

**Standing Rules**  
**Of the**  
**Illinois Great Rivers**  
**Annual Conference**  
**As Amended**  
**June, 2005**

**NOTE: THE STANDING RULES PRINTED HERE  
APPEAR AS AMENDED BY THE  
2004 ANNUAL CONFERENCE SESSION.**

**STANDING RULES  
of the  
ILLINOIS GREAT RIVERS ANNUAL CONFERENCE**

**PREFACE**

The Standing Rules of the Illinois Great Rivers Annual Conference are a work in progress. Since the newly established Annual Conference is evolving, we all need more time for discernment, testing, rethinking, and revising.

Where the new Standing Rules are incomplete and still to be refined, the Committee recognizes the former Standing Rules and Rules of Order offer guidance. The Committee will continue its needed work with the Annual Conference's valuable input during the next Annual Conference year.

We anticipate a future time when we will have Standing Rules and Policy Statements and Procedure Statements that give appropriate foundation and direction for our Annual Conference. Our work together continues.

**I. PREAMBLE**

The Standing Rules are intended to guide and govern the mission and business of the Illinois Great Rivers Annual Conference. They provide order and structure for the Annual Conference.

**II. ILLINOIS GREAT RIVERS ANNUAL CONFERENCE CORPORATE GOVERNANCE**

**A. Standing Rules**

1. The standing rules, as adopted, shall be the rules governing all matters and proceedings coming before the Annual Conference.
2. The rules shall be published annually in the Annual Conference Journal-Yearbook and be reasonably accessible to Annual Conference members.
3. Where these Standing Rules do not provide adequate counsel, the former Rules of the Central Illinois and Southern Illinois Annual Conferences shall provide guidance for the period between the 1997 and the 1998 Annual Conference Sessions.
4. The rules shall not conflict with the General Conference Rules set out in The Book of Discipline of The United Methodist Church currently in effect. If there is a conflict, the current edition of The Book of Discipline shall take precedence.
5. For matters not coming under the Standing Rules or the General Conference Rules, the most recently published Robert's Rules of Order shall govern.

**B. Policy and Procedure Statements**

1. Policy Statements
  - a. Policies define the conduct of Annual Conference Boards, Councils, Committees, Commissions, Ministry Teams, and other groups.

- b. Annual Conference structures shall develop policies and present them to the Annual Conference for action, including approval, amendment, referral or disapproval.
- c. Upon Annual Conference approval, policies shall have the same legislative authority as Standing Rules.
- d. Proposed new policies or amendments to policy statements shall be submitted to the Committee on Standing Rules by **February 15** for comment, guidance and coordination.
- e. The Annual Conference Secretary shall be the custodian of all policy statements and shall make them available upon request. The Annual Conference Secretary shall determine a numbering system for the policies and procedures, so that policies and procedures will be

assembled together by the Annual Conference body they relate to, and not the date they are adopted. The Annual Conference Secretary may re-number these statements as necessary to achieve this goal. An index of all policy and procedure statements in effect, containing the date and volume in which they were printed will be included in each Volume II Journal-Yearbook.

- f. The Annual Conference Journal-Yearbook shall contain an index of approved policy statements.

2. Procedure Statements

- a. Procedures define the internal operations of Annual Conference Boards, Councils, Committees, Commissions, Ministry Teams and other groups.
- b. Annual Conference structures shall develop and publish Procedure Statements.
- c. The Committee on Standing Rules shall review the Procedure Statements of all Annual Conference structures for comment, guidance and coordination.
- d. The Annual Conference Secretary shall be the custodian of all Procedure Statements and shall make them available upon request. The Annual Conference Secretary shall determine a numbering system for the policies and procedures, so that policies and procedures will be assembled together by the Annual Conference body they relate to, and not the date they are adopted. The Annual Conference Secretary may re-number these statements as necessary to achieve this goal. An index of all policy and procedure statements in effect, containing the date and volume in which they were printed will be included in each Volume II Journal-Yearbook.

C. Amendments to Standing Rules

- 1. The Annual Conference may amend any of its standing rules on the affirmative vote of 2/3 of the members present and voting while in session.
- 2. For inclusion and consideration in the Annual Conference's Pre-Conference Workbook, proposals to amend the standing rules shall be submitted to the Chairperson of the Standing Rules Committee by

**February 15** (preceding the next regularly scheduled Annual Conference Session).

3. Proposals to amend the standing rules during the Annual Conference Session shall comply with the following:
    - a. They shall be submitted in typewritten or printed form (to assure legibility) in sufficient numbers to reach each member.
    - b. They shall be submitted to the Annual Conference Secretary at least 24 hours prior to the time they are to be considered.
    - c. They shall be distributed to the members at least 12 hours prior to the time they are to be acted upon.
  4. Amendments to the Standing Rules adopted by the Annual Conference become effective January 1st of the year following adoption unless otherwise specified.
- D. Suspension of Standing Rules
1. For good cause, the standing rules may be suspended during an Annual Conference Session by an affirmative 2/3 vote of the members present and voting.
  2. Proponents of a motion to suspend the rules shall identify (a) the good cause warranting the suspension and (b) the absence of any reasonable alternative to accomplish the proponents' purposes within the framework of the standing rules.

