

SECTION IX
STANDING RULES AND RESOLUTIONS
THE SOUTH CAROLINA ANNUAL CONFERENCE
THE UNITED METHODIST CHURCH
Structure of the Annual Conference

The following is a listing of all councils, boards, commissions, committees and boards of trust of the South Carolina Annual Conference together with the paragraph references to the **2016 Book of Discipline** (BOD) and the Standing Rules (SR) of the South Carolina Annual Conference as amended and revised and in accordance with Paragraph 604.1 of the *Book of Discipline*.

COUNCILS

	Reference
Council on Connectional Ministries	SR 48
Finance and Administration	SR 60
Youth Ministry	SR 48

BOARDS

Church & Society	Para 629	SR 48
Education	Para. 630.2	SR 48
Evangelism	Para. 630.3	SR 48
Global Ministries	Para. 633	SR 48
Health & Welfare Ministries	Para. 633.4b(27-36)	SR 48
Higher Ed. & Campus Ministries	Para. 634	SR 48
Laity	Para. 631	SR 48
Ordained Ministry	Para. 635	SR 49
Pension and Health Benefits	Para. 639	SR 50

COMMISSIONS

Archives and History	Para. 641	SR 61
Communications	Para. 646	SR 48
Christian Unity & Interreligious Concerns	Para. 642	SR 48
Equitable Compensation	Para. 625	SR 62
Religion and Race	Para. 643	SR 48
Status and Role of Women	Para. 644	SR 48
Worship	Para. 630.4	SR 48

COMMITTEES

Administrative Review	Para. 636	
Annual Conference	Para. 605.2	SR 63
Conference Journal	Para. 606.3	SR 64
Conference Staff Relations		SR 73
Congregational Development	Para 259	SR 65
Disaster Relief	Para 633/22	SR 48
Episcopacy	Para. 637	SR 72
Episcopal Residence	Para. 638	
Ethnic Local Church Concerns	Para. 632	SR 48
Joint Committee on Incapacity	Para. 652	SR 66
Ministry Advisory Team		SR 46
Native American Ministry	Para. 654	SR 48
Nominations	Para 605.3	SR 67
Pastoral Care and Counseling		SR 68
Petitions to General Conference	Para. 507	SR 69
Resolutions and Appeals		SR 70
Standing Rules		SR 71

BOARDS OF TRUST

Annual Conference	Para. 2512	
Aldersgate Special Needs Ministry		SR 56
Belin Property		SR 52
Claflin University		SR 53
Columbia College		SR 54
Epworth Children's Home		SR 55

S.C. United Methodist Advocate	SR 57
S.C. United Methodist Camps and Retreat Ministries	SR 51
Spartanburg Methodist College	SR 59
The Methodist Oaks	SR 55
United Methodist Center	SR 58
United Methodist Manor of the Pee Dee	SR 55
Wesley Commons	SR 55
Wofford College	SR 54
I. Annual Conference Rules of Order & Parliamentary Procedure	1-28
II. Annual Conference Rules of Organization	29-73
III. District Rules & Organization	74-81
IV. Miscellaneous Rules	82-88

I. ANNUAL CONFERENCE RULES OF ORDER AND PARLIAMENTARY PROCEDURE

1. The procedure of the Annual Conference shall be governed by the following in the order listed: The *Book of Discipline* of the United Methodist Church, The Standing Rules of the Annual Conference, The Rules of Order of the preceding General Conference and the current edition of *Robert's Rules of Order, Newly Revised*. For the purpose of transacting business, the quorum shall be those present and eligible to vote. If there are occasions when annual conference or clergy session cannot safely assemble in person or where the assembly would be otherwise unnecessary, but vital business of the Annual Conference needs to be conducted, the Presiding Bishop with a $\frac{1}{4}$ majority of District Superintendents may in their discretion call a regular or special session conference to conduct the business of the Annual Conference or clergy session using remote voting.
 - a. Remote voting may be by use of a secure digital voting system approved by Conference Secretary. This provision for remote voting includes all matters that may come before the Annual Conference, unless prohibited by the Book of Discipline. Further, voting eligibility and voting margins designated in the Book of Discipline or Rules of the Conference will be followed.
 - b. The bar of a virtual conference or clergy session will be those eligible, registered and signed in to the virtual session. Official attendance will be considered those who register for the virtual session.
2. The official roll call of the Annual Conference shall be the roll signed by the clerical and lay members present. The record of attendance shall be made from this roll.
3. Lay members of boards, councils, commissions and committees; lay members of the Conference Staff; and lay persons who are heads of Conference institutions supported by the Conference, who are not members of the Annual Conference, shall have the privilege of the floor without vote.
4. In order to secure the floor a member desiring to speak to the Conference shall stand at his or her seat, if able, with one arm raised, but shall not move to a microphone until recognized by the chair. At the microphone the member shall first state his or her name and the charge or appointment represented.
5. No member who has the floor may be interrupted except for a point of order, a misrepresentation, a parliamentary inquiry, a point of information, or to call attention that the time has arrived for a special order.
6. A member of the Conference may not speak more than once on a question before the Conference until every member who wishes to speak has spoken, subject to rules limiting debate. A member shall not speak for more than three (3) minutes at any time, except by permission of the Conference.
7. When the report of a board, council, commission, or committee is under consideration, the chair shall ascertain, when recognizing a member of the Conference, to which side the member desires to speak: the chair shall not give the floor to any member to speak on the same side of the pending question as the speaker immediately preceding if any member desires to speak to the other side. Except for undebatable motions, but not including the undebatable motion calling for the previous question, no report shall be acted upon or question relating to the same decided without opportunity having been given for at least two speeches for and two speeches against the said proposal. After three speeches for and three against, the question shall be put automatically. However, the chairperson or designated member presenting the report shall be entitled to speak before the vote is taken. This right shall prevail in like manner to a limit of three minutes when a vote is about to be taken

