

# 2007 Journal

## Oklahoma Annual Conference



***Disciples:***

***Called to Serve, Set Apart in Truth, Sent in Love***

**SECTION K**

STANDING RULES AND STRUCTURE OF THE OKLAHOMA ANNUAL CONFERENCE

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## STANDING RULES

### I. ORGANIZATION

#### A. ANNUAL CONFERENCE

1. In accordance with *The Book of Discipline* 2004 (§ 32) the Annual Conference shall include the following lay members in order to equalize lay and ministerial membership of the Annual Conference; the lay leaders; the district lay leaders, President of United Methodist Men; President of United Methodist Women; lay persons holding any of the following offices; Director of Communications, Conference Treasurer, United Methodist Foundation President, Circle of Care Director, President of Oklahoma City University, Adult Chair(s) of the Conference Council on Youth Ministry, The Director of Connectional Ministries; Co-chair(s) of the Standing Committee on Campus Ministry; the lay chairpersons of Annual Conference Councils, boards, commissions, committees; the lay members from Oklahoma of general boards and agencies, and the lay delegates to the most recent General Conference; the president of the conference youth organization; the chair of the Oklahoma United Methodist Student Movement; and one person between the ages of 12 and 17 and one person between the ages of 18-30 from each district. Such persons must be members of The United Methodist Church and active participants at the time of election. Each charge served by more than one clergy shall be entitled to as many lay members as there are clergy members. The lay members shall have been members of The United Methodist Church for the two years preceding their election and shall have been active participants in The United Methodist Church for at least four years preceding their election (*The Book of Discipline* 2004, ¶ 602.4).

Should the total number of lay members, both elected and ex-officio still be fewer than the number of ministerial members, the difference shall be proportionately distributed to the districts, based on the number of pastoral charges in each district which have two or more churches. The District Superintendents shall then assign these additional openings to be filled by members elected by churches which otherwise would be without lay representation.

2. The Conference shall elect, at the first session following each General Conference, a Conference Secretary and a Conference Statistician to serve for the quadrennium. Assistant Conference Secretaries shall be nominated by the Conference Secretary for election.

3. The Director of Connectional Ministries shall edit and publish a Pre-Conference Workbook, in cooperation with the Council on Finance and Administration, which is to be mailed to the members of the Annual Conference at least 15 days previous to convening.

4. The Conference Treasurer shall be elected at the first session of the Annual Conference following the General Conference and in accordance with the provisions of the *Book of Discipline*.

5. The fiscal and programming year of the Annual Conference shall be January 1 to December 31.

6. The Cabinet, Conference Treasurer, and Conference Statistician will establish a date by which time all Local Church year-end reports are due in the office of the Treasurer and Statistician each year. The method and manner of gathering this information shall be the responsibility of the District Superintendents in each district. Reports shall be made in the format prescribed by the Treasurer and the Statistician.

7. The District Superintendents shall, by January 31 each year, furnish the Treasurer-Director of Administrative Services lists of the Lay Members and Alternate Lay Members, of the Annual Conference.

8. The District Superintendents shall furnish the Director of Communications copies of the memoirs of deceased ministers, minister's spouses, associate ministers, and diaconal ministers, to be printed in the Memorial Brochure and *Journal* of the Annual Conference.

9. The District Superintendent shall report immediately to the Treasurer or Benefits Officer of the Board of Pensions the death of any person with a claim on the Conference as listed in the Journal.

10. There shall be an Annual Conference Agenda Committee to plan and arrange the agenda for the Annual Conference session. The committee shall be composed of the presiding bishop (who shall chair the committee), the dean of the Cabinet, host pastor, host District Superintendent(s), for the approaching Conference session, Conference Secretary, the Director of Connectional Ministries, the Treasurer-Director of Administrative Services; the Conference Director of Communications/Assistant to the Bishop, the Conference Lay Leader, and such others as may be necessary to plan the Annual Conference session.

## **B. DISTRICT CONFERENCE**

1. A district Conference shall be held annually on call of the District Superintendent. It shall be composed of all district clergy, (elders, deacons, probationary members, associate members, retired, supernumerary, and local); the deaconesses; the diaconal ministers; the church lay leaders; president of the United Methodist Women and the president of the United Methodist Men from each local church in the district; the district trustees; the district lay leader and any associate district lay leaders; the lay member(s) of the Annual Conference from each charge; the district president of United Methodist Women, United Methodist Men, Youth Ministries Council; the district representative to the Conference Council on Youth Ministries; the Chair(s) of the United Methodist Student Movement or its equivalent within the district; the district mission secretary; the district communications officer, the district representative to the Conference Department of Congregational Development, the district chairs of Mission and Service, Discipleship Ministries, Leadership Development Ministries, stewardship and finance, age level coordinators; camps and conference representative, and other persons as the District Conference or Annual Conference may determine.

