

NEW MEXICO ANNUAL CONFERENCE OF THE UNITED METHODIST CHURCH

NMAC Structure, Policies, Procedures, and Rules

2021

Table of Contents

1000	NEW MEXICO ANNUAL CONFERENCE (NMAC) STRUCTURE AND ORGANIZATION.	3
1100	Organizational Structure of the Annual Conference.....	3
1200	Local Leadership of the Conference.....	3
1300	Conference Agencies.....	4
2000	NEW MEXICO ANNUAL CONFERENCE (NMAC) POLICIES, PROCEDURES, AND GUIDELINES.	12
2100	Procedures for the Session of the Annual Conference	12
2200	Procedures for Conference Trustees	14
2300	Procedures for Finance and Administration	16
2400	Annual Conference Funding.....	20
2500	Policies and Procedures Pertaining to Pensions and Health Benefits	25
2600	Policies and Procedures Pertaining to Equitable Compensation.....	34
2700	Additional Conference Agency Policies and Procedures	40
2800	Policies Pertaining to the Local Church.....	48
2900	Policies Related to Abuse and Harassment.....	51
3000	NEW MEXICO ANNUAL CONFERENCE SESSION (NMAC) STANDING RULES.....	55
3100	General Rules	55
3200	Parliamentary Procedures.....	56
3300	Rules Regarding the Election of General & Jurisdictional Conference Delegates and Alternates.....	57

1000 NEW MEXICO ANNUAL CONFERENCE (NMAC) STRUCTURE AND ORGANIZATION.

References to *Discipline* shall mean the current version of *The Book of Discipline of the United Methodist Church*.

- 1100** **Organizational Structure of the Annual Conference.** The organizational structure of the NMAC is governed by the *Discipline*, with the general framework and specific exceptions, as allowed by the *Discipline*, noted herein [¶604.1].
- 1200** **Local Leadership of the Conference.** The local leadership of our conference is vested primarily in three offices – the Conference Lay Leader, the Bishop, and the Provost/Director of Congregational Vitality.
- 1205** **The Conference Lay Leader.** The Conference Lay Leader is elected for the quadrennium and specifically serves the laity of the conference to provide leadership and guidance. The Conference Lay Leader serves as Vice-Chair of the Conference Ministry Team (CMT), serves the Conference Board of Laity, serves as a member of the conference committees on Nominations, Episcopacy, Annual Conference Planning, and may be designated by virtue of the office on any conference agency. The Conference Lay Leader relates to all organized lay groups in the conference. [The Lay Leader’s responsibilities are detailed in ¶607]
- The Conference Nominating Committee shall nominate the Conference Lay Leader. Nominations may be made from the conference floor. Should a vacancy occur in the Conference Lay Leader position during the quadrennium, a temporary replacement shall be nominated by the Conference Nominating Committee and elected by the CMT to serve until the next session of the Annual Conference, at which time a lay leader will be elected as specified to complete the quadrennium.
- 1210** **The Bishop.** The Bishop is assigned for the quadrennium and provides ecclesiastical leadership for the clergy and laity. The Bishop presides at Annual Conference sessions, and serves in an *ex officio* capacity, except as noted in the *Discipline*, on any conference committee.
- 1215** **The Provost.** The Provost/Director of Congregational Vitality is responsible for the daily operation of the conference in administration and fiscal activities, and in facilitating the connectional mission and ministry of the conference. This position combines the responsibilities detailed in the *Discipline*, ¶¶608 and 619/619.2, specifically the Director of Connectional Ministries and the Director of Administrative Services. The Provost/Director of Congregational Vitality or representative shall be an *ex officio* member without vote on the Conference Council on Finance and Administration [¶612.2(c)]. The Provost/Director of Congregational Vitality shall serve on the CMT as the Chair and serve the bishop and the Annual Conference as the administrative executive, responsible for coordination of all facets of the life and work of the Annual Conference at the direction of the bishop and the CMT. Those responsibilities include those charged by the *Discipline* to the director of the CMT [¶608]. They also include administrative liaison to boards and executive staff of the Texas Methodist Foundation, Camps Board, and Landsun Homes. The Provost/Director of Congregational Vitality shall have supervisory responsibility of conference level staff [¶619.2]. The salary and other

benefits shall be as provided by the Conference Council on Finance and Administration. The Provost/Director of Congregational Vitality shall serve at the discretion of the Resident Bishop with review on an annual basis.

- 1300** **Conference Agencies.** Conference agencies include all groups, teams, committees, commissions and boards. They are organized to serve the needs of this conference and meet the requirements as outlined in the *Discipline* [¶610.1].
- 1300.05** **Vacancies.** Vacancies on boards, councils, committees, commissions, or agencies that occur between sessions of the Annual Conference, may be filled by the cabinet and reported to the next Annual Conference session (except for provisions prescribed by the *Discipline*).
- 1300.10** **Tenure.** The tenure of individuals on conference boards, commissions, or committees shall be limited to two (2) consecutive quadrennia. The tenure for individuals on all committees and committees elected by classes shall be limited to eight (8) consecutive years. Chairpersons and age-level coordinators may serve two (2) quadrennia. In compliance with the *Discipline*, ¶639.2, members of the Board of Pensions are elected to a term of eight (8) years. A member of any conference board, commission, or committee who has developed a particular expertise may serve in an advisory/training capacity for one (1) additional quadrennium. Exception: An elected member of the Conference Board of Ordained Ministry may serve a maximum of three (3) consecutive four-year terms. Service during an initial partial term on a quadrennial board shall only count under this rule if the initial partial term was for more than half the quadrennium. Terms of office shall coincide with the Annual Conference program year, July 1 – June 30, unless otherwise specified by appropriate bylaws.
- 1300.15** **Rules Regarding Conference-Related Institutions.** A salaried employee of a conference-related institution shall not serve as a trustee of that institution.
- 1305** **Conference Ministry Team.** The Conference Ministry Team (CMT) functions as the Conference Leadership Team. The CMT’s purpose is to empower the Annual Conference by providing, coordinating, facilitating, prioritizing and aligning resources to facilitate the programmatic and administrative life of the Annual Conference toward making disciples of Jesus Christ for the transformation of the world. The CMT shall consist of the Conference Lay Leader (as vice-chair), the District Lay Leaders, the District Superintendents, the Chairpersons of the Envisioning, Equipping and Engaging Teams, the Chair of the Conference Board of Higher Education and Campus Ministry, and the Provost/Director of Congregational Vitality (as chair). *Ex officio* members include: the Bishop and the Director of Communications. The CMT may designate functional responsibilities within the CMT as needed. The CMT shall meet at least quarterly and as needed. The CMT will assign responsibilities and tasks to the agencies listed below in the operations of conference agencies, in cooperation with the Conference Council of Finance and Administration, and with the approval of the session of the Annual Conference. The CMT may create task forces for limited time periods to address needs not specifically covered by the other agencies listed below. Task forces will automatically dissolve at the end of their designated period unless extended by the CMT or as may be otherwise limited by the *Discipline*.

1310 **Conference “E Teams.”** The Conference “E-Teams” are comprised of the Envisioning, Equipping, and Engaging Ministry Teams. The Conference E-Teams report to the CMT through their respective chairpersons. Each E-Team Chairperson shall interpret the actions and direction of the CMT to their E-Team. The E-Teams are responsible for focusing and guiding the mission and ministry of the conference agencies of The United Methodist Church assisted by the CMT and the Provost/Director of Congregational Vitality [¶608].

1310.05 **Envisioning Ministry Team.** The Envisioning Team shall envision the future of the NMAC in fulfilling the mission of the Annual Conference in a continually changing world. Its task is to assist the NMAC in setting clear direction for its ministries, plans, and resources. The Envisioning Ministry Team membership shall be composed of the designated Chairperson of the Envisioning Ministries Team and other members chosen by the presiding bishop based on their gifts in discernment and visioning. The Envisioning Ministry Team will meet as needed but at least twice each year.

1310.10 **Equipping Ministries Team.** The Equipping Team shall equip local churches and their leaders with practical ways to make disciples of Jesus Christ for the transformation of the world. The Equipping Ministries Team’s membership shall be composed of the designated Chairperson of the Equipping Ministries Team and up to 11 more persons nominated for their passion in equipping ministries. The Equipping Ministry Team and its Related Ministries shall fulfill the Disciplinary requirements and functions for the following areas and the connection to general agencies for:

- ¶630. Conference Board of Discipleship * ‡
 - ¶645. Conference Commission on the Small Membership Church *
 - ¶649. Conference Council on Youth Ministry* ‡
 - ¶650. Conference Council on Young-Adult Ministry* ‡
 - ¶651. Conference Council on Older-Adult Ministries* ‡
- (*shared with Engaging; ‡ shared with Laity)

The Equipping Ministry Team’s other related ministry areas include Children, Adults, Older Adults, Family, and Singles. Meeting of the Equipping Ministry Team will be held as needed but at least twice each year.

1310.15 **Engaging Ministry Team.** The Engaging Team shall engage in ministry areas that typically can be done with greater efficiency and effect, rather than individual churches’ ministry. The various member groups join together as the Engaging Ministry Team to pool resources toward mission initiatives larger than any one group could do by itself. The Engaging Ministry Team membership shall be composed of the designated Chairperson of the Engaging Ministries Team, and 11 persons with a passion and expertise for Engaging ministries. The Engaging Ministry Team shall fulfill the Disciplinary connectional functions to the general agencies for:

- ¶629. Conference Board of Church and Society
- ¶630. Conference Board of Discipleship * ‡
- ¶632. Conference Committee on Ethnic Local Church Concerns
- ¶633. Conference Board of Global Ministries (& Volunteers in Missions)
- ¶634. Conference Board of Higher Education and Campus Ministry
- ¶642. Conference Commission on Christian Unity & Interreligious Concerns
- ¶643. Conference Commission on Religion and Race

- ¶1644. Conference Commission on The Status and Role of Women
 - ¶1645. Conference Commission on the Small Membership Church *
 - ¶1646. Communications Council
 - ¶1647. United Methodist Women ‡
 - ¶1648. United Methodist Men ‡
 - ¶1649. Conference Council on Youth Ministry* ‡
 - ¶1650. Conference Council on Young-Adult Ministry* ‡
 - ¶1651. Conference Council on Older-Adult Ministries* ‡
 - ¶1653. Conference Committee on Disability Concerns
 - ¶1654. Conference Committee on Native American Ministry
 - ¶1655. Conference Committee on Hispanic/Latino Ministries
 - ¶1656. Conference Advance program
 - ¶1657. Committee on Criminal Justice and Mercy Ministries
- (*shared with Equipping; ‡ shared with Laity)

The Engaging Ministry Team shall also relate to the following groups: New Mexico Conference of Churches, Texas Conference of Churches, Hispanic Ministries, Four Corners Native American Ministries, Sacramento Camp and Conference Center, Northern New Mexico Group Ministry, McMurry University, and Scouting and Civic Youth Organizations (shared with Laity).

The Engaging Ministry Team shall be the contact for the general church in regard to the responsibilities outlined in the *Discipline* for the conference committee related to the Engaging Team.

The Engaging Ministry Team will meet as needed but at least twice each year. Organization of the Related Ministries and the Engaging Ministries Team internal structure is to be determined by the Engaging Ministry Team to achieve the optimal efficiencies and effectiveness in ministry.

1315 **Resource Person Assignments.** The CMT, assisted by the Envisioning, Engaging and Equipping Ministries Teams, shall work together to assure the requirements of the *Discipline* are met as to naming of Resource Persons and all necessary committees, groups, boards, or other entities for the proper functioning of the NMAC between its annual sessions.

1315.05 **Age Level and Family Resource Persons.** The CMT and the chairpersons of the Envisioning, Engaging, and Equipping Ministries Teams may select active members of the Envisioning, Engaging, and Equipping Ministries Teams and provide those names to the Conference Nominating Team who may nominate, and the Annual Conference elect annually, the following persons, if the mission and ministry of the Annual Conference requires:

- Adult ministries resource person
- Children's ministries resource person
- Disability Concerns resource person
- Family ministries resource person
- Older Adult ministries resource person
- Singles ministries resource person

Youth ministries resource person

It will be the responsibility of these persons to be knowledgeable regarding resources, needs, and issues in their age level or family area. They will work with the district person as requested, the district superintendent, or the district person.

When based upon input from the districts or the age level/family resource person, the Engaging Ministry Team determines that a conference-wide emphasis/program is needed; a task force would be established, charged, and funded. It is assumed that the task area resource person would be the primary resource person to that task force. Others would be invited to assist in program development and implementation as needed. As the charge was fulfilled, the task force would be dissolved.

1315.10

Program Area Resource Persons. The CMT shall select active members of the Envisioning, Engaging, and Equipping Ministries Teams and provide those names to the Conference Nominating Team who shall nominate, and the Annual Conference elect annually, the following persons:

Status and Role of Women resource person [¶644]

Religion and Race resource person [¶643]

Christian Unity resource person [¶642]

Ethnic Ministries resource person [¶632]

Church and Society resource person [¶629]

Global Ministries resource person [¶633]

Small Membership Church resource person [¶645]

These persons shall be the contact/resource persons for the General Church, the Engaging Ministry Team, and the District Leadership Team in regard to the responsibilities outlined in the *Discipline* for the conference committee by that name. It will be the responsibility of these persons to be knowledgeable regarding resources, needs, and issues. They will work with the district person as requested by the District Leadership Team, the district superintendent, or the district person.

When based upon input from the districts or the task area person, the Engaging Ministry Team determines that a conference-wide emphasis/program is needed; a task force would be established, charged, and funded. It is assumed that the task area resource person would be the primary resource person to that task force. Others would be invited to assist in program development and implementation as needed. As the charge was fulfilled, the task force would be dissolved.

As a continuation of its commitment to the minority constituencies (Asian, Black, Hispanic, and Native American) in the Annual Conference, the CMT is directed to request the Council on Finance and Administration to provide funding for at least four meetings each year of a task group with a minimum of one representative from each constituency.

Agencies Responsible for the Administrative Life and Work of the Conference

Archives and History Commission. [¶641]. A total of eight members, including the following who shall be nominated by the Conference Nominating Committee and elected by the Annual Conference: The Conference Historian (who shall serve as chair), the president of the Conference Historical Association, a retired clergy member nominated in consultation with the Retired Clergy Association, and a cabinet liaison. In addition, the District Historian from each district shall serve as a member of this commission.

Administrative Review Committee. [Composition and responsibilities: ¶636]

Board of Higher Education and Campus Ministry. [¶634]. Membership composed of the director of each campus ministry unit, a member of the board from each campus ministry unit, and one at-large member from each of the three districts. The Conference Board of Higher Education and Campus Ministry shall continue to maintain the reporting relationship to the Engaging Team, and the chair of the Conference Board of Higher Education and Campus Ministry is a member of the Conference Ministry Team.

New Church Development Committee. Membership of no more than 11. The New Church Development Committee shall work to develop new faith communities throughout the conference in cooperation with and accountable to the CMT. Guiding principles may include *Discipline* sections ¶630.1 b) and ¶633.4b) (14), (15), & (16).

Board of Ordained Ministry. [¶635]. Membership composed of at least 6 ordained elders and deacons in full connection and, when possible, at least 2 associate members or local pastors (who have completed Course of Study), and laypersons (which may include diaconal ministers) of at least 1/5 or as many as 1/3 of total BOM members. Other requirements are as provided in ¶635.1. All members of the BOM may vote on all clergy matters – ordination, character, and conference relations [¶602.1.a, b, c, & d and ¶602.6]. Members are nominated as provided in the *Discipline*. Responsibilities are as outlined in the *Discipline*.

Board of Laity. [¶631]. Membership composed of no more than 11. Responsibilities are as outlined in the *Discipline* and are inclusive of Lay Servant Ministries [¶631.6].

Rules Committee. The Conference Rules Committee shall be included in the standing committees of the conference and shall be elected in the same manner and for the same terms as other quadrennial boards. This committee shall serve the following functions: oversee structural changes in the rules of the conference, review proposed rule changes, extract information from resolutions and proposals pertinent to rules, offer rulings when requested, and offer rulings and opinions on procedures during conference sessions.

Members of the Rules Committee present at a session of the Annual Conference shall constitute a quorum of the committee during that session. In the absence of its chairperson at a session of the Annual Conference, the Rules Committee will select a spokesperson to serve for the duration of the session. If the Rules Committee determines that it cannot respond in a reasonable time to a request for a ruling at an

Annual Conference session, it will consult with the presiding bishop to reach a mutually acceptable accommodation. The Conference Rules Committee shall update conference rules with references to the most recent editions of the *Discipline*.

Conference Committee on Episcopacy. [Composition and responsibilities are as outlined in ¶637].

NMAC Trustees. The NMAC Trustees (“Trustees”) strive to proactively enhance the mission and ministry of the Annual Conference. The Trustees see their role as more than caretakers, but instead seek to be good stewards of the properties and trusts entrusted to their care. They seek to serve as advocates for Safe Sanctuaries, for risk management and ministry protection in the life of the church, and for enhanced communication regarding property and casualty insurance coverage. They seek to make disciples of Jesus Christ for the transformation of the world by fruitful management of the properties entrusted to our care in such a way that the ministry of the Annual Conference may be enhanced for God’s glory. The Trustees will support the NMAC New Church Development Committee by the sharing of funds from entrusted property sold by the Trustees to support new faith communities within the Annual Conference.