- on a motion to amend, to substitute, to postpone, to refer, to lay on the table, or any other motion whose adoption is pertinent to the report under consideration.
8. A copy of any motion made on the Conference floor shall be sent to the secretary's desk as soon as the person making the motion returns to his or her seat.
 9. The report of a board, council, commission or committee duly presented to the Conference for its action shall be deemed properly before the Conference without the necessity of a motion to adopt and a second thereto.
 10. A member rising to a point of order shall state the point as briefly and concisely as possible citing the rule or disciplinary provision invoked in the point of order. A point of order shall be decided by the chair without debate unless the chair submits the question to the body for advice or decision. When the chair rules on a point, debate is closed; but the decision may be appealed to a vote of the body.
 11. When a motion is made and seconded and stated by the chair, or a resolution is introduced and seconded, or an agency report is made or is published in the Pre-Conference report(s), it shall be deemed in possession of the Conference and may not be altered except by action of the Conference.
 12. The main question may be opened to debate under the following motions: to adopt, to commit, to substitute, to postpone, and to reconsider.
 13. If any one or more of the following motions shall be made when one or more other motions are pending, the order of their precedence in relation to one another shall be the same as the order of their listing below:
 1. To fix the time to which the Conference shall adjourn. (This motion is subject to amendment, or it may be laid on the table.)
 2. To adjourn.
 3. To take a recess.
 4. To raise a question of privilege.
 5. To call for the orders of the day.
 6. To lay on the table.
 7. To order the previous question.
 8. To limit or extend the limits of debate.
 9. To postpone to a given time.
 10. To refer.
 11. To amend or substitute (one amendment being allowed to an amendment.)
 14. Motions that are to be acted upon without debate:
 1. To adjourn, when unqualified, except to adjourn the Conference finally.
 2. To suspend a rule or rules or any provision of the Standing Rules.
 3. To lay on the table.
 4. To take from the table.
 5. To call for the previous question.
 6. To reconsider a non-debatable motion.
 7. To limit or extend the limits of debate.
 8. To call for the orders of the day.
 15. When a member moves the previous question, it shall be regarded as applying only to the immediate pending question. This motion shall be taken without debate, and a two-thirds vote of those present and voting shall be required for its adoption. If adopted, the vote shall be taken on the motion to which it applies without further debate.
 16. After discussing a pending question and before relinquishing the floor, a member may make a motion, but not one whose adoption would limit or stop debate.
 17. A motion to reconsider an action of the Conference shall be in order at any time if offered by a member who voted with the prevailing side. If the motion proposed for reconsideration is non-debatable, the motion to reconsider may not be debated.

Regular Calendar and Consent Calendar

18. The report of the Committee on Standing Rules shall be made as a part of the organization of the Conference and as often during the session as necessary.
 - a. All proposed changes in the Standing Rules shall be submitted in writing for referral to the Committee on Standing Rules and then reported out with recommendations after twelve (12) hours.
 - b. It shall require a two-thirds (2/3) majority vote to suspend the rules.
 - c. When the rules are to be suspended, only that specific portion of the rules under consideration shall be suspended.

- d. The Annual Conference by a majority vote can amend or alter the Standing Rules with or without the concurrence of the Committee on Standing Rules, provided that any change or alteration not originating in the committee on Standing Rules may be voted on after the lapse of twelve (12) hours from the time of its submission to the Conference.
- 19. It shall be an Order of the Day on the first full day of Annual Conference that the floor shall be opened for additional nominations to all boards, councils, commissions and committees to which the Committee on Nominations and parent boards are prepared to make nominations.
- 20. It shall be an Order of the Day to have the election of boards, councils, commissions, and committees no sooner than the next business day following the initial report of the Committee on Nominations, or on the last business day in the event of a one day session. If additional nominations have been made per rule 19, and if requested by the Annual Conference, ballots shall be prepared by the Conference Secretary for use in the election.
- 21. The report of the Council on Finance and Administration shall be placed on the Conference Program for information on the first full day of the Conference and for action on the last day of the Conference. When a motion for an increase in Conference Benevolences arises from anyone other than the Council on Finance and Administration and is approved by the Annual Conference, that motion shall be held a minimum of twelve (12) hours and shall require an affirmative vote at a second reading for final approval. If such a motion arises from the Conference floor on the last day of Annual Conference, a two-thirds (2/3) majority vote shall be required for approval.
- 22. There shall be a Consent Calendar for the session of the Annual Conference composed of items to be "moved to the record without reading" and such other items which do not necessarily require deliberation by the Conference in open session. The Executive Committee of the Committee on Annual Conference shall determine items to be placed on the Consent Calendar and shall distribute a list of those items in the pre-conference materials. Items placed on the Consent Calendar shall be limited to items requiring no more than a simple majority vote for adoption. Prior to the adoption of the Consent Calendar by the session, any fifteen members of the Conference may request that an item be removed from the Consent Calendar, and it shall be removed and considered at an appropriate time as determined by the President and the Secretary. The Consent Calendar shall be adopted by a majority vote of the session.

