

STANDING RULES OF THE DETROIT ANNUAL CONFERENCE

RULES OF ORDER

The Standing Rules of the Annual Conference and the provisions of the Book of Discipline of the United Methodist Church are the bylaws of the Detroit Annual Conference of the United Methodist Church.

I. Preconference

A. Historical Reports

1. Annual reports from agencies of the annual conference must be submitted to the conference secretary, postmarked not later than **February 15**. These reports shall be a strategy of how the agency is making disciples for Jesus Christ for the Transformation of the World in the previous year's program, the current year, and the program plans projected for the next year. These reports shall be available on the conference website by **April 1** and they shall be printed in the Journal.
 - a. Upon receiving a report, the conference secretary shall notify the writer of the receipt of each report.
 - b. The United Methodist Foundation, conference Board of Pensions and Health Benefits, and the conference treasurer may have until **March 1** to submit their reports, except the audited financial statements of the annual conference which will be available at the first business session of the annual conference.
 - c. The conference Committee on Nominations is exempt from this rule. The conference Committee on Nominations shall report to the annual conference in accordance with rule IV. Q. and shall provide sufficient copies of its report for distribution to all members of the annual conference at that time.
2. All divisions shall report to the annual conference through their boards. The councils shall report to the annual conference and their reports shall include the reports of any agency accountable to them.
3. Annual reports to the conference secretary not postmarked by **February 15**, unless permission for lateness has been granted by the secretary, will not be included on the conference website nor distributed with pre-conference historical reports at annual conference. They may be presented to the annual conference only upon approval of a majority of members present and voting. It shall be the responsibility of the person making the report to provide 1200 copies to the head usher no later than twelve hours before the opening of annual conference for distribution to members of the annual conference. Written notice that reports will be distributed shall be given to the chairperson of the Committee on Reference and Daily Procedure one week prior to the opening of the annual conference.
4. With permission of the author, editorial corrections in historical reports shall be submitted in writing to the conference secretary prior to the close of the conference session. Historical reports shall be received by the annual conference and printed in the conference *Journal*.
5. All reports of the annual conference shall be used by the public press for informational use only and not for publication until they have been perfected and acted upon by the annual conference. "Not for publication until

2 Rules

- acted upon by annual conference” shall be printed on the cover of the pre-conference report.
6. The conference statisticians report shall be available on the conference website by **April 1** and they shall be printed in the Journal.
 7. Pre-conference information of the Rules of Order and Structure, as well as Financial Policies, shall be limited to changes clearly referenced to the prior year’s Journal. They shall be made available in their complete form on the conference website by **April 1**. They shall also be printed in their complete form in the Journal.
- B. Resolution: a motion to initiate new business submitted by an individual, local church, or church agency of The United Methodist Church within the Detroit Conference
1. Non members of the annual conference submitting resolutions must find an annual conference member to present and speak on behalf of the resolution in the LEAD group and plenary sessions and serve as the original presenter. Ref. Rules IV U. 8
 2. To introduce a resolution, submit material, stating the resolution as a motion followed by the rationale, to the chairperson of the Committee on Reference and Daily Procedure postmarked not later than **February 15**. Copies of resolutions shall be made available on the conference website by **April 1**.
 3. In addition, send a copy of any resolution which requires expenditures of \$1,000 or more accompanied by a written five-year cost projection, to the conference Council on Finance and Administration postmarked no later than **February 1**. The Council on Finance and Administration shall report its consideration of any new item requesting funds before a final vote on that item is taken by the annual conference.
 4. Resolutions shall state the local church or church organization of which the signer is a member. If several members of a church, several churches, or more than one agency signs or submits a resolution, only the name of the individual, church, or agency and the number of persons signing shall be printed with the resolution. Final decision on this policy shall be made by the chairperson of the Committee on Reference and Daily Procedure.
 5. The rationale accompanying a resolution shall not exceed 300 words.
 6. Resolutions which have not been posted to the conference website shall be reviewed by the Committee on Reference and Daily Procedure who will recommend to the annual conference whether or not the rules should be suspended and the items considered. Should the committee oppose the suspension of the rules, the original presenter shall have up to three minutes to state to the annual conference his/her reason for the request.
- C. All action items (resolutions, changes to the Rules of Order, changes to the Structure, changes to the Financial Policies, budget, Board of Ordained Ministry Candidates, and General/Jurisdictional Conference delegate nominations and petitions for annual conference endorsement) and all pre-conference material shall be communicated to members of the annual conference by postal or electronic means. These items shall also appear on the conference website by **April 1**.
- D. If any conference organizational unit has a concern which is within the province of another organizational unit, it shall consult the latter about the concern in matters to be presented to the annual conference.

- E. Any group or person desiring presentation time at the conference session must make a written request to the conference program committee prior to its winter meeting.
- F. The Council on Finance and Administration shall include in the budget sufficient funds to cover the expenses for the annual conference session.
- G. All conference financial campaigns of more than \$50,000 shall be presented in writing to the clergy and lay members of each local church at least 30 days prior to the annual conference session at which these campaigns shall be considered and voted upon.

II. Membership and Attendance

- A. Equalization of lay and clergy members
 - 1. The annual conference membership shall be composed of the following as stated in 2012 *Discipline*, ¶ 32:
 - a. clergy members as defined in 2012 *Discipline*, ¶ 602
 - b. at least one lay member elected by each charge.
 - (1) A charge which has two or more churches with 101 or more professing members each shall be eligible to elect one member to annual conference for each of those churches of 101 or more professing members.
 - (2) Each charge served by more than one clergy shall be entitled to as many lay members as there are clergy members under appointment. (For definition of clergy, see *Discipline*, ¶ 142.) For lay equalization purposes, clergy appointments shall be as of January 1.
 - (3) Churches with over 300 professing members shall be entitled to one lay member for every 300 professing members or major fraction thereof. The total number of lay members shall include those already provided for in the *Discipline*.
 - (4) Lay members shall have been professing members of The United Methodist Church for at least two years and shall have been active participants in The United Methodist Church for at least four years.
 - (5) The conference secretary shall be empowered to adjust the membership requirements in Rule II.A.1b.1 and 3 on an annual basis, if necessary, to assign additional lay members to local churches so that the number of lay members assigned to districts (Rules II.A.2.m) shall not exceed 100.
 - c. active deaconesses and home missionaries under episcopal appointment within the bounds of the annual conference
 - d. diaconal ministers with church membership in the Detroit Conference
 - e. conference presidents of United Methodist Men and of United Methodist Women
 - f. conference lay leader and district lay leaders
 - g. conference presidents of young adult organization and of youth organization
 - h. one person between the ages of 12 and 17 and one young person between the ages of 18 and 30 from each district.
 - i. conference director of lay speaking ministries
 - j. conference secretary of global ministries (if layperson)

4 Rules

2. When the following are laypersons, they shall be designated members of the annual conference in the order of this listing and must meet the requirements as stated in II.A.1.b.(4)
 - a. officers of the annual conference – conference secretary, conference chancellor, conference facilitator, conference treasurer, conference parliamentarian, conference benefits officer, and conference director of connectional ministries
 - b. The chair or vice chair of the area Committee on Episcopacy.
 - c. laypersons from the Detroit Annual Conference serving on general agencies and/or the Connectional Table
 - d. delegates to General and jurisdictional conferences in the year the conferences are held
 - e. laypersons serving on the annual conference Committee on Standing Rules
 - f. Chairpersons of conference agencies (Eligible agencies are those listed in Structure ¶¶ 1-9, 11-21, 23-35)
 - g. members of the Council on Finance and Administration
 - h. lay members of the Board of Trustees.
 - i. laypersons serving as at-large members of the Conference Leadership Team
 - j. 14 youth members to be selected by the conference Council on Youth Ministry (in addition to positions in Rule II.A.1.g and h)
 - k. eight young adults to be selected by the conference Commission on Young Adult Communities (In addition to positions in Rule II A. 1. g. and h.)
 - l. seven persons selected by the Commission on Religion and Race. These persons shall reflect the minority group membership in the conference.
 - m. laypersons serving on the Board of Ordained Ministry
 - n. one representative from each affiliated campus ministry, to be selected by the director of the campus ministry; any unfilled position(s) to be selected by the Board of Higher Education and Campus Ministry. Each representative must be enrolled as a full-time student in the college or university with which the campus ministry is affiliated.
 - o. The balance to be elected by district councils on ministries or like body, prorated on the basis of membership. Alternate members may be elected for this category. The district presidents of United Methodist Men and United Methodist Women, and the chairperson of the district council on ministries or like body are to be elected as lay members. It is recommended that nominations be sought from local church administrative boards/councils, committees on pastor-parish relations, and youth (12-18 years of age), and young adults (18-30 years of age). Consideration should be given for the election of members that takes into account the full diversity of the conference, including but not limited to socio-economic status, age, race, and gender. Elected members should be key leaders in their local church and district and should possess a connectional view of United Methodism.
3. The following, if laypersons, shall be granted voice at the annual conference session. These shall not count for the purposes of equalization:
 - a. conference directors of program ministries

- b. one lay executive of each Detroit Annual Conference corporation (institution): Methodist Children's Home Society, United Methodist Retirement Communities, Inc., Michigan Area Loan Funds, and United Methodist Foundation.
- 4. Financial obligations
 - a. Registration, room, and board while attending annual conference shall be budgeted and paid at the on-campus rate for the following persons/groups, unless otherwise funded.
 - (1) Clergy and lay members shall be the responsibility of the local church.
 - (2) Clergy retirees shall register on the special form provided for them and shall have their expenses paid by the annual conference. Retirees living beyond conference boundaries will be reimbursed for up to 200 miles of travel to annual conference.
 - (3) Persons in II.A.2.a. shall be the responsibility of the annual conference.
 - (4) Lay members/groups listed in II.A.2. except for a. shall be the responsibility of the group which they represent. Persons in II.A.2.m. shall be the responsibility of the district they represent.
 - b. Travel Expenses.
 - (1) travel expenses shall be reimbursed at the rate of \$.14 per mile for car and driver and an additional \$.02 per mile per passenger up to five persons. The first 200 miles of round trip mileage will not be reimbursed.
 - (2) members from the Marquette District will be reimbursed for one night's lodging in traveling to and one night's lodging from the annual conference and incurred bridge toll fees with a \$75 maximum for lodging expenses per night; receipts required.
 - c. Approved seminary students who are not provisional members are welcome to attend annual conference at their own expense.
 - d. In the year that a seminary student comes to annual conference to be received as a provisional member, registration, travel, and living expenses on campus will be paid by the Board of Ordained Ministry.
 - e. In the year that a seminary student, who is a provisional member, comes to annual conference for his/her first appointment, registration and living expenses at the on-campus rate will be paid by the Board of Ordained Ministry. Members living beyond the conference boundaries will be reimbursed up to 200 miles of travel to the annual conference.
- B. The mailing list of annual conference members shall be available to conference-related groups from district offices or the registrar for an administrative fee of \$3 per page.
- C. Attendance and participation by members
 - 1. It shall be the duty of each clergy member, including probationers and local pastors to attend every session of the annual conference unless prevented by illness or some other emergency. A daily roll call may be taken. Any member finding it necessary to be absent from any annual conference session shall request permission from the Bishop. If permission is granted, clergy members shall report by letter to his/her district superintendent and the conference secretary stating the reason for the absence. *Discipline*, ¶ 602.8

6 Rules

2. Lay members and alternate lay members of the annual conference, elected by the charge conference, shall serve at the annual conference immediately following their election.
3. An alternate lay member, elected by a local church in accordance with disciplinary provision, may be seated in the absence of a lay member for his/her charge during any part of or the entire session. Alternates in II.A.2.m may be seated in the same way. No alternate members shall be allowed in II.A.2.a-l.
4. Attendance at annual conference shall be established by the registrar.
5. Travel expense is allowed on the premise that members be present for all business sessions, barring emergency. Reimbursement shall be vouchered on a form prepared by the treasurer's office and distributed during the clergy session and lay orientation.
6. When a lay member elected by the church conference is unable to attend annual conference or any part thereof, he/she shall notify their pastor who shall contact their district superintendent with the name of the alternate.
7. When an additional lay member as stated in II.A.2 is unable to attend annual conference or any part thereof, he/she shall notify the agency they represent.

III. Officers of the Annual Conference

- A. The bishop or president, as directed by the *Discipline*, shall
 1. arrange for suitable services of worship.
 2. preside over the deliberations of the annual conference.
 3. bring forward for its action the business assigned to the annual conference, and such other business as may be suggested by the members, provided it does not in his/her judgment conflict with the *Discipline*.
 4. decide all questions of law.
 5. decide all questions of order, subject to an appeal of the annual conference. In case of such appeal, the question shall be decided without debate, with the president stating the ground of his/her decision and the appellant stating the ground of his/her appeal.
- B. The conference secretary-elect shall be nominated by the conference Committee on Nominations in consultation with the bishop and elected by the annual conference at the annual conference preceding the General Conference. S/he shall serve one year in this capacity for the purpose of training and orientation. S/he shall be a member of the Committee on the Journal.
- C. The conference secretary-elect shall be elected to the office of conference secretary by the annual conference following the General Conference. S/He shall take office immediately following the adjournment of that annual conference, but the outgoing secretary shall be responsible for completing that year's *Journal*. Term of office shall be four years with maximum tenure of two terms in succession. The conference secretary must notify the conference Committee on Nominations and the bishop by January 1 of the year preceding General Conference if s/he intends to retire after one term. The conference secretary shall appoint her/his own assistants.
 1. The conference secretary, after her/his certification of the number of lay members necessary for equalization with clergy members of the annual conference, shall determine the distribution of lay members and notify the proper persons and organizations by **January 10**.

2. The conference secretary shall
 - a. serve as chairperson of the Committee on the Journal.
 - b. request preconference annual reports from all agencies related to the annual conference (see I.A.3.) and assure there are no action items or budget proposals in historical reports.
 - c. keep a fair and accurate record of proceedings of the annual conference.
 - d. arrange for the making of a recording-of business sessions. These recordings shall be kept on file in the secretary's office for one year and then deposited with the Committee on Archives and History. These proceedings shall include all powerpoint presentations for archival purposes only.
 - e. preserve the journals and papers of the annual conference.
 - f. have the record printed in the form of a journal, following the guidelines of the *Discipline*, duly certified by her/him and the bishop/president. This certified copy shall become the official *Journal* of the annual conference.
 - g. receive and review any written notices of corrections and additions to the conference *Journal* as published, incorporating same in permanent records of the annual conference as appropriate, but no later than the preconference material for the next annual conference.
 - h. serve ex officio on the conference Program Committee, and Committee on Reference and Daily Procedure.
- D. The conference treasurer shall be elected at the first session of the annual conference after the General Conference on nomination of the conference Council on Finance and Administration. S/he shall serve for the quadrennium or until a successor is elected. The conference treasurer shall appoint his/her own assistants and perform his/her duties under the supervision of the conference Council on Finance and Administration.
- E. The conference statistician shall be elected upon nomination of the conference Committee on Nominations in consultation with the bishop for the succeeding quadrennium at the last session of the annual conference preceding the General Conference. The term of office shall be four years with the maximum tenure of two terms in succession. The statistician shall appoint his/her own assistants.
- F. The annual conference facilitator: The annual conference shall elect, upon nomination of the conference Committee on Nominations, a layperson of broad experience in the church, able to communicate well, and considered objective in his/her approach, to serve as facilitator. This person shall assume the duties of facilitator at the conclusion of the annual conference session at which s/he was elected, and shall serve a four-year term with the maximum tenure of two terms in succession. The facilitator shall be located at an announced location on the floor of the annual conference. The facilitator shall have the privilege of the floor. It shall be the duty of the facilitator to help any person who needs assistance in understanding and using procedures and resources of the annual conference in session. The facilitator shall be a member of the annual conference by virtue of office and the annual conference Program Committee shall be responsible for the facilitator's mileage and expenses in accordance with annual conference policy for attending the annual conference. The facilitator shall be an ex officio member of the conference Program Committee, the Com-

8 Rules

mittee on Reference and Daily Procedure, and the Committee on Standing Rules.