### III. ANNUAL CONFERENCE SESSION

- A. Purpose: The members of the Annual Conference shall convene in session as called by the Bishop to decide the matters brought before them (2000 The Book of Discipline, ¶601, ¶603.2, ¶604, ¶605.2).
- B. The Bishop, in consultation with the Committee on Annual Conference Sessions and/or other person/groups so delegated, shall develop the agenda for the Session of the Annual Conference, including procedures for a consent agenda, if any.
- C. Members of the Annual Conference
  1. All clergy persons, as defined in ¶602 of the 2000 The Book of Discipline, are members of the Annual Conference.
  2. The following are members of the Annual Conference by virtue of office as required by The Book of Discipline: Diaconal Ministers, Deaconesses, Annual Conference Presidents of United Methodist Women and United Methodist Men, Annual Conference Lay Leader, District Lay Leaders, President (or equivalent) of Annual Conference Young Adult Organization, President (or equivalent) of Annual Conference Youth Organization, Chair of the Annual Conference College Student Organization, one youth person between the ages of (12) and seventeen (17) and one young person between the ages of eighteen (18) and thirty (30) from each district.
  3. In addition, the following are members of the Annual Conference by virtue of office according to Annual Conference rules: the Chancellor of the Annual Conference, two youth from each District elected by their District Council on Youth Ministries (or equivalent structure), Associate Annual Conference Lay Leaders, the Annual Conference Director of Lay Speaking and Associate(s), Assistant to the Bishop, if lay, Lay Academy Staff persons, Lay Chairpersons of Annual Conference Boards, Councils, Commissions, Committees, Ministry Teams and

Support Teams. All Illinois Great Rivers Annual Conference lay persons serving on any General Board or Agency shall be assured member status at Annual Conference. Wesley Foundations and other campus ministry units supported financially by the Illinois Great Rivers Annual Conference will recruit a person from their Ministry to be an At Large member of the Illinois Great Rivers Annual Conference (the person being a member of The United Methodist Church).

4. The equalization of lay and clergy members of the Annual Conference shall be accomplished in the following manner:
    - a. Each pastoral charge shall have one lay member. Each charge served by more than one clergy member shall be entitled to as many lay members as clergy members under appointment.
    - b. The remaining number of needed lay members shall be determined by the Secretary of the Annual Conference based upon the statistical reports of the prior year.
    - c. The Annual Conference Secretary shall allocate ten (10) equalization memberships to each district.
    - d. The District Superintendent, in consultation with the District Ministry Team, shall consider the ministry needs of the District and assign the 10 allocated equalization memberships accordingly. Each District shall give consideration to including lay persons who are District officers of United Methodist Women, United Methodist Men, and United Methodist Youth. Consideration shall also be given to lay representatives of any Annual Conference agencies and institutions within the District.
    - e. The Annual Conference Secretary shall assign the remaining equalization members to the larger local churches (one each) in order of decreasing size who have paid 100% of their Annual Conference apportionments.
    - f. Lay Members of the Annual Conference elected for the purpose of lay/clergy equalization shall serve to the end of the quadrennium.
    - g. The Annual Conference Secretary will determine if any local churches have failed to pay 100% apportionments in the prior year, and adjust the equalization members so that all of them represent local churches who have paid 100% of their prior year apportionments.
  5. Expenses shall be paid in the following manner:
    - a. Each charge shall reimburse appropriate expenses of lay and clergy members from that charge as identified in sections 4.a and 4.e above.
    - b. The Annual Conference Sessions Committee shall annually consider the reimbursement of expenses for equalization members as identified in section 3. and 4.c above and propose the appropriate budget for the same.
- D. Legislative Duties
1. An early matter of business for the convened Annual Conference session shall be to take action on the proposed agenda from the

Annual Conference Committee On Sessions for the business of the Annual Conference Session.

