

STANDING RULES OF THE NORTHERN ILLINOIS CONFERENCE OF THE UNITED METHODIST CHURCH

Notes to the printing of the Standing Rules in the 2025 Journal:

1. All references to the Constitution or Discipline are references to The Book of Discipline of the United Methodist Church-2020/24.
2. These Standing Rules, when adopted, are the Standing Rules of the Northern Illinois Conference.

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THE STANDING RULES**SECTION I ANNUAL CONFERENCE SESSIONS****A. MEMBERSHIP**

1. Membership of the Conference shall be as directed by Paragraphs 33 and 602 in The Book of Discipline. Lay/Clergy Equalization Formula is in II A 4 of the Standing Rules. Full-time and Part-time Local Pastors shall be seated with voice and vote, with restrictions (§ 602.1d) and may be nominated, with restrictions, as clergy to serve on agencies (§ 318.6).
2. The Chair of the Credentials Committee shall be available at the Conference site to certify late changes in the seating of lay members or alternate lay members.
3. The Credentials Committee, with the assistance of the Conference ushers, shall monitor the admission of authorized members into the bar of the Conference. Only those members with proper identification badges, designated by the Committee, will be permitted to enter.
4. The Credentials Committee will recommend to the Annual Conference Committee seating areas within the bar of the Conference for authorized non-voting members and guests of the Conference.

B. PROCEDURES

1. The Standing Rules of the Northern Illinois Conference shall be the procedure for the Northern Illinois Annual Conference, so far as these rules apply. ROBERT'S RULES OF ORDER (Revised) shall be the final parliamentary authority. (The below rules in a. b. c., and d. shall apply to all sessions, plenary and legislative.)
 - a. A member desiring to speak to the Conference shall hold up the appropriate placard to be recognized by the bishop presiding. Unless raising a point of order or parliamentary inquiry, the member shall not speak until given the floor. When recognized, the member shall proceed to the nearest microphone and shall first announce her or his name, and the name of the church represented.
 - b. Except for non-debatable motions, no resolution shall be adopted, or question relating to the same decided, without the opportunity having been given for at least two speeches for and two against the said proposal.
 - c. After three speeches for and three against and provided no secondary motions come before the floor, the questions shall be put automatically. However, the chairperson and/or maker of the motion shall be entitled to speak before the vote is taken.
 - d. All speeches shall be limited to three (3) minutes.

2. Agenda

- a. The printed agenda shall be the official agenda of the session, subject to all necessary changes.
- b. All matters not provided for in the printed agenda of the session or included in the regular business, all special orders of the day, and all requests for permission to appear before the Conference on the part of non-members shall be referred to the Chair of Daily Procedure.
- c. The use of inclusive language shall be encouraged in all oral and written communications of the session, using the Language Guidelines of the 1984 General Conference.
- d. The term "minister" shall be used in all documents printed by the Annual Conference when referring to all the people of God (the laos), including the ordained and the laity, and the terms "clergy" and "laity" shall be used when referring to persons of these two distinct groups.
- e. The Annual Conference Committee, in consultation with the Conference Commission on Religion and Race, Conference Committee on the Status and Role of Women, and other like bodies shall work together to provide educational opportunities (as the agenda will allow during the annual conference session.)
- f. There shall be a Laity Address at the annual session. The Laity Address shall be prepared by the Conference Lay Leader in consultation with the Division of Ministry of the Laity of the Board of Discipleship.
- g. The primary responsibility for worship at Annual Conference is assigned to the resident bishop (§ 629.4b).
- h. Addresses and sermons given during Annual Conference session shall be made available upon request to the Conference Office at least six weeks subsequent to the session of Annual Conference.

C. JOURNAL AND REPORTS

1. The Chair of Daily Procedure is instructed to gather the reports that are to be made to the Annual Conference and publish them under the title "Preliminary Reports." All Historical Reports (400 and 550 series documents), including all financial matters pertaining thereto, for the previous calendar/conference year, are to be in the hands of the Chair of Daily Procedure, in whatever format specified by her/him, no later than April 1 immediately preceding the called session of annual conference except for the Conference Council on Finance and Administration, Conference Board of Pension and Health Benefits, and the Shepherding Team. All legislative documents pertaining to finance, administration, pensions, health benefits, and matters of program shall be forwarded by the Chair of Daily Procedure to the respective chairs in order for the various committees (specifically: CCFA, CBPHB, and Annual Conference Shepherding Team) representing the program areas to make comment, if any, on the submitted legislation.
2. The Conference Council on Finance and Administration, Conference Board of Pensions and Health Benefits, and the Annual Conference Shepherding Team representing the program areas (shall have in the hands of the Chair of Daily Procedure any and all documents, including the budget, being submitted by CCFA to the annual conference, as well as an any comment by the date(s) announced by the Chair of Daily Procedures.
3. Historical Reports submitted by agencies numbered 66 and above are limited to a maximum of 500 words. Resolutions regarding Standing Rules and By-Laws are to be submitted by the April 1st deadline. The historical reports (400-series), constitutional amendments passed by General Conference, proposed budget (600.01), requests for funds, resolutions, and other items for action, specifically any 600-series, 700-series, 800-series, or 900-series documents are to be made available to lay and clergy members no less than thirty (30) days in advance of the opening session of the annual conference.
4. All persons, boards, commissions, committees, task forces, etc., submitting legislation mandating the Conference Secretary to distribute such materials to persons, agencies and offices outside the Annual Conference structures, must submit to the Conference Secretary, in writing, a list of names and addresses to whom such materials are to be sent, doing so no later than ten days after the close of the Annual Conference session in which such legislation was supported by action of the Conference. Failure to do so within the specified time limitation will excuse the Conference Secretary from fulfilling the mandate of such legislation.
5. The minutes of the daily sessions of the Conference, as kept by the Secretary, when properly approved, shall be the official JOURNAL of the Conference. The Secretary shall arrange for the audio taping of the Plenary Sessions of Annual Conference. These taped records of proceedings will be used during Journal preparation and maintained in the custody of the Conference Secretary for a period of up to one year.
6. The Conference Secretary will print Policies adopted by the Annual Conference in the JOURNAL. Such Policies will remain in effect unless repealed or altered by action of the Annual Conference.
7. The Journal may be stored and made available in an electronic, or printed, format consistent with the recommendations of the GCFA and The Book of Discipline. The Annual Conference Secretary, in consultation with the Annual Conference Committee, may make the most recent Journal available in the printed format for a fee. Journals of the five most recent years shall be made available at no cost on the website maintained by the Northern Illinois Conference.

D. LEGISLATION, LEGISLATIVE PROCESS & CONSENT CALENDAR

1. **Finance & Program Items:** All items related to finance shall be presented to the Council on Finance and Administration (CCFA); all items on program shall be presented to the Annual Conference Shepherding Team representing the program areas prior to annual conference action.
2. **Requests for Funds**
 - a. Proposals before the Conference involving requests for funds or budget items including staff time and direction which have not previously been considered by the Council on Finance and Administration shall be referred to the Council before Conference action is initiated. The Annual Conference Secretary and the Chair of Daily Procedure shall transmit all items to CCFA as soon as

practical for their review and comment. The comments of CCFA and/or the Conference Treasurer shall be included in the Preliminary Reports, whenever possible.

- b. All conference agencies receiving funds from the Conference shall have provided a complete programmatic and financial report to the Annual Conference Shepherding Team representing the program areas for previous work. The Annual Conference Shepherding Team representing the program areas reports on this work to the Conference.
- c. Resolutions approving capital campaigns or special offerings shall be specific as to the beginning and end dates before they may be considered for Conference vote.
- d. All offerings received at Annual Conference shall be for benevolent purposes which shall have been determined and announced in advance by the Cabinet.
- e. There shall be no conference-wide appeal without the approval of the Conference, or, if timing requires, the appeal will be considered, and approval may be given by a 2/3 vote of the District Superintendents and the Council on Finance and Administration acting jointly (§ 614.5)

3. Document Format: The Chair of Daily Procedure and Conference Secretary, in consultation with the Annual Conference Committee, shall determine the format in which historical reports, legislation, and financial reports are to be presented to the annual conference and are received for submission. Unless an alternate format for submission and presentation is published on or about November 1 the year preceding the pending regular session of annual conference, submissions are to be submitted in an electronic format (i.e.: email, portable storage device, or the like) using the "Action/Rationale" document format. The format of "whereas/therefore be it resolved" is reserved for those documents which civil law requires or expects in this format (e.g.: discontinuance of a congregation legislation).

4. Designation of Legislation: Conference Legislation shall be organized in the following categories with documents presented to the Annual Conference designated as follows:

- 100 Report of Nominating Committee
- 200 Daily Procedure
- 300 Appointments
- 400 Historical Reports
- 550 Reports of Task Forces assigned at previous Annual Conferences
- 600 Proposed Conference Budget
- 620 Proposed Program
- 630 Programs not recommended for funding or received too late
- 640 NIC Advance Specials
- 650 Administrative Items
- 680 Clergy Support Matters
- 700 Resolutions
- 701 Continuing Valid Resolutions
- 702 Changes in Standing Rules
- 703 Policies of the Annual Conference
- 800 Resolutions of Appreciation, Celebration and Recognition
- 900 General and Jurisdictional Conference Matters
- 1000 Miscellaneous Information the Annual Conference

Committee may designate other categories as they are needed.

5. Consent Procedure, Legislative Sections & Legislative Procedure

a. Consent Procedure

1. All categories, including benevolence, administrative, clergy support, General Conference petitions and other legislation submitted to the annual conference are eligible for the consent calendar except the coordinated budget, Historical Reports, and any declaratory decisions (pursuant to JCD 1080).
2. The goal of legislative sections is to encourage meaningful discussion and engagement with the legislation brought before the conference. The outcome of legislative sections is the creation of a consent calendar. The consent calendar will be presented and acted upon

after the legislative sections have met and had the opportunity to add items to the consent calendar as announced in the agenda.

