

XIII. STANDING RULES

Kansas East Conference
rev. 6/12

The Standing Rules define matters assigned to the Annual Conference by the Book of Discipline and thus serve as a supplement to the Discipline. These rules may be further defined by the Organizational Motions of the Annual Conference session.

Contents:

- I. Annual Conference Session
- II. Conference Structure
- III. Professional Ministers
- IV. Incorporation of Various Entities
- V. Institutional Relationships

Note: Paragraph references are to the current Book of Discipline, unless otherwise specified.

I. ANNUAL CONFERENCE SESSION

1. Annual Meeting

The annual session of the Kansas East Conference shall be during June unless otherwise specified by the bishop.

2. Special Sessions

In the event that the bishop, in consultation with the Conference Leadership Team, determines that a special session is required to vote on a matter of the annual conference that cannot wait until the following year's regular session, a vote may be taken by email or mail ballot.

- A) The members of the annual conference (lay and clergy) who are eligible to vote will be notified that a vote will be taken and informed of the issue via electronic and written methods.
- B) There will be given reasonable time for the body to respond and a stated deadline announced.
- C) A two-thirds majority of the respondents must affirm the vote for it to be a binding vote.
- D) If a two-thirds majority is not achieved, the bishop may call a special session of the annual conference.
- E) The members of the annual conference will receive notification of the results of the vote as soon as possible after the deadline for voting.
- F) Ballots shall be sent out via written and electronic means by the Sessions and Rules Committee or an entity it designates to do so. They will be received and counted by the Conference Secretary in coordination with the Sessions and Rules Committee.

3. Rules of Order

The rules of order shall be those of the preceding General Conference insofar as they apply. References to the General Conference structure will be immediately translated to the Annual Conference structure (e.g., delegate = member, pages = tellers, Committee on Agenda = Sessions and Rules Committee). Modifications and exceptions to the rules will be identified in the Organizational Motions (or equivalent document). The rules may be suspended or altered by a two-thirds vote of the members present.

4. Sessions and Rules Committee

The Sessions and Rules Committee shall plan the session of the annual conference and bring the rules and organization by which it operates during the session.

A) Membership

- 1) Chairperson and up to 12 members nominated by the Bishop
- 2) Non-voting liaisons consisting of one retired clergy and one representative appointed by each of the following: the host facility, the Council on Finance and Administration, the Conference Council on Youth Ministry, and the Board of Ordained Ministry. The liaisons shall receive minutes of the committee's meetings and may attend specific meetings of the committee for the purpose of consultation.
- 3) Non-voting ex-officio members consisting of Annual Conference Registrar, Bishop, Conference Lay Leader, Conference Secretary, Communications Director, Director of Connectional Ministries and a District Superintendent

B) Officers

- 1) The chairperson shall be nominated by the Bishop and elected by the Annual Conference. He/she shall be one of the voting members.
- 2) At its organizational meeting, the committee shall elect a vice-chairperson and secretary.
- 3) The chairperson, vice-chairperson and secretary shall serve as the executive committee.

C) Sub-committees

- 1) To facilitate the work, sub-committees accountable to the Sessions and Rules Committee may be organized.
- 2) Sub-committees may add advisory members, without vote, to complete their work.

5. Membership & Voting Rights

The regular membership and voting rights of clergy and lay persons of the Annual Conference are defined in ¶602.

A) Equalization Formula – The following lay persons are added to membership with vote in order to provide a number equal to the clergy:

- 1 lay member from each additional church beyond the number of clergy per multi-point charge
- Associate conference lay leaders
- District directors of lay speaking
- Lay chairpersons of all conference boards, councils, ministry areas, etc.
- Lay persons assigned by District Superintendents (DSA's) to serve local churches
- Lay persons assigned by the GBGM to serve within the bounds of the conference
- 1 lay representative assigned by each institution related to the Conference as defined in the Standing Rules
- 1 lay person from the campus ministry board of directors or a student from that ministry selected by each campus ministry site within the bounds of the conference served by a lay person
- 2 additional youth (age 12-18) from each district
- 2 additional young adults (age 18-30) from each district
- 1 additional representative to allow for greater ethnic diversity from each district

B) Other Youth Members

Each District shall also select three youth as alternates and three youth with voice only.

C) Lay Member S/election Process

- 1) Each local/church charge shall elect its lay members and alternates annually (§251.2). The local church nominating committee should recognize the importance of membership in the Kansas East Annual Conference and select key leaders of local congregations who are willing and able to attend the sessions of the Annual Conference.
- 2) The following lay members and alternates shall be s/elected by the designated group:
 - a) lay representatives from institutions by the respective institution
 - b) lay persons from board of directors or students by the respective campus ministry
 - c) youth (between the ages of 12 and 18 and in grades 7 through 12) - voting, alternates, and voice only - by the District Council on Youth Ministry (or equivalent structure)
 - e) young adults (between the ages of 18 and 30) by the District Council on Ministry (or equivalent structure)
 - f) additional representative for greater ethnic diversity by each district
- 3) The names of all lay members and alternates shall be reported to the conference secretary by April 1 of the year in which they are to serve so that registration information may be sent to them. If names are not received by that date, it is the responsibility of the member (or group) to obtain the registration information.

6. Pastoral Absences

Pastors who must be absent from any portion of the annual conference session must submit the reason to their district superintendent, who is authorized to excuse the absence for only good and justified reasons; the pastors must also send written notification (e.g., letter or e-mail) setting forth the reason to the conference secretary (§602.8).

7. Legislative Committees & Consent Calendar

- A) The Sessions and Rules Committee, in consultation with the Leadership Team, shall determine what items are to be addressed directly on the floor or assigned to legislative committees.
- B) If legislative committees are deemed necessary to complete the work of the conference, each member of the Annual Conference shall be assigned to a specific legislative committee. This assignment ensures the right of voice and vote in that committee. Persons who choose to meet with a committee other than the one to which they are assigned may have voice but not vote.
- C) A consent calendar shall be used for items that pass in legislative committees by 90%, provided that no major content (excepting grammatical changes) is altered. The items placed on the consent calendar will be made available by projection (or in print) for the conference to review and adopt. Items may be lifted from the consent calendar for conference debate and action by ten (10) members with vote submitting the prescribed form by the indicated deadline. These ten members shall have participated in the legislative process by attending a committee (not necessarily the one that addressed the issue in question) and signing the roster. The prescribed form will be available from the conference secretary, and the deadline shall be printed on the form and announced during the session.

