PART IV

STANDING RULES
FLORIDA ANNUAL CONFERENCE OF THE UNITED METHODIST CHURCH

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Chapter One
GENERAL PROVISIONS

Section I. Standing Rules

Par. 101. Establishment. The Annual Conference establishes the following Standing Rules under the authority of ¶ 610 of The *Book of Discipline of The United Methodist Church* (2012) ("the *Discipline*"), which permits the Annual Conference to structure its own ministries and administrative procedures in order to accomplish its purpose of making disciples for Jesus Christ.

Par. 102. Purpose. The Standing Rules prescribe the ministries of the Annual Conference and the administrative procedures it shall follow.

Par. 103. Amendment. A two-thirds vote of the Annual Conference members present and voting shall be required to amend or change the Standing Rules.

Par. 104. Suspension. A two-thirds vote of the Annual Conference members present and voting shall be required to suspend the Standing Rules.

Par. 105. Discipline Controls. If a Standing Rule conflicts with the Discipline in any way, the Discipline shall control.

Par. 106. Definitions.
1. The Discipline: unless otherwise noted, refers to The Book of Discipline of The United Methodist Church (2012).
2. Annual Conference or Conference: unless otherwise noted, refers to the Florida Annual Conference of The United Methodist Church.
3. Conference agency: any council, board, commission, committee, or other structural grouping established by the Standing Rules of the Conference or mandated by the Discipline.
4. Ex-officio member: unless otherwise noted, all ex-officio members shall have voice but not vote.

Section II. Standing Rules Committee

Par. 107. Establishment. The Annual Conference establishes a Standing Rules Committee.

Par. 108. Membership. The committee shall consist of eight members. The committee shall serve as a team, being elected as a single class quadrennially. In order to provide continuity and stability, the newly nominated committee will include at least two members from the previous quadrennium's committee. The Conference Secretary, the Director of Connectional Ministries, and a representative of the Bishop's office shall serve as ex-officio members.

Par. 109. Officers. The Conference Committee on Nominations will designate a Chair. The Committee will elect a Vice-chair and a Secretary from its membership at its first meeting of the quadrennium.

Par. 110. Powers and Duties. The Standing Rules Committee shall have authority to perform the following duties:
1. Consider all proposed amendments or changes to the Standing Rules and present them to the Annual Conference after:
   a. Determining that proposed amendments or changes do not conflict with other Standing Rules or the Discipline;
   b. Reviewing proposed amendments or changes for clarity of language and appropriate location in the Standing Rules;
2. Determine whether the Annual Conference has all agencies required by the Discipline or, where permitted by the Discipline, other structures to provide the functions mandated by the Discipline, and report its findings to the Annual Conference;
3. Keep the Standing Rules current by recommending updates each year to the Annual Conference for action;

4. Have committee members at each session of the Annual Conference to monitor the business and recommend changes to the rules to reflect the action of the Annual Conference;
5. Inform the Bishop of Standing Rules violations;
6. Maintain the Standing Rules in a user-friendly format to facilitate compliance with the Standing Rules; and
7. After each Annual Conference session, promptly submit a current version of the Standing Rules to the Conference Secretary for publication on the Conference website and in the Conference Journal.

Chapter Two
ORGANIZATION OF THE ANNUAL CONFERENCE

Section I. Officers

Par. 201. The Annual Conference Secretary

1. Election. The Conference Secretary shall be elected quadrennially at the first session of the Annual Conference following the General Conference, assuming office on September 1, and shall be eligible to serve no more than two consecutive quadrennia. In the event of a vacancy, the Cabinet shall have authority to appoint a successor, subject to confirmation by the next session of the Annual Conference.
2. Powers and Duties. In addition to other responsibilities, the Secretary shall perform the following duties:
   a. Editor of Conference Journal. Edit and publish the Conference Journal;
   b. Nominates Secretarial Assistants and Committee on Journal. Nominate Secretarial Assistants and members of the Committee on Journal, as needed, for annual election by the Annual Conference;
   c. Custodian of Conference Books and Archives. Serve as the custodian of the books and archives of the Conference and annually report where they are kept, cooperating with the Commission on Archives and History in the discharge of this responsibility and serving as an ex-officio member of that Committee;
   d. Ex-Officio Member of Committees. Be an ex-officio member of the Annual Conference Event Committee, the Committee on Resolutions, the Standing Rules Committee, the Conference Committee on Leadership, the Elections Procedures Committee, the Conference Commission on Archives and History, the Board of Pension and Health Benefits, and the Service Years Committee of the Board of Pension and Health Benefits.

Par. 202. The Annual Conference Treasurer: Powers and Duties. In addition to other responsibilities, the Treasurer shall have the following duties:

1. Keep Records and Inventory of Conference Property.
   a. In cooperation with Conference Trustees, maintain records and tend to title issues of all real properties owned by the Conference and the Districts;
   b. Keep an up-to-date inventory of all office equipment, furnishings, software, and other valuable tangible items owned by the Conference and the Districts.
2. Keep Record of Insurance. After consultation with the proper agencies and in cooperation with the Ministry Protection Committee, the Treasurer shall keep a record of all insurance for the Conference, Districts and Conference agencies involving coverage of property, accident, liability, and fidelity.
3. Conference Statistician. The Treasurer shall serve as Conference Statistician, collecting the statistics of the Annual Conference, editing the Statistical Tables for publication in the Conference Journal, and reporting to each regular session of the Annual Conference.
4. Administrator of the United Methodist Conference Center. In consultation with the Office of the Bishop, the Conference Trustees, the Director of Connectional Ministries, and the organizations housed therein, the Treasurer shall be the administrator of the United Methodist Conference Center.
5. Personnel and Human Resource Officer. In consultation with the Executive Committee of the Council on Finance and Administration, the Treasurer shall serve as the Personnel and Human Resource Officer for Conference and District staff.

Section II. Membership of the Annual Conference

Par. 203. Lay Members of Annual Conference. The lay members of the Annual Conference are set forth in ¶ 32 of the *Discipline*. The district presidents of United Methodist Men and United Methodist Women shall also be members. The following Conference Officers, if laypersons, shall also be members: President of the Conference Council on Finance and Administration, Director of the Office for Clergy Excellence, the Director of Missional Engagement, Chair of the Conference Board of Pension

and Health Benefits, Chair of the Conference Board of Higher Education and Campus Ministry, Chair of the Board of Camps and Retreat Ministries, President of the Conference Board of Trustees, Chair of the Conference Committee on Congregational Vitality, Chair of the Standing Rules Committee, the Conference Treasurer, the Conference Secretary, the Director of Connectional Ministries, the Director of the Office of Congregational Vitality, the Conference Chancellor, the Director of Lay Servant Ministries, and the Conference Global Missions Secretary. The Conference Secretary shall compute annually the number of additional Lay Professing Members needed to equal the Ministerial Members, and shall distribute the number to be elected by each district on the basis of the percentage of pastoral charges in that district. The District Committee on Leadership (Nominations) shall nominate, and the District Leadership Council shall elect, these additional lay members.

Section III. Location of Annual Conference

Par. 204. The Annual Conference shall meet, upon invitation, at such places as may be selected by the Conference, or by the Bishop and Cabinet.

Section IV. Business of the Annual Conference, Rules of Procedure

The following Rules of Procedure shall be observed to expedite the business of the Annual Conference:

Par. 205. Committee on Journal. Upon nomination of the Secretary, the Conference shall elect a Committee on Journal at the beginning of each Annual Conference session. This committee shall consist of three members of the Conference and shall examine the daily minutes, make any needed corrections, and make a cumulative report on the final day of the Annual Conference session. The adoption of their report shall be the approval of the minutes.

Par. 206. Resolutions

1. Who May Submit a Resolution. The following persons and entities may submit a resolution before the Florida Annual Conference:
   a. Any Conference agency;
   b. Any clergy member (full connection, provisional, or local pastor, including retired pastors) of the Conference;
   c. Any lay member of the Conference; or,
   d. Any layperson who is a member of a local church within the Conference and whose church council (or other similar governing body) has endorsed their resolution.
2. Submission and Filing Deadlines.
   a. The Conference Secretary will publish guidelines for resolutions so that they are submitted in Workbook-ready format. Resolutions will be submitted in Workbook-ready format to the Conference Secretary, or the Secretary's designate, through U.S. mail, electronically, or any other reasonable means the Conference Secretary determines.
   b. Each resolution must address only one issue if the resolution does not address the Discipline. If a resolution does affect the Discipline it must address only one paragraph of the Discipline, except that, if two or more paragraphs in the Discipline are so closely related that a change in one affects the others, the resolution may call for the amendment of those paragraphs also to make them consistent with one another.
   c. Every resolution requiring implementation will include: a. financial impact to the Conference; b. name of the implementing organization or persons; c. if communication or referral is required, will designate the person or persons responsible for the communication or referral.
   d. All submitted resolutions must be received by the Conference Secretary by January 31 to be considered at the regular Annual Conference Event later that year.
   e. A resolution may be submitted for consideration at the Annual Conference Event after the deadline only if the subject of the resolution arose after the deadline, and in any event all resolutions must be submitted 24 hours before resolutions are debated at the Annual Conference Event. All resolutions submitted after the deadline still must meet all other requirements set forth in the Standing Rules. The Committee on Resolutions will be the final judge to determine if the subject of the resolution arose after the publishing deadlines. If the Committee on Resolutions decides the resolution was properly submitted after the deadline, it will forward the resolution for consideration at the appropriate Annual Conference Event. For resolutions determined to be properly submitted after the deadline, the submitting party must provide enough copies for all delegates attending the Annual Conference Event, and the cost of such copies will be borne by the submitting party.
   f. Each resolution must be signed by the person(s) submitting it, accompanied by appropriate identification, such as address, local church, or Conference agency relationship. Each petition submitted electronically must identify the

individual submitting it, accompanied by identification as above, and must contain a valid electronic mail return address. Electronic signatures will be accepted in accordance with common business practices.

g. The Committee on Resolutions will determine if the above requirements have been met for any and all resolutions submitted to the Conference Secretary. If a resolution is deemed by the Committee on Resolutions to have been properly submitted, it will be submitted for consideration at the Annual Conference Event. If a resolution has not been properly submitted, the Committee on Resolutions will return it to its sponsors for revision, however, all revisions must meet the deadlines specified above to be properly before the Annual Conference.

3. Resolutions Involving, or Potentially Involving, Conference Legal Rights or Obligations. If the Committee on Resolutions determines a resolution involves the potential legal rights or obligations of the Conference, or its agencies, the Committee on Resolutions will request an opinion or comment from the Conference Chancellor. Before the debate of any such resolutions, the Conference Chancellor, or his/her designate, will speak before the Conference and share his/her legal opinions concerning the resolution(s). This speech will not count against the debate limitations referenced in Standing Rule 207.
4. Resolutions Involving, or Potentially Involving, Other Conference Agencies. If the Committee on Resolutions determines a resolution involves the work of a Conference agency, the Committee on Resolutions will request an opinion or comment from the respective agency or agencies. Before the debate of a resolution involving the work of a Conference agency, the respective agency will be entitled to speak once before the Annual Conference and share its opinions and comments concerning the resolution. This speech or speeches will not count against the debate limitations referenced in Standing Rule 207.
5. Resolutions Binding for One Year. Resolutions adopted by the Annual Conference will be valid for the lesser of: one year; or until they are specifically rescinded, amended, or superseded by action of subsequent sessions of the Annual Conference. If the intent of a resolution is to be binding upon the Annual Conference for more than one year, then a resolution must provide the appropriate language to amend the Standing Rules to allow for the indefinite implementation of the resolution.
6. Order in Which Resolutions are Debated. The Committee on Resolutions will determine the order in which resolutions are debated before the Annual Conference.
7. Vote Count Appended to Resolutions. Every resolution upon which a vote has been taken, and the yeas and number of that vote are recorded, will have the vote count attached to it in all distributions of that resolution.

Par. 207. Debate and Discussion of Conference Matters

1. When a motion is made and seconded, it shall be stated by the presiding bishop before being debated. The Annual Conference shall determine how to recognize those members wishing to speak in debate.
2. The member upon whose motion a subject is brought before the Annual Conference, or the member reporting a measure from a committee, is first entitled to the floor to speak for the motion. The next speech shall be against the pending motion. The speeches shall then alternate between those for and those against the motion.
3. All speeches shall be limited to three minutes per speech.
4. No member can speak a second time to a question until every member choosing to speak has spoken.
5. The member who made the motion is entitled to close the debate. If the previous question is ordered, the presiding bishop shall at once assign that member the floor to close the debate.
6. As long as there are members wishing to speak, a motion to call the previous question may not be made until there have been two speeches for and two speeches against the pending motion.
7. Debate on any issue shall be limited to three speeches for and three against the pending motion. Then the vote shall be taken unless the rule is suspended.
8. Where these rules are silent, Robert's Rules of Order (Newly Revised, 11th Edition) shall control.

Section V. Annual Conference Event Committee and Committee on Memoirs

Par. 208. Annual Conference Event Committee

1. Purpose. The Annual Conference Event Committee shall plan, implement and evaluate the Annual Conference Event and all matters relating to that event. The Annual Conference Event Committee is empowered to establish any task forces necessary to accomplish and fulfill its work.
2. Membership. The committee shall include the Bishop, the Assistant to the Bishop, the entire Cabinet, the Conference Lay Leader, the District Lay Leaders, the Conference Secretary, the Annual Conference Event Coordinator, the Worship Coordinator, the Conference Director of Connectional Relations, and former Annual Conference Event Coordinators.

Par. 209. Committee on Memoirs

1. Purpose. The purpose of the Committee on Memoirs is to send expressions of sympathy on behalf of the Annual Conference to family members following the death of a pastor or spouse. Further, the Committee will organize and oversee the Memorial Banquet for family members.
2. Membership. The members and Chair (or co-Chairs) of the Committee on Memoirs are to be nominated and elected by the Annual Conference on an annual basis.
3. Duties. The Committee will have the following duties:
   a. To send a card or letter of condolence on behalf of the Annual Conference to immediate family members following the death of a pastor or spouse.
   b. To make arrangements through the Annual Conference Event Coordinator for the Memorial Luncheon.
   c. To notify family members of the date of the Memorial Service and Memorial Luncheon as soon as it is set, and to receive Luncheon reservations for those who are able to participate in it.
   d. To contact family members requesting biographical information and a recent picture of the deceased for inclusion in the Memorial Booklet and Journal.
   e. To make arrangements with the Conference Staff for the production and printing of the Memorial Booklet and PowerPoint display to be used in the Memorial Service.
   f. To serve as hosts/hostesses at the Memorial Luncheon, and to make arrangements for decorations, sound equipment, check-in and payments, servers and guests speakers (if desired).
   g. To work with the Annual Conference Event Coordinator to settle all financial obligations associated with the Memorial Luncheon.
   h. The Chair or co-Chairs are empowered to enlist help for any of the above-described duties.

