

especially of the same sex and/or same ethnic group.

J. Voting Limitations

Any person receiving salary or stipend for performance of a task on behalf of any Conference agency shall be disqualified from voting on matters that relate to the specific task which she or he is performing for that salary or stipend

Division V. Conference Agency Leadership and Staff

A. General Guidelines

1. Unless otherwise stated, members of Conference agencies are nominated by Conference Committee on Nominations and Connectional Leadership Development and elected by the Annual Conference.
2. Unless otherwise specified in the Operational Guidelines or the Book of Discipline, the term of all members of agencies elected by the Annual Conference shall be for the four years beginning July 1 following the Annual Conference Session.
3. Unless the Discipline, the Annual Conference, or the Articles of Incorporation, or Bylaws of an incorporated agency provide otherwise, if a member of any Conference agency is absent from two consecutive meetings of the agency without a reason acceptable to the agency, that person shall cease to be a member thereof, and shall be notified. Unless the Discipline, the Annual Conference, or the Articles of Incorporation, or Bylaws of an incorporated agency provide otherwise, any vacancy in a Conference agency between Annual Conference Sessions shall be filled for the remainder of the Conference year by the Executive Team. When the Executive Team is not empowered to fill the vacancy, the agency involved is asked to consult with the Conference Committee on Nominations and Connectional Leadership Development before taking final action.
4. Members of General Boards and Agencies residing within the bounds of the Annual Conference shall be assigned as ex officio members, unless the Constitution or Operational Guide Lines provide otherwise, to appropriate Annual Conference Boards and Agencies by the Conference Committee on Nominations and Connectional Leadership Development in consultation with the person involved when the Discipline has not already made such assignment.
5. The maximum tenure for consecutive service on any one agency shall be two terms of four years or three triennial terms or one eight-year term. However, this rule shall not apply to years of service by

virtue of holding another office, e.g., member of a General Agency, or service in filling unexpired terms of less than two years.

6. Ex officio members have a vote unless otherwise stated.
7. Representation on agencies:
 - a. We intend that our Annual Conference structure fully reflect our commitment to becoming an inclusive church. As one step toward this goal, our Conference shall continue affirmative action in selecting leadership as stated in the current Book of Discipline. In the nomination and election of the membership on councils, boards and agencies of the Annual Conference, special attention shall be given to the inclusion of clergy women, youth, young adults, older adults, persons with handicapping conditions, and racial and ethnic persons, in keeping with policies for general church agencies. There shall be concern for geographic (with consideration for Nevada) and large/small church balance in establishing agency membership.

B. Designated Leaders in Lay Servant Ministries

1. Conference Lay Leader(s)
 - a. Responsibilities: There shall be a Conference Lay Leader(s) having the responsibilities as the elected leader of the Conference laity for fostering the awareness of the role of laity both within the congregation and through their ministries in the workplace, community, and world; enabling and supporting lay participation in the planning and decision making process of the Annual Conference, Districts, and local churches; relating to, supporting, and helping to coordinate the work of organized laity groups in the Conference.
 - b. Election: The position of Conference Lay Leader shall have a quadrennial term of office, elected by the Annual Conference Session and nominated by the Conference Committee on Nominations and Connectional Leadership Development in consultation with the Bishop.
2. Director of Lay Servant Ministries
 - a. Responsibilities: The Director would be a resource person to the several District committees; help develop such committees where they are not organized; help develop policy and procedures, in conjunction with the District Directors, for the lay servant ministries so as to assure consistency throughout the Conference in implementing the Lay Servant ministry.

- b. Election: The Director of Lay Servant Ministries shall be nominated by the Conference Committee on Nominations and Connectional Leadership Development and elected by the Annual Conference.

C. Standing Rules for Conference Boards and Agencies

1. Leadership Development

The primary function of the Leadership Development area of mission focus is to impact the development of Clergy and Lay principled Christian leaders for the church and the world. This mission focus utilizes the leadership and resources of the following conference committees. The I-Relate Team is a ministry project of the Leadership Development mission focus.

a. Conference Board of Ordained Ministry

1) Purpose: The purpose of the Conference Board of Ordained Ministry is to assume the primary responsibility for the enlistment and recruitment of ordained clergy by working in consultation with the cabinet and the General Board of Higher Education and Ministry to study and interpret the clergy needs and resources of the annual conference, with due regard to the inclusive nature of the Church. It shall, with the assistance of the local church committee on pastor-parish relations, conference agencies, and every ordained minister of the conference, enlist women and men of all races and ethnic origins for the ordained ministry and guide those persons in the process of education, training, and ordination, recommending colleges and schools of theology listed by the University Senate. The specific activities of the Board are outlined in PP 635 of the 2016 Book of Discipline.

2) Membership: Each Annual Conference, at the first session following the General Conference, shall elect for a term of four years a Board of Ordained Ministry. At least six (6) ordained elders and deacons in full connection and, when possible, at least two (2) associate members or local pastors who have completed the Course of Study shall be included as members of the board with voice and vote. Each annual conference shall elect at least one-fifth laypersons, which may include diaconal ministers, and may at its discretion elect further lay members, up to one-third of the membership of the board. All laypersons shall be professing members of local churches in the annual conference. The board membership shall include women and ethnic persons, at least one (1) ordained clergy person in the

retired relationship, at least one (1) ordained clergy person in extension ministry, and when possible at least one (1) young adult clergy person in full connection age 35 or younger, and a district superintendent named by the bishop to represent the cabinet. Two-thirds of the members who are elders shall be graduates of seminaries listed by the University Senate.

Members shall be nominated by the presiding bishop after consultation with the chairperson of the board, the executive committee, or a committee elected by the board of the previous quadrennium, and with the cabinet. To ensure adequate board membership, consultation shall include an evaluation of the workload of the board in meeting disciplinary and annual conference responsibilities. Vacancies shall be filled by the bishop after consultation with the chairperson of the board. An elected board member may serve a maximum of three consecutive four-year terms. The Chair of the Order of Deacons, the Chair of the Order of Elders, and the Chair of the Fellowship of Local Pastors and Associate Members shall be members of the Board of Ordained Ministry and its executive committee.