8. Petitions, Resolutions, Reports

- A) Petitions, resolutions, and reports to be considered by the Annual Conference shall be printed in the conference workbook or included in the supple-

mental materials packet (available at registration). Submission deadlines and places will be announced in a timely manner prior to the session and must be strictly observed.

B) Should an emergency arise as ruled by the bishop, the Annual Conference may, by a two-thirds vote, choose to consider an item not in the workbook or the supplemental materials packet. The person submitting the petition, resolution or report shall present their request to the conference and shall state the nature of the emergency, including the reason for late submission and the need for action at the current session. Each late submission shall be voted on separately, with no blanket exemption for all late submissions. The item must be presented to the Annual Conference no later than the day before it is to be acted upon.

The "day before rule" may not be rescinded by motion, but may only be modified by petition to the Annual Conference to amend the Standing Rules. Those submitting late items shall be responsible for providing 650 copies for the Annual Conference; all materials shall be printed on 8-1/2 x 11" paper and punched with three holes.

C) All Items requiring conference action must be submitted to the conference secretary by electronic media in a format determined by the conference secretary.

D) All petitions regarding the local church apportionment formula and all items with financial implications will first be referred to the Council on Finance and Administration (CFA) and then be presented to the Annual Conference, or appropriate legislative committee, with CFA's recommendation for concurrence, non-concurrence or amendment.

E) Petitions and resolutions for consideration by the conference must originate from an individual or entity within the Kansas East Annual Conference. These may include, but are not limited to: Kansas East Conference churches; groups within those churches; individuals, both lay and clergy, from Kansas East Conference churches; and Kansas East Conference boards and committees.

9. Conference Secretary and Statistician

At the first session of the Annual Conference following General Conference, the Conference Committee on Nominations, after consultation with the Bishop and the Cabinet, shall recommend persons to serve as Conference Secretary-elect and Conference Statistician-elect for the succeeding quadrennium (§602.7). Once elected by the conference, these persons will work with their predecessors for one year and assume complete responsibility at the second Annual Conference session following General Conference. If a vacancy in office occurs between sessions, the Bishop, in consultation with his/her Cabinet, shall appoint a person to serve until the next session of the Annual Conference when the conference shall elect a person to fill the vacancy. The Conference Secretary may choose a staff to assist him/her in the duties of editing the official record.

15.10. Journal Production and Distribution

The production and distribution of the journal shall be the responsibility of the Conference Secretary under the supervision of the Director of Connectional Ministries.

A) Production

1) The Conference Secretary, in consultation with the chairperson of Sessions and Rules, shall select the publisher for the journal.

2) The daily proceedings as corrected by the Conference Secretary, his/her staff and the Sessions and Rules Committee shall stand as the official record of the Conference.

3) Any material that is not in the possession of the Conference Secretary by the close of the conference session may be omitted from the Journal.

B) Distribution

- 1) Lay members, diaconal ministers, widows/widowers of clergy, persons approved for service from another conference or denomination, local pastors, provisional members, associate members and full members of the conference each receive one Journal.
- 2) Churches receive journals based on membership as follows:

Church Membership	Journals
0-399	1
400-799	2
800-1199	3
1200-1599	4
1600-1999	5
2000-up	6
- 3) Agencies specified in the Discipline (§606.2) receive copies without charge.
- 4) United Methodist-related schools, institutions and agencies receive copies without charge.
- 5) South Central Jurisdictional bishops, conference secretaries, treasurers and statisticians receive copies as a courtesy of our conference.
- 6) Additional journals will be available at a per copy cost established by the Conference Secretary.
- 7) The Conference Secretary shall approve who receives additional journals and shall determine the associated cost.

11. Action of the Annual Conference

Within thirty days of the close of the Annual Conference session, the Conference Secretary, Legislative Committee Chairperson of the Sessions and Rules Committee, and the Director of Connectional Ministries shall meet to review the actions of Annual Conference and establish procedures for monitoring the implementation of actions. They shall also make a written report to the succeeding Annual Conference session regarding the response to / fulfillment of each action.

II. CONFERENCE STRUCTURE

1. Conference Lay Leader & Associate Lay Leaders

The Committee on Nominations (below), in direct consultation with the Bishop, shall submit names for the positions of Conference Lay Leader and Associate Lay Leaders to the Annual Conference for election (§607.9). The Board of Laity will determine the needed number of Associate Lay Leaders (not fewer than three or more than five). The Associate Lay Leaders represent the diversity of the conference and not necessarily each district.

2. Director of Connectional Ministries

The Personnel Committee, in consultation with the Bishop and the Cabinet, shall employ a Director of Connectional Ministries, and, if the person is a clergy member of the Annual Conference, he/she shall be appointed by the Bishop. The work of the Director of Connectional Ministries is to focus and guide the mission and ministry of the United Methodist Church within the Annual Conference (§608). In order to fulfill his/her responsibilities, the director will serve as the executive officer of the Boards of Church and Society, Discipleship, and Global Ministries and as an ex-officio member of the Conference Council on Finance and Administration (§611.2c).

3. Board of Trustees

The Board of Trustees shall meet within thirty (30) days after election at the direction of the president for the purpose of organizing and election of officers. Members shall be notified at least ten (10) days prior to the meeting.

4. Committee on Nominations

A) Purpose

The Committee on Nominations shall nominate members of all conference boards, councils, ministry areas, commissions, teams, committees, task forces (hereinafter referred to as "designated units") and any additional nominees to area institutions or special groups designated by the annual conference, except where otherwise provided by the Discipline. The Committee shall act, in consultation with the Cabinet, as the personnel resourcing agency for the conference and area.

B) Membership

The Committee shall be composed of one lay person and one clergy person from each district. In addition, the Director of Connectional Ministries or designate, Conference Lay Leader or designate, and a District Superintendent shall serve as members.

C) Nomination and Election

The Cabinet shall nominate the members of the Committee with particular attention to inclusiveness. The slate shall be presented at the session of Annual Conference preceding General Conference. Nominations to specific positions on the slate may be made from the floor before the election occurs. The nomination slate shall include the person to serve as chairperson for the four-year term.

D) Organization and Officers

The Committee shall meet within 30 days after election at the direction of the chairperson. It shall elect additional officers as deemed necessary for the work of the committee.

