

California-Nevada Annual Conference

Mission Alignment Task Force

Final Report

July 2011



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Overview

The Mission Alignment Task Force was assembled by Bishop Warner Brown in the fall of 2010 to examine the current governance structure of the Annual Conference, consider possible alternatives, and, ultimately, to develop a new, proposed Conference governance structure. The Task Force's recommendations were presented to the full Annual Conference Session in June 2011. The proposed structure will now be discussed, tested and refined by the Mission Alignment Task Force members and other Annual Conference stakeholders, with the goal of adopting a final version of the governance structure in the 2012 Annual Conference Session.

Through several in-person meetings and a great deal of ongoing dialogue, the Mission Alignment Task Force has studied best practices in governance, reviewed and revised the existing committee structure of the California-Nevada Annual Conference, and undertaken the work of designing a new governance structure for the Annual Conference - one that meets the Conference's needs in the present and the future, and also facilitates the successful achievement of the Conference's goals and objectives. The results of the Task Force members' hard work and dedication is a new governance model for the Annual Conference that aligns its organizational structure, including a new, focused and simplified committee structure, with its four areas of mission focus.

When the Task Force began its work, it examined a system of 43 Conference committees, which operated without an overall governance structure to focus or guide their work between sessions of the Annual Conference. The proposed structure outlined in this report is a more streamlined, coherent system, which includes a Core Team and 19 committees - all aligned to the Conference's area of mission focus and better equipped to succeed in meeting Conference goals.

The following report outlines the new, proposed governance structure in detail. Included as appendices are the Task Force's charter (Appendix A), reports on all the Task Force's in-person meetings (Appendices B.1 through B.4), charters for the new Conference committees (Appendix C), and communication materials developed by the Task Force for use in presenting the proposed governance structure to stakeholders in the Annual Conference (Appendix D).

Task Force Creation

During the 2010 Annual Conference Session, Item 09 – Recommendation for the Suspension of Division V of the Standing Rules – was adopted in plenary session. Item 09 states:

"Be it resolved that the rules in Division V of the Standing Rules be suspended for a period of two years for the purpose of allowing flexibility and innovation in re-aligning the work of the Annual Conference with the four areas of mission focus identified by the Council of Bishops and affirmed

by the major Boards and Agencies of the General Church. That the Bishop name a team to facilitate the transition with the goal of bringing new standing rules for Division V of the standing Rules to the 2012 Annual Conference Session. The transition team will work collaboratively with conference leaders during the transition and bring a progress report to the 2011 Annual Conference Session. Be it further resolved that this suspension of the rules in no way intends to abrogate or dismiss any provisions of the UM Discipline."

Following the adoption of this Item, the Task Force was created by Bishop Brown to undertake the process of realigning the work of the Annual Conference with the mission focus areas of The United Methodist Church. According to the Mission Alignment Task Force Charter (attached to this report as Appendix A), the group's purpose is articulated as follows:

- Align the committees/governance structure with the missional priorities of the Annual Conference;
- Simplify the committee structure;
- Reduce overlapping responsibilities between committees;
- Assess changes needed in the current governance structure;
- Communicate with Annual Conference stakeholders; and
- Guide the implementation of recommended governance structure changes.

Task Force Membership

Bishop Brown appointed the following lay and clergy members of the Annual Conference to serve on the Mission Alignment Task Force:

- Rev. Mark Bollwinkel (Los Altos UMC)
- Rev. Linda Caldwell (Director of Connectional Ministries)
- Rev. Mark Cordes (Calvary UMC)
- Rev. Saia Fa'asisila (Shoreview UMC)
- Ms. Delilah Fakalata (Laity – Oak Park UMC)
- Rev. Rochelle Frazier (Pittsburg UMC)
- Mr. Walter Grubbs (Laity – Foothills UMC)
- Rev. Lee Hayward (ATEM)
- Rev. Samuel Hong (Korean UMC of Santa Clara Vly)
- Ms. Diane Knudsen (Conference Treasurer)
- Rev. Peter Lau (New Vision UMC)
- Rev. Cate Noellert (Los Altos UMC)
- Rev. Kristie Olah (District Superintendent)
- Rev. Ted Virts (Conference Superintendent)
- Mr. Burt Yin (Laity – Oakland Chinese UMC)
- Ms. Gayle Shearman (Laity – Novato UMC)

Proposed Governance Structure

The Task Force has sought to design a structure for the Annual Conference's decision-making process that inspires trust in the decisions made among all diverse members of the Conference. The Task Force realized the critical importance of instilling trust in all members of the Annual Conference that decisions are made carefully and thoughtfully with the best interest of the whole in mind.

At present, the Annual Conference does not have the fiscal or human resources to undertake a large number of uncoordinated activities; rather, the focus must be on the primary business of the Annual Conference. Through the proposed governance structure, which aligns the work of the Conference to its missional priorities, this focus may be achieved.

Best Practices in Governance

Throughout the course of its work, the Task Force has referred to the following best practices in governance to inform and guide their deliberations:

1. **Governance** is the exercise of authority, use of institutional resources, and management of issues, generally through a clearly defined leadership group.
2. A **Board of Directors** is a type of governing body.
 - a. Generally accepted best practice is a non-profit governing board size of 12 to 24 members.
3. **Committees** are smaller, deliberative groups that are subordinate to a governing body and charged with the role of governing, coordinating, or advising. A formal committee structure is typically part of an overall governance structure.
 - a. Generally accepted best practice is a committee size of 8 to 12 members.
4. **Task Forces** are groups formed for a single purpose, for a defined period of time, to conduct a specific scope of work, and are subordinate to a governing body.
 - a. Generally accepted best practice is a task force size of 8 to 12 members.
 - b. Task Force groups should have start and end dates, with clear lines of accountability back to the body that charges them with their work.
5. **Committees and Task Forces** should:
 - a. Have a clear charter for each group that includes the group's charge, defines its authority, outlines its roles and responsibilities, and specifies its size and term;
 - b. Be reviewed periodically to ensure the groups are effectively supporting the governance of the organization;
 - c. Balance the values of representation and effectiveness; and

- d. Be small enough for successful consensus-building, effectiveness and timely decision-making.
6. The **governance structure of an Annual Conference** within the United Methodist Church should:
- a. Provide a simple, understandable structure;
 - b. Articulate clear definitions of roles and responsibilities;
 - c. Provide clarity in how different types of decisions are made and by whom;
 - d. Provide a mechanism to address issues between Annual Conference sessions;
 - e. Clearly articulate the relationship between the Bishop, Cabinet, and all Committees and Task Forces;
 - f. Allow the Bishop to ask for and receive advice on key issues; and
 - g. Reflect best practices in governance.