General duties of the Conference Board of Trustees are as outlined in the *Discipline* ¶2512 and as assigned by policies of the NMAC found elsewhere.

Communications Council. [Composition and responsibilities ¶646].

1325

Agencies Responsible for Fiscal Matters Related to the Life and Work of the Conference

Equitable Compensation Commission. [¶625]. Membership of eight persons, comprised pursuant to ¶625.1 of the *Discipline*, to include an equal number of lay and clergypersons, including at least one layperson and one clergyperson from churches of fewer than two hundred members. In addition, one district superintendent named by the cabinet shall be a member. Responsibilities as noted in the *Discipline* and the Rules.

Council on Finance and Administration. [¶611, ¶639]. Membership shall follow the guidelines of the *Discipline*. Responsibilities as noted in the *Discipline* and in the Rules.

Board of Pension and Health Benefits. [¶639] Membership of not less than 12 with appropriate disciplinary provisions for this Board of Pensions as outlined in the *Discipline* and in the Rules. Membership and organization of the New Mexico Board of Pension and Health Benefits shall be according to the *Discipline* ¶639. In addition, the Conference Benefits Officer, cabinet representative, and Conference Provost/Director of Congregational Vitality shall serve on the Executive Committee with voice and no vote unless given permission by the Board.

The New Mexico Conference Board of Pension and Health Benefits, Inc. is a non-profit New Mexico Corporation with its principal offices in the Offices of the NMAC Council on Ministries, Albuquerque, New Mexico. It is thus entitled to receive, devise and bequeath gifts consisting of cash, wills or property. Such funds as are received will be deposited for investment with Wespath, the investment division of Wespath Benefits and

Investments, 1901 Chestnut Avenue, Glenview, IL 60025-1604; or the Texas Methodist Foundation, 11816 Lomas Boulevard NE, Albuquerque, NM 87112.

The NMAC Board of Pension and Health Benefits does not act as an investment agency, but places all of its monies with Wespath, the investment division of Wespath Benefits and Investments, and the Texas Methodist Foundation. The NMAC Board of Pensions and Health Benefits feels that this is the best approach to manage its funds in a prudent fashion.

Joint Committee on Clergy Medical Leave. [¶652] Membership of five representing the constituencies required by the *Discipline*. Responsibilities as outlined in the *Discipline* and the Rules.

Endowment Distribution Committee. The Endowment Distribution Committee shall be comprised of the following members: one clergyperson and one layperson selected from the membership of the Conference Board of Global Ministries, one clergyperson and one layperson from the membership of the Board of Trustees, and one representative from each district of the NMAC. District representatives will rotate between clergy and laity. The Provost/Director of Congregational Vitality shall serve *ex officio* with voice, but no vote.

Revolving Loan Committee. The purpose of the Revolving Loan Fund is to provide loans to NMAC Churches who: have an emergency expenditure that has no other source of payment; and need a loan for less than \$25,000. The Revolving Loan Fund works in conjunction with the Texas Methodist Foundation Loan Fund. Churches in need of loans in excess of \$25,000 should apply through the Texas Methodist Foundation. The committee shall consist of the following: one layperson with some expertise in money management, from each district; two clergy persons from the conference; a district superintendent named by the Bishop; one lay member from the CMT. These persons shall be nominated by the Conference Nominating Committee (except as specified) and elected by the conference for quadrennial terms, renewable as allowed by conference rule.

The duties of the committee are to establish procedures for requesting and granting loans, approve or disapprove loan requests, work with churches and ministries that experience difficulty in loan repayment, and preserve and maintain the assets of the fund.

Texas Methodist Foundation

New Mexico Conference Camps Board, Inc.

1330

Committees Related to the Business Session of the Annual Conference

The Conference Nominations Committee shall function as provided in this section and in compliance with the *Discipline*. The Conference Nominations Committee is charged to nominate persons with careful attention to inclusiveness issues regarding gender, age, clergy to laity ratio, persons with handicapping conditions, and racial and ethnic minority persons.

The Conference Nominating Committee shall be composed of 10 persons. The presiding bishop shall act as the chair with right of voice. The district superintendents shall be full members with voice and vote. There shall be one elected lay person representing each district, elected by the members of the Annual Conference from that district present and voting at a meeting held during the session of Annual Conference or the District Conference as determined by the District Leadership Team. The persons elected shall be alternately layman and laywoman. The term shall be for one quadrennium. The Conference Lay Leader shall be a full member. The Provost/Director of Congregational Vitality shall be an ex officio member with voice but no vote.

Additional Session-Related Committees. The following Conference Session agencies and committees shall function as provided in the *Discipline*, the Conference Rules or as implemented by the Annual Conference [¶¶601, 610]: Agenda Committee, Annual Conference Planning Committee, Courtesies Committee, Minutes Approval Committee, Pages Committees, Tellers Committee, Resolutions Committee, Journal Publication Committee [Responsibilities: ¶606.3], Worship Committee.

1335 District and District Leadership Structure. There shall be three districts in the NMAC.

1335.05 District Leadership Team(s). There may be a District Leadership Team in each district to assist local churches to minister more effectively; to serve as a communication link between local churches of the Annual Conference and the general church. It may initiate programs for the district in response to local churches and sub-districts and perform functions of coordination, facilitation, and evaluation of the work of the district as it may determine, the Annual Conference may direct, or the *Discipline* may require [¶¶660,661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671].

It shall be composed of the district superintendent, the district lay leader, the district president of United Methodist Men, the district president of United Methodist Women, the district president of United Methodist Youth, and such other representation from the district as the district may determine. Each district shall nominate such persons as it may determine necessary to carry out its work and to maintain the connectional principle in the district. This may include persons with responsibility for age level and family ministries, program area ministries, administrative committees, and those required by the *Discipline*. In each case, the principle of work by task force rather than standing committee shall be considered.

Selection of persons for nomination and election shall seek to represent the church's commitment to inclusiveness with regard to gender, age, racial and ethnic background, handicapping conditions, clergy, and laity. The district lay leader shall be elected in accordance with ¶660.

1335.10 The District Nominating Committee shall be composed of the District Superintendent, who shall serve as chairperson, and clergy and lay representation from the several sub-districts in the district. The person elected by the district to serve with the superintendent on the Conference Committee on Nominations shall also be a member of the district committee.

1335.15 Sub-district Leadership Team/Council. The District Leadership Team may, as it deems advisable or as requested by the sub-district, establish a Sub-district Leadership Team or Council. It shall, under the leadership of the district superintendent and in consultation with the sub-district, establish the membership, officers, and responsibilities of the team/council.

2000 NEW MEXICO ANNUAL CONFERENCE (NMAC) POLICIES, PROCEDURES, AND GUIDELINES.

References to *Discipline* shall mean the current version of *The Book of Discipline of the United Methodist Church*.

2100 Procedures for the Session of the Annual Conference

2105 Petitions, Reports, and Resolutions. In order to be included in the Pre-conference Journal, petitions, reports, and resolutions must be received electronically in the conference office by March 15. To facilitate development of the Annual Conference agenda, no petitions will be accepted after the first day of May, except from committees, boards, or task forces of the Annual Conference. The person, persons, or entity proposing a resolution or petition should be clearly identified in the document. Resolutions and petitions should be clearly typed, with numbered lines and extra spaces to enhance legibility and facilitate referencing.

Petitions or resolutions not in the Pre-Conference Journal will be considered by the Annual Conference session only if (a) sufficient copies are available for distribution to each of the registered members of that session of the Annual Conference, and (b) an electronic version is provided to the Conference Secretary. If the presenter is unable to prepare the duplicates, the conference office will do so and bill the sponsor for costs.

Petitions or resolutions presented by boards, committees, or task forces of the Annual Conference during the conference session must be delivered to the designated assistant secretary before the beginning of the afternoon session of the second day of the conference. They will be numbered in the order in which they are received.

2110 The Pre-conference Journal and Meetings. The Pre-conference Journal will be printed with numbered lines and pages. The Pre-Conference Journal is to be available online to the lay and clergy members of the Annual Conference at least 30 days before the start of the Annual Conference Session. Pre-conference orientation meetings shall be held no later than two weeks before the start of Annual Conference.

2115 Location of Annual Conference Session. The Annual Conference will establish the place for holding the session at least two (2) years in advance, pursuant to ¶1603 of the *Discipline*.

2120 Allocation of Lay Members. Lay Members to the Annual Conference shall be allocated using the following formula to achieve lay equalization:

Each charge shall be allocated one lay member, and one additional lay member shall be allocated to a charge for each additional clergy member under appointment at that charge. (see ¶602.4 of the *Discipline*)

Persons in the following positions shall be designated as Lay Members in the following order of priority:

- Diaconal Ministers
- Active deaconesses appointed to serve within the bounds of the Conference
- Home Missioners actively serving within the bounds of the Conference
- Conference UMW President
- Conference UMM President
- Conference Lay Leader
- District Lay Leaders
- Conference Scouting Coordinator
- Conference Young Adult President or equivalent
- Conference CCYM President or equivalent
- SWIFT President or equivalent
- One (1) person selected by each District CYM
- One (1) person selected by each Young Adult organization
- The campus minister or Wesley Foundation director of each campus ministry if that person is a layperson
- A member of the Campus Ministry Board of each campus ministry or a student from that ministry/foundation, if the campus minister, chaplain, or Wesley Foundation director is clergy
- Lay preachers serving mission churches
- One (1) additional person selected by each District CYM
- One (1) additional person selected by each District Young Adult organization
- Conference Director of Lay Servant Ministries
- Lay persons serving on General or Jurisdictional committees, commissions, councils, boards, or agencies whose initial members are elected by the General Conference or the Jurisdictional Conference or through the jurisdictional nominating pool
- Lay persons elected as delegates or reserve delegates to the last General or Jurisdictional Conference
- Lay persons assigned to serve as pastor of a local church including Certified Lay Ministers assigned to a local church
- One lay representative elected by each new faith community or new church start supported through Annual Conference funds via the New Church Development Committee

If there are additional Lay Members which may be allocated after the above positions are filled, the following allocation method shall be used: One additional Lay Member shall be allocated to each charge beginning with the charge with the largest average attendance as reported in the prior year's statistical report and continuing in descending order based upon average attendance until the lay equalization has been reached.

2125

Conference Planning Committee. The Annual Conference session shall elect a Planning Committee for the succeeding session of the Annual Conference. Among the membership of the committee shall be a member of the Local Host Committee, the

Conference Secretary or designee, and a member of the Conference Worship Committee. The members of the Conference Planning Committee may become members of the Agenda Committee during the session of the Annual Conference.

- 2130** **Conference Journal Deadline.** The Provost/Director of Congregational Vitality is authorized to publish the Conference Journal. All data to be included in the Conference Journal will be placed in the hands of the conference secretary no later than 5:00 PM on the third day following the close of the conference.
- 2135** **Reporting Pastor or Pastor's Spouse's Death** The pastor who officiates at the funeral service of an active or retired minister, spouse or surviving spouse of the Annual Conference is asked to send the obituary or similar information to the conference office for use in the Memorial Service during Annual Conference. Place of internment is to be included.
- 2200** **Procedures for Conference Trustees**
- 2205** **General Procedures (Election of Officers).** The election of officers shall be as required by ¶2512.2 of the *Discipline*. Chair, vice-chair, secretary, and treasurer: each officer is elected at the June Annual Conference meeting, and the Trustees elect the conference treasurer to serve as the treasurer for the Conference Trustees. In sales of entrusted properties, the chair and secretary are the officers designated to sign for the Conference Trustees. If they cannot be present to sign, the conference trustees will vote in order to allow another Trustee to sign for the specific property.
- 2210** **General Procedures (Meetings).** Two regular in-person meetings annually, with as-needed, called, item-specific meetings via email. Email meetings are called by the chair of Trustees for specific items. The chair designates the item, provides information, and states how long the called meeting will be “open” for members to share concerns/opinions before voting on the item. “Close” of meeting will be specified by the chair, and time of meetings close will be shared when the meeting is called. The minutes for the “official” email meetings are the final report which is included when the chair shares the results of the email meeting.
- 2215** **Areas of Responsibility and Division into Sub-Groups.** Conference Office Building - Building Trustees: oversight and care of Conference Office building. Conference Office Building trustees are appointed by the chair and affirmed by the body.
- Insurance** – sub-committee to better inform conference churches of benefits. Analysis of oversight and services provided to conference churches. Serve as liaisons to be in communication with those churches that experience catastrophic incidents.
- Episcopal residence** – deed held by NMAC Trustees, oversight and care entrusted to area Episcopal residence committee. The Episcopal residence is owned by both the NM and NWTX conferences with NWTX owning 60% and NM owning 40% of the property.
- 2220** **Oversight of Conference-Owned Endowments.** Thaxton, Pippin, Trustees Endowment Funds. As the Board who oversees the funds which are entrusted to the NM Conference, the Trustees grant the authority to the Texas Methodist Foundation to oversee the

investment and handling of these funds. Awarding of these funds is overseen by the Conference Endowment Distribution Committee, which reports to Conference Trustees. One clergy and one lay member of the Trustees serve on the Conference Endowment Distribution Committee and are recommended by the Trustees.

2225

Administration of entrusted local church property. (Care of all entrusted property to ensure it is properly insured whether leased/rented, listed for sale, etc.). The Trustees attempt to work with District Superintendents to obtain necessary documents, signatures and information on abandoned or discontinued churches previous to their being entrusted to the Trustees. Also work proactively with the District Superintendents and congregants to ensure historical artifacts, time-capsules, etc. from closing congregations are removed from the site before any property is entrusted to the conference. Work with abandoned and discontinued churches to provide a list of artifacts to be turned over to the conference archivist.

Trustees also conduct analyses of entrusted property for potential as a future United Methodist Congregation or other ministry including, interaction with Conference New Church Development Committee and District Superintendents for future use of property. This includes exploration of lease/rental of property to other faith communities and/or sale of property.

When property is sold by the NMAC Trustees, all expenses for the sold property are to be paid before any disbursement of funds. All proceeds from any church closure, including those from previously closed churches, are to be divided after all expenses have been paid as follows:

50% of funds to the creation of new faith communities to provide non-salary related financial support, including but not limited to rental space, equipment, or other needs of new church starts in the New Mexico Conference. Of the funds received by New Church Development Committee, up to 25% be available to the New Church Development Committee for any use, including salary support when all other lines of existing funding have already been used. This fund will be overseen and distributed by the New Church Development Committee of the NM Conference.

30% of funds to provide matching funds for existing congregations to enhance leadership and vitality.

20% of the funds will remain in the Trustees accounts to pay for the upkeep and sale of conference property and other property related issues.

2230

Safe Sanctuaries. Work with designated Conference staff to ensure conference churches are adopting and following safe sanctuary policies.

2235

Accountability to the Annual Conference. Annual report to the session of the NMAC will include an annual review of previous year's actions, goal setting for the upcoming year, Trustee actions including the Conference Building Committee

2240 **Participation Requirement of NMAC Trustees.** If any Trustee has two consecutive unexcused absences, or three consecutive non-responses to email meetings of the Board of Trustees, we will request that Trustee be removed from the Board and a new Trustee be elected to fill the unexpired term. (see ¶2512.2 of the *Discipline*)

2300 **Procedures for Finance and Administration**

2305 **Budget Requests.** The budgets of all program agencies, boards, and committees receiving funds from the Annual Conference Shared Ministries shall be presented to the Council on Finance and Administration (CF&A). All funding requests made to the CF&A must be accompanied with a line-item budget for proposed expenditures. Insofar as possible, all conference expenditures shall be budgeted.

No request for funds for program ministries shall be considered unless it includes specific criteria by which the effectiveness of the program to be funded may be measured, and unless it includes evidence that the criteria are being substantially met.

Since the budget of the New Mexico Conference is established at the Annual Conference session, any changes to the budget area line items, or breakdown program areas' line-item totals, must be approved by the CF&A and a two-thirds majority of the Conference Ministry Team or its structural equivalent between Annual Conference sessions. The Chairperson for whom these budget line-item changes will affect will be invited to the Council on Finance and Administration and Conference Ministry Team meetings to discuss the considered changes.

Recommendations for appropriations and Shared Ministries amounts must be referred to the CF&A for their recommendation prior to Annual Conference adoption.

2310 **Conference Stabilization Fund.** The Conference Stabilization Fund is an important tool of sound management of funding for the programs and mission of the NMAC. The annual budget should provide for such a Stabilization Fund, which amount shall be determined by the Council of Finance and Administration to be adequate for Annual Conference operations.