Voting Procedure

- 23. At any session of the Annual Conference there shall be a Board of Tellers which shall conduct elections as the Annual Conference may direct. The Board of Tellers shall be nominated and organized by the Conference Secretary and elected by the Annual Conference. It is recommended that this include at least one (1) minister and at least one (1) lay person from each district.
- 24. Voting shall be by voice or by show of hands or otherwise as ordered by the chair of the Conference. A standing or written count vote may be ordered on call of any member supported by one third of the members present and voting.
- 25. The Conference shall fix the voting area, also known as the bar of the Conference, at the opening business session and voting on all Conference matters must take place within the prescribed area. The voting area of the Conference shall be distinguished from other areas of the meeting site. Voting shall be by official badge only. When a vote is taken on any question, only those members within the voting bar of the Conference shall be entitled to vote. No member may enter the voting bar after the question is put.
- 26. Chairs of Annual Conference program boards, councils, commissions and committees and their subcommittees may authorize mail ballots on administrative matters arising between regular meetings of these bodies.
- 27. Election of Lay Delegates to General and Jurisdictional Conferences System of Nomination: The following system of nomination and selection shall be followed in the election of lay delegates to the General and Jurisdictional Conferences:
 - a. District Nominations
 - 1. Each local Church may submit nominations to the district superintendent. The district superintendent and the District Board of the Laity will be responsible for requesting a list of nominees from each local church. These nominees shall be selected by the Church Council, certified by the Council chairperson and pastor. Only nominations from local churches, prepared on proper forms and received on scheduled time (on or before January 10th), shall be considered for election. Elections shall be conducted at a meeting, called by the District Superintendent

- between January 11 and January 30, of all district lay members of the succeeding Annual Conference.
2. A training session shall be held in each district no later than January 30 of the year in which delegates are elected to General and Jurisdictional Conferences. The purpose of this session is to prepare lay members of the Annual Conference elected from the charges of each district for this highly important quadrennial process of the United Methodist Church. The training session, which would precede the district nominations for the pool of possible delegates, would include the following:
1. The important role of Annual Conference lay members
 2. Connectionalism / Representative system.
 3. Functions of General Conference and Jurisdictional Conference.
 4. Commitment and involvement of delegates to General and Jurisdictional Conferences.
 5. Process for selection of Bishops.
3. This training session shall be planned by the District Superintendent, the District Lay Leader, and a committee of no less than five (5) persons; and include all persons in the district who have served as delegates to General and Jurisdictional Conferences.
- b. Conference Procedure
1. A maximum of 120 names selected by the Districts shall be listed and presented to the Conference United Methodist Women, United Methodist Men, the Conference Board of the Laity, and the Conference Council on Youth Ministry. Each of these may select up to five (5) additional names.
 2. The biographical format shall be consistent for all nominees and shall be submitted on a form prepared by the Board of Laity. It shall be submitted to the Conference Secretary by the District Superintendent no later than March 1st. It shall include prior years elected to General Conference and Jurisdictional Conference; sex; race; age level and a summary of qualifications up to fifty (50) words in length submitted by the nominee. If a biographical sketch does not adhere to specifications of this resolution, the name and sketch shall be omitted from publication in the Pre-Conference Journal.
 3. Provision shall be made for write-in ballots. The Conference Secretary in preparing the balloting for General and Jurisdictional Conference delegates is authorized to utilize computerization for both lay and clerical ballots.
- c. On the first ballot, the Bishop may read only the names of laity who receive a minimum of 12 votes for election as delegate to General or Jurisdictional Conference. On each successive ballot, the minimum number of votes required for names to be read will increase by 12 votes per ballot, not to exceed a minimum of 60 votes on the 5th and successive ballots.
- d. Alternate lay delegates elected to Jurisdictional and General Conferences will be paid (by the South Carolina Annual Conference) the same per diem and travel expenses as other delegates elected to those Conferences.
28. The following system of nomination and selection shall be followed in the election of clergy delegates to the General and Jurisdictional Conferences:
- a. The Conference Secretary shall inform all eligible clergy members of their eligibility (pursuant to the provisions of *The Book of Discipline*) by November 1 of the year preceding the election of delegates. Clergy delegates to the General and Jurisdictional Conferences shall be elected from the ordained ministerial members in full connection, (*2012 Book of Discipline* ¶35) except for clergy on Involuntary Leave of Absence (¶355). The Conference Secretary shall advise eligible clergy member who are interested in being considered for election to the General and Jurisdictional Conference of their right to be listed on the clergy ballot by self-nomination or nomination by another eligible clergy member and shall provide a form for such nominations. Such forms are to be returned to the Conference Secretary by no later than February 1 in the year preceding the election of delegates.
 - b. All eligible clergy members nominated through the process outlined in a., above shall be listed on the clergy ballot prepared by the Secretary of the Annual Conference, except clergy members otherwise eligible receiving twelve or more write-in votes on any ballot during the election process shall be assigned a number and added to the clergy ballot.
 - c. All eligible clergy who allow their names to be printed on the clergy ballot shall have expressed their willingness in writing to be a nominee, to attend and participate in the conferences if elected, and to attend meetings of the delegation.
 - d. On the first ballot, the Bishop may read only the names of clergy who receive a minimum of 12 votes for election as delegate to General or Jurisdictional Conference. On each successive ballot, the minimum number of votes required for names to be read will increase by 12 votes per ballot, not to exceed a minimum of 60 votes on the 5th and successive ballots.