3. Late legislation is not eligible for the preliminary consent calendar.
 4. After a legislative section acts on any legislative item, if it receives 80% of the votes in favor as perfected, it shall be placed on the consent calendar with a recommendation for approval. Any legislative item receiving 80% of the votes against will also be placed on the consent calendar with a recommendation for disapproval. The consent calendar shall be distributed at least two hours before its consideration as announced or on the agenda.
 5. Items from the consent calendar may be removed by a petition signed by 25 members of the annual conference and submitted to the Chair of Daily Procedure by the deadline given in the agenda (within 2 hours of the presentation of the consent calendar). Petition forms will be made available on the NIC website or hard copies may be obtained from the Chair of Daily Procedure. Items removed from the consent calendar will be addressed after priority legislation, if time permits.
 6. The consent calendar is presented to the members by the Chair of Daily Procedure. This presentation shall be made at least 2 hours prior to a vote being taken. The consent calendar shall be passed by a majority vote.
- g. Legislative Sections**
1. Legislative sections will be determined in number and size by the Annual Conference Committee. Sections will be composed of no fewer than 50 or more than 250 persons.
 2. Members of the legislative sections shall be randomly assigned by the Committee on Credentials from among the members of the Annual Conference with equal numbers of clergy and laity assigned to each section.
 3. The Chair of Daily Procedure shall receive, assign document numbers to, and make assignment to Sections of all documents of programs, administration, policies, General or Jurisdictional Conference petitions, requests for Judicial Council decision and declarations, and resolutions.
 4. The following legislative sections will be given legislation appropriate to their sections (with any legislation added at the discretion of the Annual Conference Committee when needed to even out the legislative workload):
 - a. Church and Society**—This legislative section shall address matters relating to legislation concerning the Conference Board of Church and Society, Conference Commission on Christian Unity and Inter-religious Concerns, Conference Commission of Religion and Race, Conference Commission on the Status and Role of Women, advocacy, the Social Principles, Justice and Peace issues, and related topics.
 - b. Discipleship**—This legislative section shall address matters relating to nurture, outreach, witness, United Methodist Women, United Methodist Youth, Conference Board of Laity, United Methodist Men, congregational development and redevelopment, children's ministries, and related topics.
 - c. Global Ministries**—This legislative section shall address matters relating to the Conference Board of Global Ministries, sister relationships with other annual conferences and autonomous Methodist/Wesleyan bodies and traditions, Advance Specials, Conference Board of Higher Education and Campus Ministries, and related topics.
 - d. Administration**—This legislative section shall address matters relating to the Conference Board of Trustees, Conference Council on Finance and Administration, Conference Board of Pensions and Health Benefits, Conference Commission on Equitable Salaries, matters of administrative and personnel policy, Archives and History and related topics.
 - e. Order**—This legislative section shall address matters relating to the Conference Board of Ordained Ministry, Standing Rules, Episcopacy, Jurisdictional relationships, and related topics.
- f. Legislative Procedure**
1. Legislative items will be addressed in only one section.

2. The Chair of Daily Procedure, in consultation with the Annual Conference Committee and cabinet, shall invite and appoint persons to serve as the chair, parliamentarian and secretary/scribe of a each legislative section giving attention to diversity. No person shall be appointed to a section that is addressing resolution(s) for which they are author/co-author. The Chair of Daily Procedure shall provide training to the persons appointed for legislative section leadership as to parliamentary procedure, reporting, and recording the action of the legislative section in conjunction with the conference secretary, parliamentarian, and other appropriate person(s) or body(ies).
 3. The Section chair, or secretary/scribe will report to the Chair of Daily Procedure the action of the Section on each items assigned to it, giving such minutes and information as will enable the chair to schedule the reports and keep the presiding Bishop informed of matters to be presented.
 4. Only those persons assigned to a legislative section shall have voice and vote within the legislative section.
 - a. When legislation is submitted before annual conference, it needs to designate one resource person who, if requested by the section chair, will speak to the legislation. Resource persons are those persons designated by an author(s) of legislation for the purpose of answering questions during legislative sections, providing background information, or other information which the author(s) believe will be helpful for the section discussion.
 - b. The Chair of Daily Procedure will provide the legislative section chair(s) a list of those persons who are requested as resource persons for each document.
 - c. If a resource person is a member of the legislative section, the resource person may speak only as a resource person during the discussion on that piece of legislation but has the right to vote. A resource person who is not a member of the legislative section may speak as invited but cannot vote, and as a resource person and not the author of the legislation, a non-member resource person cannot have the last speech.
 5. The Chair of Daily Procedure shall provide the section leadership the appropriate forms for reporting the action of the legislative section.
 6. The Section shall register the number of votes for, and against on all legislation as finally perfected and report such votes to the Chair of Daily Procedure. There is no vote take for abstentions. A motion to table should be seen as a “no” vote. If the section concurs, the report will be non-concurrence and the resolution would not be placed on the consent calendar.
 7. Amendments must speak to the main motion and cannot reverse the intent of the maker of the motion. If the legislative sections make any changes (amendments) to documents, such changes will be distributed to all members.
 8. Section reports shall be made in a printed format. Legislative Section leadership may report the action of the legislative section if the Chair of Daily Procedure believes a report from the leadership will help clarify the printed and distributed report.
 9. If necessary and possible, changes in a document made by a legislative section shall be distributed before this legislation is brought before the Conference (unless they can be easily seen and understood verbally or on a PowerPoint).
 10. Resolutions adopted by the Conference that are timely and have not been rescinded or superseded may be resubmitted in the 701 series and will be published for a period of five years following their adoption. The original submitting agency/individual has the primary responsibility of indicating in the resolution their desire that the resolution remain in effect or request that designation at the following Conference. The resubmitted material would consist of the title, the year first adopted, and the text of the original “action” section.
- d. Legislative Effective Date:** All legislation shall become effective upon the close of the session at which it is passed unless a different starting date is specified at the time of passage.

E. FINANCES

1. All offerings received at Annual Conference shall be for benevolent purposes which shall have been determined and announced in advance by the Cabinet.
2. Per Diem and Travel Expenses. Local churches are urged to pay the expenses of their lay members and pastors to all sessions of the Annual Conference.

F. MISCELLANEOUS

The Annual Conference Committee shall provide within its allotted funds childcare at the site of the sessions for the children of all persons regularly seated on the floor of the Conference who so request. Attention shall be given to proximity, needs of nursing infants and activity needs of active youngsters.

SECTION II ANNUAL, GENERAL AND JURISDICTIONAL CONFERENCE ELECTIONS

A. ANNUAL CONFERENCE

1. The Book of Discipline of the United Methodist Church requires the membership of an Annual Conference session have equal lay and clergy members seated on the voting floor. Each Annual Conference is required to create a formula to ensure that for every clergy, including appointed deacons, there be a lay member. For The Northern Illinois Annual Conference, this Section II, A in the Standing Rules outlines how that equalization will occur.
2. **By the United Methodist Constitution:**
 - a. Clergy Membership includes elders and deacons in full connection, provisional members, associate members and local pastors under appointment.
 - b. Lay Membership of professing lay members elected by the charge, diaconal ministers, active deaconesses and home missionaries under appointment. Additionally, there is a list of conference offices which if held by a lay person makes that lay person a member of the Annual Conference.
 - c. Lay members should have been members of The United Methodist Church for two years preceding their election and active in The United Methodist Church for four years preceding their election. (Ref: Section VI, Paragraph 33, Article I of the Constitution of the United Methodist Church)
3. **Local Church/Charge**
 - a. For every clergy appointed to a local church there is a lay member elected.
 - b. Where there are multiple charges one lay member is to be elected for each church in the charge.
 - c. An additional lay member shall be added for each of the following reported church professing membership milestones:
 - Add one additional Lay Member if the church's membership is 200-399.
 - Add two additional Lay Members if the church's membership is 400-599.
 - Add three additional Lay Members if the church's membership is 600-799.
 - Add four additional Lay Members if the church's membership is 800-999.
 - Add five additional Lay Members if the church's membership is 1000 or more.
 These membership milestones are determined through the most recent membership report provided to the Annual Conference through the church's statistical filing.

If there is still a gap between Lay Members and Clergy Members in the voting membership of the NICUMC, the difference will be comprised of District Representatives nominated by the District Superintendents. These persons cannot already be a voting member of the NICUMC per any other category or 'by virtue of office' position, but must adhere to the requirement of being a member of The United Methodist Church for at least two years. Each District Superintendent will turn in their District's nominations (based on a percentage of the total that is needed) to the Credentials Committee by March 15 of the same year as that year's Annual Conference. The slate of District Representatives will be elected at the start of each Annual Conference session in the procedural voting.

4. **Equalization:** If equalization is not achieved through these steps, by September 1 of the immediately completed Annual Conference year, the Annual Conference Credentials Committee will divide the remaining required lay members equally between the districts. Those individuals shall be selected by the District Superintendent and District Lay Leader in a means of the district's choosing. Those selected will be reported to the Annual Conference Credentials Committee no later than January 15 of the next Annual Conference year. Special attention by the District Superintendents and District Lay Leader should be given for the inclusion of youth and young adults and to the racial/ethnicity of their districts. Individuals holding offices included in the equalization cannot be utilized for this purpose.

STANDING RULES

- a. The Annual Conference Credentials Committee shall calculate the number of lay members in each pastoral charge and report to each District Superintendent by September 1, of the year of the immediately completed Annual Conference.
- b. Names of lay members and alternates will be requested each year from each pastoral charge in the Conference.
- c. The Credentials Committee shall prepare a roster of the duly elected lay members and their respective alternates from each charge in the Annual Conference. This roster shall be submitted to the Annual Conference Committee on or before February 15 of the Annual Conference year. This roster will constitute the committee's initial certification of all members for the ensuing Conference session.
- d. Any late changes to the lay member representation must be made in writing to the Credentials Committee at the site of the Annual Conference. This only applies to changes in duly elected lay members or their alternates.