E) Vacancies

When a member resigns or moves outside the bounds of the represented district, the vacancy shall be filled by the Cabinet and confirmed at the following session of Annual Conference.

5. Nomination Procedures

A) One-Unit Rule

No person shall be elected or appointed to membership on more than one designated unit, with the following exceptions:

- 1) Where otherwise provided by the Discipline;
- 2) By vote of the Annual Conference;
- 3) Where districts select a representative to a conference unit;
- 4) Committee on Nominations;
- 5) Diversity and Advocacy
- 6) Ethnic Local Church Concerns Committee;
- 7) Committee on Hispanic Ministries;
- 8) Committee on Native American Ministries;
- 9) Committee on Investigation;
- 10) Administrative Review Committee;
- 11) Designated Units of the Kansas Area;

B) Coordination of Nomination Slate

All agencies/groups making nominations to the conference shall submit their reports to the Committee on Nominations for presentation to the Annual Conference. Those making nominations include: the Bishop; the Cabinet; boards; agencies; institutions; the Conference Council on Youth Ministry; the United Methodist Women; and the United Methodist Men. [See Standing Rule on Institutional Relationships.]

C) Diversity and Inclusivity

The Committee on Nominations shall nominate persons to reflect the diversity of the conference and inclusivity with regard to districts, church size, gender, race, age, clergy/lay and persons with challenging and/or limiting conditions.

D) Term Limits

A person may serve on a designated unit for eight years; four years must elapse before returning to the same designated unit. The specific term of office begins immediately following election.

E) Consultation

The Committee on Nominations shall determine the methods that it shall utilize to gather names and interest profiles of persons interested in serving on a conference/area designated unit. The methods may include direct mailings to local church Committees on Nominations and Leadership Development, interest forms placed in conference and district mailings, and interest forms distributed at district meetings.

F) Vacancies

1) Resignations: Elected/appointed members who choose to resign shall submit their resignation in writing to the chairperson of the unit in which they serve and the chairperson of the Committee on Nominations. An elected/appointed chairperson who chooses to resign shall submit his/her resignation in writing to the Bishop and the chairperson of the Committee on Nominations.

2) Unit Chairperson Recommendation: If any member of a unit does not attend one-third of the meetings during the conference year, without good cause for the absence, the member will be removed upon recommendation of the unit chairperson and approval of the Committee on Nominations.

3) Removal of Chairpersons: All chairpersons of designated units will convene no fewer than four meetings per year. If the chairperson does not convene two consecutive meetings, without good cause, or if six months of the year elapse without a meeting, the Committee on Nominations shall have the authority to remove the chairperson and fill that vacancy.

4) Filling Vacancies: The Committee on Nominations shall fill vacancies between sessions of the Annual Conference except where provided otherwise by the Discipline.

G) Youth

Youth members of the conference designated units are elected annually by the Conference Council on Youth Ministry.

6. Meeting Schedule and Location for Designated Units

A) All designated units shall meet at least four times per year.

B) All meetings shall be scheduled to be sensitive to lay persons' work and school schedules. Meeting places shall be chosen in a central location for the membership of the designated unit.

C) All designated units of the conference with youth in their membership are to schedule at least one half of their meetings when school is not in session. After all other meetings, the chairperson of the designated unit is to make the upmost attempt to bring the youth up to date on the actions from the meeting and to answer questions that they may have about the actions.

D) It is recommended that designated units set their regular meeting schedule for the conference year (July 1-June30) at their first meeting following Annual Conference. It is further recommended that members be notified at least one month prior to each meeting.

III. PROFESSIONAL MINISTERS

Board of Ordained Ministry Requirements: That ¶424.1 in the 1992 Discipline and ¶326 in the 2004 Discipline requiring that candidates for full membership serve full time under episcopal appointment under supervision personally assumed or delegated by the District Superintendent satisfactorily to the Board of Ordained Ministry for at least two or three full Annual Conference years following the completion of the educational requirements be interpreted to mean these two or three years shall be served within the boundaries of the Kansas Area. Special cases may be negotiated jointly with the Cabinet and the Board of Ordained Ministry to allow this to be fulfilled outside the boundaries of the conference (1980 Conference Journal, p. 74).

IV. INCORPORATION OF VARIOUS ENTITIES

1. Conference Boards and Agencies

Upon petition to the Leadership Team and approval of the Annual Conference, a board, commission or agency of the Conference may establish a separate, de jure, non-profit corporation under the laws of the State of Kansas with the conditions that the Articles of Incorporation and Bylaws of the corporation must be presented to and approved by the Conference; that such documents shall provide that they may not be amended, modified or the corporation dissolved without the prior approval of the Conference; that said documents may not be inconsistent with the Book of Discipline; that said corporation shall take such action as necessary to be within the blanket exemption of the United Methodist Church under 501(c)(3) of the Internal Revenue Code; and that the Board of Directors or Trustees of any such corporation shall be nominated and elected by the Conference.

2. Local Churches

All local United Methodist Churches must be incorporated and maintain their good standing.

3. Daycares / Preschools

All locally sponsored, separate ministries, such as daycare and preschool organizations, must be independently incorporated and maintain good standing.

V. INSTITUTIONAL RELATIONSHIPS (1983 Conference Journal, p. 75)

Acknowledging that the people called United Methodists are called to minister to all God's people, the Kansas East Annual Conference has been involved and active in establishing institutions providing diverse ministries. The purpose of this statement of relationship is to define the functional connection between various institutions with which there has been an historical involvement and the Kansas East Annual Conference of the United Methodist Church.

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Definition of Relationship

The relationship with these various institutions shall be defined as follows:

A) Categories

- 1) Forest Park Conference and Retreat Center, Inc; Asbury Park, Inc.; Kansas Area United Methodist Foundation, Inc.; United Methodist Homes, Inc.; and United Methodist Youthville, Inc. shall all be considered agencies of the Kansas East Annual Conference subject to the provisions of Paragraph B hereafter. The relationship with these agencies shall include but not be limited to the election of trustees or directors of the institutions by the Annual Conference, probable regular financial support, and monitoring and review

of operations. The Annual Conference affirms the need for an ongoing close relationship with these named institutions. The Articles of Incorporation, By-Laws and any amendments to either shall be subject to the approval of the Annual Conference from time to time.