Chapter Three
NOMINATION AND ELECTION TO CONFERENCE AGENCIES

Section I. Nomination to Conference Agencies

Par. 301. Conference Committee on Leadership (CCL). The Conference Committee on Leadership shall be composed of the Bishop, who shall be Chair, the Assistant to the Bishop, if any, the District Superintendents, the Director of Connectional Ministries, the Conference Secretary, the Conference Lay Leader, the Conference President of United Methodist Men, the Conference President of United Methodist Women, the Chair of the Network of Ministries with Young People, and one Lay Member nominated quadrennially by each District Committee on Leadership (Nominations) and elected by the Annual Conference. Up to three persons may be named at-large by the Board of Lay Ministry to provide for adequate diversity.

***Par. 302. Nomination Procedure*.**

1. Agencies Submit Requests for Personnel. By October 1 of each year, Chairs of all Conference agencies shall, after determining their respective agency's personnel needs for the coming conference year, submit their requests for personnel to the Administrative Assistant of the Conference Committee on Leadership (CCL). This request shall include the following:
   a. The number of persons needed;
   b. The agency perspective on the gifts and graces needed in its personnel for the most effective work of the agency;
   c. Any factors that would help that agency reflect general goals of inclusiveness of all persons;
   d. A description of the work the agency has before it;
   e. An estimate of the number, extent, and location of agency meetings;
   f. Any other factors that would fully inform the District Committees on Leadership of the nature of the work and the agency's expectations.
2. Personnel Needs are Circulated. No later than the end of October a compiled statement of personnel needs of all Conference agencies shall be circulated to all District Committees on Leadership.
3. District Superintendents Meet. In December the District Superintendents shall gather to reflect upon the personnel needs then apparent and consider strategies to communicate the needs of the CCL to the districts and to encourage widespread participation in the application and nomination process in the districts. The District Superintendents shall promptly consult with their District Lay Leaders on the outcomes of that reflection.
4. District Committees on Leadership Deliver Lists of Nominees. Each District Committee on Leadership shall meet in the winter and deliver to the Administrative Assistant to the CCL its nominees for the positions indicated.

5. Persons Seeking Nomination Submit Forms. In consultation with District Committees on Leadership, persons seeking to serve must submit a self-nomination form on the website, which shall list, at minimum, the position sought, name, address, phone numbers, and a brief statement of their experience or expertise in the area.
6. CCL Completes Nominations. The CCL shall meet by early April to consider and make nominations for the upcoming Annual Conference session. A full statement of needs and responses shall be in the hands of members of the CCL at least fifteen days prior to the meeting. Last-minute nominations of persons not previously considered by a District Committee on Leadership shall be accepted, but are strongly discouraged, for they subvert the process. A listing of all persons so nominated shall be published each year on the Conference website no later than four weeks prior to the start of the regular meeting of the Annual Conference and printed in the Workbook Supplement in preparation for Annual Conference.

Section II. Election to Conference Agencies

Par. 303. Elections at Annual Conference. The Annual Conference shall elect, upon nomination by the Conference Committee on Leadership or from the floor, the personnel needed for its work. The Annual Conference shall also elect the District Leadership Councils and other district committees as required by paragraph 610 of the Standing Rules. Election shall be at the regular session of Annual Conference.

Section III. Filling Vacancies in Conference Agencies

Par. 304. Unexcused Absences Create Vacancies. Any member of an agency who is absent from two meetings without excuse shall automatically cease to be a member of that agency. The secretary of the agency shall notify the Conference Committee on Leadership of vacancies created by unexcused absences.

Par. 305. Procedure for Filling Vacancies. If vacancies in Conference agencies occur between regular sessions of the Annual Conference, the Conference Committee on Leadership may fill these vacancies. The respective agencies may, in order to provide expertise and promote inclusiveness, suggest persons to fill these vacancies to the Conference Committee on Leadership. Vacancies filled in this manner shall come before the Annual Conference for confirmation at its next regular session. Persons so nominated shall serve until their confirmation as if elected.

Chapter Four
CONFERENCE AGENCIES

Section I. Establishment of Conference Agencies Required by the Discipline

Par. 401. The Annual Conference establishes the following agencies required by the 2012 Discipline. With each agency is its corresponding paragraph in the Discipline, any Standing Rules pertaining to that agency, and the name given by this Conference to the agency if it differs from the name listed in the *Discipline*.

1. Conference Council on Finance and Administration (¶ 611-628 of the *Discipline*; Standing Rules ("SR") Par. 419)
2. Conference Commission on Equitable Compensation (¶ 625; SR Par. 416, Commission on Equitable Salaries within the Office for Clergy Excellence)
3. Conference Board of Church and Society ¶ 629; SR Par. 408, Social Justice Committee)
4. Conference Board of Discipleship (¶ 630; SR Par. 404, within the offices of Connectional Ministries and Congregational Vitality)
5. Conference Board of Laity (¶ 631; SR Par. 412, Conference Board of Lay Ministry)
6. Committee on Ethnic Local Church Concerns (¶ 632; within the office of Missional Engagement)
7. Conference Board of Global Ministries (¶ 633; SR Par. 408, Missions Committee)
8. Conference Board of Higher Education and Campus Ministry (¶ 634; SR Par. 409)
9. Conference Board of Ordained Ministry (¶ 635; SR Par. 414, within the Office for Clergy Excellence)
10. Conference Administrative Review Committee (¶ 636)
11. Conference Committee on Episcopacy (¶ 637; SR Par. 424)
12. Conference Board of Pensions (¶ 639; SR Par. 422, Conference Board of Pension and Health Benefits)
13. Conference Board of Trustees (¶ 640; SR Par. 420)
14. Conference Commission on Archives and History (¶ 641; SR Par. 411)
15. Conference Commission on Religion and Race (¶ 643)

16. Conference Commission on the Status and Role of Women (¶ 644)
17. Conference United Methodist Women (¶ 647)
18. Conference United Methodist Men (¶ 648)
19. Conference Council on Youth Ministry (¶ 649; SR Par. 413 Network of Ministries with Young People)
20. Joint Committee on Incapacity (¶ 652; SR Par. 417 within the Office for Clergy Excellence)
21. Committee on Disability Concerns (¶ 653; the Extended Cabinet and all structures of the Conference)
22. Committee on Parish and Community Development (¶ 633.5, Missions Committee, Congregational Vitality)
23. Committee on Young Adult Ministries (¶ 650; SR Par. 413 Network of Ministries with Young People)

Par. 402. Rationale for The Conference Table and Strategic Leadership Team. The Annual Conference creates The Conference Table and Strategic Leadership Team so that better communication and coordination can exist between the leaders of Conference Agencies. Additionally, The Conference Table and Strategic Leadership Team are created to allow for greater attention to be given towards the mission and vision of the Annual Conference and to ensure the Annual Conference's agencies and ministries are properly aligned to carry them out. It will bring people together to work on the complex issues facing the church.

Par. 403. The Conference Table

1. Establishment and Purpose. Pursuant to Par. 610 of the Discipline and those paragraphs of the Discipline that allow it some discretion in structuring agencies required by the Discipline, the Annual Conference forms The Conference Table to provide communication between leaders of the Annual Conference and create collaborative conversations among the broad and diverse constituencies of the Conference. Through The Conference Table, leaders will share strategic plans and activities within their areas of responsibility to ensure synergistic and effective interaction, as well as coordinated results. The Conference Table also will provide advice and feedback to the Strategic Leadership Team.
2. Leadership. The Conference Table will be convened by one or two persons (lay or clergy) nominated by the Conference Committee on Leadership and elected by the Annual Conference.
3. Meeting Times and Locations. The Conference Table will meet at least twice each Conference year (July 1 – June 30). Suggested meeting times include following the Annual Conference Event for purposes of reviewing action items generated by the Annual Conference and to set priorities for the Conference Year. Also it is suggested the Table meet in the Winter/Spring for purposes of reviewing budget items and focusing on action items for the upcoming Annual Conference Event.
4. Membership and Terms of Office. The Conference Table will include the convener(s), the Bishop, The Dean of the Cabinet (or designee), the Director of Connectional Ministries, the Conference Treasurer; the President of the Florida United Methodist Foundation, the Conference Lay Leader; representative from the Strategic Leadership Team (as designated), the chairs/leaders of each Conference Agency and ministry group or the designee of their choice, the Chair of the Board of the Florida United Methodist Foundation; Conference staff (as designated) and up to ten at-large positions. The at-large positions will be nominated by the Conference Committee on Leadership and elected by the Annual Conference. No member of The Conference Table may serve for longer than eight consecutive years. Every member of The Conference Table will have both voice and vote.

Par. 404. The Strategic Leadership Team

1. Establishment. Pursuant to Par. 610 of the Discipline and those paragraphs of the Discipline that allow it some discretion in structuring agencies required by the Discipline, the Annual Conference forms The Strategic Leadership Team.
2. Purpose. With input from The Key Leader Connection, the Strategic Leadership Team will clarify the vision of the Annual Conference, ensure the Annual Conference's vision is accomplished, and oversee the alignment of all Annual Conference resources and ministries with the vision.
3. Membership and Terms of Office. The Strategic Leadership Team will consist of up to 12 persons chosen by the Bishop in consultation with the Director of Connectional Ministries and the Conference Lay Leader. Members will serve for a term of one year and can be reappointed at the discretion of the Bishop.
4. Meetings. The Strategic Leadership Team will meet face-to-face on at least a quarterly basis and conduct other business by Conference Call as needed.
5. Officers. The Bishop will chair the Strategic Leadership Team.
6. Responsibilities. The Strategic Leadership Team will have the following responsibilities:
   a. Clarify the vision of the Annual Conference;
   b. Oversee and ensure the Annual Conference's vision is being accomplished;
   c. Oversee the alignment of all Annual Conference resources and ministries with the Conference's vision;
   d. Initiate task teams to respond to specific needs and trends;

e. Hold all task teams, ministry groups, conference boards, agencies and offices accountable to fulfill requirements and meet identified objectives;
f. Dissolve task teams once they have accomplished their task or become ineffective;
g. Approve the distribution of funds to task teams appropriate to their specified mission.

Par. 405. Task Teams and Ministry Groups

1. Task teams. A task team is made up of volunteers passionate about a particular ministry. It is focused on a specific, measurable, achievable and time-specific ministry. A task team's ministry serves the Conference as a whole rather than a specific church, churches, or district. Task teams are either self-initiating (initiated by an individual or group) or called into existence by the Strategic Leadership Team, and are accountable to the Conference vision and mission. Standing Task Teams have specific tasks that are carried out each year. Focused Task Teams complete a specific plan of action and are then ended. Standing Task Teams and Focused Task Teams will be listed in the Conference Journal each year that they are active. The Leadership of Task Teams, while not elected by the Annual Conference, rotates on a quadrennial basis just as that of other conference agencies, boards, and committees.
2. Conference Ministry Groups. Conference Ministry Groups are groups brought together because of a common sense of mission or common affinity. The Ministry Groups, set forth below, are not defined by a specific function or action as are task teams, but may have a variety of responsibilities that bind them together.
   a. Outreach Ministries
      1) Establishment. The Annual Conference establishes an Outreach Ministries Committee.
      2) Vision and Mission**.** The Outreach Ministries Committee affirms the Church's purpose to extend the ministry of Jesus Christ to the poor, the oppressed, and those of special need. Its specific purpose is to enable both those who provide services in meeting human need and those who receive the services to experience God as the source of compassion and Jesus Christ as the one who is our constant companion in compassionate service.
      3) Membership. The Outreach Ministries are represented by the directors established in each of the districts. New ministries must complete an application to be approved by the district Leadership Council, Outreach Ministries, Social Justice Committee, and the Annual Conference. The Conference staff person related to missions shall be an ex-officio member.
      4) Meetings. The Outreach Ministries Committee shall meet at least once a year for an extended retreat.
      5) Officers. There shall be a chair, vice-chair, and secretary of the Outreach Ministries Committee, elected by the members of the Committee.
      6) Responsibilities. The responsibilities of the Outreach Ministries Committee shall be to:
         a) call the Conference, districts, and congregations to serve people in critical social need, such as food, housing, emergency relief, health care or any other demeaning condition and seek to change systems which perpetuate conditions;
         b) identify areas of need and work cooperatively to expand the ministry of the Church in the cities and in the open countryside;
         c) help plan, resource, facilitate and coordinate services in the conference; and
         d) hold ministries to a high degree of accountability to the conference and funding sources.
   b. Committee on Haitian Ministries
      1) Establishment**.** The Annual Conference establishes the Florida Conference Committee on Haitian Ministries (CCOHM).
      2) Mission and Purpose. The mission of the CCOHM shall be to make of all disciples of Jesus Christ, particularly, Haitian men, women, and children living within the boundaries of the Conference. Its purpose shall be to act as an advocate for Haitian ministries in the Conference.
      3) Membership. The members of CCOHM shall be all Haitian pastors, ordained, licensed, and lay, serving in the Conference; all pastors serving a Haitian congregation in the Conference; all district superintendents serving in the Conference who have supervision over a Haitian congregation; the Conference Lay Leader, and all district delegates appointed to the CCOHM according to its bylaws.
      4) Meetings. The CCOHM shall meet at least four times a year with at least one meeting per quarter.
      5) Officers. There shall be an executive committee made up of a chairperson, a vice chairperson, and a secretary/treasurer. The members of the executive committee shall be elected to a three-year term and may succeed themselves only once. No member shall serve on the executive committee for more than six consecutive years. The chairperson and the vice-chairperson shall be of Haitian origin and shall be proficient in English and in Haitian Creole and must be able to relate to the Haitian culture. The secretary/treasurer shall be from any ethnic group.