Any earning on the Stabilization Fund and other invested monies shall be placed in the Conference Stabilization Fund unless the CF&A, with the approval of the Annual Conference, directs otherwise. The President of the Council on Finance and Administration must sign all vouchers drawn on the Conference Stabilization Fund. The Conference Stabilization Fund shall be used to advance payments of salaries and expenses for District Superintendents, Campus Ministers and other conference connectional personnel and for budgeted items approved by the Annual Conference. In the event that there are not sufficient monies in the Conference Stabilization Fund, the Conference Treasurer and the President of the Council on Finance and Administration shall be authorized to borrow small amounts from lending agencies on a short-term basis to meet the above stated needs. These monies shall be borrowed against funds that will be received during the year in which the loan is made.

2315 **Balanced Budget.** To ensure continuation of Administrative Support and Missional Services provided by the NMAC Office, the Council on Finance and Administration is

authorized to balance the Conference Office budget by drawing upon the Stabilization Fund.

- 2320** **Handling of Deficits.** When the Conference Treasurer's books for the current fiscal year are completed, the Treasurer shall give the President of the Council on Finance and Administration and the Provost/Director of Congregational Vitality and the area Bishop a report on the amount of payout for each of the Shared Ministries. In any fiscal year, conference boards and agencies shall not be authorized to spend a greater percentage of their budget than was received the previous year without the authority of the executive committee of the Council on Finance and Administration. In any fiscal year, if the expenses incurred for fixed costs (i.e., insurance, salaries, leases, etc.) exceed the Shared Ministry receipts for same, the deficit shall be paid from the Stabilization Fund.

Payment to/for the various boards shall be made by the Conference Treasurer as monies are requested and available. No voucher will be honored until the agency or board has submitted a line-item budget to the Conference Treasurer's office. The Conference Treasurer shall notify District Superintendents, boards, and agencies when they have spent 75% of any line item in their adjusted budgets. When their entire guaranteed amount is spent there shall be no further funds allocated, except with approval of the Executive Committee of the Council on Finance and Administration. No vouchers received after December 31 of the current year will be processed from current year budgets or funds.

- 2325** **Travel and Expense Allowances—Within the Bounds of the Conference.** When conducting business within the bounds of the Annual Conference, boards and agencies shall be authorized to pay up to a maximum of 1000 miles (round trip) travel allowance at 34.8¢ per mile rate, or the lowest airfare rate, and 39.8¢ per mile allowance when more than one board or agency member travels in the same car. Members of boards and agencies and others doing conference business shall be reimbursed only for actual expenses such as motels, meals, tips, etc., relating to the meeting involved. Members of boards and agencies and others doing conference business shall be allowed, by voucher, up to \$30 per night for the fees involved in parking a travel camper or other arrangements. All voucher requests shall be accompanied by receipts for travel, meals, lodging, honorarium, and other expenses. Miles claimed are exempt from required receipts. Reimbursements for meals and motel/hotel shall have the following guidelines: Motels/hotels, up to \$79/night base rate; meals up to \$10 each with a maximum of up to \$30/day. Any exceptions will be reviewed by the Provost/Director of Congregational Vitality, the Chairperson of the involved entity, and/or the Conference Treasurer.

- 2330** **Travel and Expense Allowances—Outside the Bounds of the Conference.** When conducting business outside the bounds of the Annual Conference, boards and agencies shall be authorized to pay actual expenses such as motels, meals, tips, etc., relating to the meeting involved. All voucher requests shall be accompanied by a receipt for travel, meals, lodging, honorarium, and other expenses. All vouchers are subject to review by the Provost/Director of Congregational Vitality, the Chairperson of the involved entity, and/or the Conference Treasurer.

- 2335** **Travel and Expense Allowances—Miscellaneous.** Any person requested to travel to the annual budget hearings of the CF&A shall be reimbursed from the budget of the agency or board he/she represents or at his/her own expense.
- 2340** **Pastor’s Salaries.** The conference benefits officer shall, upon receiving a written request early in the calendar year, provide to each pastor and church the newly established salaries for the pastors and associate pastors for the current year.
- 2345** **Financial Reporting.** The trustees or board of each institution or agency of the New Mexico Conference, mission institutions within the bounds of the New Mexico Conference (i.e. Sacramento Camp and Conference Center; Campus Ministries; Four Corners Native American Ministries; Landsun Homes), and district properties are requested to furnish annually the following information to the Treasurer’s Office:
- Name of institution or agency
 - Financial receipts from all sources for the previous year
 - Amount of insurance coverage
 - Expenditures from all sources for the previous year
 - Total indebtedness
 - Annual debt payments
 - Value of properties
 - Other assets
 - Number of persons served directly
- 2350** **Statistical and Administrative Procedures and Policies**
- 2350.05** **Conference Year.** The conference year of the NMAC shall be from July 1 to June 30, and pastors shall be paid accordingly. The conference fiscal year shall be from January 1 to December 31; all conference items shall be sent to the conference treasurer by December 31. Final remittance for a fiscal year is due in the conference treasurer’s office no later than the third day after the first Sunday of the following year.
- 2350.10** **Local Church Remittances.** Local church treasurers shall remit to the conference treasurer all benevolences, conference apportionments, and special offerings for causes related to The United Methodist Church using the approved remittance forms.
- 2350.15** **Budgeting.** All boards and committees receiving funds from the Annual Conference appropriations shall present their requests at the budget planning meetings of the Council on Finance and Administration. The budgets of all program agencies shall be reviewed by the Conference Ministry Team. Insofar as possible, all conference expenditures shall be budgeted and a contingency fund established and included in the conference benevolence budget. Each board and agency receiving funds from the conference shall submit an audit to the Council on Finance and Administration at the end of the conference year.
- 2350.20** **Vouchers.** All boards, commissions, and committees for whom the conference treasurer serves as treasurer shall make their requests for funds upon approved vouchers, properly endorsed before checks will be issued.

- 2350.25** **Expenses.** The conference treasurer will pay out money for expenses only on presentation of a voucher approved by the chairman of the board or agency from whose budget expense is to be paid or by a person designated by him in a letter on file with the conference treasurer.
- 2350.30** **Indebtedness.** No boards, interest, or agency may incur debts for which the Annual Conference will be responsible without the consent of the conference or, in cases of extreme emergency, by a two-thirds vote of the members of the Council on Finance and Administration and the cabinet.
- 2355** **Proportional Payments.** Attention should be given to paragraphs in the most current *Discipline* [¶622 and ¶2543] with regard to the pro-rata payment of ministers' salaries and percentages.
- 2360** **Financial Appeals**
- 2360.05** **Special Offerings or Days.** The Conference Council on Finance and Administration approves the following special offerings:
Retired Ministers' Day, (first Sunday in November)
Homes Offering (Two-in One: Methodist Children's Home, Providence Place in December)
Heritage Sunday (Local church determines the date)
Foundation Sunday (Near February 3, or a date determined by the local church)
Landsun Homes Mother's Day offering (second Sunday in May)
Hispanic Ministries Endowment Offering (Local church determines the date)
McCurdy School Mission Sunday (Local church determines the date)
McMurry University (Local church determines the date)
- 2360.10** **Advance Specials.** The Council on Finance and Administration affirms the importance of Advance Specials and approves the Advance Specials recommended by the Conference Board of Global Ministries.
- 2360.15** **Wesley Foundation Maintenance:** Each Wesley Foundation or campus ministry board shall be authorized to raise money in its geographical area, with the approval of the District Superintendent and District Council on Ministries/or equivalent group, for repairs and maintenance of its student center and other property. This authorization does not include new purchases of property or construction of buildings or parsonages.
- 2360.20** **McMurry University.** McMurry University will be allowed to request mailing lists from the local churches of the New Mexico Conference, and any solicitations for funds through mailings, shall occur during the Annual Fund Solicitation period.
- 2360.25** **Special Conference-Wide Financial Appeals.** Any request for a special conference-wide offering or special fund-raising drive shall be made in writing to the Council on Finance and Administration as noted in ¶614.5a-b of the *Discipline*.

2400 **Annual Conference Funding**

2405 **Funding of Districts.** Each district will be provided funds annually for district programming from the Annual Conference budget. These monies are disbursed by voucher when co-signed by the District Superintendent. There shall be an annual audit of all district funds. A copy of the report of the audit shall be filed with the Conference Treasurer/Fiscal Officer.

2405.05 **District Superintendent Salary.** The annual cash salary for the District Superintendent shall be included in the District Superintendents Fund. The cash salary of each superintendent shall be 89% of the average of the top five salary and housing packages in each district from the prior year.

2405.10 **District Moving Expenses.** Actual moving expenses up to \$1500 shall be paid for a pastor that is appointed to the office of District Superintendent or to the conference staff. Such expense shall come from the District Superintendents' Fund or the New Cabinet Member(s) Moving/Training Fund.

2405.15 **District Superintendent Housing.** Each district shall provide, furnish, and maintain a suitable parsonage or housing allowance and provide utilities for the district superintendent. Housing for district superintendents is the responsibility of the district to which they are assigned. If a housing allowance is provided to a district superintendent in lieu of a parsonage, that amount shall be determined by the district. If the housing allowance exceeds 25% of base salary, the district shall also be responsible for the pension obligation incurred on the amount in excess of 25%.

An amount of the salary of each District Superintendent and all connectional personnel may be designated at their discretion, as a housing exclusion for furnishings and upkeep of their home or parsonage within the limits established by the current tax codes. The District Superintendents shall submit this amount to the District Superintendency Committee for approval and signature. The signed agreement shall be sent to the New Mexico Conference Treasurer, with a copy to the President of CF&A, prior to the end of the calendar year.

2405.20 **District Superintendent Travel.** Each District Superintendent shall voucher to the Conference Treasurer, with the guidelines determined by the Council on Finance and Administration, the reimbursable expense for travel, entertainment and other expenses in and out of the assigned district, up to 1/3 of the total amount annually budgeted. The funds shall be vouchered and disbursed monthly. Funds set aside for reimbursements, if not vouchered and expended during the calendar year, will not be paid to the superintendent at the end of the year.

2405.25 **District Superintendent Benefits.** The annuity claim for each District Superintendent shall be paid from the District Superintendents' Fund upon the established formula. The annual \$2000 allocation for Continuing Education funds are shared by the three (3) District Superintendents and are vouchered as reimbursable expenses. The Annual Conference portion of the District Superintendent's insurance premium shall be paid from the District Superintendents' Fund.

Each District Superintendent and all other connectional personnel of the New Mexico Conference serving under appointment by the Bishop shall be allowed to participate in the salary reduction account program of Wespath and such other salary adjustments as may be permitted under the IRS codes.

2405.30 **District Office.** Each district shall receive 1/3 of the budgeted amount annually and paid monthly, for secretarial help, postage, office supplies and equipment, telephone, office rent, and meeting expenses.

2405.35 **Other District Expenses.** The expenses of participation by District Superintendents to be newly appointed at the conclusion of the Annual Conference session shall include the following: General Church District Superintendent training and orientation, Jurisdictional District Superintendent training and orientation, participation in cabinet meetings prior to the Annual Conference session. These expenses shall be covered through the New Cabinet Member(s) Moving/Training Fund.

2410 **Conference-Owned Vehicles Policy.** The vehicles are for business use only. No personal use of the vehicles is allowed per current IRS regulations. The person assigned the vehicle is responsible for securing the necessary maintenance on the vehicle as outlined by the owner's manual, and utilizing any vehicle warranties that may apply. At the end of the month, the travel log for the vehicle needs to be submitted to the Conference Treasurer with the Credit Card receipts attached. The travel log needs to have the beginning mileage and the ending mileage for the month stated. A copy of any maintenance performed during the month, should be submitted with the travel log. In the event of an accident or claimable expense on the automobile insurance coverage where the assigned user is at fault, the deductible amount, if any, must be paid by the assigned user. When a user's service in the assigned office is finished (by retirement, reassignment, or dismissal) the vehicle must be left in a secure location with all documents and keys for the successor. The vehicle is assigned to the user only. The vehicle may not be loaned to any other person for any use. The assigned user is expected to maintain the cleanliness of the interior and the exterior of the vehicle. Maintenance needs beyond the maintenance coverage, should be reported to the Conference Treasurer immediately.

2415 **Policy for Use of a Conference Credit Card.** Should there be a need for the conference to provide a credit card for any of its officers or employees while they are engaged in the business of the Conference, the credit card shall not be used for personal expenditures, except in the most extreme emergency. The Conference Treasurer will report any violations to the Provost/Director of Congregational Vitality and the CF&A President for resolution.

2420 **Funding for Provost/Director of Congregational Vitality**

2420.05 **Salary, Housing, and Insurance.** The salary of the Provost/Director of Congregational Vitality shall be the same as that set for the District Superintendents. It shall be included in the conference budget as part of the Conference Office expense. The Provost/Director of Congregational Vitality shall be paid a housing allowance equal to 25% of the cash salary established for the District Superintendents for that year rounded to the nearest dollar. The proceeds distributed to the Conference Treasurer from the

corpus established by the sale of the conference parsonage and deposited with the Texas Methodist Foundation shall be used first for this purpose. Any additional funds needed shall be included as a part of the Conference Office expense budget. The Provost/Director of Congregational Vitality shall be permitted to exclude an amount up to \$10,000 of the current salary as housing exclusion within the limits established by current tax codes. The Director's portion of the insurance billing shall be paid from the Conference Office expense budget.

- 2420.10** **Travel, Expenses, and Reimbursements.** Travel expense of the Provost/Director of Congregational Vitality shall be established as a line item with the Conference Office expense budget and paid by voucher. Automobile travel is to be reimbursed at the approved IRS rate. There shall be a continuing education line item for the Provost/Director of Congregational Vitality in the Conference Office expense budget, to be paid by voucher. The expenses for the required moving and training for a newly appointed Provost/Director of Congregational Vitality will come from the New Cabinet Member(s) Moving/Training Fund.
- 2425** **Conference Treasurer/Fiscal Officer.** The Conference Treasurer/Fiscal Officer shall be treasurer of all conference funds, and in compliance with the *Discipline*, shall be elected quadrennially from nominees presented by the CF&A. The Treasurer/Fiscal Officers shall be housed in the Conference Office. The Council on Finance and Administration, in consultation with the Provost/Director of Congregational Vitality, shall establish the Treasurer's job description and salary package. Day-to-day supervision and accountability of the treasurer and the treasurer's office shall be the responsibility of the Provost/Director of Congregational Vitality.
- 2425.05** **Statistical Reports.** Statistical reports for the calendar year shall be compiled by the Conference Treasurer and Statistician and be available for printing by March 15 of each year. Distribution is to be made by the Conference Office upon written request to each charge no later than March 31 each year.
- 2430** **Depositories of Conference Funds.** The following will be depositories of conference funds, with the provision that the Executive Committee of the Council on Finance and Administration is authorized to make changes in the depository(ies) as may be advantageous to the conference:
- Bank of Albuquerque
Bank of the West
Carlsbad National Bank
First American Bank, Artesia
Los Alamos National Bank
Texas Methodist Foundation
US Bank
- 2435** **Shared Ministries of the Local Churches**
- 2435.05** **Annual Conference Tithes.** Churches will remit a tithe of their ordinary operational income, with a tithe defined as 8% of monthly local church ordinary operational revenue from all sources as described in these rules; plus an apportioned amount for the Board

of Pension and Health Benefits to supply necessary funds for benefits to those in the retired relation and those granted disability leave. This amount will be included with their monthly billing from the BOPHB and will be apportioned to churches proportionally based on their reported operational income (currently line 62 of the annual statistical tables).

2435.10 **Monthly Obligations.** On or before the tenth day of each month, each church shall remit to the Annual Conference Treasurer a report of all ordinary operational income from the prior month and a payment of 8% of that amount. The Annual Conference Treasurer shall supply a simple remittance form and instructions for completing it.

On or before the 10th of the month all local churches will receive a billing from the BOPHB that will include the costs of pension/insurance benefits for their clergy and lay employees enrolled in such programs and their apportioned amount for retiree/incapacity benefits. Payment in full is expected by the 20th of the month.

2435.15 **Definition of Ordinary Operational Income.** “Ordinary operational income” includes all offerings from members and attendees whether individually identified or not individually identified, both pledged and unpledged income, all rent or building use fees used to support the ordinary operations of the church, any rental income from pastor/associate pastor-unoccupied parsonage(s) less the cost of maintenance, all undesignated interest and dividend income used to support the ordinary operations of the church and all other monies which the Pastor, the Church Treasurer and/or the Church Council (or equivalent) believe constitute the ordinary operational income.

2435.20 **Exclusions.** Exclusions include tuition-based income such as fees for church-hosted day-care, pass-through donations including funds paid by families to cover the cost of camps or field trips, amounts which are to be invested as endowments, amounts used to fund capital campaigns and amounts given in capital campaigns, and such other exclusion as the Pastor, the Church Treasurer and/or the Church Council (or equivalent) conclude to not reflect the ordinary operational income of the church. “Capital” as used in this rule means:

Fixing a defect or design flaw;
Creating an addition, physical enlargement or expansion;
Creating an increase in capacity, productivity or efficiency;
Rebuilding property after the end of its useful life;
Adapting property to a new or different use.

The Pastor shall communicate in writing to the Conference Treasurer the substance of any exercise of her or his judgment to include or exclude any income as properly tithed in her or his compliance with the provisions of this rule other than the examples cited herein.