- G. The annual conference parliamentarian: A conference parliamentarian may be appointed to serve at the pleasure of the bishop.

IV. Conference Session

- A. The time of the annual conference session shall be determined by the presiding bishop in accordance with the laws of the church, and the program for each business session shall be arranged by the conference Program Committee. That program as printed, with necessary changes by the annual conference, shall be the official program of the annual conference session.
- B. Orientation of lay members
1. Lay members shall be oriented through a briefing session as early in the annual conference as possible.
 2. The committee planning the orientation shall be the conference lay leader (who shall act as convener), the bishop or his/her representative, the conference president or his/her representative of United Methodist Women, of United Methodist Men, and of the conference Council on Youth Ministry.
 3. The committee shall determine who will preside at the briefing session at the annual conference.
 4. Each district council on ministries may provide a preconference orientation. The above committee will assist in the designing of this meeting in each district.
- C. Only material authorized by the Committee on Reference and Daily Procedure shall be distributed by the ushers to members of the annual conference. The material must be received in a designated room no later than 1:00 P.M. the day preceding distribution.
- D. Voting area
1. The bar of the annual conference shall be fixed at the first business session upon recommendation of the conference Program Committee after consulting with the presiding bishop. All members, both lay and clergy, displaying a membership badge will be permitted within the bar, and must be within the bar in order to vote.
 2. No member shall be allowed to vote on any question if s/he is not within the bar of the annual conference when the question is called for, except by leave of the annual conference.
- E. Voting procedure
1. All voting shall be by show of hands unless otherwise ordered by the annual conference. A count vote may be ordered by call of any member supported by one-fifth of the members present and voting. A majority of those present and voting shall decide all questions unless otherwise directed by these rules or the *Discipline*.
 2. Vote count shall be conducted by recognizing badges or cards of different colors designating lay or clergy members.
 3. In order to expedite the counting of votes, tellers shall be selected and assigned to count membership row by row.
- F. The order of each day, not earlier than 11:00 A.M., shall be the approval of the previous day's daily proceedings which shall have been posted at the main entrance to the bar of the annual conference by the opening of the session, or

as soon thereafter as possible. The order of the day shall provide breaks in the business session of at least five minutes for every one and one-half hours of business.

- G. When a report is submitted to the conference secretary and printed in the pre-conference material, it is before the annual conference without further reading.
- H. Introductions shall be limited to two minutes.
- I. Opportunity shall be given for announcements to be read by the conference secretary at the end of each business session.
- J. The journal secretary is empowered to perfect the daily proceedings for the last day of the annual conference for printing in the *Journal*.
- K. The *Journal* shall be ready to be printed as near as possible by June 30. Copies of the *Journal* will not be made available to corporate entities which are not a part of the United Methodist structure. Exceptions may be made by the episcopal office.
- L. Procedure governing participation
 1. Microphones shall be available on the annual conference floor so that members can speak near their seats.
 2. Persons having the right to speak from the floor of the annual conference are lay members, clergy members, diaconal ministers, provisional members, associate and affiliate members, youth members, local pastors under appointment, and persons named in ¶ 602.9 in the *Discipline*.
 3. A member desiring to speak in debate or to present any matter to the annual conference shall raise the provided colored card while seated within the bar and wait to be recognized by the chair. She/he shall then identify himself/herself. If a member desires to speak on a question of privilege, s/he shall briefly state the question but shall proceed only when the chair shall have decided it is a privileged question.
 4. No member shall speak more than twice on the same subject or more than three minutes at one time without leave of the annual conference; nor shall any member speak more than once until every member desiring the floor shall have spoken. At the conclusion of debate, the original presenter of the item under consideration or her/his representative shall be entitled to speak up to three minutes even after the previous question has been ordered.
 5. No member shall be interrupted when speaking except by the president to call her/him to order; but any member may call the attention of the president when s/he thinks herself/himself misrepresented.
 6. Except for non-debatable motions, no resolution, report, or motion shall be adopted or question relating to the same decided without opportunity having been given for at least three speeches for and three against the said proposal.
- M. Motions
 1. All motions and resolutions (not procedural) introduced by any member shall be in writing and presented in duplicate to the secretary on forms provided by the secretary.
 2. A motion to table an amendment to a resolution does not carry the resolution to the table.
 3. Any motion or resolution may be withdrawn by the mover with the consent of the seconder at any time before the decision or amendment.
 4. No motion, resolution, or report shall be laid on the table or referred until the original presenter is allowed to speak on the question.

10 Rules

5. When any motion, resolution or report has been voted on by the annual conference, it shall be in order for any member who voted with the prevailing side to move reconsideration on the day of that vote or the next succeeding day. A motion to reconsider shall be decided without debate, except that the mover shall be allowed to state the reasons for his/her motion, the original presenter of the item which is to be reconsidered shall be allowed to reply, and a representative of the Council on Finance and Administration shall be allowed to reply when appropriate. Each of these speeches shall be limited to not more than three minutes.
 6. A member, after discussing a pending question, shall not make a motion whose adoption would limit or stop debate.
- N. The clergy members of the annual conference may meet in clergy session on order of the presiding bishop or by two-thirds vote of the clergy members.
- O. The corporate session shall be scheduled in the afternoon of the second day of annual conference. All matters to come before the corporate session of the annual conference shall be made available, where possible, for information purposes as part of the preconference material. Inasmuch as the corporate session is not part of the legislative process of the annual conference, these matters shall not be referred to LEAD groups.
- P. The Statistician's Report shall be made to the Annual Conference no later than the second day of annual conference.
- Q. The report of the conference Committee on Nominations shall be presented on or before the third day of the annual conference unless otherwise ordered by the annual conference in session. Nominations may be made from the floor of the annual conference in addition to those presented by the conference Committee on Nominations.
- R. The cabinet shall announce at each annual conference the effective date of all appointments made during that annual conference.
- S. During the annual conference session a memorial service shall be held for the following who have died since the last session of the annual conference: ordained and diaconal ministers, missionaries of the Detroit Annual Conference, elected lay members of the previous annual conference, lay members of the conference ministry team, local pastors, and spouses and children of clergy members, and others recommended by the Committee on Memoirs and the Board of Laity. The time of this service shall be determined by the conference Program Committee.
- T. One special offering shall be taken annually at the annual conference session; and it shall be announced in the preconference material. The proceeds of this offering shall be used for a stated mission or outreach project determined by the Board of Global Ministries in consultation with the conference Program Committee.
- U. LEAD Groups – gatherings for Legislation, Exploration, And Deliberation on matters of faith and practice.
1. The conference registrar shall be responsible for randomly assigning all clergy and lay members to the LEAD groups, except that those persons with disabilities, who so request, be assigned to a LEAD group with barrier-free access.
 2. The legislative business to come before the annual conference shall be assigned by the Committee on Reference and Daily Procedure to as many LEAD groups as deemed necessary by the Committee on Refer-

- ence and Daily Procedure for discussion and recommendation to the plenary session of the annual conference.
3. The selection and training of group leaders shall be the responsibility of the Committee on Reference and Daily Procedure.
 4. Annual conference members shall be entitled to voice and vote in their assigned groups only, except as in 6. and 7.
 5. The LEAD group chairperson and recorder will become members of the group in which they are serving.
 6. Members of the annual conference who are original presenters of business items will become members with voice and vote in the LEAD group where their business item is to be acted upon. If two or more business items initiated by the same person are assigned to two or more LEAD groups, they must secure alternates to present the other business items in the LEAD group to which their items are assigned. If the original presenter or an alternate is not present to present the business item, the LEAD group cannot consider the business item.
 7. The original presenter shall have only those specific rights stated in (IV.L.4, IV. M. 4 and 5).
 8. A LEAD group member may ask for suspension of the rules to allow a guest (member or non-member of the annual conference) up to one minute to present pertinent new facts related to the resolution being discussed. However, all members of the group desiring the floor shall be recognized by the chairperson prior to granting voice to the guest.
 9. After a business item has been received for consideration by the annual conference and has been assigned to a LEAD group for discussion and perfected by the group, the material as perfected is then before the plenary session. When the material is to be considered, the chairperson of the group shall state the recommendation of the group.
 10. Each group shall prepare a written report which shall be duplicated and placed in the hands of annual conference members prior to the floor report from that group .
 11. When the annual conference fails to sustain a non-concurrence recommendation from a LEAD group the original resolution as perfected in the LEAD group is before the house.
- V. Consent Calendar: Resolutions recommended by a LEAD group and/or adopted by the annual conference without further debate.
1. A resolution shall be placed on the consent calendar if the group has made no amendments, and the resolution received nine-tenths concurrence vote, or the resolution received nine-tenths non-concurrence vote.
 2. The proposed consent calendar shall be in the hands of the members at least two hours before it is considered.
 3. Resolutions may be removed from the proposed consent calendar by a one-fifth vote of the annual conference.
 4. Approved resolutions will be published in the *Journal*.
- W. Adopted Resolutions
1. There shall be a book of resolutions of the Detroit Annual Conference of the United Methodist Church.
 2. It shall be published annually on the web site of the Detroit Annual Conference and made available for downloading and printing.
 3. It shall be edited annually by the Committee on the Journal under the direction of the conference secretary.

12 Rules

4. It shall:
 - a. Contain all valid resolutions adopted by the Detroit Annual Conference.
 - b. Include in the preface the guidelines for writing resolutions. (See Rules I. B.)
 - c. Include a complete index.
5. Resolutions shall be considered official expressions of the Detroit Annual Conference for a maximum of eight years unless specifically rescinded, amended or superseded by action of subsequent sessions of the Detroit Annual Conference.
6. The Conference Leadership Team and agencies of the Detroit Annual Conference, under the direction of the Conference Secretary, shall review all valid resolutions and recommend to the Detroit Annual Conference the removal of time-dated material.

V. Conference Structure

- A. The annual conference shall be organized according to the structure adopted in May 2009, for implementation following the 2009 annual conference session.
- B. The organizational structure shall be published in the *Journal* each year.
- C. When General Conference changes agency names, the new names will be adopted as editorial changes in these rules and structure.
- D. The Conference Leadership Team shall be responsible for coordinating programming within the annual conference.
- E. There shall be a coordinated Conference Leadership Team staff under the direction and supervision of a director of connectional ministries and responsible as a body to the Conference Leadership Team.
 1. Staff members shall work closely together to implement the correlating efforts of the Conference Leadership Team and appropriate agencies.
 2. The conference staff shall report annually through the director of connectional ministries to the Conference Leadership Team.
- F. The conference shall carry out its work through various organizational units as listed in the standing rules.
 1. The membership of conference organizational units and other official groups shall be nominated by the conference Committee on Nominations except as provided otherwise by the *Discipline*, annual conference rules, or state laws governing corporations.
 2. Each conference organizational unit shall formulate its own policies into a written statement to be reviewed annually by that unit. A copy of this updated policy statement shall be kept on file in the offices of the annual conference to be available to anyone.
 3. Further work may be carried out by other official groups created by the annual conference to fulfill specific functions within a limited period of time: area task forces, ecumenical groups, committees related to the conduct of the annual session of the annual conference, and the city/district missionary societies (including the Methodist Union of Greater Detroit.) As part of the creation of these groups, there shall be a statement of the following to the annual conference: statement of purpose, to whom the group is accountable, and from whom the group will receive funding.
- G. Sections of a division and task forces of an agency may be composed of a few agency personnel with additional members being recruited beyond the elected members. Recruited members would not be expected to attend full board meetings.

- H. Individuals may be co-opted by any agency and become voting members of the co-opting agency. The expenses of co-opted persons shall be paid by the agency which invited them to serve. Conference tenure guidelines apply, which limits a person to eight years maximum on a single conference agency including either elected or co-opted status. After serving eight years consecutively, a person will be ineligible for service on the same agency for a period of four years, but rules of membership do not apply. Names and addresses of all such co-opted persons are to be sent to the conference Committee on Nominations by that agency's secretary by **January 15** of each year. The conference Committee on Nominations shall publish annually a list of co-opted persons on annual conference agencies.
- I. Persons elected to general and jurisdictional agencies of The United Methodist Church and residing within the conference boundaries shall be ex officio members of the related conference agencies.
- J. Project directors are part-time employed persons accountable to a district council on ministries or like body.
- K. Funding of administrative agencies is directly through the Council on Finance and Administration. Program agencies under the Conference Leadership Team shall submit annually their proposed program and budget to the Conference Leadership Team for its action. The team presents its coordinated budget request to the Council on Finance and Administration.
- L. There may be an area program task force composed of representatives from the Detroit Conference Leadership Team and West Michigan Conference Leadership Team which shall serve to correlate such types of programs as can best be done on an area-wide basis. It shall meet at the call of the bishop and may recommend specific area-wide projects to the respective Detroit Conference Leadership Team and West Michigan Conference Leadership Team.

VI. Nominations

- A. Each agency shall review its membership annually to identify members who have not functioned. After consultation with the person(s) involved, a written request for replacement shall be sent by the agency's secretary to the conference Committee on Nominations by **January 10** with a copy sent to the person(s) involved. A request for filling vacancies may be made to the conference Committee on Nominations between meetings of the annual conference.
- B. Those agencies who wish to suggest nominees to the conference Committee on Nominations must forward a Nomination Application to the conference Committee on Nominations Secretary by **January 10** each year.
- C. The conference Committee on Nominations shall nominate for election by the annual conference the members of all agencies, except where another manner of nomination, election, or appointment is stated. Unless legislated otherwise, officers of all conference agencies shall be elected from within the existing membership of that group.
- D. Insofar as possible, the elected members of each agency shall be one-third laywomen, one-third laymen, and one-third clergy.
- E. Terms of office shall begin immediately following the session of the annual conference at which persons are elected.
- F. Eligibility
 - 1. A person may be elected to membership on no more than two conference organizational agencies, only one of which may be a conference council or board. This rule does not apply to ex officio membership or member-

- ship on district committees. This rule does not apply to the members of the Board of Laity since they are not elected but are Board members by virtue of their office.
2. A person shall be eligible to serve two terms (eight years maximum - total of elected and co-opted membership years) on a single conference agency. Each term shall usually be four years. After serving two consecutive terms, a person will be ineligible for service on the same agency for a period of four years. In those cases where election is for a three-year term, members are eligible to serve three terms (nine years maximum), then a person will be ineligible to serve on the same agency for a period of three years. Additions between annual conferences constitute one year. In case of disciplinary requirements on agencies, those will take precedent.
 3. Members of the Board of Pensions and Health Benefits are elected to an eight-year term and shall therefore be eligible to serve only one term. 2012 Discipline, ¶ 639.2.
- G. Unless otherwise ordered, provided for by the *Discipline*, or the particular group, the convener of the various groups shall be the presiding officer of the previous year providing he/she is still a member. Otherwise, the group shall elect the presiding officer or convener prior to annual conference. Whenever there is a change in the presiding officer the group shall notify the secretary of the conference Committee on Nominations by **May 1** for inclusion in the conference *Journal*.
- H. Insofar as possible, all committee work shall be spread across the entire conference with special preference being given to aptness, experience, and efficiency.
1. No person shall be nominated to any group who has not been notified and his/her specific consent to serve received.
 2. There shall be in each district an opportunity between annual conference sessions for the names of qualified persons to be offered for service on any group. Members of the conference Committee on Nominations from each district shall carry these names to the conference Committee on Nominations for its consideration.
 3. Vacancies caused by changes in appointments shall be filled by the conference Committee on Nominations as soon as possible after the close of the annual conference session.
- I. Restrictions
1. Only professing members of The United Methodist Church shall be eligible for nomination unless legislation specifically permits otherwise.
 2. Since district superintendents are members of several conference organizational units on an ex officio basis, they shall not be nominated for additional membership. A district superintendent shall not be chairperson of a conference organizational unit, division, or section thereof. A clergy person shall not continue as a chairperson if s/he is appointed as a district superintendent.
 3. No person employed by the annual conference shall be eligible for membership on the conference Committee on Nominations, except ex officio without vote. No chairperson of a conference organizational unit or other official group shall be eligible for elected membership on the conference Committee on Nominations, nor may they chair the committee. If a mem-

- ber of the conference Committee on Nominations is elected as chairperson of any group whose members are represented by the conference Committee on Nominations, or is appointed as a district superintendent, s/he shall cease being an elected member of the committee.
4. Provisional members will be ineligible for nomination to conference organizational units, unless they are serving full-time in the annual conference under supervision of a district superintendent.
 5. Because of their commitments to the annual conference as a whole, no conference staff person shall be elected to a conference organizational unit. They may serve as ex officio members without vote or be assigned to conference organizational units or any official group as part of their staff responsibilities. If a person assumes a staff position in midterm, his/her membership on any conference organizational unit or other official group shall cease, and the conference Committee on Nominations shall seek to fill the balance of the unexpired term.
- J. Whenever a district representative elected on nomination of the conference Committee on Nominations shall move from the district, membership of that representative shall cease, the district office shall notify the conference Committee on Nominations, and the vacancy shall be filled by the conference Committee on Nominations for the remainder of the term.
- K. Election of Trustees
1. Whenever the annual conference is responsible for the election of a trustee of an institution or foundation related to the annual conference, and where no other method of nomination is required by *Discipline*, by any charter or bylaw of the institution, or by law, the conference Committee on Nominations shall nominate said trustee after considering recommendations offered by the institution.
 2. All specifications by the church or state as to the manner of election of trustees shall be rigidly followed and, except where a term of office is specified, the term of office shall be from the close of the annual conference session to the close of the next.
- L. The bishop or the annual conference may ask persons to serve on Michigan area committees or task forces.
- M. The Detroit Annual Conference will elect or nominate for consideration members to the following agencies or organizations as requested:
Adrian College, Albion College, Bay Shore Evangelical Association, Conference Extension Fund, Lake Louise Christian Community, Methodist Theological School in Ohio, Methodist Children's Home Society, Michigan Area United Methodist Church Historical Society, United Methodist Retirement Communities.
- N. The conference Committee on Nominations shall provide a list of the names and addresses of all laypersons elected to serve the conference for inclusion in the conference *Journal*.