Designing the Proposed Governance Structure

The structure of the Annual Conferences is outlined by The Book of Discipline, which includes requirements that, in practical application, can be somewhat complex and unwieldy. In addition to these Disciplinary requirements, the Annual Conference has, over time, developed its own sub-systems of governance and committee operations. The California-Nevada Annual Conference is not the first conference of The United Methodist Church to undertake a process of revision and improvement to its governance structure. Such a process is often complicated and sometimes challenging due to the aforementioned requirements, within which conferences must operate. Throughout its work, the Task Force took care to ensure that adherence to The Book of Discipline was preserved, while also ensuring that the new governance structure effectively facilitated the Annual Conference's focus on its key priorities and areas of mission focus.

At the first meeting of the Task Force, members identified and discussed the following weaknesses of the Conference's current governance structure:

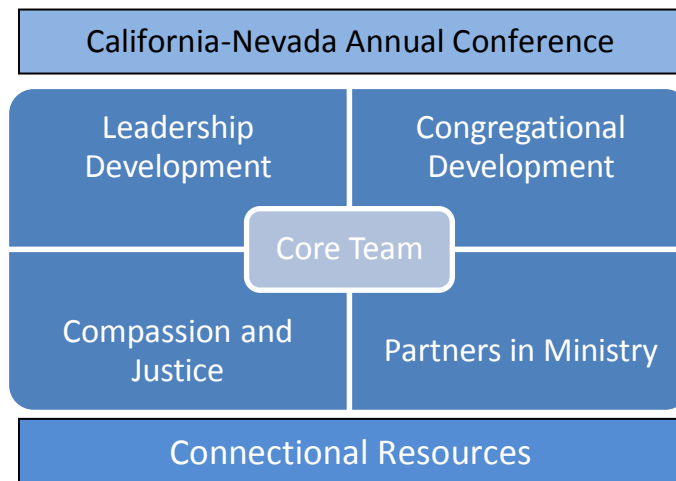
- Lack of coordination and central focus in the work of Conference committees;
- No central authority for decision-making and accountability in the Conference;
- Reactive rather than proactive system of governance; and
- Attempt to be both hierarchical and participatory without success.

In designing the proposed governance structure, Task Force members created a model that partners the Bishop and Cabinet with Annual Conference members in order to guide strategic, creative thinking in the Conference on an ongoing basis. Through their work, Task Force members identified the following functions that the Conference's new governance model should provide:

- Be a clear focal point for addressing issues and providing guidance between sessions of the Annual Conference;
- Inspire trust;

- Partner with the Bishop to provide strategic thinking;
- Carry out actions and prioritize goals from Annual Conference; and
- Provide transparency in processes for constituencies within and surrounding the Annual Conference.

The following figure illustrates the new governance structure designed by the Task Force:



As seen in the illustration above, the proposed governance structure supports the Annual Conference, which is the forum where goals and objectives are formed and decisions are made. The structure allows the Annual Conference to align its organizational structure with its four areas of mission focus (shown in the four squares above). Under the proposed structure, all Annual Conference committees function under one of these four mission focus areas. The committees within each mission focus area work together to develop a common understanding of each committee's alignment to the focus area, define a shared understanding of collaboration between committees, and agree to a common definition of success and effectiveness in their committees' work.

The illustrated model above introduces the concepts of the Core Team and Connectional Resources. Within the proposed structure, the Core Team will provide focus and guidance for the work of the Annual Conference, while Connectional Resources support the work of all groups within the Annual Conference structure. Connectional Resources include Annual Conference staff, as well as those Conference committees that deal with the management of people, money and property.

Core Team

The Task Force designed the Core Team as part their efforts to address the previously identified weaknesses in the current structure. Under the proposed structure, the Core Team is modeled on the principles of a board of directors. The Core Team assumes responsibility for the following functions:

- Oversee the implementation of the mission and vision of the Annual Conference;
- Follow-up on decisions made at the Annual Conference Session, which include the setting of priorities, allocation of available resources, provision of guidance and the establishment of assignments related to mission implementation within each of the four mission areas and committees that fall under the mission focus areas;
- Focus on the core work and business of the Annual Conference;
- Identify opportunities for collaboration between each of the four mission focus areas;
- Provide mechanism for groups within the conference that are not empowered to bring issues directly to Annual Conference Session to do so through the Core Team (These groups will come to the Core Team for recommendations);
- Have a collaborating role (in consultation with the Bishop) in aligning resources; and
- May invite other people to give needed input related to the fulfillment of the Conference mission.

The Task Force agreed that the Core Team should consist of twelve voting members, and that membership should be inclusive and reflect balance between clergy and laity. The Task Force developed the following recommendation for initial Core Team membership:

- Bishop (*non-voting member*)
 - Collaborates with the Core Team
 - Seeks feedback and advice from the Core Team
 - Core Team seeks feedback and advice from the Bishop
- Conference Lay Leader (1)
- Representative from Conference Committee on Finance and Administration (CFA) (1)
- One member from each of the four mission focus areas and connectional resources (5)
- At-large members (5)
 - Members at large are identified by the Conference Committee on Connectional Leadership, and appointed by the Bishop

Staff resources (i.e. District and Conference Superintendents, Conference Treasurer and other program staff) may be invited, as needed, to the Core Team for consultation. However, no staff member is a permanent member of the Core Team.

Under the proposed governance structure, the Core Team will perform the following functions in terms of its interactions with all Conference committees:

- Provide guidance for the committees' work;
- Inform the committees (and vice versa);
- Take responsibility for holding committees accountable and play an evaluative role;
- Set benchmarks and performance expectations for the committees' work;
- Identify ways in which committees might collaborate; and
- Work with the CFA to determine resource allocation throughout the Annual Conference.

Areas of Mission Focus

The proposed governance structure identifies the Conference's four areas of the mission focus - Leadership Development, Congregational Development, Partners in Ministry, and Compassion and Justice - as cornerstones of the Conference's organizational structure. In revising the Conference committee structure, the Task Force recommended the alignment of committees under each of the four mission focus areas. This alignment ensures that the work of the Conference committees is coordinated, complimentary and focused on the primary goals and objectives of the Conference. The Task Force also took care to ensure that all committees required by The Book of Discipline were retained, either unchanged from their current composition or cared for under a newly established committee within the revised structure.

