is maturing in their discipleship and as such has spiritual fruit to show for it. An interim Board of Leader Development is being formed to help define and synchronize expectations of what it means and takes to develop leaders – lay and clergy – across a continuum of leadership impact from novice to mastery that helps inspire and equip local faith expressions to do the same.

1. Faith Community Development is a Priority
  - a) The Conference shall establish new faith expressions and revitalization as a priority.
  - b) The Conference and local congregations shall each adopt and annually review a vision statement that aligns making disciples of Jesus Christ for the transformation of the world with a discipleship plan for maturing and growing disciples whose work and witness result in congregational and community transformation.
  - c) The Conference shall encourage a variety of expressions of faith communities: multi-site congregations, cooperative parish development, vital mergers, church within a church, discontinuance, the sale of church property or other means of addressing the planting and placement of disciples in areas where there is a high likelihood of faith community growth and development. This shall include monitoring of significantly underutilized

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facilities and congregations with limited evangelization, ministry and mission after all reasonable means of revitalization have been exhausted.

- d) The Conference shall encourage its congregations, in cooperation with the Cabinet and District Boards of Church Locations and Buildings, to initiate the formation of new faith expressions or mission projects after sharing, from the Conference/District research, where a United Methodist presence is needed.
- e) The Conference shall require a clear vision statement for every Conference facility.
- f) The Conference shall prioritize grant and loan applications based on new faith expressions and local church revitalization and transformation. Grants and Loans are to be used primarily for proactive projects rather than emergencies.

### 2. Local Church Transformation

- a) The Conference shall recommend models for local church transformation which fit the needs of a variety of congregational settings.
- b) The Conference models of transformation of local churches shall be grounded in and guided by biblical studies, contextual assessment tools and demographic analysis.
- c) The Conference models for local church transformation shall include possible collaborative ministries among local congregations and other community partnerships.
- d) The Conference shall encourage and provide training in local church transformation for Conference and local church leadership, both lay and clergy.
- e) The Conference recommends, during the first year following a change in pastoral appointment, that the congregation shall participate in a biblically-based study of itself, its community and its mission.

### 3. The Office of Leadership and Congregational Development.

- a) Oversees and nurtures new church starts in creating new places for new people and assists in the renewal and revitalizing of faith communities. Our primary purpose is to resource new and existing congregations to reach more people with the Good News of the Gospel, to grow more people as gifted and called disciples of Jesus, and to send more people into the world to love and serve God. We provide tools, resources, workshops, events and training to help congregations and leaders effectively make disciples for the transformation of the world.
- b) The role of the Office of Leadership and Congregational Development is to be a resource for equipping new faith expressions and providing guidance for strategic leadership development, congregational development, continued education, coaching and strategies for strategic growth.
- c) This office manages in partnership with the Unified Funding Taskforce financial resources to equip churches through leadership and congregational development, continuing education, coaching, strategic growth initiatives, new faith ministries/new faith expressions and new church starts.
- d) The office resources clergy and congregational leaders by recommending tools, strategies, models and systems that have been proven to effectively impact development and growth.

¶16004. New Faith Expressions

Purpose:

To encourage evangelism and the creation of diverse, multicultural "third places" with and for people who aren't currently connected to any faith community. Home and work are first and second spaces, "third spaces" are the gathering places in between. In a post-Christendom society, the church building isn't viewed as the natural third space it once was. Instead coffee shops, gyms and studios have emerged and persons being the church need to be intentional about showing up in those. New faith expressions are not tied to a physical building (or even to keeping a church alive) but to a building of community for a purpose: to engage people in a life-giving relationship with Jesus.

1. New Faith Expressions and Congregations
  - a) The Conference shall pursue new faith expressions and not primarily the construction of new facilities.
  - b) New Church Starts, New Faith Ministry, and Fresh Expressions are some of the terms that will be used to define new communities of faith.
  - c) The Conference shall continually explore those areas where there is no United Methodist presence and seek to encourage new faith expression in those places where there is also a leader called to those places.

¶16005. Young People's Ministry and Safe Sanctuaries

Purpose:

Grows disciples by inspiring and strengthening youth and young adult servant leaders in local churches, campuses, camps, projects and mission fields of the annual conference.

1. Safe Sanctuaries
  - a) BWC Commitment
    - (1) The Baltimore-Washington Conference is committed to ensuring that all people involved in the church may participate in an environment that is safe and secure, as one way that we live out Jesus' act of love.
    - (2) The Baltimore-Washington Conference develops safety and risk-reducing policies and procedures for conference-sponsored events, retreats and youth gatherings. The local church leaders are responsible for policies and procedures for the prevention of child abuse in the local church.
2. Common Resource
  - (1) To help churches reduce the risk of sexual abuse, the Baltimore-Washington Conference has adopted the book [Safe Sanctuaries: Reducing the Risk of Abuse in the Church for Children and Youth](#), by Joy Thornburg Melton, as our policy for keeping children and youth safe in our churches and conference.
  - (2) Purchasing the [Safe Sanctuaries](#) book is the first step to implementing a safe sanctuaries policy and procedure in the local church.

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3. Local Church Responsibilities
  - a) Develop and implement an ongoing education plan for the congregation and its leaders on child abuse, risk factors and strategies for prevention;
  - b) Adopt screening procedures (including background screening and reference checks) for paid and unpaid workers directly involved in the care of children and youth;
  - c) Develop and implement safety procedures for church activities such as two or more nonrelated adults present in classrooms, installing windows in doors or leaving doors open, and sign-in/sign-out procedures;
  - d) Advise children and young people of an agency or person outside, as well as within the local church, whom they can contact for advice or help in cases of abuse;
  - e) Carry liability insurance that includes sexual abuse coverage;
  - f) Be familiar with annual conference policies regarding clergy and laity sexual misconduct.
4. Conference Sponsored Events
  - a) The Two Adult Rule
    - (1) All gatherings involving youth will be led by at least two unrelated adults (persons over 18 years of age).
  - b) The Five-Years-Older Rule
    - (1) The adults leading a group of youth must be at least five years older than the oldest young people being led. (e.g. A 21-year-old person cannot be responsible for leading a youth group of 17-year-old youth)
  - c) Assistant Positions
    - (1) Youth helpers under the age of 18 and adult helpers who have not completed the volunteer application process will be clearly identified and will not be allowed to supervise youth, be left alone with youth or be part of the two adult rule listed above.
  - d) Open Door Counseling
    - (1) At any counseling session with youth, the door of the room used should remain open for the entire session or counseling is to be conducted in an open space visible by other adults.
  - e) Annual Orientation for Workers/Volunteers
    - (1) All adults who work with our youth, whether paid, volunteer or clergy, are required to complete annual safe sanctuaries refresher training which will include:
      - (a) The Safe Sanctuaries Policy for the prevention of child abuse
      - (b) Procedures and practices to be used within youth ministry
      - (c) Appropriate steps to report an incident of child abuse
      - (d) Details of the state law regarding child abuse
5. Practices for Recruiting, Screening and Accepting Volunteers at Conference Sponsored Events

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- a) Interviews
  - (1) A personal interview is required for every applicant working with youth during a BWC Conference event.
- b) Screening Volunteers
  - (1) Appropriate forms will be completed by applicants, reviewed by the youth ministry administration and stored securely and privately. The forms include:
    - (a) Volunteer Application Form
    - (b) Personal Reference form
    - (c) Criminal background check
    - (d) Annual Sexual Misconduct Questionnaire
- 6. Traveling with Youth
  - a) Participation Covenant for All Participants and Leaders
    - (1) Covenants will be used for retreats and trips establishing behavior standards for everyone. The Covenant will be provided to all leaders and youth participants for their signature before traveling or attending the retreat. The Covenant is a statement in which the participant and leaders agree to:
      - (a) Take part in the ministry
      - (b) Give their best efforts to the ministry
      - (c) Respect the other participants
      - (d) Treat others with kindness and respect
  - b) Before the event
    - (1) Each adult traveling with youth must go through their church and/or the annual conference background check and abuse prevention training.
    - (2) Each youth will provide a signed medical form and permission slip from their parents/guardians including contact information for the youth and guardians, medical insurance information, a listing of on-going medical conditions.
    - (3) Emergency contact numbers for the facility at which the youth group will be staying should be provided to parents/guardians.
  - c) Housing
    - (1) Youth should always room with youth of the same age range and gender or be provided individual rooms.
    - (2) Adults should never sleep in rooms with youth (unless in a parent/child relationship).
    - (3) If there are “dormitory” sleeping arrangements, two non-related adults should be in the room.
    - (4) Dormitory rooms should house only one gender.

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- (5) There should be a process in place for nightly check-in and assurance that all youth are in their assigned rooms for the night. This process should be done in person and not via text message or electronic communication.
- (6) Youth should always sign in on an attendance sheet upon arriving to an event and sign out when they leave the event.
- d) Supervision ratios for teens should be one adult for every 10 youth and increases with younger ages. A general procedure to report accidents and/or incidents and lines of communications should be developed before any gathering of youth.

### ¶16006. Abundant Health

Purpose:

to grow disciples by inspiring and equipping faith communities to foster spiritual, physical and mental health for all and promote an understanding of the interconnectedness of all aspects of health both locally and globally.

### ¶16007. Advocacy and Action

Purpose:

Advocacy & Action partners with communities so that we join in advocating to transform systems which disenfranchise, marginalize and oppress, and to create a BWC presence on urgent policy matters at local, state and national levels.

### ¶16008. Integrated Ministries

Some agencies' work spans the five tables. These include The Commission on Archives and History/Historical Society, Strawbridge Shrine, Deaf Ministries, Global Partnerships with Zimbabwe, South Korea, Puerto Rico and Eurasia, United Methodist Men and United Methodist Women.

## **Section IV. Communications**

This section outlines policies, procedures and guidelines around Communications to include distribution of media, use of photos, etc.