- e. Alternate clergy delegates elected to Jurisdictional and General Conferences will be paid (by the South Carolina Annual Conference) the same per diem and travel expenses as other delegates elected to those Conferences.

II. ANNUAL CONFERENCE RULES OF ORGANIZATION

29. The Boards, Councils, Commissions, and Committees of the Annual Conference shall submit their reports and any recommendations requiring Conference consideration to the Conference Secretary no later than March 1st of each year for printing in the preconference materials. Reports and recommendations shall be submitted in a format acceptable to the Conference Secretary. The Board of Ordained Ministry, the Board of Pension and Health Benefits, the Committee on Nominations, the Committee on Standing Rules, and the Council on Finance and Administration shall be excluded from the March 1st deadline but are requested to submit their reports and recommendations as soon as possible in consultation with the Conference Secretary.
30. The following positions shall be elected quadrennially by the Annual Conference preceding the beginning of the quadrennium:
 - a. The chancellor, upon nomination by the Bishop.
 - b. The parliamentarian, upon nomination by the Bishop.
 - c. The secretary, upon nomination by the Bishop and the Cabinet, or upon nomination from the floor.
 - d. Assistant secretaries as required, upon nomination by the Secretary of the Annual Conference.
 - e. The treasurer-statistician, who shall be elected on nomination of the Council on Finance and Administration.
 - f. The Conference Lay Leader, the quadrennial officer for Lay Leadership, shall be elected by the Annual Conference on nomination by a nominating committee composed of one representative each from the Conference United Methodist Men, the Conference United Methodist Women, and the Conference Council on Youth Ministry; two (2) District Lay Leaders and one (1) representative from Lay Servant Ministries elected to this nominating committee by the Conference Lay Leadership area; and three (3) at-large members elected by the Conference Lay Leadership area, to insure inclusiveness. This nominating committee shall make its report to Annual Conference as Report No. 2 of the report of the Conference Lay Leadership area without endorsement by the Conference Lay Leadership area. The Associate Conference Lay Leader, the Conference Secretary of Lay Leadership, the Director of Lay Servant Ministries, the Associate Director of Lay Servant Ministries, and the Secretary of Lay Servant Ministries shall be elected by the nominating committee and the tenure shall not exceed eight (8) consecutive years. The Associate Conference Lay Leader, and the Conference Secretary of Lay Leadership, the Associate Director of Lay Servant Ministries, and the Secretary of Lay Servant Ministries shall have voice without vote in the annual conference, if not otherwise a member of the Annual Conference.
 - g. The conference historian upon nomination by the Conference Commission on Archives and History.
 - h. The conference archivist upon nomination by the Conference Commission on Archives and History.
31. Compensation for the officers of the Annual Conference shall be determined by the Council on Finance and Administration subject to the approval of the Annual Conference. The Conference Treasurer shall pay those persons from the appropriate fund(s).
32. The number of additional lay members required to equalize lay and clergy representation in the Annual Conference shall be implemented on the basis of the membership reported to the last Annual Conference as follows:

Charge Membership	Number of Lay Members
452 - 711	one additional Lay Member
712 - 1,067	two additional Lay Members
1,068 - 1,423	three additional Lay Members
1,424 - 1,779	four additional Lay Members
1,780 - 2,135	five additional Lay Members
2,136 - 2,491	six additional Lay Members
2,492 - 2,847	seven additional Lay Members
2,848 and up	eight additional Lay Members

The Secretary of the Annual Conference shall be authorized to adjust this base up or down so as to provide the needed number of additional lay members. The Secretary shall notify the pastors of each charge qualifying for additional lay members by August 15th of each year. Local charges shall be responsible for the expenses of such members.