2. The proposed agenda shall be published each year in the Pre-Conference Workbook.
  3. Any group or individual presenting an item for action by the Annual Conference that has fiscal implications either on a continuing basis or a one-time basis shall submit the material two weeks prior to the normal deadline for submission for either the Pre-Conference Workbook or the Supplemental Packet. The Annual Conference Secretary shall provide the item to the Council on Finance and Administration. The CCFA will submit a statement of fiscal impact to the Annual Conference Secretary by the normal deadline for submission for either the Pre-Conference Workbook or the Supplemental Packet. The original item, and the CCFA authored statement will be printed in accordance with the policy statement of the Annual Conference Secretary.
  4. (a.) No proposed action which has an explicit or implied effect on the health insurance plan of the Annual Conference shall be brought before the Annual Conference without review and formal written comment of the Annual Conference Board of Pensions and Health Benefits, adopted at a *regularly* scheduled meeting prior to the Annual Conference Session.  
 (b.) Any proposal or amendment to change the structure of the Annual Conference health plan must be accompanied by a formal evaluation of the costs involved certified by an independent insurance underwriter, actuary, or other recognized expert.  
 (c.) The Annual Conference Board of Pensions and Health Benefits is empowered to adjust the benefit structure of the health plan to meet anticipated revenues.  
 (d.) The Conference Board of Pensions and Health Benefits is authorized to revise the Annual Conference health insurance plan in order to bring it into compliance with new health insurance laws and their ramifications and emergency situations, subject to the approval of the Annual Conference at the next regular session. No proposed action which has an explicit or implied effect on the health insurance plan of the Annual Conference shall be brought before the Annual Conference without review and formal written comment of the Annual Conference Board of Pensions and Health Benefits, adopted at a scheduled meeting prior to the Annual Conference Session.
- E. Election of Members To Serve on Agencies, Boards, Committees, Councils, Commissions and Ministry Teams
1. The Annual Conference Committee on Nominations shall prepare a recommended slate of candidates to fill the positions on various agencies, committees, boards, councils, ministry teams, and commissions of the Annual Conference.
  2. In the nomination and election of membership for all Annual Conference structures, special attention shall be given to inclusiveness as outlined in §607.5 of the 2000 The Book of Discipline.
  3. The members of the Annual Conference shall elect persons to its various agencies, committees, boards, councils, ministry teams, and commissions.
- F. Election of Delegates to General and Jurisdictional Conferences

Election of Delegates to General and Jurisdictional Conferences shall be conducted in the following manner:

1. All Clergy Members in Full Connection will be assigned a number for the purpose of electronic balloting by the Annual Conference Secretary prior to the Annual Conference Session. Clergy who submit their picture and a biography of not more than fifty (50) words will be included in the material published and distributed by the Annual Conference Secretary provided the materials have been received prior to a deadline established by the Annual Conference Secretary.
  2. Lay persons eligible to serve as Delegates may submit a biography of not more than fifty (50) words and a picture that will be published and distributed by the Annual Conference Secretary, provided that the materials are received prior to a deadline established by the Annual Conference Secretary. All Lay persons who submit materials shall be assigned a number by the Annual Conference Secretary for the purpose of electronic balloting. The names of lay persons willing to serve may also be received from the floor of the Annual Conference Session.
  3. In the case of both Laity and Clergy, election shall be by a majority of the votes cast in each ballot.
- G. Annual Conference Displays and Sessions Information Material  
Displays and distributed materials at Annual Conference shall be governed by Policies developed by the Committee On Annual Conference Sessions and adopted by the Annual Conference.
- H. Records (&606, 2000 The Book of Discipline)
1. The Annual Conference shall maintain records of its proceedings.
  2. The Annual Conference shall publish a Journal-Yearbook and distribute copies to all members.
  3. The Standing Rules shall be printed in the Annual Conference Journal-Yearbook each year.
  4. The Annual Conference Journal-Yearbook shall contain all new or revised policy statements approved by the Annual Conference and a reference index to previously published policy statements.
  5. The Annual Conference Secretary or Historian, if one is elected or appointed, shall archive the Annual Conference's records and materials consistent with prudent business practices.

#### **IV. ANNUAL CONFERENCE STRUCTURES**

- A. The Local Church (&242, 2000 The Book Of Discipline)
1. The local church is the foundation of Nurture, Outreach and Witness of all ministries to the community of believers and beyond.
  2. Each local congregation is urged to assess annually its programs and the needs and opportunities for ministries in the community and on the basis of this assessment develop a Mission Statement to be adopted at a Charge or Church Conference.
- B. Cluster Groups (&206.3g 2000 The Book Of Discipline)
1. The primary purpose of the Cluster Group is to bring together local churches to participate in clarifying and implementing the vision and mission of the annual conference.

2. Churches in cluster groups shall be represented by pastors and lay members.

C. District Ministry Teams

The functions and membership of the District Ministry Teams are described in the Policy Document of the Conference Ministry Team.

1. The primary purpose of the District Ministry Team is to assist the Conference Ministry Team in aligning and coordinating ministries and resources with the annual conference's vision and mission.
2. Each district shall have a District Ministry Team.