c. Hispanic Ministry Team
   1) Establishment. The Annual Conference establishes a Hispanic Ministry Team, which shall be the basic working unit of the Hispanic Comprehensive Plan.
   2) Vision and Mission. The vision shall be to reach the growing Hispanic population in the state of Florida with the Good News of Jesus Christ and his kingdom. The mission is to develop congregations, both old and new, which shall be growing and vital and which shall minister in Christ's name to the needs of the whole person and the whole community.
   3) Responsibilities. The Conference Hispanic Ministry Team shall work in at least three areas: congregational mobilization, leadership recruitment and training, and resource development.
   4) Membership. The Conference Committee on Leadership will nominate five members at large. The members at large will be leaders in Hispanic ministries within the Annual Conference. The Committee on Leadership should work to achieve a balance between laity and clergy, men and women. The Committee on Leadership will also designate the chair of the Hispanic Ministry Team. The chair will be chosen from one of the five members at large. Additionally, the following people will serve on the Hispanic Ministry Team ex-officio (with voice but no vote): the Director of Connectional Ministries, the Chair of the Hispanic Assembly, the Hispanic New Church Development staff person, and the Hispanic Congregational Excellence staff person.

d. Shade and Fresh Water Ministry
   1) Establishment. There shall be established a program agency of the Conference named Shade and Fresh Water.
   2) Vision and Mission. Shade and Fresh Water's vision is to promote the health of the Conference's clergy members and their families. Its mission will lead it to work in three directions:
      a) It will provide an environment that addresses the physical, emotional, and spiritual dimensions of self-care to bring healing for clergy members and their family members;
      b) It will develop retreats to aid in the adjustment clergy families undergo during transitions from one appointment to the next;
      c) It will advocate on issues that can also affect the health of Conference clergy and their families.
   3) Board of Directors. The agency shall be led by the Board of Directors numbering no more than twenty and no less than seven. The tenure of the Board shall be as follows: one-third shall serve a two-year term; one-third a three-year term; and one-third a four-year term; with subsequent members serving a four-year term. The Board of Directors may include both clergy and laity of the Conference as well as people from outside the Conference.
   4) Officers. The officers of the agency shall be elected from the Board of Directors annually and shall include the following positions: Two Co-Chairs, Treasurer, Secretary, and Spiritual Director.
   5) Membership. In addition to the Board of Directors and Officers, other members of the agency include all individuals and support service personnel who agree to the mission and vision statements, who participate in the development and envisioning of Shade and Fresh Water's development, and who covenant to support Shade and Fresh Water with prayer and personal involvement.
   6) Accountability to Conference. The officers of Shade and Fresh Water shall answer to the Bishop and the Cabinet upon request from the Bishop and the Cabinet.

e. Disaster Ministry Advisory Team
   1) Establishment. The Annual Conference establishes the Disaster Ministry Advisory Team (DMAT).
   2) Mission. The mission of the DMAT shall be to work with the Disaster Recovery staff in preparation, response, recovery, and mitigation of disasters.
   3) Membership. The membership of the DMAT shall include the district disaster coordinators, or their designee, and leadership from the Emergency Response Teams and the Care Teams. The DMAT shall be chaired by the Conference Disaster Coordinator.
   4) Responsibilities. The team shall be responsible for:
      a) Assisting the staff with both consultation and hands-on response in every phase of disaster work.
      b) Creating and dissolving disaster ministry structures as they relate to either particular disasters or general preparatory needs, insuring both flexibility and accountability.
      c) Providing guidance and feedback related to disaster work.

f. General Conference Legislative Committee
   1) Establishment. The Annual Conference establishes a General Conference Legislative Committee (GCLC).
   2) Purpose. The purpose of the GCLC will be to study the legislation of the General Conference and legislative issues which may be considered by the General Conference in order to provide information and analysis to delegates to the General Conference and the members of the Annual Conference, and to propose petitions to the General Conference for adoption by the Annual Conference.

3) Membership. The committee will consist of eight members, clergy and lay. To secure experience and stability, the membership will be divided into four classes of two members; one class will be elected each year for a four-year term. To begin the process of rotation, on the first year one class will be elected for one year, one class for two years, one class for three years, one class for four years. The Conference Committee on Leadership will nominate members of the committee.
4) Responsibilities. The GCLC shall have the following responsibilities:
   a) Study legislation of the General Conference and legislative issues which may be considered by the General Conference.
   b) Present reports as necessary to be adopted by the Annual Conference containing its analysis of legislation of the General Conference and legislative issues which may be considered by the General Conference.
   c) Propose petitions to the General Conference for adoption by the Annual Conference in accordance with Par. 507 of the Book of Discipline.
   d) Offer assistance to the delegation to General Conference to provide information about the legislation of the General Conference and legislative issues which may be considered by the General Conference.

Section II. Conference Mission/Ministry Priorities

Par. 406 Congregational Vitality

1. Establishment. The Annual Conference, pursuant to ¶ 610 of the Discipline and those paragraphs of the Discipline that allow it some discretion in structuring agencies required by the Discipline, establishes a Congregational Vitality office and a Conference Committee on Congregational Vitality.
2. Purpose. The purpose of the Congregational Vitality office is to be a resource to the District Superintendents and local churches in order to develop new churches and ministries as well as revitalize existing churches throughout the Annual Conference.
3. Membership. The membership of the committee will be the Chair and up to twelve persons selected from across the Conference elected by the Annual Conference because of their expertise in congregational vitality or the development of new churches and to assure balance in the committee membership. In addition, there will be the President of the Florida United Methodist Foundation, Inc. with voice but not vote; the staff specialists of the Office of Congregational Vitality, with voice but without vote. The Committee will additionally ensure that there is adequate and regular communication with representatives from each District who are involved in the work of Congregational Vitality.
4. Executive Committee. The Committee shall constitute an Executive Committee composed of the Chair, the Vice-chair and Secretary (as elected by the Committee), plus two additional members of the committee selected by the Committee. The staff specialists of the Office of Congregational Vitality shall also be members of the Executive Committee, with voice, but without vote. The Executive Committee shall have the authority to handle business of the Committee needing action between meetings, and report such action to the next full meeting of the Committee.
5. Outcome and Responsibilities. The Desired Outcome for the work of this Committee is to increase the number of vital chartered congregations and ministries through the work of revitalization and beginning new churches and ministries. The Committee shall be responsible and accountable (to the Annual Conference) for focusing our Conference resources on creating, growing and sustaining vital congregations and ministries and creating and implementing, as needed, a Conference wide strategic plan and priorities for congregational vitality (including the establishment of new churches and extension campuses) collaborating with the strategic plan of each district. The Committee will administer all new church development funds and approve all funding requests, in consultation with the Committee on Finance and Administration and the Conference Financial Service office. The Committee will provide additional support, as needed, to the work of each District and District Superintendent in evaluating the need and process for church discontinuances.
6. Assets of Discontinued or Abandoned Church Property. In compliance with Par. 2549(7) of *The 2012 Book Of Discipline* which requires the proceeds from the sale of discontinued or abandoned local church property in urban settings to be used within urban transitional communities, the Florida Annual Conference adopts this Standing Rule regarding the use or disposition of assets from discontinued or abandoned local church property: A. If the property is located in an urban center with a population of more than 50,000, title to discontinued or abandoned local church property -- both real and personal, tangible and intangible -- shall be transferred to and held by the Board of Trustees of The Florida Annual Conference Of The United Methodist Church, Inc. The Board of Trustees shall oversee and make provision for the security of any property pending its sale or transfer to another entity. Any use or disposition of property, real or personal, including a sale or a transfer to another entity, shall be as directed by the Appointive Cabinet in collaboration with the Director of Missional Engagement and with the consent of the Bishop, provided that the assets must be used for new and/or existing ministries within urban transitional communities within the Florida Annual Conference, and as required by *The 2012 Book Of Discipline;* B. If the property is not located in an urban center with a population of more than 50,000, absent direction from the Annual Conference to the contrary, title to all property -- real and personal, tangible and intangible -- shall be

transferred to the district corporation for the district in which the church was located. Upon the sale of any real property, 25% of the net proceeds from the sale will be deposited into the Conference New Church Development's Endowment Fund (or similarly named fund) and 75% of the net proceeds will be used by the district in which the closed, abandoned or discontinued local church was located. The percentage breakdowns of such proceeds are to be calculated after the repayment of any debts owed to the Annual Conference, the respective districts, or any other creditors with legitimate claims against the closed, abandoned, or discontinued churches. The Conference Committee on Congregational Vitality may choose to waive the required 25% deposit into the Conference New Church Development's Endowment Fund if, in the opinion of the Committee on Congregational Vitality, the needs of the District for church and ministry development are greater than the needs of the New Church Development Endowment Fund. Income received from the property (lease and otherwise) after the church's discontinuance or abandonment will be exempt from the 25% / 75% distribution; however, if a district prefers to hold discontinued or abandoned property without selling it, permission to hold the property must be obtained from the Cabinet each year that the property is not sold.

Par. 407. Missional Engagement

1. Establishment. The Annual Conference, pursuant to ¶ 610 of the *Discipline* and those paragraphs of the Discipline that allow it some discretion in structuring agencies required by the Discipline, establishes a Missional Engagement office.
2. Purpose. The purpose of the Missional Engagement office is to increase our impact for Christ's mission to all the world at all levels of our connection as we engage churches and our Annual Conference in Global Ministries and effective community outreach through multicultural diversity and outward focus.
3. Executive Director. There shall be a Director of Missional Engagement. The Director may be lay or clergy, and is named by the Bishop, after consultation with the Cabinet, to serve for such a term as the Bishop shall determine.
4. Outcome and Responsibilities. The desired outcome for the work of this area is to impact the community and the world by increasing our multicultural diversity and outward focus by redirecting our overall resources toward missional engagement. In addition to re-envisioning and implementing our strategy to accomplish this outcome, Missional Engagement will focus on the health, growth and sustainability of our mission congregations and the identification, recruitment and formation of pastoral leadership in these communities. Missional Engagement will oversee the continued implementation of a plan to increase our conference multicultural diversity and will ensure continued work on all current comprehensive plans related to ethnic constituent groups. Missional Engagement shall be responsible for coordinating the work of all current and future conference committees related to the areas of Missions and Social Justice, including, but not limited to, Outreach, Hispanic Ministry Team, Committee on Haitian Ministries, Global Partnerships, UMVIM, Disaster Recovery, Commission on Religion and Race, Commission on the Status and Role of Women, Creation Care, Childhood Hunger, Prison Ministry, and other relevant committees or task teams.

Par. 408. Missions Committee

1. Establishment. The Annual Conference, pursuant to Par. 610 of the Discipline and those paragraphs of the Discipline that allow it some discretion in structuring agencies required by the Discipline, establishes a Missions Committee.
2. Purpose. The Committee will be the steward of and promote global and conference missions throughout the conference. It will educate and promote the conference mission priorities and offer opportunities for mission, service, and action with local congregations and ministries. The Missions Committee will encompass the responsibilities of Global Ministries as defined by the Discipline.
3. Membership. There shall be twelve members made up of persons who chair or represent different mission-related responsibilities: MUIP, Haiti/Florida Covenant, Florida/Angola Covenant, etc. and four at large members, one elected each year to a four year term. Ex-officio members include representatives to the General Board of Global Ministries, the Conference United Methodist Women's Global Mission Coordinator.
4. Officers. There shall be a chairperson, nominated by the Conference Committee on Leadership, and a Secretary elected by the Committee.
5. Meetings. The Committee shall meet at least three times per year.
6. Responsibilities. The Committee shall be responsible for:
   a. Emphasizing the relationship between and need for each of the following: spiritual formation and disciplines, biblical and theological education, hospitality and partnerships, and direct mission action and implementation;
   b. Creating and distributing mission information; and
   c. Promoting mission education and mission opportunities among districts, ministries, and congregations.

Par. 409. Social Justice Committee

1. Establishment. The Annual Conference, pursuant to Par. 610 of the Discipline and those paragraphs of the Discipline that allow it some discretion in structuring agencies required by the Discipline, establishes a Social Justice Committee.
2. Purpose. The Committee will focus and lead on social justice issues throughout the conference. It will educate and promote the conference justice priorities and offer opportunities for advocacy and action with local congregations and ministries. The Social Justice Committee will encompass the responsibilities of Church and Society as defined by the Discipline.
3. Membership. There shall be twelve members made up representatives from justice-related ministries: Creation Care, Prison Ministries, Immigration, Human Trafficking, etc. and four at large members, one elected each year to a four year term. Ex-officio members include representatives to the General Board of Church and Society, the Conference United Methodist Women's Social Action Coordinator.
4. Officers. There shall be a chairperson, nominated by the Conference Committee on Leadership, and a Secretary elected by the Committee.
5. Meetings. The Committee shall meet at least twice a year.
6. Responsibilities. The Committee shall be responsible for:
   a. Working with local churches, districts, outreach ministries and extension ministries and others to facilitate the Annual Conference's engagement in issues of justice effecting our state;
   b. Creating and distributing social justice information; and,
   c. Promoting justice education and advocacy opportunities among districts, ministries, and congregations.

Par. 410. Conference Board of Higher Education and Campus Ministry. Pursuant to ¶ 610 of the *Discipline*, the following provisions shall be added to the requirements of ¶ 634 of the *Discipline*.

1. Membership. The membership will be composed of 24 members, nominated on the basis of their interest and expertise, taking into consideration, whenever possible, concerns of inclusiveness and geographical representation, without diminishing the effectiveness of the Board's ability to carry out its mission, and elected by the Annual Conference. The ex-officio members shall include the following representatives from the colleges and campus ministry units for whom the board has responsibilities of oversight and care: the presidents of the institutions of higher learning or their designated representatives; college chaplains; and campus ministers/directors. Other ex-officio members will be the Director of Connectional Ministries and the Executive Director of Higher Education and Campus Ministry. The following will also be members with voice and vote: two United Methodist students, a representative from the Cabinet; and others designed by the Discipline.
2. Terms. The elected Board membership shall be divided into four classes to provide continuity.
3. Officers and Executive Committee.
   a. The Board of Higher Education and Campus Ministry shall elect from the membership every four years a Chair, Vice-chair, Secretary, Finance Chair, Assessment Chair, and Scholarship Chair. These elected officers shall serve as members of the Executive Committee. Ex-officio members of the Executive Committee shall include one Campus Minister or Chaplain, with voice and no vote, and a representative of the Cabinet, with voice and vote.
   b. The Executive Committee shall have the responsibility and authority to act on behalf of the Board when the Board is not in session, with the exception of any business that may be reasonably postponed until the meeting of the full Board. A record of those actions shall be included in the Executive Committee Report and reported at the next Board meeting.
4. Meetings and Quorum. The Board shall meet at least two times per year to fulfill the responsibilities of oversight and care of the campus ministries and institutions of higher learning, within the bounds of the Florida Annual Conference, as outlined in ¶ 634 of the *Discipline*. A quorum shall consist of those members present and voting at a duly called meeting.
5. Financial Recommendations. The Board shall present to the Council on Finance and Administration of the Annual Conference the financial needs for adequate support of the colleges and campus ministries as related to the Annual Conference for apportionment to the local churches within the Conference.