No Lay Member may be credentialed for more than one category. Lay members of the Annual Conference by virtue of an office held may not also serve as the lay member from a local church.

5. Lay Members of the Annual Conference by Virtue of their Office – United Methodist Constitution (Section VI, Paragraph 33, Article 1)

(D) - required by Discipline

- Conference President – United Methodist Men (D)
- District Presidents of United Methodist Men
- Conference President – United Women in Faith (D)
- District Presidents of United Women in Faith
- Conference Lay Leader(s) (D)
- District Lay Leaders (D)
- One young person (12-17 years of age) from each District (D)
- One young person (18-30 years of age) from each District (D)
- Conference Director – Lay Servant Ministries
- Conference Secretary – Global Missions
- Conference Director of Connectional Ministries
- Conference Secretary
- Lay delegates to the General and Jurisdictional Conferences
- Lay members of the Annual Conference Committee
- Lay members of the Credentials Committee
- Assistant Secretary for Standing Rules
- Chair – Annual Conference Committee
- Chair – Board of Church and Society
- Chair – Board of Global Ministries
- Chair – Board of Higher Education and Campus Ministry
- Chair – Board of Pensions
- Chair – Board of Trustees
- Chair – Commission on Archives and History
- Chair – Commission on Christian Unity and Interreligious Concerns
- Chair – Commission on Religion and Race
- Chair – Commission on Status and Role of Women
- Chair – Committee on Nominations
- Chair – Council on Finance and Administration
- Chair – Daily Procedures
- All recognized District Superintendent Supply pastors
- All recognized Certified Lay Ministers
- All lay members of the Annual Conference Shepherding Team
- All lay members of the District Shepherding Teams
- All official District and Conference Committees be allowed to send a total of two lay persons to AC to represent their group (two people total if the Chair is a Clergy Member: one additional person if the Chair is a lay person)

- Conference Disaster Coordinator
- Chair – Board of Laity
- Chair – Board of Ordained Ministry
- Chair – Board of Outdoor and Retreat Ministries
- Chair – Committee on Accessibility Ministries
- Chair – Committee on Investigation
- Chair – Committee on Native American Ministries
- Chair – Congregational Development and Redevelopment
- Chair – Council on Older Adult Ministries
- Chair – Episcopacy Committee
- Chair – Hispanic/Latino Ministry Team
- Chair – Keagy Town and Rural Committee
- Chair – Safe Sanctuaries
- Chair – Volunteers in Mission
- Chair – Spiritual Formation Work Area
- Chair – Young People's Ministries
- Chancellor
- ACST Vital Congregations Representative
- ACST Discipleship Ministries Representative
- ACST Justice and Mercy Ministries Representative

In addition, the Credentials Committee is given the authority to add to the list of official positions with Lay Members, as new committees or task forces are created by the Annual Conference.

B. GENERAL AND JURISDICTIONAL CONFERENCES

- 1. Clergy delegates** to General and Jurisdictional Conferences shall be elected by ballot without nomination from the floor (§ 36).
- 2. Lay Delegates** to General and Jurisdictional Conferences shall be elected by ballot not more than two annual conference sessions before the calendar year preceding the session of the General Conference. (§ 37) The nominations process shall be managed as follows:
 - a. Nominations and the process for nominating are the responsibility of the Conference Board of Laity.
 - b. The Conference Board of Laity shall establish and publish a process which will:
 1. Secure biographical sketches and other pertinent information from those wishing to be elected.
 2. Secure a commitment to the entire General/Jurisdictional process.
 - c. Biographical sketches of nominees shall be distributed as part of the pre-conference distribution of materials and a calendar which supports that process shall be published at least sixty (60) day prior to the distribution of the pre-conference materials.
 - d. Individuals seeking nomination after the established deadlines may be nominated from the floor of the Laity Session at the Annual Conference.
 - e. Once a nomination has been accepted at the Laity Session biographical information in the format prescribed by the Conference Board of Laity may be distributed in the Laity Session.
 - f. The nomination process shall remain the responsibility of the Conference Board of Laity or a related successor group.
- 3. Reserve delegates**
 - a. Two clergy and two lay reserve delegates to the Jurisdictional Conference shall be elected in the same manner as the regular delegates (II B 1, 2). They shall be included in all proceedings under II B 3.
 - b. Northern Illinois Conference shall bear the expenses for two clergy and two lay reserve delegates for the sessions of the General and Jurisdictional Conferences respectively, that are not paid by General or Jurisdictional Conference.
- 4. Organization of General and Jurisdictional Conference delegations**
 - a. Beginning with the elections in 1971, the first clergy delegate to be elected to the General Conference shall have the duty of convening all General and Jurisdictional Conference delegates elected at the Annual Conference session, for the purpose of organizing and effecting assignments to legislative committees. In the ensuing quadrennial election of 1975, the first

lay delegate to be elected to General Conference shall serve as convener. Thereafter, the convener, chosen in like manner, shall alternate every four years between the lay and clergy delegate first elected.

- b. When the delegates shall have been convened, as in II B 4 a, a vote shall be taken by written ballot, without nominations, for one of the General Conference delegates, clergy or lay, to serve as chair of the delegation. All delegates, General and Jurisdictional, shall be eligible to vote. Ballots shall be taken until there is a majority for one. The person thus elected shall serve also as chair of the Jurisdictional Conference delegation. The vice-chair shall be elected in the same manner as the chair.
 - c. A clergy and a lay delegate who shall serve on the Jurisdictional Conference Committee on Episcopacy shall be elected by written ballot without nominations. The clergy delegates and the lay delegates shall vote by orders until a majority in each is achieved. The alternate delegates, clergy and lay, shall be selected in the same manner as the regular delegates for service on this committee. All other legislative committee assignments for both General and Jurisdictional Conferences shall be made in accordance with the Plan by the General and Jurisdictional Conferences.
- 5. Tellers:** In elections for General and Jurisdictional Conference delegates, arrangements shall be made by the Annual Conference Committee to insure the accurate counting of ballots.

SECTION III CONFERENCE AGENCIES

A. AGENCY GUIDELINES

1. The work of the Conference shall be carried forward and its various interests cared for by means of agencies as shall be deemed necessary from time to time (§1 610.1.2). Nominations to membership of these agencies shall be made by the Committee on Nominations for the quadrennium unless tenure and process are otherwise specified and shall be consistent with annual conference nominations procedures and policies.
2. A Task Force may be formed to accomplish some specific task in a limited time as per conference policy on task force terms and limitations.
3. Each Agency of the Annual Conference shall submit a statement of its policy and the by-laws under which it operates to the Conference Director of Connectional Ministries, who shall, in turn, distribute copies to the Bishop, members of the Cabinet, the Conference Secretary, the Treasurer/Director of Administrative Services of the Annual Conference, and the Program Staff.
4. Voting members of General Agencies are ex officio (voting) members of the corresponding agency or its equivalent structure in the Annual Conference (§1 610.6, 612.2c, 710.6).
5. It is recommended that all agencies of the Annual Conference be inclusive in their membership (§1 610.3,5).
6. No person who receives compensation for services rendered or commissions of any kind from an agency shall be eligible for voting membership on that agency. No elected member, officer or other employee shall vote on or take part in deliberations on matters directly or indirectly affecting his or her business, income or employment or the business, income or employment of a member of his/her immediate family.
7. Participation by the Presiding/Resident Bishop: Notwithstanding any other specific provision in these Standing Rules to the contrary, whenever the Presiding/Resident Bishop is ex officio or otherwise a member of or a participant on, any agency, task force, committee or other organization established by the Annual Conference, the Presiding/Resident Bishop shall have voice but not vote thereon, unless otherwise required by The Book of Discipline.

B. NOMINATIONS PROCEDURE

1. The nominations process is an open process. Persons can be nominated from any source within the Conference. All nominees for membership on conference agencies shall be presented to the Annual Conference by the Committee on Nominations except members-at-large of conference agencies and those otherwise directed by The Discipline or the Standing Rules. Suggestions of persons particularly qualified for such membership may come to the Committee on Nominations from any agency.
2. Elections at Annual Conference will take place in the following manner: A slate containing only

the names of those to be elected at the current session of Annual Conference will be presented. Those who have been serving during the past year will be designated from those most recently nominated. Persons whose names do not appear on the slate may be offered in accordance with conference nominations procedures subject to the deadline established by the Committee on Nominations for each year's regular session of annual conference. Any additional names offered in nomination for any position to fill a blank space or in substitution for an existing name will need the following information:

- a. Position for which person is being nominated
- b. Full name, correctly spelled
- c. Complete address, home and work phones, if available
- d. Personal data
- e. Local church affiliation
- f. Tenure in previous service to this group
- g. Name of person making nominations
- h. Consent of nominee to serve

The Committee on Nominations will reconcile Disciplinary and Standing Rules requirements.