D. The Conference Ministry Team (§601, §607, §608, 2000 The Book Of Discipline).

The functions and membership of the Conference Ministry Team is described in the Policy Document of the Conference Ministry Team

1. The primary purpose of the Conference Ministry Team is to participate in clarifying and implementing the vision and mission of the annual conference.
2. The CMT shall:
  - a) commission, connect, coordinate and align the ministries and resources of the annual conference with the conference's vision and mission;
  - b) establish procedures and budgets that are aligned with the vision and mission of the annual conference;
  - c) provide the infrastructure, including the staffing required, to fulfill the responsibilities assigned to it;
  - d) create and coordinate the connections among local, district annual conference and general church ministries so that these ministries are aligned with the annual conference's mission and vision;
  - e) engage in intentional, ongoing assessment of its goals and work, reporting this assessment annually to the annual conference.
3. There shall be a CMT Personnel Committee and a CMT Finance Committee.

E. Connectional Agencies (§608, 608.1, 200 The Book of Discipline).

CMT shall provide for the clear connections between the General Conference agencies, annual conference program and administrative entities and the local congregation.

Boards, Committees, Councils, Commissions and other groups to be elected by the annual conference (listing in Table A of the Report of the Committee on Nomination); (2000 The Book of Discipline paragraphs for member requirements)

1. Council on Finance and Administration (§609, 610.2, 610.2.a., 610.2.b., 610.2.c., 2000 The Book of Discipline)
2. Commission on Equitable Compensation (§623)
3. Board of Church and Society (§627)
4. Board of Discipleship (§628)
5. Board of Laity (§629)
6. Board of Global Ministries (§630)
7. Board of Ordained Ministry (§632)
8. Board of Pensions and Health Benefits (§636)
9. Board of Trustees (§2512)

10. Commission on Archives and History (§1638)
11. Commission on Christian Unity and Inter-religious Concerns (§1639)
12. Commission on Religion and Race (§1640)
13. Commission on the Status and Role of Women (§1641)
14. Commission on the Small Membership Church (§1642)
15. Commission on Communications (§1643)
16. Council on Youth Ministries (§1646)
17. Administrative Review Committee (§1633)
18. Committee on Episcopacy (§1634)
19. Episcopal Residence Committee (§1634)
20. Joint Committee on Incapacity (§1638)
21. Committee on Disability Concern (§1649)
22. Board of Higher Education and Campus Ministry (§1631)  
Membership to be nominated by the Conference Committee on Nominations according to the internal procedures of the Conference Ministry Team.
23. Committee on Native American Ministry (§1650)  
Membership shall consist of a majority of Native Americans.  
Membership to be nominated by the Conference Committee on Nominations according to the internal procedures of the Conference Ministry Team.
24. Congregational Development Committee (§1635.5)  
Membership to be nominated by the Conference Committee on Nominations according to the internal procedures of the Conference Ministry Team.
25. Sexual Misconduct Task Force (nominated by the cabinet)
26. Committee on Annual Conference Sessions  
Membership shall be nominated by the conference committee on nominations and consist of one layperson and one clergy person from each district.
27. Committee on Standing Rules  
Membership shall be nominated by the conference committee on nominations and consist of one layperson and one clergy person from each district.
28. Committee on Nominations  
Membership shall be nominated by the conference committee on nominations and consist of one layperson and one clergy person from each district.
29. Commission on Camping and Retreat Ministries  
Membership shall consist of 19 persons. Twelve district representatives and one representative each from the following site support teams: East Bay, Epworth, Jenson Woods, Little Grassy, Living Springs, Beulah, and trip-and-travel. District representatives shall not have served or be serving on a site support team.
30. Other Conference Organizations  
Other temporary, short-term, or specially focused task forces or implementation teams that the conference ministry team or other agencies create and whose members are nominated by the conference committee on nominations shall be listed in "Table B" of the report of the committee on nominations.

## Tenure

1. A rotation system shall be established by the Annual Conference Committee on Nominations to limit the tenure on all Annual Conference boards, commissions, committees, task forces and ministry teams to no more than 8 years (two 4-year terms), or three elections where three year classes are designated.
2. When tenure has been completed, a person shall not be elected to the same office until one term has passed.

## Expertise and Inclusiveness (§608.5 2000 Book of the Discipline)

1. Persons added to Annual Conference boards, commission committees for expertise and inclusiveness shall be elected by the Conference Ministry Team.
2. Persons elected for expertise and/or inclusiveness will serve under the tenure limitations wherever possible.