### ¶16009. Guidelines for Reader/User Engagement

1. The UMConnection, the newspaper of the Baltimore-Washington Conference, is published monthly and sent to clergy and nine key leaders in every local church. These key leaders include:
  - a) Lay Member to Annual Conference
  - b) Church Council/Board Chair
  - c) Staff-Parish Relations Chairs
  - d) Communications or Church Administrator
  - e) Finance Committee Chair
  - f) Trustee President
  - g) Mission Chair



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- h) Treasurer
  - i) Lay Leader
2. The pastor, or a person from the church with access to the Arena database, is expected to enter home addresses and e-mails for each person. (Church Conference is a good time to update this information.) The key leaders also receive the e-Connection, a weekly electronic newsletter. Pastors may revise the list of people/positions receiving these publications.
  3. Subscriptions to the UMConnection are available to others for \$15 a year. The e-Connection is a free electronic newsletter, which anyone can sign up to receive.
  4. The UMConnection offers the opportunity for readers to submit Letters to the Editor. These letters must include the writer's name and church and be 250 words or fewer. The letters will be included in the paper, or on the BWC website, at the editor's discretion.
  5. Classified ads submitted to the BWC website, or ads that appear in the UMConnection or e-Connection, cannot promote events, products or material that contradict the denomination's *Book of Discipline*. The determination about whether a promotional item is in keeping with the *Discipline* will be made by the Director of Communications.
  6. No free copies of the Conference *Journal* are provided.

### ¶6010. Policies for Editorial Content

1. In creating content for the BWC website, UMConnection and other media, the Communications Staff follows the Code of Ethics of the Society of Professional Journalists. (See <https://www.spj.org/ethicscode.asp>).

  - a) Truth-telling is foundational to religious communications. Be accurate and fair.
  - b) Take responsibility for accuracy, verify information before releasing it and use original sources whenever possible.
  - c) Boldly tell the story of the diversity and magnitude of the human experience, avoiding stereotyping and bias.
  - d) Never plagiarize, always attribute, never deliberately distort facts or context, including visual information. Clearly label illustrations.
  - e) When dealing with sources, show respect and compassion.
  - f) Avoid conflicts of interest, real or perceived. Disclose unavoidable conflicts.
  - g) Respond quickly to questions about accuracy, clarity and fairness.
  - h) Acknowledge mistakes and correct them promptly and prominently.

2. Photos taken in churches or other public settings do not require the subject's permission to be published. However, the photographer/editor will make efforts to respect people's wishes about being photographed. Photographs of children that are in any way provocative or sexually suggestive will not be published in BWC media. As a practice, photographs that diminish a person's dignity are also not published.

¶6011. Policies for Social Media

1. The Baltimore-Washington Conference utilizes social media to increase its outreach, witness, evangelism and storytelling capabilities to a world wide audience. As such, our audience demands – and we will maintain – strict professional standards in posting to social media.
2. Every post reflects upon and represents the Baltimore-Washington Conference. Thus, no post will knowingly violate the *Book of Discipline of The United Methodist Church*. The determination about whether an item is in keeping with the *Discipline* will be made by the Director of Communications.
3. The social media administrator will post at least three times per week to Facebook, and daily to Twitter. Facebook posts are generally articles that have been curated by the social media administrator to appeal to our audience, specifically focusing on news and information United Methodists need and want to know. Twitter posts are most often re-tweets from organizations the BWC follows. Original tweets are most often to promote events or new resources posted on the BWC website.
4. Our “voice” for social media will not be preachy, but friendly, humorous (when appropriate) and timely. Our posts will always reflect our Christian faith as a loving and welcoming place. The administrator of BWC social media shall not post her/his personal opinions, thoughts or views on BWC social media.
5. Our social media posts will never bear false witness and always adhere to the highest standards of journalistic principles.
6. Comments to posts on Facebook will be screened for profanity, libel and other inappropriate content. The social media administrator will remember that any and all comments on BWC social media are viewed as coming “from the conference.” Thus, any response to a comment or post is always to be considered a “public” comment.

¶6012. Brand Guidelines for Local Faith Communities 1.

Cross and Flame.

The Cross and Flame is highly recognizable. When people notice our Cross and Flame logo, they connect it with The United Methodist Church. This is a positive linkage, as the people in your neighborhood can immediately recognize The United Methodist Church.

2. Download cross and flame logos here: <http://www.umcom.org/tools/cross-and-flame>

¶6013. Communications Strategy Around Controversial Issues

Communications is intent on telling God’s story as it unfolds in the Baltimore-Washington Conference.

1. As we cover controversial topics, we commit to these guiding actions:
  - a) Provide information and resources that will allow conference members to be knowledgeable and faithful as they cast their votes and interpret the events and actions of Conference leaders to the people in their congregations. We acknowledge that the

best course of action is for the Conference and its leadership to tell its own story, rather than have our narrative shaped by outside entities.

- b) Increase the understanding of the complexity and variety of issues facing the Baltimore-Washington Conference and The United Methodist Church.
- c) Encourage respectful and gracious conversation among the people of the Baltimore-Washington Conference.

2. To accomplish these actions, we will:

- a) Create, aggregate and share information and resources to equip the BWC's spiritual leaders with the tools they need to guide their churches through this challenging time in the denomination.
- b) Report the facts and implications of actions taken by church leaders on the General, Annual-Conference, and local-church levels.
- c) Ensure that the messaging and storytelling of the presiding bishop and other leaders are available and relevant to the people of the Baltimore-Washington Conference.

## **Section V. Our Social Justice Witness**

### **¶6014. Recent Social Justice Resolutions**

Since 2011, the BWC has approved social justice measures to support numerous causes. Those measures may be found in the Journal for the years noted:

- |   |  |
|---|--|
| 1. Immigrants (2011)                              | 7. End Discrimination Against LGBT people (2011, 2013, 2014)         |
| 2. Immigrant children (2011)                      | 8. A Fair Minimum Wage (2013)  |
| 3. Ending Bullying (2013)                         | 9. Encourage divestment in fossil fuel companies (2014)              |
| 4. Evolutionary Scientific Thinking (2013)        | 10. The Religious Coalition on Reproductive Rights as members (2017) |
| 5. Preventing Gun Violence (2013)                 |  |
| 6. Supporting Earned Sick Time for Workers (2013) |  |

¶6015. Hewlett Packard Boycott<sup>59</sup>

The boards and agencies, conference offices, local congregations, campus ministries, and individual United Methodists in the Baltimore-Washington Conference will refrain from purchasing HP products until this company ends its involvement with the Israeli occupation and human rights abuses.

¶6016. The Baltimore-Washington Conference is an Inclusive Conference<sup>60</sup>

1. The Baltimore-Washington Conference shall commit itself to work for the full civil and ecclesiastical rights and privileges of all persons, including LGBT persons. The BWC acknowledges that there are provisions of the *Book of Discipline* that may do harm and injustice by discriminating against, diminishing, or demeaning our LGBT brothers and sisters, and places us in an impossible situation of following the Gospels and the Wesley Quadrilateral of Scripture, Tradition, Reason and Experience or the *Book of Discipline*.
2. The BWC shall work together to build a fully inclusive church by committing to be in ministry with all people, regardless of economic status, race, age, ethnicity, gender identity or expression, sexual orientation, disability or immigration status.

¶6017. Common Table<sup>61</sup>

Every Baltimore-Washington Annual Conference, regional, and district event that offers Communion shall offer only gluten-free, egg-free, dairy-free, nut-free bread so that all may share in a common loaf without fear of cross contamination from allergens.

## **Section VI. Commission on Disability Concerns**

¶6018. BWC Commitment to Full Inclusion of Persons with Disabilities

The annual conference will:

1. Be aware of, and advocate for, the role of people with disabilities in ministry, including ordained and diaconal ministries and local church and annual conference leadership positions.
2. Advocate for and help develop programs within the annual conference that meet the needs of people with disabilities.
3. Be informed about current ministries within the annual conference that are related to people with disabilities.
4. Develop ways to sensitize people in leadership positions on issues that affect people with disabilities and therefore the entire Church.
5. Foster cooperation among ministries within the annual conference that focus on specific disabilities (deaf, late-deafened, hard of hearing, intellectual disabilities, psychiatric disorders, mental illness, behavioral health, visual impairment, physical disabilities, etc.).

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<sup>59</sup>The basis of this section is found in the 2017 *Journal*

<sup>60</sup>The material in this section is based on the 2014 *Journal*, pp. 591-592

<sup>61</sup>The basis of this section is found in the 2019 *Journal*, p. 534

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6. Be a resource for local churches who are attempting to develop ministries that are attitudinally and architecturally accessible.
7. Promote the full inclusion of persons with disabilities in the life of the local church and the annual conference.
8. Participate in jurisdictional accessibility associations in the sharing of knowledge and resources.

### **Section VII. Grants and Awards**

#### ¶16019. Rationale

As United Methodists we are called to make disciples for Jesus Christ for the Transformation of the World. The Baltimore-Washington Conference is doing this by providing assistance for new congregations and by supporting existing congregations that are initiating new faith expressions. Seed grants for mission innovation, programmatic support in mission-critical areas and Peace with Justice grants are given to encourage testing of ideas and garnering best practices and learning from inevitable failure along the way.

#### ¶16020. Standards

1. Grants and awards policies are being realigned to conform with our new organizational structure and our new budget categories.
2. Grants and awards process shall be transparent with regards to which team of qualified people are making the decision and according to what priorities and metrics.
3. Grants and awards shall be administered with consistent and measurable benchmarks and accountabilities.

#### ¶16021. Connectional Ministries Funding Opportunities and Application Deadlines

Connectional Ministries provides mission and ministry related grants and awards to Baltimore-Washington United Methodist Churches, organizations, leaders and/or related agencies. These grants are solely for the use of ministries based in the Baltimore-Washington Conference of the United Methodist Church and are made possible through apportionment giving, individual giving, grants, partnerships and some special Sunday offerings.

1. Young People's Ministry invites, inspires and strengthens youth and young adult skilled servant workers in local congregations, campuses, camps and mission fields of the annual conference.
  - a) Youth Worker of the Year Award given to a person who exemplifies inviting, inspiring and strengthening youth skilled servant workers. Nominate someone by completing the award nomination form: [bwcumc.org/youthworkeraward](http://bwcumc.org/youthworkeraward). Nominations are due April 30, and are awarded at Annual Conference.
  - b) Young Adult Leader of the Year Award given to persons who a) support the development of mature Jesus followers; b) knows their purpose; and c) uses their gifts to build up the body of Christ for the transformation of the world. Nominate someone [here](#). Nominations are due April 30, and are awarded at Annual Conference.
  - c) Camperships are financial scholarships that enable churches to send children and youth to one of the Baltimore-Washington Conference summer camp programs. Applications are due March 1. (<http://www.bwccampsandretreats.com/summer-camps/camperships/>).