3. Except as otherwise directed by The Discipline, when a vacancy occurs in any Conference group:
 - a. Notification of a vacancy will be made to the Conference Committee on Nominations.
 - b. The Conference Committee on Nominations shall fill the vacancies within 60 days of notification.
 - c. The Committee shall consider the office vacant after an attempt to notify by email said member of pending action has been made by the Committee and the member has been given 15 days to respond by email to explain his/her/their inactivity, and if no email reply has been submitted, a telephone attempt to confirm that the email was received.
 - d. Within 60 days after the Annual Conference session, current lists of names, email addresses, and phone numbers of all members of the conference bodies shall be provided to all their chairpersons or conveners by the Conference Secretary.
4. The Annual Conference shall elect a Conference Secretary, an Assistant to the Secretary for Standing Rules, and statistician at the first Annual Conference session following the General Conference or Jurisdictional Conference (§1 603.7). The secretarial staff will be named by the Secretary.
5. All specifications by either The Discipline and the state law as to the manner of election of trustees shall be rigidly followed. In all cases where the Conference is responsible for the election of any trustees of institutions or foundations related to the Conference in any way, and where no other method of nomination is required by The Discipline or by the charter or by-laws of the institution concerned, the Committee shall nominate said trustees after considering any recommendations offered by said institution.
6. Changes in the basic by-laws which affect the election of trustees, managers, directors or governing body of any board, foundation or institution incorporated by the action and authority of Northern Illinois Conference of The United Methodist Church or whose trustees are elected by the Conference shall become effective only after they have been presented to the next regular session of the Conference and approved by Conference action.
7. Guidelines for Organizing Program and Administrative Groups: Program and Administrative groups exist for the purpose of promoting and providing structure for the work of The United Methodist Church within the boundaries of the Northern Illinois Conference.
 - a. The Program and Administrative groups shall work cooperatively.
 - b. The establishment of emphasis areas and special ministry will be recommended by the Shepherding Team to the Annual Conference.
 - c. Special care shall be taken to balance the participation of the program and administrative groups to include adequate clergy, lay, male, female, age, ethnicity, and geographic representation.
 - d. No person may serve on more than one Program Emphasis and one Administrative area at any given time.

8. The Conference Program Staff office shall publish by October 1 the list of elected officers of all groups. There will be published a description of all Program and Administrative Areas. The Shepherding Team will be responsible for the publication.

C. DISCIPLINARY BODIES

1. Council on Finance and Administration (¶ 611-619)

Purpose: ¶ 612.1

Membership: ¶ 612.2 and Twenty-one (21) persons with a recommended balance of 7 clergy, 7 laymen and 7 laywomen, elected quadrennially.

Officers: ¶ 612.3

2. Equitable Compensation Committee (¶ 624.1,2)

Purpose: ¶ 624, and: Review the schedule of Equitable Compensation annually, reporting findings to the Conference Council on Finance and Administration; distribute the Equitable Compensation Fund; in consultation with the Cabinet, pass on all applications for payments from the fund and make request in writing to the office of the Conference Treasurer for any payments approved.

Membership: ¶ 624.1. An equal number of lay and clergy, including one person from each district and 6 members-at-large with representatives from at least 4 churches with memberships of fewer than 200 members.

Officers: Elected as needed.

3. Board of Pensions and Health Benefits (¶638.1)

Purpose: ¶ 638.1.

Membership: ¶ 638.2. Twenty members, at least two members from each district, serving 8 year terms, one-half elected each quadrennium.

Officers: ¶ 639.3.

4. Board of Trustees (¶ 640 and 2512)

Purpose: ¶ 2512 3-8. In addition, The Trustees shall be the custodian of any burial lots belonging to the Conference.

Membership: ¶ 2512.1 and each district shall have at least one representative. Within four weeks of the close of each Annual Conference, the Cabinet Representative assigned to the Board shall convene a meeting to elect officers.

Officers: ¶ 2512.2.

5. Commission on Archives and History (¶ 641)

Purpose: ¶ 641.1-4

Membership: ¶ 641.1. May include one representative from each of the following: Black Methodists for Church Renewal, La Junta Hispano Americana and Fellowship of Asian Americans. One representative from Northern Illinois Annual Conference Historical Society; Ten members chosen in consultation with the Commission on Archives and History for expertise and/or membership balance, drawn at large representing, where possible, the historical traditions of the conferences antecedent to Northern Illinois Annual Conference; One representative from the Program Staff; Any member of the Jurisdictional Commission on Archives and History residing within the Conference boundaries; The Conference Archivist; One representative from Garrett-Evangelical Theological Seminary, site of the Annual Conference Archives.

Officers: Elected as needed.

6. Vital Congregations Ministries

Purpose: To encourage communication and coordination among Committee on Accessibility, Congregational Development & Redevelopment (¶1632/645), Keagy Town & Rural Ministry, Fellowship of Asian Americans, Black Methodists for Church Renewal. and Latinx/Hispanic Ministry Team (¶1655)

Membership: For those bodies with Disciplinarily required membership, the provisions of the Book of Discipline shall be followed. If there are no provisions for membership in a body defined by the Book of Discipline, the membership will give attention to a balance of clergy, laity, gender, age, ethnicity, and districts.

7. Discipleship Ministries (¶629)

Purpose: To encourage communication and coordination among Young Peoples Ministries (¶649 & 650), Conference Board of Higher Education & Campus Ministries (¶633), Older Adult Ministries (¶651), Conference Board of Laity (¶630), Committee on Discipleship and Spiritual Formation, Outdoor & Retreat Ministries

Membership: For those bodies with Disciplinarily required membership, the provisions of the Book of Discipline shall be followed. If there are no provisions for membership in a body defined by the Book of Discipline, the membership will give attention to a balance of clergy, laity, gender, age, ethnicity, and districts.

8. Justice and Mercy Ministries (¶629)

Purpose: To encourage communication and coordination among Board of Church and Society (¶628 & 657), Board of Global Ministries (¶632 & 656), Commission on Christian Unity & Interreligious Relations (¶642), Commission on Religion and Race ¶643, Commission on the Status and Role of Women (¶644), the Committee on Native American Ministries (¶654), the Committee on Creation Care and the Committee on Inclusion.

Membership: For those bodies with Disciplinarily required membership, the provisions of the Book of Discipline shall be followed. If there are no provisions for membership in a body defined by the Book of Discipline, the membership will give attention to a balance of clergy, laity, gender, age, ethnicity, and districts.

D. CONFERENCE AGENCIES**1. Conference Committee on Personnel**

Purpose. To facilitate compliance with The Book of Discipline and applicable laws relating to employment, this committee shall develop and execute all personnel policies for all persons employed by the conference in consultation with the conference agencies; particularly the Annual Conference Shepherding Team representing the program areas Conference Council on Finance and Administration, Conference Board of Higher Education and Campus Ministry, and the Conference Board of Outdoor and Retreat Ministries. Such personnel policies shall include and are not limited to: employment policies; salary scales; hiring; evaluation; and termination policies and procedures. The committee shall also make recommendation concerning such employees to the Conference Council on Finance and Administration regarding salary, housing, utilities allowances, professional and business reimbursement, travel expenses, and continuing education for inclusion in the Annual Conference Budget. Persons employed by the Annual Conference, for purposes of this committee, shall include all persons employed by the conference agencies named earlier in this sub-paragraph, the Conference Superintendents assigned to the various districts, and the administrative assistants in the various conference, regional, and district offices.

Resourcing Local Congregations: The committee shall resource local congregations and faith communities and other conference boards and agencies on personnel policies and procedures.

- a. Members with Voice and Vote:
 1. The bishop
 2. Eight at-large members elected to four-year terms. At-large members shall include 2 clergy, 2 laywomen, and 2 laymen
- b. Members with Voice but not Vote:
 1. Director of Connectional Ministries
 2. Treasurer/Director of Administrative Services
 3. A representative of the Cabinet
- c. The Annual Conference Committee on Personnel may invite to their meetings any others they deem necessary for the purpose of sharing expertise. Those invited may have the right of voice but not vote. The committee shall select their own method of granting voice (i.e.: a formal vote or consensus).
- e. Convened for Quadrennium. Within four weeks of the close of the last Annual Conference of each quadrennium, the Dean of the Cabinet shall convene the Personnel Committee to elect officers and organize the work of the committee.

2. **Committee on Nominations**

Membership: A District Superintendent chosen by the Cabinet; Director of Connectional Ministries; Conference Lay Leader; a representative from each of the following: United Women in Faith, United Methodist Men, Retired Clergy Association, Fellowship of Asian- Americans, Black Methodists for Church Renewal, and Hispanic/Latinx Ministry Team. An additional sixteen (16) members to be nominated by the Committee on Nominations with a minimum of two from each district, and with care being given to honor diversity relative to gender, ethnicity, and clergy-lay representation, will be organized in the following terms:

Term: Four-year terms, limited to two full terms.

Officers: Chair is nominated by the nominating committee and elected by the Annual Conference for the Quadrennium. The committee shall elect such other officers as it deems necessary from its membership.

When a district desires a District Committee on Nominations, it shall be established by its District Council or District Conference.

3. **Annual Conference Committee**

Purpose: To make arrangements for the regular Annual, Special or Adjourned Sessions of the Conference, to plan and arrange the Agenda of the Annual Conference Session in consultation with the Bishop, to budget the expense, arrange the place of holding the Conference, to provide for child care and to enlist such additional persons necessary for the carrying out of the Conference Sessions and to be available to assist the bishop in organizing and facilitating worship at the Annual Conference Sessions.

Membership: Twenty-four persons to serve terms of four years. It is recommended that 1/3 shall be clergy, 1/3 laymen, 1/3 laywomen. Ex Officio Members: The Bishop, District Superintendents, Director of Connectional Ministries, Conference Lay Leader, Conference Secretary; Chairs or their representatives of the Boards of Church and Society, Discipleship and Global Ministries, Commission on Christian Unity and Interreligious Relationships, Credentials Committee and Council on Finance and Administration; Presidents of UMM and UW Faith; and the host pastors for the coming session of the Annual Conference.

Officers: Chair, Vice-Chair, and Secretary nominated by the Committee on Nominations and elected by the Conference for the quadrennium. The Vice-Chair shall serve as Chair of Daily Procedure.

4. **Credentials Committee**

Purpose: Monitor provisions of the equalization formula and be responsible for matters pertaining to certification and seating of Conference members.

Membership: One from each district and the Conference Registrar.