**V. MINISTERIAL MATTERS**

- A. Clergy members in Full Connection appointed as staff persons in the Annual Conference structure and/or related institutions shall have the same rights and privileges as clergy persons appointed to local churches unless otherwise specified herein.
- B. Ministerial Appointments
  1. The effective date of new appointments and salaries will normally be July 1 unless another effective date of appointment is set by the Bishop. Vacation days not used in any single appointment year are lost and do not accrue, nor shall the charge be obligated to pay additional compensation for any such unused days."
  2. The pastoral service on a charge shall be the responsibility of the pastor appointed to that charge. No pastor shall perform pastoral acts in any parish other than the one assigned to him/her, except by invitation of the pastor in charge, or in cases of emergency with the consent of the District Superintendent.
  3. All pastors serving a full-time charge shall be granted a paid vacation of thirty-one (31) calendar days annually including up to four Sundays and excluding holidays. (The understanding of "holidays" will be mutually agreed upon by the pastor and the Pastor-Parish Relations Committee.) This amount of time (whether taken all at once or in two or more shorter intervals) shall be granted during each appointment year. The pastor, in consultation with the Pastor-Parish Relations Committee, shall arrange for pulpit supply and other needed pastoral service during such vacations. The church shall bear the cost of providing pastoral service during vacation periods.
  4. Each charge shall allow its pastor to assist up to two (2) weeks (to include up to two Sundays) of evangelistic meetings per year (not to be considered part of vacation time) and ministers willing to assist in such meeting shall send their names to the Annual Conference Academy for Servant Leadership. Interested churches may contact the academy for suggestions of available evangelists."
  5. Each charge shall allow its pastor to assist in at least one week (including one Sunday) of Annual Conference camps, not to be considered part of vacation time.
  6. Pastoral leave for spiritual growth is dealt with in §349.2 in the 2000 The Book of Discipline.
  7. Each charge shall provide time and financial resources for its pastors to participate in continuing education according to the policies

recommended by the Annual Conference Board of Ministry and adopted by the Annual Conference.

C. Moving of Pastors

1. A licensed carrier shall be used in moving the pastor's household goods, unless an alternate plan is approved by the pastor, District Superintendent, and the Pastor-Parish Relations Committee of the charge to which the pastor is moving.
2. The local church to which a pastor of the Annual Conference is appointed shall pay the moving expense from within the bounds of the Annual Conference, up to a maximum per clergy of 18,000 pounds and a maximum per pastor of \$500 for packing and insurance. Pastors, whose handicapping conditions limit their ability to do their own packing may apply to the Cabinet for additional funds from the Annual Conference for packing by the mover.
3. The local church to which a pastor from outside the bounds of the Annual Conference is appointed shall pay the moving expense from the Annual Conference boundary.
4. Multiple church charges shall divide moving expenses in a manner approved by the Pastor-Parish Relations Committee in consultation with the District Superintendent.
5. Where clergy couples move into the same parsonage and/or house, moving expenses shall be shared in a manner negotiated by the charges' Pastor-Parish Relations Committees in consultation with the District Superintendent. For clergy couples, the total allowable weight shall be 20,000 pounds, and total allowable packing and insurance shall be \$500. In cases where clergy couples are moving into separate parsonages and/or houses, &C.2 applies.
6. When the total cost of moving a parish pastor exceeds \$1.00 per member (total for local church, charge/parish) a local church may apply to the Annual Conference for a moving expense subsidy under the terms of the following table:

Number of Years Since Last Move	Percentage Paid by the Annual Conference
6 or more	0%
5	30%
4	40%
3	50%
2	60%
1	70%

The restrictions on pounds and packing/insurance expenses stated in V.C.2 and V.C.5 above apply to this subsidy. A copy of the moving bill must accompany the completed requisition form submitted to the Annual Conference.

7. Seminarians and/or seminary graduates living outside the Annual Conference boundaries and appointed for the first time within our Annual Conference may receive additional funding for moving expenses from the Annual Conference Commission on Equitable Compensation at the request of the District Superintendent. This rule does not apply to Associate Members or Members in Full Connection of other Annual Conferences.