- 3) Organizational Structure: There will be a Chair, Vice Chair, Treasurer/Financial Secretary, Chair- Conference Relations, Chair – Order of Deacons, Chair – Order of Elders, Chair-Enlistment and Recruitment Committee, Chair- Residents in Ministry Committee, Chair – Committee on Clergy Development, Coordinator of Mentors, BOOM Registrar, Dean – District Chairs, Cabinet Representative, and a Ministry Staff Representative. Members at large assigned to specific tasks needed for the work of the Board of Ordained Ministry.
- 4) Board of Ordained Ministry Sub-Committees
- a) Board of Ordained Ministry Executive Committee

Membership: The following Board of Ordained Ministry officers and representatives make up the BOOM Executive Committee: Chair and Vice chair of the full board, Chair- Conference Relations, Chair – Order of Deacons, Chair – Order of Elders, Chair-Enlistment and Recruitment Committee, Chair- Residents in Ministry Committee, Chair- Committee on Clergy Development, Coordinator of Mentors,

BOOM Registrar, Dean – District Chairs, Treasurer/Financial Secretary, Cabinet Representative, Ministry Staff Representative.

b) District Committees on Ordained Ministry

i) Purpose: The committee shall supervise all matters dealing with candidacy for the ordained ministry and with the license for local pastors. The committee shall be amenable to the annual conference through the Board of Ordained Ministry. The specific activities of the board are outlined in PP 666 of the 2016 Book of Discipline.

ii) Membership: It shall be composed of a representative from the Board of Ordained Ministry, named by the board after consultation with the district superintendent, who may be named Chairperson; the District Superintendent, who may serve as the Executive Secretary; and at least six (6) other clergy in the district, including women and ethnic clergy. The clergy shall include elders in full connection, including at least one who has completed the Course of Study; and, where possible, deacons in full connection; and when possible at least one clergyperson who is age 35 or younger. These persons shall be nominated annually by the district superintendent in consultation with the chairperson or executive committee of the Board of Ordained Ministry and approved by the Annual Conference.

c) Committee on Clergy Development

i) Purpose: Tracks and evaluates continuing education credits and opportunities; initiates continuing educational opportunities and provides training for certified candidates.

ii) Membership: Membership is recruited by the Chair of the Committee on Clergy Development in consultation with the Executive Committee of the Board of Ordained Ministry. The Chair of the Committee on Clergy Development is named by the Executive Committee of the Board of Ordained Ministry.

d) Committee on Conference Relations

i) Purpose:

e) Committee on Residence in Ministry

i) Purpose:

5) Authority: This committee relates to the Leadership Development Mission Focus and is amenable to the Annual Conference and to the Core Team in between Annual Conference Session.

6) Fund Administration: Ministerial Education Fund; Patton Fund – for Educational Scholarships

b. Conference Committee on Lay Leadership Development

1) Purpose: To develop and promote programs to cultivate an adequate understanding of the theological and biblical basis for ministry of the laity among the members of churches of the Annual Conference; to give special emphasis to programs and services that will enable laity of all ages to serve more effectively as leaders in both church and community.

The Committee coordinates Lay Speaking Ministries and other organized lay groups in the Conference, such as United Methodist Men, United Methodist Women and shall support their work and help them coordinate the activities of the organized laity of the conference.

To give support and direction to Conference and District programs for local church leadership development; coordinating and developing training experiences that will enable persons of all ages to serve more effectively as members of local churches.

2) Membership: The committee shall have 21 members that are appointed via recommendation of the Cabinet and confirmed by the Conference nominations process. The membership will consist of the Conference Lay Leader(s), up to two (2) laity who are leaders from each of the Conference's five districts; a representative from the Conference United Methodist Women and United Methodist Men; a Conference Coordinator for Lay Speaking Ministries, a Coordinator of Certified Lay Ministry, and five (5) at-large members.

3) Organizational Structure: There will be a Chair, Vice Chair and Secretary elected by the Annual Conference. Team leaders for particular areas of ministry within the committee may be designated by the members of the committee.

4) Fund Administration: Youth Service Fund

5) Authority: This committee relates to the

Leadership Development Mission Focus and is amenable to the Annual Conference and to the Core Team between Annual Conference Sessions.

c. Conference Committee on Young People's Ministry

- 1) Purpose: To provide resources, support and coordination for Conference, District and local church ministries with young people; promote leadership development opportunities for youth, and young adults and for workers with youth and young adults.
- 2) Membership: There will be between 17-19 members of the committee elected by the Conference Nominating Committee consisting of a core team of four (4) officers, (2) young people from each District and 3 – 5 members at-large.
- 3) Organizational Structure: The Chair, Vice Chair, Secretary and one adult worker with young people elected by the committee as a core team of officers for the committee from the elected membership of the committee. Team leaders for particular areas of ministry within the committee may be designated by the members of the committee.
- 4) Authority: This committee relates to the Leadership Development Mission Focus area and is amenable to the Annual Conference and to the Core Team between Annual Conference Session.

5) Fund Administration: Youth Service Fund

d. Conference Committee on Camping and Retreat Ministries

- 1) Purpose: To give oversight of operations, capital development and funding of our Conference Camp and Retreat Centers. Develop year round programming in the area of camping and retreat ministries for all age levels. Promote camp and retreat opportunities primarily through our Conference Camp and Retreat Centers. Undertake the responsibilities related to Camps and Retreats as outlined in the current Book of Discipline assigned to a Conference Board of Discipleship.
- 2) Membership: There shall be between ten (10) and fifteen (15) voting members nominated by the Conference Committee on Nominations. The Board may add up to 3 additional voting members who may be helpful to its work.
- 3) Organizational Structure: There will be a

Chair, Vice-Chair; secretary and Ex-officio members without vote including the Director of Young Peoples Ministry and Camping. The committee may appoint additional committees as needed to fulfill Missional responsibilities.