VII. Dependent Care and Protection of Children, Youth, Vulnerable, and Dependent Persons

- A. Dependent Care
1. While carrying out the responsibility of the district or conference organizational units, members may need to have dependent care provided in their homes. There will be reimbursement of payment for dependent care

- up to a maximum of ten hours per day at a rate not exceeding the minimum wage.
2. Each organizational unit shall budget for dependent care as a line item, considering its membership, time, and number of meetings, etc., and based upon its projected needs.
 3. The expenses shall be vouchered and reimbursed.
 4. Local churches shall be encouraged to support their members who are active on conference and district levels by volunteering to provide for dependent care when possible.
 5. Care givers are urged to enlist family members or other volunteers for dependent care, if at all possible.
 6. Conference or district organizational units may choose to provide child care on site. If so, they shall observe the following guidelines:
 - a. At least minimum wage shall be paid.
 - b. The chairperson shall designate someone to be responsible for arranging for the sitter at the time of the meeting.
 - c. Meeting notices shall include a space that will be checked and returned if dependent care will be needed.
 - d. Parents shall be responsible for bringing necessary items for their children, i.e., toys, lunches, sleeping bags for naps, etc.
- B. On-Site Activities. All on site dependent care and programming for children, youth, vulnerable and dependent persons shall conform to the Conference policy regarding Protection of Children, Youth, and Vulnerable Persons (see 2012 Journal, pages 268-278)

VIII. Finances

- A. The fiscal year of the Detroit Annual Conference shall be the calendar year.
- B. Policy on corporations of the annual conference.
 1. A corporation may be organized by a group of members of the Detroit Annual Conference. The name "United Methodist" may be included in the corporate name where any corporate purpose relates to The United Methodist Church or any part thereof, provided authorization for such incorporation has first been obtained by a vote of the annual conference.
 2. Any corporation that is thereafter created by the annual conference shall write its articles of incorporation so as to include the following articles: "This corporation is a subsidiary of The Detroit Annual Conference, Inc., and shall be amenable to its policies and directives. At least one-half of the directors, or trustees, shall be elected by the Detroit Annual Conference upon nomination of the conference Committee on Nominations, except as otherwise provided by the *Discipline* or law."
- C. Coordination of Apportionments
 1. The annual conference has the right and obligation to know the source and disposition of all funds raised by apportionments. Dual apportionments and askings should be eliminated where possible so that one apportionment for any cause or purpose can serve the conference or district needs.
 2. The district boards of missions and church extension and the United Methodist Union of Greater Detroit shall annually provide reports and financial statements to the annual conference, stating only receipts and disbursements, for printing in the *Journal*.

- D. When there is a change of appointment, the salary of the new appointee shall begin with the effective date of the appointment.
- E. The rate of distribution for World Service from the receipts of the World Service and conference benevolences apportionments shall be determined by the annual conference on recommendation from the conference Council on Finance and Administration.
- F. Funds that are received in excess of the budget for the conference fiscal year shall constitute conference funds for the respective apportionment groupings and shall be designated and maintained by the conference treasurer.
- G. Persons are urged to read the Council on Finance and Administration report, which is printed in each year's *Journal*, for specific financial policies, rules, and procedures.

IX. General and Jurisdictional Conferences

A. Nomination of delegates

1. Prior to the annual conference at which General and jurisdictional conferences delegates are to be elected, a meeting shall be convened by the conference lay leader with the conference presidents of United Methodist Women and of United Methodist Men, the assistant to the bishop, and the first two clergy delegates elected to the last General Conference to develop, prepare, and distribute nomination forms. All committee expenses shall be charged to a General and jurisdictional conferences' expense account.
2. Nomination forms with instructions for completing them, a brief description of the elected delegates' duties, and required meeting dates shall be mailed by October 15 to the pastor, lay member(s) of the preceding annual conference, and presidents of units of United Methodist Men and of United Methodist Women in each local congregation. Any of these persons or any conference agency may nominate lay and/or clergy candidates on a completed nomination form.
3. Each nomination form shall include spaces to indicate district, size of local congregation, age group, gender, occupation, ethnic background, disability, and nominee's signature indicating permission for nomination. In addition, a biographical sketch of not more than 125 words should include experience in service on local, district, conference, and general agencies; personal information; community involvement; etc. The covering letter sent with the forms for nominations shall include a paragraph urging the selection of knowledgeable and experienced candidates, and suggesting that loyal workers be honored in another way. Nominators are urged to be inclusive in the areas of age, gender, disabilities, and ethnic background.
4. All completed nominations shall be in writing, including a brief biographical sketch of not more than 125 words, signed by the nominee, and submitted in duplicate to the conference lay leader by **January 15**.
5. Prior to the annual conference at which General and jurisdictional conferences delegates are to be elected, lists of nominations for lay and clergy candidates shall be distributed only by including them with the pre-conference material on the dates specified in rule I.A.1.
6. These lists, with a brief biographical sketch of not more than 125 words for each nominee, clergy and laity, shall be prepared under the guidance of the committee in IX.A.1.

18 Rules

7. Other nominations for General and jurisdictional conferences' delegates will be received only as write-in nominations on the first ballot at annual conference, with no nominating speeches and no biographical sketches submitted.
 8. All persons receiving at least 10 votes on the first ballot will be named and asked to stand.
- B. Election of delegates
1. The lay delegates to General and jurisdictional conferences shall be elected by the lay members of the annual conference without regard to age; provided such delegates 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 and shall be professing members of a church within the Detroit Annual Conference at the time of holding the General and jurisdictional conferences. 2012 Discipline ¶ 36.
 2. The Clergy delegates to General and jurisdictional conferences shall be elected by and from the ministerial members in full connection with the Detroit Annual Conference. 2012 *Discipline* ¶ 35.
 3. The conference secretary shall appoint tellers and designate the head teller using the list of names submitted by each district superintendent who will suggest persons who will be in attendance at the annual conference but not eligible to vote for delegates to General and jurisdictional conferences, such as provisional, associate, and affiliate clergy members; local pastors; and alternate lay members.
 4. There shall be a group of tellers for the clergy ballot and a group of tellers for the lay ballot. The conference secretary shall designate a person to serve as an instructor to the tellers. The ushers shall distribute the ballots, collect them, and deliver them to the tellers. The tellers shall process the ballots and the head teller shall report the results to the conference secretary and the bishop who shall read the names of the persons receiving at least ten votes on that ballot.
 5. Electing delegates to General and jurisdictional conferences constitutes one election process. Therefore, there is only one first ballot.
 6. For each of the first six ballots, a majority of all the valid votes cast shall be necessary for election. On the seventh ballot, the highest vote-getters will be elected to complete the General Conference delegation, excluding reserve delegates. The same procedure, using not more than seven additional ballots, will be employed for the election of the jurisdictional conference delegates.
 7. After the ballot electing the last jurisdictional conference lay delegate or clergy delegate, as the case may be, one additional ballot will be taken to elect the reserve delegates. The number of votes to be cast shall be equal to the number of reserve delegates to be elected. The person receiving the highest votes, and the person receiving the next largest number of votes, up to the number of persons required to be elected as reserve delegates, shall become the reserve delegates to the jurisdictional conference, and shall serve in order according to votes received.
 8. If there is a tie on the last general and/or jurisdictional conference ballot, the tie shall be resolved by the drawing of lots.

9. The delegates to the jurisdictional conference shall, in order of their election, be the reserve delegates to General Conference.
 10. Before each ballot, the bishop shall announce the number of candidates that ballot may elect. Ballots may be taken at any time the annual conference is in session.
 11. The clergy ballot and the lay ballot shall be taken separately.
 12. When a ballot is to be taken, clergy and lay members, or alternate lay members seated in the place of lay members, must be within the bar and have proper identification to cast a vote.
 13. When the ballots have been distributed and sufficient time has elapsed to mark them, the bishop shall call upon the clergy members or lay members, according to the ballot being taken, to stand and remain standing until their ballots have been collected.
 14. A ballot, to be effective, must include the exact number of names or fewer than the ballot may elect. All other ballots are defective and must not be counted.
 15. Regardless of mistakes in spelling, omission, or mistakes in names or initials, the intent of the voter shall be allowed. If there is sufficient doubt, or persons with the same name are running and no initials are included so that the tellers cannot agree on the intent, the vote for that name only shall not be counted.
- C. Petitions for General Conference shall be submitted as follows:
1. Any group or individual qualified by the *Discipline* to submit a petition to the General Conference may initiate an annual conference petition.
 2. Petitions must be submitted to the chairperson of the Committee on Reference and Daily Procedure postmarked not later than **February 15** preceding the annual conference just before the General Conference.
 3. LEAD group and plenary sessions will discuss and vote on the petitions with no amendments allowed. If passed, the petition can go to General Conference with Detroit Annual Conference endorsement. If not passed, the petition can go to General Conference if presenter wishes but without Detroit Annual Conference endorsement.
- D. Endorsement of episcopal nominee(s)
1. At the annual conference session immediately prior to the next regular session of the jurisdictional conference, the annual conference may endorse one or more nominees for episcopal election
 2. Nominations for endorsement shall be made at the annual conference session.
 - a. The jurisdictional conference delegation may first nominate one or more clergypersons.
 - b. Other nominations may be received from the floor.
 - c. The nominator shall introduce the nominee and the nominee may greet the conference. The combined presentation shall not exceed three minutes.
 3. After nomination(s) are received, there shall be 24 hours before the first ballot is taken.
 4. A written ballot will be taken. Members of the conference may vote for up to the number of episcopal vacancies or the number of nominations, whichever is less. Provision shall be made on each ballot for a non-en-

dorsement vote. If there is not an endorsement on the first ballot, there shall be a second and final ballot.

5. A sixty percent vote shall be necessary for endorsement

X. Parliamentary Authority

- A. The proceedings of the annual conference shall be governed by the Rules of Order of the preceding General Conference and the acts of the jurisdictional conference as far as they apply to the organization and work of the annual conference; and, in all matters not specified herein, by established parliamentary law as set forth in *Robert's Rules of Order Newly Revised*.
- B. The rules of order and the standing rules, as adopted and as amended, shall be printed annually in the conference *Journal*. Until they are repealed, they shall be the rules in all matters to which they apply. These rules may be amended or changed by two-thirds vote of the annual conference, provided that the proposed change has been presented to the annual conference and referred to the Committee on Standing Rules, which shall report its consideration no later than the day following. The operation of any of these rules may be suspended by two-thirds vote of the annual conference.

STRUCTURE

The Structure of the Detroit Annual Conference is hereby amended, effective at the close of this session of Annual Conference, as follows.

Administrative Review Committee.....¶1
 Archives and History, Commission on.....¶2
 Asian American Ministry, Committee on.....¶3
 Christian Unity and Interreligious Relationships, Commission on (CUIR).....¶4
 Conference Commission on Young Adult Communities (YAC)¶5
 Conference Council on Youth Ministry (CCYM)¶6
 Conference Leadership Team¶7
 Conference Program Committee¶8
 Discipleship, Board of¶9
 District Council on Ministries (DCOM).....¶10
 Episcopacy, Committee on¶11
 Episcopal Residence, Committee on¶12
 Equitable Compensation, Commission on¶13
 Ethnic Local Church Concerns, Committee on¶14
 Finance and Administration (CFA), Council on¶15
 Global Ministries, Board of¶16
 Higher Education and Campus Ministry, Board of.....¶17
 Hispanic/Latino Ministry, Committee on¶18
 Investigation of Diaconal Ministers, Committee on¶19
 Journal, Committee on¶20
 Justice, Advocacy and Equity, Board of¶21
 Laity, Board of¶22
 Michigan Area Clergy Family Advocacy, Committee on¶23
 Michigan Area Loan Funds¶24
 Native American Ministry, Committee on.....¶25
 New Church Development Committee¶26
 Nominations, Committee on¶27
 Ordained Ministry, Board of¶28
 Outdoor and Retreat Ministries, Board of¶29
 Pensions and Health Benefits, Board of.....¶30
 Personnel Committee, Conference Leadership Team¶31
 Protection Policy, Conference, Committee on.....¶32
 Reference and Daily Procedure, Committee on (ReDaP)¶33
 Religion and Race, Commission on¶34
 Standing Rules, Committee on.....¶35
 Support Staff Policy, Conference Committee on¶36
 Trustees, Board of.....¶37
 United Methodist Foundation¶38
 United Methodist Men (UMM)¶39
 United Methodist Women (UMW).....¶40
 United Methodist Church Secretaries.....¶41
 Other Conference Organizational Units¶42

DEFINITIONS

<u>Agency:</u>	a general term used to describe any council, board, commission, committee, division, or other unit within the annual conference
<u>Board:</u>	a continuing body to carry out assigned responsibilities of program, administration and/or service
<u>Commission:</u>	an organization created by the annual conference to fulfill a specific function for an indefinite period of time
<u>Committee:</u>	a permanent body dealing with designated responsibilities, amenable to the Annual Conference and not a sub group of another agency
<u>Co-opted member:</u>	a person added to an agency because of his/her expertise, who serves for a period of time. Such person shall have voice, but not vote, on the agency to which he/she has been co-opted
<u>Council:</u>	an organization to perform defined responsibilities of review and oversight in relation to other agencies and to perform other assigned functions
<u>Division:</u>	an organizational unit of a board, created by the annual conference, responsible for carrying out a specific part of the board's responsibilities
<u>Ex officio member:</u>	one who is a member of an agency by virtue of an office. Ex officio members, except conference staff, shall have the right to vote unless specifically denied herein. Ex officio membership shall not apply against the rule of eligibility for election to conference organizational units and other official groups
<u>Section:</u>	a functional subunit of a division
<u>Sub-committee:</u>	an organization unit of a committee, created by that committee, for carrying out part of its responsibilities
<u>Task force:</u>	persons recruited by an agency or by the Bishop to carry out a designated operation or mission in a specific period of time

ADMINISTRATIVE REVIEW COMMITTEE ¶ 1

1. Accountability: The Administrative Review Committee shall be accountable to the annual conference and report to the clergy session as necessary.
2. Purpose: To ensure that the Disciplinary procedures for involuntary leaves of absence, involuntary retirement or administrative location are properly followed.
3. Membership: There shall be three members and two alternates, all clergy as required by ¶636 of the 2012 *Discipline*, nominated by the Bishop and elected for the quadrennium by the clergy session.
4. Organization: The chairperson shall be elected from the membership of the committee.
5. Meetings: The committee shall meet as necessary.
6. Responsibilities: The committee shall carry out all responsibilities set forth in the 2012 *Discipline*, ¶ 636.