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- d) The United Methodist Church Scholarship Program provides scholarships to help supplement the financial needs of a student. Scholarships are for undergraduate students enrolled full-time in an accredited college or university in the United States. Applications are due on or around March 7.  
(<http://www.bwcumc.org/administration/finance/local-church-resources/scholarships/>)
  - e) Young Peoples Ministry Grants (middle school - 30 years old) - see website for details: <http://www.bwcumc.org/ministries/grants-and-awards/>
2. The Advocacy & Action Network partners with communities to join in advocating to transform systems which disenfranchise, marginalize, and oppress, and to create a BWC presence on urgent policy matters at local, state and national levels.
    - a) Advocacy & Action Award: \$1,000 given to one faith community that exemplifies partnering with its communities in advocating to transform systems that disenfranchise, marginalize, and oppress. Nominate a congregation here: [bwcumc.org/advocacyandactionaward](http://www.bwcumc.org/advocacyandactionaward). Nominations are due April 30, and are awarded at Annual Conference.
    - b) BWC Peace with Justice Grants for up to \$2,000 is made possible by the annual Peace with Justice Offering (*Book of Discipline* 263-5). 50 percent of this offering is retained for local Peace with Justice ministry and the rest of it made available for denomination-wide work. Peace with Justice witnesses to God's demand for a faithful, just, disarmed and secure world.
    - c) Missional Innovation for Advocacy and Action Grants: up to \$5,000 awarded to a team of persons at least one of whom is connected to a United Methodist faith community that has a tested plan to address an aspect of a system of oppression and/or injustice in collaboration with impoverished, marginalized and disenfranchised communities.
  3. Abundant Health Network equips faith communities to foster spiritual, physical and mental health for all and to promote an understanding of the interconnectedness of all aspects of health both locally and globally.
    - a) Abundant Health Award: \$1,000 given to one faith community that exemplifies the fostering of spiritual, physical and mental health for all and to promote an understanding of the interconnectedness of all aspects of health. Nominate a congregation here: [bwcumc.org/abundanthealthaward](http://www.bwcumc.org/abundanthealthaward). Nominations are due April 30, and are awarded at Annual Conference.
    - b) Missional Innovation for Abundant Health Grants: up to \$5,000 awarded to a team of people, at least one of whom is connected to a United Methodist faith community, that has a tested plan to improve health in collaboration with impoverished, marginalized and disenfranchised communities (coming this summer).

### ¶6022. Unified Funding and Application Deadlines

1. The Baltimore-Washington Conference provides short term financial assistance through grants and loans. The Unified Funding Task Force (UFTF) of the Baltimore-Washington Conference reviews the applications to ensure the grant or loan request meet the vision, mission and strategic goals of the Baltimore-Washington Conference.

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2. Short-term grants that promote the development of new church starts, new faith ministries or strategic growth initiatives are reviewed by the District Superintendent and the Director of Leadership and Congregational Development then presented to the UFTF of the Baltimore-Washington Conference for review and action. The UFTF reviews the applications to ensure the grant request aligns with the vision, mission and strategic goals of the Baltimore-Washington Conference for new church starts, new faith ministries and strategic growth initiatives. These grants are short term and reviewed semi-annually to ensure benchmarks have been established and are being used to evaluate and measure the overall effectiveness, performance, discipleship, engagement and self-sufficiency/self-sustainability goals and objectives.
3. Grants for equitable compensation support are provided to a church or charge once all avenues of support have been explored to meet the base compensation as a short-term grant. The church or charge will need to complete an Equitable Compensation Grant application which is submitted to the district superintendent and presented to the UFTF for action.
4. Building grants and loans are available for congregations seeking financial assistance for facilities that enable them to grow disciples for the transformation of the world. The Conference Board of Trustees can also assist congregations with grants and loans for emergency repairs, building assistance and small renovations. Building grants and loans are reviewed by the district superintendent and presented to the UFTF for review and submittal to the Conference Board of Trustees for action.
5. Before applying, carefully read the guidelines for each type of grant on the conference website.
  - a) All Unified Funding applications require approval of the district superintendent, the pastor, the administrative/church council of the local church and as required on each application.
  - b) Other types of grants have different signatory requirements.
6. Unified Funding Deadlines
  - a) April 1: Spring applications due (Applications should be submitted to the district superintendent no later than March 20.)
  - b) October 1: Fall applications due. (Applications should be submitted to the district superintendent no later than September 20.)
  - c) Applications received after the due date will not be considered for the current funding cycle. Each application must be complete with signatures before submittal to the district superintendent and the Unified Funding Task Force. Incomplete applications will be returned and may miss the deadline forcing the application to be held until the next cycle.

¶16023. Process for Awarding Grants

Final grant awards are based on the availability of funds and on the following guidelines (*also outlined on the BWC Grant Guidelines webpage: <http://www.bwcumc.org/ministries/bwc-grant-guidelines/>*)

1. Criteria for Applicants - Applicant(s) must be a United Methodist Church member in good-standing. All applications must have the support of the Senior Pastor (by signature) and  $\frac{3}{4}$  vote of the Administrative/Board Council (as supported by Board minutes).
2. Criteria for Events Receiving Grant Funding.
  - a) Mission central: The event supports the cultivating of disciples of Jesus Christ for the transformation of the world through:
    - (1) developing principled Christian leaders, \*
    - (2) creating new faith expressions, \*
    - (3) growing young people's ministry
    - (4) engaging in advocacy and action
    - (5) fostering abundant health for all

\* All events need to include at least numbers (1) or (2) as a focus.
  - b) Stewardship sensitive: A comprehensive, actual and prudent event budget is provided BEFORE apportionment dollars are committed to it. We expect that budgets will have multiple streams of income in addition to apportionment dollars (e.g., event fees, love offering, sale of food, partnerships, etc.). In order for expenses to be actual and not estimates, event leaders must include written proposals and agreements with providers of services.
  - c) Advertised well: While word of mouth is the most effective way to get people to an event, there needs to be something to share! We expect that all marketing pieces (graphics, information, registration) have been developed and deployed at least 3 months in advance (including being featured on the [bwcumc.org](http://www.bwcumc.org) calendar). At this point, all contracts for space, food and talent should have been signed.
  - d) Executed with Excellence: From radical hospitality to event flow to the quality of the program, participants rate the event at least a 4.5 out of 5.
  - e) Evaluated Thoughtfully (and if a recurring event, improved based upon that evaluation): At the conclusion of the event, the sponsoring entities and DCM receives event feedback from participants and planners within one month after the event.
3. Where we are seeking to invest, ideal funding requests demonstrate:
  - a) The ability to further the mission of the United Methodist Church of making disciples of Jesus Christ by supporting one or more of our five strategic areas:
    - (1) Spiritual Leader Development
    - (2) New Faith Expressions
    - (3) Young People's Ministry
    - (4) Advocacy and Action



- (5) Abundant Health (Locally and Globally)
- b) New and innovative (larger grants are tested ideas, seed grants are not)
- c) Designed to be self-sustaining overtime
- d) Needs-based
- e) Collaborative with other congregations and/or community partners
- f) Funding may be requested for, but is not limited to, the following:
  - (1) Faith community ministry initiatives
  - (1) Collaborative ministry initiatives
  - (2) Team member training that helps them better serve the conference in their current role
  - (3) Training leaders from within the Annual Conference for the benefit of the church
- g) Funding may not be requested for the following:
  - (1) Direct assistance for capital improvements for individual churches or agencies
  - (2) Direct assistance for operational costs to individual churches or agencies

### **Section VIII. Scholarships**

#### **¶16024. BWC Scholarship Program**

1. The program provides scholarships to help supplement the financial needs of a student. Scholarships are primarily for undergraduate students enrolled full-time in an accredited college or university in the United States. The Merit Scholarship is available to undergraduate, graduate or doctoral students, and The General Board of Higher Education and Ministry provides additional scholarships for graduate or doctoral students that can be found on their website. (<https://www.gbhem.org/loans-and-scholarships/scholarships/list-scholarships>)
2. Funding for the BWC scholarships is provided through the Special Student Sunday Offering, the BWC Board of Trustees, the Board of Higher Education and Campus Ministry, the United Methodist Women, the United Methodist Men, and other designated gifts. Students will need to complete the online application each year. Applications are reviewed by members of the Joint Scholarship Task Force.
3. Scholarship applications are accepted online only. The application window historically opens the first Monday of January and ends the first week of March, while scholarship award email notices are usually sent out the last week of June (subject to change). Awards are determined by the Joint Scholarship Task Force. Payment of scholarship awards are sent directly to the College/University for the fall term.

#### **¶16025. Criteria**

1. The student must be an ACTIVE, full member of The United Methodist Church for at least ONE year. Membership is determined by the date the student was confirmed and took membership vows with a United Methodist church. (Members of other denominations are not eligible.)

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2. The student must be pursuing a degree program at an accredited college or university within the United States.
3. A high school student may apply IF they will be a college student in the fall term.
4. The student must have a minimum GPA of 2.5 or higher on a 4.0 scale.
5. Students are required to be full-time according to their school's standards for the program for which they are enrolled.
6. Awards may be based on evidence of financial need, academic merit, church participation, and/or acceptance by an accredited institution.

### ¶6026. Scholarship Application Timeline

The date ranges below are approximate. The BWC Scholarship website contains the actual date in any given calendar year.

First Monday of January	Online application opens
First Week of March	Application window closes
March – June	Application review process
End of June	Award letters sent via e-mail to students
Early September	Checks sent to approved colleges/universities for approved students

### ¶6027. BWC Scholarship Descriptions.

1. BWC Higher Education and Campus Ministry Scholarship: For students going to an approved Methodist College in the Northeast Jurisdiction or across the United States.
2. Sophia Dietsch Education Scholarship: For students of Baltimore City only; who are going into ministry / seminary student / or in the candidacy process. Award is \$400 per year up to \$2000 total (no more than 5 years). Students must be a candidate for ministry in The United Methodist Church and from Baltimore City. Student must have held membership in a church of the Baltimore-Washington Conference for at least one year. Applicant must be a degree candidate at an accredited college, university or seminary.
3. Francis Asbury Scholarship: Only available for the child of a pastor.
4. Board of Trustees/Merit Scholarship: Open to all students based on need, GPA, and finances. May be awarded to undergraduate, graduate, or doctoral students; who are full active members of the UMC for at least one year; have a minimum GPA of 2.5+, and are attending an accredited institution within the U.S.
5. United Methodist Women (UMW) Scholarship: The United Methodist Women Scholarship Fund provides financial assistance for undergraduate students who are members of churches within the Baltimore-Washington Conference. The awards are made according to financial need, academic achievement and active church membership. The scholarship amounts range

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from \$400.00 to \$1,000.00 per year. Scholarships are renewable; a new application must be submitted annually for review. Payments are made directly to the colleges/universities. This scholarship is not available to the child of a pastor. This scholarship is available to both women and men.