2. There may be a District Council or leadership equivalent structure in each District, the membership to be determined by the District Conference. The District Conference shall determine what other entities are needed to do the work of the District, taking care to fulfill the mandates of the *Book of Discipline*. Vacancies in the membership of the District Council may be filled by the District Superintendent in consultation with the District Nominations Committee.

## **C. GENERAL AND JURISDICTIONAL ELECTIONS**

1. It is the intention of the Oklahoma Annual Conference that the Conference nominate and elect a diverse delegation, lay and clergy. Diversity of race, age, ethnicity, and gender strengthen the delegation and invigorate and empower the Church.

2. Elections of Ministerial Delegates to General and Jurisdictional Conference shall be by secret ballot without nomination.

3. Election of Lay Delegates to General Conference and Jurisdictional Conference shall include steps which identify and provide information about suitable lay persons, including:

a. Prior to January 31 of the year in which Lay Delegates are to be elected, a representative assembly of lay persons shall be convened in each District by the District Superintendent, and shall include, but not be limited to the members and alternate lay members of the Annual Conference from that district. Said representative assembly to be entitled to name up to 10 persons from that district for consideration.

b. Prior to February 28 of the year in which Lay Delegates are to be elected the District Lay Leader shall forward to the Director of Communications, for each person suggested by the representative assembly, a brief statement not exceeding fifty (50) words, to include pertinent biographical information and answer the question: "What do you consider to be the key concerns and issues facing the United Methodist Church in this day?" These sketches shall be printed in alphabetical order and distributed to the lay members of the Annual Conference by May 1 of the year in which Lay Delegates are to be elected.

c. Balloting for Lay Delegates shall be open to all eligible lay persons.

d. When the results of the first lay ballot are announced, printed lists of the same shall be furnished each lay member, listing the 60 lay persons receiving the largest vote, in descending order of votes received, showing the number of votes received by each person.

e. When the results of the first clergy ballot are announced, printed lists of the same shall be furnished each clergy member listing the 60 clergy persons receiving the largest vote, in descending order of votes received, showing the number of votes received by each person.

f. Following the distribution of the results of the first ballot, lay and clergy, the presiding Bishop shall not read the names and number of those receiving 5 or fewer votes on any subsequent ballot.

## **D. PROCEDURES (Annual Conference Session)**

1. Roll call shall be by registration.

2. The Annual Conference shall determine its Standing Rules in keeping with *The Book of Discipline* 2004 (§ 605), and shall otherwise be governed by Robert's Rules of Order.

3. Each report printed in the Pre-Conference Workbook (Reports of Boards and Committees) shall be divided into two sections. Section "A" shall set forth in succinct fashion the matters on which action of the Annual Conference is required or recommended. Section "B" shall include general information not requiring action.

4. The Conference Secretary shall be authorized to edit and prepare for publication the minutes of the Annual Conference. The Department of Communications shall be responsible for the publication and distribution of the *Journal*, in accordance with the 2004 *Book of Discipline* (§ 606).

5. Reports and papers not in the hands of the Conference Secretary within fifteen (15) days following the final day of the Annual Conference shall be excluded from the *Journal*.

6. Motions requesting Conference funds which have not been included in the proposed budget submitted by the Conference Council on Finance and Administration shall first be referred to the Council on Finance and Administration for consideration and recommendation

to the Annual Conference. Absent a favorable recommendation by the Council, it shall require a two-thirds (2/3) vote of the Annual Conference for approval.

7. All action items printed in the Pre-Conference Workbook, or included in the Legislative Packet, shall be considered to be in the hands of the body and available to be acted upon at any time.

8. Any motion or resolution not in the Pre-Conference Workbook, or the Legislative Packet shall not be considered by the body until it has lain on the table for 24 hours. A 2/3 vote of the body is required to suspend this rule.