COMMISSION ON ARCHIVES AND HISTORY ¶ 2

1. Accountability: The Commission on Archives and History shall be accountable to and annually file a written report with the annual conference. It shall request funding through the Council on Finance and Administration.
2. Purpose: preserve the records of the annual conference and collect and preserve data of historical value
3. Membership:
 - a. twelve persons: one representative from each district and ~~five~~six members-at-large nominated by the conference Committee on Nominations and elected by the annual conference for a term of four years with a maximum of two terms.
 - b. members of the General Commission on Archives and History residing within the conference shall serve ex officio.
4. Organization: chairperson and secretary nominated by the conference Committee on Nominations and elected by the annual conference for a term of four years. One member of the commission shall be designated as the memoirs coordinator.
5. Meetings: There shall be at least two meetings each year.
6. Responsibilities:
 - a. maintain a fire-safe historical and archival depository and see that all current items (of historical nature) are preserved therein
 - b. provide for ownership of real property and receive gifts and bequests
 - c. liaise with shrines, landmarks, and conference historical site within the bounds of the annual conference
 - d. assist the bishop or conference program committee in planning for historical observances at annual conference
 - e. establish retention and disposition schedules for local church records under guidelines set by the General Commission on Archives and History
 - f. encourage and assist local churches in preserving their records and compiling their histories
 - g. engage with other Wesleyan, Methodist, or Evangelical United Brethren-related denominations in lifting up our joint heritage
 - h. provide written reflection regarding the following persons to the program committee for the annual conference memorial time

4 Structure

- (1) clergy, including retirees and part-time and retired local pastors and their spouses and widow(er)s
 - (2) diaconal ministers
 - (3) lay members of the previous annual conference
 - (4) laypersons employed by the conference
 - (5) dependent children of clergy members
 - (6) missionaries related to the conference
 - (7) others recommended by the memoirs coordinator.
- i. collect and submit to the Committee on the Journal, by June 15 of each year, memoirs of the persons in the aforementioned categories who have died since the previous year's annual conference session
 - j. fulfill all other duties specified in the 2012 Discipline, ¶ 641
7. Relationships: The commission shall be related to the following entities:
- a. Friends of the Archives
 - b. the Michigan Area United Methodist Church Historical Society

COMMITTEE ON ASIAN AMERICAN MINISTRY

¶ 3

1. Accountability: The Committee on Asian American Ministry shall be accountable to the Conference Leadership Team ~~both~~ in matters of program and budget and shall annually file a written report with the annual conference.
2. Purpose:
 - a. to develop and support leadership for Asian American United Methodist churches and communities of the Michigan Area United Methodist Church (Detroit and West Michigan Annual Conferences), and meet together for mutual support, training, and fellowship
 - b. to train, support, and empower Asian American United Methodist pastors and lay leaders to engage in effective leadership and ministries in their churches, communities, and ministry settings and to be a catalytic agent for increased cross-cultural understanding and appreciation of ethnic, racial, and cultural diversity among multiple Asian and Asian American groups and immigrant generations
 - c. to train, support, and develop new leadership and ministry and outreach models to more effectively relate to second and successive generations of Asian Americans and Asian-populated communities in Michigan
3. Membership:
 - a. There shall be eight members in four rotating classes including the chairperson. Members shall be nominated by the conference Committee on Nominations, with suggested names submitted by the Committee on Asian American Ministry, and elected by the annual conference for a term of four years with a maximum of two terms.
 - b. The committee membership shall be composed of persons engaged in Asian Ministries and Asian American churches, as well as those persons interested in Asian Ministries and outreach to Asian populations and communities.
 - c. There will be special emphasis on membership representation from churches and districts where there are Asian United Methodist Churches and Asian populations and communities.
 - d. The Asian Ministries committee may also co-opt an additional four non-voting members, which may include the following:
 - (1) first, 1.5 and/or second generation ministry coordinator

- (2) Asian youth and young adult ministry representative
- (3) cross-racial, cross-cultural (CRCC) ministry representative
- (4) UMC grant writer and liaison with GCORR and other organizations
- e. Ex-officio members:
 - (1) A district superintendent designated by the cabinet
 - (2) The director of connectional ministries or another conference representative
- f. Persons interested in Asian American ministry and outreach may attend the meetings and special events without voice or vote.
- 4. Organization: The vice chairperson, secretary, and treasurer will be elected by the committee from its membership.
- 5. Meetings: The committee shall meet at least four times annually, with additional business and planning meetings as needed.
- 6. Responsibilities and tasks:
 - a. to provide leadership and training programs for Asian American ministry pastors and laity, including cross-racial, cross-cultural (CRCC) training components
 - b. to provide information and support for Asian Americans exploring their call to ministry and support for exploring different paths to ministry with Asian American populations, communities, and churches. This would include support of exploring and certified candidates for licensed local pastorate and ordained ministry in The United Methodist Church
 - c. to inform the conference and districts' leadership of the Asian population growth trends and Asian communities' and churches' particular issues, concerns, and needs
 - d. to plan, organize, and implement an annual retreat/seminar for Asian Ministry church pastors and families, for both leadership development and a mutual support network
 - e. to plan, organize, and implement special programs addressing the needs of and providing support for first, 1.5 and second generation youth and young adults
 - f. to communicate the committee's goals and vision and to assure alignment with United Methodist organizations addressing Asian Ministry concerns

COMMISSION ON CHRISTIAN UNITY AND INTERRELIGIOUS RELATIONSHIPS ¶ 4

- 1. Accountability: The Commission on Christian Unity and Interreligious Relationships shall be accountable to the Conference Leadership Team both in matters of program and budget and shall annually file a written report with the annual conference.
- 2. Purpose: promote interest in and work with ecumenical groups within the annual conference.
- 3. Membership:
 - a. eight members, nominated by the conference Committee on Nominations, elected by the annual conference for a term of four years with a maximum of two terms
 - b. ex officio member: district superintendent designated by the cabinet
- 4. Organization:
 - a. chairperson, nominated by the conference Committee on Nominations and elected by the annual conference

6 Structure

- b. secretary elected by the commission
- c. A person or persons shall be designated by the commission to represent the conference at state ecumenical groups.
- 5. Meetings: The commission shall meet at least annually.
- 6. Responsibilities:
 - a. relate to ecumenical groups within the state
 - b. interpret, advocate, and work for the unity of the Christian church
 - c. assist the conference in developing ecumenical relationships
 - d. promote and interpret the work of national and world ecumenical bodies
 - e. fulfill other functions assigned by the annual conference and in the 2012 Discipline, ¶ 642

CONFERENCE COMMISSION ON YOUNG ADULT COMMUNITIES (YAC) ¶ 5

- 1. Accountability: The Conference Commission on Young Adult Communities shall be accountable to the Conference Leadership Team in matters of program and budget and shall annually file a written report with the annual conference. (See Rules I.A.1.)
- 2. Purpose: The mission of the Conference Commission on Young Adult Communities is to encourage and uplift the diverse group of young adults within our conference to grow spiritually through forming real relationships with the church and each other.
- 3. Membership: It is recommended that the membership of the commission include racial, ethnic and gender diversity to insure inclusiveness.
 - a. eight lay people, ages 18-30, nominated by the Conference Nominating Committee. In order to secure experience and stability, the membership shall be divided into four classes, one of which shall be elected each year for a four year term
 - b. up to three clergy persons interested in the spiritual needs of young adults may be co-opted
 - c. ex officio: conference director of youth and young adult ministries.
- 4. Organization: chairperson, vice chairperson, and secretary-treasurer shall be elected from the commission by the commission members.
- 5. Meetings: The commission shall meet at least four times per year.
- 6. Responsibilities:
 - a. to initiate and support plans and activities and projects that are of particular interest to young adults who are college students, working persons, single and married
 - b. to be an advocate for the free expression of the convictions of young adults on issues vital to them
 - c. to support and facilitate, where deemed needed, the formation of young adult caucuses
 - d. to cooperate to and exchange recommendations with agencies of the annual conference and other entities related thereto, including Wesley Foundations and United Methodist-related campus ministries and chaplaincies, in assisting graduating college students in the transition to congregational life and in providing for the general needs of young adults within the church-
 - e. to recommend to the annual conference committee on nominations qualified young adults for membership on conference agencies

- f. to assist the Conference Leadership Team Personnel Committee in the nomination of the conference director of youth and young adult ministries
- g. to fulfill all duties prescribed by the 2012 Discipline, ¶ 650

CONFERENCE COUNCIL ON YOUTH MINISTRY (CCYM) ¶ 6

1. Accountability: The conference Council on Youth Ministry shall be accountable to the Conference Leadership Team both in matters of program and budget and shall annually file a written report with the annual conference.
2. Purpose: enable youth to become aware of the need for and the meaning of commitment to Christ, and to involve themselves actively in the mission of the church through fellowship, worship, study, and service in local churches, districts, and the annual conference
3. Membership:
 - a. twelve youth (7th – 12th grade) representatives with a priority for representation from each district.
 - b. four adults nominated by the conference Committee on Nominations and elected by the annual conference for a term of four years with a maximum of two terms
 - c. ex officio without vote
 - (1) the conference coordinator of youth ministry, who shall be nominated by the conference Committee on Nominations, in consultation with the conference Council on Youth Ministry, and elected by the annual conference
 - (2) the conference staff person
4. Organization:
 - a. president, vice president, secretary, and Youth Service Fund secretary, nominated and elected by the conference Council on Youth Ministry
 - b. executive committee composed of the above officers, the conference coordinator of youth ministry, and the conference staff person
 - c. Conference Council on Youth Ministry youth representatives shall serve a one-year term beginning at the conclusion of the annual conference session. They are eligible for reelection annually by their respective districts.
5. Meetings: The council shall meet at least twice a year.
6. Responsibilities:
 - a. initiate and support plans, activities, and projects that are of particular interest to youth
 - b. be an advocate for the free expression of the conviction of youth on issues vital to them
 - c. provide leadership opportunities for the youth of our conference
 - d. aid in the coordination of the work of district youth councils
 - e. receive and set the policy and criteria for its portion of the Youth Service Fund
 - f. recommend to the conference Committee on Nominations qualified youth for membership on agencies
 - g. fulfill all duties prescribed by the 2012 Discipline, ¶ 649
7. Relationships:
 - a. participate with the Conference Leadership Team in the nomination of the conference coordinator of youth ministry, who shall serve as adviser
 - b. relate to the Conference Leadership Team for funding and reporting

CONFERENCE LEADERSHIP TEAM

¶ 7

1. Accountability: The Conference Leadership Team is a council with governing responsibilities and shall be accountable to and annually file a written report with the annual conference. It shall request funding through the Council on Finance and Administration.
2. Purpose: To act on behalf of the annual conference between sessions to implement the conference vision.
3. Membership:
 - a. Chairperson (see infra)
 - b. Vice chairperson (see infra)
 - c. Area Bishop or clergy assistant to the Bishop (if the Bishop does not wish to be a member)
 - d. Conference Lay Leader
 - e. Cabinet assignment - for a term of no less than two but no more than three years.
 - f. Chairperson of the Council on Finance and Administration
 - g. Conference Secretary of Global Ministries
 - h. eight members-at-large
 - (1) at least one of which shall be between the ages of 19-30
 - (2) at least one of which shall be from each district
 - (3) shall not be leaders of conference agencies
 - (4) shall be selected by the Committee on Nominations, with input from the leadership team, based on needed skills
 - (5) shall be elected for four-year terms in four classes of two persons each
 - i. The bishop, in consultation with the Committee on Nominations, may provide three additional persons at large to ensure inclusiveness and diversity, one of whom shall be 12-18 years of age. These persons shall not be leaders of conference agencies. These persons, if the Bishop so chooses to act, shall be appointed for terms of one year.
 - j. Other members with voice, but no vote
 - (1) Director of Connectional Ministries
 - (2) Conference Treasurer
 - (3) Chairperson of the Commission on Religion and Race
 - (4) Chairperson or his/her designee) of the Conference Leadership Team Personnel Committee
 - (5) Area Director of Communications
 - (6) Any person residing within the bounds of the annual conference with membership on the Connectional Table- 2012 Discipline ¶ 901
4. Organization:
 - a. The Bishop shall select, in consultation with the Director of Connectional Ministries and Conference Lay Leader, two individuals, one clergy and one laity, to serve as chairperson and vice-chairperson of the Conference Leadership Team. These individuals may be drawn from the membership listed in ¶ 7.3 above or may be in addition thereto. The Conference Lay Leader is eligible to serve as chairperson or vice-chairperson.
 - b. A recording secretary shall be co-opted to serve, shall not be a member of the Conference Leadership Team and have no voice or vote.
5. Meetings: The team shall meet at least five times a year. The bishop or conference lay leader may call special meetings as necessary to respond to the ministry needs of the conference

6. Responsibilities: The Conference Leadership Team shall act on behalf of the annual conference between sessions in order to give general direction, guidance, and alignment of resources, structure and ministries in support of the mission, vision and goals of the conference
 - a. Affirm the permission-giving strategies of the Detroit Annual Conference. Throughout each segment of the conference there will be stakeholders who identify the needs of the mission and vision and organize their constituency around the strategies for change
 - b. Be the policy-setting and decision-making body for the conference between its sessions within limits set by the annual conference
 - c. coordinate and support the work of the agencies as they focus spiritual, human and fiscal resources to meet identified needs for mission and ministry
 - d. develop measures of performance and evaluate the effectiveness of the agencies in fulfilling its and the conference's vision, mission, and goals
 - e. appoint task forces as needed
 - f. work collaboratively with the Council on Finance and Administration in establishing and submitting a proposed budget to the annual conference

CONFERENCE PROGRAM COMMITTEE

¶ 8

1. Accountability: The conference Program Committee shall be accountable to the annual conference. It shall request funding through the Council on Finance and Administration.
2. Purpose: arrange the program for each session of the annual conference
3. Membership: eight members nominated by the conference Committee on Nominations and elected by the annual conference, in four classes, for a quadrennium. The following shall be ex officio members:
 - a. bishop or his/her representative
 - b. pastor of the entertaining church
 - c. conference lay leader or his/her representative
 - d. representative from the Division on Worship
 - e. conference secretary
 - f. chairperson of the Committee on Reference and Daily Procedure
 - g. president of Adrian College or his/her representative
 - h. director of connectional ministries
 - i. representative from the Committee on Standing Rules
 - j. annual conference facilitator
 - k. district superintendent designated by the cabinet
 - l. representative from the Board of Ordained Ministry
 - m. area director of communications
4. Organization: The chairperson shall be nominated by the conference Committee on Nominations and elected by the annual conference. The vice chairperson and secretary shall be elected by the conference Program Committee from within its group.
5. Meetings: The committee shall meet at least once annually.
6. Responsibilities:
 - a. arrange the program for each session of the annual conference
 - b. appoint
 - (1) an annual conference coordinator of facilities
 - (2) the head usher for annual conference
 - (3) the chairperson of the Committee on Reference and Daily Procedure
7. Relationships: with all agencies participating in the annual conference session

BOARD OF DISCIPLESHIP

¶ 9

1. Accountability: The Board of Discipleship shall be accountable to the Conference Leadership Team in matters of program and budget and shall annually file a written report with the annual conference.
2. Purpose: foster and develop the ministry of the local church and the units of the annual conference with respect to Christian education, leadership development, and stewardship.
3. Membership:
 - a. Twelve members shall be nominated by the conference Committee on Nominations and elected by the annual conference for a term of four years with a maximum of two terms. The members shall be assigned to divisions by the board's executive committee.
 - b. ex officio members
 - (1) members of the General Board of Discipleship residing within the conference
 - (2) staff related to the board
 - (3) district superintendent designated by the cabinet
 - c. up to three additional members may be co-opted at the board's discretion
4. Organization:
 - a. chairperson, in addition to the 12 members, nominated by the conference Committee on Nominations in consultation with the board and elected by the annual conference
 - b. vice chairperson and secretary elected by the board
 - c. the following divisions, each electing its own director ~~and secretary:~~
 - (1) Christian education
 - (2) mission interns
 - (3) stewardship
5. Meetings: The board and its divisions shall meet at least two times annually. Divisions and ad hoc task forces may meet as necessary to accomplish their work.
6. Responsibilities:
 - a. division of Christian education
 - (1) promote and support the teachings of our Lord Jesus Christ
 - (2) provide training Christian education training for district and local congregation workers
 - (3) promote church school attendance and growth
 - b. division of mission interns
 - (1) supervise and nurture the conference mission intern program
 - (2) consult with the conference commission on young adult communities in the recruitment of mission interns
 - (3) direct the focus of the mission intern program, ensuring that it provides young adults with a pathway to leadership in the annual conference
 - c. division of stewardship
 - (1) plan and promote a comprehensive program of stewardship for people of all ages throughout the conference
 - (2) promote and provide training to local churches on connectional giving
 - (3) identify local churches that are consistently negligent in matters of connectional giving and meet with their church councils to develop programs and strategies for promoting connectionalism and improving connectional giving
 - d. fulfill any other requirements stated in the 2012 Discipline, ¶ 630

7. Relationships:
 - a. The divisions shall cooperate with one another to provide maximum service to local churches and other units of the annual conference.
 - b. The divisions and board shall keep the Conference Leadership Team informed of ministries in process and take assignments from time to time from the annual conference and/or Conference Leadership Team.
 - c. The board shall relate to the General Board of Discipleship.