2435.25 **Conference Budgets.** The Council on Finance and Administration shall recommend to the Annual Conference for its action a spending plan that reflects projected income and expense. The spending plan shall balance. The conference-wide projected income from local churches shall not exceed 8% of the total amounts reported by all churches on line 62 of the annual statistical reports for the most recent completed year. The spending

plan may include other projected sources such as earnings on investments. The Council on Finance and Administration shall also present to the Annual Conference for its action an amount from the Board of Pension and Health Benefits to be apportioned to the local churches proportionally based on their reported operational income.

2435.30 Transparency in Reporting. For the most recent completed year:

Each church's cumulative annual total of declared ordinary operational income, the amount of operational income reported on line 62 of the statistical tables and the amount remitted to the Annual Conference for its annual budget.

Each church's apportioned amount for BOPHB, the amount paid and the cumulative total of any prior year amounts.

For the most recent completed month: each church's most recent monthly reported ordinary operational income, the amount paid to the Annual Conference for its annual budget and other remittances (such as Special Sunday Offerings and Advance Special Gifts).

2435.35 Accountability. The Board of Ordained Ministry shall report to each clergy session, in reply to the examination of character of the clergy, the names of any pastors in charge who failed to supply the annual local church statistical report as required by ¶1340.c of the *Discipline*.

The Bishop shall convene a meeting at the site of each Annual Conference Session of all pastors in charges whose churches have paid their full tithes in the previous year. The purpose of the meeting shall be to share challenges and successes in meeting the full payment of tithes, the experience of making the judgment of what monies to tithe and not tithe, the effect of meeting the tithe obligation if and when other colleagues might fail to do so and the extent to which those who fail to pay the tithe properly constitute the accepted mission of churches and members who do.

2440 Miscellaneous Financial Policies and Procedures.

2440.05 Cabinet Representative to Conference Boards and Agencies. The board or agency to which a District Superintendent is assigned as a cabinet representative will be responsible for the travel, meals, and lodging expenses of such District Superintendent to its meetings.

2440.10 Annual Conference Registration Fee. There shall continue to be a registration fee for Annual Conference. The intent of the fee is to help offset the cost of conducting the sessions of Annual Conference.

2440.15 Unspent Budgeted Funds. Funds available at the end of the calendar year that were budgeted for the program of any of the conference boards or agencies, but were unspent during the fiscal year shall be transferred to the Stabilization Fund, with the following exceptions: Board of Pensions and Health Benefits, Equitable Compensation Fund, Episcopal Residence Fund, Delegate Expense Fund, Legal Fund, Ministerial Education Fund, Campus Ministry and Higher Education Fund, New Church

Development Fund, the New Cabinet Member(s) Moving/Training Fund and up to a cumulative total carry-over of \$25,000 for the Equipping Ministries Team and up to a cumulative total carry-over of \$15,000 for the Annual Conference Planning Team.

2440.20

Investments. Investments of the New Mexico Conference will be held in FDIC-insured financial institutions within the bounds of the New Mexico Conference and/or the Texas Methodist Foundation. The investments, in any one institution, shall not exceed the amount guaranteed by FDIC insurance.

If it is deemed necessary, an investment committee will be established to include the following: 1) Area Bishop, 2) President of the Conference Council on Finance and Administration, 3) President of the Board of Directors of the Texas Methodist Foundation, 4) Treasurer of the Annual Conference, 5) One lay member, chosen for independence from the program units of the Annual Conference, to be nominated by the Annual Conference Nominating Committee.

2500

Policies and Procedures Pertaining to Pensions and Health Benefits. The primary goal of the New Mexico Conference Board of Pension and Health Benefits is to help provide and administer benefits for clergy and lay employees of the church that allow them to serve with security and retire with dignity.

2505

Active Clergy Benefits.

2505.05

The Conference Board of Pensions and Health Benefits utilizes the following plans for active clergy:

Pre-1982 Plan. Supplement One to the Clergy Retirement Security Program provides pension benefits for clergy with service years prior to 1982. This is a defined benefit plan.

Clergy Retirement Security Program (CRSP). CRSP is a mandatory plan with Wespath. This plan has both a defined contribution component and a defined benefit component and is for clergy with service years after December 31, 2006. CRSP replaced the Ministerial Pension Plan (MPP) for clergy with service years after 1981 and before 2007. Funds invested in MPP continue to earn income but no new contributions are being received. Due to General Conference 2012 legislation, new provisions for the CRSP were enacted January 1, 2014. Those changes are as follows: only clergy appointed half-time or greater are eligible to earn benefits in the CRSP; and clergy appointed one-quarter time are no longer eligible to earn CRSP benefits, but will be enrolled in the United Methodist Pension Plan (UMPIP). The salary paying unit will pay for this benefit.

United Methodist Personal Investment Plan (UMPIP). The UMPIP is a plan provided by Wespath for personal pension contributions from active clergy. This plan is governed by section 403(b) of the Internal Revenue Code. Contributions are allowed by payroll deduction only. The salary-paying unit must send the personal contribution to Wespath. Contributions may be tax-paid or, by meeting provisions of the plan, tax-deferred. Maximum allowable contributions are established by federal law.

Comprehensive Protection Plan (CPP). The CPP is a mandatory benefits plan that provides death and disability benefits for United Methodist clergy and families, as well as annuity benefits for surviving spouses and educational benefits for surviving children. The benefits and cost are established every four years by General Conference and administered by Wespath. Disability coverage with CPP provides 70% of plan compensation, capped at 200% of the Denominational Average Compensation, with Social Security disability approval assumed and benefits offset. A full schedule of current benefits provided by the CPP is available in the Conference Benefits Office. Due to General Conference 2012 legislation, numerous changes were made to the CPP in both the death benefits payable and the revisions to the disability benefits. A full schedule of current benefits provided by the CPP is available in the Conference Benefits Office.

UMLifeOptions. Clergy Supplemental Life Insurance is a supplemental plan sponsored by the NMAC through Wespath. This plan provides a life insurance benefit to active clergy serving at 75% or greater (if eligible for and enrolled in the CPP), their spouses, and retired clergy. This death benefit is in addition to that already provided through the CPP. Clergy serving at 75% or greater that participate in the CPP are automatically enrolled in this plan upon appointment. A full schedule of current benefits provided by the UMLifeOptions plan is available in the Conference Benefits Office.

Health Insurance. A medical insurance plan for active clergy and lay employees, as selected by the Conference Board. Since 2000, we have been insured with HealthFlex Exchange, a program established and administered by Wespath for United Methodist clergy, lay employees, and their families.

2505.10

Eligibility. The following Plan Participation Chart defines plan eligibility for each conference relationship for plans sponsored by the NMAC.

Plan Participation Chart - Based on Conference Relationship (Active)					
Conference Relationship	Mandatory				Voluntary
	CRSP ^{1, 2}	CPP	Health Insurance ³	<i>UMLifeOptions</i> ⁴	UMPIP
Associate Member	Yes	Yes	Yes	Yes	Yes
Deacon in Full Connection	Yes	Yes	Yes	Yes	Yes
Elder in Full Connection	Yes	Yes	Yes	Yes	Yes
Full-time Local Pastor	Yes	Yes	Yes	Yes	Yes
Minister, other denomination	Yes	Yes	Yes	Yes	Yes
Part-time Local Pastor	Yes	No	No	No	Yes
Provisional Deacon	Yes	Yes	Yes	Yes	Yes
Provisional Elder	Yes	Yes	Yes	Yes	Yes
Student Local Pastor	Yes	No	No	No	Yes

¹Clergypersons appointed less than full-time may waive participation in CRSP by signing “Waiver of Participation” form. This form must be notarized and filed with the Conference Office. Clergypersons appointed 50% but less than 100% will be automatically enrolled in CRSP unless and until a waiver of participation is signed and submitted to the Conference Office.

²Clergypersons appointed less than 50% are not eligible for CRSP, but will be automatically enrolled in the UMPIP unless and until a waiver of participation has been completed and accepted in the Conference Office.

³Clergypersons appointed less than ¾ time are not eligible for CPP, ¼ or ½ time will be enrolled in UMLifeOptions with long term disability included.

⁴Clergypersons must be appointed ¾ time or greater to participate in *UMLifeOptions*.

Note: All pension, disability and medical insurance plans assume Social Security participation. Clergy must notify the Conference Benefits Officer or the conference office if they have elected to not participate in Social Security. The Annual Conference shall not be responsible for benefits that would have come from Social Security or Medicare, whether for retirement benefits, disability benefits, or medical insurance in retirement.

2510 **Retired Clergy Benefits.**

2510.05 **Life Insurance for Retired Clergy.** The Annual Conference shall pay the retirees' portion of *UMLifeOptions*, supplemental life insurance underwritten by Unum. (See General Insurance Policies Section below for CPP and 'UMLifeOptions Schedule of Benefits for 2017' for amounts of death benefits.)

2510.10 **Health Insurance for Retired Clergy—Unfunded Mandate.** The New Mexico Conference's unfunded liability for retiree health care benefits as of our latest actuarial evaluation on December 31, 2016 is \$7,256,509. In an effort to provide health care benefits for the conference's retirees well into the future, the conference must continue to look at a variety of methods to manage this liability. Those clergy persons considering retirement are encouraged to check with the Conference Benefits Office to verify benefits available in retirement, and the associated cost of those benefits.

2510.15 **Health Insurance for Retired Clergy—Exchange.** Since January 1, 2012, the NMAC in connection with Wespeth has utilized the private Medicare-exchange, OneExchange, previously known as Extend Health, to provide a choice of Medicare Supplement and Medicare Advantage health insurance plans for the Conference's current and future Medicare-eligible retirees. These plans will be combined with an individual Health Reimbursement Account (HRA) for each retiree and spouse, as applicable. (Retirees who are under age 65 and not Medicare-eligible, must be maintained in the active plan. See following section.)

2510.20 **Health Insurance for Retired Clergy—HRA.** The NMAC currently funds the HRA within the plan chosen by the retiree at a maximum of \$250/month, or \$3,000/year, with which the retiree may choose to pay health care premiums and other health-related expenses. This amount will be calculated based on years of service within the NMAC/NWTX Episcopal Area, and may be funded on a year by year basis as long as financially feasible.

2510.25 **Health Insurance for Retired Clergy—HRA Funding for Retirees with Less than 20 years of Service.** For those clergy with fewer than 20 years of service in the NMAC, a percentage of the full fixed amount will be paid into their HRA account according to the following chart:

		Percentage of Amount Paid by NMAC for Retiree Health (for those with fewer than 20 years of service)															
Age	70+	48	51	54	57	60	63	67	71	75	79	83	87	91	95	99	100
	69	45	49	51	54	58	61	65	69	73	77	82	86	90	94	98	100
	68	42	46	48	52	56	59	63	67	72	76	81	85	89	93	98	100
	67	39	43	46	50	54	57	61	65	71	75	80	84	88	92	97	100
	66	36	40	44	48	52	55	60	64	70	74	79	83	88	92	97	100
	65	33	37	41	46	50	53	58	63	68	73	78	83	88	92	96	100
	64	30	34	39	44	48	52	57	62	67	72	77	82	87	91	96	100
	63	27	32	37	42	46	51	56	61	66	71	76	81	86	90	95	100
	62	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
		5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
		Years of Service in New Mexico or Northwest Texas Annual Conferences															

2510.30 Medicare Benefits for Retired Clergy. Retirees who are under age 65 and not Medicare-eligible, *may* be maintained as “actives” for medical insurance coverage, until they and their spouse reach Medicare eligibility. For the year 2016, the Annual Conference shall pay \$250 per month or percentage per chart above for those retiring before Medicare eligibility, with those retirees paying the “actives” premium cost difference until they and their spouse reach Medicare eligibility.

Upon attaining Medicare eligibility, the retiree who has opted out of the conference insurance may opt back into the health insurance program in place at that time for Medicare eligible retired clergy. However, if they do opt back into the health insurance they will not receive any conference contribution to help offset the cost of the supplemental coverage.

For clergy with pre-1982 denominational service years, the Annual Conference shall grant a 5% per pre-1982 service year credit toward the “actives” premium cost difference, until Medicare eligibility age is reached.

2510.35 Benefits for Retiree Spouses and Dependent Children. The amount of medical insurance paid for retiring clergy shall also apply to the clergy person’s spouse, surviving spouse, or dependent children. When the surviving spouse (under age 65) of a minister who was a member of the conference medical insurance program remarries, he/she is no longer eligible for insurance under the conference plan. When the surviving spouse becomes 65, even if remarried, he/she again becomes eligible for the conference Medicare supplemental insurance plan. The Annual Conference shall pay the medical insurance premium for dependent children of deceased ministerial members of the Annual Conference, with no relation to the surviving spouse’s marital status.

2510.40 Annual Actuarial Study. The conference Board of Pension and Health Benefits shall conduct an annual actuarial study of the Annual Conference’s Post-Retirement Medical Liability.

- 2515** **Lay Employee Benefits.** The Board offers the following plans for lay employees of the conference, its local churches or agencies, at the discretion of their employing church or agency.
- 2515.05** **UMPIP.** The United Methodist Personal Investment Plan (UMPIP) is a pension plan for lay employees of the United Methodist Church, administered by Wespath. Local churches may elect to adopt this plan to provide a pension benefit for their lay employees.
- 2515.10** **Health Insurance/Health Care.** The conference health care program may be adopted for lay employees of the conference, church or agency.
- 2515.15** **UMLifeOptions.** UMLifeOptions Long-Term Disability and Life Insurance is available for lay employees through Wespath. Local churches may elect to adopt this plan to provide a life insurance benefit, disability income protection, or both, for their lay employees. Local churches can contact the New Mexico Conference Office if they are interested in sponsoring this plan.
- 2520** **Method of Funding and Funding Plans.** *Discipline ¶1506.6* requires that each Annual Conference develop, adopt and implement a formal comprehensive funding plan for funding all of its benefit obligations. The funding plan shall be submitted annually to Wespath for review and be approved annually by the Annual Conference, following the receipt and inclusion of a favorable written opinion from Wespath. A copy of the current funding plan is available from the Conference Benefits Officer.
- 2525** **Insurance Plans for Active Clergy.**
- 2525.05** The Annual Conference shall adopt a funding method for paying medical insurance premiums for active full-time appointed clergy. As voted by the 2004 Annual Conference, we use the actual cost funding method.
- 2525.10** Every church/charge with full time appointed Clergy under the age of 65 must offer health insurance to full time clergy under appointment.
- 2525.15** Every church/charge shall pay at least the billed medical insurance defined contribution amount for participating clergy. If approved by the church, clergy may enroll other eligible family members, and the church will be required to pay the billed amount plan for the pastor, pastor +1 or pastor + family premium.
- 2525.20** The Conference Board of Pensions and Health Benefits introduced HealthFlex Exchange for all participants that began January 1, 2017. It also provides a platform where participants “shop” for a health plan, while giving plan sponsors (the church) more predictability over health care costs. This gives HealthFlex participants greater flexibility in choosing the level of coverage that fits their preferences and budget.
- 2530** **Direct-Billing Procedures.** Every salary paying unit will be billed directly every monthly from the conference benefits office. Payments shall be due by the 20th of each month.

- 2530.05** **Billing/Payment for UMLifeOptions.** Every church/charge shall pay the premium costs of UMLifeOptions (UMLO) for its eligible appointed clergy. Bills for the premium costs of UMLO and 100% of medical insurance shall be sent monthly from the conference office to each salary paying unit (e.g. church/charge). Payments shall be made by the 15th of each month to the conference office.
- 2530.10** **Billing/Payment for Comprehensive Protection Plan (CPP).** Effective January 1, 2016, billing for the Comprehensive Protection Plan (CPP) to each salary paying unit (church, Wesley Foundation, District Superintendents' Fund, etc.) shall be at 3% of plan compensation for each eligible participant enrolled in the CPP.
- 2530.15** **Health Insurance Premium Billing/Payment for those on CPP Disability**
For those clergy persons approved for disability through the Comprehensive Protection Plan (CPP) prior to January 1, 2012, the Annual Conference shall pay medical insurance premiums or applicable amount of Health Reimbursement Account through the budget of the Board of Pension and Health Benefits according to the rate and coverage level (either single or family coverage) at which the participant was enrolled at time of his/her disability.
- For those clergy persons approved for disability through CPP on or after January 1, 2012, the Annual Conference shall pay 100% of the single medical insurance premium through the budget of the Board of Pension and Health Benefits for the clergy person for as long as he/she remains on CPP-disability. If the clergy person wishes to provide coverage for his/her spouse (and children, if applicable), the Annual Conference shall pay the medical insurance premium for family coverage at 100% for the first year of CPP disability (for twelve months from date of CPP disability), and 50% for the second year of CPP disability (beginning with the thirteenth month from the start date of CPP disability), with the clergy person paying the remaining 50% of the premium costs associated with family coverage. Beginning the third year of CPP-disability (beginning with the twenty-fifth month from the start date of CPP disability), the participant shall pay 100% of the premium costs associated with maintaining his/her family in the conference health insurance plan.
- 2530.20** **Health Insurance Premium Billing/Payment for Others.** Medical insurance premiums for the Conference Provost, District Superintendents, campus ministers, evangelists, and missional personnel as approved by the Annual Conference shall be paid out of the conference budgets for those persons. Medical insurance for all other fulltime active clergypersons shall be the responsibility of the salary-paying unit.
- 2530.25** **Billing/Payment for UMPIP.** Clergy and lay employees who elect to participate in the United Methodist Personal Investment Plan (UMPIP) will continue to be billed by and remit contributions directly to Wespath.
- 2530.30** **Cancellation of Coverage.** The Board of Pension and Health Benefits is committed to providing insurance coverage as a part of the covenant between Annual Conference and clergy. However, the Board of Pension and Health Benefits may, in consultation with the Bishop and Cabinet, cancel insurance coverage for non-payment of premiums after three months of non-payment.