5. **Midwest Methodist Foundation**

Annual meeting: The Bishop chairs and convenes the members of the Conference as members of the corporation to receive reports and proposals, to elect the Board of Directors for the current class and to vacancies in other classes. At the close of the corporation's business, the bishop, by the vote of the Conference, adjourns the corporation meeting and resumes the Conference business.

Foundation Sunday: The third Sunday of May each year or another Sunday in May or June that may be selected in the local church, not to take an offering but for the purpose of increasing the awareness of church membership of the Christian stewardship opportunities for one's family and church with a will, trust or life income plan.

Officers of the board: President, Vice President, Secretary, and Treasurer, all members of the board; Assistant Treasurer is Conference Treasurer/Director of Administrative Services.

6. **Church Builders, a program of the Conference Board of Global Ministries**

Functions/roles of the Board: Establish policy, decide timing of calls, manage funds received, determine amount of grants, generate and implement Church Builder recruitment plans, maintain up-to-date list of Church Builders, develop and implement promotion plans.

Membership: Individuals who pledge \$25 or more, upon call, three times a year for congregational development and redevelopment projects (land purchases, construction of new churches,

parsonages, renovation and expansion of existing facilities) in the Northern Illinois Conference. Projects are selected by the Bishop and District Superintendents.Church Builders Board. Twelve members: three each named by the Division of Congregational Development of the Board of Global Ministries, Conference United Methodist Men, the Division on Ministry of the Laity of the Board of Discipleship; plus, the Bishop, one District Superintendent and one Conference program staff person.Organization: Prior to the end of the year of General Conference, the incumbent chairperson of the board convenes the new board for organization and election of officers. Officers: Chairperson, Vice Chairperson, Secretary, Treasurer, Director and Recruiter

7. Trustees of Illinois Church Action on Alcohol Problems (ILLCAAP)

Elected on the basis of one per 50,000 members or major fraction thereof. Nominated by the Division of General Welfare of the Board of Church and Society.

8. Committee to Implement the Hispanic Plan

Membership: Nineteen, including two Hispanic clergy, two Hispanic laity, nine non-Hispanic persons, one representative from Hispanic/Latinx Ministry Team, one representative from Congregational Development and Redevelopment, Board of Global Ministries and one representative each from the Board of Church and Society, and Higher Education and Campus Ministry, plus a Cabinet representative.

Officers: Chair, vice chair and secretary, elected by the committee.

9. Northern Illinois Conference United Methodist Church Insurance Association Board

Membership: not fewer than 3 and not more than 7 persons annually elected by the Conference Board of Trustees at least three of whom shall be members of the Conference Board of Trustees at time of election. The Conference Treasurer is the Treasurer of the corporation by virtue of position with vote. The membership is governed by the By-Laws and organizing documents. Function/Responsibilities: The governing body of a separate corporation providing adequate insurance for the Northern Illinois Conference and local churches at reasonable prices. This body is amenable to the Conference Trustees and is responsible for compliance with all laws, regulations, and reporting requirements.

10. Red Door Fund Board

Functions/Responsibilities: Separately incorporated, the Red Door Fund Board approves and records financing efforts of NIC local churches, monitors payments of local churches towards the obligations, assures compliance with lending agreements with funders, and protects the conference's interest in avoiding payments against loan guarantees. The Board is authorized to assert the conference interests in legally binding repayment agreements with participating local churches.Membership: not fewer than 5 persons and not more than 7 elected by the Board at least 3 of whom were nominated by the CCFA, 1 nominated by the Conference Trustees, and 1 nominated by the Cabinet. Should the Board decide to expand to 7 persons, one of the additional members should be nominated by the CCFA. The membership is governed by the By-Laws and organizing documents.

11. Shepherding Teams ("NIC") (¶ 608)

I. Overview

The organizational structure shall be centered on an Annual Conference Shepherding Team ("ACST"). There shall be a separate District Shepherding Team (DST) in each of the districts. One member of each DST (6 members in total) shall also serve as a member of the ACST as outlined below. The ACST shall be an adaptive learning organization whose primary purposes shall be to coordinate and communicate the ministry of the NIC for the sake of making disciples for Jesus Christ. The primary purposes of each DST shall be to coordinate the equipping of local churches so that they might be faithful, Christ-centered communities of worship, prayer, witness and change, and to enhance the connection between local churches, the districts and the NIC.

II. Annual Conference Shepherding Team (“ACST”)

- a. Responsibilities.** The responsibilities of the ACST shall include,
- i. Leading as a learning organization in addressing the technical and adaptive, challenges and opportunities presented to the NIC.
 - ii. Providing coordination of the ministry, mission, and vision of the NIC.
 - iii. Discerning a 5-year vision plan; presenting it for approval by NIC; communicating it throughout the NIC, monitoring and adapting it on an annual basis.
 - iv. Focusing NIC resources to equip local churches and ministry settings to make disciples of Jesus Christ for the transformation of the world.
 - v. Facilitating communication and healthy relationships between districts, NIC leadership, staff, committees, and ministries.
 - vi. Advocating, monitoring, and celebrating diversity at every level of leadership throughout the NIC.
 - vii. Stewarding financial and leadership resources for maximum missional impact. The role of the ACST in the budgeting process shall be to augment the existing process in which the budget is prepared by the Conference Council on Finance and Administration (“CCFA”) and approved by the NIC. The ACST shall consult with CCFA in the allocation of resources according to the missional priorities of the NIC.
 - viii. Resolving leadership and function questions that do not require approval by the NIC between annual conference sessions.
 - ix. Guiding the NIC in the event of a significant shift in the denomination or jurisdictional realignment of conferences.
 - x. Adapting the organizational structure further to align with the missional priorities of the NIC.
 - xi. Developing clear and concise qualitative and quantitative metrics to evaluate the effectiveness of ACST structure and work.
 - xii. Reporting annually to NIC on fulfillment of the above responsibilities.
- b. Core Areas of focus.** The ACST shall prayerfully focus on the following Core Areas of priority identified in the Landscape process:
- i. Congregational Life
 1. Creating and revitalizing congregational cultures that are deep in faith and engaged for evangelism.
 2. Developing new churches and faith communities.
 3. Assessing and reconfiguring local churches.
 - ii. Clergy Life
 1. Fostering clergy health and morale.
 2. Fostering an environment that identifies and supports persons with a clear sense of call and commitment to set apart ministry.
 3. Fostering on-going faith formation.
 4. Ensuring development and accountability of clergy.
 - iii. Missional Life
 1. Equipping, supporting, and connecting local churches for missions of mercy (direct service) in their local communities, across the NIC and beyond.
 2. Equipping, supporting, and connecting local churches for justice (systemic change) work in their local communities, across the state and beyond.
 3. Advocating diversity, inclusiveness, and cultural competency.
 - iv. Connectional Resources
 1. Managing and allocating conference resources toward NIC vision and strategy.
 2. Evaluating, assessing, and communicating the apportionment formula on an on-going basis.
 3. Developing systems of administration for use by local churches.

c. **Membership.**

i. **Members.** The ACST shall have the following members:

- Voice and Vote (20 Members)
 - Co-Chair – Lay
 - Co-Chair – Clergy
 - Conference Lay Leader
 - Board of Trustees, Chair or Designate
 - Council on Finance and Administration, Chair or Designate
 - Committee on Nominations, Chair or Designate
 - Board of Ordained Ministry, Chair or Designate
 - Annual Conference Committee, Chair or Designate
 - Vital Congregations Ministries, Designate
 - Discipleship Ministries, Designate
 - Justice and Mercy Ministries, Designate
 - 3 Ethnic Caucus Designates
 - Lake North DST, Chair (Lay through 2020)
 - Lake South DST, Chair (Clergy through 2020)
 - Prairie Central DST, Chair (Clergy through 2020)
 - Prairie North DST, Chair (Clergy through 2020)
 - Prairie South DST, Chair (Lay through 2020)
- Voice Only; No Vote (3 Members)
 - Bishop
 - Director of Connectional Ministries
 - Communications Staff Member

ii. **Selection of Members.** Members of the ACST shall be selected, as follows:

1. Co-Chairs shall be appointed by the bishop.
2. Conference Lay Leader shall be chosen per Disciplinary requirements in the ordinary course of the nominations process.
3. Chairs of the Board of Trustees, Council on Finance and Administration, Committee on Nominations, Board of Ordained Ministry and Annual Conference Committee shall be chosen per Disciplinary requirements in the ordinary course of the nominations process. In the event that a member of a committee, council or board is to be designated as the member of the ACST in place of the chair, such committee, council, or board shall adopt its own process for designation.
4. Designates of Vital Congregations Ministries, Discipleship Ministries, and Justice and Mercy Ministries shall each be chosen separately, according to the following process:
 - a. The chairs of the Constituent Groups of Vital Congregations Ministries, Discipleship Ministries, and Justice and Mercy Ministries shall gather in separate meetings, each convened by the Director of Connectional Ministries for the purpose of nominating 3 candidates for each Designate position.
The initial Constituent Groups for purposes of nominating candidates to be the first Designates to the ACST shall be:
 1. Vital Congregations Ministries (4 Constituent Groups)
 - Committee of Accessibility Ministries
 - Congregational Development and Redevelopment (Code Red)
 - Keagy Town & Rural Ministry
 - Latinx/Hispanic Ministry Team
 2. Discipleship Ministries (6 Constituent Groups)
 - Conference Board of Higher Education and Campus Ministry (CBHECM)
 - Older Adult Ministries
 - Outdoor and Retreat Ministries (ORM)
 - Young People's Ministries
 - Committee on Discipleship and Spiritual Formation.
 - Conference Board of Laity

3. Justice and Mercy Ministries (7 Constituent Groups)
 - Board of Church and Society
 - Commission on Christian Unity & Interreligious Relations (CCUIR)
 - Commission on Religion and Race (CORR)
 - Commission on Status and Role of Women (CSROW)
 - Committee on Native American Ministries (CONAM)
 - Committee on Creation Care
 - Committee on Inclusion
4. Conference Board of Global Ministries (CBGM), including:
 - Conference Mission Secretary
 - District Mission Secretaries
 - District United Women in Faith (UW Faith) Representatives
 - Disaster Coordinator
 - Hunger Coordinator
 - Refugee Coordinator
 - Volunteers in Mission (VIM) Coordinator
 - Urban Ministries
 - Rural (Keagy) Ministries
 - United Methodist Women Representative
 - United Methodist Men Representative
- b. The Committee on Nominations shall select each Designate from among the 3 nominees with the primary objective of ensuring diversity on the ACST.
5. Designates of the Ethnic Caucuses shall be chosen by the Ethnic Caucuses pursuant to their own process for designation.
6. Chairs of the DSTs shall be chosen as outlined below.

iii. Qualifications and Commitment of Members.