9. Any motion or petition submitted by an individual or church to the Annual Conference Session must be received by March 1 for consideration and shall first be referred to the Council, Board, or Committee which is assigned the area of concern with which the motion or petition deals. If the body to which it is submitted denies the petition the Annual Conference may be requested to suspend the rules for the petition to be heard. If the rules are suspended by a 2/3 majority the petition shall lie on the table for 24 hours before being considered. The agency to which such motion or petition was submitted but denied shall bring its recommendation to the Annual Conference when said item reaches the floor. This Rule does not apply to normal motions regarding matters properly before the Annual Conference, having appeared in the *Pre-Conference Workbook*, the Legislative Packet, or properly coming from an agency of the Annual Conference.

10. If a positive action has been taken by the Annual Conference it shall be the responsibility of either the Annual Conference Council, or the Council on Finance and Administration, or the Secretary of the Annual Conference, unless otherwise assigned by the Annual Conference, to monitor for assurance of compliance with the action of the Annual Conference. The monitoring group shall report its findings to the Annual Conference.

## **II. CONFERENCE NOMINATING PROCEDURES**

### **A. QUADRENNIAL LEADERSHIP**

1. There shall be a Conference Nominating Committee consisting of the following: The District Superintendent from each District, the District Lay Leader, or their designee, the Conference Lay Leader, the Presidents of the Conference United Methodist Men and United Methodist Women, and representatives from: Religion and Race, Commission on the Status and Role of Women (COSROW), a Conference youth chosen by the CCYM, and two clergy and two lay at large members to insure balance of representation. The Treasurer-Director of Administrative Services, The Director of Connectional Ministries, and the Director of Communications/Administrative Assistant to the Bishop shall be ex-officio with voice but not vote.

2. The Chair of the Nominating Committee shall be named by the Bishop and may be Clergy or Laity. The quadrennial boards, commissions, ministry teams, departments, and committees shall elect their officers within thirty (30) days following the first Annual Conference session following the General Conference. Election of officers shall be preceded by a time of orientation to the work of the entity for which offices are being elected. The election shall be conducted by a District Superintendent, or their designee, and shall be by secret ballot, following nominations from the floor. Organization and the appointing of additional leadership of the several Annual Conference entities, elected for the quadrennium,

shall take place no later than 30 days following the elections by the Annual Conference. Vacancies occurring in the elected officers of the entities of the Annual Conference during the quadrennium shall be replaced by election by that entity and affirmed by the next Annual Conference.

3. Prior to the first of August of each calendar year all entities of the Annual Conference shall submit planned dates for their groups to meet the next calendar year to the Treasurer-Director of Administrative Services, and the Director of Connectional Ministries, and the Director of Communications/Assistant to the Bishop, who shall coordinate all dates and, insofar as possible eliminate conflicting meeting times. Written notices of these meetings shall then be communicated to each member of each entity. An electronic Conference Calendar may be developed and used as an official Annual Conference Calendar, being published in the Web Page of the Annual Conference.

## **B. DISTRICT NOMINATING COMMITTEE**

1. Each District shall have a nominating committee consisting of an appropriate number of persons to represent the varied geographic areas of the District, along with the District Superintendent and the District Lay Leader. Each District Conference shall set the number and make-up of its Nominating Committee. They shall be responsible for screening nominations coming from local churches, and any other source involving persons from their district. Care shall be given to see that those being nominated have evidenced leadership in their local churches and are growing Christians in their faith.

No nomination from the District Nominations Committee shall be considered by the Conference Nominating Committee unless accompanied by the full address, including mail, phone, and where possible fax and e-mail of each person being nominated. The District Nominations Committee shall ascertain, following consideration of nominations, the willingness for persons to have their name submitted for service in a given area, and shall attest this information to the Conference Nominating Committee Chair prior to Annual Conference action on any nominations.

## **C. NOMINATIONS POOL**

1. Each local church in the Annual Conference shall consider those who have gifts for ministry beyond the local church, either in the quadrennial nominations structure, or for short-term ministry on a Task Group or a Project Team.

The Conference Ministry Nominations Pool data-base shall be maintained and available through the office of the Annual Conference Council. This data-base shall be updated regularly and shall be available to all areas of the leadership of the Annual Conference to select potential participants in ministry endeavors including Task Groups and Project Teams.

2. Insofar as possible, disciplinary requirements regarding balance in membership of Conference ministry teams, departments, boards, commissions, councils, committees, and other agencies shall be followed. It is the intention of the Oklahoma Annual Conference that there shall be ethnic minority inclusion in the membership of ministry teams, departments, boards, councils, commissions, and committees of the Annual Conference. In valuing and practicing diversity in the composition of all the ministry teams, departments, boards, councils, commissions, and committees of the Oklahoma Annual Conference, we invigorate and empower the church. Ethnic and age diversity in the composition of the membership of

these programming and operational bodies of the church is critical to the future of United Methodism in Oklahoma. Following District Nominating Committee meetings each District Superintendent shall forward to the Chair of the Conference Nominating Committee the names of the qualified racial-ethnic persons nominated by the district committee. From that list, and other suitable sources, the Conference Nominating Committee may make additional nominations to help fulfill this intention.