D. Moving Costs for Retired and/or Disabled Clergy and Surviving Spouses

1. The Annual Conference Board of Pension and Health Benefits shall recommend the moving rate for retirees and/or disabled clergy and surviving spouses to the Annual Conference Council on Finance and Administration for approval and inclusion in the Annual Conference budget.
  2. Moving expense shall be allowed one time to all who are granted disability leave after May 31, 1996. A second moving expense shall be allowed after retirement, providing the person re-enters active ministry between the time of disability leave and time of retirement. The rate shall be set by the Annual Conference on recommendation by the Council on Finance and Administration.
  3. Moving expenses shall be paid once at the time of retirement at a rate set by the Annual Conference on recommendation by the Annual Conference Council on Finance and Administration.
  4. All provisions spelled out in this section D. also apply to the spouse of the retiree and the spouse of the pastor who dies in effective, associate, or full-time local pastor relationship.
  5. For pastors and/or spouses covered in section 4 who are moving outside Annual Conference boundaries, the moving provisions in this section shall apply only to the boundaries of the Annual Conference.
- E. Annual Conference Pension and Health Benefits  
The Annual Conference Board of Pensions and Health Benefits shall provide policies related to Pensions and Health Benefits. These policies shall be adopted by the Annual Conference.
- F. Diaconal Ministerial Relations and Service Appointments
1. Employment contract (1992 The Book of Discipline, §315-17)\*
    - a. Each local church/agency of the Annual Conference employing a full-time Diaconal Minister shall negotiate a contract which clearly states all employment practices and staff relationships. "Full-time" shall be defined according to the 1992 The Book of Discipline, §310.2.3. Care shall be taken to see that the contract complies with all standards set forth in the current The Book of Discipline of The United Methodist Church and the Standing Rules of the Illinois Great Rivers Annual Conference. The District Superintendent shall review the contract with the employer and the Diaconal Minister prior to its execution.
    - b. The Annual Conference and/or institutions employing a Diaconal Minister shall have the same responsibilities to that minister as the local church has to its Diaconal Minister unless otherwise specified herein.
  2. Salary and Benefits (§315.1)
    - a. The sum of salary plus the employer's share of Social Security for full-time Diaconal Ministers shall be at least equal to the minimum salary support for Ministers in Full Connection as determined annually by the Annual Conference Commission on Equitable Compensation and approved by the Annual Conference.
    - b. Minimum support requirements do not apply to certified lay professional, part-time Diaconal Ministers or Diaconal Ministers in retired relation.

- c. Salaries for Diaconal Ministers shall be from January 1 through December 31 of each year and shall be effective on January 1 following the setting of the salary, excepting that an increase in salary, by proper authorization, may be made retroactive to the January 1st preceding and excepting those salary adjustments necessitated by appointments.
  - d. The Administrative Board or equivalent structure shall, after consultation with the Committee on Pastor-Parish (Staff-Parish) Relations and the Committee on Finance, annually recommend to the Charge/Church Conference the salary and other remuneration for Diaconal Minister.
  - e. The salary and benefits of full-time Diaconal Ministers shall be published annually in the Annual Conference Journal-Yearbook.
  - f. The employing church/agency shall offer to full-time Diaconal Ministers an opportunity to participate in The United Methodist Church Pension program. Payments to said program shall be made in accordance with the General Board of Pension Program for Lay Employees.
3. Diaconal Minister's Service Appointments (&310, 1992 The Book of Discipline)
- a. The Diaconal Ministerial service appointment year shall coincide with the date of Annual Conference or the date stipulated in the contract.
  - b. All full-time Diaconal Ministers shall be granted a paid vacation of at least four (4) weeks annually including four (4) Sundays. This amount of time (whether taken all at once or in two or more shorter intervals) shall be granted during each service appointment year.
  - c. Moving of Diaconal Ministers
    - 1. A licensed carrier shall be used in moving the Diaconal Minister's household goods.
    - 2. The local church/agency to which a Diaconal Minister of the Annual Conference is appointed shall pay the moving expense from within the bounds of the Annual Conference up to a maximum of 18,000 pounds and \$500 for packing and insurance.
    - 3. The local church or agency to which a Diaconal Minister from outside the bounds of the Annual Conference is appointed shall pay the moving expense from the Annual Conference boundary.
    - 4. Guidelines for moving:
      - a. The Diaconal Minister is expected to pack those items which can be safely packed without the need of insurance coverage by the mover;
      - b. The Diaconal Minister is requested to select a mover by competitive bidding where possible and to accept the most reasonable bid or estimate.
4. Local Church Matters
- a. All provisions made for appointed pastors as spelled out in the section on Ministerial Appointments, B.4, B.5, and B.6 shall apply to Diaconal ministers as well.
  - b. Local Church Fiscal and Expense Items
    - 1. Where necessary the church/agency in preparing its budget shall include a travel expense amount to be determined in consultation with the Diaconal Minister and figured on the

basis of actual miles multiplied by a rate not less than the Internal Revenue Service (IRS) mileage allowance. The church/agency and Diaconal Minister shall determine how travel expense can best be handled in the local situation. Options are:

- a. Actual purchase or lease of automobile for Diaconal minister.
  - b. Compensation at the rate listed above.
  - c. Diaconal Minister receives one check for salary and travel and reports annually to the church/agency the total miles driven for church/agency business.
2. Telephone(s) shall be provided in the Diaconal Minister's office and all calls shall be paid for by the church/agency except for personal long distance calls by the Diaconal Minister and his/her family.
- c. Provisions for housing
    1. The church/agency shall provide for housing for its Diaconal Minister.
    2. The housing allowance, in lieu of rent or house, shall be provided in an amount that is adequate to a residence which meets the standards for the parsonage home.
    3. Where the church/agency provides a house, standards shall be the same as those for the parsonage home.  
\*The 1992 The Book of Discipline is the last The Book of Discipline which addresses the order of Diaconal Ministry.