1. Co-Chairs and Designates of Vital Congregations Ministries, Discipleship Ministries, and Justice and Mercy Ministries shall serve on the ACST exclusively; they shall not serve in other positions in the NIC or an Ethnic Caucus.
2. Designates of Vital Congregations Ministries, Discipleship Ministries, and Justice and Mercy Ministries shall have demonstrated a genuine interest and concern in most, if not all, of the Constituent Groups being represented and commitment to keeping up with their work and concerns.
3. Members of the ACST shall have demonstrated a genuine interest and commitment to stewardship of the mission, priorities, and vision of the NIC.
4. Members of the ACST shall be expected to attend meetings themselves to ensure the cohesion and continuity of the team. As shared experience contributes to shared visioning and leadership, there is no substitute for attendance.

iv. Terms

1. To ensure both continuity as well as constant renewal of the ACST, Voting Members shall be limited to a single term of four (4) years unless membership derives from a position in the NIC having different term requirements.
2. Co-Chairs of the ACST shall serve 2 years as Vice Chair followed by 2 years as Chair. The first Chair shall commence on his/her term or about November 2017, serve as Chair for 2 years and rotate off the ACST on June 30, 2020. The first Vice Chair shall commence his/her term on or about November 2017, become Chair on July 1, 2020, and rotate off on June 30, 2022. A new Vice Chair will commence his/her term every 2 years as the previous Vice Chair rotates to the Chair position.
3. To ensure continuity, Members shall serve four-year terms commencing either,
 - a. July 1, 2020, and on July 1 of each year of a General Conference. The initial term of those in such positions shall not be a full four years; it shall commence on or about November 2017 and terminate on June 30, 2020, or

3. Clergy Co-Chair shall be selected by the District Lay Leader(s) and District Superintendent.
4. At Large Lay and Clergy Members shall be selected by the District Lay Leader(s) and District Superintendent.
 - a. They may represent the particular ministry priorities of each district, e.g., they may include cluster leaders, Lay Servant Academy directors, representatives from mission agencies in the district, etc.
 - b. They may be selected from among recommendations solicited at annual church conferences or other district entities.

iii. Qualifications and Commitment of Members. Members of the DST shall be expected to attend meetings themselves to ensure the cohesion and continuity of the team. As shared experience contributes to shared visioning and leadership, there is no substitute for attendance.

iv. Terms.

1. To ensure reinvigoration of the DST, Members shall be limited to a single term of four (4) years unless membership derives from a position having different term requirements.
 2. To ensure equal representation of laity and clergy on the ACST at any one time, half the districts shall be represented by the Lay Co-Chair and the other half shall be represented by the Clergy Co-Chair.
 - a. On the initial ACST, through June 30, 2022, the DST representatives shall be:
 - i. Lake North DST – Lay Co-Chair
 - ii. Lake South DST – Clergy Co-Chair
 - iii. Prairie Central DST – Clergy Co-Chair
 - iv. Prairie North DST – Clergy Co-Chair
 - v. Prairie South DST – Lay Co-Chair
 - b. From July 1, 2022, through June 30, 2026, the DST representatives shall be:
 - i. Lake North DST – Clergy Co-Chair
 - ii. Lake South DST – Lay Co-Chair
 - iii. Prairie Central DST – Lay Co-Chair
 - iv. Prairie North DST – Lay Co-Chair
 - v. Prairie South DST – Clergy Co-Chair
 3. To ensure continuity, Members shall have four-year terms commencing either,
 - a. July 1, 2020, and on July 1 of each year of a General Conference. The initial term of those in such positions shall not be a full four years; it shall commence on or about November 2017 and terminate on June 30, 2020, or
 - b. July 1, 2022, and on July 1 of each year which is two years after the year of a General Conference. The first term of those in such positions shall commence on or about November 2017 and terminate on June 30, 2022.
 4. The District Lay Leader(s) and the Chairs of Board on Church Location and Building, Committee on Ordained Ministry and New Church Development and Revitalization Team (formerly District Strategy Team) shall serve terms as outlined above.
 5. The At Large Lay and Clergy Members shall serve terms as outlined above.
- c. Meetings.** Each DST shall meet at least four (4) times per year. The schedule and topics of meetings shall be determined by each DST.

IV. Diversity of Membership on ACST and DSTs.

- a. The Committee on Nominations and Bishop shall make diversity of the ACST a primary consideration in,
 - i. Appointment of Co-Chairs,
 - ii. Selection of NIC Lay Leader(s),

- iii. Composition of the Board of Trustees, Conference Council on Finance and Administration, Committee on Nominations, Board of Ordained Ministry and Annual Conference Committee, which choose or elect Chairs or Designates to serve on the ACST,
 - iv. Selection of Designates of Vital Congregations Ministries, Discipleship Ministries, and Justice and Mercy Ministries.
- b. Each District Superintendent and District Lay Leader(s) shall make diversity in each DST a primary consideration in,
- i. Selection of District Lay Leader(s) and Lay Co-Chair,
 - ii. Selection of Clergy Co-Chair,
 - iii. Rotation of DST Co-Chairs onto the ACST,
 - iv. Selection of Chairs of Board on Church Location and Building, District Committee on Ordained Ministry and New Church Development and Revitalization Team (formerly District Strategy Team),
 - v. Selection of At Large Lay and Clergy Members.
- V. Evaluation of Structure.** The organizational structure of ACST and DSTs shall be subject to formal evaluation at Annual Conferences in 2019, 2020 and quadrennially thereafter. This evaluation of structure shall be separate from annual reports on the substantive work of the ACST provided for above.
- a. The evaluation of structure shall consider features of the ACST and DSTs or their objectives, such as,
 - i. Diversity of the ACST and DSTs
 - ii. Quality of Communication by ACST and DSTs
 - iii. Flexibility and Adaptability of ACST and DSTs to particular issues or events
 - iv. Improving Clergy Morale
 - v. Equipping Local Churches
 - vi. Strengthening the Connection
 - vii. Streamlining committees and enhancing effectiveness of leadership structure
 - viii. Recruitment of new leaders from across the NIC
 - b. The evaluation of structure shall poll groups such as,
 - i. Local congregations and faith communities
 - ii. NIC committees, councils and boards
 - c. The evaluation of structure shall be conducted via a mechanism such as,
 - i. Electronic Survey
 - ii. Listening Sessions
- VI. Initial Reports to Annual Conference and Rotation of Membership**
- a. Annual Conference 2019 and 2020 and quadrennially thereafter**
- Report by ACST to Annual Conference regarding assessment of structure;
 - Opportunity for feedback from Annual Conference;
 - Possible submission of legislation proposing adaptation of structure. Such adaptive legislation may be proposed at any annual conference.
- b. July 2020. Rotation of Membership.**
- The first Chair of the ACST shall rotate off the ACST. The first Vice Chair shall become Chair and a new Vice Chair shall be appointed by the bishop.
 - The Conference Lay Leader and Chairs or Designates of Board of Trustees, Council on Finance and Administration, Committee on Nominations, Board of Ordained Ministry and Annual Conference Committee shall change per Disciplinary requirements in the ordinary course of the nominations process.
 - Designates of the Ethnic Caucuses shall rotate off the ACST and be replaced by newly selected Designates.
 - The District Lay Leader(s) and the Chairs or Designates of Board on Church Location

and Building, District Committee on Ordained Ministry and New Church Development and Revitalization Team (formerly District Strategy Team) shall change per Disciplinary requirements in the ordinary course of the nominations process.

c. July 2022. Rotation of Membership.

- The second Chair of the ACST shall rotate off the ACST. The Vice Chair shall become Chair and a new Vice Chair shall be appointed by the bishop.
- Designates of Vital Congregations Ministries, Discipleship Ministries, and Justice and Mercy Ministries shall rotate off the ACST and be replaced by Designates newly selected by their respective Constituent Groups
- Co-Chairs representing DSTs on the ACST shall rotate. Those DSTs previously represented by the Lay Co-Chair shall begin to be represented by the Clergy C-Chair and vice versa.
- At Large Lay and Clergy Members of the DSTs shall rotate off the DST and be replaced by newly selected Members.

SECTION IV CONFERENCE RELATIONS

A. CONFERENCE CLERGY RECORDS

1. The complete service record for ordained, Associate, LP, those assigned and diaconal members (§1 606.6) shall be maintained in the conference database under the supervision of the office of the Treasurer/Director of Administrative Services. The Biographical Information Form of The United Methodist Church, together with a schedule of appointments, shall constitute the “complete service record.” The NIC secure computer data base will be used to maintain the “complete service record”.
2. The Episcopal Office shall hold descriptions of circumstances related to changes in Conference relationships, credentials surrendered to the Bishop or District Superintendent and confidential trial records as well as actions required to be maintained under the Sexual Harassment Policy of the Conference.
3. Further, personnel records (§1 606.9) shall be maintained by the Boards of Ordained Ministry, Board of Pensions, and the District Committees on Ordained Ministry, respectively, on behalf of the Annual Conference, subject to the guidelines provided by the General Council on Finance and Administration.