2) Baker University, as a university within the geographic boundaries of the Kansas East Annual Conference, shall continue to be an independent church-related university. While affirming the heritage of Methodism, it shall function independently of the Annual Conference. The Annual Conference shall have the power to elect all the Trustees of the University and may, from time to time, provide financial support, assistance in recruiting students, and/or other cooperative functions to provide assistance to the University. The Annual Conference shall not have the power to monitor or in any way control or supervise the University activities or programs. The concept of "church related" shall be understood as an acknowledgment of the heritage of the university and its continuous commitment to Judeo-Christian values in the conduct of its program while affirming the necessary ethnic, cultural and religious pluralism on campus.

3) Spofford Home, Inc., Kansas City, Missouri, is a wholly independent institution from the Kansas East Annual Conference. The Annual Conference shall not elect or approve their entire board of trustees, though it may from time to time elect less than a majority of its trustees or send conference visitors. The Annual Conference shall not monitor, supervise or, otherwise, review any of the affairs or operations of this institution. The Annual Conference may, from time to time, provide financial support to this institution as a contribution. The Annual Conference shall have no legal responsibility for this institution.

B) Limit

The Kansas East Annual Conference shall be limited in its legal and fiscal responsibility, supervision and trustee/director election rights to 45% of the whole for Asbury Park, Inc.; Kansas Area United Methodist Foundation, Inc.; and United Methodist Youthville, Inc. The remaining 55% shall be considered the responsibility of the Kansas West Annual Conference of the United Methodist Church. The institutions have historically been shared ministries for the Kansas Area, including both conferences, which is the reason for the percentage delineation of responsibility.

C) Other Institutions

1) All other institutions and outside organizations, not herein above mentioned, which shall from time to time receive financial contributions from the Annual Conference shall be included in Category (3) above, including, but not limited to all other organizations of the United Methodist Church.

2) As future additional ministries are sponsored or undertaken by the Kansas East Annual Conference, the institution's relationship shall be characterized in the same manner as the existing named institutions have been above.

2. Requirements of Relationship

A) Irrespective of the above stated character of relationship, the annual conference shall require that each of the above mentioned institutions shall be a separate, not-for-profit corporation in good standing, before making any financial contribution to said institution.

B) As required by ¶ 617.2, each of the above mentioned institutions shall submit audited reports in such detail as the Council on Finance and Administra-

tion (CFA) may direct, before the Annual Conference makes any financial contribution to said institution or authorizes any conference-wide appeal.

3. Procedures for Implementation

A) Audit

- 1) Institutions receiving or requesting financial support from the Annual Conference shall submit audited reports for the preceding fiscal year to the Conference Treasurer within six months of the end of the fiscal year. These reports shall be reviewed as determined by the CFA. The chairperson of CFA shall annually verify to the Annual Conference that these audited reports have been received and reviewed.
- 2) The Conference Treasurer shall be authorized to withhold distribution of funds to any institution failing to submit the required audited report until such time as the required audited report is received and reviewed.
- 3) Where a review of audited reports indicates problems, CFA shall be authorized to take any action it deems appropriate, including withholding of funds, which action shall be reported to the next session of the Annual Conference.

B) Funding Applications

The Council on Finance and Administration shall require all institutions requesting financial support or contributions from the Annual Conference through any of its sub-divisions to submit the following:

- 1) A statement certifying the current good standing of the corporation
- 2) A report
 - detailing any changes in Articles of Incorporation and/or By-Laws made since its previous request
 - indicating that the By-Laws provide for the removal of board members who fail to carry out their stated responsibilities;
 - listing existing and/or threatened litigation, if any; and
 - listing obligations in default, if any.
- 3) A certificate of insurance, including specifically,
 - tort liability;
 - accident liability.

POLICIES
 Kansas East Conference
 rev. 6/09

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I. PASTORAL COMPENSATION, HOUSING, AND BENEFITS

1. Appointment Changes and Compensation
 The appointive year for the Kansas Area begins on July 1. Pastors shall move during the last two full weeks of June, and their first Sunday at the new appointment will be the one nearest July 1 as assigned that year by the Bishop and Cabinet. Where changes in appointment occur, June salaries and insurance premiums shall be paid by the charge from which the pastor is moving. July salaries and insurance premiums shall be paid by the charge to which the pastor is moving. (Compensation and benefits for interim change of appointments are negotiated by the District Superintendent and churches.)
2. Pastoral Support
 - A) The support of a ministerial member of this Annual Conference and any other person appointed or assigned to serve a local church or churches shall be recorded on the appropriate lines in the Local Church Report to the Annual Conference and shall be subject fully to proportional payments on the apportionments voted by the Annual Conference in compliance with the Book of Discipline.
 - B) The church or charge shall pay the cost of the actual parsonage utilities and church-related telephone calls.
3. Travel Allowance
 - A) The local church shall provide for payment of the pastor's travel for local church work. The pastor shall keep a log of the actual miles driven in the course of local church work and submit vouchers monthly to local church treasurers for reimbursement. Miles driven for district and/or conference work shall not be paid for by the local church.
 - B) The Staff/Pastor-Parish Relations Committee shall be responsible for recommending, in consultation with the pastor, the amount included in the budget for travel, monitoring the reporting system and maintaining accountability. The actual amount which the charge shall pay for travel is to be at the current rate allowed by the Internal Revenue Service.

4. Conference Health Insurance Program

A local church or institution (that participates in the conference health insurance program) which receives a newly appointed full-time pastor shall be responsible for the new pastor's conference health insurance program premium beginning with the effective date of the appointment.

5. Vacation and Time Away From the Charge

A pastor under full-time appointment shall receive four weeks of vacation with pay during each conference year. The dates for these four weeks are to be set by the pastor in consultation with the Staff/Pastor-Parish Relations chairperson to insure pastoral care during the pastor's absence. Part-time pastors' vacations will be negotiated with the Staff/Pastor-Parish Relations Committee. The pastor and the Staff/Pastor-Parish Relations Committee shall come to an agreement by which the pastor may be away from the parish for some additional time:

A) to upgrade his/her professional skills through continuing education.

The minimum requirement shall be two Continuing Education Units (CEUs) per year.

B) to work beyond the local church in district or conference activities such as camps, institutes, conference committees, and conference institutions.

C) to receive not less than one day away from the church business each week.

The District Superintendent shall, in conducting the charge conference, at the time of receiving a salary recommendation, also receive a statement of the vacation policy and the above-mentioned items from the Staff/Pastor-Parish Relations Committee.