2530.35 Unpaid Obligations. The Conference Benefits Officer shall report annually to the Board the name of each pastoral charge with an unpaid obligation to the Pensions Program of the United Methodist Church, either from unpaid proportional payments or conference shared ministries. (See ¶639.4 of the *Discipline*). Each church in default shall receive a cumulative statement of amounts in default. All payments for prior years of unpaid proportional payments and unpaid shared ministries shall be sent to the Conference Treasurer, designating the year in which the delinquency occurred. The Conference Benefits Officer shall report annually to the Board all unpaid insurance premiums. Unpaid insurance premiums or shared ministries shall continue as a debt to the church/charge responsible. Each church in default shall receive a cumulative statement of amounts in default.

2535 Support Funds. Grant monies may be available to clergy from the conference board's Consolidated Grant Fund, as well as other available sources. Surviving spouses of retired clergy may receive assistance from the Kornegay Fund. Clergy with unanticipated medical expenses may qualify for assistance from the Farmers Fund with Wespeth. All grant requests should be sent to the Conference Benefits Officer at the Conference Office.

2535.05 Restrictions Regarding Support Funds. Funds and earnings on deposit with Wespeth shall be restricted for providing benefits programs, and funding retiree benefits.

2535.10 Grants. Grant monies may be available for those active clergy needing assistance for unanticipated medical expenses. An active clergyperson in need of financial assistance is encouraged to contact his/her district superintendent for information.

2535.15 Insurance Support Fund. The Board of Pension and Health Benefits provides clergy (active and retired) of the NMAC, as well as their spouses, surviving spouses or surviving dependent children (including adult dependent children) the opportunity to apply for grant assistance.

This policy has been adopted with the purpose of providing grants to active and retired clergy to assist with the payment of unexpected health related expenses incurred by clergy member or his/her dependent family member, which are not covered under current health plans. Items that have been covered with the Insurance Support Fund grants are hearing aids, dental expenses, and travel expenses for medical care, prescription costs, necessary medical supplies, and vision care.

Applications may be requested from the Board of Pension and Health Benefits or the Conference Benefits Officer. The application must be completed by the participant or a person authorized to act on the participant's behalf. Applicants must submit any additional information sought by the reviewing committee in order for the grant to be approved.

The grant amount is maximum \$5,000 per family, per year, whether active or retired. Each request will be reviewed on an individual basis. An applicant may apply several times during the year, but any grants awarded will not total in excess of \$5,000. All applications are confidential and only seen by members of the Board of Pension and Health Benefits sub-committee.

2535.20 **Wellness Support Fund.** The Board of Pension and Health Benefits will provide a new grant opportunity for clergy, clergy spouses, and their dependent children to proactively improve their spiritual, mental and physical health. After any insurance or other financial help is taken into consideration, any clergy under full-time appointment may apply to the Board of Pension and Health Benefits for up to 75% of their uncovered expense. Items that may be considered include, but are not limited to, spiritual direction; coaching; help with weight loss; and physical fitness training, facilities, and equipment.

Requests will be reviewed by the Board of Pension and Health Benefits sub-committee and all requests will remain confidential. If approved, the sub-committee will decide what percentage of the request will be funded. Disbursements may be made on a one time or repeating basis, depending on the nature of the request. However, only one grant per clergy household will be funded at a time. Applications may be found on the conference website. Applications may be requested from the Board of Pension and Health Benefits or the Conference Benefits Officer.

2540 **General Information Regarding Health Benefit Plan Administration.** It is the responsibility of the conference Board of Pension and Health Benefits to choose a health care program that best serves the needs of the Annual Conference. The Board of Pension and Health Benefits shall review benefit plans, adoption agreements, and coverage at least every three years.

2540.05 **Active Clergy on Medicare.** Active clergy on Medicare (those age 65 and over), appointed to full-time service within the Annual Conference, are required to give written notification of their employment status to the Board. The church must turn in to the Conference Benefits Officer a Small Employer Exception form in order for Medicare to be primary, otherwise Medicare will be secondary and the regular HealthFlex premium will be due rather than the current retiree health reimbursement amount.

2540.10 The benefits and agreements regarding the conference health care program are subject to change by any Annual Conference and are not guarantees of future benefits.

2540.15 Between sessions of the Annual Conference, the Board of Pension and Health Benefits may make and implement decisions necessary for maintaining the integrity of the health care program as approved by Annual Conference. Such decisions shall be reported to the Bishop, Cabinet, Council on Finance and Administration, and Board of Ordained Ministry, and to the subsequent Annual Conference session.

2540.20 The Conference Benefits Officer shall administer the conference health care program, which shall include handling enrollment, monitoring eligibility, maintaining accurate records for insurance purposes, maintaining records of medical reimbursement accounts through HealthFlex, sending bills and receiving payments through the direct billing program, and (in conjunction with the conference Treasurer) make premium payments in a timely fashion.

- 2540.25** District Superintendents shall promptly inform the Conference Benefits Officer of any status change for clergy, so that proper pension and benefits coverage may be maintained.
- 2540.30** As elected in the adoption agreements for various plans, clergy appointed to attend school, a leave of absence or a sabbatical leave may continue in the conference-sponsored health plan at their own expense for one year.
- 2545** **General Information Regarding Pension and Retirement Plan Administration.**
- 2545.05** **CRSP.** All clergy persons appointed to either a local church or charge at 50% or greater will be automatically enrolled in the CRSP. Any clergyperson serving less than a fulltime appointment may, at his or her voluntary election, waive participation in CRSP by signing a "Waiver of Participation" form. This form must be notarized and filed with the Conference Benefits Office. Clergypersons appointed less than full-time will be automatically enrolled in CRSP unless and until a waiver of participation is signed and submitted to the Conference Benefits Office.
- 2545.10** **UMPIP.** All clergy persons appointed to a local church or charge at less than 50% will be automatically enrolled in the UMPIP. Should any clergy person serving less than 50% not wish to participate in the UMPIP, he or she, by voluntary election, may waive participation in the UMPIP by signing a "Waiver of Participation" form. This form is to be notarized and filed with the Conference Benefits Officer. It shall be assumed that clergypersons appointed less than 50% are to be enrolled in the UMPIP unless and until a waiver of participation is signed and submitted to the Conference Benefits Officer.
- 2545.15** Clergy granted retirement by the NMAC and receiving an annuity from Wespath may participate in the health care program, with eligibility defined by the plan documents.
- 2545.20** The Conference Benefits Officer shall maintain a list of all retired clergy, spouses, surviving spouses, dependent children of deceased clergy, and clergy on Incapacity Leave.
- 2550** **Retiree Events**
- 2550.05** **Retiree Support/Events at Annual Conference.** The Conference Board of Pension and Health Benefits may sponsor a retirees' luncheon at Annual Conference. All retirees will be reimbursed up to \$500.00 for Annual Conference expenses. This will include Conference registration, hotel costs, meal costs, and/or travel expenses. This includes retiree's spouse. Receipts will need to be included with the request for reimbursement. Requests for reimbursement shall be made to the Conference Benefits Officer within sixty (60) days of the last day of Annual Conference.
- 2550.10** **Retired Ministers' Day and Offering.** In order to assist retirees with extraordinary non-medical expenses, the first Sunday in November (or a Sunday close to it) will be set aside as Retired Ministers' Day. This offering will be taken in even-numbered years. The Retired Ministers' Day offering also serves to recognize retired clergy and to distribute educational information concerning the pension programs of the church.

2555 Rental/ Housing Allowances for Retired Ministers.

2555.05 An amount equal to 100% of the pension or disability payments received from plans authorized under the *Discipline*, which includes all such payments from Wespath during the year by each retired or disabled clergyperson who is or was a member of the conference, or its predecessors, be and hereby is designated as a rental/housing allowance for each such clergyperson.

2555.10 The pension or disability payments to which this rental/housing allowance applies will be any pension or disability payments from plans, annuities, or funds authorized under the *Discipline*, including such payments from Wespath and from a commercial annuity company that provides an annuity arising from benefits accrued under a Wespath plan, annuity, or fund authorized under the *Discipline*, that result from any service a Clergyperson rendered to this conference or that a retired or disabled clergyperson of this conference rendered to any local church, Annual Conference of the church, general agency of the church, other institution of the church, former denomination that is now a part of the church, or any other employer that employed the clergyperson to perform services related to the ministry of the church, or its predecessors, and that elected to make contributions to, or accrue a benefit under, such a plan, annuity, or fund for such retired or disabled clergyperson's pension or disability as part of his or her gross compensation.

2555.15 NOTE: The rental/housing allowance that may be excluded from a clergyperson's gross income in any year for federal income tax purposes is limited under Internal Revenue Code Section 107(2) and regulations there under to the least of: (1) the amount of the rental/housing allowance designated by the clergyperson's employer or other appropriate body of the church (such as this conference in the foregoing resolutions) for such year; (2) the amount actually expended by the clergyperson to rent or provide a home in such year; or (3) the fair rental value of the home, including furnishings and appurtenances (such as a garage), plus the cost of utilities in such year.

2600 Policies and Procedures Pertaining to Equitable Compensation

2605 Base Salary. A base salary in each category is set according to a predetermined percentage of the Annual Conference average cash salary (conference average compensation less housing) for the year. For a Student Local Pastor, the percentage is 60%, for Full-Time Local Pastors, the percentage is 63%. For Associate Members, 65%, for Provisional Members, 67%, and for members in full connection, 72%. The Commission on Equitable Compensation (CEC) will report updated figures on an annual basis, with the dollar amounts published in the Conference Journal.

2610 Procedures for Requesting and Payment of CEC Funds.

2610.05 Amounts. Money from all sources (except CEC funds) to be applied to the pastor's compensation and travel shall be totaled. When the amount is less than the amount set for the base compensation for the pastor's category, the district superintendent shall work with the church or charge to plan for the pastoral support from the CEC under the guidelines for Mission Pastoral Assistance, Base Compensation Assistance, or short term Special Pastoral Assistance.

2610.10 **Timing.** Requests for CEC support shall be made for a 12-month period beginning January 1 and concluding December 31 of the same calendar year. Requests for funding for the remainder of a year can be made at such time as the pastor's compensation may be adjusted by charge conference action, by change of appointment, or by other conditions.

2610.15 **Payment.** Payment from the basic compensation funds shall be made by the conference treasurer after receiving both a written request from the district superintendent and written approval by the CEC chairperson. The conference treasurer shall mail the monthly checks directly to pastors so that they are received by the end of the month for services rendered. Payments for travel, housing, insurance or pension support shall be paid to the responsible agency or charge as directed by the CEC, in consultation with the district superintendent.

2610.20 **Pension Obligations.** The pension obligation due on the amount of the compensation paid by the CEC fund shall be the responsibility of the CEC and shall include the adjustment for housing on that amount of compensation.

2610.25 **Additional Eligibility Considerations.** In some instances, for missional reasons, consideration may be given to make funds available for the deacon in full connection when the primary appointment is to a local church. Salary shall not be less than the minimum compensation established for elders. A retired ordained minister appointed to a pastoral charge shall not have a claim upon minimum compensation from the Commission on Equitable Compensation.

2615 **Types of Pastoral Assistance Available Through CEC**

2615.05 **Mission Pastoral Assistance.** Mission pastoral support is provided for churches or charges in communities that in the judgment of the local church leaders, the district superintendent and the cabinet offer little potential at present for numerical growth and self-support for the church. The intent for CEC pastoral support is to free up the church for ministry in the community. Attempts will be made to strengthen the self-support potential of the charge by combining with nearby churches, joining other community groups or by developing new ministries to reach unchurched groups in the community prior to requesting this status. The church may be designated a mission charge if it is deemed important to continue a United Methodist presence in the community.

In order to support the unique ethnic diversity in the NMAC a mission charge/church is eligible to receive up to 100% compensation upon recommendation of the District Superintendents and the Bishop if a conference related pastor is assigned to the church or charge. The cabinet is asked to consider the possibility that the church could be served by a less than full-time pastor to provide the pastoral leadership needed at the most basic level possible. Travel between two or more churches on a mission charge will be provided at the CEC rate as per agreement between the district superintendent and the CEC.

Assignment of mission charge status indicates that self-sufficiency is not possible at this time. This status must be reviewed annually. The district superintendent will be asked each year to reapply for this status for the charge and to give cause why this charge should be continued as a mission charge.

2615.10

Base Compensation Pastoral Assistance. A base compensation church or charge is one that regularly provides no more than the base compensation for its pastor and that needs assistance in providing that compensation. It is a church or charge perceived to have potential toward self-sufficiency and to provide a valuable and growing ministry in its community. It is expected that most of the charges receiving CEC compensation supplements will be base compensation charges. The process for providing assistance will be as follows:

Each church or charge applying for base compensation support will apply for a five-year term. The initial application will follow a formulation by the church of a specific five-year plan for growth in several areas of its life. The formulation will come as a result of a consultation process between the church or charge, the district superintendent and the CEC. The five-year plan should address whatever needs the church or charge sees as important but must address the areas of evangelism and stewardship.

The five-year plan will become the vehicle for accountability. Each church or charge will be asked to make a brief annual report of their progress toward the five-year goals and any intermediate goals they may have set. The plan may be altered only by permission of the CEC requested through the district superintendent.

The funding request for each year will be part of the church/charge budgeting process based upon the church/charge's five-year commitment. Compensation supplement requests from the church/charge will be made in writing to the district superintendent, who will present the requests to the CEC.

With any change of pastoral appointment, it is the responsibility of the district superintendent to instruct the new pastor about the church/charge's plan and the process by which funding will be continued.

During the last year of a five-year plan, the district superintendent will institute a thorough review and evaluation of the church/charge. One or more members of the CEC shall be included in the review process by whatever means is agreed upon by the CEC member(s) and the district superintendent. This process may differ from church to church to meet the needs of the church, the district superintendent and the CEC.

If a charge cannot become self-sufficient after five years, the district superintendent will help the charge plan for ministry by the use of less than full-time pastoral support, combination of charges, or other alternative means.

As a general rule, base compensation churches/charges will be responsible for 70% of the base compensation and CEC will be responsible for no more than 30%. Exceptions may be made to this policy upon recommendation from the District Superintendents and the Bishop in the consultation with the Commission of Equitable Compensation. Travel assistance between two or more churches in one charge will continue to be

available; however, the mileage rate will be based on the mileage formula as set by the Annual Conference for travel expenses for conference boards and agencies within the Annual Conference (currently \$0.348 per mile). A church planning toward self-support should consider the responsibility of travel as well as compensation.

Churches/Charges receiving “travel only” support must be placed in one of the three categories. The process for receiving travel support will be the same as receiving compensation support for that category. In exceptional cases, the CEC may grant one year of travel assistance on request of the district superintendent while the church/charge enters the appropriate process to request further assistance.

2615.15

Short Term Special Pastoral Assistance. A church may need short term compensation assistance to accomplish a particular task related to expansion of its ministry. This may include the addition of a new outreach ministry of a revitalization project, establishing or strengthening an ethnic minority congregation, or adding a second congregation in an outlying area or other growth-related projects; or a church may occasionally need to correct an inequality in a compensation package. The CEC can help fund a limited number of such projects and consideration of other sources of funds must precede requests for CEC funding.

This is basically a grant for a specific project. Application for such assistance should be made for the church through the district superintendent. The goals for the project must be stated clearly. Assistance will be granted for a specific time not to exceed five years, and provided on a decreasing scale, and will not be renewable. The terms for the amount of assistance for each year of the plan will be agreed upon at the beginning of the project.

The compensation need not be limited to the base level; however the maximum amount that can be granted from the CEC in the first year of the project will be 50% of the base compensation for the pastor appointed to the church/charge. Written application to the CEC must be made by the district superintendent and approval must be granted before appointments are made based upon these funds because of the limited availability of funds.

2620

Basic Compensation and Travel Levels for Established Churches. Any monies paid the pastor by the local church/charge above or in addition to compensation and travel shall be excluded from basic compensation as computed in the section. Churches are encouraged to not pay the pastor’s portion of monthly insurance premiums. On charges of two or more churches, funds may be requested for travel expenses by the district superintendent according to the mileage formula as set by the Annual Conference for travel expensed for boards and agencies within the Annual Conference.

Reimbursement for travel between churches on a charge is to be considered over and above the amount requested for basic compensation support.

The maximum allowable to any charge under this provision is the total of the pastor’s basic compensation plus the mileage formula agreed upon by the district superintendent and the CEC. The CEC will be responsible only for the amount of the total, which is not paid by all other sources.