B. CLERGY MATTERS

1. **Pastoral Service** is the responsibility of the clergy in charge. The rule of this Conference is that no clergy shall perform pastoral acts in any parish other than the one assigned to him or her except by invitation of the clergy in charge or, in cases of emergency, with the knowledge of the District Superintendent.
2. **Clergy Compensation and Benefits**
 - a. **Salary:**
 - i. District Superintendents are in partnership in the work of setting compensation.
 - ii. The salary-paying unit shall not pay salary in advance but after service is rendered on duties agreed upon by the pastor and the salary-paying unit.
 - b. **Vacations and Related Items**
 - i. All pastors shall have a minimum of thirty days vacation each Conference year (July 1 to June 30) which may include a maximum of four Sundays.
 - ii. Time which the pastor spends in the Conference Camping program, Annual Conference sessions, connectional responsibilities and in evangelism or other mission outreach, including Volunteer in Mission programs shall not be counted against vacation time.
 - iii. Continuing Education and Spiritual Growth time shall follow §1 351 of The Book of Discipline.
 - iv. Pastors are urged to be prudent and fair in the application of the above; the parish is the primary site for ministry. Continuing Education, responsibilities beyond the local church and spiritual growth time shall be designed in close partnership with the Staff Parish Relations Committee.
 - c. **Health Insurance** shall be provided as directed through the Conference Board of Pensions annual adoption agreement approved by the Annual Conference.

- d. **Sick Pay:** The total clergy compensation package established for salary, benefits and housing shall be continued during a period of illness or disability of any clergy until there is a change in the appointment of such clergy by the presiding Bishop.
 - e. **Car Expense:** Payment of the pastor's car expense should be based upon the actual mileage required to serve the parish. The recommended Conference rate shall be whatever the current Internal Revenue Service standard is. The local church is encouraged to pay for actual miles as submitted on a regular voucher basis, as a legitimate cost of having a pastor available for the many places ministry happens.
 - f. **Clergy Professional Expenses** shall be prorated in the year the clergy person itinerates to a new appointment allowing adequate funds in the church budget for a successor.
- 3. Local Church Administrative Expense items:** In planning and building the budget of the local church, careful consideration shall be given to provide for the following items:
- a. Office expenses such as internet, postage and supplies as well as funds to continually upgrade office technology for efficiency in the work of the church.
 - b. Office equipment: desk, adequate lighting, bookshelves, computer, chairs for counseling, printer and copy machine.
 - c. Maintenance and repair of equipment owned by the pastor but used primarily for the work of the church.
 - d. Honorarium for pulpit supply while the pastor is on vacation.
 - e. A professional reimbursable account including funds for continuing education, books and publications and reimbursement of expenses incurred in the course of pastoral duties.
 - f. An annual amount for parsonage upkeep, ongoing maintenance, emergency needs as well as routine repair, decorating and remodeling, such as a garage plus the cost of utilities.

C. EQUITABLE COMPENSATION:

The Commission on Equitable Compensation shall be in consultation with the NIC Cabinet on all applications for payments from this fund and shall make request in writing to the Conference Treasurer/Director of Administrative Services for any payment approved.

D. LEAVES:

- 1. **Maternity/Paternity Leave** shall be implemented as stated in ¶ 356 of The Book of Discipline.
- 2. **Medical Leave** shall be as stated in ¶ 357 of The Book of Discipline.
- 3. **Sabbatical Leave** shall follow ¶ 352 of The Book of Discipline and the Sabbatical Leave Policy published in the conference Journal.
- 4. **Spiritual Growth Leave** shall follow ¶ 351.3 of The Book of Discipline.

E. HOUSING:

- 1. **Parsonage:** The local pastoral charge shall provide an attractive, adequate, comfortable home for its pastor. This is a covenantal relationship between pastor and church. The general upkeep of the parsonage shall be the responsibility of the local church while the pastor is expected to be a good steward of the housing that is provided. Guidelines for parsonage standards, upkeep, accountability and insurance are provided in the policy section of the Annual Conference Journal.
- 2. **Conference Housing:** All clergy appointed to the Cabinet, the Conference Program Staff or the Finance Office shall be provided with adequate housing as required by Standing Rules, or with an adequate housing (rental and utility) allowance. Where Conference owned housing is available, the appointee shall live in the housing provided. Conference Housing Standards are listed in the Annual Conference Journal under policies.
- 3. **Furnishing Allowance:** Each charge where rent-free housing is provided shall designate, prior to the start of each year and at the same time as the compensation is established, a portion of the total compensation package as a furnishings allowance. Such amount shall be excluded from gross income for income tax purposes to the extent that it is in fact used for the expenses of operating a home. The furnishings allowance shall be established to include all anticipated allowable expenses related to the operation of and the furnishing and equipping of a home. The allowance applies to those provided

rent-free housing and shall not be utilized by those receiving a housing allowance in lieu of housing provided. Further guidance on qualified items for a furnishing allowance maybe found at the General Council on Finance and Administration website: www.gcfa.org

- 4. Housing Allowance** shall be provided by each charge where rent-free housing is not provided.
- a. This allowance shall be designated prior to the start of each year and at the same time as the clergy compensation package is established. Such amount shall be excluded from gross income for income tax purposes to the extent it is actually used for such expenses. The rental/housing allowance which may be excluded from the clergy's gross income is based on IRS Section 107, and is limited to the lesser of the following three criteria:
 - i. The amount of the rental/housing allowance designated by the clergy's employer or other appropriate body
 - ii. The amount actually expended by the clergy to provide his or her housing, or
 - iii. The legally determined fair rental value of the parsonage or other housing provided.
 - b. Retired clergy serving a church are not eligible for an additional housing allowance while serving under assignment or supply as their pension income is designated for housing purposes.
 - c. Local Pastors while serving under appointment with an active license are eligible for a housing allowance if a parsonage is not provided. This eligibility does not apply when the appointment concludes.
- 5. Housing Relocation Expenses:** The Conference Council on Finance and Administration is responsible for establishing, administering, interpreting, and reviewing policies and procedures in support of the relocation by clergy households serving the Northern Illinois Annual Conference local churches. The policies and procedures shall be published in the Annual Conference Journal.

F. EXCLUDABLE HOUSING ALLOWANCE FOR RETIRED AND MEDICAL LEAVE CLERGY

1. The practice of The United Methodist Church is to provide a housing allowance for each of its active ordained or local clergy.
2. Pensions paid to retired ordained pastors of The United Methodist Church are considered as deferred compensation and are paid to said retired ordained pastor in consideration of previous active service, in addition medical leave benefits are considered payments in lieu of compensation for active service.
3. The Internal Revenue Service has recognized that the Northern Illinois Conference is the appropriate organization to designate a housing/rental allowance for retired ordained pastors who are members of this Conference.
4. Clergy on medical leave have the same legal relationship to an Annual Conference as do the retired clergy and, thus, this Conference is also the appropriate organization to designate a housing/rental allowance for ordained pastors who are members of this Conference on Medical Leave.
5. An amount equal to 100% of the pension payments received by a retired clergy, or 100% of the payments received by a clergy on Medical leave, is designated as rental/housing allowance respectively for each retired or disabled ordained pastor of The United Methodist Church who is or was a member of the Northern Illinois Conference at the time of retirement or when granted medical leave status..
6. The pension or disability payment in which this rental/housing allowance applies shall be the pension or medical leave payment resulting from all service of such retired or disabled ordained pastor from all employment by any local church, Annual Conference, General Agency or institution of The United Methodist Church or of any former denomination that is now a part of The United Methodist Church, or from any other employer who employed the clergy to perform services related to the ministry and who to make contributions to the pension or benefit funds of The United Methodist Church for such retired minister's pensions or disabled minister's benefits.
7. The rental/housing allowance which may be excluded from a clergy's gross income is limited to the lesser of
 - a. The amount of the rental/housing allowance designated by the clergy's employer or other appropriate body
 - b. The amount actually expended by the clergy to provide his or her housing, or
 - c. The legally determined fair rental value of the housing provided, as specified in Rev. Rul. 71-200, 1971 C. B. 92.

G. THE UNITED METHODIST MINISTERS CREDIT UNION

(or a successor organization with a different name)

The Credit Union is recognized as a service to the members of Northern Illinois Conference and its policies and operation are approved as they apply to the members of the Conference.

H. DEATH OF CLERGY MEMBER, SPOUSE, OR CHILD

Information concerning the death of a clergy member of the Conference, or of a spouse or dependent child of a clergy, active or retired, shall be given to the appropriate District Superintendent, who shall communicate this information to the Pensions Office directly. The Pension Office shall notify the clergy members of the Conference.

I. FULL-TIME DEACON EMPLOYMENT STANDARDS - SERVING UM SETTINGS

- a. **Contract.** All local churches and/or Conference agencies employing full-time deacons shall annually review their existing employment contract and/or practices for the purpose of determining what changes, if any, should be made to meet or approach conference standards. All contracts for deacons shall be negotiated according to ¶1331 of The Book of Discipline.
- b. **Salary.** Amount to be agreed upon at the time of employment plus any merit or cost of living increases. It is expected that salary will be guided by the Annual Conference standards for ordained elders and will be at a level comparable to those with similar responsibilities in the employing agency or local church, including a recommended minimum for an accountable reimbursement fund to pay for travel, continuing education, and other costs incurred in the course of providing ministry. The deacon shall observe the usual and standard procedures in accounting for those expenses in the local church as directed by the local church.
- c. **Benefits (Local Church Setting)**
 - i. **Health Insurance.** May be negotiated between the Deacon and the salary paying unit as part of the employment contract. ¶ 331
 - ii. **Pension.** All deacons, probationary and in full connection (ordained) are mandatory participants in the Clergy Retirement Security Program (CRSP). All other pension benefits are according to the current Standing Rules.
 - iii. **Housing.** Provision for housing or a housing allowance shall be negotiable, such negotiation to be based upon the specific needs of the deacon and shall be guided by IRS rules.
 - iv. **Additional Standing Rules for Clergy** are stated in these Standing Rules which also apply to Deacons serving in UM related appointments including sick pay, vacation, continuing education, leaves and reimbursables.
- d. **Termination.** Since deacons are not guaranteed a place of employment in the Church special attention shall be given to termination procedures that allow time for seeking another service appointment. Notification of dismissal shall provide a ninety-day period to final termination of employment unless the contract specifies otherwise or except for causes as listed in The Book of Discipline ¶ 331.