3. No person shall serve as an elected member of more than one Annual Conference ministry team, department, board, council, or commission at one time, except for the Board of Laity, boards of trustees, and ex-officio representatives on boards, commissions, and committees. Ex-officio membership shall not be subject to this limitation. It is urged that leadership positions be filled in such a way that the number of positions held by any one person be minimized.

Membership on the following ministry teams, boards, councils, and commissions shall be subject to the “one-entity” rule: MINISTRY TEAMS: Discipleship, Leadership Development, and Mission and Service. BOARDS: Ordained Ministry, Pensions and Health Benefits and Prison Ministry CJAMM. COUNCILS: Finance and Administration and Annual Conference Council. COMMISSIONS: Archives and History, Equitable Compensation, Religion and Race, Status and Role of Women and the Commission on Small Membership Churches. DEPARTMENTS: Congregational Development, and Communications. At-Large members of these two entities shall fall under the one-entity rule. Additional members representing Districts, or by reason of special expertise in these areas shall be permitted and not be subject to the one-entity rule.

Membership on the Council on Finance and Administration is limited still further by *The Book of Discipline* so that no person may serve on that Council who is also a member of any other conference agency which receives funds from the conference budget. It shall be the responsibility of the Conference Committee on Nominations to see that this structure rule is obeyed, absolutely and without exception.

In addition to membership on a ministry team, department, board, council or commission, a person may be elected to membership on no more than one standing committee of the Annual Conference. The following standing committees are exceptions to the one entity rule: Courtesies and Resolutions, Episcopacy, Episcopal Housing, Investigation, *Journal*, and Agency/Capital Emergency Fund, and Clergy Housing. Only those bodies created and elected by the Annual Conference shall be subject to the “one entity, one committee” rule. Task groups, project teams committees, sub-committees, and departments created by Annual Conference ministry teams, departments, boards, councils, commissions, and committees shall be exempt from this rule, and may be selected by the parent body rather than the Annual Conference.

When the Annual Conference creates and elects a new body, the resolution or other action creating the body shall specify whether or not it is to be subject to the “one-entity, one committee” and tenure rules.

### III. TENURE ON CONFERENCE ENTITIES

1. **Tenure.** Election to conference entities, unless otherwise stated, shall be for one quadrennium or the balance of a quadrennium. No person shall serve more than eight consecutive years on the same entity unless the person was elected to serve a partial term. In that case the person could serve up to 11 years. A person whose term has expired shall be eligible for re-election to the same quadrennial entity after one full quadrennium has passed. The terms of office and membership on Annual Conference entities, unless otherwise provided, shall begin as they are elected. The term of office of the members of the Conference Committee on Nominations shall extend until their successors are elected by the District Conference.

2. **Membership Termination.** Membership is terminated if a member becomes a district superintendent (unless chosen as a cabinet representative) or moves outside the Conference on a permanent basis. Membership may be terminated for failure to attend at least one meeting over a period of one year, having been properly notified of time and place of meetings.

3. **Accuracy in Tenure Reporting.** The Conference Nominating Committee will be responsible for accurate accounting and reporting to the Conference Secretary for inclusion in the Conference *Journal* the years served by individuals in order to comply with the rule prohibiting more than eight consecutive years on an entity. They shall indicate, following each person's name, the year elected to that entity and the symbol for the district from which that person comes.

4. **Cabinet Representation.** The Cabinet may designate from its membership representatives to conference boards, commissions, committees, or agencies, who shall serve as liaison persons between the Cabinet and the respective body. They shall have floor privileges in said group, be a member of the Executive Committee, and have voting rights where authorized by the *Book of Discipline* or the respective body.

### IV. FINANCIAL

1. The Conference Secretary and the Conference Statistician shall, on recommendation of the Conference Council on Finance and Administration, receive an honorarium, to be paid out of the budgeted funds of the Annual Conference.

2. All conference funds shall be sent to the Conference Treasurer with the approved report form. Funds for district work or promotion, district missions or district parsonages shall be sent to the appropriate treasurers.