The Task Force identified the following primary functions for each area of mission focus, as well as the following alignment of Conference committees under each area:

I. Leadership Development

Primary Function: Impact the development of Clergy and Lay principled Christian leaders for the Church and the world.

Committees:

- **Conference Board of Ordained Ministry**

Purpose: To assume primary responsibility for the enlistment and recruitment of ordained clergy and review the ongoing preparation of existing clergy; To study and interpret clergy needs and resources of the Annual Conference, with due regard to the inclusive nature of the Church.

- **Conference Committee on Lay Leadership Development**

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

- **Conference Committee on Young Peoples Ministry**

Purpose: To provide resources, support and coordination for Conference, District and local church ministries with young people; Promote leadership development opportunities for youth, and young adults and for workers with youth and young adults.

- **Conference Committee on Nominations and Connectional Leadership Development**

Purpose: To work in collaboration with the extended cabinet in recruiting and orienting leaders of connectional ministry in the Conference and to prepare nominations for Conference officers, boards, divisions, commissions, and committees, except where specific provision is otherwise mandated.

II. Congregational Development

Primary Function: To lead and assist in the development of vital communities of faith by creating new faith communities and encouraging vitality in existing congregations and communities of faith.

Committees:

- **Conference Committee on Congregational Development**

Purpose: To lead and assist the faith communities, districts and circuits in the Conference to reach out with genuine hospitality to all people including the poor and marginalized by starting new faith communities and renewing existing communities of faith.

- **Conference Committee on Ethnic Ministry and Outreach**

Purpose: To develop and keep the vision of ethnic local church concerns before the Annual Conference and maintain connectional relationships with diverse ethnic constituencies.

- **Conference Committee on Higher Education and Campus Ministry**

Purpose: To interpret and promote United Methodist ministries in higher education that are supported by the general Church and specifically relate to the Annual Conference commitment to develop vital communities of faith.

III. Partners in Ministry

Primary Function: To connect with and engage local churches and the Conference in embracing diversity and inclusiveness; Build and encourage partnerships with other faith communities.

Committees:

- **Conference Committee on Partners in Ministry**

Purpose: To promote inclusiveness in the conference and resource congregations in building inclusive community; To maintain connectional relationships with the larger faith community and the general Church.

IV. Compassion and Justice

Primary Function: To build and expand capacity in local churches for social justice advocacy and missional commitment in the areas of global health, ministries with the poor and persons who are marginalized.

Committees:

- **Conference Committee on Compassion and Justice**

Purpose: To assist local churches in bringing our Wesleyan values to social justice issues in the society; To partner with the general Church and to help local churches relate the gospel to persons and structures in their communities, nation, and world.

- **Conference Committee on Mission Service**

Purpose: To envision and engage in imaginative new forms of mission appropriate to changing needs; To coordinate implementation of Conference strategy for outreach and mission, and to resource congregations for mission outreach.

V. Connectional Resources

Primary Function: To provide the basic infrastructure that supports the Conference in the fulfillment of its mission.

Committees:

- **Conference Administrative Review Committee**

Purpose: To ensure that the Disciplinary procedures for involuntary leave of absence, involuntary retirement, or administrative relocation are properly followed.

- **Conference Committee on Investigation for Clergy Membership**

Purpose: To conduct investigations into allegations made in judicial complaints and to determine if reasonable grounds exist to bring a bill of charges and specifications to trial; Determination of guilt or innocence is not included within the Committee's responsibilities.

- **Conference Council on Finance and Administration**

Purpose: To develop, maintain, and administer a comprehensive and coordinated plan of fiscal and administrative policies, procedures, and management services for the Annual Conference.

- **Conference Board of Pensions**

Purpose: To provide for and contribute to the support, relief, assistance, and pensioning of clergy and their families, other church workers, and lay employees of the Annual Conference and its agencies.

- **Committee on the Annual Conference Session**

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

- **Conference Committee on Episcopacy**

Purpose: To support the Bishop in the area of oversight of the spiritual and temporal affairs of the Church, with special reference to the area where the Bishop has presidential responsibility

- **Conference Board of Trustees**

Purpose: To assume responsibility for all properties of the Annual Conference and its agencies.

- **Conference Commission on Archives and History**

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

- **Conference Commission on Communication**

Purpose: To provide support for Conference communications ministry.

Conclusion

The Task Force has designed a new governance structure for the Annual Conference that will facilitate the successful achievement of the Conference's goals and objectives. The new model of governance aligns the Conference's organizational structure, including a focused and simplified committee system, with its four areas of mission focus and a connectional resource focus, resulting in a more coherent, effective organization.

This report is the beginning rather than the end of the process by which the Annual Conference will adopt its new governance structure. The next phase will be implementation of the new structure, including the establishment of the Core Team and commencement of committees' work under the new, mission focus-aligned system. This upcoming year will be a time for living into this new structure and making adjustments as necessary. As the Annual Conference operates within this new model for governance over the next year, there will be opportunities for listening, learning, and making revisions, with a time for final adoption at the 2012 Annual Conference Session.



Appendices

Appendix C: New Conference Committee Charters

Leadership Development

The primary function of the **Leadership Development** area of mission focus is to impact the development of Clergy and Lay principled Christian leaders for the church and the world. This mission focus utilizes the leadership and resources of the following conference committees.

Conference Board of Ordained Ministry

Purpose:

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

Specific Activities, Deliverables or Expected Outcomes:

The specific activities of the Board are outlined in PP 635 of the 2008 Book of Discipline.

Authority:

This Board shall be directly amenable to the annual conference, notwithstanding its organizational relationship within any other program or administrative unit of the annual conference.

Type of Committee:

The Board is primarily a decision-making body.

Membership:

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

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

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

Terms:

Term of office is 4 years; an elected board member may serve a maximum of three consecutive four-year terms.

Board of Ordained Ministry Sub-Committees

District Committees on Enlistment and Candidacy

Purpose:

The committee shall supervise all matters dealing with candidacy for the ordained ministry and with the license for local pastors. The committee shall be amenable to the annual conference through the Board of Ordained Ministry.

Specific Activities, Deliverables or Expected Outcomes:

The specific activities of the board are out lined in PP 665 of the 2008 Book of Discipline.

Membership:

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

Committee on Clergy Development

Purpose:

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

Membership:

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

Committee on Conference Relations

Purpose:

To be inserted.

Membership:

To be inserted.