4) Authority: This committee relates to the Leadership Development Mission Focus area and is amenable to the Annual Conference and to the Core Team between Annual Conference Sessions.

5) Fund Administration:

e. Conference Committee on Nominations and Connectional Leadership Development

1) Purpose: To work in collaboration with the extended cabinet in recruiting and orienting leaders of connectional ministry in the Conference and to prepare nominations for Conference officers, boards, divisions, commissions, and committees, except where specific provision is otherwise mandated. The committee will consult with the Core Team in between conference sessions to fill vacancies which can be confirmed by a vote of the Core Team.

2) Membership: The committee shall consist of up to fifteen (16) persons. The three (3) officers and eight (8) members at large shall be nominated by the Ministry Staff. Four (4) additional at-large members shall be nominated by the Conference Commission on Religion and Race.

Of the fifteen (16) members, there shall be at least one (1) from each District who shall serve on that District Nominating Committee or equivalent structure. Nominees shall be named by May 1 each year and their consent secured by the Bishop.

3) Organizational Structure: There will be a Chair, Vice Chair, Secretary and 13 members at large elected by the Annual Conference.

4) Authority: This committee relates to the Leadership Development Mission Focus area and is amenable to the Annual Conference and to the Core Team between Annual Conference Session.

2. Congregational Development

The primary function of the Congregational Development area of mission focus is to lead by supporting and assisting in the development of new and vital faith communities.

a. Conference Committee on New and Vital

Congregations

1) Purpose: To support and resource the efforts of the Annual Conference for creating new faith communities and encouraging vitality in existing congregations and communities of faith and provides the required linkages to the General Board of Discipleship.

2) Membership: The committee has 16 members: four (4) officers, six (6) at-large members, five (5) district representatives and any conference members who are serving as board members of the General Board of Discipleship.

3) Organizational Structure: The committee will have a Chair, Vice Chair, Secretary, Financial Secretary, and three (3) at-large members named by the Conference Committee on Nominations.

The committee on Congregational Development will name three (3) at-large members. The Cabinet will name the five (5) district representatives.

4) Fund Administration: The Emerging Congregation Fund, Trail Blazer Fund, Endowment for New Church Development, Patton Fund, Older Adult Ministry Fund, and the Christian Education Sunday Offering.

5) Authority: This committee relates to the Congregational Development Mission Focus and is amenable to the Annual Conference and to the Core Team between Annual Conference Sessions.

b. Conference Committee on Ethnic Ministry and Outreach

1) Purpose: To support the efforts of the Annual Conference in reaching out to all people by supporting the vision of racial/ethnic ministries and by strengthening the connectional relationships among richly diverse ethnic communities.

2) Membership: The committee has eight (8) members in addition to officially designated sub-committee representatives. The officers of the committee and four (4) at-large members are nominated by the Conference Committee on Nominations. The Chairs of the ethnic sub-committees are named by the sub-committees and serve as voting members. The ethnic representatives are named by the ethnic groups and serve as participants of the committee with voice without vote and named by

the subcommittees and ethnic groups.

3) Organizational Structure: A Chair, Vice Chair, Secretary, Financial Secretary, and four (4) at-large members and the Chairs of the ethnic ministry sub-committees

4) Fund Administration: The Ethnic Minority Local Church Fund, and shares fund administration related to the Native American Ministries Sunday Offering fund, Hispanic Endowment and the Hispanic Ministry Fund.

5) Authority: This committee relates to the Congregational Development Mission Focus and is amenable to the Annual Conference and to the Core Team between Annual Conference Sessions.

6) Conference Committee on Ethnic Ministry and Outreach Sub-Committees

Role of Sub-committees: Each subcommittee shall relate to the Committee on Ethnic Ministries and Outreach to foster partnerships and good stewardship of conference resources.

a) *Committee on Filipino American Ministries*

i) Purpose: The purpose of the committee is to grow a strong sense of unity among Filipino American United Methodists within the Annual Conference: To develop and deepen a sense of mission and ministry, celebrating and enhancing our cultural roots and values as part of our identity; to create programs and effective strategies for involving and equipping our members, especially young adults, youths, and children; to fully participate in and support NAFAUM and Paglago, our national and regional program for new congregational growth and development and the revitalization of existing churches and fellowships; to raise the consciousness of Filipino Americans towards the advocacy of and support for relevant social issues; to engage the Annual Conference and its constituents in cultural awareness and education; to partner with the Annual Conference in the formation and sustaining of new Filipino American United Methodist congregations.

ii) Membership: The Committee shall consist of one (1) representative each from: CA-NV Regional Paglago, Philippines Solidarity Task Force, Philippines Medical-Dental VIM, Christmas Institute, and The Spiritual Image; president/

chairperson of Filipino American Ministry Caucus; one youth or young adult under age 35; and up to seven (7) additional members at large, at least one from each of the five Districts, nominated by the Conference Committee on Nominations. (2) A chairperson, vice chairperson, and secretary shall be nominated from the members of the Committee and elected by the Annual Conference. The Filipino American Ministry Caucus treasurer will serve by virtue of his/her office.

The Committee shall include both laypersons and clergy; at least one-half of the membership shall be laypersons. They shall be arranged into three classes, expiring at two-year intervals

b) *Committee on Hispanic - Latino Ministries - Comité de Ministerios Hispanos-Latinos*

- i) Purpose: To be a channel of support for the development of Hispanic-Latino Ministries within the California-Nevada Conference.
- a. Work with the Cabinet to identify, accompany and evaluate existing and new Hispanic Latino communities of faith.
 - b. To resource local churches who are committed to develop Hispanic ministry.
 - c. In partnership with the Cabinet work with the National Plan for Hispanic Ministries to develop an ongoing comprehensive strategy for Hispanic Latino ministry in the conference. The committee will help to guide the strategy with the support of the Cabinet and committee on congregational vitality.
 - d. In consultation with the Cabinet the committee will prepare the annual budget for the use of the Hispanic endowment interest funds.
 - e. The Committee on Hispanic Latino Ministries will work under the oversight of the Committee on Ethnic Ministry and Outreach in the administration of its work.