Par. 411. Board of Camps and Retreat Ministries

1. Establishment. The Annual Conference establishes the Board of Camp and Retreat Ministries.
2. Vision and Mission. The Board of Camp and Retreat Ministries shall be responsible for the development of a vision and mission for the camps and retreat centers of the Conference that aligns with that of the Florida Conference.
3. Membership. The membership of the Board shall consist of sixteen members, divided into four classes of four persons each, elected for a quadrennium at a time, not to exceed eight years. The Chair shall be nominated and elected by the Conference Leadership Committee and chosen from the sixteen elected members of the Board. The Vice-chair and Secretary shall be nominated and elected by the Board. Ex-officio members shall include a District Superintendent

appointed by the Bishop, the Director of Connectional Ministries, the Conference Treasurer, the Chairperson of the Conference Board of Trustees, and the Director of Camp and Retreat Ministries.

4. Responsibilities. The responsibilities of the Board of Camps and Retreat Ministries shall be to 1) oversee the ministry and properties of all Conference camps and retreat centers; 2) develop a Comprehensive Master Plan for ministry needs, land use, facilities, and funding; 3) envision, support, and empower the staff of the camps and retreat centers with regard to ministry, financial development, marketing, and occupancy; 4) insure the maintenance of standards of excellence, 5) staff support for age-level, family and intergenerational ministries.
5. Financial Recommendations. The Board shall present to the Council on Finance and Administration of the Annual Conference the financial needs for adequate support of the camps and retreat centers as related to the Annual Conference for apportionment to the local churches within the Conference.

Section III. Disciplinary Ministry Priorities

***Par. 412. Conference Commission on Archives and History*.** The following provision shall be added to the requirements of ¶ 641 of the *Discipline*: Membership shall consist of one coordinator from each district and up to five at-large members elected by the Annual Conference. Additionally, ex-officio members who bring special interests and skills may be added to the commission as needed.

Par. 413. Board of Lay Ministry

1. Purpose. There will be a Conference Board of Lay Ministry, which will be responsible for developing and implementing long-range and annual programs encompassing lay activities of men, women, and youth throughout the Conference.
2. Membership. The Board's membership will coordinate the work of the Board. Membership on the Board will include the Conference Lay Leader; the Associate Conference Lay Leader(s) (with voice, but without vote); the Vice-chair; the Board Secretary; the Board Treasurer; the Conference President of United Methodist Women or a representative of that group; the Conference President of United Methodist Men or a representative of that group; a representative from the Network on Ministries with Young People; a representative chosen by the Hispanic Assembly; the Conference Scouting Coordinator; a young adult representative; an older adult representative; one District Superintendent, selected by the Bishop (without vote); a conference staff person (without vote); the immediate past Conference Lay Leader; the Director of Lay Servant Ministries; the Director of Lay Renewal; the District Lay Leaders**;** five Lay Members of the Annual Conference (the five Lay Members will include one man, one woman, two youth, and one young adult); the Director of Connectional Ministries, (with voice, but without vote); and the Bishop, who is an ex-officio member.
3. The Executive Committee. The Executive Committee will be composed of the Conference Lay Leader; the Associate Conference Lay Leader(s) (without vote); the Vice-chair; the Board Secretary; the Board Treasurer; the Conference Staff Person (without vote); one District Superintendent representing the Cabinet (without vote); and two members of the Board to be elected at the fall meeting after Annual Conference (These two members shall be elected by the full Board of Lay Ministry.)
4. Elected Leaders' Responsibilities.
   a. Conference Lay Leader. The Conference Lay Leader will be the Chair of the Board of Lay Ministry and the Executive Committee. The Lay Leader's duties will include the following:
      1) Guiding the work of the Conference Board of Lay Ministry so that it will be coordinated with the comprehensive program of the Conference;
      2) Serving as an ex-officio member of other conference ministries, committees, and commissions. The Lay Leader may delegate this membership to another member of the Board of Lay Ministry if it is deemed advisable;
      3) Presenting a written report annually to the Board of Lay Ministry and to the Annual Conference.
   b. Vice-Chair. The Vice-Chair convenes and presides at meetings of the Board of Lay Ministry when the Conference Lay Leader cannot be present.
   c. The Associate Conference Lay Leader(s). The Associate Conference Lay Leader(s) will be assigned to lead and coordinate Board of Lay Ministry initiatives regarding special areas of concern that arise from time-to-time within the Conference. Up to three Associate Conference Lay Leaders may be appointed by the Conference Lay Leader at a time.
   d. The Board Treasurer. The Treasurer will be responsible for preparing a Board of Lay Ministry annual budget, assisted by the Board of Lay Ministry, and will submit it for approval.
   e. The Board Secretary. The Secretary will be responsible for the minutes of the Board meetings, Executive Committee meetings, and lay orientation meetings. The Secretary will give the lay orientation minutes to the Conference Secretary for inclusion in the Conference Journal.

5. Funding. The work of the Conference Board of Lay Ministry will be financed by an allocation of funds from the Annual Conference Administrative Budget.
6. Nominations and Election. The following procedures will be followed to nominate and elect the various members of the Board of Lay Ministry.
   a. The Conference Committee on Leadership will serve as the nominating committee for the seven lay-member representatives of Conference Ministries, Committees, or other elected or appointed Lay Members of the Annual Conference (two men, two women, two youth, and one young adult) referenced in Par. 412.2. Elections for these Board members will comply with Par. 303 of the Standing Rules.
   b. The entire Board of Lay Ministry shall serve as the nominating committee for the following Board members: Conference Lay Leader; Board Secretary; Board Treasurer; Young Adult Representative; and Older Adult Representative.
   c. The Conference Lay Leader may designate a Recruitment Committee to help recruit, encourage and secure the names of possible willing nominees for the various positions becoming vacant.
   d. Nominations from members of the Board, the Recruitment Committee or other sources will be forwarded to the Conference Lay Leader prior to the spring meeting. The Conference Lay Leader will present the names of all nominees for the various positions to the entire Board at its spring meeting.
      1) An election to fill the nominated offices (excluding the Conference Lay Leader) will take place at the spring meeting of the Board. A simple majority of those in attendance is required for election.
      2) The Board will review the list of persons nominated, or seeking, to hold the office of Conference Lay Leader. The Board will discuss the gifts and graces of each person in light of the direction and needs of the Conference. If, in the opinion of the Board, one particular nominee seems best suited at this time to carry forth the objectives of the Board, a simple majority vote of those present would then be the basis for the nomination. If, instead, multiple nominees are to be considered, the top two candidates will be determined by the Board at its spring meeting. These two candidates will then be presented to the Annual Conference for possible election as the Conference Lay Leader.
   e. The nominee(s) for Conference Lay Leader will be reported to the Annual Conference. All members of the Annual Conference, clergy and lay, will elect the Conference Lay Leader. A simple majority is required for election. Nominations from the floor of the Annual Conference are not allowed.
   f. The Board Vice-Chair will be elected from the membership of the Board at its fall meeting by simple majority of those present. The-Vice Chair will take office immediately upon election.
7. Tenure.
   a. Conference Lay Leader. The Conference Lay Leader will be elected for a four-year period. The term of office will coincide with the Conference Year and will be limited to a maximum of four consecutive years.
   b. Associate Conference Lay Leaders. The Associate Conference Lay Leader(s) will serve for a term of four years; however, the Conference Lay Leader will have the right to terminate the term of any associate lay leader and name a replacement. Each Associate Conference Lay Leader will be limited to two four-year terms.
   c. District Lay Leaders. District Lay Leaders will serve terms of office as set forth in Paragraph 610 of the Standing Rules.
   d. All Other Board of Lay Ministry Members. All other members of the Board of Lay Ministry whose tenure is not specifically set forth above will be elected for a four-year period. The term of office will coincide with the Conference Year and will be limited to a maximum of four consecutive years.
   e. Vacancies. The Board of Lay Ministry will fill vacancies occurring between Annual Conference sessions. Persons elected to fill a vacancy will serve until the end of the next Annual Conference regular session at which time the vacancy will be filled through the nomination and election process outlined above.
8. Lay Servant Ministries. Lay Speaking Ministries within the Florida Annual Conference will be known as Lay Servant Ministries. All provisions and requirements of *The Book of Discipline* for lay speaking ministries will apply to Certified Lay Servants and to Local Church Lay Servants within the Annual Conference.

Par 414. Network on Ministries with Young People

1. Purpose. There shall be a Network on Ministries with Young People, which shall be responsible for fulfilling the responsibilities as outlined in ¶ 649 and 650 of the *Discipline*.
2. Membership. The Network shall be divided into three subgroups: The Conference Connection on Youth Ministry (CCYM), the Adult Workers with Young People Network, and the Young Adult Network. The Leaders of the three subgroups will make up the leadership team of the Network on Ministries with Young People.
3. Nominations and Elections. The membership of the groups will be self-selecting as long as the requirements of the Discipline are used as the minimum guideline. The leadership will be nominated from within the groups and forwarded to

the Conference Committee on Leadership prior to the meeting of the CCL in the early spring of each year. Elected members can serve a maximum of two four year terms, and chairpersons of the groups can serve a maximum of four years.

4. Meetings. The networks will meet as often as is necessary to complete their work.

Section IV. The Ministry of the Ordained: The Office for Clergy Excellence.

Pursuant to ¶ 610 of the *Discipline* and those paragraphs of the *Discipline* that allow it some discretion in structuring agencies required by the *Discipline*, the Annual Conference establishes The Ministry of the Ordained: The Office for Clergy Excellence comprised of the Board of Ordained Ministry, the Commission on Equitable Salaries, the Committee on Clergy Effectiveness, the Joint Committee on Incapacity, and oversight of clergy continuing education opportunities.

Par. 415. The Board of Ordained Ministry

1. Membership. The Board shall be composed of not more than sixty persons. It shall be composed of the following as nominated by the presiding Bishop, after consultation with the Chair of the Board:
   a. Each district in the Annual Conference shall have one clergy representative on the Board.
   b. It is recommended that the Chair of each respective District Committee on Ordained Ministry serve as that district's member-at-large of the Board.
   c. One-fifth to one-third of the membership of the Board shall be professing members of United Methodist churches in the Florida Conference.
   d. Two members of the Board shall be either local pastors who have completed the Course of Study or associate members of the Florida Conference.
   e. The members-at-large of the Board shall be deacons and elders in full connection in the Florida Conference.
   f. There will be at least one elder on the Board who is currently serving in extension ministry.
   g. There will be at least one clergy representative on the Board who is currently retired.
   h. There will be two ex-officio members on the Board: a District Superintendent to serve as the Cabinet liaison and the Director of the Office for Clergy Excellence, who will serve as registrar for the Board. These members will have voice but not vote.
   i. Clergypersons referred by the Bishop and Cabinet to the Committee on Clergy Effectiveness will not be eligible to serve on the Board of Ordained Ministry or any of its committees.
   j. The membership of the Board shall be constructed to give balance to clergy order, ethnicity, and gender representation.
2. Officers. The Board shall organize itself by electing from its membership a Chair, a Vice-chair, Chairs of the Division of Deacons and the Division of Elders, Secretary, and such other officers as it may deem necessary. The Chair of the Board shall designate the Board's Executive Committee.
3. Organization and Terms of Office. The Board shall be organized in three classes of four years each. Each member may serve up to twelve years. When a person is elected to the Board during a quadrennium, his/her term shall not exceed the balance of that quadrennium and two more quadrennia.
4. Participation Required. If a member does not attend or does not fully participate in Board responsibilities, that member shall be replaced; further, unless excused by the Chair, expenses will be reimbursed only if a member attends all sessions of the Board meeting.
5. Rules. The following rules shall assist the Board of Ordained Ministry in its work:
   a. The Board of Ordained Ministry shall present to the Conference to be filed among its papers a complete biographical statement of all persons admitted into full connection and of all persons received by transfer; and of the latter, a description of the ministry up to the date when received by transfer.
   b. The Board of Ordained Ministry shall require each applicant, including those being admitted from other denominations, to present a certificate of good health from a practicing physician, a current criminal background check, and an itemized statement of financial obligations.
   c. Any graduate of a seminary accredited by the Association of Theological Schools (ATS) not approved by the University Senate who desires to enter the Florida Conference as a provisional member under the Seminary Rule must have completed forty-five credited hours of study in a Seminary approved by the University Senate.
   d. All candidates for provisional membership and full-connection status shall appear in person to be interviewed by the Board.
   e. All candidates for full connection shall have served full time under Episcopal appointment in the Florida Annual Conference under the supervision of a District Superintendent for at least two full Annual Conference years following the completion of the education requirements specified in the Discipline. The faculty or staff of United Methodist

colleges, universities, or seminaries may be permitted to render this service outside the bounds of the Florida Annual Conference.

f. Candidates from other denominations shall remain as a provisional member not less than two years.

g. Candidates for admission as a provisional member from other conferences must also receive a recommendation by a District Committee on Ordained Ministry of the Florida Conference and have been a certified candidate of The United Methodist Church for two years prior to the Clergy Session of the Florida Annual Conference. These candidates must take any psychological assessments required for candidates by the Florida Annual Conference prior to appearing before a District Committee on Ordained Ministry. Candidates for admission as a provisional member shall have satisfactorily completed the psychological assessment process of the Conference; candidates transferred in as a provisional member shall comply with the Standing Rules of the Florida Conference for candidates for admission as a provisional member, including the psychological assessment process.

h. All candidates, except those applying for readmission for purpose of retirement or transfer, shall satisfactorily complete the psychological assessment process of the Florida Conference.

i. Provisional members in their eighth and final year of provisional membership must apply for a relationship of Elder in Full Connection, Deacon in Full Connection, or Local Pastor by October 1 of their eighth year and be available for an interview with the Board at its regularly scheduled meeting the following January. Failure to submit an application by October 1 and/or failing to appear for an interview will result in the Board automatically recommending to the clergy session that said provisional member's clergy relationship be discontinued. No other relationship with the Annual Conference will be considered after such a recommendation.

j. The Board of Ordained Ministry sets the following requirements for each applicant for full-time local pastor:
   1) Have been an active member of a local United Methodist church in the Florida Annual Conference for two years prior to the date of application for licensing as a local pastor
   2) Present a certificate of good health from a practicing physician
   3) File an itemized statement of financial obligations
   4) Complete satisfactorily the psychological assessment process of the Conference
   5) Provide for his/her file a current criminal background check prior to meeting with the district committee on ordained ministry
   6) Be recommended by his/her district committee on ordained ministry
   7) Appear in person before the Board of Ordained Ministry or its Executive Committee for interview and recommendation for approval by clergy members in full connection at Annual Conference.

k. Persons seeking a relationship as a part-time local pastor shall complete the application process for local pastor and shall be interviewed and recommended by his/her District Committee on Ordained Ministry.

l. Persons seeking the relationship of student local pastor must be certified candidates for ordained ministry, be enrolled in a University Senate-approved college or seminary, have completed a certified Licensing School, and be recommended by a District Superintendent under whose supervision the person shall serve. Final approval shall come from the Board of Ordained Ministry without the requirement of an interview.

m. All responsibilities of the former Board of Diaconal Ministry shall now be the responsibilities of the Board of Ordained Ministry. The Chair of the Division of Deacons shall give leadership to the Board for matters related to professional certification, continued candidates for diaconal ministry, and persons who remain consecrated diaconal ministers. *The 1992 Book of Discipline* shall serve as a guide in these matters.