Committee on Residence in Ministry

Purpose:

To be inserted.

Membership:

To be inserted.

Conference Committee on Lay Leadership Development

Purpose:

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

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

Specific Activities, Deliverables or Expected Outcomes:

To give support and direction to the Conference and District programs for local church leadership development; coordinating and developing training experiences that will enable persons of all ages to serve more effectively as members of local church councils on ministries, church councils, and the committees, commissions, and task forces related to these groups.

To provide support and direction for such lay programs as Lay Speaking Ministries, the observance of Laity Day, Certified Lay Ministers and the work of lay leaders on the local and district levels.

To set criteria and guidelines for district committees on Lay Speaking Ministries, to develop lay speaking courses and approve courses developed by district committees, and to organize conference-wide lay speaking events.

Create and manage a system of accountability for lay leadership in the Annual Conference.

Provide oversight of operations, capital development and funding of our Conference Camp and Retreat Centers and to develop and recommend to the Annual Conference plans for the acquisition or disposition of conference camps and or retreat properties in accordance with standards of camping developed by the General Board of Discipleship.

Develop of year round programming in the area of camping and retreat ministries for all age levels and promote camp and retreat opportunities through our Conference Camp and Retreat Centers.

Authority:

This committee shall be directly amenable to the Annual Conference.

Type of Committee:

The committee is primarily coordinating and advisory. Oversight of camping ministry requires some decision-making activity related to program policy and camp property.

Membership:

The committee shall have 20 members that are appointed via recommendation of the Cabinet and confirmed by the Conference nominations process. The membership will consist of the Conference Lay Leader(s), up to two (2) lay leaders from each of the Conference's four districts; a representative from the Conference United Methodist Women and United Methodist Men; a Conference Coordinator for Lay Speaking Ministries, a Coordinator of Certified Lay Ministry, and five (5) at-large members.

Members are required to have demonstrated a level of leadership that is collaborative and grounded in the mission of the Conference and knowledge of the connectional nature of the church.

Terms:

Members may serve up to two four-year terms. Membership is renewable annually based on agreement of the Cabinet and the Chairperson of the committee.

Organizational Structure:

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

Ex-officio staff members will include the Conference Superintendent for Leadership Development and the Conference Coordinator for Young Peoples Ministry and Camping.

Conference Committee on Young People's Ministry

Purpose: To provide resources, support and coordination for Conference, District and local church ministries with young people; Promote leadership development opportunities for youth, and young adults and for workers with youth and young adults.

Specific Activities, Deliverables or Expected Outcomes:

Initiate and support plans, activities, and projects that are of a particular interest to young people and function as an advocate for the free expression of the convictions of young people on issues vital to them.

Develop and administer leadership development training and events for young people.

Authority:

This committee shall be directly amenable to the Annual Conference.

Type of Committee:

The committee is primarily coordinating and advisory related to ministry with young people. This committee makes decisions closely connected with accountability and policy related to Campus Ministry.

Membership:

There will be 15 members of the committee: A Chair, Vice Chair and Secretary; one (1) adult worker with young people and three (3) young people from each District, one of which is a college or post grad student; and seven (7) at-large members.

Ex- officio staff members include the Conference Superintendent for Leadership Development and the Conference Coordinator for Young Peoples Ministry and Camping.

Terms:

Members may serve up to two four-year terms. Membership is renewable annually based on agreement of the Chairperson of the committee and confirmation by the Conference Committee on Nominations.

Organizational Structure:

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

Conference Committee on Nominations and Connectional Leadership Development

Purpose:

Prepare nominations for Conference officers, boards, divisions, commissions, and committees, except where specific provision is otherwise mandated.

Specific Activities, Deliverables or Expected Outcomes:

The chairperson shall prepare an accurate list of all Conference agencies, including the personnel and officers of the agencies, no later than seventeen (17) days after the adjournment of conference. Function using the procedures outlined in the standing rules of the Annual Conference.

Authority:

This committee shall be directly amenable to the Executive Team and the Annual Conference.

Type of Committee:

The committee is primarily decision-making and coordinating. The committee makes decisions about appropriate name to place in nomination and coordinates preparations for the full nomination report to the Annual Conference Session.

Membership:

The committee shall consist of up to twenty-one (21) persons: a Chairperson, Vice Chairperson, Secretary; and up to eleven (11) at-large members, nominated by the Ministry Staff, four (4) additional at-large members nominated by the Ministry Staff in consultation with the Conference Commission on Religion and Race. These eighteen (18) persons shall be placed in triennial classes. Additional members are: one (1) young adult and one (1) youth nominated by the Executive Team.

The Director of Connectional Ministry shall serve as staff consultant. Of the twenty-one (21) members, there shall be at least one (1) from each District who shall serve on that District Nominating Committee or equivalent structure. Nominees shall be named by May 1 each year and their consent secured by the Bishop.

Members are required to have demonstrated a level of leadership that is collaborative and grounded in the mission of the Conference and knowledge of the connectional nature of the Church.

Terms:

Members may serve up to two four-year terms. Membership is renewable annually based on agreement of the Chairperson of the committee and confirmation by this committee.

Organizational Structure:

There will be a Chair, Vice Chair and Secretary elected by the Annual Conference.

Congregational Development

The primary function of the ***Congregational Development*** area of mission focus is to lead and assist in the development of vital communities of faith by creating new faith communities and encouraging vitality in existing congregations and communities of faith.

Conference Committee on Congregational Development

Purpose:

To lead and assist congregations, districts and circuits in the Conference in their efforts to communicate and celebrate the redeeming and reconciling love of God as revealed in Jesus Christ; to reach out with genuine hospitality to people wherever they are by starting new faith communities and renewing existing communities of faith.

Specific Activities, Deliverables or Expected Outcomes:

Develop capacities of people, resources, and infrastructure to meet the goals of the Conference strategic plan for congregational development.

Provide for discipleship functions related to the objectives and scope of work of the General Board of Discipleship as set forth in Paragraphs 1101, 1102 and contribute to the fulfillment of the goals of the Conference strategic plan for congregational development.

Administer funds related to the purpose of the committee (Examples: The Emerging Congregation Fund, The Trail Blazer Fund, The Endowment for New Church Development, and the Christian Education Sunday Offering).

Authority:

This committee shall be directly amenable to the Annual Conference.

Type of Committee:

The committee is multifunctional, requiring decision-making in connection with the administration of funds and coordination and collaboration for the rest of its work.