3. All boards, councils and agencies which have members of the conference under appointment beyond the local church shall be required to pay monthly to the Clergy Retirement Security Plan at the rate established by the Board of Pensions and approved by the Annual Conference.

4. All clergy members (Full, Probationary, and Associate) of the Oklahoma Annual Conference, and Full-Time Local Pastors who are appointed full-time and who are participating in the Clergy Retirement Security Plan shall participate in the Ministers' Healthcare Benefits Plan, subject to the provisions of the plan, and all churches which have pastors under appointment shall pay the apportionment for the Healthcare Benefits fund as a Ministerial Support item.

5. The Conference Secretary is directed to rent a safety deposit box for the safekeeping of all legal and valuable documents of the Conference. This includes legal documents of the boards, trustees, and other agencies of the Annual Conference. A permanent index is to be on file in the office of the presiding bishop.

6. The Council on Finance and Administration shall review at least annually and account to the Annual Conference for disbursements of funds in accordance with budgets approved by the Annual Conference; and receive and review annually and make available quadrennially a consolidated statement of assets and liabilities of all conference-related boards, agencies and institutions including trusts and endowment funds.

7. The district superintendent shall furnish the Conference Treasurer by December 15, the pastoral compensation for each pastoral charge as approved by the charge conference.

8. The district superintendent shall send to the Conference Statistician, on or before January 10, the number, value and indebtedness on the district parsonage and all other property owned or partially owned by The United Methodist Church within the Bounds of the district, if these items have not otherwise been reported.

9. All organizations, agencies, and institutions of the Annual Conference which are related to programming must submit their financial requests through the appropriate program entity to which they are assigned for review and approval. All program budgets must then be submitted to the Annual Conference Council for review and approval before forwarding to the Council on Finance and Administration. This does not preclude representatives from the requesting organizations, agencies, or institutions also asking to appear before the Council on Finance and Administration to support their requests. Upon invitation of the Council on Finance and Administration, any entity with financial requests may appear before them to support their request. All entities shall have the right of appeal to the Annual Conference directly for support of their work.

## V. CONFERENCE HOUSING COMMITTEE

The Conference Clergy Housing Committee shall be a committee of the Commission on Equitable Compensation. This committee shall review policies, standards and guidelines regarding clergy housing at least once every quadrennium, receive annual reports and check lists from the District Committee on Church Location and Building regarding the implementation of the standards and recommendations for needed changes and make a report to the annual conference each year regarding improvements and needs. The clergy housing standards policy shall be printed in the Annual Conference Journal annually. This committee is to be made up of at least two members from each District Committee on Church Location and Building (one clergy and one laity), the president of the Clergy Spouse Fellowship, the chairperson of the Commission on Equitable Compensation, the chairperson of the Covenant Family Committee of the Board of Ordained Ministry (or equivalent), and a cabinet representative. It is not subject to the one-entity rule.

## VI. SEXUAL ETHICS POLICY

**Statement of Policy.** Church Professionals of the Oklahoma Annual Conference shall not engage in sexual abuse, sexual harassment or sexual misconduct.

**Theological Foundation.** All persons are created by God. God intends all persons to have worth and dignity in their relationships. We are one connected body, and when one part of the body is injured physically, emotionally or spiritually, the entire body is rendered less than God intended. Misconduct of a sexual nature of any kind violates a person's wholeness and is an unjust use of status and power and a sinful behavior against God and one another.

The Scripture witnesses to a God who brings about justice, mercy and grace. The Church is called to express God's love in concrete actions of compassion and healing for all God's people.

### Definitions

1. **Sexual Abuse:** Sexual abuse means unwanted physical conduct of a sexual nature, sexual contact or sexualized behavior and may include, by example, touching, fondling, other physical contact and sexual relations.
2. **Sexual Harassment:** Sexual harassment is any unwanted sexual advance or demand, either verbal or physical, that is reasonably perceived by the recipient as demeaning, intimidating or coercive. Sexual harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue. Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination on the basis of gender.
3. **Sexual Misconduct:** Sexual misconduct means a chargeable offense within the meaning of *The Book of Discipline* ¶ 2702.
4. **Church Professional:** A Church Professional shall include Full, Associate and Probationary ministerial members of the Annual Conference, ordained Deacons, and Elders, Diaconal Ministers and Local Pastors, in both the effective and retired relationships, and other persons serving the Conference or any local church under appointment of the Bishop or under the supervision of the District Superintendent, including persons keeping their membership in another annual conference or in another denomination and persons holding orders issued by these annual conferences while on Honorable or Administrative Location.