2625 **CEC Loan Fund to assist Ministers Moving Within the Conference.** The CEC maintains a loan fund for the purpose of providing loans up to \$400.00 to assist pastors of the NMAC who are moving from one charge to another within the bounds of the conference and who are not eligible for moving grants. Loans are to be repaid within the conference year in which the loan was granted unless special arrangements are made with the approval of the CEC chairperson and on the following basis:

Monthly payments to complete repayment by the end of the conference year, or
Four equal payments at the end of each three-month period, or
Lump sum payment at any time during the conference year.

Applications for loans are secured from the CEC staff person in the Conference office. Upon approval of the receiving district superintendent and completion of a note, properly executed, the conference treasurer will issue a check to the pastor in the amount of the note. These funds are administered by the CEC with the conference treasurer receiving all payments.

2630 **CEC Assistance with Moving Expenses.** The CEC is prepared to provide grants for moving expenses for seminary students returning or transferring to the NMAC, pastors moving within CEC congregations, pastors transferring into the NMAC by appointment to CEC churches, and/or other special need with prior approval of the district superintendent and the CEC.

Reimbursement for moving expenses as described above shall be based on \$1.50 per mile or actual receipted expenses, whichever is less, minus any amount received from other sources for moving expenses above the actual cost of the move. Expenses may include truck or trailer rental, motels, meals, and gas. All reimbursement requests are to be calculated on the basis of the most direct route. Application for moving grants should be made through the receiving district superintendent for approval by the CEC.

2635 **Arrearage Policy.**

2635.05 In the event that the local Church Treasurer becomes aware that the church will be unable to provide to the Pastor full payment of a regularly scheduled payroll or housing allowance installment, or to remit to the Conference Treasurer full payment for regular direct billed benefit payments such as pension and health care, the Church Treasurer shall immediately notify both verbally (within 24 hours) and in writing (within 3 days) the Pastor, the Lay Leader, and the Chairs of the Staff/Pastor Parish Relations Committee (S/PPRC), Finance, Trustees, and the Administrative/Church Council of the impending arrearage. Upon receipt of such notice, the Chair of S/PPRC and/or the Pastor shall immediately (within 3 days) notify the District Superintendent of the impending arrearage. It is the Pastor's responsibility to keep copies of all such written notifications, and to provide additional written confirmation to the District Superintendent when an arrearage has taken place. Failure to document salary or benefit arrearages may result in a loss of compensation and/or forfeiture of pension and benefits.

2635.10 **Local Church Response.** Upon receipt of notice of a pending arrearage, the Chair of S/PPRC shall immediately (within 24 hours) call a meeting of the Pastor, the Lay leader,

and Chairs of Finance, Trustees, and the Administrative/Church Council to discuss the financial situation and seek remedies to prevent an arrearage from occurring. Such remedies may include drawing from invested funds, an emergency appeal for special giving from congregation, emergency grants, or loans from the District or Conference.

In accordance with *Discipline* ¶1624, such remedies cannot include a reduction in the Pastor's full compensation until the beginning of the next Conference year.

2635.15 **Response Beyond the Local Church.** If, after consultation among the Lay Leader and Chairs of S/PPRC, Finance, Trustees, and the Administrative/Church Council, it becomes apparent that the church may be facing a long term financial crisis, the Chair of S/PPRC shall notify in writing the Pastor and the District Superintendent that:

an Equitable Compensation Subsidy Grant may be necessary to maintain compensation for the remainder of the Conference year, or
a change in pastoral compensation or appointment may be necessary at the beginning of the following Conference year.

2635.20 **Delinquency.** If the local church becomes delinquent in the Pastor's compensation (i.e. more than 30 days delinquent), then the District Superintendent shall notify the Commission on Equitable Compensation (CEC), which on its own initiative may do any or all of the following, but not limited to:

sending a representative from CEC to meet with the local church and Pastor to seek resolution of the issue
developing with the local church a payment plan so that the Pastor receives full payment of compensation by the end of the Conference year

The District Superintendent shall be invited to participate in this CEC process.

2635.25 If the local church is already receiving a subsidy grant from the Commission on Equitable Compensation, the CEC may also:

Determine if all subsidy grant funds allocated to the church were used to pay the Pastor's salary.
Examine the original subsidy grant application to determine if the amount requested to meet minimum compensation was reduced.
Require an outside audit of all church funds in compliance with GCFA Guidelines (www.gcfa.com).
Notify the District Superintendent of its findings and recommendations in writing.

2635.30 **Delinquency with Respect to Pensions and Benefits.** If a local church becomes delinquent in the payment of the Pastor's direct billed pension and benefits (i.e. more than 90 days delinquent), then the Conference Benefits Officer shall notify the Conference Treasurer, the District Superintendent, and the Commission on Equitable Compensation. The District Superintendent and/or CEC shall develop a written payment plan with the local church so that the Conference receives full payment of pension and benefits by the end of the Conference year.

- 2635.35** *Discipline* ¶2543 makes clear that no real property on which a church building or parsonage is located is to be mortgaged to pay for the current or budgeted expenses of a local church (including arrearages), nor shall the principal proceeds of a sale of any such property be so used. This provision shall apply alike to unincorporated and incorporated local churches.
- 2635.40** **Petitioning Annual Conference for Assistance.** In extreme and unresolved circumstances, the local church and/or Pastor may petition a session of the Annual Conference, following proper procedures, for assistance in payment of the arrearage not to exceed the minimum conference compensation standards. However, it is the responsibility of the local church to provide minimum compensation for its appointed clergy (¶624 of the *Discipline*).
- 2635.45** **Pastor's Responsibility.** It is the responsibility of the Pastor to provide evidence of an arrearage by providing documentation such as: Treasurer's Reports, Charge Conference reports of adopted salary and compensation, check stubs, W-2 forms, and a Certification of Payment Form (Conference format available) signed by the Pastor, S/PPRC Chair, Trustee Chair, Treasurer, and Administrative/Church Council Chair.
- 2635.50** **Statute of Limitations.** The statute of limitations for filing a claim for funds from the Annual Conference (i.e. notification to the District Superintendent of the arrearage) for any salary arrearage is one year from the date of the initial arrearage. Once an appointment (pastoral connection) ends, the Pastor shall not be entitled to any claim for unpaid base compensation against any local church or charge (¶342.4 of the *Discipline*).
- 2635.55** **Administrative Complaint.** An Administrative Complaint may be filed against a Pastor who fails to report an arrearage according to the time lines established in this policy.
- 2700** **Additional Conference Agency Policies and Procedures**
- 2705** **Commission on Archives and History.** The Commission on Archives and History shall be the official custodian of the archives of the Conference, subject to the following provisions or other authorization of the New Mexico Annual Conference. [Restored from 1976 version.]
- 2705.05** **Location.** The Archives of the NMAC preferably shall be located on the ground floor of a secured building. The rooms containing the Archives shall be secured by key at all times and access to the rooms shall be limited to the Archivist, the Board members of the Commission on Archives and History and the Chair of the Conference Historical Society, and access by other interested individuals.
- 2705.10** **Records.** Administrative officers of the NMAC and each of the Boards, Commissions, Committees and other agencies shall see that Conference-related activities are adequately recorded and the records preserved and deposited with the Archivist, except for active files of each agency. Each agency shall designate a person to act as liaison with the Archivist. No archival materials shall be destroyed without the approval of the Archivist.

- 2705.15** **Definition of Archival Records.** Archival records include anything of enduring value which contain information about policies, programs and activities of the Annual Conference or which document administrative history and development of an agency. Records and artifacts include, but are not limited to, all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data processing records, any documentary material regardless of physical form or characteristics, articles of furniture or any object of historical value that reflects the activities of any agency or church in the New Mexico Conference.
- 2705.20** **Confidential Records.** Where records contain information of a confidential nature, agencies generating them, in conjunction with the Archivist shall establish any restrictions that must be placed on their use in order to protect information or the privacy of an individual. Such records shall be kept in a locked, identified, file cabinet.
- 2705.25** **Availability of Records.** All records shall be available for research subject to restrictions of confidentiality and subject to financial limitations placed upon the Archivist.
- 2705.30** **Request for Records.** The Presiding Bishop, the Conference Director of Mission & Administration, or the Chair of the Commission on Archives and History may request any conference-related agency to deposit in the Archives such records as may relate to the history of the Annual Conference.
- 2705.35** **Personal Records Pertaining to History of Conference.** Ministers and laypersons possessing personal records pertaining to the history of the Annual Conference are encouraged to deposit or bequeath such records to the Conference Archives.
- 2705.40** **Charge Conference Records.** District Superintendents shall deposit in the New Mexico Conference Archives their copies of Charge Conference records which are more than six years old.
- 2705.45** **Non-Current Records.** Records designated as non-current by an agency may be transferred to the Archives where they shall be available for reference.
- 2705.50** **Local Church Records.** Local churches and pastors are charged with the responsibility to maintain and safeguard all permanent records of the local congregation, including Charge and Church Conference records, Administrative Board and Council on Ministries minutes, membership records, and local church history and artifacts. When a local church is abandoned, records and physical objects of historical importance should be deposited with the Conference Archives. Personal records may also be bequeathed to the Conference Archives.
- 2705.55** **Merged Churches.** Merged churches shall preserve the records and artifacts of their predecessor churches. They may deposit those records and artifacts in the Conference Archives at any time.
- 2705.60** **Living Archives.** Names of the Living Archives, lay and clergy, shall be included in the historical section of the Journal.

- 2705.65** **Conference Historical Society.** The Conference Historical Society shall be support group of the Commission on Archives and History and to encourage individuals to become members for the purpose of promoting interest in the collection and preservation of church records.
- 2710** **Revolving Loan Fund Committee.** The Revolving Fund Committee shall work cooperatively with the Conference Ministry Team, the Conference Council on Finance and Administration and the Texas Methodist Foundation.
- 2710.05** **Deposits and Disbursements.** Revolving Fund monies shall be deposited with and disbursed by the conference treasurer. Monies held in the fund shall be invested at interest. Interest received shall be deposited in the fund. These invested funds shall be available on reasonable demand.
- 2710.10** **Records and Notifications.** The conference office will maintain the records of payment and balance due and notify each loan holder at least twice annually of the balance of principal and interest due. A copy of this notification shall be sent to the district superintendent and the chairperson of the church’s finance committee.
- 2710.15** **Charge Conference Report.** It is recommended that district superintendents include in their charge conference instructions a request that a report be made concerning the status of all outstanding debts and loans.
- 2710.20** **Chancellor.** The Revolving Fund Committee shall avail itself of the conference chancellor in matters of collateral or guarantees that require special handling. Otherwise, loans will be made without collateral or guarantee, as has been the common practice.
- 2710.25** **Application and Promissory Note.** The committee shall use an application form and promissory note approved by the Conference Ministry Team.
- 2710.30** **Decision Making.** In its decision-making process, the committee shall endeavor to balance what is in the best interest of the conference and what is in the best interest of the church in question.
- 2710.35** **Letter of Explanation.** When a decision is made to disapprove a loan request, a letter of explanation shall be sent to the applicant.
- 2710.40** **Funding.** Funding for the Revolving Fund Loan Committee and its work will be the responsibility of the revolving fund.
- 2710.45** **Meetings.** The committee shall meet annually or more frequently, if necessary, on call of the chairperson or two or more members of the committee.
- 2710.50** **Process for Requesting a Loan.**
Consult with the District Superintendent
Procure an application from the Revolving Fund Committee chairperson or the conference office.

Hold a duly constituted Church Conference for the purpose of approving the loan application and proposed repayment schedule. At the conference, a letter from the Revolving Fund Committee shall be read emphasizing the importance of loan repayment. The letter shall also appear in the church newsletter.

Complete the application and return to the Revolving Fund Committee chairperson.

2710.55

Procedures for Grant of a Loan.

An onsite visit to the church shall be made by a member of the committee, when possible and practical.

The committee shall consult with the District Superintendent of the district within which the church resides.

Majority vote of the committee shall decide loan approval or denial.

An application shall be acted upon in a reasonable period of time. When a necessary delay occurs, the reasons for the delay shall be communicated to the applicant.

When a loan is approved, the committee shall send to the church a certification letter of loan approval along with a promissory note.

When signed copies of the promissory note are received by the chairperson of the Revolving Fund Committee and the conference treasurer, the money shall be disbursed, and the committee notified.

2715

Conference Endowment Distribution Committee. Funds allocated to the Conference Endowment Distribution Committee will be awarded to applicant from the local churches within the NMAC and institutions and organizations receiving Shared Ministry support from the NMAC.

2715.05

Responsibilities. The responsibilities of the Committee are:

To elect its own chair, who will call the meetings and report to the Bishop any vacancies caused by resignation, death or disability;

To make rules for its operations, to prescribe forms for making applications and to determine eligibility of applicants for awards in accordance with this Plan;

To announce and publicize the funds available for distribution when they become available;

To meet at least annually to make awards and conduct any other business appropriate to its responsibilities on the call of the chair or of any two members, preferably prior to Annual Conference;

To require accounting for funds granted, to require reports from recipients and to publicize the reports so that others may benefit from reported experiences;

To celebrate awards; to report annually to the Annual Conference; to review the effectiveness of the program annually, and to make recommendations to the Annual Conference for changes or revisions to the Plan in order to enhance its effectiveness;

To require that Bishop's and Vitality Awards granted will be spent within one year following the grant; to grant all funds distributed by giving awards in the year in which the distribution from the Foundation is made, and if at its annual meeting all funds cannot be awarded because of a shortage of qualifying applications, then to continue to seek applications until all funds are awarded to qualifying applicants.

2715.10 **Distribution Formula.** Effective January 1, 2015, the distribution formula for earnings from the Conference Endowment Fund is: 4.5% to CF&A for Stabilization Fund and 1.5% for the Endowment Distribution Committee to distribute as Bishop's Awards and Vitality Awards. This formula change will be reviewed in 2019 for a report to the 2019 Annual Conference Session.

2715.15 **Bishop's Awards.** The purpose of the Bishop's Awards is to fund or to seed the funding of ministries within local churches for winning persons to Jesus Christ that could not otherwise be funded by the local church, and thereby to encourage innovation, vigor, devotion and effectiveness in winning persons to Jesus Christ.

Eligibility. Bishop's Awards will be granted as follows: Only local churches and bodies within local churches may apply for and receive Bishop's Awards; bodies within local churches may apply for and receive awards only in the name of the local church and only with endorsement of the church council or similar body, which shall be represented by the signature of the board or pastor on the application. Applicants for Bishop's Awards may not have received an award for the same or similar program or ministry for more than three consecutive years, except that in exceptional cases awards may be granted for an additional year.

2715.20 **Vitality Awards.** The purpose of Vitality Awards is to encourage development of vitality in vision in mission and ministry in support of conference objectives and priorities and to fund vital ministries that would otherwise not be funded.

Eligibility. Vitality Awards will be granted as follows: Vitality Awards are available only to boards, agencies and bodies that are formed by or are a part of the NMAC. Awards will be granted after communication with the Conference Council on Finance and Administration so that the Committee may be informed of unfunded vital ministries that have gone before that body. Awards should not be granted to the same entity for the same or similar program for more than three consecutive years except in unusual circumstances justifying an additional year's award.

2715.25 **Pippin Endowment Fund Grant.** The Pippin Endowment Fund was created from a gift to the New Mexico Conference of the United Methodist Church from the estate of Sara F. Pippin who resided in Clovis, New Mexico, and attended First United Methodist Church of Clovis. Purpose: The earnings from the Pippin Endowment Fund are to be used for mission work in New Mexico (Conference), including the training of Navajo Ministers.

Investment. The Pippin Endowment Fund is invested in the Texas Methodist Foundation and receives distributions annually in the amount negotiated by the New Mexico Conference Board of Trustees in the Management Agreement with the NMCMI.

Administration. The Pippin Endowment Fund as real property of the NMAC is administered by the New Mexico Conference Board of Trustees.

Distributions. Funds remaining for distribution from the Pippin Endowment Fund after payment of Foundation fees will be allocated among, and paid to applicants by the Conference Endowment Committee. In order to comply with the donor's request, a minimum of 20% of the net distributed funds shall be used for the training of Navajo Ministers, with the balance to be used to support mission work in the NMAC.

Eligibility. Organizations whose purpose is consistent with the stated purpose of the fund, and whose work is entirely or predominantly within the bounds of the NMAC may apply for grants from the fund. Such organizations may include, Local Churches, Conference Boards and Committees, and other institutions within the NMAC. Grant requests for non-mission staff will not be considered.

Application Process. The Conference Endowment Committee shall set the application deadline following the receipt of distribution funds from the Texas Methodist Foundation. Advertisement for the receipt of applications shall be sent out by as many means possible to potential applicants. If practical, the application process should be open for a minimum of 4 weeks after the first notification of opening the application process. Applicants must provide the requested information in a legible form using the application provided. Applicants must provide requested signatures, and agree to the monitoring, evaluation and reporting process described on the Report Form by the application deadline.