6. United Methodist Men (UMM) Scholarship: The United Methodist Men Scholarship Fund provides financial assistance for undergraduate students who are members of churches within the Baltimore-Washington Conference. The awards are made according to financial need, academic achievement and active church membership. The scholarship amounts range from \$250 to \$500 per year. Scholarships are renewable; a new application must be submitted annually for review. Payments are made directly to the college / university. This scholarship is not available to the child of a pastor.
7. L. Carroll Yingling, Jr. Scholarship: For students who are going into ministry / seminary student / or in the candidacy process. Students must be a candidate for ministry in the United Methodist Church and a member of the Baltimore-Washington Conference. Preference will be given to students attending Duke Divinity School, Wesley Theological Seminary, or Drew Seminary; students pursuing ministry as a first career (age 35 and younger); students interested in social justice and/or parish ministry.

### ¶6028. Other Scholarships Available.

DO NOT APPLY to the Joint Scholarship Task Force for this assistance.

1. Ministerial Education Funds available to seminary students who are certified candidates in the Baltimore-Washington Conference: The Baltimore-Washington Conference Board of Ordained Ministry provides grants and loans/scholarships for seminary students related to the Baltimore-Washington Conference and for clergypersons needing financial assistance to complete their education. Persons needing such assistance should contact the administrative assistant for the Board of Ordained Ministry.
2. Other scholarships and loans are available through the General Board of Higher Education (national level). Call the Office of Loans and Scholarships at 615-340-7344, visit their website, or email them at [umscholar@gbhem.org](mailto:umscholar@gbhem.org) or [umloans@gbhem.org](mailto:umloans@gbhem.org).

### ¶6029. BWC Scholarship Application Process

1. The Joint Scholarship Task Force will only review online applications that contain all required documentation as listed below. Only one application is needed each school year. Renewal applicants must submit new applications each school year.
  - a) Online Application – Only online applications are being accepted. You/the student MUST click submit at the end of the application for the application to be accepted.
  - b) Student’s Statement – Be prepared to discuss your involvement in the church and how you have served as a leader.
  - c) Statement of Extenuating Circumstances – Explain in the application process if there are extenuating circumstances the Joint Scholarship Task Force needs to take into consideration. (200-word limit)

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- d) Student's Official Transcript – ONLY Official College/University or High School if graduating senior transcripts are accepted.
  - e) Pastor's Email – You/the student will need to provide an email address for your pastor. An email will be sent to the pastor asking them to confirm your commitment, involvement, and membership in the local church. They will also be asked to include is the length of time you/the student has been a member in the United Methodist Church and/or when you/the student were confirmed and took membership in the United Methodist church.
  - f) Reference's Email – You/the student will need to provide an email address for a reference at your church. An email will be sent to the reference asking them to comment on your commitment, involvement and membership in the local church.
2. Application: [www.gbhem.org/scholarshipapplication](http://www.gbhem.org/scholarshipapplication).

## *Part VI: Partnerships*

### **Section I. Global Partnerships**

Global Partnerships are established in partnership with the Episcopal Office.

#### ¶7000. Eurasia

In November 2008, leaders of the Baltimore-Washington Conference and the Eurasia Area signed a covenant for “mutual learning, support and mission development.”

The covenant links the 641 area American churches with the 17 churches of the Black Soil District, which lies 350 miles south of Moscow, spans 400 miles and represents “the heartland of Russian Methodism.”

The Black Soil District is one of two large districts in the Southern Russia Conference. The district is the size of Texas and includes major cities like Voronezh, with 1.2 million residents, and Volgograd, formerly Stalingrad.

#### ¶7001. Korea

1. As two communities of faith with a common Wesleyan history and theology, we will reach across denominations, languages and cultures and covenant to:
  - a) Grow in understanding of and appreciation for one another’s uniqueness — culture, history, and spirituality — in making disciples.
  - b) Build on the common Wesleyan traditions to spread scriptural holiness (personal and social) through evangelism and ministries of justice and mercy.
  - c) Strengthen the ability to make disciples of Jesus Christ around the world by learning from each other and developing common discipleship and mission strategies within our conferences and around the world.
2. Both conferences will endeavor to:
  - a) Foster youth, young adult, laity and clergy leadership exchanges to develop deeper understanding of and appreciation for one another’s culture and ministry within our own conferences and around the world.
  - b) Exchange visits and participation at annual conference sessions held in Korea and USA to deepen each other’s learning of the church today in our respective cultures.
  - c) Identify specific areas of ministry and mission for each conference to focus on for the benefit of the other conference.
  - d) Discuss the possibility of partnering in a ministry and/or mission in one or both countries or in a third country.
  - e) Discuss the possibility of disciple training, teaching, and equipping together in a third location (China, Mongolia, Zimbabwe, Russia, etc.)
  - f) Co-sponsor seminars, workshops, and/or retreats in both countries to focus on best learning practices for growing and strengthening disciples and building the church in our respective cultures.

- g) Attend a church growth or mission education event together and discuss learnings and implications.

¶7002. Puerto Rico

1. Whereas, the autonomous Methodist Church of Puerto Rico was once an annual conference of The United Methodist Church until 2004;
2. Whereas, the Baltimore-Washington Conference is an annual conference of The United Methodist Church;
3. Whereas, both communities cherish their unique histories and ministries and a common calling to make disciples of Jesus Christ for the transformation of the world;
4. And whereas, the two communities of faith share a common Wesleyan history and theology;
5. Therefore, the Methodist Church of Puerto Rico and the Baltimore-Washington Conference of The United Methodist Church agree to reach across physical distances, languages and cultures to covenant as follows:
  - a) Grow in our understanding of and appreciation for one another's uniqueness, culture, history and spirituality in making disciples.
  - b) Build on our common Wesleyan traditions to spread scriptural holiness (personal and social) through evangelism and ministries of justice and mercy.
  - c) Join efforts in working with the poor.
  - d) Strengthen our ability to make disciples of Jesus Christ around the world by learning from each other and developing common discipleship and mission strategies within our communities and around the world.
6. Both communities of faith will endeavor to:
  - a) Foster youth, young adult, laity, and clergy leadership exchanges to develop deeper understanding of and appreciation for one another's culture and ministry within our own conferences and around the world.
  - b) Exchange visits and participation at Annual Conference Sessions to deepen each other's learning of the church today in our respective cultures.
  - c) Identify specific areas of ministry and mission for mutual benefit.
    - (1) Discuss the possibility of partnering in a ministry and/or mission together in a third location in Latin America/Caribbean area.
    - (2) Co-Sponsor seminars, workshops, and/or retreats in both communities of faith to focus best learning practices for growing and strengthening disciples and building the church in our respective cultures.

¶7003. Zimbabwe

In 2007, the Baltimore-Washington Conference joined in a partnership with United Methodists in the Zimbabwe Episcopal Area. The vision for the partnership focuses on working together in a spirit of *chabadza* to promote education, health, the training of pastors, and leadership and spiritual development. One of the cornerstones of the partnership is the Pastors' School, held every two years at

Africa University, with BWC leaders providing most of the support in resources and instructors. Trips to Zimbabwe are planned for odd numbered years.

Since the start of the partnership, the BWC has also helped to build more than 20 parsonages and sanctuaries, along with schools and clinics, by providing \$600,000 through the Hope Fund and sending many Volunteer in Mission teams to Zimbabwe.

## **Section II. Missionaries**

### **¶17004. Background**

There are more 300 United Methodist Board of Global Ministries missionaries serving in more than 60 countries that are available for support through a Covenant Relationship. Individuals and churches can partner with a missionary and provide financial, spiritual, and emotional support.

### **¶17005. Covenant Relationships**

1. A church can begin a Covenant Relationship by establishing a financial goal of \$5 per church member per year. Individuals can Covenant with a missionary for \$500 per year.
2. This partnership is much more than a financial commitment. It is a dynamic relationship where the church and missionary pray for one another and communicate regularly.
3. When these missionaries “itinerate,” visiting the United States, they will make efforts to visit with covenant partners.
4. For a Covenant Relation application, visit <https://www.umcmmission.org/forms/Covenant-Relationship/The-Advance-Covenant-Relationship>. For more information, e-mail [covenant@umcmmission.org](mailto:covenant@umcmmission.org) or call 404-460-7945.

### **¶17006. Missionaries in Covenant with BWC**

A record of the missionaries with whom the Baltimore-Washington Conference have covenant relationships is maintained by the Conference Mission Secretary and published annually in the Conference *Journal* and on our website.

## **Section III. The Ministry Relationship Oversight Committee (MROC)**

### **¶17007. Policy**

1. The BWC may consider ministry relationships with entities not associated with the BWC if the entity applies in writing and demonstrates that the proposed ministry relationship will
  - a) further the mission and purpose of the BWC;
  - b) provide a unique ministry or service within the bounds of the BWC; and
  - c) not financially obligate the BWC or its resources except as may be specifically defined in the ministry relationship agreement. Nothing herein obligates the BWC to enter into any ministry partnership with other entities but provides a framework for evaluating a proposed ministry relationship.

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2. As per ¶ 2517.1 (c) of the *Book of Discipline*, this ministry relationship policy applies whether the entity is:
  - a) Seeking, or already has, a ministry relationship or connection with the BWC, regardless of whether such relationship or connection is formal or informal, official or unofficial, or does or does not involve any financial or legal commitments; or
  - b) Marketing, publicizing, or promoting itself as having a ministry relationship or connection to the BWC or to the denomination or uses the official United Methodist insignia or the term “United Methodist” in anyway.
3. We may promote organizations on our website or other communications channels regardless of a formal partnership status. However, if there are budgetary impacts and/or if a fundraising or participation plea is made beyond a district, MROC needs to be involved.

### ¶7008. MROC as a Standing Committee of the Discipleship Council.

The MROC is a standing committee of the Discipleship Council empowered to carry out and oversee the Ministry Relationship policy (*learn more about the Discipleship Council in ¶ 5001 of this manual*). This committee is tasked with the responsibility to review, recommend and oversee the process for entities seeking to establish a ministry relationship with the BWC. Furthermore, the MROC will review and monitor those entities that have entered into a Ministry Relationship Agreement with the BWC to assure that all ministry covenants are up to date.