33. The Conference Treasurer shall be the custodian of all funds collected unless otherwise specifically designated. He/she shall be custodian of the funds held by the Annual Conference Trustees. (The Trustees shall administer these funds.) He/she shall be the custodian of the Board of Pension and Health Benefits funds. (The Board of Pension and Health Benefits shall administer these funds.) He/she shall be custodian of all district funds. These and all funds allocated to the various boards, councils, commissions and committees by the Council on Finance and Administration shall be credited by the Conference Treasurer in separate accounts to the boards, councils, commissions and committees. Disbursement of funds to Conference agencies shall be made by the Conference Treasurer upon order by voucher drawn by the secretary or other signer designated by the board, council, commission or committee requesting funds. Vouchers must be accompanied by adequate supporting data (receipts, bill, contemporaneous travel log, etc.). The expenses of ex-officio members on Conference boards and agencies shall be charged to the boards, councils, commissions or committees on which they serve as ex-officio members, except district superintendents, whose expenses will be reimbursed by the district.
34. Membership resulting from election by the Annual Conference on all boards, councils, commissions and committees which are considered quadrennial shall be for a quadrennium, and shall not exceed two quadrennia. Vacancies shall be elected to complete the quadrennium. In accordance with *The Book of Discipline*, members of the Board of Ordained Ministry may serve a maximum of three (3) consecutive four year terms. After this period of service that member shall be ineligible for re-election to that same agency until a lapse of two (2) years.
35. Membership resulting from election by the Annual Conference shall be limited to one quadrennial agency and one non-quadrennial agency, except ex-officio members as provided. The Committee on Investigation and the Committee on Petitions to the General Conference shall be considered neither quadrennial nor non-quadrennial.
36. All Annual Conference boards, councils, commissions and committees are considered quadrennial except the following: The Board of Camps and Retreat Ministries; The Board of Pension and Health Benefits; boards of trust for, *The South Carolina United Methodist Advocate*; Belin Property; Claflin University; Columbia College; Aldersgate Special Needs Ministry; Epworth Children's Home; Wesley Commons; The Methodist Oaks; The United Methodist Manor of the Pee Dee; Spartanburg Methodist College; Trustees of the Annual Conference; Wofford College; and The United Methodist Center.
Within sixty days of the adjournment of Annual Conference, the Conference Secretary shall notify the non-quadrennial boards, councils, commissions, and committees of the names and addresses of those elected.
The term of office for persons elected to all non-quadrennial boards, councils, commissions, and committees shall begin with the first regular meeting of that body after Annual Conference unless otherwise specified by the Discipline or by written policies of that board, council, commission, or committee.
37. The Chairperson of the Conference Committee on Nominations shall notify the Annual Conference Secretary and the Director of Connectional Ministries within fifteen days following Annual Conference of the names, addresses, local churches, and districts of those elected. Within thirty days of notification, the Director of Connectional Ministries will notify the elected individuals of their election. The secretaries of the board, commission, committee or agency will also be notified of those elected by the Director of Connectional Ministries, except at the beginning of a quadrennium.
- a. The term of office of all quadrennial boards, councils, commissions and committees shall begin with the organization of that board, council, commission or committee and continue until their successors are elected and organized. Board, council, commission and committee members may continue to serve on program implementing task groups through the program year in which their term of office ends.
 - b. At the beginning of a quadrennium all quadrennial boards, councils, commissions and committees shall be convened within ninety (90) days upon the close of the Annual Conference session for organization of the boards, councils, commissions and committees, excepting the Conference Nominating Committee. The out-going chairpersons, except where the Annual Conference has elected a chairperson, shall convene and preside over the organizational meeting. Thirty (30) days prior to the organizational meetings, the outgoing chairpersons, or the newly elected chairpersons, shall send the following to the members:
 1. Notice of meeting date and place.
 2. Copies of General and Annual Conference mandates for the boards, councils, commissions and committees.
 3. Outline of present organizational structures of the boards, councils, commissions and committees.

4. Roster of present and newly elected members showing names, addresses, telephone numbers.
38. Members of general church agencies, who serve as ex-officio members of the related Conference agencies, shall be ineligible to hold office.
39. Members of the Annual Conference Council on Connectional Ministries staff, when appointed as representatives to various Conference agencies, shall be ex-officio members without vote.
40. Ex-officio members (excluding Conference staff) of all Conference boards, councils, commissions and committees shall have vote (unless prohibited by the *Discipline* or the Standing Rules), but shall be ineligible to hold office.
41. No trustee, member of the faculty, manager of any interest, or staff person shall at the same time be a member of the parent or supervising board, council, commission or committee, unless otherwise required by the *Discipline* or the Standing Rules.
42. Parent boards may not nominate their own members to any board of trust until said member has been off that parent board for at least one (1) year.
43. Every corporation related to the Conference shall provide and maintain on file with the Conference Chancellor its current bylaws and articles of incorporation. Notification of proposed amendments to the bylaws and articles of incorporation shall be filed with the Conference Chancellor no less than thirty (30) days prior to adoption.
44. Any member of a quadrennial board, council, commission or committee who is absent from two (2) consecutive meetings of the same, without rendering an acceptable excuse to the chairperson, shall forfeit membership on such board, council, commission or committee and the chairperson shall notify the person of this action. The chairperson shall notify the Committee on Nominations of such forfeiture. The Committee on Nominations shall nominate for election replacements at the next session of the Annual Conference.
45. When a minister is appointed as District Superintendent, membership on any quadrennial board, council, commission or committee shall automatically cease: provided, that this shall not apply to ex-officio membership on any board, council, commission or committee as required by the *Discipline* or the Standing Rules.
46. There shall be an Annual Conference Ministry Advisory Team to facilitate conversation and interaction between Program Services, Administrative Services and Clergy Services. The membership shall consist of: The Resident Bishop, as convener; the Conference Lay Leader; the Conference Council on Connectional Ministries Convener; the Conference Director of Connectional Ministries; the Treasurer/Statistician; the President of the Council on Finance and Administration; the Chairperson of the Board of Ordained Ministry; the Coordinator of Clergy Services; the Cabinet President; and the Conference Benefits Officer; the chairperson of the Board of Pension and Health Benefits; and the Director of Congregational Development and the chairperson of the Committee on Congregational Development