- f. Encourage the full participation of Hispanic Latino ministries, local congregations and new communities of faith in the connectional ministries of the conference.

- ii) Membership: Membership: 4 will be Hispanic Clergy, 2 Non-Hispanic Clergy, 2 Hispanic Lay persons, 2 Non-Hispanic Lay persons for a total of 10 members.
- iii) Officers are as follows: President, Vice President, and Secretary. Officers are limited to two consecutive four year terms and are nominated by the Conference Nominating committee in consultation with the committee. At large members are limited to two 4-year terms and are to be nominated by the Conference Nominating Committee.
- iv) Standing Committees: Executive Committee, calls meetings, meets 3 times a year not counting conference calls, prepares programmatic recommendations and agendas for recommendation to the full committee after consulting with the cabinet. Executive Committee membership shall be the President, Vice President and Secretary of the Committee on Hispanic-Latino Ministries.

c) *Committee on Hmong Ministry*

- i) Purpose: The Committee shall have the following purposes and responsibilities: To assist Hmong United Methodist congregations in spreading the Gospel through evangelism to the Hmong-American communities within the boundaries of the Annual Conference. To provide leadership development and ministry resources for Hmong United Methodist churches, fellowships and ministries. To help the California-Nevada Annual Conference and sponsoring United Methodist churches of Hmong ministries and fellowships in understanding of the Hmong culture, value and language. To serve as a bridge between the California-Nevada Annual Conference and Hmong United Methodist churches, fellowships, and ministries in terms of mission and vision of Hmong United Methodist ministries and to assist the Annual Conference in the formation of new Hmong United Methodist congregations.
- ii) Membership: The Committee shall consist of the pastor of each Hmong United Methodist ministry/fellowship/church; the pastor of the sponsoring United Methodist Church where the Hmong ministry/fellowship is located; the Hmong Caucus Executive Board; and up to five mem-

bers at large, one from each of the five districts (of which 3/4 shall be Hmong United Methodists) to serve in triennial classes, nominated by the Conference Committee on Nominations with the recommendation provided by the Hmong Caucus.

A chairperson, vice chairperson, and secretary shall be nominated from the members by the Committee and elected by the Annual Conference.

d) *Committee on Native American Ministry*

i) Purpose: It is the responsibility of Committee on Native American Ministries to: assist the annual conference in establishing new churches and faith communities; advocate for inclusion of Native American United Methodists to serve at all levels of the church; determine the distribution of the Native American Ministries Sunday offering, coordinate the promotion of Native American Ministries Sunday, monitor Native American ministries within the annual conference; offer the gifts of the Native American Community to the annual conference; develop and support new and existing Native American churches and faith communities; identify, promote, and support the development of Native American clergy and lay leadership.

ii) Membership: A Chairperson, Vice Chairperson, Secretary and Finance Secretary shall be nominated from the members by the Committee and elected by the Annual Conference. The pastor of each Native American ministry/fellowship/church shall be a member, up to five members at large, one from each of the five districts nominated by the Conference Committee on Nominations. When possible, the membership shall consist of a majority of Native Americans.

iii) Permanent Standing Committees: A Funding Committee composed of the Vice Chair, and 3 members at large. The purpose of the Funding Committee shall be to make recommendations to the full Committee on Native American Ministry on the distribution of the Native American Ministries Sunday offering.

e). *Committee on Pacific Island Ministry*

i) Purpose: It is the responsibility of Committee on Pacific Islanders Ministry to assist the Annual Conference in establishing new churches and faith communities; to strengthen and monitor Pacific Islanders ministries within the Annual Conference; advocate for inclusion of Pacific Islanders United Methodists to serve at all levels of the church; and identify, promote, and support the development of Pacific Islander clergy and lay leadership, as well as educational opportunities for

Pacific Islander United Methodists of all ages.

ii) Membership: A Chairperson, Vice Chairperson, Secretary, and Finance Secretary shall be nominated from the members of the Committee. The Committee, including officers, shall be elected by the Annual Conference. At large committee members shall be composed of at least four Tongans, four Fijians, two Samoans, one Chamorro, and one representing other Pacific Islander groups. The Committee should be composed of an equal number of clergy and laity.

iii) Permanent Standing Committee: An Education Committee shall be composed of the Vice Chair and a Committee member from each Conference District. The purpose of the Education Committee shall be to identify educational opportunities and financial resources which can be made available to Pacific Islanders United Methodists. Educational opportunities include learning technical English to qualify for trade licensing, teaching English as a Second Language, assistance to UM youth for tutoring to stay in high school, as well as scholarships and other assistance for students working towards trade, college, university or ministerial degrees.

c. Higher Education and Campus Ministry

- 1) Purpose: To assist the efforts of the Annual Conference in working with campus ministries by providing leadership for faith development and witness to the Good News of Jesus Christ on campus. As Spiritual Transformation Centers and ongoing communities of faith, campus ministries and their development are an intentional strategy for congregational vitality.
- 2) Membership: In addition to person(s) serving as a member of General Board of Higher Education & Ministry from this Annual Conference, the Board shall consist of up to fifteen (15) members. The committee is authorized to elect up to five (5) additional members whose presence would be helpful in the judgment of the committee. All United Methodist campus ministers serving within the bounds of the annual Conference and the University Chaplain of University of the Pacific shall be Ex-Officio members.
- 3) Organizational Structure: There will be a chairperson, vice chairperson, secretary, and (5) five at large members in addition to chairpersons of standing committees and members

at large. A designated member of the New and Vital Congregations Committee will be a member with voice but without vote.

- 4) Authority: This committee relates to the Congregational Development Mission Focus and is amenable to the Annual Conference and to the Core Team between Annual Conference Sessions.