Membership:

The committee has 15 members: four (4) officers, six (6) at-large members, four (4) district representatives and any conference members who are serving as board members of the General Board of Discipleship. Additionally, Conference staff with responsibilities related to congregational development will serve as ex-officio members.

Terms:

Members may serve a maximum of two four-year terms.

Organizational Structure:

The Chair, Vice Chair, Financial Secretary, and three (3) at-large members are named by the Conference Committee on Nominations. The committee on Congregational Development will name three (3) at-large members. The Cabinet will name the four (4) district representatives.

Conference Committee on Ethnic Ministry and Outreach

Purpose:

To keep the vision of ethnic local church concerns before the Annual Conference and maintain connectional relationships with diverse ethnic constituencies.

Specific Activities, Deliverables or Expected Outcomes:

Provide guidance and resources to churches in the Annual Conference as they minister with and to ethnic constituencies.

Coordinate and monitor Annual Conference strategies related to ethnic local church concerns, including general Church emphases and initiatives.

Provide a forum for dialogue among the ethnic constituencies, as well as with Annual Conference agencies.

Assist the Annual Conference in the formation of new racial ethnic congregations.

Promote and interpret ethnic local church concerns to the Annual Conference.

Work with Annual Conferences to identify and nurture leaders, lay and clergy, of ethnic communities and for service at all levels of the Church.

Give administrative oversight to the distribution of funds designated for racial ethnic ministry (Examples: Ethnic Minority Local Church Fund, Native American Ministries Sunday Offering, Hispanic Endowment and the Hispanic Ministry Fund).

Authority:

This committee shall be directly amenable to the Annual Conference.

Type of Committee:

The committee is multifunctional, requiring decision-making in connection with the administration of funds and coordination and collaboration for the rest of its work.

Membership:

The committee has eight (8) members in addition to officially designated sub-committee representatives. The officers of the committee and two (2) at-large members are nominated by the Conference Committee on Nominations. The Chairs of the ethnic sub-committees are named by the sub-committees and serve as voting members of the Committee on Ethnic Ministry and Outreach.

Members are required to have demonstrated a level of leadership that is collaborative and grounded in the mission of the Conference and knowledge of the connectional nature of the church.

Terms:

Members may serve a maximum of two four-year terms.

Organizational Structure:

The Chair, Vice Chair, Secretary, Financial Secretary, and two (2) at-large members are named by the Conference Committee on Nominations. Two (2) additional at-large members are named by the Committee on Ethnic Ministry and Outreach.

Conference Committee on Ethnic Ministry and Outreach Sub-Committees

Committee on Filipino American Ministries

Purpose:

To be inserted.

Membership:

To be inserted.

Committee on Hispanic - Latino Ministries - Comité de Ministerios Hispanos-Latinos

Purpose:

To be inserted.

Membership:

To be inserted.

Committee on Hmong Ministry

Purpose:

To be inserted.

Membership:

To be inserted.

Committee on Native American Ministry

Purpose:

To be inserted.

Membership:
To be inserted.

Committee on Pacific Island Ministry

Purpose:
To be inserted.

Membership:
To be inserted.

Conference Committee on Higher Education and Campus Ministry

Purpose:

To interpret and promote the United Methodist ministries in Higher Education that are supported by the general Church and those specifically related to the Annual Conference.

Specific Activities, Deliverables or Expected Outcomes:

Recommend policies guiding the Annual Conference in its program of ministry in Higher Education.

Train and provide resources for District committees and local church ministry areas of Higher Education and campus ministry. Apprise United Methodists of their historic commitment to and present mission in Higher Education. Interpret and promote Higher Education ministries supported by special Sundays and funds and to evaluate schools, colleges, universities, and campus ministries related to the Annual Conference, with concern for the quality of their performance, the integrity of their mission, and their response to the missional goals of the general Church and the Annual Conference.

In addition to its general responsibilities, the committee will care for the financial and other responsibilities related to Campus Ministries as outlined in PP 634 of the 2008 Book of Discipline.

Authority:

This committee shall be directly amenable to the Annual Conference.

Type of Committee:

The committee is primarily coordinating and advisory related to ministry with young people. This committee makes decisions closely connected with accountability and policy related to Campus Ministry and Mission within the Annual Conference.

Membership:

In addition to person(s) from this Annual Conference serving as a board members of the General Board of Higher Education and Ministry, the committee shall consist of up to fifteen (15) members. The committee is authorized to elect up to five (5) additional members whose presence would be helpful in the judgment of the committee. All United Methodist campus ministers serving within the bounds of this Annual Conference and the University Chaplain at University of the Pacific shall be ex-officio members.

Terms:

Members may serve a maximum of two four-year terms.

Organizational Structure:

There will be a Chair, Vice Chair and Secretary elected by the Annual Conference.

Partners in Ministry

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

Conference Committee on Partners in Ministry

Purpose:

To promote inclusiveness in the Conference and resource congregations in building inclusive communities; Maintain connectional relationships with the larger faith community and the general Church.

Specific Activities, Deliverables or Expected Outcomes:

Provide resources and training to enable the work of the local church ministry area of religion and race; To maintain the connectional relationship with the General Commission on Religion and Race and fulfill the functions outlined in Paragraph 643 of the 2008 Book of Discipline as it relates to the mission of the Annual Conference.

Examine the participation of ethnic persons and women on all of the conference boards, agencies, commissions, and committees, as well as the governing boards of related institutions; Develop ways to inform and sensitize the leadership within the Conference at all levels on issues that affect women; To maintain the connectional relationship with the General Commission on the Status and Role of Women and fulfill the functions outlined in Paragraph 644 of the 2008 Book of Discipline as it relates to the mission of the Annual Conference.

Serve as a resource and support group to promote understanding between pastors appointed to local congregations across racial and ethnic lines and such congregations; Encourage and supporting local churches in maintaining a Christian ministry in racially changing neighborhoods.

Interpret, advocate, and work for the unity of the Christian church in every aspect of the life of the Conference and its churches and to encourage dialogue and cooperation with persons of other living faiths. To maintain the connectional relationship with the General Commission on Christian Unity and Interreligious Concerns; and fulfill the functions of Paragraph 642 of the 2008 Book of Discipline as it relates to the mission of the Annual Conference.

Promote and interpret the work of national and world ecumenical bodies such as the National Council of the Churches of Christ in the U.S.A., the World Council of Churches, Churches Uniting in Christ, and the World Methodist Council; and to cooperate in and provide leadership for specific ecumenical experiences of worship and celebration such as the Week of Prayer for Christian Unity, Pentecost

Sunday, World Communion Sunday, Reformation Sunday, and other appropriate occasions.