### ¶7009. Membership.

Any MROC member with a relationship to the entity seeking a ministry relationship with the BWC must be recused from all considerations regarding that entity’s application.

1. Representative from the Discipleship Council
2. Representative from Council on Finance and Administration
3. Representative of the Board of Trustees
4. Four at-large members of the conference
5. Ex-officio:
  - a) Director of Connectional Ministries (or Representative)
  - b) Assistant to the Bishop

### ¶7010. Responsibilities.

1. Develop guidelines for its work, including but not limited to timelines, an application form, manner of review, and conflict of interest guidelines;
2. Review and evaluate ministry relationship applications;
3. Brief the Discipleship Council on all ministry relationship recommendations and actions taken;
4. Make recommendations on matters to be taken to the Annual Conference regarding applications for ministry relationship agreements; and
5. Monitor ministry relationship agreements.



¶7011. Ministry Relationship Applications.

The MROC shall develop a standard form for ministry relationship applications, which shall include but not be limited to the following information:

1. The United Methodist person and/or agency recommending this ministry for a relationship with the BWC.
2. Goals and objectives that define how the relationship will further the mission and purpose of the BWC and:
  - a) Description of the program activities the entity will take on to achieve its stated goals and objectives;
  - b) Description of the methods the entity will use to evaluate each of its measurable objectives.
  - c) List of officers, board members, and key operating personnel.
  - d) Financial and performance information pertaining to overall operations and the proposed relationship, as detailed below:
    - (1) Existing entities shall provide the operating budget for the current year, prior year, and when available, a proposed budget for the next year;
    - (2) Start-up or new entities shall provide the operating budget for the current year and a proposed budget for the next year when available;
    - (3) Names of current or anticipated funders, agencies or other sources of funding.

¶7012. Ministry Relationship Agreements.

1. Prior to presentation to the Annual Conference for approval, the MROC shall present all proposed Ministry Relationship Agreements to the Discipleship Council. The Bishop and the Conference Chancellor will then review the agreements.
2. The Chair of the MROC and the Chair of the Discipleship Council shall sign all Ministry Relationship Agreements, after approval by the Annual Conference. No agreement whatsoever, even preliminary, may become effective prior to approval by the Annual Conference of the BWC.
3. All Ministry Relationship Agreements shall specify the:
  - a) Relationship between the BWC and the applying entity;
  - b) Financial relationship between the BWC and the applying entity, including details regarding who (the BWC, the entity, or both) shall be legally responsible for any debts, contracts, or obligations, or for any other financial commitments of any character or description created, undertaken, or assumed by the organization;
  - c) Resources needed in addition to financial that will be provided by any entity of the BWC;
  - d) Measures/benchmarks that will permit ongoing oversight for compliance with the ministry relationship agreement and assessment of the relationship's effectiveness including:
    - (1) A method for assessing on-time progression and effectiveness of timely steps, and

- (2) Other metrics articulated with reference to the particular ministry goals and process as collaboratively determined by the Entity and the MROC.

¶7013. Ongoing Monitoring of Ministry Relationships.

1. Each Ministry Relationship Agreement shall be reviewed annually by the MROC to determine compliance with the terms of the Agreement including:
  - a) An annual audit/review shall be provided by the entity to determine whether:
    - (1) Financial transactions comply with generally accepted accounting principles;
    - (2) Performance measures/benchmarks are being maintained, and the results are within the agreed-upon targets;
    - (3) Statement of compliance with Safe Sanctuary Policies for ministries involving children and youth;
  - b) Whether the relationship continues to further the mission and purpose of the BWC;
  - c) Whether any conflicts of interest exist; and
  - d) Other questions if deemed necessary by the MROC.
2. Any revisions to the agreement must follow the same approval process described above under “Ministry Relationship Agreements.”
3. The MROC may encourage or require the organization to obtain memberships, accreditation, and participate in programs as described in the *Book of Discipline*, ¶2517.5.
4. Records of each annual review shall be maintained at the Baltimore-Washington Conference Mission Center.
5. Revision and Termination of Ministry Relationships. Based on the *2014 Journal*, pp. 329; 597-59. Either party can terminate the agreement, without cause, with 90 days written notice. The BWC can terminate the agreement with cause immediately as determined by the MROC, the Discipleship Council and the Conference Chancellor. All material revisions and all terminations will be reported at the next session of the Annual Conference.

¶7014. Guidelines to Establishing a Ministry Relationship with the BWC

The first step for entities seeking to establish a ministry relationship with the BWC is to complete the [Ministry Relationship Application](#). The application should demonstrate that the relationship will:

1. further the mission and purpose of the BWC;
2. provide a unique ministry or service within the bounds of the BWC; and
3. not financially obligate the BWC or its resources except as may be specifically defined in the Ministry Relationship Agreement.
4. view a diagram of the application and approval process (below).
5. The MROC will:

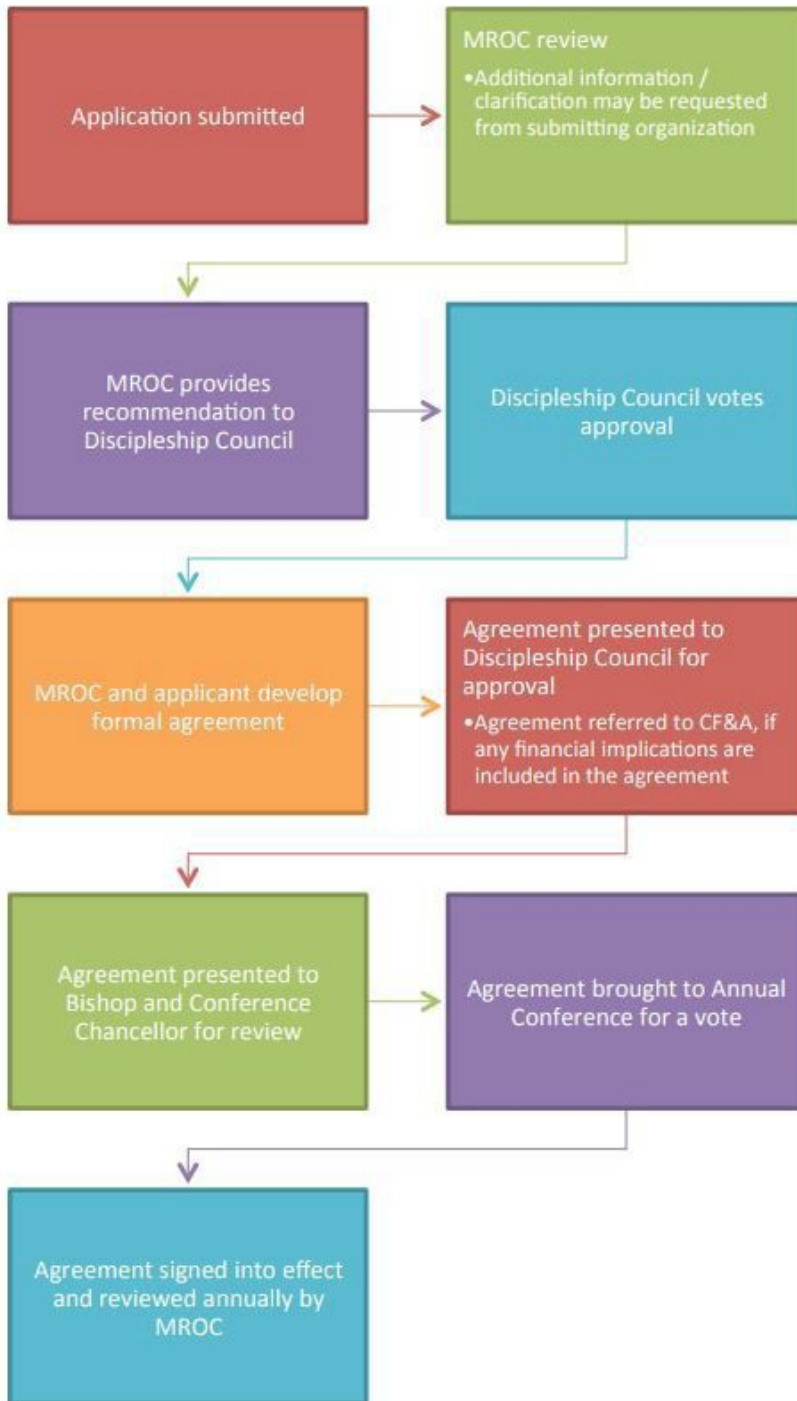
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- a) Review and evaluate the application and present recommendations to the Discipleship Council.
  - b) Request additional information as needed.
  - c) Brief the Discipleship Council on all ministry relationship actions taken.
  - d) Notify the submitting organization of approval or disapproval of the application for presentation to the Annual Conference for a Ministry Relationship Agreement.
  - e) Collaborate with the organization to draft the Ministry Relationship Agreement.
6. Submit all proposed Ministry Relationship Agreements to the Bishop and the Conference Chancellor for review prior to presentation to the Annual Conference.
  7. No agreement may become effective prior to approval by the BWC Annual Conference.
  8. Send completed applications and questions regarding this process to the Ministry Relationship Oversight Committee.

### ¶7015. Ministry Relationship Application Process.

Upon submission of your application, a letter will be sent acknowledging receipt. Applications will be reviewed and evaluated by the Ministry Relationship Oversight Committee (MROC), which meets quarterly. Upon completion of its review, the MROC will brief the Discipleship Council on the MROC's recommendations and/or actions taken. If the application is recommended for a ministry relationship, the MROC, in consultation with the organization will prepare a ministry relationship agreement. Prior to presentation at the next Annual Conference for approval, the MROC will present the agreement to the Discipleship Council. The Bishop and the BWC Chancellor will then review the agreement. No agreement may become effective prior to approval by the Annual Conference of the BWC.

¶7016. Application Process



## *Part VII: Disaster Response*

### **Section I. Preparation Needed to Respond to a Disaster**

#### ¶8000. Introduction

1. In the event of a disaster, resources available to the local church are sometimes limited. This is where the connectional system of the United Methodist Church can provide support and resources to respond effectively and appropriately. When the resources of a local church are overwhelmed, the church needs to seek help from the District and the Region. When those resources are overwhelmed, the Baltimore Washington Conference Disaster Response Plan needs to be put into practice. Each Region has a Disaster Response/Volunteers in Mission Coordinator and the Conference has a Disaster Response Coordinator. Contact information can be found on the Disaster and Mission page on the BWC website.
2. Visit <http://www.bwcumc.org/ministries/disaster-response-and-volunteers-in-mission/>
3. Contact the BWC Disaster Response Coordinator at [disasterresponse@bwcumc.org](mailto:disasterresponse@bwcumc.org).