Funding Criteria and Priorities. When seeking funding, applicants should attempt to address the following criteria: (1) Identify underserved constituencies, marginal communities, or individuals and populations in crisis or with pressing human or spiritual needs; (2) Connect direct services to strategies aimed at addressing the root causes of poverty, injustice, and human need; (3) Involve those who are being served in planning, goal setting, and decision making; (4) Work with other congregations, non-profits, and groups in the community and state supporting the purposes of the particular project; (5) Communicate through networks of others in the same ministries about resources, strategies, training, and other means of strengthening the ministry.

Ministries addressing the most pressing issues of the intended recipients, the most convincing strategies for meeting those needs and addressing these issues, and the innovation with which plans are conceived, will be given highest priority. For example, in the case for direct services provided to the constituent group, such as, in the case of a youth mission trip, funding would be considered first for materials (educational or building) to be used in the proposed project. Funding for travel/transportation, etc. will be given lowest priority and unless a compelling need is identified, such costs will not be funded.

Consideration will be given to the ratio between administrative expenditures and expenditures for direct services or activities intended for the carrying out of the stated purpose of the applying organization.

Disbursement of Funds. Announcement of Grants will be made within two weeks of the meeting of the Endowment Distribution Committee, and payment for the grant will be made within 45 days of the meeting of the Committee.

Accountability. The Conference Endowment Distribution Committee shall require accountability from the recipients of grants by: (1) Requiring accounting for funds granted; (2) To require reports from all recipients and to publicize the reports so that others may benefit from reported experiences; (3) To require that Pippin Endowment Funds granted will be spent within one year following the grant; and (4) To require recipients to return unused funds to the Conference Endowment Distribution Committee within 30 days of the close of the one year anniversary of the grant.

2720

Endowment for Native American Ministerial Education. The Native American Ministerial Education Endowment (NAMEE) has been established by the NMAC, and is invested in the Texas Methodist Foundation. The earnings of the NAMEE will be accounted for separately within the NMMF. The purpose of the Endowment is to generate funds for the training of those persons whose career orientation is toward some aspect of Christian ministry through the United Methodist Church according to the following priorities.

2720.05

NAMEE General Priorities.

Priority A. The first \$25,000 in earnings from the NAMEE be used to assist in the education of Native Americans from areas served by the NMAC in this order:

Native Americans seeking seminary training in order to prepare for ordained ministry and desiring to serve within the NMAC.

Native Americans seeking higher education with career goals in some recognized form of Christian ministry and desiring to serve within the NMAC.

Native Americans active in Christian ministry in the NMAC seeking continuing education opportunities.

Priority B. Funds in excess of \$25,000 are to be used to assist in the education of other ethnic minority United Methodists from areas served by the NMAC in the following order:

Other ethnic minority persons seeking seminary training in order to prepare for ordained ministry in the United Methodist Church and desiring to serve in the NMAC.

Other ethnic minority persons seeking higher education, with career goals in some recognized form of Christian ministry and desiring to serve within the NMAC.

Other ethnic minority persons active in Christian ministry in the NMAC seeking continuing education opportunities.

Priority C. If no active candidates in priority B, above, are eligible for the scholarships (of earnings in excess of \$25,000) earnings in excess of \$25,000 may be awarded in the following order:

Other persons seeking seminary training in order to prepare for ordained ministry in the United Methodist Church and desiring to serve in the NMAC.

Other persons seeking higher education with career goals in some recognized form of Christian ministry and desiring to serve in the NMAC.

Other persons active in Christian ministry in the NMAC seeking continuing education opportunities.

2720.10

Administration of the NAMEE.

The Texas Methodist Foundation will invest all funds of the Endowment and Scholarship Accounts according to its investment policy. Earnings will be transferred to the earnings account which shall be designated as "The Native American Ministerial Education Scholarship Fund." The Foundation will report annually to the Provost/Director of Congregational Vitality the value of the Endowment Fund, and the value of the Scholarship Fund, and what earnings will be credited through the calendar year.

The Texas Methodist Foundation will invest all funds of the Endowment and Scholarship Accounts according to its investment policy. Earnings will be transferred to the earnings account which shall be designated as "The Native American Ministerial Education Scholarship Fund." The Foundation will report annually to the Provost/Director of Congregational Vitality the value of the Endowment Fund, and the value of the Scholarship Fund, and what earnings will be credited through the calendar year.

In the event that earnings held in the Scholarship Fund total less than \$25,000, it is understood that scholarships may continue to be awarded under the first priority, and future earnings be used to replenish those funds expended. It is also understood that the Scholarship Committee may not withhold funds from qualified priority one scholarship recipients in order to build the scholarship fund beyond \$25,000.

Undesignated Gifts to the NAMEE will be placed in the endowment fund unless specifically designated for the Scholarship Fund. Under no circumstances will principal of the endowment be invaded.

The Provost/Director of Congregational Vitality will communicate at least annually with the Board of Ordained Ministry, the Board of Diaconal Ministry, the Conference Board of Global Ministries, the Four Corners Native American Ministry, the Conference Commission of Race and Religion, and any other appropriate agency or board of the Conference, reporting the available funds and the conditions upon which funds may be released, paid and applied to the purposes of the Endowment.

2720.15

Recruitment of Candidates for NAMEE Scholarship. The Board of Ministry of the NMAC, working closely with the Bishop and cabinet, the Conference Provost/Director of Congregational Vitality, the Native American Ministries Committee, all local churches, and other related conference and district agencies, will create, initiate and supervise a program for the discovery and recruitment of candidates for scholarships from the United Methodist constituency among Native Americans in the NMAC, and for others for scholarships that do not fall within the first general priority.

2720.20

Administration of the NAMEE Scholarship Programs. The administration of the Scholarship Programs will be done by the Scholarship Committee of the Board of Ordained Ministry. When meeting on candidates specifically for the Native American

Scholarships, it is expected that a member of the New Mexico Conference Committee on Native American Ministries be invited and present in the discussions related to the awarding of these scholarships. The Scholarship Committee of the Board of Ordained Ministries in conjunction with representatives from the Commission on Religion and Race, Native American Ministries Committee and the Conference Committee for Hispanic Ministries shall develop application forms and guidelines for the Native American Ministerial Education Scholarship program. The guidelines should address such issues as the length of time for which scholarships may be granted, initial qualifications; qualifications for renewal; methods for determining the Christian character of applicants; pay-back requirements (if required by committee) for successful applicants who do not in fact serve within the NMAC for a prescribed time, the types of schools and training that qualify for scholarships and such other issues as the committee may deem appropriate.

2800 **Policies Pertaining to the Local Church**

2805 **Pastor's Moving Expenses.** Churches that receive a new pastor shall pay the actual cost of his/her moving expenses up to \$1500. Churches receiving equitable compensation support and others with special needs, certified by the District Superintendents, may receive aid for cost of moving from the Equitable Compensation Commission.

2810 **Parsonage and Pastoral Housing Policies**

2810.05 **Parsonage and Housing Allowance.** We reaffirm our historic policy as the norm for clergy housing namely, that each local church or charge has a responsibility to provide a furnished parsonage, and to provide all utilities for the pastor as a part of his or her total support. In the spirit of flexibility and creative openness, we do authorize discussion between a pastor and his/her Pastor-Parish Relationship Committee and with the bishop and cabinet, which would permit the payment of a housing allowance in lieu of a parsonage, under the following guidelines:

It must be mutually agreeable to (a) the pastor, (b) the church, and (c) the bishop and cabinet.

That it be understood by the pastor, the church, and the cabinet that this agreement will not be a primary factor for consideration for future appointments for pastor or church.

The local church/charge must either retain a parsonage or the capability of re-entering the housing market so that if the succeeding pastor desires or needs a provided parsonage, the church will be in a position to provide it.

Where a housing allowance is provided, it must be sufficient to provide in that community an adequate rental house for the parsonage family that would meet average parsonage standards across the conference.

2810.10 **Parsonage and Housing Standards.** As regards the structure, no less than the following will be required:

Three (3) bedrooms

One and three-quarters (1-3/4) baths

Living area
Dining Area
Kitchen, to include: stove, oven, refrigerator with freezer, and dishwasher
Closet-storage space throughout the house
Indoor laundry area with washer and dryer
Garage or carport space
Interior window coverings for privacy
TV (cable or antenna) hook-up available, internet/phone connections

As regards the exterior, no less than the following will be required:

Storage space for large items
Lawn maintenance equipment
Fenced yard

As regards safety, the parsonage shall be equipped with the following features:

Water and sewer service to meet state and local standards
Wiring and plumbing that meet state and local standards/codes
Carbon monoxide detector, smoke detectors in sleeping areas, fire extinguisher in kitchen
Sufficient exterior and interior lighting

2810.15 Parsonage Accessibility. We fully affirm ¶12544 of the *Discipline*, which states that in all plans for new church buildings and parsonages and in all major remodeling plans adequate provisions shall be made to facilitate parking, entrance, seating, restroom facilities, and otherwise make facilities reasonably accessible for persons with handicapping conditions. Newly constructed or newly purchased parsonages shall include on the ground floor level one (1) room which could be used as a bedroom by a person with a handicapping condition, a fully accessible bathroom and laundry facilities.

2810.20 Parsonage Maintenance, Utilities and Repairs. Upkeep and repair is the local church's responsibility. Utilities should be kept in the name of the church to ease pastoral transition. The church should annually include in the budget an amount for parsonage repairs. The budget item will enable the Trustees to have a consistent program of maintenance and improvement and allow for interior and exterior painting when deemed appropriate. All appliances and equipment should be checked and adjusted regularly. Parsonage families are responsible for repairs as needed for damages done by a member of the parsonage family or pets. The church should keep both the interior and exterior of the parsonage in such a state of decoration as to preserve its physical condition and aesthetic value. Avoid faddish styles and extreme approaches in decorating the parsonages. We suggest that congregations stay with neutral colors and allow residents to personalize with their own touches.

2810.25 Parsonage Insurance. The local church Trustees should be certain that the church-owned house and contents are adequately insured. Public liability insurance should be carried on parsonage property. IT IS THE RESPONSIBILITY OF THE PASTOR TO INSURE PERSONAL PROPERTY BELONGING TO THE PASTOR OR FAMILY.

2810.30 Parsonage Review. The chairperson of the Pastor Parish Committee, the pastor, and the chairperson of the Trustees or Parsonage Committee should inspect the parsonage at least once a year as specified in ¶12533.4 of the *Discipline*, to discover needed repairs,

improvements, and decorations. The Committee or Trustees should assume the initiative since it is their responsibility to maintain the parsonage in good condition. An evaluation form will be provided by the district superintendents and shall be included in the Charge Conference packet. It needs to be remembered that the parsonage is the pastor's home and inspections should be scheduled in plenty of time to meet the convenience of the parsonage family.

2810.35 Moving into and Out of Parsonages. Since it is the responsibility of every local congregation to provide for suitable housing for their pastor, each pastor and parsonage family shall take great care to ensure that the parsonage is left in good condition upon moving to a new appointment. Before a Pastor may consider the parsonage from which he or she is moving as properly vacated, an inspection must be made by the Chairperson of the Board of Trustees, Pastor Parish Relations Committee, the Pastor and where applicable, the Chairperson of the Parsonage Committee. Failure of a Pastor to comply with this procedure can result in a complaint filed by the local church with the District Superintendent and the Bishop. In the event the Pastor is transferring to another Annual Conference this complaint can be sent to the receiving Bishop and D.S.

In the event the parsonage is not adequately cleaned and the local church must incur expense to prepare the parsonage for the newly appointed Pastor, the moving Pastor can be billed for the expense incurred. This bill will be sent to the District Superintendent for action and the Pastor will be expected to pay this bill within 60 days. A report of any major damage beyond normal wear and tear will be filed by the local church with the District Superintendent. Financial responsibility not to exceed replacement or repair cost can then be assessed to the Pastor who has been residing in the parsonage. The Pastor may seek a review of the damage claims through the District Superintendent involved. This request must include copies of the Annual Review for the preceding three years or the time the Pastor has resided in the parsonage if less than three years.

In the event the local church has not maintained the property properly and has not met the needs listed in the Annual Report, the local church is responsible for any repairs or replacement.

2810.40 Upkeep and Repairs. In the event that there are any necessary repairs, other than those usually associated with routine upkeep, it shall be the responsibility of the departing pastor to pay for such repairs prior to moving to a new appointment. Assessments of damages shall be made during the annual review of the parsonage. Every effort shall also be made for the District Superintendent to visit the parsonage at the annual meeting of the Charge Conference. The District Superintendents shall receive copies of the damage assessments to keep them informed on the care, upkeep, and stewardship of local Church property by the congregations and the pastors. The Chairpersons of the Board of Trustees and Staff/Parish Relations, in consultation with the District Superintendents and the involved pastor, will come to an agreement as to the type and amount of repairs to be paid for and by whom.

2815 Pastor's Unpaid Bills. Conference funds shall not be used to clear up unpaid bills left by a clergyperson moving from a charge. It shall be the responsibility of the District Superintendent and the cabinet to see that the pastor makes satisfactory arrangements

with creditors when moving from a charge. In the case of a pastor leaving the ministry, the creditors should follow customary methods of collecting outstanding bills.

2820 **Vacation Standards for Clergy.** Vacation standards for ordained ministers who are rendering full-time service to the church shall be as follows: (1) All ministers who have served full-time for less than 5 years shall receive a minimum of two weeks' vacation during the conference year. (2) All ministers who have served full-time for a period of five to ten years shall receive a minimum of three weeks' vacation during the conference year. (3) All ministers who have served full-time for more than ten years shall receive a minimum of four weeks' vacation during the conference year. Note: Since ministers are asked to serve in various conference responsibilities and camps, these duties should not be considered as vacation. However, pastors and Pastor-Parish Relations Committees should work out a satisfactory balance of time rendered between conference and district duties, local church needs, and personal outside activities by the pastor.

2825 **Pastors' Business and Travel Expenses.** No more than 6/12 of the funds set aside for business and travel expense by a local church for reimbursement of expenses shall be claimed prior to July 1 by the pastor of that local church. If no pastoral change transpires in that same appointment, expenses beyond the 6/12 that were incurred prior to July 1 may be claimed following July 1 in the same year.

2900 **Policies Related to Abuse and Harassment**

2905 **Policy Statement on Misconduct of a Sexual Nature.** The NMAC of the United Methodist denomination affirms the 1996 Book of Resolutions, Sexual Abuse within the Ministerial Relationship and Sexual Harassment within the Church, which states that sexual abuse within the ministerial relationship and sexual harassment within the church are incompatible with biblical teachings of hospitality, justice, and healing. In accordance with the *Discipline*, ¶65.F, all human beings, both male and female, are created in the image of God and, thus, have been made equal in Christ. As the promise of Galatians 3:26-29 states, all are one in Christ; we support equity among all persons without regard to ethnicity, situation, or gender.

Misconduct of a sexual nature within the life of the church interferes with its moral mission. The NMAC stands in opposition to the sin of misconduct of a sexual nature in the church and society at large and commits itself to fair and expedient investigation of any charge of sexual misconduct within the church can to take action deemed appropriate and in compliance with the *Discipline*.

The NMAC bears affirmative responsibility to create an environment of hospitality for all persons, male or female, which is free of misconduct of a sexual nature and encourages respect, equality and kinship in Christ.

2905.05 **Sexual Abuse.** Sexual abuse within the ministerial relationship occurs when a person within a ministerial role of leadership (pastor, educator, counselor, youth leader, lay person, or other position of leadership) engages in sexual contact or sexualized behavior with a congregant, client, employee, student, staff member, co-worker, volunteer, or child.

Sexual abuse within the ministerial relationship involves a betrayal of sacred trust, a violation of the ministerial role and exploitation of those who are vulnerable. Similarly, sexual harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue.

2905.10

Sexual Harassment. Sexual harassment is any unwanted sexual advance or demand, either verbal or physical that is perceived by the recipient as demeaning intimidating, or coercive. Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination on the basis of gender (*Discipline*, ¶165.1).

Some instances of sexual harassment can be resolved informally between the parties. In all other instances, misconduct of a sexual nature should be reported to one of the following: the church's minister, another United Methodist minister, a district superintendent, or the presiding bishop. If the conduct involves a clergy person, it also should be reported to the clergy person's district superintendent or the presiding bishop. All allegations will be dealt with in accordance with the current *Discipline*.

It is understood that retaliation for bringing an alleged sexual harassment charge is illegal and will not be tolerated.

2910

Safe Sanctuaries Policy. The following policies and procedures are not based on a lack of trust in workers, but are intended to protect our children, youth, employees, volunteers and the whole church body. This Policy shall be a guideline for conference and district events and ministries. (This policy shall not apply to local churches. However, local churches need to have their own policy in place – see section Local Church Mandate of this policy below.)

2910.05

Definitions.

Abuse means harm or threatened harm to the health and welfare of a child, youth, or vulnerable adult by any person responsible for the health and welfare of a child, youth, or a vulnerable adult that occurs through non-accidental physical or mental injury; sexual abuse, sexual exploitation, or mistreatment, sexual harassment, sexual contact, sexual molestation; disseminating, exhibiting, or displaying sexually explicit material.