6. The Committee on Conference Relations. The Conference Relations Committee will act with the full authority of the Board of Ordained Ministry in the following matters and in the following ways:

   a. Purpose. The Committee on Conference Relations exists for the following purposes:
      1) Clergypersons requesting changes in their clergy relationship with the conference will make such requests to the Conference Relations Committee. The Committee will hear such requests and make recommendations concerning those requests to the clergy session of members in full connection with the annual conference. The following request for relationship change will be considered by the Committee: Voluntary Leaves of Absence as defined by ¶ 354 of the *Discipline*, Sabbatical Leave, Appointment to Honorable Location, Appointment to Extension Ministry, Retirement, and Return to Effective Relationship.
      2) The Committee will hear all administrative complaints referred by the Bishop to the Board of Ordained Ministry. The Committee will make all necessary recommendations regarding such referrals as required by the *Discipline.*

   b. Membership. The Conference Relations Committee will be composed of the following members: Chair, Vice Chair, Secretary, Registrar, Chair of the Division of Elders, and Chair of the Division of Deacons of the Board of Ordained Ministry. The Executive Committee of the Board will appoint one lay representative to serve on the Committee. The Cabinet Liaison to the Board will not serve on the Committee.

c. Rules.
   1) Clergypersons requesting changes in their clergy relationship will appear for an interview with the Committee, at the Committee's sole discretion.
   2) Clergypersons requesting changes in their clergy relationship will apply in writing to the Board and Committee at least 45 days prior to the first day of the Annual Conference Event. If a clergyperson requesting a change in their clergy relationship fails to apply for a relationship change within the aforementioned time requirement, said clergyperson's district superintendent may initiate the process of seeking involuntary leave for said clergyperson.

Par. 416. The Committee on Clergy Effectiveness

1. Purpose. The Committee is to be a resource to the Bishop and Cabinet in assisting clergy who are having significant difficulty with effectiveness in ministry.
2. Membership. There shall be eight members who shall be nominated by the Executive Committee of the Board of Ordained Ministry. The members of the Committee shall not be current members of the Conference Board of Ordained Ministry. The majority of the Committee shall be clergy, and at least one member shall be a layperson. In addition, the Director of the Office for Clergy Excellence and a District Superintendent to be named by the Bishop shall be ex-officio members.
3. Terms. The Committee membership shall be divided into two classes of four years each.
4. Officers. The Committee shall elect from its membership every four years a Chair and a secretary.
5. Referrals. The Bishop and the Cabinet shall refer to the Committee clergy who are experiencing a pattern of diminished effectiveness in their ministry. The Committee shall meet with the referred clergyperson and his/her District Superintendent, and shall determine a plan to enable and support the restoration of effectiveness. The Committee shall continue to meet with the referred clergyperson until such time as s/he has established a pattern of effectiveness or, in the opinion of the majority of the members of the Committee, it is determined that the referred clergyperson is not making sufficient progress. The Committee shall report its conclusions to the Bishop and Cabinet.
6. Meetings. The Committee shall meet at least two times per year and shall notify the Bishop and Cabinet of the meeting dates with sufficient notice.
7. Financial Recommendations. The Committee shall present to the Conference Council on Finance and Administration the financial need to fulfill the purpose of the Committee.

Par. 417. The Commission on Equitable Salaries will be composed of between eight and 16 members equally divided between laity and clergy and will include a member of the Board of Ordained Ministry, one District Superintendent, one member of the Council on Finance and Administration, one minister, and one lay person who is a member of a church assisted by Minimum Salary Funds. The Director of the Office for Clergy Excellence, the Director of Missional Engagement and the Conference Treasurer will serve as ex-officio members.

Par. 418. The Joint Committee on Incapacity will be selected by the Board of Ordained Ministry and the Board of Pension and Health Benefits as described in the Discipline. The Director of the Office for Clergy Excellence will serve as an ex-officio member. A physician may be added to the membership by the Joint Committee on Incapacity to provide medical insights and understandings for the Committee. The physician will have voice but not vote.

Par. 419. The Institute of Preaching

1. Purpose. The purpose of The Institute of Preaching is to encourage pastors of the Florida Conference to improve their preaching skills in order to best communicate the Gospel in their unique cultures.
2. Membership. The Institute will be composed of a board of eight persons to be nominated by the Conference Committee on Leadership and elected by the Annual Conference. The Director of the Office for Clergy Excellence shall serve as an ex-officio member of the board as well as one other Conference representative to facilitate financial needs and communication with the Florida Conference. As with all Florida conference committees, efforts will be made to be inclusive.
3. Officers. The Institute's board shall organize itself by electing from its membership a Chair, a Vice-chair, Secretary and Treasurer. The Conference representative may fill the role of Secretary and Treasurer.
4. Organization and Terms of Office. The Institute's board shall be organized in two classes of four years each. Each member may serve up to eight years. When a person is elected to the Institute's board during a quadrennium, his/her term shall not exceed the balance of that quadrennium and one more quadrennium.

Section V. The Stewardship of the Conference

Par. 420. Conference Council on Finance and Administration (CF&A)

1. Establishment and Purpose. There shall be a Conference Council on Finance and Administration (CF&A) as provided in ¶ 611-628 of the *Discipline*, which shall work cooperatively with the districts and with the other program and administrative agencies of the Conference in matters of staffing, administration, finances and program.
2. Membership. The Chair of the Ministry Protection Committee shall serve as an ex-officio member of CF&A.
3. Officers. The President, Vice-President, and other officers shall be elected by the CF&A. The President of CF&A shall be the convener of the Council.
4. Rules of the Council.
   a. Fiscal Year is Calendar Year. The Conference fiscal year shall be the calendar year.
   b. Budget Adjustments and Contingency Funds. CF&A may make adjustments within the Conference budget with the consent of the agencies involved. CF&A shall have authority to designate use of contingency funds, except contingencies in program-area budgets, which shall be controlled by the program agency.
   c. Treasurer Oversees Budgets. The Conference Treasurer shall manage all expenditures of the Annual Conference.
   d. Checks Payable to Entities. Checks written to agencies, boards, districts, committees, commissions, or institutions shall be made payable in the name of the particular entity and not to any individual related to the entity.
   e. Administrative and Program Budgets Required. In cooperation with the Treasurer's office, each organization shall designate in its annual budget an administrative budget (which shall include all fixed costs, including staff payroll and benefits, taxes, utilities, debt service, insurance, etc.) and a program budget. Administrative costs shall have priority of payment.
   f. Advances and Budget Changes. Advances against anticipated income for a program may be made if funds are available. Changes to the administrative budget may be made with CF&A approval. Changes to the program budget may be made with CF&A approval when requested by the agency involved. Requests for making changes in budgets and for funding of unbudgeted projects or programs may be brought to CF&A for consideration.
   g. Zero-base budgeting; budget requirements. The annual budgets for all Conference program and administrative entities shall be prepared on a zero-base. It is intended that all programs, projects, and functions, old and new, be analyzed and re-evaluated on a year-to-year basis; that groups requesting budgeted funds shall frame their request in terms of the Conference vision and mission; and that groups justify their requests in detail to explain why money is needed, specifically what it will be used for, the resulting benefits, and what would result if the request were denied. The groups requesting budgeted funds shall propose alternative courses of action, suggest levels of funding to fulfill pre-stated goals, and rank proposed activities in their order of importance. CF&A shall prepare guidelines to assist the groups requesting budgeted funds in their preparation of annual budget requests in accordance with this standing rule.
   h. Financial Reports/Audits Required. All entities, including the districts, receiving funds through the CF&A or the Conference Treasurer's office shall present an annual financial report and/or audit to CF&A following the guidelines and within the time frame as specified by CF&A, including a statement of all monies held in reserve accounts. When there is failure to comply with this rule, CF&A may decline to consider requests for funds for the following year and/or may withhold funds until such report is received.
   i. Conference Reserve Fund. CF&A is authorized to maintain a Conference reserve fund which may consist of: funds budgeted for that purpose; funds received from whatever source for activities which have been terminated and which remain unused; year-end unused balances in the budget of conference program and administrative areas; and income earned by the investment of the cash flow in the Conference Treasury. The Conference reserve fund may be used to manage cash flow and/or allocated to specific needs as approved by CF&A. Status and uses of the Conference reserve fund shall be reported at regular sessions of the Annual Conference.
   j. Executive Committee Acts as Personnel Committee. The Executive Committee of the Council on Finance and Administration, including the Bishop or the Bishop's designee, the Conference Treasurer, the Director of Connectional Ministries, and the Human Resources Director shall serve as the Personnel Committee for Conference employees and shall be responsible for setting policy, benefits, and compensation; and handling grievances. This rule does not limit the role of the Conference Board of Ordained Ministry or the Conference Board of Pension and Health Benefits in relation to clergy matters.
   k. Emergency Borrowing. In the event of a major emergency between sessions of Annual Conference and with the approval of the Bishop and a four-fifths majority of the Cabinet, a four-fifths majority of the Trustees, and a four-fifths majority of the Council on Finance and Administration, the Council on Finance and Administration may borrow up to

one million dollars and/or, with the consent of other agencies, may suspend payment of, or reallocate, monies within the Conference budget.

l. Approval Required for Obligations in Excess of Budget or Resources. No agency or entity of the Conference shall be allowed to obligate itself beyond its approved budget or available resources without the prior approval of the Cabinet and CF&A. This rule does not apply to Bethune-Cookman College, Florida Southern College, the Florida United Methodist Children's Home, the Florida Conference Foundation, or to District Boards of Mission and Church Extension.

5. Policies of the Council.

a. Mileage Allowance. The mileage allowance for all persons traveling by automobile for conference meetings is set at the IRS allowable business rate plus tolls actually paid. Actual expenses for travel by other means will be reimbursed up to, but not exceeding, the above mileage rate. Per diem amounts will be set by the executive committee of the Council on Finance and Administration (CF&A); in hardship situations the Chairperson of CF&A, in consultation with the conference treasurer, may adjust these amounts. Persons authorized to represent the conference in an official capacity in meetings beyond conference bounds may be reimbursed for actual expenses. Prior approval from the conference treasurer is required for reimbursement. The group or person requesting approval must also indicate which fund will be used for reimbursement. In keeping with the spirit of good stewardship, expenses are to be kept to a minimum. To maximize resources of both time and money, conference groups should meet only when necessary to accomplish conference business. Whenever possible, groups are also encouraged to schedule meetings in conjunction with other conference events.

b. Housing Allowances to Conference employees. Housing allowances, when provided to employees of conference institutions and groups, shall be based on the prevailing rental rate in the area in which the staff member housing is located. Professional staff occupying conference-owned parsonages are responsible for stewardship of the parsonages in accordance with the Florida Annual Conference Parsonage Guidelines as published in the 2008 Conference Journal and/or as amended.

c. Fair Share Formula for Apportionments. The fair share formula shall be used to determine the local church apportionment for all conference and general church budget areas. The fair share formula is based on the items as reported in lines 53 through 62 of Table II of the most recent year-end statistical report compiled by the conference statistician. These items include Pastor & Associate Compensation, Deacon & Diaconal Compensation, Other Staff Compensation, Current Expenses for Program, and Current Operating Expenses. Compensation includes housing allowances and housing related expenses paid to Pastors, Associates, Deacons, Diaconals, and other staff. In reporting Operating Expenses, churches should not include payments made to the conference for the conference's ministry protection program for property and casualty, workers compensation, or automobile insurance. Each local church should include only those expenses of their "tuition based" school actually paid by the local church. Expenses of the school, paid by tuitions, are not to be included. The Florida Annual Conference recognizes the importance of New Church Development and the role of the Mother/Daughter relationship. Therefore the expenses of the Daughter church, which are paid by the Mother church, should not be included in the operating expenses of the Mother church for the purpose of computing apportionments; such expenses are to be reported by the daughter church. The total amount spent on these items in each local church is divided by the total amount spent on these items for all conference churches. This calculation determines each local church's fair share percentage or decimal. This fair share decimal is then multiplied by the amount approved for each area in the conference budget to determine the amount each local church is asked to give. Each district shall ensure that the total amount apportioned to the churches in that district is fully paid. Each district may decide how the apportionments within the district will be shared by the churches in order to achieve the 100 percent goal. Any Clergy Support apportionment and Episcopal Fund apportionment not fully paid by a church shall be carried forward to the next year and added to that church's apportionment. Apportionments shall be given in full and on a timely basis. Local churches are encouraged to give 10 percent of each apportionment item per month during the first 10 months of the year.

d. District Work Fund Apportionment Formula. District Work Fund apportionments shall be calculated using the same formula for all churches in every district throughout the Conference, based on the compensation paid to the church's pastor(s) and other appointed clergy. The Cabinet and CF&A together shall establish an upper limit percentage to use in this formula so that district-level mission, ministry and administration are adequately funded, in keeping with the spirit of good stewardship, while taking into consideration the individual districts needs and resources.

e. Not obligating Conference funds in excess of anticipated income. Except as otherwise provided in these Standing Rules or in the Discipline, no agency, individual or group may obligate conference funds in excess of anticipated income. CF&A shall have authority to make amendments to a budget to accommodate pressing needs but those amendments must be proposed to CF&A for consideration and will be considered in the context of available funds and other conference priorities. Funds will be available "On Ratio" as received. See particularly Standing Rule 419.4.b, 419.4.c, 419.4.f, and 419.4.i.

f. Budget Submission Policies. Any board, agency or other entity seeking funding in the conference budget shall submit their budget requests to the conference treasurer not later than the tenth day of January for inclusion in the budget to be presented to the Annual Conference that year. The CF&A executive committee may grant reasonable extensions to the deadline. Any entity that has designated or other funds available to them will provide that information when submitting their budget requests. Each group's budget request must be in the format and include the information requested by CF&A. The budget request must include line item explanation of the amounts requested and show the signature of the chairperson or secretary of the group.

g. Line of Credit. The Council on Finance and Administration is authorized to negotiate favorable rates for and to establish a loan or line of credit (secured or unsecured) not to exceed $1 million ($1,000,000). In the event of a financial shortfall this loan or line of credit would be used to manage cash flow needs for operations of the Conference. Any use of this loan or line of credit shall be reported to the Annual Conference upon its next meeting.

h. Empowerment to Act Between Sessions of Annual Conference. The Council on Finance and Administration, in consultation with the Bishop, is empowered to act on financial matters between sessions of the Annual Conference. Such actions shall be reported to the Annual Conference upon its next meeting.

i. Executive Committee is Personnel Committee. The Executive Committee of the Council on Finance and Administration shall be the Personnel Committee of the Conference, and shall have authority to act on all personnel matters, including, but not limited to matters concerning staff compensation, employment, and other human resource matters. These decisions will be made after careful study, research, evaluation and consultation with appropriate experts, consultants and other resources available at the time.

j. Salaries for District Superintendents. The salaries for district superintendents will fluctuate annually according to the percentage change in the Florida Conference Average Compensation of clergy members, as calculated and published by the General Board of Pensions and Health Benefits. Additionally, each district superintendent will be reimbursed for business expenses, included business travel, at the IRS allowable business rate.