Conference Boards

47. In making nominations for Boards of Trustees, it is recommended that parent boards or agencies (CCOCM, BHECM, EDUCATION, BHW, GLOBAL MINISTRIES) within the framework of the institution's charter (if applicable) maintain at least 25% ethnic minority representation; and when vacancies are filled, at least 25% ethnic minority representation be maintained in the total number of members. It is further recommended that until this representation is achieved, if from one to four members are to be elected, at least one be an ethnic minority person; if five to eight members are to be elected, at least two be ethnic minority persons. Nominations from the floor of the session shall comply with the recommended representation. Further, in presenting nominations for Boards of Trustees, parent boards or agencies shall identify any nominee who is not a member of The United Methodist Church by indicating the denomination or religious affiliation of the person being nominated in parentheses following his or her name.
48. CONFERENCE CONNECTIONAL MINISTRIES (CCM) AND DISTRICT CONNECTIONAL MINISTRIES (DCM)
- I. THE ORGANIZATION, STRUCTURE AND PURPOSE OF PROGRAM-RELATED AGENCIES
The organization with chairs and membership of program-related conference councils, boards, commissions, committees and equivalent structure shall coordinate functions under four Ministry Areas of Advocacy, Discipleship, Lay Leadership and Outreach. These conference agencies shall be constituted by the established annual conference procedures for nomination, election and inclusiveness (See The Book of Discipline 2016 Par. 610.5, Par. 605.3. Sections A and III. B below and 2019 Confer-

ence Standing Rules 34-73).

The structure, as mandated in *The Book of Discipline 2016*, is inclusive of specific ex-officio members for unique function and/or connectional link. (See Par. 610.5, Part 710.6 and Section IX The Annual Conference of *The Book of Discipline 2016* on paragraphs for program-related conference agencies.)

The foregoing structure encompasses the process in paragraph 610 of *The Book of Discipline 2016*.

The primary purpose of this structure plan shall uphold the defined purpose of an annual conference as stated in Par. 601 of *The Book of Discipline 2016*, which is "...to make disciples of Jesus Christ for the transformation of the world by equipping its local churches for ministry and by providing a connection for ministry beyond the local church; all to the glory of God."

First, to these ends the following design establishes that there shall be organized in each district of the annual conference a District Connectional Ministries (DCM).

Secondly, there shall be a Conference Connectional Ministries (CCM) consistent with the disciplinary requirements in composition, election, membership terms, reporting methods, lines of accountability, ministry, mission, and structure under four Ministry Areas (See Judicial Decision 1147). This structure of the CCM shall provide for the membership, function, and connectional relationship of the local church, district, and conference with general agencies as prescribed in Par. 610 of *The Book of Discipline 2016*.

II. DISTRICT CONNECTIONAL MINISTRIES (DCM)

A. Functions & Connections of DCM

The DCM shall be composed of four Ministry Areas: Advocacy, Discipleship, Lay Leadership, and Outreach. The focus of the four Ministry Areas shall be to enhance the connectional relationship with equivalent local church officers through relevant programs and ministries designed for local church implementation and/ or participation. In addition, the four Ministry Areas shall put into practice connections with CCM and relevant program-related/advocacy general agencies. In order to coordinate with CCM, the scheduled meetings to facilitate DCM work shall be set for January, March, May, September, November. The assigned District Congregational Specialist shall work with the DCM to establish agenda guidelines for planning, setting due dates and reporting to the CCM. With input from local churches through each DCM, the CCM meetings in February and October shall focus on planning, coordinating, implementing and evaluating for the mission and ministries of the connection. Each DCM shall report annually in writing to the CCM by November 30.

B. Membership and Organization of DCM

The DCM membership shall be at least twenty-four (24) persons composed of at least six members of each district ministry area. These persons shall be appointed for a quadrennial term by the district superintendent, the district lay leader and the district congregational specialist. At the time of appointment, it is recommended that Ministry Area members be one-half laity and one-half clergy. Each Ministry Area at their DCM quadrennial organization meeting in September may elect up to four (4) additional members to insure inclusiveness (See Par 610.5). Also, a District Communicator appointed by the District Superintendent, in consultation with the district lay leader and the assigned district congregational specialist, shall be an ex-officio member of DCM. The DCM shall coordinate the election process of DCM officers. No person may serve at the same time on more than one Ministry Area.

District Ministry Area members shall be elected for a quadrennial term. The term limit shall be two consecutive quadrennia, except to permit exceeding this limit for completing an interim vacancy term of less than twenty-four (24) months. After this period of service that member shall be ineligible for reelection to that same district agency until a lapse of two (2) years. Interim vacancies for DCM shall be appointed by the district superintendent in consultation with the district lay leader and the district congregational specialist. The District Superintendent (DS), District Lay Leader, and the assigned District Congregational Specialist shall be ex-officio members of the DCM.

C. Funding of DCM

The primary source of funding for the program and administrative budget of each DCM shall be provided from the respective district program budget and

from CCM Program and Administrative Budgets as annually recommended to CCFA for adoption by the annual conference.