Stimulate understanding and conversations with all Christian bodies, to encourage continuing dialogue with Jewish and other living-faith communities, and to encourage an openness of mind toward an understanding of other major world religions.

Authority:

This committee shall be directly amenable to the Annual Conference.

Type of Committee:

The primary functions of this committee are that of coordination and advocacy.

Membership:

The committee shall consist of up to fifteen (15) members. The committee has fifteen (15) members. Six (6) members nominated by the Conference Committee on Nominations and nine (9) at-large members appointed by the committee.

Members are required to have demonstrated a level of leadership that is collaborative and grounded in the mission of the Conference and knowledge of the connective nature of the church. All must be members of The United Methodist Church. Special consultants may serve as ex-officio members and be used as resource persons.

Terms:

Members may serve up to two four year terms. Membership is renewable annually based on agreement of the Conference Committee on Nominations and the Chairperson of the committee.

Organizational Structure:

There will be a Chair, Vice Chair and Secretary elected by the Annual Conference. The committee will also have three (3) Coordinators: Religion and Race, Status and Role of Women and Christian Unity and Interreligious Concerns.

Compassion and Justice

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

Conference Committee on Compassion and Justice

Purpose:

To assist local churches in bringing our Wesleyan values to social justice issues in society; To partner with the general Church and to help local churches relate the gospel to persons and structures in their communities, nation, and world.

To connect the General Board of Church and Society and the District and local churches in relating the gospel of Jesus Christ to the members of the Church and to the persons and structures of the communities, nation, and world in which they live; To promote the full inclusion of persons with disabilities in the life of the local church and the Annual Conference.

Building on a vision expressed in the Bishop's Initiative on Children and Poverty, the Conference Committee on Compassion and Justice will encourage and challenge congregations to be in ministry with children and the poor.

Specific Activities, Deliverables or Expected Outcomes:

Develop and provide education and action on issues confronting the Church consistent with the social principles and policies adopted by General Conference.

Name a Conference Peace with Justice Coordinator, who will be responsible for administering the conference Peace with Justice Special Sunday Offering receipts and for coordinating peace and justice ministries.

Advocate for the role of persons with disabilities in ministry, including ordained and diaconal ministries and local church and Annual Conference leadership positions; Help to develop programs within the Annual Conference that meet the needs of persons with disabilities.

The Committee shall administer the Estelle D. Wyman Memorial Children's Fund for ministries with children and for the pursuit of justice, safety and health for all children.

Authority:

This committee shall be directly amenable to the Annual Conference.

Type of Committee:

The primary functions of this committee are that of coordination, advisement and advocacy.

Membership:

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

Terms:

Members may serve up to two four year terms. Membership is renewable annually based on agreement of the Conference Committee on Nominations and the Chairperson of the committee.

Organizational Structure:

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

Conference Committee on Mission Service

Purpose:

To envision and engage in imaginative new forms of mission appropriate to changing needs; To coordinate implementation of Conference strategy for outreach and mission; To resource congregations for mission outreach.

Maintain the connectional relationship and provide for global ministries responsibilities related to the objectives and scope of work of the General Board of Global Ministries as set forth in Paragraphs 1302-1303 and to care for responsibilities outlined in Paragraph 633 of the 2008 Book of Discipline.

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

Specific Activities, Deliverables or Expected Outcomes

Develop strategies in response to critical community issues, with special attention to the needs of ethnic and language groups, people with disabilities, people in transitional relationships, the working poor, and those living under repressive systems.

Develop and implement Church financial support of conference mission projects and programs, and health and welfare ministries, with particular emphasis on benevolent care and Golden Cross, education and social service ministries, and World Communion Scholarships.

Promote the development of covenant relationships between local churches and General Board of Global Ministries personnel and conference missional programs and relationships. (Examples: West Angola, Cambodia, Israel/Palestine, Philippines.)

Promote various kinds of meetings and experiences throughout the Conference for the purpose of developing a spirit of mission and participation in global ministries for training, education, and leadership development of mission leaders and persons in the field of human services and health and welfare ministries.

Appoint the Annual Conference disaster response coordinators to assist the United Methodist Committee on Relief by encouraging the formation of an Annual Conference disaster response committee that relates to the Annual Conference through the Conference Committee on Ethnic Ministry and Outreach.

Authorize Conference Advance Special projects to be presented to the Annual Conference Session.

The committee will care for the work of the following former committees: The Conference Board of Missions, Committee on West Angola Partnership, and the Committee on the Cambodia Partnership. The current Israel/Palestine Task Force and the Philippine Solidarity Task Force are under the supervision of and are accountable to the Conference Committee on Outreach and Mission.

Authority:

This committee shall be directly amenable to the Annual Conference.

Type of Committee:

The primary functions of this committee are that of coordination and education.

Membership:

The committee shall consist of up to twelve (12) members. The Chair, Vice Chair and Secretary nominated by the Conference Committee on Nominations to the Annual Conference Session. The remaining members and coordinators are named by the Chair of the committee. The committee has the ability to name task group leaders who will give particular leadership over designated areas of responsibility.

Members are required to have demonstrated a level of leadership that is collaborative and grounded in the mission of the Conference and knowledge of the connectional nature of the church.

Terms:

Members may serve up to two four year terms. Membership is renewable annually based on agreement of the Chairperson of the committee.

Organizational Structure:

There will be a Chair, Vice Chair and Secretary nominated by the Conference Committee on Nominations. The Chair and Vice Chair of the committee will recruit and name the Conference Secretary of Global Ministries, Disaster Response Coordinator, and Chair of the UMVIM Committee.

Connectional Resources

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

Conference Administrative Review Committee

Purpose:

To ensure that the disciplinary procedures for involuntary leave of absence (Paragraph 354.1b), involuntary retirement (Paragraph 358.3), or administrative location (Paragraph 362.2c) are properly followed.

Specific Activities, Deliverables or Expected Outcomes:

The entire administrative process leading to the action for change in Conference relationship shall be reviewed by the committee. The committee shall report its findings to the clergy session of members in full connection with the Annual Conference prior to any action of the Annual Conference.

The committee shall notify the parties of the review of the process. The administrative fair process hearing procedures (Paragraph 362.1a) should be followed by the committee.

Prior to its report, if the committee determines that any error has occurred, it may recommend to the appropriate person or body that action be taken promptly to remedy the error, decide the error is harmless, or take other action.