Par. 421. Conference Board of Trustees

1. Establishment. Pursuant to ¶ 2512 of the *Discipline*, there shall be a Conference Board of Trustees (Trustees).
2. Trustees Hold Title. The title to all Conference-owned property shall be held by the Board of Trustees of the Florida Annual Conference of The United Methodist Church, Inc., except those properties held by other incorporated bodies authorized by the Conference.
3. Legal Status of Property. The legal status of all property belonging to the Conference, including the tax status, shall be the responsibility of the Trustees.
4. Insurance Coverage. The Trustees hold responsibility for seeing that adequate insurance coverage, as determined in cooperation with the Conference Ministry Protection committee, is provided for all Conference-owned property and facilities.
5. Responsible Use of Property. The Trustees shall work cooperatively with all Conference agencies in plans for responsible use of Conference-owned property and facilities.
6. Trustee Approval Required. The Trustees shall approve acquisitions of real property, construction of new buildings, additions to existing facilities, and capital improvements to Conference-owned property.
7. Review of Building Plans. Before a building can be built, altered, or purchased 1) by a Conference agency with the Trustees holding title; or 2) with direct appropriations from the Conference budget; the Trustees must review and approve any plans at both the preliminary and final drawing stages and/or approve the purchase. The cost of this review shall be assessed against the projects involved.
8. Capital Maintenance Endowments. It is expected that the cost of all new buildings shall include funding for a Acapital maintenance endowment@ designated to pay for some of the future capital maintenance needs of the building.
9. Repair and Maintenance. The Trustees are responsible for ensuring that repair and maintenance of all Conference-owned property is properly carried out by the agencies that oversee them.
10. Staff Housing for Clergy. Where residences are owned by the Conference and available, staff persons are to reside in them. Maintenance for the housing will be paid by the Conference Agency that hired the staff person. In cases where a housing allowance is paid in lieu of a parsonage, the employing entity shall negotiate a satisfactory housing allowance and be responsible for paying it.
11. Certificate of Insurance Required. A certificate of insurance shall be furnished to the Conference Board of Trustees by companies performing work on Conference property. The Trustees shall require Conference agencies, which control the use of Conference-owned property, to provide adequate insurance to cover all legal liability of the Trustees and those using the property.

Par. 422. Ministry Protection Committee

1. Establishment and Purpose. There shall be a Ministry Protection Committee that shall have overall supervision of the Property, Liability, Workers Compensation, and other related insurance and Ministry Protection programs of the Florida Annual Conference. The Committee shall report to, and be amenable to, the Conference Council on Finance and Administration. The Committee shall serve as an intermediary in explaining, negotiating, and implementing the Conference-wide Ministry Protection program with all church-related entities that are involved in the program. The Committee shall have responsibility for selecting the broker of record, negotiating insurance contracts, designating the types and limits of insurance included in the program, establishing the financial parameters of the program, and other appropriate matters relating to the Conference-wide Ministry Protection program.
2. Risk Manager Expenses. The positions of Risk Manager and support staff shall be established within the office of the Conference Treasurer. Budgeting of the Ministry Protection Department and the expenses of this Committee are contained within the administrative management fee of the Ministry Protection program. These fees are to be paid out of premiums, not apportionments, are to be reviewed and approved by the Committee, and are subject to approval by the Conference Council on Finance and Administration.
3. Membership. The Committee will consist of eight members-at-large, who will be placed in four classes of two persons each, and who will serve for four year terms. The Committee will not be limited to, but must include, members with insurance, legal, pastoral, and financial experience. The Conference Council on Finance and Administration will appoint from among its membership one member with voice and vote to this Committee. The Conference Trustees will appoint from among its membership one member with voice and vote to this Committee. The Cabinet will appoint one District Superintendent to this Committee. The Cabinet representative, the Conference Chancellor, the Conference Treasurer, and the Conference Risk Manager will serve as ex-officio members of the Committee. The Committee, at its discretion, may invite others to serve as ex-officio advisors to the Committee.
4. Officers. The Committee shall nominate, and the Conference Council on Finance and Administration shall elect, the Chair, Vice-chair, and (if needed) other officers of the Committee."

Par. 423. The Conference Board of Pension and Health Benefits (CBOPHB) shall have the organization and function of the predecessor Board of Pensions.

1. Membership. The Board shall consist of twenty-one members: one third laywomen, one third laymen, and one third clergy, elected for a term of eight years and arranged in two classes as nearly equal as possible so that one half will rotate each quadrennium. A District Superintendent appointed by the Bishop, the Director of Human Resources and Benefits, the Conference Treasurer and the Assistant Treasurer for Administration shall serve as ex-officio members. Additional ex-officio members with voice, but without vote, who bring special interest and skills may be added to the CBOPHB as needed.
2. Officers. The Board shall elect from its membership a Chair, a Vice-Chair, Secretary and a Chair of the Preacher's Relief Board. The Vice-Chair shall also Chair the Health Insurance Subcommittee and shall represent the Conference in matters related to health insurance. All members of the CBOPHB are also members of the Preacher's Relief Board.
3. Qualifying for Conference Sponsored Retiree Health Insurance Program. These provisions are only available for fulltime clergy who are ordained ministers, deacons or Board approved local pastors as well as members of the Florida Annual Conference.
4. Administrative Rules Governing Eligibility & Benefits for Retiree Health Insurance Program are as follows:

Grandfathered Plan

The Conference provides support to retired clergy to purchase health insurance when these criteria are met:

- A clergyperson must have a minimum of 10 years of service in Florida and credits are limited to 40 years for awarding service credits.
- The individual must be serving in an appointment made by the Bishop of the Florida Conference and enrolled in the Conference health insurance program at the time of retirement. In addition, he/she must be continuously enrolled in the health insurance program for a minimum of five years immediately prior to retirement.
- For those who began service in the Florida Conference prior to January 1, 2003, all years of service in all conferences of The United Methodist Church will be credited.
- The Conference funding applies to the retired clergy's spouse (credits will only be extended to the clergy members spouse at the time of retirement) and will continue for the spouse even if the clergy precedes the spouse in death.

New Retiree Health Insurance Benefit Effective July 1, 2014:

The new benefit is a Health Reimbursement Account (HRA) arrangement. The HRA is an account-based plan that provides an annual subsidy for the purchase of health insurance in retirement based upon total years of service at the time of retirement in the Florida Conference. The following are specific details on plan eligibility and benefit provisions:

- As of 7-1-2014 those clergy age 64 or those age 55 or older with a minimum of 35 years of service and are serving in an appointment made by the Bishop of the Florida Conference and are enrolled in the Conference health insurance program on July 1, 2014 may elect the credit-based health insurance plan when they retire as outlined above for themselves and any eligible spouse. Or, they can elect the new HRA program. It is their choice at the time of retirement. This group is "grandfathered" with the credit-based plan remaining an option.
- Clergy who transferred their membership to the Florida Conference after 1/1/2003 will not receive credit for prior service in other Annual Conferences.
- HRA Plan Eligibility. All other clergy serving full time under Episcopal appointment and enrolled in the Conference health insurance program on July 1, 2014 will be eligible for the new HRA benefit upon retirement. Full time is defined as an appointment at or above minimum salary for each type of clergy category as defined in the Conference journal. Clergy must be enrolled in the Conference health insurance program at the time of retirement. In addition, they must be continuously enrolled in the health insurance program for four of the last five years immediately prior to retirement.
- Anyone not meeting the HRA Plan eligibility requirements as of 7-1-2014 (and is not grandfathered) is not eligible for a future HRA benefit or any subsidy from the Conference for the purchase of health insurance as a retiree.
- These changes do not affect existing retirees and are effective for retirements on or after July 1, 2014.
- As of July 1, 2014, service credits for clergy who are currently on leave or clergy who take a future personal, sabbatical, transitional, family leave of absence or any other non-paid leave are limited to 12 months. Non-paid leaves of more than 12 months will not be included as credited service for HRA eligibility.
- Clergy receiving a disability benefit from the Clergy Protection Plan (CPP) will be subject to the same eligibility rules for the grandfathered or HRA plan upon retirement. Service credits will be awarded to clergy while receiving CPP disability benefits.
- HRA Plan Benefit Provisions. Effective July 1, 2014 those eligible clergy who complete a minimum of 10 years of service and are at least age 60 will receive an annual HRA contribution upon retirement.
- The amount of the annual HRA contribution will vary with the retiree's age and service at retirement. The schedule below illustrates the annual contributions based on age and service at retirement.
- Clergy couples will be provided individual HRA account contributions based on their own individual age and service at retirement.
- A retiree's spouse at time of retirement (who is not receiving an individual HRA contribution under this plan and is at least age 60) will receive an annual HRA contribution equal to 75% of the retiree's amount rounded to the nearest $100 upon the death of the retiree. The surviving spouse will continue receiving the annual HRA contribution until their death or re-marriage.

Surviving spouses of actively working clergy:

Eligible for HRA: Surviving spouses of clergy who pass away while actively working and *are eligible for retirement* are extended Continuation coverage through the group health plan for 60 days. The Conference will pay the employer's premium and the individual is responsible for the employee's premium. The surviving spouse is eligible for the retiree health insurance HRA when she/he reaches age 60.

Not eligible for HRA: Surviving spouses of clergy who pass away while actively working and *are not eligible for retirement* are extended Continuation coverage through the group health plan for 60 days. The Conference will pay the employer's premium and the individual is responsible for the employee's premium. No further health insurance benefits are provided.

- The CBOPHB will review the annual HRA contribution schedule at least every four years to determine future increases.

Years of Service Schedule Effective July 1, 2014

Annual HRA Contribution* For Early Retirement						Traditional Retirement (eligible for Medicare)
Years of Service Schedule	Age 60	Age 61	Age 62	Age 63	Age 64	Medicare Retiree Age 65+
10-14	$1,000	$1,100	$1,200	$1,300	$1,400	$1,500
15-19	$1,600	$1,700	$1,800	$1,900	$2,000	$2,100
20-24	$2,000	$2,200	$2,300	$2,400	$2,600	$2,700
25-29	$2,500	$2,700	$2,800	$3,000	$3,100	$3,300
30-34	$2,900	$3,100	$3,300	$3,500	$3,700	$3,900
35-39	$3,400	$3,600	$3,800	$4,100	$4,300	$4,500
40+	$3,600	$3,800	$4,100	$4,300	$4,600	$4,800

*Annual HRA contribution is reduced by 5% each year prior to age 65 for early retirement. Married retirees (that are not part of a clergy couple) share HRA contribution with spouse. Surviving spouse's benefit at retiree's death is equal to 75% of the retiree's amount while living - rounded to the nearest $100. The clergyperson's age on the date of retirement determines the amount of the HRA contribution. Years of service is determined by the General Board of Pension & Health Benefits official Service Record.

The specifics of the funding policies for retiree health insurance shall be prepared and recommended by the Conference Board of Pension and Health Benefits, and adopted by the Annual Conference. Such funding policies shall be available through the office of the health insurance officer of the Annual Conference.

Par. 424. The Elections Procedures Committee and Elections Procedures for Delegates to General and Jurisdictional Conferences

1. The Elections Procedures Committee.
   a. Establishment. The Florida Annual Conference is given the responsibility to help shape the future of The United Methodist Church when it selects and prepares its delegation for General and Jurisdictional Conferences. The Elections Procedures Committee is established to guide the orderly process of electing delegates including recommending changes in these Standing Rules, to set the method of voting for delegates (in consultation with Annual Conference Event Committee), to monitor delegate elections, and to be the final arbiter of any and all election disputes. The committee's hope is to call the Annual Conference to a prayer-centered process of spiritual discernment in preparation for the delegate elections. The hope is that this process will create opportunities for the Spirit of God to call forth from among us faithful witnesses who will become the agents of God's purpose for the future of the church.
   b. Membership. The committee shall consist of six members and serve a term of one quadrennium. Committee members may succeed themselves. The Conference Secretary will serve as an ex-officio member of the committee unless elected as a member of the committee. The Conference Committee on Leadership shall determine the Chair of the committee. The Chair shall hold office for the entire quadrennium for which he or she serves on the committee.
2. Election Parameters.
   a. That the Annual Conference approach the election process with a clear center in prayer.
   b. That the Annual Conference encourage opportunities for groups of clergy and laity to listen to Scripture, share their sense of God's vision for the church, and enter into disciplined prayer for the election process.
   c. That the Annual Conference commit ourselves to being open to the call of God upon the lives of people who represent the diversity and strength of the local congregations of the Florida Annual Conference in terms of age, sex, race, ethnic background, language, orders of clergy, geography, theological perspective and experience.

d. That the Elections Procedures Committee create clear guidelines by which the Annual Conference can gather and share pertinent information about nominees which will assist the voting members of the Annual Conference in their selection of delegates to General and Jurisdictional Conferences.