Adult means any person at least 18 years of age.

Appropriate means conduct that one would reasonably assume would be acceptable and permissible by a child's parent or guardian.

Child, Children or Youth refer to a person under 18 years of age.

Leader means anyone directly responsible for supervising and overseeing the specific Church related function, event or activity.

Parent or guardian means any parent, step-parent, foster parent, grandparent or appointed guardian with the general responsibility for the health, education, or welfare of a child or vulnerable adult.

Sexual abuse means engaging in any sexual contact, sexual penetration, sexual exploitation, sexual harassment, of a vulnerable adult, child or youth; or the dissemination, exhibiting, or displaying of sexually explicit material to an adult with special needs or child or youth, regardless of whether such conduct is with or without the knowledge or consent of the adult with special needs, or child or youth. This abuse may be violent or nonviolent. It includes any conduct that involves vulnerable adults, or children in sexual behavior for which they are not personally, socially, emotionally or developmentally ready.

Sexual contact means the intentional touching of the intimate parts or the clothing covering the immediate area of intimate parts of a youth, child or vulnerable adult.

Sexual exploitation means allowing, permitting or encouraging a vulnerable adult, child or youth to engage in prostitution or in the photographing, filming, creating electronic or computer-generated images or other forms of depicting a child, youth or vulnerable adult engaged in actual or suggestive sexual conduct.

Sexual harassment means any sexual advance or demand, either verbal or physical, which is perceived by the recipient as demeaning, intimidating or coercive.

Staff means any employee of the Conference, District or ministry, volunteer or paid.

Volunteer means a person who participates as a leader or assists a leader in activities relating to any conference and/or district event or ministry without compensation.

Vulnerable adult means an adult who has one or more mental, physical or emotional impairments that render the person incapable of self-care and/or independent living without help.

2910.10 **Statement of Policy.** Abuse of a child, youth, and/or vulnerable adult is prohibited in any conference or district event or ministries.

2910.15 **Mandatory Reporting.** A member of staff or a volunteer for any conference and/or district event or ministry who observes or suspects that abuse has occurred concerning a child, youth, or vulnerable adult must immediately report such observed or suspected abuse to the appropriate legal authorities. Such reports of observed or suspected abuse must be reported to the Conference Council Director, and either the District Superintendent or Conference Safe Sanctuaries Coordinator in writing. It is the responsibility of the event coordinator to insure compliance with this policy. (It is very important that all parties be sensitive to the alleged victim and his or her family as well as to the accused. Pastoral care should be available to all in the time of crisis.)

2910.20 **Screening of all staff or volunteer members who work with children, youth and/or vulnerable adults.** ALL staff and volunteers must have a nationwide criminal background check done for them. For the purposes of this policy, this requirement shall apply to all persons (volunteer or staff) who work with children, youth and vulnerable adults are those who have direct contact with and supervision of children, youth and/or vulnerable adults. This does not include those persons who are employees of independent

contractors who are involved in events, such as bus drivers of contracted bus lines, bands, and the like.

- 2910.25** **Responsible Adult Supervision.** It is the requirement of this policy that each local church of the New Mexico Conference and all sponsoring organizations of district and conference events shall provide adequate adult supervision at district and conference events and ministries, attended by children, youth and/or vulnerable adults. (It is strongly suggested that a minimum of two unrelated adults be present at all conference and/or district events and ministries involving children or vulnerable adults.) *Age Difference:* Except in the case of events involving vulnerable adults, a five-year difference in age of at least one of the on-site supervisors and the oldest supervised participant is required. Persons closer in age to those supervised may be acceptable in assisting the primary on-site supervisor(s).
- 2910.30** **Overnight Accommodations.** When staying in a camp or hotel setting, leaders shall sleep in separate rooms from children: or if necessary, for children to share a room with a leader, leaders shall sleep in separate beds from children as long as any one leader is not alone with any one child. Recognizing accommodations may be restrictive in some cases, one leader is adequate, as long as any one leader shall NOT be alone with any one child. Coed overnight activities require both male and female adult leaders without exception.
- 2910.35** **Supervision for Nursery/Childcare at Conference and District Events.** There shall be a minimum of two (2) adult childcare providers per room. We recommend that whenever possible state childcare minimum standards shall be followed, particularly in relation to the number of childcare providers to child ratio.
- 2910.40** **Supervision of Children and Youth at Conference and District Events.** Whenever reasonable, the “Two Adult Rule” will require that no fewer than two adults be present at all times during any church-sponsored program, event or ministry involving children or youth. Emergency situations may arise when the “Two Adult Rule” is not feasible. However, at no time will an adult be one on one with a child in an isolated or closed situation. In emergency situations, childcare and group activities will be relocated to a room near the main meeting area and doors will be left open.
- 2910.45** **Local Church Mandate.** Each local church is required to adopt a Safe Sanctuary policy for their church and such policy shall be filed with District Superintendent.
- 2910.50** **Minimum Standards for Local Churches.** Local Church policy should meet the following minimum standards:
- Educate the congregation on the definitions of abuse.
 - Provide appropriate equipment and supervision.
 - Develop selection & screening criteria for church staff & volunteers that include background checks.
 - Implement the “Two-Adult” Rule.
 - Have child safety protection policy annual orientation for all volunteers and paid staff.
 - All events involving children must have at least two adults in a supervisory role.
 - Have windows in all classroom doors or leave doors open.

Have “sign-in/sign-out” procedures for nursery and preschool age children.
Respond to allegations of abuse according to the law.

- 2910.55** **Other recommendations for Local Church Policies.**
Use open-door counseling procedures and limit counseling.
Provide advance notice to parents for off campus activities, trips & retreats and provide proper supervision.
Procure adequate insurance for the scope of its ministries.
Develop guidelines for church and youth websites.
Develop transportation rules/guidelines.
Educate the congregation on the definitions of abuse.
Have “Participation Covenant” for all participants and leaders.
Provide parent and family education.
Have first aid/CPR trained personnel available at all times.

3000 NEW MEXICO ANNUAL CONFERENCE SESSION (NMAC) STANDING RULES.

References to *Discipline* shall mean the current version of *The Book of Discipline of the United Methodist Church*.

- 3000.05** **Rules Changes.** Any proposed changes and additions to the Conference Rules shall be submitted in writing to the Conference Rules Committee and shall in turn be presented to a conference session at least 12 hours before a vote is taken on the proposed change or addition. Any and all rules may be changed by a majority vote of the conference.
- 3100** **General Rules**
- 3105** **Prayerful Discernment.** At the discretion of the presiding officer, a time for prayerful discernment may be taken during deliberations. Such a time should be for personal meditation and shall end at the call of the presiding officer.
- 3110** **Voting.** Only delegates within the bar of the conference when the vote is taken shall be entitled to vote. No delegate may cast a vote in place of another delegate. No other business shall be in order when a vote is being taken until the process is complete, except such as relates to the vote itself.
- 3110.05** **Voting from the platform.** Members of the Annual Conference who are seated on the platform or who are making a presentation to the conference shall be allowed to vote and shall be included in any counted votes taken.
- 3115** **Consent Calendar.** All items that do not require Annual Conference action will be placed on the consent calendar, established by the Annual Conference Planning Team. Legislation, reports, or resolutions that seek conference, district, or local church funding or that seek to amend the rules may not be placed on the Consent Calendar. If the consent calendar is not a part of the Pre-Conference Journal, it will be presented on the first day of the Annual Conference session and, after laying on the table for 24 hours, will be acted on by motion of the Provost. Anyone may make a motion that an item be removed from the consent calendar when the consent calendar is presented by the Provost during the opening business session of the Annual Conference session.

Adoption of the Consent Calendar by vote of the conference shall be deemed action on all calendar items on the Consent Calendar.

Organizations, institutions, and special interest groups included in the consent calendar will not be scheduled for live plenary time unless the Annual Conference planning committee extends a specific invitation or grants an exception; instead, such organizations are asked to develop video presentations of no more than 3 minutes in length. These videos will be shown throughout the Annual Conference at the discretion of those responsible for scheduling.

3120 Matters Regarding Finance or Funding. To ensure adequate understanding by conference delegates of any motion requiring conference, district, local church, or individual member funding or financing, the motion must be either in the Pre-conference Journal or brought to the floor of the Annual Conference session at least 12 hours prior to vote. The maker of the motion shall present a line item budget and identify a source of funding at the time the motion is made.

3125 Reports and Recommendations. Each conference board, commission, or committee shall separate its report for the past year from its recommendations for the coming year, so that a vote for the acceptance of the report is not a vote for acceptance of the recommendations.

3130 Distribution of Materials at Annual Conference. Any materials distributed at the Annual Conference session shall clearly identify the author or sponsor of the material. Any material to be distributed by the Conference pages shall first be authorized for distribution by the Conference Secretary or designee.

3200 Parliamentary Procedures

3205 Robert's Rules of Order. In any parliamentary situation not covered by the Conference Rules, the Annual Conference session may appeal to Robert's Rules of Order Newly Revised for guidance. It is preferred that main motions be prepared in writing and handed to the Conference Secretary when presented (particularly when long or complex); in accordance with *Robert's Rules of Order*, the chair may require that a main motion, or any other motion, be submitted in writing when presented.

3210 Second. A report of a committee presented to the Conference for action does not require the formality of a second.

3215 Exceptions to Majority Vote. Twenty-percent (20%) of those present and voting shall be able to remove an item from the Consent Calendar for consideration by the body. Two-thirds vote shall be required to suspend or amend the rules. A call for the previous question is a motion to suspend the rules and therefore requires a two-thirds vote. Any voting requirements established in the *Discipline* take precedence over conference Rules (particularly with reference to conference relationships of clergy members).

3220 Non-debatable Motions. The following motions shall be acted upon without debate:

To adjourn, except to adjourn the Conference finally

To suspend the rules
To lay on the table
To take from the table
To call for the previous question (see rule below)
To reconsider a non-debatable motion
To limit or extend the limits of debate
To take time for prayerful discernment

3225 **Previous Question.** In debate, any member who moves the previous question shall indicate to what it is intended to apply, and if the mover of the motion does not indicate, it shall be taken to apply only to the immediately pending motion. The call for the previous question will be considered without debate and shall require a two-thirds vote of those present and voting for its adoption. If it is adopted, the motion or motions to which it applies shall be taken without further debate except that a final speech by the chair of the committee giving the report is always in order before the vote is taken.

3230 **Secondary Motions.** If any one or more of the following motions is made when another motion is pending, the order of their precedence in relation to one another shall be the same as the order of their listing below:
To fix the time of adjournment
To adjourn
To lay on the table
To order the previous question
To limit or extend the limits of debate
To postpone to a given time
To commit or refer
To amend or to amend by substitution

3235 **Motion After a Speech.** No delegate, immediately after discussing a pending question and before relinquishing the floor, may make a motion which if adopted, would limit or stop debate.

3240 **Substitutions.** When a resolution or report is before the body for consideration, a substitute motion may be offered by any member moving that the same be substituted for the report, resolution, or amendment under consideration. The substitute shall be an alternative to what is before the house and not simply a negation of the main motion. The question shall be put first on the motion to substitute, followed by the motion to adopt the report or resolution.

3245 **Tabling motions.** The motion to lay on the table carries with it all motions to which it adheres and all subsidiary motions that adhere to it.

3250 **Final adjournment.** A motion for final adjournment of the Annual Conference shall be *sine die* and all unfinished business will remain unfinished.

3300 **Rules Regarding the Election of General & Jurisdictional Conference Delegates and Alternates.** The following standing rules are to govern the election of Lay and Clergy Delegates and Alternates to General and Jurisdictional Conferences.

- 3305** **Composition of Delegation.** The NMAC Delegation shall comprise: General Conference Delegates [as per *Discipline* ¶ 502] (currently one clergy delegate and one lay delegate, who shall also serve as delegates to the Jurisdictional Conference); Jurisdictional Conference Delegates: [as per *Discipline* ¶ 514] (currently an additional one clergy delegate and one lay delegate, who shall also serve as reserve delegates to the General Conference); and Alternate Delegates to the Jurisdictional Conference: two additional clergy delegates and two additional lay delegates.
- 3310** **Qualification and Nomination of Delegates.**
- 3310.05** **Qualification of Lay Delegates.** Lay delegates and their alternates shall have been professing members of The United Methodist Church for at least two years next preceding their election and shall have been active participants in The United Methodist Church for at least four years next preceding their election. They shall be members of a church in the NMAC at the time of their election. There is no age requirement for election. The lay delegates shall be elected by the lay members of the Annual Conference; clergy members may not vote for lay delegates. [*Discipline* ¶ 36]
- 3310.10** **Qualification of Clergy Delegates.** Clergy delegates and their alternates shall be elected from the clergy members in full connection with the Annual Conference. The clergy delegates shall be elected by the clergy members who are deacons and elders in full connection, associate members, and those provisional members who have completed all of their educational requirements and local pastors who have completed course of study or an M. Div. degree and have served a minimum of two consecutive years under appointment immediately preceding the election. Affiliate clergy members and lay members may not vote for clergy delegates. [*Discipline* ¶ 35, ¶ 327.2, and ¶ 602(a), (b), (c), and (d), and as printed in the errata dated 11/01/2013, per Judicial Council decision #1181]
- 3310.15** **Nomination.** No formal nomination is required. Any qualified person receiving votes is deemed nominated. In advance of the Annual Conference session where lay delegates will be elected, the Conference/District Lay Leaders may request lay members interested in becoming a delegate to provide a notice of interest/qualification [in the form and content as established by that Lay Leadership of the Annual Conference] which shall be distributed to the Lay Members of the Annual Conference at or prior to the Annual Conference session for an election. At the Laity Meeting of that Conference session, the Conference Lay Leader may provide a scheduled introduction to the Laity of the Session of all lay members expressing an interest in becoming a delegate.
- 3315** **Time of Election.** Election of delegates shall be at the session of the NMAC held not more than two Annual Conference sessions before the calendar year preceding the session of the General Conference, and in conformance with *Discipline* ¶502.3. The determination of which Annual Conference session the election will take place will be the responsibility of the Conference Ministry Team (CMT), with input from the current delegation.
- 3320** **Vote Required for Election.** A delegate is elected upon receiving a number of votes equal to a simple majority of the ballots cast in that balloting round, counting only lay ballots toward a lay election and only eligible clergy ballots toward a clergy election.

Ballot rounds will continue to be held at the session until the entire Delegation is elected.

- 3325** **Order of Election.** The General Conference Delegates shall be elected first, then the Jurisdictional Delegates, and then the Alternate Delegates. When voting for Alternate Delegates, each ballot round will call for the total number of Alternate Delegates to be elected. For example, if electing three Alternate Delegates, the ballot may include up to three names.
- 3330** **Lay Member Alternates.** If a lay member is going to be absent from the floor, the lay member may entrust his or her voting device or Ballot Book to an official alternate from the lay member's church. Alternates may vote if they have the voting device or official Ballot Book in hand at the time of the vote of a ballot round. There are no alternates for clergy members.
- 3335** **Written Ballots.** When electronic voting is not available, the following sub points under rule 3335 shall govern the use of written ballots.
- 3335.05** **Official Ballots.** Votes will be counted if cast using the official ballot book distributed at registration and if cast on the ballot page announced by the Bishop for that ballot round. Voting on a ballot page other than the page announced by the Bishop will result in that ballot being disqualified. Members are responsible for ensuring they have been issued the appropriate lay or clergy ballot book at the time of registration. Members are advised to clearly identify their ballot book as their own. Members are further advised to begin using the numbered balloting pages as the ballots, and not the pages at the back of the ballot book provided to record ballot round results.
- 3335.10** **Order of the Day.** When a ballot round has been tallied and is presented to the Bishop, the reading of the ballot results and the next round of balloting shall be the order of the day.
- 3335.15** **Legibility and Discernibility of Ballots:** Tellers will count all votes that are legible and discernible as to the intent of the voter. The Head Teller, the appointed Rules Committee Member, and the Conference Secretary shall be the final arbiters of the discernibility of a ballot.
- 3335.20** **Distribution of Additional Ballots:** In the event all ballots in the Official Ballot Books are used, new ballots will be distributed to those possessing used Ballot Books.
- 3340** **Form of Ballot.** Members must vote for no more than the number of delegates or alternates to be elected in that round of balloting (i.e., if seeking to elect one delegate, only ballots with one vote for one name will be counted; if seeking to elect three alternates, only ballots with up to three different names on them will be counted.). Voting for more than the number to be elected on that round of balloting (or voting for the same name multiple times) will result in that ballot being disqualified. Voting for the maximum number of different names at each round of balloting will shorten the time required to elect alternates.

3345 **Displaying of Election Results:** Results of a ballot shall be displayed on the multimedia screens only upon the direction of the Bishop.

3350 **Limits on Floor Discussions.**

3350.05 **What is in Order During Balloting:** After the Bishop has read the results of a ballot and before the next round of balloting is announced, the following two matters may be raised from the floor:

Questions regarding the voting and election process

Statements by persons receiving votes who wish to decline election

3350.10 **Decorum:** No campaign speeches for or by any candidate may be offered from the floor of the Conference Meeting.