3. Compassion and Justice

The primary function of the Compassion and Justice area of mission focus is to build and expand capacity in local churches for social justice advocacy and missional commitment in the areas of global health, and ministries with the poor and persons who are marginalized.

a. Conference Advocacy and Justice Committee

1) Purposes: To assist local churches in bringing our Wesleyan values of justice and peace to our communities. To enable congregations within our Annual Conference to create networks which enable local churches to become “a strategic base from which Christian move out to the structures of society” (¶202 2016 Book of Discipline), locally, regionally, nationally and internationally. Intersect with the goals and programs of the General Board of Church and Society and to enable a particular focus on ministries for peace and ministries with the poor and marginalized.

2) Membership: The committee shall consist of up to 15 members who are nominated by the Conference Committee on Nominations to the Annual Conference Session.

3) Organizational Structure: There will be a Chair, Vice-Chair and Secretary nominated by the Conference Committee on Nominations. The committee may name task groups leaders, who will give particular leadership over designated areas of responsibility. The committee will name the Peace with Justice Coordinator.

4) Authority: This committee relates to the Compassion and Justice Mission focus and shall be directly amenable to the Annual Conference and to the Core Team between Annual Conference Sessions.

b. Conference Committee on Mission Service

1) Purpose: To envision and engage in imaginative new forms of mission appropriate to changing needs; To coordinate implementation of Conference strategy for outreach and

mission; To resource congregations for mission outreach.

Maintain the connectional relationship and provide for global ministries responsibilities related to the objectives and scope of work of the General Board of Global Ministries as set forth in Paragraphs 1302-1303 of the 2016 Book of Discipline and to care for responsibilities outlined in Paragraph 633 of the 2016 Book of Discipline.

Interpret to the Annual Conference the programs, plans, and policies of the General Board of Global Ministries and to plan and promote a conference emphasis on global ministries. To undergird with education, constructive evaluation, communication, and cultivation the total program of the General Board of Global Ministries including the United Methodist Volunteers in Mission ministry of the Conference.

- 2) Membership: The committee shall consist of up to twelve (12) members. The Chair, Vice Chair and Secretary are nominated by the Conference Committee on Nominations to the Annual Conference Session. The remaining members and coordinators are named by the Chair and Vice Chair of the committee. The committee has the ability to name task group leaders who will give particular leadership over designated areas of responsibility, such as the Children and Poverty Ministry Team.
- 3) Organizational Structure: There will be a Chair, Vice Chair and Secretary, the Conference Secretary of Global Ministries, Disaster Response Coordinator, Chair of the UMVIM Committee, a representative from the Conference United Methodist Women, and members at large.
- 4) Authority: This committee relates to the Compassion and Justice Mission focus and shall be directly amenable to the Annual Conference and to the Core Team between Annual Conference Sessions.
- 5) Fund Administration: The Estelle D. Wyman Memorial Children’s Fund in partnership with the Children and Poverty Ministry Team, the Golden Cross Fund and Funds associated with Disaster Response.

4. Partners In Ministry

The primary function of the Partners in Ministry area of mission focus is to connect with and engage local churches and the Conference in embracing diversity and inclusiveness; to build and encourage partnerships with other faith communities.

a. Commission on Religion and Race

- 1) Purpose: Care for the functions related to the objectives and scope of the work of the General Commission on Religion & Race, where applicable, and such other responsibilities as the current Discipline or the Annual Conference may assign to it. The Commission may designate some of its members to be advocates for the concerns of the Commission within each of the Districts.
- 2) Membership: In addition to the members of the General Commission on Religion & Race who reside within the bounds of the Conference, the Commission shall consist of up to twenty (20) members. Up to eighteen shall be elected by the Annual Conference with a maximum of three Asians, three Blacks, three Caucasians, three Hispanics, three Native Americans, and three Pacific Islanders, from among whom a chairperson, vice chairperson, and secretary will be elected by the Annual Conference. The Commission is authorized to elect additional members whose presence would be helpful in the judgment of the Commission, to complete a total membership of twenty.
- 3) Organizational Structure: There will be a Chairperson, Vice Chairperson, Secretary and Members at Large.
- 4) Authority: This committee relates to the Partners in Ministry Mission focus and shall be directly amenable to the Annual Conference and to the Core Team between Annual Conference Sessions.

b. Commission on Christian Unity and Inter-religious Relations

- 1) Purpose: The Commission on Christian Unity & Interreligious Relations shall have functions set forth in the current Book of Discipline related to Christian unity and inter-religious relationships, and duties the Annual Conference may assign to it. The Commission shall designate some of its members to be advocates for the concerns of the Commission within each of the Districts.
- 2) Membership: In addition to members of the General Commission on Christian Unity & Interreligious Relationships, the Governing Board of the National Council of Churches of Christ in the USA, or official United Methodist delegate to the most recent World Council of Churches Assembly, or the plenary meeting of the Consultation on Church Union who reside within the bounds of the Conference, the

Commission shall consist of up to twenty (20) members, fifteen of whom shall be elected by the Annual Conference, from among whom a chairperson, vice chairperson, and secretary will also be elected by the Annual Conference. The Commission is authorized to elect up to five additional members whose presence would be helpful to the Commission.

3) Organizational Structure: The committee will have a Chairperson, Vice Chairperson, Secretary and representatives from various United Methodist and Ecumenical organizations, councils and assemblies.

4) Authority: This committee relates to the Partners in Ministry Mission focus and shall be directly amenable to the Annual Conference and to the Core Team between Annual Conference Sessions.

c. Commission on the Status and Role of Women

1) Purpose: The Commission on the Status & Role of Women shall have functions set forth in the current Book of Discipline and such other responsibilities as the Discipline, the Annual Conference may assign to it. The Commission shall designate some of its members to be advocates for the concerns of the Commission within each of the Districts.