**Implementation.** Church Professionals and local churches of the Annual Conference shall be provided a copy of this policy and shall be offered training information to assist in the understanding and implementation of this policy. This policy shall be published annually in the *Oklahoma Conference Journal*.

**Making a Complaint.** Persons who have knowledge of possible violations of this policy by a church professional may report the same to any church professional, any District Superintendent, or the Bishop. Upon any complaint, the Conference will take action in accordance with the provisions of the current *Book of Discipline* of The United Methodist Church.

**Local Church Policies.** The Annual Conference recommends that local churches adopt a local church sexual harassment policy.

## VII. THE STANDING RULES, STRUCTURE AND POLICY REVIEW COMMITTEE

1. The Committee on Standing Rules, Structure and Policy Review shall review annually the Standing Rules for appropriate updating and shall review and recommend all submissions for changes in the Standing Rules to the Annual Conference for their consideration and adoption.
2. A permanent record of all existing policies of the Annual Conference shall be maintained by the Standing Rules, Structure and Policy Review Committee. It shall be the responsibilities of this Committee to recommend to the Annual Conference, from time to time, the deletion of obsolete policies.
3. Changes in the Standing Rules may be made by the Annual Conference upon recommendation of, or following consideration by, the Standing Rules Committee.
4. The Standing Rules of the Annual Conference, or any of the items in the Standing Rules, may be amended, substituted, or deleted by a two-thirds vote of the Annual Conference. Any such action must be presented in writing to the Annual Conference 24 or more hours preceding the time of the vote or ballot at a regular session of the Annual Conference.
5. The Conference Secretary shall inform the Committee on Standing Rules of any changes required by the current *Discipline* each quadrennium when the new *Discipline* has been published following a General Conference.

*HERSCHEL BEARD*, chair

## STRUCTURE OF THE OKLAHOMA ANNUAL CONFERENCE

**ANNUAL CONFERENCE COUNCIL.** There shall be an Annual Conference Council to coordinate the ministries of the Oklahoma Annual Conference.

### **Membership:**

Fifteen lay and fifteen clergy at large members, (nominated by the Nominating Committee of the Annual Conference).

Ex-Officio with vote: Bishop, one District Superintendent, the Conference Lay Leader, the Conference Chancellor.

The Chair or designee from: Discipleship Ministry Team, Leadership Development Ministry Team, and Mission and Service Ministry Team; Department of Communications, Department of Congregational Development.

The Conference President of: United Methodist Women and United Methodist Men,

The Chairperson of: Board of Ordained Ministry, Circle of Care, Religion & Race, Commission on Status & Role of Women, Board of Pension and Health Benefits, Standing Committee on Campus Ministry, Camps and Conferences, Conference Trustees,

A representative from: The Health Care & Retirement Living Association, Criminal Justice and Mercy Ministries, Conference Council on Youth Ministry, The Oklahoma United Methodist Foundation.

Ex-Officio with voice but not vote: Representative from the Council on Finance & Administration, President of Circle of Care, President (or designee) of Oklahoma City University, Director of Connectional Ministries, Conference Treasurer, Director of Communications, ACC Staff.

**Duties:**

1. Recommend a unified budget to the Council on Finance and Administration
2. Set the Annual Conference Calendar
3. Approve job descriptions for the Conference program staff
4. Recommend goals and program priorities to the Annual Conference
5. Carry out decisions made by the Annual Conference relating to program ministries
6. Fulfill the Disciplinary requirements related to Conference programming
7. Facilitate the relationship between the Annual Conference and the General Church
8. Appoint a Visioning Team to carry out the functions of Futuring, Research and Evaluation.

**MINISTRY TEAMS.** There shall be three Ministry Teams: Discipleship, Mission and Service, and Leadership Development; as hereinafter described.

**THE DISCIPLESHIP MINISTRY TEAM.** There shall be a Discipleship Ministry Team that will provide for the following areas of ministries: Spiritual Formation and Academy Ministries; training for Evangelism; Confirmation training; Kairos Ministries; Marriage Ministries, Human Sexuality training; Covenant Care Ministries; Christian Education and Vacation Bible School training; promotion of Disciple Bible; Camping Ministries; Age level and Family Life Ministries; The Conference Council on Youth Ministries; the Conference Council of Adult Workers with Youth; Christian Higher Education and Campus Ministry; Young Adult Ministries; Older Adult Ministries; and training and resources for worship. To this Ministry Team shall be assigned all Disciplinary responsibilities formerly assigned to: Discipleship; The Board of Education; The Board of Evangelism; The Commission on Worship; the Departments of Youth, Children, Adult and Family Life; and Higher Education and Campus Ministry.