6. Parsonage Standards

A) Introduction

1. It is the expectation of the Kansas East Conference of The United Methodist Church that each church or charge will meet the requirements of The Book of Discipline regarding the provision of either a parsonage or a housing allowance for the pastor or pastors appointed to that church or charge.

2. Definitions

a. The term "pastor" or "pastors" in this report means those persons under the itinerant system and under appointment by the Bishop or assigned by the District Superintendent.

b. The term "housing allowance" means those funds provided by a local church or charge to its pastor for housing in lieu of a parsonage.

3. The language of The Book of Discipline is unclear as to whether

or not the provision requiring a parsonage or housing allowance for a pastor is to be for full-time pastors only or for all pastors. Thus, it is recommended, pending any ruling by the Judicial Council, that:

- a. the provision of a parsonage or housing allowance be considered a requirement for all full-time pastors and student pastors, unless other factors come into play, such as the appointment of a clergy couple;
 - b. the provision of a parsonage or housing allowance will be decided on a case-by-case basis for less than full-time pastors; the decision shall rest with the Bishop and the Cabinet in full consultation with each party involved.
4. The parsonage is the primary/required method of housing for pastors, churches and pastoral charges. In some settings, the parsonage has been sold, and a housing allowance is provided in accordance with The Book of Discipline as part of the support package for the pastor. At each appointment change, the housing allowance/parsonage requirement will be evaluated. The church/charge will need to be prepared to return to a parsonage provision if the situation requires it.

B) The Parsonage Option

If the parsonage option is utilized by the local church or charge, the following should be recognized by all of the parties involved:

1. The parsonage is provided as a private home for the pastor and the pastor's household.
2. The maintenance, upkeep and improvements of the parsonage are the mutual responsibility of the local church or charge's Board of Trustees (or Parsonage Committee), the Staff/Pastor-Parish Relations Committee, and the pastor's household.
 - a. The Board of Trustees (or Parsonage Committee) shall be responsible for contracting and providing for the necessary repairs or improvements in a timely manner.
 - b. The Staff/Pastor-Parish Relations Committee shall be expected to consult with the pastor about the needs of the parsonage and to advocate for the maintenance of the parsonage according to the Conference standards.
 - c. The pastor's household shall care for the parsonage with the same respect as if it belongs to them, and be responsible for the repair of careless or unusual damage, as well as leaving the parsonage clean when moving from it. Pet damage will be the responsibility of the pastor as well.
3. The local church or charge Board of Trustees and the Staff/Pastor-Parish Relations Committee shall pay attention to paragraph 2543.3(b) of The Book of Discipline 2008:

"In the case of the purchase of a parsonage, the board of trustees shall either:

- (1) purchase a parsonage that has on the ground floor level:
 - (a) one room that can be used as a bedroom by a person with a disability;
 - (b) one fully-accessible bathroom; and
 - (c) fully-accessible laundry facilities; or
- (2) purchase a parsonage without the accessible features for persons with disabilities specified above and remodel it within one year's time, so that it does have those features."

If the parsonage does not meet the requirements contained in The Book of Discipline and those Recommendations written below, the church or charge shall provide, in writing, and explanation of non-compliance to the District Superintendent.

4. It is required that:
 - a. an annual examination of the parsonage be made by the chairperson of the church or charge Board of Trustees (or the Parsonage Committee), the chairperson of the Staff/Pastor-Parish Relations Committee, and the pastor and spouse (if any), at the convenience of the household (The Book of Discipline, par. 2532.4) and that a report of this examination be filed with the District Superintendent.
 - b. a program of annual maintenance and upkeep be established and reported to the church or charge Administrative Council (or equivalent body).
 - c. a long-range program be adopted to either bring the parsonage up to or maintain Conference and Disciplinary standards.
 - d. the church electing the parsonage option shall establish a budget line item annually for the interior decorating modifications of wall paint, papering, and window treatments to be used at the discretion of the parsonage resident in consultation with the Staff/Pastor-Parish Relations Committee.
5. Minimum Requirements
 - a. Living Area
 - 1) Carpeting or finished floors
 - 2) Appropriate window treatments for privacy
 - 3) Guest closet
 - 4) Window or device in entry door by which a caller may be observed before the door is opened
 - 5) Locks on all doors and windows providing ingress adequate to reasonably prevent home invasion
 - 6) Adequate wiring with minimum 200 ampere entrance and Ground Fault Interrupters (GFIs) in bath, kitchen, laundry, outside, and in designated office space

- 7) Electrical outlets in particular should be numerous enough for the electrical appliances that are common, such as TV, VCR, computers, telephone answering machine, stereo, etc. so that one outlet does not pose a fire risk.
- b. Kitchen/Dining Area
 - 1) Refrigerator with freezer compartment
 - 2) Stove with oven big enough to prepare a meal for a household of four
 - 3) Dining area in or near kitchen or in separate room adequate for a household of four
 - 4) Permanent cupboards/storage spaces that are accessible and adequate for the storage of dishes, pots and pans, and food for a household of four
 - 5) Sink and counter space with sufficient work top space
 - 6) Dishwasher
 - 7) Garbage disposal or availability of garbage/trash service
 - 8) Appropriate floor covering
 - 9) Exhaust fan
 - 10) Outlets, which must meet NEC standards, for electricity, telephone, cable or digital TV, computer and other telecommunications as needed
- c. Bathroom Area
 - 1) Minimum of one full bath on each floor with sleeping quarters; minimum total of one and one-half baths
 - 2) Storage spaces for linens and other bathroom items
 - 3) Medicine cabinet
 - 4) Adequate outlets for electricity (with GFI's)
 - 5) Exhaust fan as recommended by building codes
- d. Bedroom Area
 - 1) Three bedrooms of at least 100 square feet; master bedroom at least 144 sq. ft.
 - 2) Built-in closet space in each bedroom
 - 3) Carpeting or finished floors; window treatments for privacy
 - 4) Adequate outlets for electricity, telephones and other telecommunications, cable or digital TV
 - 5) Egress window in any basement bedroom, and provision for egress in all bedrooms
- e. Laundry Facilities
 - 1) Automatic washer and dryer
 - 2) Space and electrical outlets for deep freezer
 - 3) Water softener in hard water areas
- f. Storage Space
 - 1) Storage areas for seasonal and other items
- g. Insurance
 - 1) Replacement insurance coverage, including liability and

vandalism on parsonage and church-owned furnishings

2) Pastors must insure personal contents.

h. Heating and Air-Conditioning

1) Central heating thermostatically controlled with provision for heating every room in the house

2) Central air conditioning or 220 outlet for provided window air conditioning

3) Equipment and screen for fireplace, as needed

4) Chimneys shielded to prevent entrance of foreign materials

5) Carbon monoxide detectors if the heating system is not electric

i. Garage and Grounds Area

1) Two-car garage (recommended)

2) Storage space for outdoor equipment

3) Safe place and approved container for disposing of trash

4) Grounds should be landscaped and have walkways.

j. Outside of House

1) Provisions for TV hookup

2) Lightning rods where recommended

3) Combination storm windows and screens

4) Provision for escape in case of fire

k. Regular Testing

1) For termites every two to three years.