2) Membership: In addition to the members of the General Commission on Status & Role of Women who reside within the Conference bounds, the Commission shall consist of up to twenty (20) persons, fifteen of whom shall be elected by the Annual Conference, from among whom a chairperson, vice chairperson and secretary will also be elected by the Annual Conference. One member will be named by the Conference United Methodist Women. The Commission is authorized to elect up to five additional members whose presence would be helpful in the judgment of the Commission. The total membership shall be composed of approximately one third laywomen, and one third laymen, and one-third clergy of whom at least two shall be male. The majority of the Commission shall be women. The chairperson shall be a woman.

3) Organizational Structure: There will be a chairperson, vice-chairperson, secretary, a member named by the Conference UMW, and members at large.

- 4) Authority: This committee relates to the Partners in Ministry Mission focus and shall be directly amenable to the Annual Conference and to the Core Team between Annual Conference Sessions.

d. Conference Committee on Reconciliation

- 1) Purpose: The Conference Committee on Reconciliation is dedicated to the work of reconciliation among all persons of the United Methodist Church, regardless of age, gender, race, status, sexual orientation, theological perspective, or political affiliation. Through educational programming, annual events, and community networking, the committee strives to help all persons understand their sacred worth in the eyes of God and the church.
- 2) Membership: The Conference Committee on Reconciliation (CCOR) will have between 21 and 24 members, 10 of which shall be elected by the Conference, from among whom a chairperson, vice chairperson and secretary will also be elected by the Annual Conference. One-third of the membership shall be clergy, one-third male laity and one-third female laity, serving in classes for terms of four years. Members shall not serve more than two consecutive terms. Former members are eligible for a new membership term after one year's hiatus. Three consecutive unexcused absences constitute a resignation. The committee is authorized to appoint a replacement for that person to be added by the Annual Conference Committee on Nominations the following year. Those who are present at a meeting constitute a quorum.
- 3) Organizational Structure: There will be a chairperson, vice chairperson, secretary and 10 members at large all nominated by the Conference Nominating Committee and elected at Annual Conference. The remaining members at large are selected by the committee.
- 4) Authority: This committee relates to the Partners in Ministry Mission focus and shall be directly amenable to the Annual Conference and to the Core Team in between Annual Conference Sessions.

5. Connectional Resources

The primary function of the Connectional Resources area is to provide the basic infrastructure that supports the Conference in the fulfillment of its mission.

a. Administrative Review

- 1) Purpose: To ensure that the current disciplinary procedures for involuntary leave of absence, involuntary retirement, or administrative location, are properly followed.

- 2) Membership: The committee is composed of three (3) clergy in full connection and two (2) alternates who are not members of the Cabinet, the Board of Ordained Ministry or immediate family members of the above.

- 3) Organizational Structure: The committee shall be nominated by the Bishop and elected quadrennially by the clergy session of members in full connection with the Annual Conference.

- 4) Authority: This committee shall be directly amenable to General Conference.

b. Conference Committee on Investigation for Clergy Membership

- 1) Purpose: To conduct an investigation into allegations made in judicial complaint and to determine if reasonable grounds exist to bring a bill of charges and specifications to trial. If so, the committee prepares, signs and certifies a bill of charges and specifications. The committee's duty is only to determine whether reasonable grounds exist to support the charges. It is not the committee's duty to determine guilt or innocence.

- 2) Membership: The committee is composed of seven (7) clergy in full connection, two (2) lay observers, and six (6) alternate members, five (5) of whom shall be clergy in full connection and one of whom shall be a lay observer.

The committee shall be nominated by the Bishop in consultation with the Board of Ordained Ministry (for clergy members) and the Conference Committee on Lay Leadership Development (for lay persons) and elected quadrennially by the Annual Conference. If additional members or alternates are needed, the Annual Conference may elect members to serve for the remainder of the quadrennium.

Members must be in good standing and should be deemed of good character. The committee should reflect racial, ethnic, and gender diversity. None of the members or alternates shall be members of the Board of Ordained Ministry, the Cabinet, or immediate family members of the above. Should a member of the committee have been a party to any of the prior proceedings in a case that finally comes before the committee, he or she shall be dis-

qualified from sitting on the committee during its consideration of that case, and his or her place shall be taken by an alternate member. Seven (7) members or alternates seated as members of the committee shall constitute a quorum.

- 3) **Organizational Structure:** The committee shall elect its own Chair and organize at Annual Conference Session. Members are appointed for one quadrennium.
- 4) **Authority:** This committee shall be directly amenable to General Conference.

c. Conference Council on Finance and Administration

- 1) **Purpose:** To develop, maintain, and administer a comprehensive and coordinated plan of fiscal and administrative policies, procedures, and management services for the Annual Conference.
- 2) **Membership:** The committee is composed of members nominated by the Conference Committee on Nominations.
- 3) **Organizational Structure:** The committee shall elect its own Chair, Vice Chair, and Secretary. Consideration shall be given to inclusiveness. The Conference Treasurer/Director of Administrative Services shall be the Treasurer of the committee, but shall not be eligible for voting membership and shall not be eligible for election to any of those offices that are to be filled by voting members of the committee.

Ex-officio members include: a District Superintendent chosen by the Cabinet; the Director of Connectional Ministry or equivalent; and the presiding Bishop.

The committee may establish committees and task forces and define their duties and authority as it deems necessary for fulfilling its purpose and responsibilities.

- 4) **Authority:** This committee shall be directly amenable to the Annual Conference.
- 5) **Financial Authority:** Revolving Loan Fund (Loan Program administration)

d. Conference Committee on the Episcopacy

- 1) **Purpose:** To support the Bishop of the area in the oversight of the spiritual and temporal affairs of the Church, with special reference to the area where the Bishop has presidential responsibility; to interpret to the people of the area and to Conference agencies the nature

and function of the Episcopal office.

- 2) **Membership:** There shall be at least seven (7) members, but no more than seventeen (17). One-fifth of the committee's membership shall be appointed by the Bishop. The remaining members shall be named by the Conference Committee on Nominations.

In addition to the lay and clergy members of the Jurisdictional Committee on Episcopacy, who shall be voting members, it is recommended that the committee consist of the following: one-third laywomen, one-third laymen, and one-third clergypersons, provided that one layperson shall be the Conference Lay Leader. All lay members shall be professing members of local churches.