**Membership:** The Conference Nominating Committee shall name and the Annual Conference elect; fifteen (15) clergy and fifteen (15) lay members. Council Staff may serve, Ex-officio, without vote as their responsibilities coincide with the responsibilities of this Ministry Team.

**Project Teams and Task Groups.** For the purposes of gathering persons with expertise or special interest in areas of these assigned responsibilities, there may be formed Project Teams or Task Groups for specific work. The membership of these groups may come from within the membership or from outside the membership. They shall report to and be accountable to the Ministry Team that formed them.

**THE LEADERSHIP DEVELOPMENT MINISTRY TEAM.** There shall be a Leadership Development Ministry Team that will develop programs and policies for all aspects of leadership development as assigned by the Annual Conference, requested by the local churches, or fashioned in its own processes. The Ministry Team will seek to initiate, coordinate, and respond to the leadership development opportunities and needs of the Local Churches, Districts and Annual Conference.

**Membership:** The Conference Nominating Committee shall nominate and the Annual Conference shall elect; fifteen (15) clergy and fifteen (15) lay members. Additionally, representatives of the following groups shall relate to and provide representation to this Ministry Team: The Commission on Religion and Race; The Commission on the Status and Role of Women; The Board of Ordained Ministry; The Board of Laity; and The Recruitment Team. Council Staff may serve, Ex-officio, without vote as their responsibilities coincide with the responsibilities of this Ministry Team.

**Project Teams and Task Groups.** For the purposes of gathering persons with expertise or special interest in areas of these assigned responsibilities, there may be formed Project Teams or Task Groups for specific work. The membership of these groups may come from within the membership or from outside the membership. They shall report to and be accountable to the Ministry Team that formed them.

**THE MISSION AND SERVICE MINISTRY TEAM.** There shall be a Mission and Service Ministry Team that will develop ministries in the following areas: Christian Social Concerns; cultural and language ministries; Global Ministries and Mission,; Volunteers In Mission; Disaster Response; Health and Welfare Concerns; Urban Ministries; and Native American Relationships. Related to this Ministry Team, and reporting to the Annual Conference via this team will be: The Criminal Justice and Mercy Ministries Board; The Woodworth Estate Committee; and The Cookson Hills Board. The Mission and Service Ministry Team shall elect from their membership a person to serve as The Conference Mission Secretary. To this Ministry Team shall be assigned all the Disciplinary responsibilities formerly assigned to the Boards of Global Ministries, Church and Society, and the Commission on Christian Unity and Inter-religious Concerns.

According to the stipulations of the will establishing the Woodworth Trust, the Mission and Service Ministry Team (as the successor to the Board of Missions) shall name the members of the Trust.

**Membership:** The Conference Nominating Committee shall nominate and the Annual Conference shall elect; fifteen (15) clergy and fifteen (15) lay members. Council Staff may serve, Ex-officio, without vote as their responsibilities coincide with the responsibilities of this Ministry Team.

**Project Teams and Task Groups.** For the purposes of gathering persons with expertise or special interest in areas of these assigned responsibilities, there may be formed Project Teams or Task Groups for specific work. The membership of these groups may come from within the membership or from outside the membership. They shall report to and be accountable to the Ministry Team that formed them.

**DEPARTMENTS.** There shall be two Departments: Communications and Congregational Development; as hereinafter described:

**COMMUNICATIONS.** There shall be a Department of Communications that shall be responsible for the communication and public relations needs of the Annual Conference and all its entities. It shall develop a two-way method of communication which allows local churches to give feedback to the various conference units as well as facilitate the communication needs of the conference, districts, and local churches.

**Membership:** The Conference Nominating Committee shall nominate and the Annual Conference shall elect: 12 persons, and the District Superintendents shall name 12 District Communication Coordinators, plus the Director may name additional members who bring specific expertise to the Department. The Communications Department shall be exempt from the Standing Rules concerning Board, Commission and Committee membership.

**CONGREGATIONAL DEVELOPMENT.** There shall be a Department of Congregational Development to resource the local churches in their growth, facilitate new church starts, in cooperation with the Cabinet, and provide resources and programs for revitalization. It shall provide research information on demographics, lifestyle concerns, emerging cultural conditions, and potential new church starts, relocations, and mergers.