#### VI. LOCAL CHURCH MATTERS

- A. Setting Minister's Salary: The pastor's salary shall be set on the basis of a full calendar year and become effective on January 1, following the setting of the salary by the Charge Conference.
- B. Local Church Fiscal and Expense Items
  1. All treasurers of local churches shall maintain a separate checking account in the name of the church for handling church funds. All disbursements of funds shall be made by checks drawn upon the account.
  2. All church treasurers shall be bonded through an Annual Conference Blanket Bond Policy.
  3. The local church shall budget travel expense to compensate the pastor for actual miles driven fulfilling ministerial duties. Actual miles driven are to be multiplied by the Internal Revenue Service rate for mileage allowance.
  4. Each charge shall provide telephone service which ensures private use for the parsonage family. The charge is responsible for the basic rate of the parsonage phone plus any church related long distance calls.
- C. Housing
  1. Local churches are encouraged to provide a parsonage rather than a housing allowance.
  2. Standards for the Parsonage Home
    - a. A parsonage may be owned and maintained by a church, a pastoral charge or the Annual Conference.

- b. Any new parsonage being purchased or built shall comply with the provisions of §2543 of the 2000 The Book Of Discipline.
  - c. Deeds for such parsonages shall comply with the *Trust Clauses in Deeds*, (§2503, 2000 The Book Of Discipline).
  - d. In considering the location of a new church parsonage, the positive witness of a commitment to the neighborhood and community shall be considered.
  - e. Parsonages shall have an adequate yard and play space for children (not necessarily next to the church). The parsonage shall provide privacy for the minister's family and have adequate parking.
  - f. The parsonage shall have at least 3 bedrooms (one master and two with at least 120 square feet each) with adequate closet space for each; at least one and a half baths, one with a shower, with adequate linen closets; family or recreation room; living room, dining area, kitchen with sufficient cabinets and work space; coat closet near front entrance where possible; adequate accessible storage space well distributed throughout the house; garage adequate for one car and storage; insulation; storm windows, storm doors and screens or equivalent; utility area with hookups for laundry appliances.
  - g. The parsonage shall have automatic whole house heating and air conditioning; water softener if necessary; permanent functioning television tower and antenna or basic cable service for one set (if a permanent tower and antenna exists, all charges for cable are the responsibility of the resident); modern cooking facilities; refrigerator-freezer; automatic washer and dryer; draperies or appropriate window coverings in all rooms; well-kept floor coverings for all rooms (carpet for living room and other suitable areas) and extermination of household pests where required.
  - h. Additional Desirable Standards (not required to meet minimum standards): Four bedrooms (one suitable for study in addition to church study); area 20' x 25' for entertaining; separate dining room; separate freezer facilities; appropriate floor coverings; garage adequate for two cars and storage.
3. Maintenance
- a. The parsonage family shall be good stewards of the property entrusted to it. The parsonage family is responsible for:
    - 1. Proper and timely attention to household routines such as lawn mowing, house cleaning, yard and house orderliness, and routine protection and care of the house and its appurtenances.
    - 2. Repair of damages beyond normal wear and tear caused by the family, pets, or hobbies. This applies during the pastoral tenure and at the time of vacating the parsonage at a pastoral change.

3. Ensuring that the parsonage is vacated, clean, and in cooperation with the church/charge in good repair when a pastoral change takes place.
- b. The church/charge also shall be good stewards of the property which it provides as a parsonage. The church/charge is responsible for:
  1. Providing an annual budget sufficient to provide for quality long-term maintenance.
  2. Diligence in providing an energy-efficient parsonage.
  3. Maintaining the furnishings and appliances provided by the church/charge.
  4. Having draperies and carpets professionally cleaned as needed at church/charge expense.
  5. Regular painting inside and out, good roof, prompt repairs.
  6. Testing of the parsonage for radon in localities where it is deemed desirable and corrective action taken if necessary.
  7. Installing and maintaining an adequate number of smoke detectors, a carbon monoxide detector and, if the home has LP or natural gas, a gas leak detector.
  8. The care of permanent plantings (shrubbery, shade or other trees).
  9. Ensuring that the parsonage is in good repair, and in cooperation with the pastor, vacated and clean when a pastoral change occurs.
- c. On multiple church charges a percentage of yearly maintenance shall be paid by each local church, on a basis determined by the Charge Conference.
4. Long-term Property Stewardship
  - a. The church/charge shall be good stewards of the property entrusted to them by providing an annual budget sufficient to provide for quality long-term maintenance.
  - b. When a pastoral change takes place, the church/charge shall ensure that the parsonage is clean.
5. Testing
  - a. Mandatory testing of the parsonage water supply, regardless of source, be conducted annually. This testing shall be at the church/charge expense. If a public water source is used, their testing results may be utilized, as long as the testing laboratory meets USEPA-certification standards for organic and inorganic chemicals and include nitrogen and bacteria testing in accordance with the guidelines established by the division of environmental health of the Illinois Department of Public Health. A copy of the testing results must be attached to the report, regardless of if it is from a public water company or independent testing of parsonage well.
  - b. That if the water is not suitable for human consumption, a sufficient water filtering and purifying system will be installed to make the provided water consumable, or to have