Authority:

This committee shall be directly amenable to General Conference.

Type of Committee:

This is a decision-making committee.

Membership:

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

The committee shall be nominated by the Bishop and elected quadrennially by the clergy session of members in full connection with the Annual Conference.

Terms: N/A

Organizational Structure: N/A

Conference Committee on Investigation for Clergy Membership

Purpose:

To conduct an investigation into allegations made in judicial complaint and to determine if reasonable grounds exist to bring a bill of charges and specifications to trial.

If so, the committee prepares, signs and certifies a bill of charges and specifications.

The committee's duty is only to determine whether reasonable grounds exist to support the charges. It is not the committee's duty to determine guilt or innocence.

Specific Activities, Deliverables or Expected Outcomes:

As outlined under Paragraph 2706 in the 2008 Book of Discipline.

Authority:

This committee shall be directly amenable to General Conference.

Type of Committee:

This is a decision-making committee.

Membership:

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

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

Members must be in good standing and should be deemed of good character. The committee should reflect racial, ethnic, and gender diversity. None of the members or alternates shall be members of the Board of Ordained Ministry, the Cabinet, or immediate family members of the above. Should a member of the committee have been a party to any of the prior proceedings in a case that finally comes before the committee, he or she shall be disqualified from sitting on the committee during its consideration of that case, and his or her place shall be taken by an alternate member. Seven (7) members or alternates seated as members of the committee shall constitute a quorum.

Terms:

Members are appointed for one quadrenium.

Organizational Structure:

The committee shall elect its own Chair and organize at Annual Conference Session.

Conference Council on Finance and Administration

Purpose:

To develop, maintain, and administer a comprehensive and coordinated plan of fiscal and administrative policies, procedures, and management services for the Annual Conference.

Specific Activities, Deliverables or Expected Outcomes:

Prepare Annual Conference budgets or other funding recommendations.

Receive, consider, report, and make recommendations to the Annual Conference regarding the following prior to final decision by the Annual Conference: (a) any proposal to raise capital funds for any purpose; (b) funding considerations related to any proposal that may come before the Conference; (c) any requests to conduct a special Conference-wide financial appeal, whether by special collections, campaigns, or otherwise in the local churches of the Conference.

Recommend to the Annual Conference for its action and decision the methods or formulas by which apportionments to churches, charges, or districts for duly authorized general, Jurisdictional, Conference, and District funds shall be determined (Paragraph 615.4).

Consult and cooperate with the Conference Communications Office providing District Superintendents, pastors, and appropriate officers of the local churches and charge conferences with interpretive aids or other materials to assist in gaining understanding and support of the Conference budget and other approved conference causes. This shall include the theology and discipline of financial giving.

Develop policies governing the investment of Conference funds.

Assist local churches in making their church buildings, facilities, and programs accessible.

Authority:

This committee shall be directly amenable to the Annual Conference.

Type of Committee:

This is a decision-making committee.

Membership:

The committee is composed of members nominated by the Conference Committee on Nominations.

Terms:

The term of office shall begin with the adjournment of the Annual Conference session at which they are elected and shall be for a period of four years or until their successors are elected. Members may serve

up to two four-year terms. Membership is renewable annually based on agreement of the Treasurer/Director of Administrative Services and the Chairperson of the committee.

Members are required to have demonstrated a level of leadership that is collaborative and grounded in the mission of the Conference and knowledge of the connectional nature of the church.

Organizational Structure:

The committee shall elect its own Chair, Vice Chair, and Secretary. Consideration shall be given to inclusiveness. The Conference Treasurer/Director of Administrative Services shall be the Treasurer of the committee, but shall not be eligible for voting membership and shall not be eligible for election to any of those offices that are to be filled by voting members of the committee.

Ex-officio members include: a District Superintendent chosen by the Cabinet; one (1) member of current committee that cares for the responsibility of the former Conference Committee on District Superintendency; the Director of Connectional Ministry or equivalent; and another representative of one of the Annual Conference committees on ministries, selected by the Cabinet; and the presiding Bishop.

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

Conference Council on Finance and Administration Sub-Committees

Conference Committee on Personnel

Purpose:

To establish uniform and equitable policies and practices in the employment and supervision and compensation of personnel, in consultation and cooperation with other Conference agencies or offices that employ staff, unless the Annual Conference has designated another agency to carry this responsibility.

These policies and practices shall be in accordance with the social principles and fulfill the requirements of Paragraph 625 of the 2008 Book of Discipline.

Conference Commission on Equitable Compensation

Purpose:

To support full-time clergy serving as pastors in the charges of the Annual Conference by recommending Conference standards for pastoral support; administering funds to be used in base compensation

supplementation; and providing counsel and advisory material on pastoral support to District Superintendents and Committees on Pastor-Parish Relations.

Conference Board of Pensions

Purpose:

Auxiliary to the General Board of Pension and Health Benefits, to provide for and contribute to the support, relief, assistance, and pensioning of clergy and their families, other church workers, and lay employees of the institutions, organizations, and agencies within that Annual Conference of The United Methodist Church, except as otherwise provided for by the General Board.

Authority:

This committee shall be directly amenable to General Conference.

Type of Committee:

This is a decision-making committee.

Membership:

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

Active and retired participants in pension and benefit funds, plans and programs, whether or not currently receiving benefits, and not indebted as provided above, are eligible to serve on the Board. All lay members shall be professing members of local churches. A vacancy in the membership of the Board may be filled by the Board for the remainder of the Conference year in which the vacancy occurs, subject to the same qualifications before provided; and at its next session the Conference shall fill the vacancy for the remainder of the unexpired term.

Terms:

Members are elected for a term of eight years and arranged in classes as determined by the Annual Conference. Members may serve up to two four-year terms. Membership is renewable annually based on agreement of the Chairperson of the committee and confirmation of the Conference Nominating Committee.

Organizational Structure:

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

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

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

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

Conference Committee on the Annual Conference Session

Purpose:

To evaluate the purpose and process of Annual Conference Session, and other responsibilities relating to the Annual Conference Session.

Specific Activities, Deliverables or Expected Outcomes:

Designate the number and purpose of offerings, plan and arrange for worship experiences, including the Communion and Memorial services, and manage the business of the Session. In consultation with the Bishop, provide the daily schedule, orders of the day, speakers, musicians, the bar of the Conference, and registration procedures.

Authority:

This committee shall be directly amenable to Annual Conference.