DISTRICT COUNCIL ON MINISTRIES (DCOM)

¶ 10

1. There shall be a district council on ministries or like body for each district in the annual conference.
2. Accountability: The district councils on ministries shall be accountable to and annually file a written report with the annual conference.
3. Purpose:
 - a. be the basic unit of the connectional organization within the district
 - b. serve as a channel of communication between its local churches, the Conference Leadership Team, and the general agencies of the church
 - c. assist local churches to minister more effectively
 - d. initiate programs for the district
4. Membership: Each district shall determine the membership of its council on ministries which shall include
 - a. district superintendent
 - b. district lay leader
 - c. district presidents of United Methodist Men, United Methodist Women, and Council on Youth Ministry
 - d. others determined by each district council on ministries chosen to include equitable representation, when possible, of laity, clergy, minority groups, women, youth, and young adults
5. Organization: The council shall determine its officers and their responsibilities.
6. Meetings: The council shall meet as often as deemed appropriate by its membership.
7. Responsibilities:
 - a. serve as a two-way channel of communication between the local churches, the annual conference, and the general church
 - b. study the needs of local churches in the district to help them establish guidelines and programs for more effective ministries, emphasizing the following:
 - (1) cooperative ministries
 - (2) inspirational events or experimental ministries
 - (3) leadership training events
 - (4) town and country concerns
 - (5) urban situations
 - c. make program and other recommendations to the Conference Leadership Team and assist in the implementation of the programs of the annual conference
 - d. determine district organization, programming, and allocation of funds within the district
 - e. cooperate in ecumenical programs and events at the district level
8. Relationships: The council shall relate to the Conference Leadership Team and its staff for local church needs.

COMMITTEE ON EPISCOPACY

¶ 11

1. Accountability: The conference Committee on Episcopacy shall be accountable to and annually file a written report with the annual conference. It shall request funding through the Council on Finance and Administration of each conference.
2. Purpose: provide support and counsel to the bishop and interpret the episcopal office to members of the annual conference
3. Membership: The committee shall be elected quadrennially by the annual conference at the session following the General Conference and shall include
 - a. two laywomen, two laymen, two clergypersons, two members-at-large to make possible the representation of ethnics, youth, young adults, and older adults
 - b. two persons appointed by the bishop, provided that one layperson shall be the conference lay leader and provided that at least four of the 10 persons in a. and b. are clergypersons
 - c. Lay and clergy members of the jurisdictional Committee on Episcopacy shall be ex officio members.
4. Organization: Chairperson, vice chairperson, and secretary shall be elected by the committee from its membership.
5. Meetings: The committee shall meet at least annually. Additional meetings shall be on call of the bishop or the chairperson.
6. Responsibilities:
 - a. support the bishop in the oversight of the spiritual and temporal affairs of the church
 - b. be available to the bishop for counsel
 - c. help determine the episcopal needs of the conference and/or area and make recommendations to appropriate bodies
 - d. keep the bishop advised concerning conditions within the conference and/or the area
 - e. interpret to the people of the area and to conference agencies the nature and function of the episcopal office
 - f. hold an annual consultation and appraisal of the work of the bishop
 - g. report needs for episcopal leadership to the jurisdictional Committee on Episcopacy through the elected members of that committee
 - h. fulfill any other requirements stated in the 2012 Discipline, ¶ 637.

EPISCOPAL RESIDENCE COMMITTEE

¶ 12

1. Accountability: The Episcopal Residence Committee shall be accountable to the Committee on Episcopacy. It shall request funding through the Board of Trustees and the Council on Finance and Administration of each conference.
2. Purpose: give oversight in matters of upkeep, maintenance, improvements, and appropriate insurance coverage for the episcopal residence
3. Membership:
 - a. one member of the Committee on Episcopacy from each conference
 - b. chairperson or his/her designate from the Council on Finance and Administration from each conference
 - c. chairperson or his/her designate from the boards of trustees from each conference
4. Organization: The chairperson of the Episcopal Residence Committee shall be the representative of the Committee on Episcopacy of the annual conference in

- which the episcopal residence is located. There shall be a secretary and such other officers as needed elected by the committee from its membership.
5. Meetings: The committee shall meet at least annually.
 6. Responsibilities:
 - a. make recommendations to the annual conferences regarding the purchase, sale, or rental of an episcopal residence
 - b. prepare an annual budget covering the cost of providing the residence which shall include utilities, insurance, and normal costs of maintenance
 - c. forward the proposed budget to the Council on Finance and Administration of each annual conference
 - d. forward the proposed budget annually to the General Council on Finance and Administration
 - e. supervise the expenditure of funds for expenses of the residence and account for such expenditures annually to each annual conference
 - f. fulfill any other requirements stated in the 2012 Discipline, ¶ 638.

COMMISSION ON EQUITABLE COMPENSATION

¶ 13

1. Accountability: The Commission on Equitable Compensation shall be accountable to and annually file a written report with the annual conference. It shall request funding through the Council on Finance and Administration.
2. Purpose:
 - a. present to each annual conference session an Adjusted Equitable Base Compensation Schedule for the ensuing year and ensure that no pastor serving under episcopal appointment in a local church setting is below equitable salary schedule
 - b. provide additional salary beyond the equitable salary schedule to enable a pastor with special skills to serve where needed
 - c. review and evaluate each year the justification for continuing support
3. Membership: Fourteen members shall be nominated by the conference Committee on Nominations and elected by the annual conference. One-half of the members shall be elected each quadrennium.
 - a. one clergyperson and one layperson from each district
 - b. two members-at-large from churches of fewer than 100 professing members, composed of one clergyperson and one layperson
 - c. ex officio members
 - (1) conference treasurer
 - (2) district superintendent designated by the cabinet
 - (3) representative from the conference CFA
 - (4) representative from the conference Board of Ordained Ministry
4. Organization:
 - a. Chairperson, vice chairperson, and secretary shall be elected by the commission from its membership and constitute the executive committee.
 - b. The executive committee shall be empowered to act on behalf of the commission between meetings and shall report such action to the commission at its next meeting.
 - c. The conference treasurer shall serve as the commission treasurer.
5. Meetings: The commission shall meet as often as necessary to fulfill its function.
6. Responsibilities:
 - a. study the needs for additional support within the conference and the sources of income

14 Structure

- b. recommend annually to the annual conference for its action an Adjusted Equitable Base Compensation Schedule of minimum salaries for all full-time pastors or those clergy members of the annual conference appointed less-than-full-time to a local church
 - c. The treasurer shall present an audited financial statement annually to the annual conference for publication in the conference Journal, including a complete list of the equitable compensation charges, showing the amount provided by the commission for each charge. This item is listed in the conference Journal in the treasurer's supplemental report titled "Ministerial and Program Support Payments."
 - d. Each district superintendent shall provide the commission annually with applications from charges which are eligible to receive equitable compensation support and shall be accessible for the fall meeting for the purpose of clarifying and evaluating the applications. It is expected that members of the commission meet with their respective district superintendent following the fall funding meeting and prior to the fall commission meeting to review applications from that district.
 - e. It shall be the commission's goal to create a collegial and cooperative relationship with the cabinet, individual district superintendents, and the charges that make application for support funds.
 - f. The commission shall fulfill any other requirements stated in the 2012 Discipline, ¶ 625.
 - (1) At the same time, the commission shall set reasonable standards of eligibility for funds and shall seek to enable all applicants to be accountable to the annual conference for use of those funds in a way that reflects sound stewardship of all resources in pursuit of missional goals and practices.
 - (2) To enable this process, the commission shall seek to educate and enter into timely and flexible negotiations with all persons surrounding any given application.
 - g. give special attention to ethnic pastors serving ethnic ministries
 - h. fulfill other duties as listed in 2012 Discipline, ¶ 625
7. Relationships: The commission shall be related to church extension, and the United Methodist Union for purposes of ensuring adequate compensation.

ETHNIC LOCAL CHURCH CONCERNS COMMITTEE

¶ 14

1. Accountability: The Ethnic Local Church Concerns Committee shall be accountable to the Conference Leadership Team both in matters of program and budget, and shall annually file a written report with the annual conference.
2. Purpose: develop, strengthen and promote the implementation of a comprehensive plan for ethnic ministries throughout the annual conference emphasizing ethnic local church ministries serving ethnic communities.
3. Membership: Twelve persons shall be nominated by the conference Committee on Nominations and elected by the annual conference for a term of four years with a maximum of two terms, the majority of whom shall be ethnic minority persons.
4. Organization:
 - a. chairperson nominated by the conference Committee on Nominations and elected by the annual conference

- b. vice chairperson and secretary elected by the Ethnic Local Church Concerns Committee from its membership
- 5. Meetings: The committee shall meet at least once per year.
- 6. Responsibilities:
 - a. develop and strengthen a comprehensive plan for ethnic ministries
 - b. provide training resources/opportunities to ethnic churches
 - c. interpret and advocate concerns for ethnic ministries and leadership
 - d. evaluate and recommend improvements in ethnic ministries
 - e. meet at least once per year with all agencies whose primary purpose is to represent the interest of racial-ethnic constituencies in order to examine ministry needs and ideas
 - f. fulfill any requirements stated in the 2012 Discipline, ¶ 632.
- 7. Relationships:
 - a. interact with other conference and district agencies to foster an awareness of the needs and ministries of ethnic local churches throughout the conference
 - b. help promote special program initiatives of the General Conference related to ethnic ministries

COUNCIL ON FINANCE AND ADMINISTRATION (CFA)

¶ 15

- 1. Accountability: The Council on Finance and Administration is accountable to and shall annually file a written report (including a report on its funding) with the annual conference.
- 2. Purpose:
 - a. Oversees the financial and administrative welfare of the conference
 - b. Within the work of this council is provision for the development and implementation of the conference moving policies for appointed clergy.
- 3. Membership:
 - a. Fifteen members shall be nominated by the conference Committee on Nominations and elected by the annual conference for a quadrennium. There shall be at least one layperson more than clergy included in the voting membership of the council.
 - b. Vacancies during a quadrennium will be filled by the council until the next annual conference.
 - c. The conference treasurer shall be nominated by the council and elected by the annual conference.
 - d. The following shall be ex officio members without vote:
 - (1) bishop and assistant to the bishop
 - (2) conference treasurer
 - (3) director of connectional ministries
 - (4) executive director of the United Methodist Foundation
 - (5) a representative from the Conference Leadership Team
 - (6) district superintendent designated by the cabinet
 - (7) members of the General Council on Finance and Administration residing within the conference.
- 4. Organization: A president, vice president, secretary, and chairpersons of the standing committees of audit, investment, and moving shall be elected by the council from its membership. The conference treasurer shall be the treasurer of the Council on Finance and Administration.

16 Structure

5. Meetings: The council shall meet at least four times per year.
6. Responsibilities:
 - a. study the needs of all annual conference agencies to be included in the budget of the annual conference
 - b. present to the annual conference an annual budget after having received recommendations from the Conference Leadership Team for ministries needing to be funded
 - c. determine and recommend to the annual conference the appropriate financial formulas and processes to be used within the conference
 - d. provide sufficient and equitable support for district superintendents and other staff employed by the conference
 - e. develop and implement moving policies to be used in the appointive process
 - f. report and make recommendations to the annual conference on any request to conduct a special conference-wide financial appeal prior to final decision by the annual conference
 - g. fulfill any other requirements contained in the 2012 Discipline, ¶¶ 612-618.
7. Relationships:
 - a. The council will work collaboratively with the Conference Leadership Team and Conference Board of Pensions and Health Benefits.
 - b. The council will relate to the General Council on Finance and Administration.

BOARD OF GLOBAL MINISTRIES

¶ 16

1. Accountability: The Board of Global Ministries shall be accountable to the Conference Leadership Team both in matters of program and budget and shall annually file a written report with the annual conference.
2. Purpose: seek to express the total mission of the church in the context of a global setting.
3. Membership:
 - a. Twelve members shall be nominated by the conference Committee on Nominations, and elected by the annual conference for a term of four years with a maximum of two terms. Nominations shall be for specific positions on the Board.
 - (1) Nominations to the executive committee include the following offices: Chairperson, Vice-Chairperson, Financial Secretary, and Secretary.
 - (2) Additional Board positions to be nominated are the Chairs of the Hunger/UMCOR, Health and Wellness, Volunteers in Mission, Town and Country, Advance, Communications, Conference Committee on Mission Personnel, and one at-large member.
 - b. ex officio members
 - (1) Conference secretary of global ministries, who shall be appointed by the bishop in consultation with the board, shall serve as a member of the Executive Committee, and whose responsibility is to direct mission interpretation in districts and local congregations
 - (2) Conference Chair of the Haiti Task Force
 - (3) Conference Chair of the Liberia Task Force
 - (4) directors of the General Board of Global Ministries residing within the conference.
 - (5) disaster response coordinator, who shall be appointed by the bishop in consultation with the Board

- (6) mission coordinator of the conference organization of United Methodist Men
 - (7) mission coordinator for education and interpretation of the conference organization of the United Methodist Women
 - (8) district superintendent designated by the cabinet
 - (9) General Board of Global Ministries missionaries serving within the conference
- c. The following district representatives, identified by district leadership, shall be ex officio members of the appropriate committees:
- (1) coordinator of Hunger/UMCOR
 - (2) coordinator of disaster response
 - (3) representative of health and wellness
 - (4) representative of town and country
 - (5) secretary of global ministries on the Secretaries of Global Ministries Committee
 - (6) Each district board of missions and church extension and the United Methodist Union of Greater Detroit may have an ex officio representative on the Advance Committee
4. Organization:
- a. The executive committee shall be: Chairperson, Vice-Chairperson, Financial Secretary, Secretary and Conference Secretary of Global Ministries.
 - b. Committee membership will consist of the district leaders listed in 3.c and additional members invited by the Committee Chairperson as needed.
5. Meetings:
- a. The Board and its committees meet at least two times annually.
 - b. In addition, the committees may meet as necessary to accomplish the work.
6. Responsibilities of the board:
- a. cooperate with the General Board of Global Ministries in carrying out the policies and promoting all phases of the work as related to the scope of the board as set forth in the 2012 Discipline, ¶ 633
 - b. fulfill the responsibilities for conference boards of global ministries in the 2012 Discipline, ¶ 633.4b - 633.6
7. Responsibilities of the committees:
- a. Advance: establish, oversee, and interpret advance projects at all levels
 - b. Health and Wellness: direct and oversee annual conference relationships with related agencies and efforts
 - c. Hunger/UMCOR: direct and oversee projects related to hunger and UMCOR
 - d. Mission Personnel: direct and oversee the General Board of Global Ministries mission personnel serving in or related to our annual conference
 - e. Town and Country: direct and oversee projects related to town and country ministries, including cooperative parish
 - f. Volunteers-In-Mission: direct and oversee VIM projects
 - g. Communications: design and implement a process of communicating the work of global ministries throughout the conference
 - h. Executive committee: direct and manage the work of the board between meetings
8. Relationships:
- a. The board shall work with other agencies in the conference for the purpose of promoting and understanding the missional purpose of the church.
 - b. The board shall relate to the General Board of Global Ministries.