III. CONFERENCE CONNECTIONAL MINISTRIES (CCM)
(Previously Conference Council on Connectional Ministries)

A. Function & Connections

The CCM shall be composed of the program councils, boards, commissions, committees, and task forces under four Ministry Areas (Advocacy, Discipleship, Lay Leadership, and Outreach) with twenty-four (24) members in each Ministry Area. In addition, each Ministry Area at their quadrennial organization (See SR 37b) may elect up to six (6) additional members to insure inclusiveness. No person may serve at the same time on more than one Ministry Area. The CCM shall encompass the functions and connectional relationships of disciplinary program-related agencies of the annual conference. (See conference agency functions in paragraphs 629, 630, 631, 632, 633, 634, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 654, 655, and 657 of *The Book of Discipline 2016*) These program councils, boards, commissions, and committees shall be directly related to the Conference Connectional Ministries. The chair and members of program councils, boards, commissions, committees, and task forces designated under each Ministry Area shall have oversight for representing the functions of their respective conference agency in the CCM. The chair of each agency shall designate one of its members to function as Coordinator of Witness Ministries (See function in Par. 610).

The CCM is connected directly with program-related/advocacy general agencies. Also, CCM is linked with general agencies by the annual conference members (with vote) who serve on that corresponding program-related conference agency. (See Par. 710.6) (See SR 38 & 39) Accountability of the CCM with the Annual Conference shall be through the annual CCM reports and implementation of conference adopted CCM programs and ministries utilizing the connectional relationship with DCM and local churches for implementation along with general agencies. The CCM Chair and the Chairs of four Ministry Areas shall submit their annual reports and any recommendations requiring Conference consideration to the Conference Secretary no later than March 1 of each year for printing in the pre-conference materials. Reports and recommendations shall be submitted in a format acceptable to the Conference Secretary. CCM may recommend additional committees to the annual conference for the work and approval of the prescribed membership, powers, and duties (See Par. 610.2).

Scheduled meetings to facilitate CCM work shall be set for February and October. The CCM Director and Chair of CCM shall establish the CCM agenda for planning, coordinating (including agency functions), implementing and evaluating for the mission and ministries of the connection within and beyond the annual conference.

B. Membership and Organization of CCM

Each CCM Ministry Area of Advocacy, Discipleship, Lay Leadership, and Outreach shall organize their twenty-four (24) members from two nominees for each Ministry Area by each DCM following their election by the annual conference session at the beginning of the quadrennium. At the time of election, it is recommended that Ministry Area members be one-half laity and one-half clergy. At the beginning of a quadrennium all quadrennial CCM agencies shall be convened within sixty (60) days upon the close of the Annual Conference session for organization. (See SR 37b) In addition, it is recommended that each Ministry Area at their quadrennial organization may elect up to six (6) additional members to insure inclusiveness (See Par 610.5). Also, annual conference members serving on general agencies (ex-officio with vote) are included on their corresponding conference agencies. (See 710.6 of *The Book of Discipline 2016*) Other ex-officio representatives in the connection shall be assigned by the CCM Chair to serve on the appropriate conference agency.

By February 1 prior to the beginning of each quadrennium, each DS shall submit the list of nominees for CCM Ministry Areas to be elected by the annual conference to the Director of Conference Connectional Ministries for inclusion in the report of the Conference Committee on Nominations. The Director of CCM shall provide each District office with nominee forms, which shall include biographical data, local church experience, etc. and shall include the nominee's signature indicating willingness to serve.

Conference Ministry Area members shall be elected for a quadrennial term. The term limit shall be two consecutive quadrennia, except to permit exceeding this limit for completing an interim vacancy term of less than twenty-four (24) months. After this period of service that member shall be ineligible for re-election to that same CCM agency until a lapse of two (2) years. Interim vacancies shall be appointed to the CCM by the respective district superintendent in consultation with the district lay leader and the district congregational specialist. Interim vacancies which exceed twenty-four (24) months of the quadrennium shall be considered as a full quadrennial term of service (See SR 34).

IV. CCM OFFICERS

CCM Officers shall be chairperson, vice chairperson and secretary. These officers shall be elected from the CCM members upon nomination by a CCM Nominating Committee. The CCM Nominating Committee shall be appointed at the end of the quadrennium by the outgoing CCM chairperson. The resulting CCM member vacancy created by the election of a new chairperson of CCM shall be filled as prescribed by the annual conference in Section III.B.

A. Executive Committee for CCM

The Executive Committee shall be the CCM chairperson, CCM Vice-Chair, CCM Secretary and the four chairpersons of the Ministry Areas (Advocacy, Discipleship, Lay Leadership, Outreach) nominated by the appointed CCM Committee on Nomination and elected by the CCM at the quadrennial organizational meeting. The CCM Director shall be an ex-officio member without vote.

The executive committee may act on behalf of CCM to deal with program, missional needs, and emerging ministries to facilitate the work and functions represented in a Ministry Area of the CCM. Any executive committee actions shall be reported to the CCM at the next regularly scheduled meeting. Funding for such interim action by the Executive Committee shall be within the budgeted amounts recommended by Conference Council on Finance and Administration (CCFA) and adopted by the annual conference.

V. FUNDING FOR CCM

In accordance with *The Book of Discipline 2016*, the CCM annually submits the program and administrative budgets to the Conference Council on Finance and Administration (CCFA) for adoption by the annual conference. This adopted budget funds conference and district ministry programming and administration. This budget process provides a specific amount to each program council, board, commission, and committee in each Ministry Area which is recorded in line items of the CCFA Report submitted to annual conference for adoptions (See Par. 614.3 of *The Book of Discipline 2016*). The budget presented to the annual conference shall include a line item for conference benevolences in the budget of the Commission on Archives and History.