2) For water potability if the water for the parsonage is from a private well and not a public utility

3) For radon gas upon a pastoral change, unless an inspection have been done within 2 years.

4) Annual inspection of air-conditioning system in the spring and the heating system in the fall. .

5) Annual inspection of electrical system and church-owned appliances. Extension cords are to be used only for temporary situations.

l. Maintenance

1) Two percent of the replacement value of the parsonage shall be a budgeted item in the local church(es) operational budget.

15.

C) Home Business

1. No business enterprise shall be located in a parsonage that would threaten the tax-exempt status of the parsonage.

2. All questions about home businesses should be referred to the Conference Chancellor, and all legal costs shall be paid by the pastor.

3. If, in the opinion of the Conference Chancellor, a particular home

business would not threaten the tax-exempt status of a parsonage, this must be communicated in writing to the District Superintendent.

D) Housing Allowance in Lieu of Parsonage

If a housing allowance in lieu of a parsonage is the option that the church or charge provides:

1. The Conference Board of Trustees recommends that the housing allowance in lieu of parsonage be set at fair market value.
 - a) The funds provided to a pastor or pastors for a housing allowance in lieu of a parsonage shall be used for payment of rent on a residence or for a mortgage payment.
2. In any case, the housing allowance option and the amount offered must be agreed to by the local church or charge, the pastor, and the District Superintendent, and shall be an amount adequate to meet the housing requirements for parsonages given above.
3. Any other agreements as to a housing allowance (e.g., closing costs on a home purchased by the pastor, limitations on area, or buy-back agreements) are strictly between the church or charge, its pastor, and the District Superintendent. However, individual members shall be discouraged from making unsecured or signature loans to the current or former pastor(s) of the church or charge for the purchase of a home.
4. A church or charge that is moving from the parsonage option to the housing allowance option shall provide, in writing, to the District Superintendent:
 - a) a statement that the church or charge is planning such a change;
 - b) included in the initial statement, the church or charge's long-range plans for funding a housing allowance
5. Each church or charge utilizing the housing allowance option shall annually report to the District Superintendent, in writing, their commitment to and plans for the funding of a housing allowance.

E) Parsonage Care in Multi-Church Charges and Two-Charge Appointments Involving Clergy Couples

1. The District Superintendent, pastor(s), and Staff/Pastor-Parish Relations Committee shall consult and consider in which parsonage the pastor(s) will reside when there is more than one parsonage available. It is recommended that the pastor(s) visit all available parsonages. The District Superintendent will be responsible for the final decision as to which parsonage shall be used.
2. Utilities and basic routine maintenance will be shared by each church in the charge or charges for the parsonage where the pastor(s) resides. The amount will be in proportion to the percentage each church pays toward the pastor's compensation. (In charges where this is not now the case, this provision is to take effect on

January 1, 1998.)

3. Churches in such situations have two options regarding capital improvements to a parsonage:
 - a) The church holding title to the parsonage will be responsible for all capital improvements costs for the parsonage.
 - b) All churches involved may choose to share the costs of capital improvements to a parsonage with the understanding that, pursuant to ¶2527.4 of the Book of Discipline, if such churches are no longer together as a charge, all churches who have contributed to capital improvements shall have a proportionate claim on the fair market value of the parsonage at the time of the dissolution of the charge.

II. PENSIONS

1. Special Appointments

Ministers appointed other than to a local church or a pastoral charge who desire pension credit must enroll in the Clergy Retirement Security Plan and/or the Comprehensive Protection Plan directly with the General Board of Pensions and Health Benefits.

2. Leave of Absence

Upon recommendation of the Cabinet and the Board of Pensions and Health Benefits, the Annual Conference may vote to continue the enrollment of ministerial members on leave of absence in the Comprehensive Protection Plan (CPP) and conference health insurance program described below with premiums funded by the Annual Conference for up to one conference year. Between the sessions of the Annual Conference, the Cabinet and the Board of Pensions and Health Benefits, by separate vote, may continue the enrollment of a ministerial member on leave of absence in CPP and conference health insurance program with premiums funded by the Annual Conference for up to the remainder of the conference year.

3. Conference Health Insurance Program

(The Health Insurance Program is found in the Report of the Board of Pensions & Health Benefits.)

15.

4. Past Service Rate

(The Past Service Rate is established annually and is found in the Report of the Board of Pensions & Health Benefits.)

5. Rental/Housing Allowances for Retired or Disabled Ministers

(This resolution is acted on annually and is found in the report of the Board of Pensions & Health Benefits.)

III. MOVING GUIDELINES

1. All authorized moves and exceptions to the following guidelines shall be verified in writing by the Cabinet to the Moving Director, including the pastor's name, clergy status, fraction if less than full-time service, point of origin and appointment destination:

A) The moving pastor shall be responsible to make all arrangements for his or her move with the moving company of their choice; it is recommended that two or more estimates be secured.

B) On request of the moving pastor or their District Superintendent, the Moving Director shall be authorized to send a letter of certification when a moving company requires verification of a pastor's authorization to arrange a move at the Conference's expense.

2. Procedure for payment of the moving bill:

A) The itemized bill of lading and delivery receipt shall be signed by the pastor or the pastor's designated representative.

B) The moving company shall be directed by the pastor to send a copy of the signed bill of lading and delivery receipt with the invoice to the Moving Director for review and to be vouchered for payment by the Conference Treasurer.