BOARD OF HIGHER EDUCATION AND CAMPUS MINISTRY

¶ 17

1. Accountability: The Board of Higher Education and Campus Ministry shall be accountable to the Conference Leadership Team in matters of program and budget and annually file a written report with the annual conference.
2. Purpose:
 - a. oversee the management of the annual conference program of campus ministry in Wesley Foundations, local churches, and ecumenical campus ministries.
 - b. provide for the connectional relationship between the General Board of Higher Education and Ministry and the conference, district, and local church.
 - c. partner with the West Michigan Annual Conference to interpret and promote United Methodist colleges and campus ministries to youth and local churches.
 - d. develop effective Christian leaders and create a “culture of call” for ordained ministry within local churches.
3. Membership:
 - a. twelve members, at least two of whom shall be college students, shall be nominated by the conference Committee on Nominations and elected by the annual conference for a term of four years with a maximum of two terms.
 - b. ex officio members
 - (1) directors of Wesley Foundations located within the bounds of the annual conference
 - (2) a college student nominated by the Committee on Ethnic Local Church Concerns
 - (3) chaplains at Adrian and Albion Colleges
 - (4) district superintendent designated by the cabinet
 - (5) members of the General Board of Higher Education and Ministry residing within the conference
4. Organization:
 - a. chairperson, in addition to the 12 members, nominated by the conference Committee on Nominations and elected by the annual conference
 - b. vice chairperson and secretary nominated and elected by the board
5. Meetings: The board shall meet at least two times annually. In addition, task forces may meet as necessary to accomplish their work.
6. Responsibilities:
 - a. interpret and promote United Methodist ministries relating to higher education
 - b. strengthen the historic United Methodist connection of the annual conference with United Methodist-related colleges and campus ministries
 - c. initiate new ventures in campus ministry and care for and oversee campus ministries located within the bounds of the annual conference
 - d. recommend policies guiding the annual conference in its program of ministry in higher education
 - e. train and provide resources for district committees and local church work areas on higher education and campus ministry
 - f. represent the annual conference in its relationship with Adrian and Albion Colleges.
 - g. identify issues of public policy that relate to higher education, especially issues bearing on access, equity, academic freedom, peace, and justice
 - h. encourage support of ministries in higher education through apportionments and special Sunday offerings

- i. fulfill other responsibilities in the 2012 Discipline, ¶ 634.4.
- 7. Relationship: The board shall relate to the General Board of Higher Education and Ministry.

COMMITTEE ON HISPANIC/LATINO MINISTRY ¶ 18

- 1. Accountability: The Committee on Hispanic/Latino Ministry shall be accountable to the Conference Leadership Team in matters of program and budget and shall annually file a written report with the annual conference.
- 2. Purpose: The committee
 - a. will relate to all conference agencies for the implementation of the National Plan for Hispanic Ministry as it may be adapted to meet the specific needs of the Detroit Annual Conference
 - b. will provide direction and leadership for Hispanic ministries of the conference
 - c. shall establish governing policies for the committee and its staff.
- 3. Membership:
 - a. Eight members shall be nominated by the conference Committee on Nominations and elected by the annual conference.
 - b. The membership shall be composed of persons interested in Hispanic/Latino Ministries with special attention for representation from districts where there is a significant Hispanic population.
 - c. Terms shall be consistent with conference policy.
 - d. The committee may co-opt a maximum of four members.
 - (1) Terms shall be consistent with conference policy.
 - (2) Co-opted members may be asked to fill the following positions:
 - (a) grant application coordinator
 - (b) immigration advisor
 - e. ex-officio members
 - (1) district superintendent designated by the cabinet
 - (2) conference treasurer
 - (3) director of connectional ministries
 - (4) staff employed by the Committee on Hispanic/Latino Ministry
- 4. Organization:
 - a. chairperson, in addition to the eight members, nominated by the conference Committee on Nominations, in consultation with the Committee on Hispanic/Latino Ministry, and elected by the annual conference
 - b. vice chairperson, secretary, and treasurer elected from the membership of the committee
 - c. Task forces, whose members may or may not be committee members, may be created to help the committee accomplish its work.
- 5. Meetings:
 - a. The committee shall meet at least eight times annually.
 - b. Additional meetings may be held as needed to accomplish necessary work.
- 6. Responsibilities:
 - a. interpret and advocate for Hispanic ministries
 - (1) secure and share information about the National Plan for Hispanic Ministries and its resources with key conference leaders and local leaders involved in Hispanic ministries
 - (2) promote the conference Spotlight/Advance funds and Ministry Jubilee

- (3) find stories that will illustrate various aspects of Hispanic Ministries/National Plan being implemented and share these with local, conference, and national media as appropriate
- (4) advocate appropriate responses to issues and concerns affecting Hispanics and Hispanic ministries. Secure information about the Plan for Hispanic Ministries and its resources and share it with key conference leaders and local leaders involved in Hispanic ministries
- b. planning
 - (1) update the Hispanic population growth trends to develop or strengthen new or existing Hispanic ministries
 - (2) re-examine and adjust the conference plan on Hispanic ministries for both Hispanic and non-Hispanic congregations based on the assessment and review recommended above in 6.b.1
- c. training
 - (1) provide training opportunities for lay missioner and pastor teams, (hired) Hispanic ministry coordinators, committee members, and conference and local leaders utilizing the developed curriculum resources
 - (2) train local church leaders to develop Hispanic ministries or to assist them in strengthening and expanding Hispanic ministries utilizing developed resources as necessary
 - (3) identify and enlist candidates interested in ordained ministry and in becoming lay missioners, lay pastors or Hispanic ministry coordinators and refer them to the appropriate conference agencies for follow-up
- d. securing and providing resources
 - (1) secure and provide educational/evangelical resources for leaders and local congregations
 - (2) place the necessary personnel hired by the committee
 - (3) provide the necessary financial resources to support needed personnel for specific Hispanic ministries
- e. monitoring, supporting, and evaluating
 - (1) provide a support system for leaders involved in Hispanic ministries including networking, crisis management, recognition, and affirmation
 - (2) The committee shall annually monitor and evaluate the progress of each specific Hispanic ministry, including where sufficient and/or appropriate resources have been assigned.

COMMITTEE ON INVESTIGATION OF DIACONAL MINISTERS

¶ 19

1. Accountability: The Committee on Investigation of Diaconal Ministers shall be accountable to the annual conference through the clergy session.
2. Purpose: hear charges brought against a diaconal minister and make appropriate recommendations
3. Membership: Members are nominated by the bishop in consultation with the Board of Laity (for professing members) and with the Board of Ordained Ministry (for clergy in full connection and diaconal ministers) and elected quadrennially by the annual conference
 - a. four diaconal ministers or professing members of the church
 - b. three clergy in full connection
 - c. ten alternate members, five of whom shall be diaconal ministers or professing members and five clergy in full connection.

4. Organization: This committee shall be organized in accordance with the 2012 Discipline, ¶ 2703.2
5. Meetings: The committee shall meet as needed.
6. Responsibilities: The committee shall carry out the responsibilities in the 2012 Discipline, ¶ 2702 thru ¶ 2706 inclusive.

COMMITTEE ON THE JOURNAL

¶ 20

1. Accountability: The Committee on the Journal shall be accountable to the annual conference. It shall request funding through the Council on Finance and Administration.
2. Purpose: be responsible for the annual conference Journal
3. Membership:
 - a. conference secretary and secretarial assistants
 - b. four additional persons who shall be nominated by the conference Committee on Nominations, elected by the annual conference for a term of four years with a maximum of two terms.
 - c. other persons, appointed by the conference secretary, who are deemed necessary to fulfill the purpose
 - d. ex officio:
 1. chairperson of the Committee on Reference and Daily Procedure
 2. Area Director of Communications.
4. Organization: The conference secretary shall serve as chairperson.
5. Meetings: The committee shall meet as needed.
6. Responsibilities:
 - a. review annually the format and content of the Journal, complying with the disciplinary requirements
 - b. ensure that the daily proceedings of annual conference sessions are reviewed and accurately recorded
 - c. prepare a report for inclusion in the Journal reviewing the legislation of the conference that requires follow-up or implementation by agencies and local churches of the annual conference
 - d. be responsible for the formatting, printing, and distributing of the Journal
 - e. assist the conference secretary in the fulfillment of other responsibilities

BOARD OF JUSTICE, ADVOCACY AND EQUITY

¶ 21

1. Accountability: The Board of Justice, Advocacy and Equity shall be accountable to the Conference Leadership Team in matters of program and budget and shall annually file a written report with the annual conference.
2. Purpose:
 - a. advocate for matters of social justice wherever injustice is found, with a particular emphasis on the injustices that occur within the bounds of the annual conference
 - b. advocate for the full inclusion of people in the life of local churches and of the annual conference, without regard to race, sex, or disability
 - c. advocate for the interests of small membership churches within the annual conference
 - d. be a witness for the love of Christ to all people everywhere

22 Structure

3. Membership:
 - a. Twelve members shall be nominated by the conference Committee on Nominations and elected by the annual conference for a term of four years with a maximum of two terms. The members shall be assigned to divisions by the board's executive committee.
 - b. ex officio members
 - (1) members of the General Board of Church and Society residing within the bounds of the annual conference
 - (2) members of the General Commission on the Status and Role of Women residing within the bounds of the annual conference
 - (3) any staff related to the board
 - (4) district superintendent designated by the cabinet
4. Organization:
 - a. chairperson, in addition to the nine members, nominated by the conference Committee on Nominations in consultation with the board and elected by the annual conference
 - b. vice chairperson and secretary elected by the board
 - c. the following divisions, each electing its own director and secretary:
 - (1) church and society
 - (2) disability concerns
 - (3) status and role of women
5. Meetings: The board and its divisions shall meet at least two times annually. Divisions, sections, and ad hoc task forces may meet as necessary to accomplish their work.
6. Responsibilities:
 - a. division of church and society
 - (1) liaise with local church church and society committees
 - (2) develop programs that provide education and action on issues confronting the church, consistent with the Social Principle
 - (3) fulfill all other responsibilities prescribed by the 2012 Discipline, ¶ 629
 - b. division of disability concerns
 - (1) advocate for the role of persons with disabilities in ministry
 - (2) develop programs within the annual conference that meet the needs of persons with disabilities
 - (3) foster cooperation among ministries within the annual conference that focus on specific disabilities
 - (4) provides resources to local churches for the use in developing ministries for the disabled
 - (5) foster participation in jurisdictional accessibility associations
 - (6) fulfill all other responsibilities prescribed by the 2012 Discipline, ¶ 653
 - c. division of the status and role of women
 - (1) advocate for the full inclusion of women in the local church and the annual conference
 - (2) develop programs that sensitize leadership at all levels to issues and areas of concern for women
 - (3) fulfill all other responsibilities prescribed by the 2012 Discipline, ¶ 644
7. Relationships:
 - a. The divisions shall cooperate with one another to provide maximum service to local churches and other units of the annual conference.

- b. The divisions and board shall keep the Conference Leadership Team informed of ministries in process and take assignments from time to time from the annual conference and/or Conference Leadership Team.
- c. The board shall relate to the following general agencies
 - (1) General Board of Church and Society
 - (2) General Commission on the Status and Role of Women

BOARD OF LAITY

¶ 22

1. Accountability: The Commission on the Laity shall be accountable to the Conference Leadership Team both in matters of program and budget and shall annually file a written report with the annual conference.
2. Purpose: provide an organizational structure to communicate lay concerns and to empower laypersons within the conference
3. Membership:
 - a. conference lay leader
 - b. conference associate lay leader
 - c. each district lay leader
 - d. conference director of lay speaking ministries
 - e. president or designee of the conference United Methodist Men, of the conference United Methodist Women, and of the conference Council on Youth Ministry
 - f. chairperson or designee of the conference Commission on Young Adult Communities
 - g. conference scouting coordinator
 - h. ex officio members
 - (1) bishop
 - (2) director of connectional ministries
 - (3) district superintendent designated by the cabinet
4. Organization: The conference lay leader shall be the chairperson. The conference Committee on Nominations shall submit the name of the conference lay leader nominee chosen by the Commission on the Laity to the annual conference for vote. Other officers shall be elected as the commission deems necessary.
5. Meetings: The commission shall meet a minimum of twice a year.
6. Responsibilities:
 - a. nominate (for election by the annual conference) the conference lay leader, whose name must be submitted to the conference Committee on Nominations no later than January 30 at the beginning of each quadrennium
 - b. train local church and district lay leaders
 - c. plan activities, geared toward the laity, to take place at annual conference
 - d. advocate for lay people's needs and concerns
 - e. provide a communication link among local church lay leaders, district lay leaders, and the conference lay leader
 - f. perform any other function which it deems necessary or which is assigned to the board
 - g. fulfill all requirements stated in the 2012 Discipline, ¶ 631.
7. Relationships: The board shall interact with other conference structures to foster an awareness of the role within the local congregation of lay people, who through their ministries in the home, work place, community, and world are achieving the mission of the church.

MICHIGAN AREA CLERGY FAMILY ADVOCACY COMMITTEE

¶ 23

1. Accountability: The Michigan Area Clergy Family Advocacy Committee shall be accountable to the bishop both in matters of programming and budget.
2. Purpose: To be an advocate for clergy families in crisis situations.
3. Membership: Ten members
 - a. One representative from each Conference Council on Finance & Administration
 - b. One representative from ~~each~~ the West Michigan Conference Commission on Status and Role of Women
 - c. One representative from the Detroit Conference Board of Justice, Advocacy and Equity's division of the status and role of women.
 - d. One representative from each Conference Board of Ordained Ministry
 - e. One district superintendent from each cabinet.
 - f. The Clergy Family Advocacy Coordinator from each conference, once named.
4. Organization: Chairperson and secretary nominated and elected by the committee from its membership.
5. Meetings: The committee shall meet at least twice a year.
6. Responsibilities:
 - a. Oversee a support program for clergy families in the Michigan area
 - b. Recommend names for the position of Clergy Family Advocacy Coordinators to the bishop who will name the coordinators
 - c. Review and update the job description of the Clergy Family Advocacy Coordinators
 - d. Provide supervision, review and support of the Clergy Family Advocacy Coordinators.
7. There will be a Clergy Family Advocacy Coordinator in each annual conference that will be named by the bishop in collaboration with the Clergy Family Advocacy Committee.

MICHIGAN AREA LOAN FUNDS

¶ 24

1. Accountability: The Michigan Area Loan Funds shall be accountable to and shall annually file a written report with both the Detroit and West Michigan annual conferences.
2. Purpose: administer the Missions and Church Extension Trust Fund and the Adrian-Albion College Endowment Fund
3. Membership:
 - a. Twelve trustees: six shall be elected by the Detroit Annual Conference and six by West Michigan Annual Conference.
 - b. They shall be nominated by the Committee on Nominations of the respective annual conferences and elected by their annual conferences.
 - c. They shall be elected for three-year terms in three classes of two persons each.
4. Organization: The Michigan Area Loan Funds shall be incorporated as a non-profit corporation under the laws of the state of Michigan. The trustees shall elect, at the annual meeting, a president, vice president, and secretary. The resident agent is designated treasurer and serves without vote.
5. Meetings: The trustees meet at least annually. The annual meeting takes place during September or October.