SECTION V FINANCES AND REPORTS**A. ACCOUNTING POLICY**

1. The Fiscal Year of the Conference and constituent local churches shall commence on January 1 and conclude on December 31.
2. All claims and bills against the Conference budget incurred as expenditures, whether by committees, boards, or individuals, must be submitted to the Conference Treasurer by a date the Conference Council on Finance and Administration determines and announces. The Conference Treasurer or CCFA may refuse payment on claims by Conference bodies not submitted by the determined date. Apportionments received after the determined date will be credited to the next fiscal year.

3. The Annual Conference finances shall be recorded in keeping with Generally Accepted Accounting Principles (GAAP) as determined by the Financial Accounting Standards Board (FASB) for non-profit religious organizations. An independent audit shall be conducted annually and printed in the Conference Journal with a notice of substantial variations from FASB standards, if any. A letter of response to the auditor's noncompliance findings will be prepared by the CCFA and published in the Conference Journal. Every effort should be made to have the most recent Audit Report, and CCFA response, available prior to the following regularly scheduled session of the Annual Conference.
4. The Annual Conference establishes the conference treasury, amenable to the Conference Council on Finance and Administration, as the central treasury for conference agencies participating in conference funds (from Book of Discipline ¶ 613.11).
5. The Conference Treasurer report published in the conference journal shall itemize the support made to each local church, expenditures from the Closed Church Fund, and the net expenditures of each program item funded in the previous year.
6. The Council on Finance and Administration shall establish the several funds necessary for the mission and ministry of the annual conference and will interpret the restrictions and designations placed on the funds by Annual Conference action.
7. The Conference Council on Finance and Administration determines the policies for conference investments (except Board of Pension funds), as specified in Book of Discipline ¶ 613.5. The details of all changes in such policies, including any change in depository institution, shall be reported to the Conference.
8. Bequests or donations for the benefit of the annual conference not restricted by the donor for any specific purpose shall support the general operating fund and/or a general endowment fund of the Annual Conference.
9. Interest earned on capital funds and held by the office of the Conference Treasurer for an indefinite period of time, or a period of time longer than the normal monthly turnover, shall be credited to accounts as directed by the CCFA.
10. Investments shall reflect the religious, social, ethical, and moral positions of The United Methodist Church as they shall be reflected by the Policies Relative to Socially Responsible Investments (¶ 717).
11. When local church buildings become the property of the Annual Conference and the properties are to be sold in accordance with Disciplinary procedures, the disposition of all net assets of the local church shall be deposited in the Closed Church Fund (also known as the Congregational Development Fund). The closed local church's unpaid obligations to the annual conference, including property insurance and clergy benefit delinquencies, shall be drawn from the proceeds of sale. 1% of gross proceeds from the sale of a closed church asset is reserved to fund archive needs. The assets of the Closed Church Fund shall be directed by the Cabinet in consultation with the Director of Congregational Development and Redevelopment for actual expenditures on starting, developing, and redeveloping local churches in the Annual Conference. Upon recommendation of the Board of Trustees, the Annual Conference, by majority vote, may direct the proceeds to another use.
12. CCFA may, after consultation with agencies receiving budgeted funds, establish budget modifications or payment schedules in the event receipts are "inadequate to meet emerging missional needs or unforeseen circumstances." (¶ 613.8).

B. CONTRACTING, BONDING, AND BORROWING

1. Only an officer of the Corporation, or a person specifically designated by an officer for a specific transaction, is authorized to legally obligate the Conference, unless the authority is otherwise expressly designated by Discipline or Standing Rule. Any member(s) of the Board of Trustees, or a person(s) specifically named and authorized by the Board of Trustees for a designated assignment, is authorized to execute the decisions of that body.
2. The Council on Finance and Administration shall obtain a primary commercial blanket fidelity bond in an amount adequate to cover all officers, treasurers, etc., of the Conference. The Council shall determine the amount of the blanket bond.
3. The Conference Council on Finance and Administration is authorized to establish a line of credit not to exceed 12.5%, in aggregate, of the adopted annual operating budget to care for

Conference operating cash flow needs. The Board of Trustees in consultation with the Cabinet, following requirements of the Book of Discipline, is authorized and directed to pledge as many of the district superintendent parsonages as necessary to secure the line of credit.

4. The Division of Congregational Development must recommend, and the CCFA must approve, any NIC guarantee of a local church mortgage before it can be executed.
5. The Council on Finance and Administration is authorized to establish a Credit Facility with a suitable lender, not to exceed \$25 million under a 20-year amortization to be used to assist refinancing of existing mortgages for qualified member churches, administered through a newly formed subsidiary non-profit corporation, the Red Door Fund, whose articles and bylaws will include a provision that such corporation is, and will remain, amenable to the Annual Conference; also, that the Credit Facility will be secured and collateralized by the Conference's Guaranty, together with a corresponding Pledge/Mortgage of such of its reserve assets, real and personal, (except that no assets resulting from collections from local churches for support of the pension benefits of NIC active and/or retired clergy or any other assets received, designated, earmarked or allocated for that purpose shall be formally or informally encumbered in any way in connection with this undertaking) as are necessary to backup funding of the Plan but not, however, to exceed in value a sum matching one (1) times the amount of the Credit Facility borrowed.

C. STATISTICAL REPORTING

1. The Senior Pastor is responsible for submitting Statistical reports on time. Lay people may play a significant role in completing the reports.
2. The work of the Conference Statistician shall be done through the office of the Conference Treasurer/Director of Administrative Services.
3. Federated and United Churches whose membership includes members of other denominations shall report only United Methodist members, and the share of expenditures proportionate to the United Methodist membership in Annual Statistical Forms.

D. CLERGY COMPENSATION REPORTING

1. The Secretary of the Conference is directed to publish each year in the Journal a separate listing titled "(Current year) Compensation" as prepared by the Episcopal Office. It will list the total of the base salary and additional salary benefits paid by the charge (such as travel, continuing education, or other allowances) of pastors and associates (whenever the charge's reported salaries include salaries of more than one pastor).
 - a. One column of this report shall be headed "Dwelling," and will employ the following code: "P" to indicate a dwelling furnished by the charge, or a dollar amount designated as Housing Allowance if no dwelling is provided by the charge; and "None" to indicate nothing is provided by the local church.
 - b. One column of this report shall be headed "Expenses," in which will be listed dollar amounts budgeted for travel, business professional expenses, and/or continuing education, etc.

E. CONFERENCE-WIDE INSURANCE PROGRAM (CWIP)

The Northern Illinois Conference of the United Methodist Church administers and oversees a conference-wide property and liability insurance program. All churches in the Northern Illinois Conference and their ministries are required to participate in the CWIP effective upon the expiration of their current property and liability policies, and in any event, no later than July 1, 2017; exclusion from such mandatory participation shall be at the sole discretion of The Northern Illinois Conference United Methodist Church Insurance Association.

SECTION VI GENERAL PROVISIONS**A. HEALTH AND WELFARE MINISTRIES**

1. The churches of Northern Illinois Conference are encouraged to observe Golden Cross Sunday on the first Sunday in May. An offering for health/welfare purposes shall be received, the specific use determined annually by the Older Adult Ministries focus area. The Older Adult Ministries focus area will prepare and distribute promotional materials.
2. Those persons or groups who are interested in developing new hospitals and/or homes within the bounds of Northern Illinois Conference and who seek affiliation with Northern Illinois Conference of The United Methodist Church shall consult with the Board of Global Ministries. No such new institution shall receive any official recognition by the Conference until considered by and reported on from the Board of Global Ministries.

B. CONFERENCE SECRETARY -- SPECIAL RESPONSIBILITIES

1. The Secretary shall be authorized to discover and secure bound copies of all Rock River and Illinois Conference Journals, to search for and secure all other documents of importance to the Conference, and in collaboration with the Commission on Archives and History to care for them properly. The official records of the Conference shall be in the custody of the Conference Secretary. Official historical records of the Conference (including all those identified in this paragraph), and of the Uniting Conference and of local congregations which are of historic value and which are not essential to the current work of the Conference Secretary are to be kept in the Conference vault or archives.
2. There shall be an Assistant to the Secretary for Standing Rules who will: Assist the Secretary in ensuring that the By-Laws and Standing Rules are consistent with themselves and The Book of Discipline; make recommendations to Boards, Committees and Commissions for changes as well as receive recommendations from them; edit or prepare changes for presentation to the Annual Conference for approval; and prepare the By-Laws and Standing Rules for publication in the Journal. To carry out these duties, the Assistant to the Secretary for Standing Rules will consult with the Secretary, the Chancellor, the Cabinet, and such other sources as the Assistant Secretary for Standing Rules deems necessary. Other duties may be assigned from time to time by the Annual Conference and/or the Conference Secretary.

C. SAFE SANCTUARIES FOR CHILDREN

1. Each Local Church shall have in place policies and procedures to protect children and youth from abuse, neglect, and sexual misconduct following the Safe Sanctuaries resource booklet.
2. Each Local Church shall submit their policies and procedures to the District Office by their regularly scheduled Charge Conference in 2005.

(Edited 06/11/25)