#### ¶8001. Resources Available to Develop & Support a Local Church Disaster Preparedness & Response Plan

1. This policy is to serve as an immediate resource when preparing for and responding to any type of disaster. The most effective way to deal with a disaster is to have a “plan” that gives specific tips and instructions on what to do first, second and third. This plan will provide that information.
2. In a disaster, the church is much more than four walls and a roof. People may never attend church, but in a disaster or time of loss, they immediately turn to the church for help. In a disaster situation the church can become not only a spiritual, but also a resource hub of the community. The United Methodist Church will deliver aid to people without regard to race, religion, political beliefs or gender. Through preparedness and planning, disaster response can be effective and organized. BUT, planning is part of an ongoing process, which serves to remind us that caring for persons affected by a disaster is continuous – even when the immediate crisis has subsided.
3. Our Annual Conference goal is to address the physical, social, spiritual and emotional needs of individuals and families through caring ministries. This means that every local congregation, clergy member, District Superintendents, and the Bishop all have a part to play in bringing relief.
4. Our Annual Conference shares in a partnership with United Methodist Committee on Relief (UMCOR). UMCOR responds to natural or civil disasters that are interruptions of such magnitude that they overwhelm a community’s ability to recover on its own. UMCOR’s work on behalf of the United Methodists is global and not only serves in long term disaster recovery in the US, but also in countries throughout the world. The mission of UMCOR – grounded in the teachings of Jesus Christ, is to alleviate human suffering – whether caused by war, conflict or natural disaster – with open minds and hearts to all people.

5. The availability and familiarity with a Disaster Response Plan is the first step to recovery when a disaster strikes – regardless of the severity of the disaster or the number of people affected. We all must be prepared to respond in an organized and effective manner to a disaster. This plan is an attempt to provide the means for United Methodists to respond to human suffering in the most appropriate way. A template for creating your Local Church Disaster Preparedness Plan may be found at: <http://www.bwcumc.org/ministries/disaster-response-and-volunteers-in-mission/>

¶8002. Definition of a Disaster

1. According to UMCOR, a disaster is a severe disruption of personal and community life, involving a significant number of people and causing spiritual, emotional and social crises to which the church can respond with God’s love and help. A disaster is an event, which in a matter of seconds, minutes, hours, or days damages the ability to sustain life without assistance. *Each organization defines disaster differently. ¶7017 includes the definition used within the Statement of Understanding between UMCOR and the American Red Cross.*
2. Examples of a Disaster:
  - a) Tornados and hurricanes
  - b) Floods, fires and earthquakes
  - c) Explosions and toxic spills
  - d) Nuclear accidents and civil unrest
  - e) Man-made Terrorism
3. Levels of Disasters:
  - a) Level I – Small disaster affecting up to 30 homes, which the local church can respond without or very little assistance from the conference and UMCOR.
  - b) Level II – Medium disaster affecting up to 150 homes, assistance is needed from conference resources and UMCOR
  - c) Level III – Large Disaster covering a geographic area, usually eligible for presidential declaration with government help. Conference, UMCOR, and other organizations assist with resources.
  - d) Level IV – Catastrophic Disaster – large number of deaths, may overwhelm local and state resources, impacting economic livelihood, and Martial law may be implemented.

¶8003. The Four Stages of a Disaster

1. Readiness: Development of a disaster preparedness and response plan. Training and equipping teams. Preparing and taking precautions. Training of Emergency Response Teams (ERTs) and United Methodist Volunteers in Mission Leaders(UMVIM).
2. Rescue: This is the time for first responders to do what they do best: please stay out of the way of public responders: Red Cross, FEMA, Police and Fire Departments. The Conference

Disaster Response Ministries will not be active during this stage. Local Churches should focus on staying safe and not being a hero.

3. Relief: Includes crisis intervention, emergency assistance, shelter and housing. This is the stage the call will come from the Annual Conference in the disaster area for Early Response Teams (ERT) to be deployed to remove debris, remove standing water with flood buckets and provide health kits. **ERTs are not authorized to deploy until they contact the Conference Disaster Response Coordinator: [disasterresponse@bwcumc.org](mailto:disasterresponse@bwcumc.org).**
4. Recovery: Rehabilitate and rebuild structures and lives. Helping to adjust to the 'new normal'. This is the stage UM Volunteers in Mission teams are scheduled. Their work includes construction and renewing of mission facilities, teaching, witnessing, conducting medical clinics, conducting Bible study or Bible School for children and serving in disaster relief efforts at home and around the world. To find the latest UMVIM opportunities, to go: <http://missiontrips.bwcumc.org/>.

#### ¶18004. The Emergency Operation

The police, fire and rescue units are responsible for locating and saving survivors. The American Red Cross has been mandated to be the first voluntary unit on site (UMCOR has an agreement with the Red Cross that is in Section IV). The Red Cross will arrange for temporary shelters, feeding stations, damage assessment, etc. A role for the local church may be to be used for temporary shelter, feeding station, working facility for the Red Cross, etc. A good first step is for the local disaster response coordinator to get acquainted with the local Red Cross. Red Cross provides emergency training courses at little or no charge.

#### ¶18005. After the Emergency

1. While the emergency phase may last for only several days, the relief and rebuilding efforts may take months and years to accomplish. In the relief phase debris needs to be cleaned up, temporary repairs made, and property protected. In the rebuilding phase, permanent repairs are made, and complete houses may be replaced.
2. City/county, state, and federal governments have agencies that can help with these phases. Also, private insurance companies will play a role. Much depends on the severity of the disaster. The local disaster coordinator needs to identify the governmental agencies. The local phone book will give a starting point in the governmental section.
3. Where does the UMC fit in? There is always much to do. Pastoral counseling by both clergy and laypersons is needed. The survivors need friendly words and assurances that we care. Children especially need support. Volunteers are always needed to help with cleanup. If you identify yourself as church related volunteers, the police will usually let you into the disaster area. Finally, there are those people who do not have insurance or qualify for governmental assistance to make repairs. Here is a place for the UM Volunteer in Missions (UMVIM) teams to operate.

#### ¶18006. Volunteers Needed

The time to prepare is now. Each district and congregation should have at least one person who is identified as a Disaster Response Coordinator. The person identified should study the part of the enclosed plan that

pertains to them. Local church volunteer names should be passed to the District Superintendents and to the Conference Coordinators.

¶18007. Maryland VOAD

Maryland Voluntary Organizations Active in Disaster (VOAD) is a nonprofit, nonpartisan, membership based organization that serves as the forum where organizations share knowledge and resources throughout the disaster cycle—preparation, response and recovery—to help disaster survivors and their communities. The Baltimore-Washington Conference is a member of the Maryland VOAD and encourages its churches to get connected to this resource before, during and after a local disaster:  
<https://mdvoad.communityos.org/cms/home>.

¶18008. Conference Disaster Response Provisions and Guidelines

In accordance with our Statement of Understanding with the American Red Cross (see Section IV), the following guidelines should be honored:

1. Tasks of the Conference Disaster Response Committee:
  - a) Establishing a network within the conference to respond to the suffering of persons caused by a natural or civil disaster.
  - b) Establishing a connection with UMCOR for communications and requesting assistance during a disaster.
  - c) Identifying specific locations where local church property and church-related property have suffered damage
  - d) Working with ecumenical and other denominational, government and non-government relief agencies in responding to natural and civil disasters.
  - e) Maintaining an updated Conference Disaster Response Manual and a Local Church Disaster Preparedness Manual.
2. Composition of the Conference Disaster Response Committee:
  - a) UMVIM Coordinator
  - b) Disaster Response Coordinator
  - c) One District Superintendent
  - d) Two Reps from Communications
  - e) One Local Pastor
  - f) One SPRC Chair
  - g) One District Disaster Response Coordinator
  - h) One Rep from the Bishop's Office
  - i) One Rep from Finance
  - j) Two Reps from Connectional Ministries.
3. Responsibilities/Roles of the Conference Disaster Response Committee Members:



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- a) The Conference Disaster Response Coordinator is the chair of the Conference Disaster Response Committee:
  - (1) He/she is the point of contact for coordinating disaster response and disaster-related efforts at the conference level.
  - (2) Provide coordination of the annual training for disaster response coordinators and others who would be involved in disaster work.
  - (3) Maintain the list of disaster coordinators which is to be updated regularly and distributed to each district superintendent, and disaster response coordinator.
- b) The Director of Connectional Ministries (or Designee):
  - (1) Assist the Conference Disaster Coordinator in any way possible.
  - (2) Assist the Bishop and District Superintendents in any way possible.
  - (3) Assist the Director of Communications in any way possible.
- c) Conference Volunteer in Missions Coordinator:
  - (1) Coordinate Administrative Support for the incident.
  - (2) Maintain the list of and communicate with the persons who are willing to assist in disaster work.
  - (3) Consult with District and Conference Disaster Coordinators to find out where resources are most needed.
  - (4) Work with Director of Communications to assist with press releases on how and any way volunteer and resources will be needed.
- d) Director of Communications
  - (1) Gather information about the event.
  - (2) Coordinate releases both externally and internally, prepare public statements for release by the Bishop.
  - (3) Prepare media kits or the press.
  - (4) Prepare info on how to give resources and funds to the project.
  - (5) Train and advise support staff on how to handle calls by those manning telephones, maintain files and media information on the event.

### ¶18009. District Disaster Response Provisions and Guidelines

- 1. Each District of the Annual Conference should have a District Disaster Preparedness Coordinator.
- 2. The District Disaster Preparedness Response Coordinator is responsible for:
  - a) Understanding that (especially in the case of catastrophic events) "preparedness" is an essential part of their mission, and that each District Coordinator is responsible for communicating this message to each local pastor and Board of Trustees.
  - b) Providing training for local churches for Disaster Preparedness using this manual.

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- c) Provide pertinent information and an assessment of immediate needs to the Conference Disaster Response Committee.
- d) Being thoroughly familiar with all American Red Cross Chapters within the District.
- e) Establish a network of volunteers to identify and respond to the suffering of persons caused by a natural or civil disaster within the district
- f) Identify specific locations where local church property and church related property have suffered damage in the district.
- g) Coordinate disaster response efforts with local VOADs or ecumenical groups in your district.