3. District Responsibilities. The Cabinet and the Board of Lay Ministry are charged to discover the most appropriate way for each District to participate in the Spiritual Journey to General and Jurisdictional Conferences. It is hoped that each District will create and implement an educational strategy which will include at least the following items: The process for nomination; Spiritual discernment and how to recognize the call to serve; Lifting up the issues and concerns likely to be addressed during General and Jurisdictional Conferences; The financial and time requirements expected of those elected to serve; Reflection upon the unique needs and demographics of the Florida Annual Conference; and Praying for the Spirit to provide the names of those who can best represent our Annual Conference. Each District will intentionally encourage clergy serving in an appointment beyond the bounds of the District or Annual Conference to consider serving as a delegate to General and Jurisdictional Conferences. Each District will provide a way for nominees from that District to share their vision for the Church. Each District is encouraged to pray regularly for all of the nominees.

4. Nominations Process for Lay Persons. Lay persons desiring nomination and election as a delegate to General and Jurisdictional Conferences will follow the process outlined below.

   a. Any person who has been a member of The United Methodist Church for at least two years preceding their election, has been an active participant in The United Methodist Church for at least four years preceding their election and is a member within the Florida Annual Conference at the time of the General and Jurisdictional Conferences is eligible for nomination.

   b. A cover letter and nomination form will be posted on the Conference web site in September preceding the Annual Conference session of delegate elections. The nomination form requests the following information: name; address; occupation; local church; District; race/ethnicity; confirmation about the ability to attend the required meetings; age bracket (under 21, 21-29, 30-39, 40-49, 50-59, 60-69, 70 and over); and experience in the church (local, District, Conference, or General). Nominees will be asked to answer in 250 words or less (only the first 250 words will be printed) one of the following questions: "Why do you feel called to be a delegate to General and Jurisdictional Conferences?" or "What is your vision for The United Methodist Church?" Nominees are encouraged to electronically submit a recent digital photograph during the on-line registration process.

   c. Nomination forms filled out on the Conference web site will be electronically dated upon completion. In order to include nominee's biographical information and photograph in the pre-Conference materials, the nomination form on the Conference web site will not be available after February 15 preceding the Annual Conference session of delegate elections. Nomination forms submitted via U.S. Mail must be postmarked no later than February 15 preceding the Annual Conference session of delegate elections and are to be mailed to the Chair of the Elections Procedures Committee. Any disputes will be adjudicated by the Elections Procedures Committee.

   d. The names, addresses, photographs, and statements will be printed in alphabetical order in the Conference Workbook of the session of Annual Conference in which delegate elections occur. An alphabetical listing will also be placed on the Conference web site.

   e. All Lay nominees will be introduced at the Lay Orientation session of the Annual Conference where delegates are elected. The Annual Conference Program Committee will provide a time to meet the nominees prior to the first ballot. Nominees will have a special designation to wear to indicate that a person is a nominee.

   f. To allow for spiritual discernment for persons sensing a call to serve as a delegate to General Conference and Jurisdictional Conferences after the February 15 deadline, representatives from the Elections Procedures Committee will be stationed at a table in the area designated for the Lay Session meeting with blank self-nomination forms. The representatives will be available from 8:00 a.m. until 11:00 a.m. on the day of the Lay Session for persons desiring to be considered for election to provide the required information. All of the provisions in 4.(a) and 4.(b) above must be satisfied and verified. If approved, the person will be assigned a ballot number and will be eligible for consideration. A handout with the additional names and ballot numbers will be provided to voting members prior to the first ballot. Persons adding their names in this manner will not be introduced at the Lay Orientation Session, will not have their biographical information printed or posted on the Conference web site, and will not be permitted to introduce themselves to the Annual Conference during a regular business session. Copies of the completed forms will be posted on a bulletin board in a strategic location determined by the Elections Procedures Committee for voting members of the Annual Conference to review prior to the first ballot. Persons adding their names in this manner may provide, at their own expense, copies of their completed form to be placed on the Ushers' Table for members to pick up and review prior to the first ballot. No further names may be nominated or considered for election after the 11:00 a.m. closing of the on-site registration station.

5. Nomination Process for Clergy. The ordained ministerial delegates to the General and Jurisdictional Conferences shall be elected by and from the ordained ministerial members in full connection within the Annual Conference. All eligible clergy interested in serving as a delegate will follow the procedures outlined below.
   a. A cover letter and nomination form will be posted on the conference web site in September preceding the Annual Conference session of delegate elections. The nomination form requests the following information: name; address; local church; district; race/ethnicity; confirmation about the ability to attend the required meetings; and age bracket (under 21, 21-29, 30-39, 40-49, 50-59, 60-69, 70 and over). Nominees will be asked to answer in 250 words or less (only the first 250 words will be printed) one of the following questions: "Why do you feel called to be a delegate to General Conference and Jurisdictional Conferences?" or "What is your vision for the United Methodist Church?" Nominees are encouraged to electronically submit a recent digital photograph during the on-line registration process.
   b. Nomination forms filled out on the Conference web site will be electronically dated upon completion. In order to include nominee's biographical information and photograph in the pre-Conference materials, the nomination form on the Conference web site will not be available after February 15 preceding the Annual Conference session of delegate elections. Nomination forms submitted via U.S. Mail must be postmarked no later than February 15 preceding the Annual Conference session of delegate elections and are to be mailed to the Chair of the Elections Procedures Committee. Any disputes will be adjudicated by the Elections Procedures Committee.
   c. The names, addresses, photographs, and statements will be printed in alphabetical order in the Conference Workbook of the session of Annual Conference in which delegate elections occur. An alphabetical listing will also be placed on the Conference web site.
   d. To allow for spiritual discernment for persons sensing a call to serve as a delegate to General and Jurisdictional Conferences after the February 15th deadline, representatives from the Elections Procedures Committee will be stationed at a table in the area designated for the Clergy Session meeting with blank self-nomination forms. The representatives will be available from 8:00 a.m. until 11:00 a.m. on the day of the Clergy Session for persons desiring to be considered for election to provide the required information. Only those clergy members eligible to serve in accordance with the Book of Discipline may register. Upon verification, the person will be assigned a ballot number and will be eligible for consideration. A handout with the additional names and ballot numbers will be provided to voting members prior to the first ballot. Persons adding their names in this manner will not have their biographical information printed or posted on the Conference web site and will not be permitted to introduce themselves to the Annual Conference during a regular business session. Copies of the completed forms will be posted on a bulletin board in a strategic location determined by the Elections Procedures Committee for voting members of the Annual Conference to review prior to the first ballot. Persons adding their names in this manner may provide, at their own expense, copies of their completed form to be placed on the Ushers' Table for members to pick up and review prior to the first ballot. No further names may be nominated or considered for election after the 11:00 a.m. closing of the on-site registration station.
6. Election Process.
   a. Prior to the opening of each ballot, the Bishop, or person designated by the Bishop, will lead the Conference in a time of silent meditation and prayer.
   b. Members of the Conference will vote on computer-sensitive cards, electronic device, or other method determined by the Elections Procedures Committee (in consultation with the Annual Conference Event Committee or other agency charged with planning the Annual Conference sessions) with laity voting for lay delegates and eligible clergy voting for clergy delegates.
   c. When the Bishop, or person designated by the Bishop, announces the results of election ballots, the names and ballot numbers of persons receiving votes will be projected on the screens in preparation for the next ballot.
   d. To expedite the election process, ballot results will be reported as follows:
      1) 1st ballot - All names receiving votes will be read.
      2) 2nd – 4th ballot - First 25 names will be read.
      3) Remaining ballots - First 10 names will be read.
   e. At specific points in the election process, the Elections Procedures Committee will report to the Conference on the inclusiveness and diversity of the elected delegation.
7. Policy for Tie Breaks. In the event of a tie between two or more nominees for the last available position on the General and/or Jurisdictional delegations, a run-off election will be ordered by the Bishop to select the person to fill that position. Only the names of those in the run-off are open for votes. The names, with their corresponding number of votes, will be read in the order of their election. The person with the highest number of votes cast will be seated with the appropriate delegation.
8. Invalid votes. An invalid vote is a vote that does not conform to the election procedures set forth in the Standing Rules or any other procedures adopted by the Annual Conference prior to the first ballot. An invalid vote only invalidates the

specific vote that was cast incorrectly. The Elections Procedures Committee shall be the final arbiter of all decisions concerning invalid votes or ballot challenges.

9. Reserve Delegates. Reserve delegates to General Conference will be those elected to Jurisdictional Conference in the order of their election. Reserve delegates to Jurisdictional Conference will be elected on a single ballot with the seven persons receiving the greatest number of votes in each category being elected in order of the votes received. The first two (2) elected Lay and Clergy delegates to Jurisdictional Conference will serve as alternates to the General Conference delegation.
10. Information Distribution. In keeping with the historic principles of The United Methodist Church that each delegate votes their individual beliefs and convictions and with the traditions of the Florida Annual Conference for inclusiveness and diversity in thought and practice, all nominees are requested to refrain from distributing printed material about themselves or their positions on issues before, or during, the election process. Only those nominees noted in paragraphs 4.f and 5.d above are permitted to place copies of their completed nomination form at the Ushers' Table for distribution.

Section VI. Episcopal Committees

Par. 425. Committee on Episcopacy. The following provision shall be added to the requirements of par. 636 of the Discipline: The committee shall have fifteen members comprised of three persons nominated by the Bishop, three laywomen, three laymen, three clergy, and three at-large persons selected to make possible the representation of ethnic minorities, youth, and young adults. At least five of the fifteen members shall be clergy.

Section VII. Annual Conference Staff

Par. 426. Director of Connectional Ministries. The Director of Connectional Ministries (DCM) shall be the Executive Officer of the Conference. The DCM shall articulate the vision of the Conference, seek alignment and implementation of the ministry system that gives life to the vision, and participate in and supervise the core processes of the boards, agencies, task teams, ministry groups and offices of the Conference. The DCM shall function in a consultative relationship to the Cabinet on matters relating to coordination, implementation, and administration of the Conference ministries. The DCM leads the Conference Staff in implementing the shared vision and ministries of the Conference. Following consultation with the Personnel Committee and the Strategic Leadership Team, the Bishop shall nominate the DCM whose election shall be determined by the Executive Committee of the Personnel Committee solely upon the nomination of the Bishop. The salary shall be the same as that of a District Superintendent.

Par. 427. Conference Staff. The Conference shall employ other staff on the recommendation of the DCM, the Conference Treasurer, and the Personnel Committee. The Personnel Committee shall seek nominations following the procedures set forth in the Conference Employee Handbook. Staff assignments to areas of work and conference agencies shall be reviewed annually by the DCM, in consultation with the Extended Cabinet and confirmed by the Personnel Committee.

Par. 428. Personnel Committee of the Annual Conference. The Executive Committee of the Council on Finance and Administration, including the Bishop or the Bishop's designee, the Conference Treasurer, the DCM, and the Human Resources Director shall serve as the Personnel Committee for Conference employees and shall be responsible for all personnel matters including setting policy, benefits, and compensation, and handling grievances. This rule does not limit the role of the Conference Board of Ordained Ministry or the Conference Board of Pension and Health Benefits in relation to clergy matters.

Chapter Five
RULES GOVERNING CONFERENCE AGENCIES

Par. 501. Notice of Meetings; Meetings Open to All. Each Conference agency shall give reasonable advance notice of the place and time of each regular meeting and each special meeting it calls. Notice shall be given through the Conference publications and/or the Conference website and written e-mail notice (or written notice through the United States Postal Service if e-mail is unavailable). It shall be the responsibility of each agency member to assure that the Chair has an accurate e-mail or postal address of record. All agencies shall welcome any person(s) who may desire to visit meetings to discuss and/or offer suggestions related to the work of the agency.

Par. 502. Statement of Employee Salaries and Expenses. Each Conference agency shall make available to the members of the Annual Conference, upon written request, an exact statement of the salaries and expenses paid on account of any person employed by the agency.

***Par. 503. No Conflicts of Interest or Remuneration*.**

1. No person whose private business conflicts with the purposes or business of a Conference agency, or that does or proposes to do business with that agency, shall be a member of that Conference agency.
2. No person may receive an honorarium, or be paid a fee, for services rendered, if that person is a member of the sponsoring or planning agency or organization.
3. No officers or members of any Conference agency shall receive remuneration for their service.

Par. 504. Terms and Term Limits. The term of service of all agency members elected shall begin as of the end of the Annual Conference session at which they were elected, and those ending in that year shall end at the close of that Annual Conference session. Membership on Conference agencies shall be limited to eight consecutive years for both clergy and lay members unless the Discipline or the Standing Rules provide otherwise. Members rotating off any organization under these provisions shall become eligible for re-election to such organizations after a period of two years. No person shall serve longer than four years as Chair of the same Conference agency.

***Par. 505. Agency Membership shall be in Classes*.** The membership of all Conference agencies except for the Standing Rules Committee shall be elected in classes with a definite number of members in each class. The Standing Rules Committee shall include eight members to be elected as a single class each quadrennium, as described in Par. 108.

***Par.506. Membership Limited to One Conference Agency*.** Membership shall not be held in more than one Conference agency, provided, however, that this rule does not apply to members of the Conference Committee on Investigation, Committee on Episcopacy, Conference Committee on Leadership, The Board of Ordained Ministry, Annual Conference Program Committee, ex-officio members of agencies, or to anyone exempted by the Discipline or the Standing Rules.

***Par. 507. Conference Secretary to Review Agency Membership*.** The Conference Secretary, with the assistance of the Administrative Assistant to the Conference Committee on Leadership, immediately shall review the Annual Conference elections, and any agency vacancies filled by the CCL, to determine if one person has been elected to two Conference agencies. The Conference Secretary shall notify the person and groups involved and, in turn, shall be notified as to which responsibility shall be accepted.

***Par. 508. General Board Members May Serve in Comparable Conference or District Agencies*.** Persons serving on General Boards or agencies of The United Methodist Church who are members of the Florida Conference or are members of any church in the Florida Conference may be full members of the comparable Conference agency and of any comparable District Work Area. The rotation rule shall not apply for such term of service, but the rule regarding service on two boards shall apply.

***Par. 509. Charter and By-laws of Incorporated Agencies must be Filed with Conference Secretary*.** The Charter and by-laws of each incorporated legal and financial organization of the Conference shall be filed with the Conference Secretary. The Conference Secretary shall be notified immediately of any proposed change in these Charters or by-laws. The Conference Secretary shall also list the legal and financial organizations in this standing rule each year. These organizations are as follows:

1. The Trustees of the Florida Annual Conference
2. The Florida United Methodist Foundation
3. The Florida United Methodist Committee for New Church Development, Inc.