C) The Moving Director shall prepare a voucher in accordance with the Moving Guidelines for the amount of the invoice, unless otherwise directed by the Cabinet, and forward it to the Conference Treasurer for payment.

D) The Moving Director shall notify the moving pastor that their move was within the Moving Guidelines or bill the pastor for any charges in excess of the applicable moving guidelines and send a copy of the bill to the Conference Treasurer. Excess moving costs paid by the Conference shall be reimbursed to the Conference Treasurer by the moving pastor within twelve months of the completion of the move.

E) Moving bills must be submitted to the Moving Director within 90 days of the move in order for the pastor or local church to be reimbursed for any moving expenses incurred within the provisions of the Moving Guidelines.

3. An amount of up to \$2,600 (see exception below) will be allowed for the line haul cost, or comparable trucking cost, for pastor under full-time appointment within the Conference, plus up to \$700 for the combined cost of the following: packing materials; labor for packing mirrors, mattresses, and glassware, servicing appliances; other required services; and additional value protection coverage. Any fuel surcharge will be covered in addition to the above limits.

A) It is understood that the limitations on the amount allowed for packing and special services will require the moving pastor to secure packing materials and do most of their own packing. Since pastors have no control over the distance of their move, those pastors whose move is over one hundred miles may have additional line haul costs covered if it

puts the total cost over the maximum moving allowance for any move. Pastors whose move involves a weight of over 12,000 pounds will be charged for the excess weight on the basis of the Kansas Transportation 100 mile tariff rate, which will be calculated on each 100 pounds (cwt) over the 12,000 pounds.

B) Pastors serving less-than-full-time shall receive a moving/packing and service allowance proportional to their less-than-full-time service.

C) Clergy couples will be entitled to up to two moving allowances only if they had to maintain separate housing accommodations as required in their appointments. For clergy couples serving separate charges with offices located therein and there is need for an extra pick-up and/or delivery stop, an allowance of up to \$200 above the maximum moving allowance will be available for the additional member of the clergy couple. Furthermore, an additional amount of up to five hundred dollars over the maximum moving allowance will be available to clergy couples for the moving weight over 12,000 pounds. (Rationale: clergy couples often have two libraries, two sets of files, and extra office items.)

D) All pastors under appointment to a local church moving into the conference including those from other denominations shall be allotted an additional 25% of the maximum allowance for moving expense only in addition to the packing and service allowance, with exceptions as requested by the Cabinet. Incoming pastors may submit an itemized statement to the Moving Director to be reimbursed for meals and accommodations related to the actual move itself within the limitations as set forth above.

E) Pastors may submit an itemized statement to the Moving Director to be reimbursed for travel expense (at the IRS mileage rate for moving purposes) for their personal vehicle when it is used for hauling their goods within the limitations as set forth above. Reimbursement for up to two nights of lodging, if necessary, during a move within the conference will be allowed, upon receipt of hotel bills, if they are within the limitation as set for above.

F) Pastors taking the responsibility for moving themselves may be reimbursed for their actual expense within the limitations as set forth above by submitting an itemized statement of expense supported by invoices and receipts to the Moving Director including the cost of:

- 1) Renting a vehicle and/or trailer including fuel used and rental of related equipment and pads. Personal towing vehicle mileage will be reimbursed at the conference mileage rate.
- 2) Hiring persons to assist with packing, loading and unloading at the going rate including necessary meals and accommodations for those hired.

G) In keeping with the Kansas East Conference Parsonage Standards, costs incurred in looking for housing will be shared between the pastor and the local church and will be negotiated with the district superinten-

dent.

4. Provisions for other classifications of moving pastors:

A) Students receiving an appointment to a local church shall receive a moving allowance based upon actual expense of their move up to 90% of the maximum moving allowance.

B) Intern pastors shall have one-half of their actual moving expense paid when they move into the conference and one-half of their actual moving expense paid when they leave the conference up to 90% of the maximum moving allowance.

C) Pastors appointed to sabbatical or educational leave shall receive a moving allowance based upon actual expenses up to 90% of the maximum moving allowance.

D) Pastors appointed to United Methodist institutions from which they will receive their compensation shall become the institution's responsibility for all moving costs. The moving expenses of pastors coming to the Conference for appointment to a local church from such institutions shall be covered within the limitations as set forth above.

E) Pastors receiving an incapacity leave may, upon recommendation of the Cabinet, receive a moving allowance up to 100% of the maximum moving allowance.

F) Pastors retiring from appointment to a local church shall receive the same consideration as other pastors under appointment when moving within 12 months of retirement from their charge to their new place of residence.

G) Surviving spouses/resident children of deceased clergy shall receive the same consideration as pastors under appointment when moving within 12 months of the death of the clergy person from the charge where the deceased was serving to their new place of residence.

H) The Cabinet shall decide if a reimbursement for moving costs will be paid to pastors leaving the ministry.

IV. FINANCIAL MATTERS

1. Fiscal Year and Receipts

The fiscal year shall be the calendar year for the Kansas East Annual Conference and its boards, councils, ministry areas, committees and commissions. All monies received from churches must be mailed and received at the designated Post Office Box on or before the close of business on the 5th working day of January. All monies received prior to this date shall be accepted and applied as receipts or the year immediately preceding unless designated as a prepayment. All monies received after this date shall be accepted as receipts for the new calendar year.

2. Council on Finance and Administration

The Conference Treasurer shall remit vouchers approved administratively as follows.

CLAIMANTAPPROVAL

A. District Superintendent	Conference Treasurer
B. Connectional Ministries Staff	Director of Connectional Ministries
C. Chairs of Program Ministry Units	Director of Connectional Ministries
D. Members of Program Ministry Units	Chair of Unit, then to Dir. of Connectional Ministries
E. District COM (or equivalent)	District Superintendent. Dir. of Connectional Ministries
F. Communication Committee Members	Communications Director
G. CFA president, Dir. of Conn. Min.	Conference Treasurer
H. Treasurer/Director of Administrative Services	CFA President
I. Conference Parsonage	Board of Trustees President
J. New Church Development Dir.	Conference Treasurer
K. Communications Director	Conference Treasurer
L. Communications Staff	Communications Director
M. Others	Dir. of Conn. Min. or Conference Treasurer

3. Special Askings

Special Askings (previously known as Institutional Askings) are financial requests which may come to the Kansas East Conference through direct requests, pass-through requests from either the General, Jurisdictional or Annual Conferences and/or other methods.