The Department shall include the work of The Racial Ethnic Coordinating Committee, The Commission on the Black Church, The Hispanic Ministries Committee, and The Commission on the Rural and Smaller Membership Church.

**Membership:** The Conference Nominating Committee shall nominate and the Annual Conference shall elect 12 persons, and the District Superintendents shall each name a District Representative, plus the Director may name additional members who bring specific expertise to the Department.

**CONFERENCE NOMINATING COMMITTEE:** There shall be an Annual Conference Nominations Committee that shall have the following responsibilities:

1. Promoting the opportunity for lay and clergy service beyond the local church in every local congregation.
2. Providing appropriate information and processes for potential leaders from the local churches to discern their gifts and leadership strengths and offer their services beyond the local church.
3. Directing the collecting and maintaining of an adequate pool of potential leaders from local churches so as to supply a continuous resource to those who have need of persons to be involved in project teams, task forces and other work of the Annual Conference.
4. Developing a Leadership Data Base to be managed by the Conference Council staff in the Conference Ministry Center, and made available to all areas of leadership need in the Conference.
5. Working to maintain a full compliment of leaders in all areas of the life of the Annual Conference by monitoring annually the attendance and participation records of the several entities of the Annual Conference in order to maintain strength and vitality of leadership across the church, and making new nominations for vacancies where needed.
6. Working in cooperation with the Leadership Development Ministry Team and the Annual Conference Council to see that appropriate training for leaders is offered and promoted in the Annual Conference.
7. Preparing the annual and quadrennial nominations and presenting them to the Annual Conference for approval.
8. Following the disciplinary requirements regarding ethnic, age and gender balances in each area insofar as possible.

**Membership:**

The Nominating Committee shall be composed of the following:

- The District Superintendent and District Lay Leader from each District
- The Conference Lay Leader
- The Conference President of the United Methodist Women.
- The Conference President of the United Methodist Men
- A Conference youth chosen by the CCYM
- A representative from the Commission on the Status and Role of Women
- A representative from the Commission on Religion and Race
- Two clergy and two lay persons at large to insure balance of representation
- A chairperson named by the Bishop
- A secretary chosen by the nominating committee

Ex-officio with voice but without vote:

- The Treasurer/Director of Administrative Services
- The Director of Connectional Ministries
- The Director of Communications/Assistant to the Bishop

**THE COMMITTEE ON STANDING RULES, STRUCTURE AND POLICY REVIEW:**

The responsibilities of the committee will be:

-Proposing to the Annual Conference such rules of order as may be needed to enable the Annual Conference to appropriately do its work.

-Receive from all groups within the Annual Conference proposals for structure or rules changes, and when appropriate proposing these changes to the Annual Conference for adoption.

-Reviewing all proposed new or revised Annual Conference entities Articles of Incorporation and By-Laws for comment and recommendation before being submitted to the Annual Conference. This Committee may report its findings on any such items to the Annual Conference prior to those items being considered by the Annual Conference.

-Studying the Standing Rules of the Annual Conference to discern any necessary adjustments, changes, or additions as may be necessary for the work of the Annual Conference.

**Membership:**

- Six (6) lay persons
- Six (6) clergy persons
- The Chair(s) of the Annual Conference Council
- The Director of the Annual Conference Council, with voice but without vote
- The Conference Treasurer, with voice but without vote
- The Conference Lay Leader
- A Cabinet Representative

**OTHER ENTITIES REQUIRED BY THE BOOK OF DISCIPLINE****EXTENSION COMMUNITY**

Circle of Care, Oklahoma City University, the Camps and Conferences Trustees, Retirement/Nursing Home Association, The Conference Trustees, and such other groups of Trustees or Boards of Directors as directed by the Annual Conference shall be represented at the Annual Conference Council by their Chair or designee. They also have a direct reporting relationship to the Annual Conference.

**CONFERENCE COMMITTEES**

Administrative Review, Agency Emergency/Capital Fund, Clergy Housing, Courtesies and Resolutions, Episcopacy Committee, Investigations, Journal, Archives and History, Equitable Compensation and any other so designated by the Annual Conference shall report to the Annual Conference.

**THE OKLAHOMA UNITED METHODIST FOUNDATION**

The Foundation reports to the Annual Conference and is represented on the Annual Conference Council by either its Director, Chair, or designee. It serves as a resource to the local church, individuals, and institutions of the Annual Conference.