Type of Committee:

This is a coordinating and organizing committee.

Membership:

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

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

Terms:

Members nominated by the Conference Committee on Nominations may serve up to two four-year terms, renewable annually by the Conference Committee on Nominations and the Chair of the committee.

Organizational Structure:

The Chair, Vice Chair, Secretary, and Conference Secretary are named by the Conference Committee on Nominations. The Agenda Chair, Assistant Agenda Chair, Childcare Coordinator, Displays Coordinator, Facilities Coordinator, Pages Coordinator, Sections Coordinator, Worship Task Force Coordinator, Memories Coordinator are named by the committee.

Conference Committee on Episcopacy

Purpose:

To support the Bishop of the area in the oversight of the spiritual and temporal affairs of the Church, with special reference to the area where the Bishop has presidential responsibility; to interpret to the people of the area and to Conference agencies the nature and function of the Episcopal office.

Specific Activities, Deliverables or Expected Outcomes:

To be available to the Bishop for counsel; To assist in the determination of the episcopal needs of the area and to make recommendations to appropriate bodies; To keep the Bishop advised concerning conditions within the area as they affect relationships between the Bishop and the people of the Conference agencies.

Engage in annual consultation and appraisal of the balance of the Bishop's relationship and responsibilities to the area and the Annual Conference, the jurisdiction, general Church boards and agencies, and other areas of specialized ministry; To report needs for episcopal leadership to the jurisdictional committee on episcopacy through the duly elected conference members of that committee.

The committee shall meet at least annually. The Bishop and/or Chair are authorized to call additional meetings when desired.

Authority:

This committee shall be directly amenable to Annual Conference.

Type of Committee:

This is an advisory committee.

Membership:

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

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

Terms:

The term of office shall begin with the adjournment of the Annual Conference session at which committee members are elected; Members shall serve up to two four-year terms or until their

successors are elected.

Organizational Structure:

The committee shall have a Chair, Vice Chair and Secretary elected by the committee.

Conference Committee on Episcopacy Sub-Committee

Conference Committee Episcopal Residence

Purpose:

To fulfill the functions outlined in Paragraph 638 of the 2008 Book of Discipline, including making recommendations to the Annual Conference regarding the purchase, sale, or rental of an episcopal residence and to give oversight in all matters related to upkeep, maintenance, improvements, and appropriate insurance coverage for the episcopal residence.

Membership:

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

Conference Board of Trustees

Purpose:

To be responsible for all the properties of the Annual Conference and its agencies.

Specific Activities, Deliverables or Expected Outcomes:

To receive, collect, and hold in trust for the benefit of the Annual Conference any and all donations, bequests, and devises of any kind or character, real or personal, that may be given, devised, bequeathed, or conveyed to the said board or to the Annual Conference as such for any benevolent, charitable, or religious purpose.

Receives and holds in trust for and on behalf of the Annual Conference, its districts, or any of its agencies any real or personal property previously acquired by the Conference, its districts, or its agencies to be used in carrying out their mission, ministry, and program.

May intervene and take all necessary legal steps to safeguard and protect the interests and rights of the Annual Conference anywhere and in all matters relating to property and rights to property whether arising by gift, devise, or otherwise or where held in trust or established for the benefit of the Annual Conference or its membership.

Authority:

This committee shall be directly amenable to Annual Conference.

Type of Committee:

This is a decision-making committee.

Membership:

The Board shall consist of twelve (12) persons, and it is recommended that one-third be clergy, one third laywomen, and one-third laymen, in accordance with the provisions of Paragraph 610.5. Said persons must be of legal age as determined by law, and lay members shall be members in good standing of local churches within the bounds of the Conference.

Terms:

The term of office shall begin with the adjournment of the Annual Conference session at which members are elected. They shall be elected by the Conference for staggered terms of four years and shall serve until their successors have been elected.

Organizational Structure:

The Board shall meet at least annually and organize by electing a President, Vice President, Secretary and Treasurer.

Conference Commission on Archives and History

Purpose:

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

Specific Activities, Deliverables or Expected Outcomes:

To encourage and assist the local churches in preserving their records, compiling their histories, and celebrating their heritage.

To provide for the permanent safekeeping of the historical records of all abandoned or discontinued churches in the bounds of the Annual Conference and its antecedents (see Paragraph 2548).

To nominate to the General Commission on Archives and History buildings, locations, or structures within the Annual Conference for designation as historic sites or heritage landmarks.

To establish retention and disposition schedules for Annual Conference and local church records under standards or guidelines developed by the General Commission on Archives and History.

To work with ethnic congregations of the Conference to develop and preserve the historical records of those congregations and antecedent conferences.

Authority:

This committee shall be directly amenable to Annual Conference.

Type of Committee:

This is a coordinating and advisory committee in matters of preservation and record retention.

Membership:

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

Terms:

The term of office shall begin with the adjournment of the Annual Conference session at which members are elected. Members may serve up to two four-year terms. Membership is renewable annually based on agreement of the Conference Committee on Nominations and the Chair of the committee.

Organizational Structure:

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

Conference Commission on Communications

Purpose:

To serve as an advisory and resource body to the Annual Conference in cooperation with the Conference Communication Director.

Specific Activities, Deliverables or Expected Outcomes:

Serves as an editorial advisory group to the Communications Director.

Has representation on the Northern California Ecumenical Media Resource Center Board of Directors.

Provides assistance and resources to strength local churches.

Promotes the Connectional Relationship through its publications and other resources.

Available as consultant for other conference agencies.

Provides training opportunities for Conference and local church leadership in communications using the resources of the General Commission on Communication.

Helps the local church understand its financial responsibility to the Annual Conference and the denomination, and engages local church support.

Develops and promotes use of Publication Guidelines to encourage consistent, effective communication.

Respects the range of beliefs within the spectrum of theology of the United Methodist Church and the importance of communicating those differences objectively.

Communicates the ethnic and cultural diversity in our Annual Conference.

Authority:

This committee shall be directly amenable to Annual Conference.

Type of Committee:

This is an advisory and resourcing committee.

Membership:

The Commission consists of up to ten (10) members, with five (5) to be nominated by the Conference Committee on Nominations and five (5) to be nominated by the Commission.

Terms:

Members shall serve up to two, four-year terms, renewable at the recommendation of the Commission; a quorum consists of the members present at a properly convened meeting of the Commission.

Organizational Structure:

The Commission shall have a Chair and Secretary, to be nominated by the Conference Committee on Nominations in consultation with the Commission.