Guidelines:

A) The recipients of the financial aid will provide all promotion. The General, Jurisdictional or Annual Conference will not promote any Special Asking.

B) A Special Asking cannot be funded through any other line item or special gift from any funded group of the Kansas East Conference. For example:

- 1) It cannot be a named General, Jurisdictional or Annual Conference apportionment.
- 2) It cannot be a recognized General, Jurisdictional or Annual Conference special offering.

C) Each Special Asking must be submitted to the CFA for approval. Each must come approved by the originating board or body. The CFA will make all recommendations to the Annual Conference. In order for the request to be considered it must include the following:

- 1) A clear statement of purpose for the funds.
- 2) A commitment to provide annual reports to the CFA on the use of the money provided and plans for the following year(s).

D) Each year the request will be reviewed, CFA will make a determination regarding continuing and a recommendation, if it is decided to continue, will be made to the Annual Conference.

- E) Special Askings will be distributed to individual churches based on the current year world service apportionment formula.
- F) CFA will submit an Annual report on all Special Askings to the Annual Conference. The report will include:
 - 1) Statement of purpose
 - 2) Original funding request, funding provided to date, estimated additional funding required and estimated date of completion.

V. LOCAL CHURCH MATTERS

1. Audits

As a minimum, every local United Methodist church shall conduct an audit (review) following the guidelines as outlined in the Local Church Audit Guide as published by the General Council on Finance and Administration. The local church audit team should read this guide and use the audit program checklist included in Addendum I of the guide. (The guide may be obtained from the Conference Treasurer's Office or off the internet at www.gcfa.org.)

It is highly recommended that larger churches, those with budgets in excess of \$500,000, consider the benefits of having an annual audit performed by a certified public accountant (CPA) licensed by the state of Kansas to conduct independent audits. As a minimum, these larger churches shall have an independent audit performed by a CPA at least once every four years. In the intervening years, an audit (review) using the Local Church Audit Guide is sufficient.

Finally, the largest local churches, with budgets greater than \$1,000,000, shall have an audit performed by a certified public accountant every year.

2. Fire/Emergency Evacuation Plan

Each local church shall develop a Fire/Emergency Evacuation Plan. A floor plan map showing evacuation routes, exterior assembly locations, location of fire extinguishers shall be posted in each classroom and assembly room, including the sanctuary. Exit signs shall be posted. Smoke/heat alarms are recommended. The District Superintendent shall include in the business of the Charge Conference a question to see if the local church has created such a plan. It is suggested that the local churches have a practice drill after completion of the plan.

APPENDIX A
Index of Approved Policies, Articles of Incorporation and Bylaws

POLICY	JOURNAL YEAR	PAGES
A Policy Statement for the Protection of Children and Youth, and Adults with Developmental Disabilities	approved 1994 amended 1995 amended 1998 amended 2001 amended 2002 amended 2003 amended 2004 amended 2005 amended 2006 amended 2007	178-180 220-222 187-196 214-219 219-222 234 116 233 278 280-283
Affirmative Action Policy & Program	approved 1992 amended 1996	176-181 117
Capital Campaign Policy (Leadership Team approved 11/17/07)	approved 2008	425-426
Memorandum of Understanding for Capital Campaign (Leadership Team approved (03/29/08)	approved 2008	427-428
Conference Advance Specials	amended 1995 amended 2000	183-184 214
Growth Grant Policy (Leadership Team approved 03/29/07)	approved 2007	399-401
Record Retention Policy	approved 2005	224-228
Personnel Policy (Leadership Team approved (03/29/08)	approved 2008	428-435
Scheduling of Meetings for Youth Representatives	approved 1993	225
Sexual Ethics Policy (Leadership Team approved 09/22/07)	approved 1998 rewritten 1999 rewritten 2000 amended 2008	187-196 206-207 217-219 435
Restructuring Proposal	approved 2005	255-268
Sexual Ethics Policy for Professing Members (Leadership Team approved 10/03/09)	approved 2009 amended 2010	356 325
Vision and Mission Statement	approved 2004	264

<u>ARTICLES OF INCORPORATION</u>	<u>JOURNAL YEAR</u>	<u>PAGES</u>
EmberHope	approved 2011	359-362
Kansas East Conference Board of Trustees		
KEC Board of Pensions and Health Benefits (Leadership Team approved (03/29/08) approved 2008		436-440
Forest Park Conference & Retreat Center (Leadership Team approved 03/29/08) approved 2008		
United Methodist Homes, Inc.	amended 1993	235
	amended 1999	210-214
	amended 2003	265
	amended 2004	264
(Leadership Team approved 6/28/08) amended 2009		464
United Methodist Campus Ministry In Kansas (Leadership Team approved (03/29/07) amended 2007		314-315

<u>BYLAWS</u>	<u>JOURNAL YEAR</u>	<u>PAGES</u>
Area Commission on Archives and History	approved 2006	249-251
EmberHope	approved 2011	362-372
KEC Board of Pensions and Health Benefits (Leadership Team approved (03/29/08) approved 2008 amended 2011		441-445 350-358
Kansas East Conference Congregational Growth and Development (Leadership Team approved (03/29/07)	approved 2007	286-291
Renamed: New Church Development, Inc. (Leadership Team approved (03/29/07) approved 2007		284
Friendly Acres Health Ministries, Inc.	approved 1997	202
	amended 2003	263
Renamed Asbury Park, Inc. (approved 11/12/05 by Leadership Team) approved 2007 published 2008		297-313 446-456

Forest Park Conference & Retreat Center	approved 2003	274
(Leadership Team approved 03/29/07)	revised 2007	292-297
	revised 2013	490
Kansas Area United Methodist Foundation	restated 1993	195-196
	amended 1994	206
	amended 2000	221-226
United Methodist Campus Ministry In Kansas	approved 2004	254-259
(Leadership Team approved (04/01/06)	amended 2006	
United Methodist Homes, Inc.	approved 2009	474
(Leadership Team approved 6/28/08)		
	amended 2013	489
United Methodist Youthville	amended 2010	328
(Leadership Tam approved 10/30/09)		
	amended 2011	339-349
<u>MISCELLANEOUS</u>	<u>JOURNAL YEAR</u>	<u>PAGES</u>
Star Thrower Society	approved 1995	219
United Methodist Youthville Foundation	approved 1995	223
(creation of foundation)		