- 3) **Organizational Structure:** The committee shall have a Chair, Vice Chair and Secretary elected by the committee.

4) Conference Committee on Episcopacy Sub-Committee

a) Conference Committee Episcopal Residence

i) **Purpose:** To fulfill the functions outlined in the current Book of Discipline, including making recommendations to the Annual Conference regarding the purchase, sale, or rental of an episcopal residence and to give oversight in all matters related to upkeep, maintenance, improvements, and appropriate insurance coverage for the episcopal residence.

ii) **Membership:** Chair of the Conference Committee on Episcopacy, a representative of the Conference Council on Finance and Administration, and a representative of the Conference Board of Trustees shall make up the committee membership.

iii) **Authority:** This committee shall be directly amenable to the Annual Conference.

e. Conference Board of Trustees

- 1) **Purpose:** The Conference Board of Trustees is responsible for all the properties of the Annual Conference and its agencies.
- 2) **Membership:** The Board shall consist of twelve (12) persons, and it is recommended that one-third be clergy, one third laywomen,

and one-third laymen, in accordance with the provisions of the current Book of Discipline. Said persons must be of legal age as determined by law, and lay members shall be members in good standing of local churches within the bounds of the Conference.

3) **Organizational Structure:** The Board shall meet at least annually and organize by electing a President, Vice President, Secretary and Treasurer.

4) **Authority:** This committee shall be directly amenable to the Annual Conference.

f. Conference Committee on the Annual Conference Session

1) **Purpose:** To evaluate the purpose and process of Annual Conference Session, and other responsibilities relating to the Annual Conference Session.

2) **Membership:** The Conference Committee on Nominations nominates the Chair, Vice Chair, Secretary and five (5) at-large members. The Conference Secretary, President of the United Methodist Women, President of the United Methodist Men, Conference Lay Leader, one (1) member of the Executive Committee of the Board of Ordained Ministry, chairpersons of the Annual Conference Session Agenda Committee, Retired Clergy Association, Memoirs Committee, Conference Legislation Committee and leaders of task groups created by the Commission are also members.

Ex-officio members include the presiding Bishop, Conference Superintendent for Mission Collaboration, Conference Treasurer, and Conference Director of Communications.

3) **Organizational Structure:** The Chair, Vice Chair, Secretary, and Conference Secretary are named by the Conference Committee on Nominations. The Agenda Chair, Assistant Agenda Chair, Childcare Coordinator, Displays Coordinator, Facilities Coordinator, Pages Coordinator, Sections Coordinator, Worship Task Force Coordinator, Memoirs Coordinator, and Legislation Coordinator are named by the committee.

4) **Authority:** This committee shall be directly amenable to the Annual Conference.

g. Conference Board of Pensions

1) **Purpose:** Auxiliary to the General Board of Pension and Health Benefits, to provide for and contribute to the support, relief, assis-

tance, and pensioning of clergy and their families, other church workers, and lay employees of the institutions, organizations, and agencies within that Annual Conference of The United Methodist Church, except as otherwise provided for by the General Board.

2) **Membership:** The committee is composed of not less than twelve (12) and not more than eighteen (18) members not indebted to pension and benefit funds, plans, and programs; one-third laywomen, one-third laymen, and one-third clergy; and in accordance with Paragraph 605; In addition, any clergy member of the Conference or lay member of a church within the Conference who is a board member of the General Board of Pension and Health Benefits.

3) **Organizational Structure:** The Conference Board of Pensions shall be organized as outlined in the current Book of Discipline. The total elected membership shall not exceed eighteen (18), arranged in classes of eight-year terms. Active and retired participants in pension and benefit funds, plans and programs, whether or not currently receiving benefits, and not indebted as provided above, are eligible to serve on the Board. All lay members shall be professing members of local churches. 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, subject to the same qualifications before provided; and at its next session the Conference shall fill the vacancy for the remainder of the unexpired term.

The committee shall elect its own Chair, Vice Chair, Secretary, and Treasurer, who shall serve during the ensuing quadrennium or until their successors shall have been elected and qualified. These officers shall constitute an Executive Committee; provided, however, that three (3) members may be added thereto by the Board.

The duty of the Executive Committee shall be to administer the work of the Board during the Conference year in the interim between regular or special meetings of the Board. The office of Secretary may be combined with that of Treasurer. The Treasurer may be a person who is not a member of the Board, in which case the person shall be an ex-officio member of the Executive Committee without vote.

Calls for special meetings of the Board shall be issued by the Secretary on request of the Chair, or the Vice Chair when the Chair is unable to act.

The Conference Treasurer shall be the Treasurer of the Conference Board of Pensions. The President of the Conference Claimants' Endowment Board and the President of the Retired Clergy Association shall be ex-officio members of the Conference Board of Pensions. The Executive Secretary of the Conference Claimants' Endowment Board and the Executive Secretary of the Retired Clergy Association shall be ex-officio members of the Board.

4) Authority: This committee shall be directly amenable to General Conference.

h. Conference Commission on Archives and History

1) Purpose: To collect, preserve, and make accessible the historically significant records of the Annual Conference and its agencies.

2) Membership: The Commission shall consist of six (6) members elected by the Annual Conference. The Director(s) of Archives, nominated by the Commission and elected quadrennially by the Conference, shall be ex-officio member(s) and are exempt from the Conference tenure rule.

3) Organizational Structure: The Chair, Vice Chair and Secretary are nominated by the Conference Committee on Nominations. The remaining members of the Commission are named by the Commission.

4) Authority: This committee shall be directly amenable to Annual Conference.

i. Core Team

1). Purpose: The Core Team is modeled on the principles of a board of directors. The Core Team assumes responsibility for the following functions: To oversee the implementation of the mission and vision of the Annual Conference; to follow up on decisions made at the Annual Conference Session – which include the setting of priorities, allocation of available resources, provision of guidance, and the establishment of assignments related to mission implementation within each of the four mission areas and committees that fall under the mission focus areas; to focus on the core work and business of the Annual Conference; to identify opportunities for collaboration between each of the four mission focus areas; to provide a mechanism for ministry initiatives to be reviewed when they are unable to be brought directly to Annual Conference Session; to have a collaborating role (in consultation with the bishop) in aligning resources; and to invite other people as needed to give needed input related to the fulfillment of the Conference mission.