### ¶8010. Local Church Disaster Response Provisions and Guidelines

1. Maintain a copy of the Local Church Disaster Preparedness Manual and provide training annually for the church Disaster Preparedness Committee.
2. Be encouraged to maintain the following inventory:
  - a) The physical plant facilities
  - b) Human resources and skills
3. Be encouraged to contact the Chapter Manager (or other designee) for their nearest American Red Cross Chapter to determine the areas where the local congregation can be of help in the event of a disaster.

### ¶8011. UMCOR's Role

1. What UMCOR Can Do:
  - a) Provide pre-disaster training and counsel to annual conference and district Disaster Response Committees, and others who might work in your disaster operations. This training includes information on what to expect in the relief and long-term recovery phases, and how you might organize an effective United Methodist response. Emphasis is on special long-term needs of children, youth, and adults; organizing for relief and recovery; management of volunteers and donated goods, as well as casework management.
  - b) Provide cash grants.
  - c) During disaster response, provide consulting services to your committee and response personnel. Upon your request and at UMCOR's expense, volunteer mentors and advisors can be sent following a disaster. These persons have special skills in response management, ministry of caring, case management, logistical support, donations and distribution center management, public relations and communications, and coordination of volunteers. They can provide computer advice as well as technical consultation on rebuilding.
  - d) The UMCOR specialists remain on site only a brief time, on average a few days, at most a week or two. They are there to share experience and insight on disaster management. In a pinch, they can work in some functional area to provide an "extra pair of hands" to

buy you time to recruit workers from within your conference for those tasks. However, our volunteers will not take the place of local workers.

- e) After departure, all UMCOR staff and volunteers are always available for telephone consultation. They can return to the site, should it be necessary, if approval is given by the UMCOR Network Manager.
  - f) Lend power washers and generators. (chain saws are not available to loan). Borrowed equipment must be returned to the UMCOR Sager-Brown Center in Baldwin, Louisiana, when no longer needed. This includes equipment you may purchase locally, if the invoice is sent to UMCOR for reimbursement.
  - g) Use its Depot (or other warehouse space UMCOR might rent) for receiving, processing, and shipping donated items from across the church sent in response to a disaster.
  - h) Provide a long-term loan of personnel with skills in case management, rebuilding, and coordination of volunteers to work under the direction of a community-based recovery organization.
  - i) In conjunction with other participating denominations, assist with the formation of a community-based interfaith recovery organization. United Methodists are asked to participate in an interfaith context whenever possible.
  - j) Make its nationwide toll-free numbers available for information, and the registration of volunteers and donations.
  - k) Send UMCOR's volunteer disaster management specialists, for a maximum of 28 days to run some or all response functions in the relief phase. This service will only be provided for Level III or IV disasters (see ¶7003, #3) where members of the conference disaster response leadership are immobilized by the scope of the disaster and/or are themselves survivors of the tragedy. An invitation by the resident bishop is required. The conference is expected to assume full responsibility for the relief and recovery operation as soon as possible within the 28 days.
2. What UMCOR Cannot Do:
- a) Send personnel without an invitation from the bishop.
  - b) Send funds or material resources without a request from the bishop.
  - c) Administer or perform the work of a disaster-recovery operation. This responsibility rests with the annual conference (except as described above).
  - d) Allow its funds to be used for the repair of damaged church property. There is a Church-wide Appeal, which clearly states that the money is to be used for property repair along with the relief of human need.
3. The designation "UMCOR" is exclusively reserved for its staff and volunteers. A conference response team should identify itself as being from the affected conference or by the more generic term: "United Methodists in Disaster Response." The general population probably knows of The United Methodist Church and wants to see it working among them. The public has no knowledge of and little interest in the acronym "UMCOR." It tells them nothing. Don't use it to describe our Conference work.

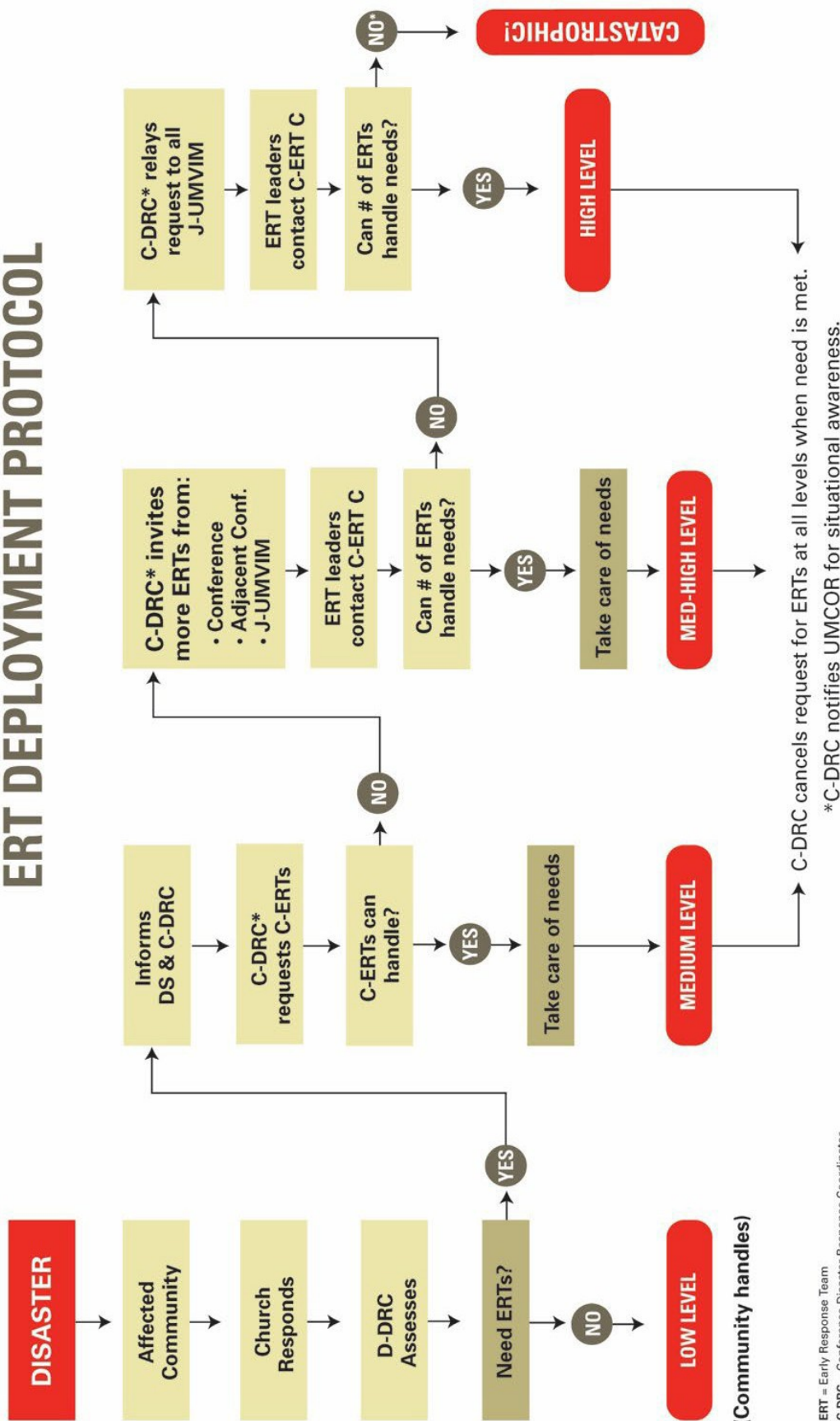
¶8012. Suggested Order to Follow After a Disaster Strikes

1. Questions to ask:
  - a) What is the disaster response plan of:
    - (1) The conference.
    - (2) Interdenominational and interfaith organizations?
    - (3) Governmental organizations?
  - b) What happened?
  - c) What was the scope of the damage?
  - d) Are the relief agencies in place, and what does the church need to do to supplement their work?
2. Things to Do:
  - a) Contact the district superintendent, the Disaster Response Coordinator, and the bishop.
  - b) Once the above are notified, begin to assess the potential resourcing needs for the emergency stage.
  - c) Inform the people in item 1 of this assessment.
  - d) Get the information necessary for relief and rehabilitation:
    - (1) Has the site been declared a disaster area by the President?
    - (2) Which other relief agencies are responding and what are their resources?
    - (3) What information needs to be publicized to encourage survivors to apply for available aid?
    - (4) How best can the spiritual and emotional needs of survivors and relief workers be met during this time?
  - e) Pull together the disaster response committee and the district superintendents of the affected areas to adjust existing plans for handling this disaster.
  - f) Determine how United Methodists can work together with interfaith/ecumenical organizations.
  - g) Investigate whether there are disaster-related needs not being met (e.g., pastoral care or long-term recovery with children and youth) that can be addressed by United Methodists.
  - h) Find out what resources are needed from the United Methodists (UMCOR) beyond the annual conference.
  - i) Maintain a constant flow of information with the district superintendent, the Disaster Response Coordinator, the bishop, the UMCOR disaster network manager, and the UMCOR Office for Disaster Response.

Section II. ERT Deployment Protocol



# ERT DEPLOYMENT PROTOCOL



ERT = Early Response Team  
 C-DRC = Conference Disaster Response Coordinator  
 D-DRC = District Disaster Response Coordinator  
 J-UMVIM = Jurisdictional United Methodist Volunteers in Mission  
 C-DCM = Conference Director of Connection Ministries  
 DS = District Superintendent  
 C-ERT C = Conference Early Response Team Coordinator

\*C-DRC notifies UMCOR for situational awareness.

### **Section III. Resources for Emergency Preparedness and Response**

#### **¶18013. Text Alerts**

To receive Disaster Alerts specific to your area by text. Due to the dynamic status of websites and hyperlinks, please also check your state or county government for the most up-to-date resources.