***Par. 510. Prohibition on Loaning Conference-Owned Equipment, Software, and Information*.** Conference-owned equipment shall not be loaned or rented to profit-making organizations because such action might endanger the tax-exempt status of the Annual Conference. Conference-owned computer software and information (such as mailing lists and e-mail address lists) shall not be shared or loaned without the permission of the Annual Conference.

Chapter Six
RULES GOVERNING DISTRICTS AND DISTRICT SUPERINTENDENTS

Section I. Rules Governing Districts

***Par. 601. Districts of the Annual Conference*.** The Conference shall be divided into the following nine districts: Atlantic Central; East Central; Gulf Central; North Central; North East; North West; South Central; South East; and South West.

Par. 602. District Structure. The Annual Conference, pursuant to ¶ 610 and ¶ 661 of the *Discipline* and those paragraphs of the Discipline that allow it some discretion in structuring agencies required by the *Discipline*, gives authority to the District Superintendent, as the chief missional strategist, and District Lay Leader, in consultation with the Annual Conference, to organize its ministries, work areas, task forces, and committees, as it shall deem advisable to carry out its purpose. They must also ensure all Disciplinary requirements are met. Any changes to the structure of a District shall either be approved by the Annual Conference or, if needed, an appropriately called District Conference (see ¶ 658 and 659 of the *Discipline*)
Each District shall have:

1. A leadership group consisting of lay and clergy leadership who shall assist the District Superintendent in major strategic decisions. This leadership group shall ensure there is a strategy for starting and growing vital chartered congregations as well as engaging in mission to the world. The District Superintendent shall be an ex-officio member. The District may choose to have one or more committees to fulfill these functions, and may name the groups as each District determines.
2. There shall be a group (or groups as determined by the District or included in the work of the leadership group or another group) who will ensure intentional work on congregational vitality, including the development of new churches and ministries. This group (or another as determined by the District) shall be responsible for all district funding decisions related to mission and church extension.
3. In addition to its basic responsibility, this leadership group (or another group as determined by the District) must function, as needed, as the District's Board of Trustees. The District Board of Location and Building may be included as a function of one of these groups or be separate. The group meeting as the Board of Trustees shall meet the requirements of ¶ 2518.
4. This leadership group (or another group as determined by the District) must fulfill the functions of the District Committee on Superintendency and ensure that all the guidelines on membership, selection, meeting and purpose of the District Committee on Superintendency as stated in ¶ 669 of the *Discipline* are accomplished. They shall submit an annual written report of their work to the Bishop as it applies to the role of the Committee on Superintendency.
5. One committee of the District (as determined by the District) shall have the responsibility to elect the lay delegates at large to Annual Conference. The District Committee on Lay Leadership shall provide nominees for the delegate positions.
6. Assignments. The leadership group (or other similar structure) will assign members and groups to serve and accomplish these special roles at its first meeting in the year.
7. District Advance Specials. The leadership group (or other structure) will approve all district advance specials. This same group will determine the District's method for receiving, evaluating, and approving existing and new district advance specials, in consultation with and after approval by the Conference Committee on Finance and Administration.

Par. 603. District Committee on Leadership (Nominations).

1. Establishment. Each district shall have a District Committee on Leadership (Nominations).
2. Membership. The District Superintendent shall chair this committee. It shall be comprised of nine persons divided into three classes serving for three years each. At least five members shall be laypersons.
3. Responsibilities. This committee shall perform the duties outlined in Standing Rules Par. 607 and nominate district at-large delegates to Annual Conference.

***Par. 604. District Housing Committee*.**

1. Establishment. Each district shall have a District Housing Committee that will report to the group appropriately acting as the District Board of Trustees.
2. Membership. The District Housing Committee shall be composed of six to nine members elected annually at the same time and in the same manner as other leadership of the District is elected. All members shall be professing members in local United Methodist Churches of that District. Membership of the committee should reflect the churches of that District with regard to size, race, and ethnic makeup. Recommended membership of the committee should be one-third clergy, one-third laywomen, and one-third laymen.
3. Responsibilities. The responsibilities of the Committee are as follows:

a. Work in cooperation with the District Board of Location and Building to ensure that all proposed parsonages fulfill the requirements for parsonages as stated in the Standing Rules and the Discipline;
b. Be available, at the invitation of the District Superintendent, to mediate conflicts between churches and pastors regarding parsonages or housing allowances.
   1) Local churches (via trustees, parsonage committees, or staff-parish committees) or the clergy family may request mediation.
   2) Although it has no binding authority, the Committee would work with the local church, District, and Conference leadership to resolve the issues.
c. Approve the housing allowance offered by any church in lieu of a parsonage. In reviewing and approving all housing allowances for clergy in the District, the committee shall insure the allowance complies with the Standing Rules and the Discipline. The Committee must review these allowances at least once every four years to insure they represent the housing market of the time.
d. Ensure all clergy housing complies with the Standing Rules. In order to ensure compliance, the Committee shall:
   1) assist local churches in developing plans to bring parsonages up to the required standards; and
   2) extend deadlines for up to three years if churches are working in good faith to fulfill the standards.
e. Inspect each parsonage in the District at least once every four years or more frequently when:
   1) requested by the pastor;
   2) requested by local church Trustees, Parsonage Committees or Staff-Parish Committees;
   3) needed to insure agreements through mediation are being fulfilled in a timely manner;
   4) needed to insure upgrades are being done as agreed upon;
   5) there is a change of pastors.
f. In consultation with the District Superintendent, make exceptions to the Conference Parsonage Standards and Recommendations and housing allowances when special needs exist.

Par. 605. District Committee on Ordained Ministry. Each district shall have a District Committee on Ordained Ministry. This committee shall include at least seven clergy, one of whom shall be the representative to the Conference Board of Ordained Ministry, and at least three laypersons. The clergy shall include elders and deacons, and where possible, women and ethnic clergy, a deacon or elder who is age 35 or younger, an associate member, and may include one local pastor who has completed Course of Study. Nominations are made by the District Superintendent in consultation with the Chairpersons of both the Conference Board and District Committees on Ordained Ministry. The work of this Committee is described in Standing Rules par. 414.

***Par. 606. District Board of Location and Building*.** Each district may continue to have a District Board of Location and Building, or it may choose to assign those responsibilities to another group as determined by the District. In either case, the Board shall consist of the District Superintendent and six to nine persons. It is recommended that its membership be one-third laywomen, on-third laymen, and one-third clergy.

***Par. 607. Nomination and Election of Committees*.**

1. Guidelines. The District Committee on Leadership (Nominations) shall prepare a slate of officers and members for the District Leadership Council and the other District Committees and Boards in accordance with the current Standing Rules and the Discipline. As noted in Par. 605, the committee does not nominate members of the District Committee on Ordained Ministry.
2. Deadlines. The Committee shall present its nominations to the Conference Committee on Nominations in time to be included in its report to Annual Conference. The Conference Committee shall communicate this deadline in a timely fashion.
3. Election. All officers and members of the District Committees identified in the Standing Rules shall be elected at the Annual Conference session prior to their taking office. Other groups recognized or established by the District may be nominated by the Committee or by other processes, but shall be submitted to the Annual Conference for election in all cases.
4. Terms of Office and Classes.
   a. District Lay Leader and Associate District Lay Leader. The District Lay Leader and Associate District Lay Leader will serve a term of office of four years with no one person serving longer than eight consecutive years in any one office. No years of service prior to July 1, 2008 will count for purposes of calculating the terms of service for District Lay Leaders and Associate District Lay Leaders towards the maximum number of years in office.
   b. Classes and Term Limits. Beginning July 1, 2012 and thereafter, all officers and members of District Committees and Boards will serve in four equal classes, with each class elected to serve a term of four years. No person will serve more than eight consecutive years in any one office or on any one Board/Committee, unless otherwise provided in the Standing Rules or Discipline. Prior to July 1, 2012, Districts, at their discretion, may place Committee and Board members into four equal classes.

c. Terms. All officers and members elected by the Annual Conference shall begin their terms on the first day of July following their election. They shall continue in office until the last day of June in the year their terms expire.

5. Vacancies. The District Committee on Nominations shall recommend and the appropriate District group shall elect persons to fill vacancies that occur between sessions of the Annual Conference.

***Par. 608 Budgets and Financial Reports*.**

1. District Budgets. A portion of the appropriate District group shall prepare its proposed budget and receive proposed budgets from other District Committees and Boards.
2. Approval. The entire appropriate District group will approve the total District budget and forward it to the District Superintendent. The District Superintendent shall, at the earliest possible date, and before the deadline as named by the Conference Treasurer, send the District Budget and any request for apportionments specific to the District to the Conference Committee on Finance and Administration for review and approval. The District Budget and any request for District Apportionments shall be included in the appropriate report to Annual Conference and listed in the Conference Journal.
3. Reporting. Regular reports on the District's year–to-date spending and other matters relating to the District's finances will be reported to the appropriate District group in the manner it shall determine.
4. District Audits and Financial Controls. The financial control and financial management of each district, along with the audit, will be the authority and responsibility of the Conference Committee on Finance and Administration and the Conference Treasurer's office. The Conference Committee on Finance and Administration will submit a copy of the audit to the appropriate District group and the District Superintendent.

Section II. Rules Governing District Superintendents

***Par. 609. Prohibitions on Membership*.** No District Superintendent shall be a member of any Conference agency except for the Conference Board of Trustees or as otherwise provided by these Standing Rules or the *Discipline*.

Chapter Seven
RULES GOVERNING CLERGY HOUSING

***Par. 701. Parsonage Requirements*.** Set forth below are required and recommended parsonage standards. The required standards are the minimum requirements that all existing parsonages must have by June 1, 2007, and that any parsonages purchased after May 30, 2003 must have. The suggested standards give the Bishop and the Cabinet more flexibility when assigning a pastor; parsonages not meeting the suggested standards may limit who can be sent to serve that particular church or circuit.

1. Required Standards. In addition to the requirements set forth in the Discipline for parsonages, the following items are required for all parsonages in the Conference. Parsonages must comply with them unless exempted by Standing Rule Par. 606.
   a. Electrical wiring that meets code and is sufficient to meet today's needs for electricity.
   b. Climate control both heating and air conditioning
   c. Rooms: Living Room or Great Room; Dining Room or eating area large enough for at least eight people; Kitchen; Three bedrooms; Two baths; Indoor laundry area; Shelter for two vehicles; Secure storage area
   d. Equipment: Good quality dependable appliances; Stove; Microwave; Dishwasher; Refrigerator with freezer compartment; Washer and dryer; Hot water heater of at least forty gallons; Wired for basic cable or satellite dish service; Maintained smoke alarms; Current fire extinguishers for kitchen and other required areas; Vacuum cleaner if there are carpets.
   e. Lawn Maintenance: If no lawn service is provided and the pastor is expected to maintain the lawn, the following are minimum requirements: Gas mower; Trimmer; Weed eater; Rake; Shovel; Electrical or gas hedge trimmer if needed
   f. Security System: Monitored security system that insures the security of the entire house.
   g. Furnishings: Quality window coverings in neutral colors that insure privacy; Quality floor coverings in neutral colors that are durable and easy to maintain.
   h. Maintenance: Regular pest control inspection and treatment; Annual termite inspection and treatment; Annual inspection and cleaning of ductwork as needed; Landscaping and maintenance thereof should be representative of the neighborhood; Regular schedule for painting both on the outside and inside of the house as needed; any needed repairs should be done in a timely manner; Annual carpet cleaning; Regular maintenance and cleaning of chimneys.

i. Location of all new or replacement parsonages: Should not be on the main church property but at a distance that insures privacy for the pastor and family; Needs to be located in a good school system; Should be located in what is perceived as a safe community; Location that permits children.

2. Recommended Standards. The following standards are not mandated, but each church is encouraged to meet these standards as fully as possible:
   a. Rooms: Four bedrooms; family room; Study; Two-car enclosed garage.
   b. Equipment: Garbage disposal; Freezer.
   c. Handicapped Accessibility: At least one walk in shower and one tub; Physically disabled accessibility throughout the house.
   d. Safety: Permanent equipped hurricane shutter for all exposed exterior glass areas within ten miles of the coastal shoreline; Safe storage area for paints, gasoline, or other flammables.
   e. Lawn: Irrigation system for the yard.

***Par. 702. Housing Allowances*.**

1. Determining the Amount of the Housing Allowance. The District Trustees or the District Housing Committee (DHC, see Standing Rule Par. 606) shall determine, no less than every four years, the minimum housing allowance for the District, or portions of a District. The minimum housing allowance shall be the amount necessary to rent or own one of a number of single-family residences or condominiums within reasonable commuting distance of the churches within the District, not to exceed twenty miles. The residences used as models for the calculation shall be in compliance with the Conference standards for parsonages. It is recognized that there may be wide differences in costs within a District. The DHC or the District group with the responsibility may, for that reason, determine several costs, depending on the location of the churches in the District. The District Superintendent must approve variances with the approved minimum housing allowance. The District Trustees or DHC shall provide listings of potential residences to churches within the District that offer housing allowances and to pastors new to the District. In addition to the amount of the housing allowance, an equitable utility allowance, set by the church leadership in consultation with the pastor, shall be paid to the pastor by the church. The church may assist the pastor (if renting is desired) in paying a security deposit. If the church makes such a payment and the rental unit is not left in clean condition and a portion of the security deposit is not returned to the church, the pastor will be responsible for reimbursing the church. It is understood that if the pastor selects a rental unit it shall have an annual lease that will commence at the beginning of the appointment year and end at the conclusion of that year.
2. Procedures for Congregations Considering Housing Allowances.
   a. Any congregation considering a housing allowance shall consult with the District Superintendent to understand all the positive and negative aspects of housing allowances.
   b. Before implementing a housing allowance, a congregation must obtain the District Superintendent's permission and have the amount of the proposed allowance approved by the DHC or the party fulfilling that role. As a part of the request for permission, the congregation must present a tentative draft budget for the first two years and demonstrate the impact of the change on the overall fiscal health of the congregation.
   c. If the congregation decides to sell an existing parsonage, the church leadership shall follow the Discipline guidelines for selling the parsonage and using the proceeds of the sale.
3. Allowances below the District Minimum Rate. Churches currently paying housing allowances below the District minimum rate must, in consultation with the District Superintendent, develop a plan that is approved by the DHC or the party fulfilling its duties which would bring the allowance up to District minimum in a reasonable amount of time.

***Par. 703. Parsonage Furniture*.** Each clergyperson shall be responsible for providing the furniture in the parsonage, except for the appliances, window and floor coverings, and other items set forth in Standing Rule Par. 701.