- consumable water supplied to the pastor and his or her family.
- c. That at time of the charge conference a written report, made by the test facility, will be attached to the parsonage report to be compliant with this rule.
  - d. That every parsonage be tested for the presence of Radon, every year, preferably in the month of January in accordance with guidelines established by the Radon Program of The Illinois Department of Nuclear Safety. A report regarding the results of the testing will be attached to the parsonage evaluation report as charge conference. The test result must be produced by a bona fide test facility, preferably used or referred to by the health department in the area where the parsonage is located, to be compliant with the rule of radon testing as is mentioned on the parsonage evaluation report form.
6. Housing Allowance:
- a. Local churches/charges are encouraged to provide parsonages for their pastor's housing. However, when out of necessity a pastor must purchase or rent his/her own home, a housing allowance shall be provided which shall be adequate for the residence to meet the Annual Conference standards for a parsonage home.
  - b. Local churches/charges may rent/lease a home for the parsonage. The rented/leased parsonage shall meet the Annual Conference standards for a parsonage home.
  - c. The parsonage provisions shall be clearly defined by the Pastor-Parish Relations Committee and the District Superintendent at the time of consultation prior to appointment.
  - d. Any exceptions to these provisions shall be negotiated and approved by the pastor, the District Superintendent and the Pastor-Parish Relations Committee.

#### **VII. MISCELLANEOUS**

- A. Expenses for Annual Conference Meetings: Travel expenses for the Annual Conference shall be set at the rate adopted by the Annual Conference at the recommendation of the Annual Conference Council on Finance and Administration. The pooling of rides shall be encouraged for Annual Conference meetings.
- B. Incurring Indebtedness for Capital Improvements: All boards and agencies shall be required to consult with the Annual Conference Board of Trustees, the Annual Conference Council on Finance and Administration and to obtain the approval of the Annual Conference before incurring any indebtedness for capital improvements for which the Annual Conference would be responsible.
- C. Ministerial Pensions and Benefits Apportionment: Any unpaid Ministerial Pensions and Benefits Apportionment shall be a claim against church property in the event said property is abandoned and/or sold.
- D. Sale of Discontinued or Abandoned Properties (&2541, &2548 2000 The Book Of Discipline): After the local church has exercised the provisions of &2541 regarding the sale of church properties and structures declared discontinued or

abandoned (&2548.3), the net proceeds from the sale of discontinued or abandoned Annual Conference, church, and parsonage properties or sites, shall go to the Church Extension Fund of the Parish and Community Development Committee, Annual Conference Board of Global Ministries or its equivalent structure.

- E. Every person involved in child care, and children and youth programs at all annual conference events must have passed a background check.
- F. The following policy pertains to housing for appointed and non-appointed staff beginning June 1, 2003.

**New Appointed Staff**

The Illinois Great Rivers Conference shall provide a parsonage for each appointed staff person. If the appointed staff person is a part of a clergy couple, with the spouse receiving a parsonage as a part of his/her appointment as their place of residence, this shall constitute the provision of a parsonage by the IGRAC. However, in this case, the IGRAC shall assist the church/charge with the maintenance of said parsonage by providing a monthly stipend to the church/charge. This monthly stipend shall be determined annually by the IGRAC Board of Trustees and shall be paid to the church/charge in the same proportion as the church/charge remitted all apportionments in the calendar year preceding the establishment of this arrangement. In no case shall the IGRAC provide a housing allowance for an appointed staff person who chooses not to reside in housing so provided by the IGRAC.

**New Non-Appointed Staff**

The Illinois Great Rivers Conference shall not provide a parsonage or housing allowance for non-appointed staff persons. To maintain equality with appointed staff who are provided a parsonage, salary for non-appointed staff may be adjusted slightly higher to account for this benefit.

**Current Appointed and Non-Appointed Staff**

The arrangements and agreements currently in effect for appointed and non-appointed staff shall remain in place, and as such, shall be exempt from the policy for new staff as stated above. Non-appointed staff currently living in conference-owned housing shall have the fair rental value added to their total compensation for tax purposes only. This total compensation with fair rental value added will be the amount that is used to determine the conference pension contribution to help alleviate the additional tax burden derived from the housing provided.