1. Montgomery County: <http://www.montgomerycountymd.gov/mcg/emergency/stayinformed.html>
2. Arlington County: <https://www.arlingtonva.us/alerts/>
3. City of Fairfax: <http://fairfaxva.gov/about-us/fairfax-city-alert>
4. Falls Church: <http://www.fallschurchva.gov/1371/Falls-Church-Alerts>
5. Loudoun County: <https://www.loudoun.gov/alert>
6. Howard County: <https://www.howardcountymd.gov/Stay-In-Touch>
7. State of Maryland: [http://www.maryland.gov/pages/citizen\\_alerts.aspx](http://www.maryland.gov/pages/citizen_alerts.aspx)
8. City of Manassas: <http://www.manassacity.org/455/ALERT-City-of-Manassas>
9. PrinceWilliamCounty: <http://www.pwcgov.org/government/dept/police/pages/emergency-alert-systems.aspx>
10. Washington, DC: <https://hsema.dc.gov/page/alertdc>
11. Baltimore County, MD: [https://www.baltimorecountymd.gov/Agencies/emergency\\_prep/index.html](https://www.baltimorecountymd.gov/Agencies/emergency_prep/index.html)

#### **¶18014. Local Church Resources**

1. A template for creating your Local Church Disaster Preparedness Plan may be found at: <http://www.bwcumc.org/ministries/disaster-response-and-volunteers-in-mission/>
2. Gun Sense: Resources for Local Churches: <http://www.bwcumc.org/events/critical-conversations/gun-sense-resources-for-local-churches/%C2%A0/>

### **Section IV. Statement of Understanding Between UMCOR and the American Red Cross**

The Statement of Understanding between the United Methodist Committee on Relief (UMCOR) of the General Board of Global Ministries of the United Methodist Church and The American National Red Cross was signed on April 3, 1992.

#### **¶18015. Purpose.**

The purpose of this Statement of Understanding is to continue the working relationship between the United Methodist Committee on Relief of the United Methodist Church and The American National Red Cross in

preparing for and dealing with disaster relief situations. The agreement provides the broad framework for cooperation between the two organizations in rendering assistance and service to victims of disaster.

¶18016. Definition of Disaster

A disaster is an occurrence such as hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, volcanic eruption, drought, blizzard, pestilence, famine, fire, explosion, building collapse, transportation accident, or other situation that causes human suffering or creates human needs that the survivors cannot alleviate without assistance.

¶18017. Authority of the American Red Cross

By congressional charter dated January 5, 1905, The American National Red Cross was designated the nationwide agency through which the American people voluntarily extend assistance to individuals and families in needs as a result of disaster. In part, the charter provides that the Red Cross shall— continue and carry on a system of national and international relief in time of peace and apply the same in mitigating the suffering caused by pestilence, famine, fire, floods, and other great national calamities, and devise and carry on measures for preventing the same.

¶18018. Authority of the United Methodist Committee on Relief (UMCOR)

“The response of the United Methodist Committee on Relief in the United States shall include only the meeting of human needs growing out of natural or civil disaster. This response shall be made at the request of the appropriate body of the United Methodist Church” (excerpted from paragraph #1464, *Book of Discipline*, 1988).

¶18019. Organization of the American Red Cross

The national headquarters of the American Red Cross is in Washington, D.C. It is responsible for implementing policies and regulations that govern Red Cross activities, for giving administrative and technical supervision and guidance to chapters and other national sector units within geographical jurisdictions, and for maintaining financial control of the organization.

1. For administrative purposes, the United States is divided into three operations headquarters jurisdictions, each covering a certain number of states. Operations headquarters are located as follows: Eastern Operations Headquarters, Alexandria, Virginia; Midwestern Operations Headquarters, St. Louis, Missouri; Western Operations Headquarters, Burlingame, California. Each operations headquarters has an administrative staff and a field staff. Operations headquarters staff report to national headquarters.
2. The chapter is the local unit of the American Red Cross and is responsible for all local Red Cross activities within its jurisdiction, subject to the policies and regulations of the corporation. There are some 2,700 chapters across the United States.
  - a) Each Red Cross chapter is responsible for developing a special disaster preparedness and relief organization composed of the best qualified paid and volunteer staff available.
  - b) The chapter disaster committee studies the hazards of the locality and surveys local resources for personnel, equipment, supplies, transportation, emergency communications, and facilities available for disaster relief. The chapter disaster committee also formulates cooperative plans and procedures with local government

agencies and private organizations for carrying on relief operations should a disaster occur.

- c) Through its nationwide organization, the American Red Cross coordinates its total resources for use in large disasters. Services will be provided to those in need regardless of citizenship, race, religion, age, sex, or political affiliation.

¶8020. Organization of the United Methodist Committee on Relief

The United Methodist Committee on Relief (UMCOR) maintains a ministry of domestic disaster response through the United Methodist Disaster Preparedness and Response Network.

1. The Disaster Response Committee, in consultation with the conference UMCOR disaster response coordinator, other conference leadership, and UMCOR Disaster Response Network Manager, shall determine the church's program of response and the forms of aid.
2. Local church leadership is ultimately responsible for disaster recovery efforts, using the previously mentioned resources.
3. Domestic disaster grants will be made to United Methodist Conferences through requests from the episcopal office, acting upon the recommendations of the previously mentioned network resources.
4. The response is coordinated for the entire period of the disasters, from emergency stage through recovery.

¶8021. Method of Cooperation

It is agreed that the United Methodist Committee on Relief of the General Board of Global Ministries of the United Methodist Church, which is the organization identified with nearly 38,000 churches and 9 million members, will participate with the American Red Cross in disaster relief operations in the United States and United States territories. This shall be accomplished through participation on the local level with UMCOR Disaster Response Coordinators, local church leadership, and local chapters of the American Red Cross.

The mode of operation between UMCOR and the American Red Cross is designed to render quality service to disaster victims without duplicating services offered by other governmental and nongovernment organizations (NGOs).

Both parties have agreed as follows:

1. Cooperation and coordination between the American Red Cross and UMCOR in the time of disaster and during the post-disaster recovery period should be maintained at a level that ensures maximum efficiency. To ensure that the Red Cross and UMCOR work in harmony during an emergency and in long-term recovery, both organizations agree to keep close liaison between national headquarters offices by means of conference, telephone, fax, and participation in the National Voluntary Organizations Active in Disaster (NVOAD).
2. UMCOR will encourage local United Methodist leadership to participate in the work and coordination of services of local Red Cross chapters for mutual support to the community. Upon request of UMCOR or the local affiliates, the American Red Cross will offer training of volunteers and staff for service in related areas.



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3. Under local agreements, United Methodist Churches will be urged to provide physical facilities and equipment to be used as American Red Cross shelters, feeding stations, and emergency distribution centers. Joint identification will be provided for the facility and personnel. The American Red Cross will also invite the locally designated UMCOR representatives to serve in the Red Cross service center(s) and to accept referrals from the Red Cross.
4. UMCOR Disaster Response Consultants, when working with the Red Cross, will be provided with American Red Cross identification. They may be recommended by American Red Cross-national management for special services in disaster response operations.
5. UMCOR will provide, to selected groups of volunteers, training and instructional material for long-term care of children impacted by disaster. This program is available to all Red Cross volunteers and paid staff, who are welcome to join any training session for this program. The program is designed to be used in long-term recovery. This program will commence at the closure of emergency child care programs offered during the early stages of disaster by other NGOs.
6. The American Red Cross may refer to UMCOR those workers and clients it deems in need of pastoral care.
7. UMCOR will cooperate with the Red Cross in preplanning for specifically identified risk areas and will make subsequently identified personnel and resources available to participate in catastrophic disaster response and recovery operations when the Federal Response Plan is activated. UMCOR will accept responsibility for distributing the plan to its field components and educating both their staff and the public about it.
8. The Red Cross agrees to assume financial responsibility for direct relief expenditures made by UMCOR and coordinators when they are functioning, by prior arrangement, as official and established segments of a Red Cross disaster relief operation and when such expenditures are within Red Cross policy and responsibility.
9. The Red Cross may provide maintenance for UMCOR volunteers for a designated period within a specified financial limitation when the two organizations are working on cooperative disaster response operations.
10. Recognizing the need for advising the public of the work of both organizations, the American Red Cross and UMCOR will make every effort through their public information offices during the time of disaster to keep the public informed of their cooperative efforts.
11. This agreement will be widely distributed through Red Cross chapters and the United Methodist Church.
12. This agreement does not create a partnership nor joint venture, and neither party has the authority to bind the other.

## *Part VIII: Acronyms and Definitions*

### ¶19000. Acronyms

1. AC Annual Conference
2. BGST Basic Graduate Theological Studies
3. BMCR Black Methodists for Church Renewal
4. BOCS Board of Church and Society (BWC)
5. BOD *Book of Discipline*
6. BOOM Board of Ordained Ministry
7. BWC Baltimore-Washington conference
8. BWC UMC Baltimore-Washington Conference of the United Methodist Church
9. CCYM Conference Committee on Youth Ministries
10. CEC Commission on Equitable Compensation
11. CFA Council on Finance and Administration
12. CFA Council on Finance and Administration
13. CLM Certified Lay Minister
14. CLS Certified Lay Servant
15. CLSp Certified Lay Speaker
16. COSROW Commission on Status and Role of Women
17. CRC Conference Relations Committee
18. DA District Administrator
19. DCM Director of Connectional Ministries
20. DCM Director of Connectional Ministries
21. DCM Director of Connectional Ministries
22. DCOM District Committee on Ordained Ministry
23. DRS Disaster Response Services
24. DS District Superintendent
25. FASB Financial Accounting Standards Board
26. GBCS General Board of Church and Society
27. GBGM General Board of Global Ministries
28. GBHEM General Board of Higher Education and Ministry

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29. GBOD            General Board of Discipleship
  30. HRA            Health Reimbursement Account
  31. IECB            Individual Equitable Compensation Base
  32. IPS             Investment Policy Statement
  33. LGBTQI+ inclusion Lesbian, Gay, Bisexual, Transgender, Questioning, Intersex+
  34. LS             Lay Servant
  35. LTPS            License to Preach School
  36. MEF            Ministerial Education Fund
  37. MEF            Ministerial Education Fund
  38. MEP            Medical Expense Plan
  39. MROC           Ministry Relationship Oversight Committee
  40. MROC           Ministry Relationship Oversight Committee
  41. MROC           Ministry Relationship Oversight Committee
  42. NEJ            Northeastern Jurisdiction
  43.   SPRC / PPRC Staff-Parish Relations Committee / Pastor-Parish Relations Committee
  44. SRI            Socially Responsible Investing
  45. STATS           Statistical Report
  46. UFTF           Unified Funding Task Force
  47. UMC            The United Methodist Church
  48. UMCOR        United Methodist Committee on Relief
  49. UPIA            Uniform Prudent Investor Act
- ¶19001.   Definitions
1.   Ministry Relationship Partner  
An organization or entity with which we have an established written partnership agreement and approval (by vote) of our annual conference in accordance with our BWC policy and UMC *Book of Discipline*.
  2.   Ministry Affiliate  
A United Methodist organization with which we have an established relationship as outlined in our *Book of Discipline*.