6. Responsibilities:
 - a. appoint the resident agent to act for the corporation in its day-to-day business
 - b. manage the two funds
 - c. act on requests for loans
 - d. safeguard all monies, notes, and other assets of the funds

COMMITTEE ON NATIVE AMERICAN MINISTRY

¶ 25

1. Accountability: The Committee on Native American Ministry shall be accountable to the Conference Leadership Team both in matters of program and budget and shall annually file a written report with the annual conference.
2. Purpose: determine the distribution of the Native American Awareness Sunday offering, coordinate the promotion of Native American Awareness Sunday, and monitor Native American ministries within the annual conference.
3. Membership:
 - a. There shall be no more than eight members, including the chairperson. It is recommended that a majority of the members be Native Americans.
 - (1) members shall be nominated by the conference Committee on Nominations, from names submitted by the Committee on Native American Ministry, and elected by the annual conference for a term of four years with a maximum of two terms
 - (2) the Committee on Native American Ministry may co-opt a maximum of two members to serve on the committee.
 - b. Persons interested in ministry to Native Americans may attend the meetings for the purpose of input, but will have no vote.
4. Organization: chairperson, vice chairperson, and secretary elected by the committee from its membership
5. Meetings: The committee shall meet at least two times a year.
6. Responsibilities:
 - a. promote Native American Awareness Sunday
 - b. oversee the distribution of the Native American Awareness Sunday offering
 - c. monitor existing Native American ministries within the annual conference
 - d. develop Native American ministries within the annual conference
 - e. fulfill all other functions in the 2012 Discipline, ¶ 654

NEW CHURCH DEVELOPMENT COMMITTEE

¶ 26

1. Accountability: The New Church Development Committee shall be accountable to the Conference Leadership Team both in matters of program and budget and shall annually file a written report with the annual conference.
2. Purpose:
 - a. Collaborate with the Cabinet Representative, the Conference Director of New Faith Communities and Congregational Development, the Conference Staff, the Director of Connectional Ministries, and the Conference Leadership Team to start new congregations and to promote, encourage, and resource healthy congregations in new ministries.
 - b. Lead in further development and implementation of an approved Comprehensive Plan for starting new congregations and revitalizing existing churches, as per ¶ 633.5e of The Book of Discipline - 2012.

3. Membership:
 - a. Eight at-large members shall be nominated, in consultation with the New Church Development Committee, by the conference Committee on Nominations and elected by the annual conference for a term of four years with a maximum of two terms.
 - b. Two additional at-large members shall may be from congregations chartered, or church growth ministries, launched within the past ten years that are not currently receiving funding through New Church Development Grants.
 - c. The Committee on Nominations shall divide the membership into 4 classes of 2 members each.
 - d. ex officio members
 - (1) Director of the New Faith Communities and Congregational Development or other staff representative as assigned by the director of connectional ministries in consultation with the bishop.
 - (2) District superintendent designated by the cabinet.
 - (3) The committee may include one additional clergy member or lay person experienced in developing new faith communities.
4. Organization:
 - a. Chairperson nominated by the conference Committee on Nominations and elected by the annual conference.
 - b. Vice chairpersons as needed, secretary, and financial secretary nominated and elected by the committee.
5. Meetings: The committee shall meet at least four times annually.
6. Responsibilities of the committee:
 - a. Communicate the vision of new church development to the annual conference.
 - b. In cooperation with the District Superintendents and Full Cabinet, work with district task groups, partner churches and/or district boards of church location for starting new congregations or expanding vital existing congregations.
 - c. Administer funds designated for new churches and intentionally selected revitalizing churches in accordance with decisions of appropriate conference entities.
 - d. Work with the Cabinet and appropriate conference agencies to identify locations for the development of cooperative ministries as defined in The Book of Discipline - 2012, ¶ 206.
 - e. Assist and equip new church pastors and pastors of selected revitalizing churches in developing and maintaining a covenant support network.
 - f. Maintain a program of continuing education and participate in connectional leadership training events in the congregational development field.
 - g. In collaboration with the assigned conference staff person, provide guidance to local churches as they progress through the process for intentional revitalization.
7. Relationships: The committee shall work with other structures in the conference for the purpose of designing and implementing leadership development activities for new congregations and intentionally selected revitalization efforts.

COMMITTEE ON NOMINATIONS

¶ 27

1. Accountability: The conference Committee on Nominations shall be accountable to and annually file a written report with the annual conference. It shall request funding through the Council on Finance and Administration.

2. Purpose: prepare and present to the annual conference the slate of nominees with an ideal composition of one-third clergypersons, one-third laymen, one-third laywomen and ethnic balance for the various organizational units, as outlined on the table of contents pages of the structure.
3. Membership:
 - a. two persons elected from each district, serving a term of four years with a maximum of two consecutive terms
 - b. twelve additional members, with three elected annually by the annual conference, equally divided into four classes, serving one four-year term only. These members could be re-nominated for another term in another class, with a maximum of two consecutive terms.
 - c. The following shall be ex-officio members:
 - (1) district superintendent designated by the cabinet
 - (2) director of connectional ministries
 - (3) conference lay leader or representative
 - (4) chairperson or representative from the Committee on Standing Rules
 - (5) chairperson of the Commission on Religion and Race
4. Organization:
 - a. chairperson and vice chairperson elected by the committee from its membership
 - b. The secretary shall
 - (1) be nominated by the conference Committee on Nominations and elected by the annual conference. The term of office shall be four years with a maximum tenure of two terms.
 - (2) be an ex officio member of the conference Committee on Nominations without a vote.
 - (3) serve as convener of the committee until a chairperson is elected.
5. Meetings: The committee shall meet within three months following the annual conference session. Thereafter, it may meet as often as needed on the call of its chairperson, resident bishop, or secretary.
6. Responsibilities:
 - a. prepare and present a slate of nominees to the annual conference for election
 - b. shall be empowered to fill vacancies, unless otherwise provided for by the Discipline, occurring between sessions of the annual conference as requested by the affected council, board, commission, or committee, subject to approval of the following session of the annual conference
7. Relationships: The conference Committee on Nominations shall interact with the various boards, councils, commissions, and committees of the annual conference to achieve membership inclusiveness.

BOARD OF ORDAINED MINISTRY

¶ 28

1. Accountability: The Board of Ordained Ministry shall be accountable to and annually file a written report with the annual conference. It shall request funding through the Council on Finance and Administration.
2. Purpose:
 - a. counsel and guide candidates in becoming equipped and qualified for ordination and conference membership

- b. recommend to the annual conference laity and clergy who have met the standards for professional certification in Christian education, evangelism, music, youth, and other areas as may be assigned
 - c. develop supportive relationships which will enable professional clergy to fulfill responsible and effective ministry
3. Membership: At the first session of the annual conference following the General Conference, the annual conference shall elect for a term of four years a Board of Ordained Ministry.
- a. Forty-six members (including men, women, and ethnic persons) nominated by the bishop after consultation with the chairperson of the board, the executive committee, and the cabinet. Among them shall be:
 - (1) At least two-thirds shall be ordained members in full connection, which may include retired ordained ministers. 2012 Discipline, ¶¶ 635.1
 - (2) At least one member of the board, engaged in extension ministries, who will represent all other clergy so assigned.
 - (3) Chairpersons of the Orders of Deacons, Orders of Elders, and Fellowship of Local Pastors and Associate Members.
 - (4) At least one-fifth and up to one-third shall be lay members with vote, except when prohibited by the 2012 Discipline, ¶ 33. Some of these may be diaconal ministers.
 - (5) A district superintendent named by the bishop to represent the cabinet.
 - (6) When possible, at least two associate members or local pastors who have completed the course of studies.
 - (7) When possible at least one young adult clergy person in full connection age 35 or younger.
 - b. Members of the General Board of Higher Education and Ministry residing within the conference shall serve ex officio.
 - c. An elected board member may serve a maximum of three consecutive four-year terms. 2012 Discipline, ¶ 635.1.a).
4. Organization: A chairperson, vice chairperson, secretary, registrars, chairpersons of Division of Deacons and of Division of Elders, chairpersons of Orders of Deacons and of Elders, committee chairpersons, and other officers as required to carry out the duties of the board.
- a. The committees shall be
 - (1) Support
 - (2) Conference Relations, chaired by the vice chairperson of the board
 - (3) Recruitment
 - (4) Education
 - (5) Candidacy and Certification
 - b. The Board shall elect from its membership an official representative to serve on each district committee on ordained Ministry, which shall function as sub-committees of the board. 2012 Discipline ¶ 635.1.g)
5. Meetings: The board shall meet three times a year and as often thereafter as necessary to complete its work. The executive committee shall meet at least three times annually. A meeting may be called by the chairperson or the registrar.
6. Responsibilities:
- a. assume primary responsibility for deacons and elders
 - b. enlist and guide lay and clergy in areas of professional certification in education, evangelism, music, and other assigned areas to prepare for and maintain denominational certification; and maintain required records, continuing

- education opportunities, and supportive relationships for certified professionals and the churches/agencies in which they serve
- c. study and interpret clergy needs and resources of the annual conference
- d. provide support services for vocational development
- e. administer the conference portion of the Ministerial Education Fund
- f. provide training experiences for members of the board at the beginning of each quadrennium
- g. continually evaluate the work of the board and its parts, discontinue those parts which have fulfilled their function, and create new parts as needed
- h. perform all other functions in the 2012 Discipline, ¶ 635.2a)-aa) ¶ 635.3

BOARD OF OUTDOOR AND RETREAT MINISTRIES

¶ 29

1. Accountability: The Board of Outdoor and Retreat Ministries shall be accountable to the Conference Leadership Team in matters of program and budget and shall annually file a written report with the annual conference.
2. Purpose: provide direction and leadership for the outdoor and retreat ministries of the conference by establishing governance policies for the board and its staff
3. Membership:
 - a. Eighteen members shall be nominated by the conference Committee on Nominations and elected by the annual conference. Terms shall be consistent with conference policies.
 - b. district superintendent designated by the cabinet
4. Organization:
 - a. chairperson, in addition to the 18 members, nominated by the conference Committee on Nominations, in consultation with the board, and elected as directed by the conference standing rules
 - b. secretary nominated and elected by the membership of the board. Other offices may be created and filled as need is determined by the board.
 - c. Divisions may be created by the board as needed to aid the process of governance. Members may be assigned to divisions by the chair or the board as needed.
 - d. Action teams may be created to help the board or its staff accomplish its work. The purpose of action teams will be to aid the process of management.
 - (1) Board members will be expected to serve on an action team.
 - (2) Action team members may or may not also be board members.
 - (3) District representatives for outdoor and retreat ministries will be assigned to the promotion and marketing action team rather than to the board.
5. Meetings:
 - a. The board and divisions shall meet at least two times annually.
 - b. Additional meetings may be held as needed.
 - c. Divisions may meet as necessary.
6. Responsibilities:
 - a. provide linkage to the annual conference
 - b. establish policies pertaining to
 - (1) ends: the goals and purposes for outdoor and retreat ministries
 - (2) staff means: establish parameters within which the staff works
 - (3) board-staff relationships: define the ways in which the board will relate to its staff

30 Structure

- (4) board governance: establish board procedures and internal discipline
- c. monitor the total outdoor and retreat ministries program in relation to established policies
- d. incorporate under the laws of the State of Michigan in order to hold the titles to all conference outdoor and retreat ministries' properties
- e. The board may also take upon itself involvement in additional matters, such as fund-raising or advocacy for issues pertaining to outdoor and retreat ministries.

CONFERENCE BOARD OF PENSION AND HEALTH BENEFITS

¶ 30

1. Accountability: The Conference Board of Pension and Health Benefits shall be accountable to and annually file a written report with the annual conference. It shall request funding through the Council on Finance and Administration.
2. Purpose:
 - a. have charge of the interests and work of providing for and contributing to the support, relief, assistance, and pensioning of clergy and their families; other church workers and lay employees of The United Methodist Church; its institutions, organizations, and agencies within The United Methodist Church; and its institutions, organizations, and agencies within the annual conference, except as otherwise provided for by the General Board of Pension and Health Benefits
 - b. make recommendations to the annual conference regarding the development, promotion, and review of a broad general program of insurance protection
3. Membership:
 - a. twelve persons, at least one, but not more than three of whom are retired clergy. No person is eligible to be a member if a lien exists against his/her pension benefits.
 - b. Members shall be elected for a term of eight years. After four years of non-membership, a person may be eligible for re-election.
 - c. Members shall be nominated by the conference Committee on Nominations and elected by the annual conference. A vacancy in the membership of the board may be filled by the board for the remainder of the conference year in which the vacancy occurs, and at its next session, the annual conference shall fill the vacancy for the remainder of the unexpired term.
 - d. ex officio members
 - (1) members of the General Board of Pension and Health Benefits residing within the conference
 - (2) district superintendent designated by the cabinet
 - (3) benefits officer
4. Organization:
 - a. President, vice president, and secretary shall be elected by the Conference Board of Pensions and Health Benefits.
 - b. It is suggested that the board shall divide itself into divisions to do its work.
5. Meetings: The board shall meet at least annually or as often as necessary to do its work.
6. Responsibilities:
 - a. Pension responsibilities:

- (1) seek to provide retirement benefits for all clergy members of the Detroit Annual Conference including pensions, disabilities, and death benefits for widows, widowers, and dependent children
- (2) work with the Clergy Retirement Security Program of the General Board of Pension and Health Benefits. This work is directed by the Plan Document published by the General Board of Pension and Health Benefits which interprets all disciplinary rules. For additional details, see 2012 *Discipline*, ¶¶ 1506-09.
- b. Insurance responsibilities:
 - (1) provide health coverage insurance and life insurance for all clergy in full connection, associate and full-time local pastors of the Detroit Annual Conference. Health insurance coverage is also available for full-time lay employees.
 - (2) upgrade and evaluate continually in light of coverages offered with cost potential of our conference
 - (3) maintain files with details on all conference insurance programs and have this material available to all persons on request
- c. fulfill any other requirements stated in the 2012 Discipline, ¶ 639
- 7. Relationships:
 - a. The board shall cooperate with other structures in the conference when necessary.
 - b. The board shall relate to the General Board of Pensions and Health Benefits.

CONFERENCE LEADERSHIP TEAM PERSONNEL COMMITTEE ¶ 31

- 1. Accountability: The Conference Leadership Team Personnel Committee shall be accountable to the Conference Leadership Team both in matters of program and budget, and shall annually file a written report with the Annual Conference.
- 2. Purpose: Provide for an adequate program and support staff to carry out the purposes, goals, and responsibilities of the Conference Leadership Team.
- 3. Membership:
 - a. Eight persons nominated by the Conference Committee on Nominations and elected by the Annual Conference.
 - b. ex-officio members:
 - 1. Area Bishop or clergy assistant to the Bishop (in the Bishop's absence)
 - 2. Director of Connectional Ministries
- 4. Organization:
 - a. Chairperson nominated by the Conference Committee on Nominations and elected by the Annual Conference.
 - b. Vice Chairperson and secretary nominated by the Conference Leadership Team Personnel Committee from its membership.
- 5. Meetings: The committee shall meet as often as necessary, but not less than twice each year. It shall meet at least once a year with each of the professional staff members and support staff members.
- 6. Responsibilities:
 - a. Consult with the Director of Connectional Ministries on the hiring, evaluation, support, and termination of professional staff. It will consult with the cabinet as needed.

32 Structure

- b. Give oversight to the hiring, evaluation, and termination of program support staff.
- c. Participate with the Conference Support Staff Policy Committee in the development of guidelines for Conference Support Staff.