2) In order to fulfill the functions set out in the purpose of the Core Team all recommendations that amend or change the standing rules in Division V section C shall be reviewed in the Core Team for approval and submission with support to the Annual Conference.

3). Membership: The Core Team shall have eleven (11) voting members who are nominated by the Conference Nominating Committee and elected by the Annual conference. The Bishop and the representative from the Council on Finance and Administration participate as non-voting members. Membership should be inclusive and reflect a balance between clergy and Laity.

4). Organizational Structure: The Core Team will have a Convener, a representative/convener from each of the four areas of mission focus, five (5) members at large, the Conference Lay Leader (s), and a representative from the Conference Council on Finance and Administration.

5). Authority: The Core Team is amenable to the Annual Conference.

6). Fund Administration: Revolving Loan Fund (Interest Earned)

D. Committees, Agencies and Boards affiliated with the Annual Conference

1. California Nevada United Methodist Foundation: There shall be a California Nevada United Methodist Foundation, a California Corporation, whose membership shall be determined by the Directors of the Foundation in accordance with its Bylaws. The Directors shall be elected in accordance with the Bylaws of the Foundation. The Foundation will be established pursuant to the current Book of Discipline. The Foundation may submit financial reports to the Annual Conference.

2. Northern California Ecumenical Council

The representation of the California Nevada Annual Conference to the Northern California Ecumenical Council shall consist of the Bishop and two representatives (one layperson, one clergy) named by the Bishop.

3. Northern Nevada Ecumenical Council

The representation of the California Nevada Annual Conference to the Northern Nevada Ecumenical Council shall consist of the Superintendent of the Nevada Sierra District and two representatives (one layperson, one clergy).

4. Retired Clergy Association

The Retired Clergy Association of the California Nevada Annual Conference of the United Methodist Church is an affiliate organization of the Annual Conference operating under the Articles of Incorporation of the Annual Conference.

a. Purpose: To maintain a supportive relationship among retired clergy and diaconal ministers of this Conference; retired consecrated missionaries and retired clergy members of other United Methodist Conferences residing within the bounds of this conference; and spouses and surviving spouses of all the above members. In addition, we will strengthen our Annual Conference and continue to be of service to the church and the world.

b. Linking Responsibilities: The President shall serve with vote on the Board of Pensions and on the Commission on the Annual Conference Session. The Executive Officer, as staff, shall serve without vote on the Board of Pensions. The Retired Clergy Association, as delegated by the Conference Board of Pensions, administers grants from the "Retiree Health Care Support Fund"

E. The Conference Staff

1. In accordance with ¶613.13 of the 2016 Book of Discipline, the Council on Finance and Administration shall have the authority and responsibility to establish uniform and equitable policies and practices in the employment and compensation of personnel in consultation with other conference agencies.

2. The conference's personnel policies shall be posted on the conference website and included in the conference journal. These policies shall include the policy on affirmative action.

3. Any proposed addition to conference staff must be included in the budget recommendation to Annual Conference with job description, cost analysis and rationale.

Division VI. Finance

A. The Conference Treasury

The Conference treasury is designated as the central treasury for all Conference agencies participating in conference Budget. (Book of Discipline, 2016, ¶ 613.12)

B. Office of the Treasurer

Unless otherwise provided in the Discipline, the person serving as Conference Treasurer shall serve as treasurer of each Conference agency.

C. Council on Finance & Administration

The purpose of the council is to provide fiscal and administrative support for the various functions of

ministry and connectional relationships. The council shall develop, maintain, and administer a comprehensive and coordinated plan of fiscal and administrative policies, procedures, and management services for the annual conference. (Book of Discipline, 2016, ¶ 611 and following.)

The Conference Council on Finance & Administration, in consultation with the appropriate Conference agencies, is empowered to exercise authority, when necessary, to restrict spending in such a manner as to avoid continued and projected deficits when disbursements by a council, board, agency, or committee are projected to exceed anticipated income. These adjustments shall be reported to the next Annual Conference Session.

D. Congregational Tithing

As members of Christ's universal church, we have professed our loyalty to the United Methodist Church and have promised to do all in our power to strengthen its ministries. The ministries of the United Methodist Church extend beyond our local churches to endeavors throughout the world. We fund these endeavors through our congregational tithing.

1. In the California-Nevada Annual Conference of the United Methodist Church, a church or fellowship's congregational tithing amount shall be calculated for planning purposes as a tithe of ten percent (10%) of the total income received by the local church operating budget as reported on line 62 of Table III.
2. The Council on Finance and Administration shall calculate a total income amount that reflects a reasonable expectation of growth over the prior year for a church or fellowship that fails to submit a completed Table III.
3. Each February 15th, the Conference Treasurer shall report to the Council on Finance and Administration the total amount of income as reported on line 62 of Table III by all churches and fellowships for the calendar year immediately preceding the annual Conference Session. The Conference Treasurer will subtract any parsonage rental income up to the amount of the pastor's housing allowance. This amount shall be known as the congregational tithing base.
4. On or before February 15th of each year all ministry focus areas shall submit to the Council on Finance and Administration a recommendation of funding amounts to cover reasonably anticipated operating and program expenses for the next fiscal year.
5. The Council on Finance and Administration shall recommend a budget to the Annual Conference whose total shall not exceed 10% of the congregational tithing base as reported by the Conference Treasurer in D.3 above. The Annual Conference shall adopt by majority vote a budget that is equal to or less than the total budget recommended by the Council on Finance and Administration.
6. A local Church will be considered to have paid its tithing in full if it has paid 10% of the amount that it will report on line 62 of Table III for the