CONFERENCE PROTECTION POLICY COMMITTEE

¶ 32

1. Accountability: The Conference Protection Policy Committee shall be accountable to the Conference Leadership Team both in matters of program and budget and shall annually file a written report with the annual conference.
2. Purpose: To promote the Conference's Protection Policy through training and by certifying those who will work with children, youth, or vulnerable persons at District and/or Conference events.
3. Membership: Eight members, nominated by the Conference Committee on Nominations and elected for a term of four years, with a maximum of two terms.
4. Organization: The chairperson shall be elected from the membership of the committee.
5. Meetings: The Committee shall meet at least three times a year.
6. Responsibilities:
 - a. promote adherence to the Protection Policy at all District and Conference events.
 - b. propose changes to the Protection Policy to the Annual Conference as needed.
 - c. provide training regarding the Policy and to address issues of risk reduction for District and Conference events.
 - d. provide training to those who will be leading certification training.
 - e. process applications for certification.

COMMITTEE ON REFERENCE AND DAILY PROCEDURE (REDAP)

¶ 33

1. Accountability: The Committee on Reference and Daily Procedure shall be accountable to the conference Program Committee in matters of both program and budget.
2. Purpose: facilitate the work of annual conference session.
3. Membership: six members:
 - a. two representatives from the Committee on Standing Rules named by that committee
 - b. conference secretary or his/her representative
 - c. annual conference facilitator
 - d. two persons named by the conference Program Committee, one of whom shall serve as chairperson of ReDaP
4. Organization: The conference Program Committee shall name the chairperson of ReDaP.
5. Meetings: The committee shall meet as many times as necessary to fulfill its responsibilities.
6. Responsibilities:
 - a. assign appropriate reports and legislative business of the annual conference to its LEAD groups
 - b. receive new business according to procedure outlined in the conference rules of order and assign to LEAD groups

- c. secure and train leaders of the LEAD groups
- d. coordinate the daily schedule for annual conference
- e. The committee chairperson shall be the coordinator for the reports from LEAD groups at annual conference.
- f. The committee shall carry out any other functions assigned to it by the conference Program Committee.

COMMISSION ON RELIGION AND RACE

¶ 34

1. Accountability: The Commission on Religion and Race shall be accountable to the Conference Leadership Team both in matters of program and budget and shall annually file a written report with the annual conference.
2. Purpose:
 - a. to challenge the local churches and agencies of the annual conference to strive for full, equitable participation of their racial and ethnic constituencies in the total life and mission of the church by advocacy
 - b. to review and monitor the practices of the annual conference to ensure racial inclusiveness
 - c. to collaborate with and equip intercultural competence among conference leaders and ministries.
3. Membership:
 - a. eight members, including the chairperson. The majority of the members shall be ethnic minorities, representing the ethnic minority membership of the conference. These members shall be nominated by the conference Committee on Nominations, elected by the annual conference for a term of four years with a maximum of two terms.
 - b. ex officio members
 - (1) members of the General Commission on Religion and Race residing within the conference
 - (2) district superintendent designated by the cabinet
4. Organization:
 - a. chairperson nominated by the conference Committee on Nominations and elected by the annual conference
 - b. vice chairperson and secretary elected by the commission
5. Meetings: The commission shall meet at least quarterly.
6. Responsibilities:
 - a. provide resources and training to enable the work of chairpersons of local church work areas on religion and race
 - b. examine ethnic representation on all conference agencies and make appropriate recommendations to the annual conference for total inclusiveness
 - c. work with annual conference agencies in developing programs and policies of racial inclusiveness
 - d. provide a channel of assistance to racial and ethnic groups as they seek to develop programs of empowerment and ministry to their communities
 - e. provide opportunities for multiracial and interethnic dialogues and meetings through the conference
 - f. provide programs of sensitization and education at every level of the conference on the nature and meaning of racism: attitudinal, behavioral, and institutional
 - g. perform all other functions in the 2012 Discipline, ¶ 643

34 Structure

7. Relationships:

- a. The commission shall consult with the Board of Ordained Ministry regarding recruitment and itinerancy of racial and ethnic ordained ministers.
- b. The commission shall consult with the Board of Justice, Advocacy and Equity to coordinate conference support and cooperation with various movements for racial and social justice.
- c. The commission shall consult with the Commission on Christian Unity and Interreligious Relationships on conference programs of cooperation with African American and other racial/ethnic denominations, especially those of the Methodist family.
- d. The commission shall relate to the General Commission on Religion and Race.

COMMITTEE ON STANDING RULES

¶ 35

1. Accountability: The Committee on Standing Rules shall be accountable to and annually file a written report with the annual conference.
2. Purpose: ensure that the rules of the annual conference comply with the Discipline and assist the annual conference in the development of conference rules
3. Membership:
 - a. eight persons nominated by the conference Committee on Nominations, elected by the annual conference for a term of four years with a maximum of two terms
 - b. ex officio members
 - (1) annual conference facilitator
 - (2) journal secretary
 - (3) district superintendent designated by the cabinet
 - (4) Director of Connectional Ministries
4. Organization: A chairperson, vice chairperson, and secretary shall be elected by the committee.
5. Meetings: The committee shall meet as needed.
6. Responsibilities:
 - a. review the rules of the annual conference
 - b. initiate rules when appropriate
 - c. clarify rules and procedures for operation of the annual conference
 - d. ensure that annual conference rules are compatible with the Discipline

CONFERENCE SUPPORT STAFF POLICY COMMITTEE

¶ 36

1. Accountability: The conference Support Staff Policy Committee shall be accountable to and annually file a written report with the annual conference. It shall request funding through the Conference Leadership Team.
2. Purpose: responsible for reviewing and maintaining the conference support staff personnel policy
3. Membership:
 - a. one representative from each of the following agencies, chosen by that agency:
 - (1) Conference Leadership Team
 - (2) Council on Finance and Administration

- b. one representative from each of the district committees on district superintendency selected by the appointive cabinet
 - c. three ~~present~~ support staff (one elected by the district administrative assistants and two from the conference center support staff)
 - d. director of connectional ministries
4. Organization:
 - a. The director of connectional ministries shall be the convener.
 - b. Other officers shall be elected as determined by the committee.
 5. Meetings: The director of connectional ministries shall convene the committee biannually, with additional meetings as needed.
 6. Responsibilities:
 - a. review guidelines and processes for the employment, training, performance review, job enhancement, and termination of employment of all support staff
 - b. update periodically a manual which includes all policies for support staff working for the Detroit Annual Conference
 7. Relationships: This committee shall report directly to the annual conference. The committee's operating funds shall come from the connectional ministry and administration portion of the conference budget. Funds for employment of support staff shall come from employing agencies.

BOARD OF TRUSTEES

¶ 37

1. There shall be a Board of Trustees of The Detroit Annual Conference of The United Methodist Church, a Michigan nonprofit corporation.
2. Accountability: The board shall be accountable to and annually file a written report with the annual conference. It shall request funding through the Council on Finance and Administration.
3. Purpose:
 - a. provide for the needs of the annual conference for housing
 - b. receive and safeguard gifts made to the annual conference
4. Membership:
 - a. twelve members, all of whom must be of legal age ~~as determined by law~~
 - (1) Members who are laypeople shall be professing members in good standing of local churches within the bounds of the conference.
 - (2) These persons shall be the directors of the corporation.
 - (3) They shall be nominated by the conference Committee on Nominations, elected by the annual conference, and may serve a term of four years with a maximum of two terms. For vacancies between conference sessions see 2012 Discipline, ¶ 2512.2
 - b. ex officio members, without vote
 - (1) conference treasurer
 - (2) district superintendent designated by the cabinet
5. Organization: President, vice president, and secretary shall be elected by the trustees from its membership. The conference treasurer shall serve as treasurer.
6. Meetings: The board shall meet at least annually.
7. Responsibilities:
 - a. receive, collect, and hold in trust for the annual conference any and all donations, bequests, and devises of any kind, real or personal
 - b. buy, maintain, and sell property as appropriate to provide for housing needs of conference personnel
 - c. fulfill other duties in the 2012 Discipline, ¶ 2512

UNITED METHODIST FOUNDATION

¶ 38

1. There may be a United Methodist Foundation serving both Annual Conferences in the State of Michigan.
2. Accountability: The foundation shall be accountable to and annually file a written report with the Detroit Annual Conference and the West Michigan Annual Conference.
3. Purpose: To encourage the giving of gifts, conscientious investing and stewardship education for United Methodist churches in the Michigan Area.
4. Membership:
 - a. There will be a Board of Directors with twelve (12) directors elected at the Foundation's Annual Meeting. Six (6) directors will be from the Detroit Annual Conference and six (6) will be from the West Michigan Annual Conference. These directors shall be reported to each Annual Conference and their respective Nominating Committee.
 - b. Directors are elected by the then-sitting Board and serve three-year terms unless they are elected to fill an unexpired term. Directors may be reelected for a second full term, but no Board Director may serve for more than 9 consecutive years.
 - c. Any vacancy occurring in the Board of Directors may be filled by a majority vote of the remaining Directors present and voting at any regular or special meeting of the Board. A Director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.
 - d. Ex officio without vote:
 - (1) Area Bishop
 - (2) Executive Director of Foundation
 - (3) Treasurers of each Michigan Area Annual Conference.
5. Organization:
 - a. The officers of the Foundation shall be: chairperson, vice chairperson, secretary, treasurer. All officers, except the Executive Director, shall serve without compensation and be directors of the Foundation.
 - b. There shall be an Executive Committee made as follows: chairperson, vice chairperson, secretary, treasurer, stewardship committee chair, investment chair, finance/audit chair, personnel/management chair, marketing chair, and the Executive Director.
 - c. There shall be a 12 -15 member Advisory Board in addition to the Board of Directors. The members of this Board will be selected for specific skill needs for the work of the Foundation and will be invited to serve by the Executive Committee.
 - d. There shall be five (5) standing committees: Investment, Stewardship, Finance/Audit, Marketing, Personnel/Management.
 - e. The Foundation Board of Directors upon recommendation of the Executive Committee shall hire the Executive Director.
6. Meetings: The Foundation shall meet at least twice annually with additional meetings scheduled and called by the chairperson and Executive Director. Special meetings may be called by the President or at least three (3) other directors of the Board on three (3) days notice to each Director.
7. Responsibilities:
 - a. Encourage the giving of gifts to United Methodist Churches for the support of their ministries

- b. Provide resources to United Methodist Churches and their members regarding charitable giving and estate planning.
- c. Teach and encourage Biblical Stewardship principles to our churches and their members.
- d. Encourage and receive gifts, trusts, and bequests of real and/or personal property on behalf of either the Detroit Annual Conference or the West Michigan Annual Conference.
- e. Offer responsible choices and opportunities for investing United Methodist financial assets.
- f. Ensure timely and accurate reporting to congregations on the status of funds held by the United Methodist Foundation of Michigan.

UNITED METHODIST MEN

¶ 39

1. Accountability: The conference organization of United Methodist Men shall be auxiliary to the jurisdictional committee on United Methodist Men and to the General Commission on United Methodist Men. It reports to the Conference Leadership Team and shall annually file a written report with the annual conference. It may request funding through the Conference Leadership Team.
2. Purpose: United Methodist Men shall be a creative, supportive fellowship of men who seek to know God and Jesus Christ. The conference organization of United Methodist Men shall give leadership to and work with the districts and local units of United Methodist Men to meet the inspirational needs of men in evangelism, mission, and their spiritual life, and to promote the plans and responsibilities of the General Commission on United Methodist Men as listed in the 2012 Discipline, ¶ 2302.
3. Membership:
 - a. all members of local units and all pastors within the bounds of the conference
 - b. The bishop or his/her ministerial appointee shall be a member of the executive committee.
4. Organization:
 - a. president, vice president, secretary, and treasurer elected in accordance with the bylaws of the organization
 - b. additional officers and committee chairpersons elected or appointed in accordance with the bylaws
 - c. All district presidents shall be members of the executive committee.
 - d. Tenure in office shall be in accordance with the bylaws.
5. Meetings: There shall be a meeting in the spring and an annual meeting in the fall. Other meetings shall be held as set forth in the bylaws of the organization.
6. Objectives:
 - a. establish and maintain a fellowship of United Methodist Men in each local church or charge
 - b. provide support to all units through
 - (1) witnessing to Christ
 - (2) providing programs and policies for enriching ministry
 - (3) interpreting the ministry of the laity
 - (4) encouraging daily Bible study and personal evangelism
 - (5) providing resources and opportunities for fulfilling the purposes of the United Methodist Men

38 Structure

- c. form and strengthen Covenant Prayer groups
 - d. involve men in mission
 - e. support the Scouting movement, and all other youth groups recognized by the Division of United Methodist Men
 - f. provide leadership training for men
7. Responsibilities: Fulfilling all duties imposed by the 2012 Discipline, ¶ 648.

UNITED METHODIST WOMEN

¶ 40

1. Accountability: The conference organization of United Methodist Women shall have authority to promote its work in accordance with the plans, responsibilities, and policies of the national office of United Methodist Women. It reports to the Conference Leadership Team and shall annually file a written report with the annual conference.
2. Purpose:
 - a. work with the district organizations and the local units of United Methodist Women in developing programs to meet the needs and interests of women and the concerns and responsibilities of the global church
 - b. encourage and support spiritual growth, missionary outreach, and Christian social action
 - c. promote the plans and responsibilities of the national office of United Methodist Women
3. Membership:
 - a. The conference organization shall be composed of all members of local units within the bounds of the conference.
 - b. The bishop shall be a member of the conference organization and its executive committee.
4. Organization:
 - a. president, vice president, secretary, treasurer, and a Committee on Nominations elected according to the bylaws of the organization
 - b. additional officers and committees elected or appointed in accordance with the bylaws
5. Meetings: There shall be an annual meeting of the conference organization of United Methodist Women.
6. Responsibilities:
 - a. The conference organization shall carry out those responsibilities necessary to fulfill its purpose.
 - b. The conference organization shall fulfill all responsibilities assigned to it by the 2012 Discipline, ¶ 647.

UNITED METHODIST CHURCH SECRETARIES

¶ 41

1. Accountability: The conference organization of United Methodist Church Secretaries shall have the authority to promote its work in accordance with the plans, responsibilities, and policies of the Professional Association of United Methodist Church Secretaries (PAUMCS) related to the General Council on Finance and Administration.
2. Purpose:
 - a. provide a supportive base for the unity and fellowship of its members
 - b. promote individual growth, professional development, continuing education, and spiritual enrichment

3. Membership: The conference organization shall be composed of persons engaged in administrative and secretarial work in local churches or beyond the local church in any agency of The United Methodist Church, active and retired, paid or volunteer. This is inclusive of administrative assistants, executive secretaries, office managers, and all others, regardless of title, who serve in this professional capacity.
4. Organization:
 - a. president, vice president, secretary, membership secretary, treasurer, and a Committee on Nominations in accordance with the bylaws of the organization
 - b. additional officers and committees elected or appointed in accordance with the bylaws
5. Meetings: There shall be an annual meeting of the conference organization of United Methodist Church Secretaries
6. Responsibilities: The conference organization shall carry out those responsibilities necessary to fulfill its purpose.

OTHER CONFERENCE ORGANIZATIONAL UNITS

¶ 42

1. Adrian College, linked to the Board of Higher Education and Campus Ministry
2. Albion College, linked to the Board of Higher Education and Campus Ministry
3. Bay Shore Evangelical Association, linked to the Board of Outdoor and Retreat Ministry
4. Conference Extension Fund, linked to the Board of Global Ministries
5. Lake Louise Christian Community, linked to the Board of Outdoor and Retreat Ministry
6. Methodist Theological School in Ohio, linked to the Board of Higher Education and Campus Ministry
7. Methodist Children's Home Society, linked to the Board of Global Ministries
8. Michigan Area United Methodist Church Historical Society, Inc., linked to the Commission on Archives and History
9. United Methodist Retirement Communities, Inc., linked to the Board of Global Ministries