The CCM function in the budgeting process is prescribed in Par. 614.3 which states: It is the responsibility of the conference council on ministries (CCM) to study the budget requests of the conference program agencies and to recommend to the conference council on finance and administration amounts to be allocated from the conference benevolences budget to each such agency, within the total established by the conference council on finance and administration. (See Judicial Decisions 521, 551, 582)

By November 1 funding requests from each chair of the program council, board, commission or committee in the four Ministry Areas shall be submitted to CCM. Budget requests shall be based upon program and ministry designs finalized during the October CCM meeting. The Ministry Area Chairs present their budget requests to CCM at the February meeting. The CCM program and administrative budget requests are presented to CCFA at the March CCFA meeting.

VI. FOUR MINISTRY AREAS

A. The **Conference Advocacy Ministries** Area shall be organized, funded as prescribed (See Par. 614.3), and function as mandated for the program-related conference agencies, which are described in *The Book of Discipline 2016*. The Advocacy Ministries shall be constituted to include, but not be limited to the following: Native American Ministry (See functions Par. 654), Christian Unity & Interreligious Concerns (CUIC) (See functions Par. 642), Church and Society (See functions Par. 629), Religion and Race (See functions Par. 643), Status and Role of Women (See functions Par. 644), Ethnic Local Church Concerns (ELCC) (See functions Par. 632), and emerging community ministries.

Each Advocacy Ministry Area shall identify and monitor implementation of the respective disciplinary functions for reporting to the CCM. Additional members for short term committees and task forces may be assigned by the CCM in the implementation of the Advocacy Ministries.

Members of Advocacy from each district shall be assigned to that Ministry Area along with mandated ex-officio members and other representatives. Each council, board, commission or committee in the Ministry Area shall elect a chairperson. This Ministry Area shall include:

- a. Committee on Native American Ministries (Par. 654) (chair plus up to 4 members)
- b. Commission on CUIC (Par. 642) (chair plus up to 4 members)
- c. Board of Church and Society (Par. 629) (chair plus up to 4 members)
- d. Commission on Religion and Race (Par. 643) (chair plus up to 4 members)
- e. Commission on Status and Role of Women (Par. 644) (chair plus up to 4 members)
- f. Committee on ELCC (Par. 632) (chair plus up to 4 members and recommended that additional persons may be added for ethnic inclusiveness)

Advocacy ex-officio members mandated by the Discipline and other representatives:

1. Conference Members to corresponding general agencies or its equivalent structure (Par. 710.6) (Church & Society, CUIC, Religion & Race, Status & Role of Women)
2. Cabinet Liaison may be appointed by the Bishop
3. United Methodist Women (UMW) - Coordinator for social action (Church & Society)
4. Designated Peace with Justice Coordinator (Church & Society)
5. UMW- (Status & Role of Women)
6. Chair of Short term task force as determined by the Ministry Area

B. The **Conference Discipleship Ministries** shall be organized, funded as prescribed (Par. 614.3), and function as mandated for the program-related conference agencies, which are described in *The Book of Discipline 2016*.

The Discipleship Ministries shall be constituted to include, but not be limited to the following: Youth Ministry (See functions Par. 649), Education (See functions Par. 630.2), Evangelism (See functions Par. 630.3), Higher Education and Campus Ministries (See functions Par. 634), Worship (See functions Par. 630.4), Board of Camps and Retreats, Age Level Councils (Children and Older Adults) and emerging community ministries.

Each Discipleship Ministry Area shall identify and monitor implementation of the respective disciplinary functions for reporting to the CCM. Additional members for short term committees and task forces may be assigned by the CCM for the implementation of the Discipleship Ministries.

Members of Discipleship Ministries from each district shall be assigned to that Ministry Area along with mandated ex-officio members and other representatives. Each board, commission or committee in the Ministry Area shall elect a chairperson. This Ministry Area shall include:

- a. Board of Education (Par. 630.2) (chairperson plus up to 3 members)
- b. Board of Evangelism (Par. 630.3) (chairperson plus up to 3 members)
- c. Board of Higher Education and Campus Ministries (Par. 634) (chairperson plus up to 3 members)
- d. Commission on Worship (Par. 630.4) (chairperson plus up to 3 members)
- e. Council on Youth (Par. 649) (chairperson plus up to 3 members) The Council on Youth, as all board and agencies, is directly related to CCM and all of its members are members of CCM.
- f. Age-Level on Children (Par 630.2) (chairperson plus up to 3 members)
- g. Age-Level on Older Adult (Par 630.2) (chairperson plus up to 3 members)
- h. Council on Young Adult Ministries (Par. 650.1)

Discipleship ex-officio members mandated by the Discipline and other representatives:

1. Conference Members to corresponding general agencies or their equivalent structures. (Par. 710.6) (General Board of Higher Education & Ministry (GBHEM), General Board of Discipleship(GBOD))
2. Cabinet Liaison may be appointed by the Bishop
3. Board of Camps and Retreats representative (SR 52)
4. United Methodist Men (UMM) representative (Par. 648)
5. Chair of short term task force as determined by the Ministry Area

6. Chairperson of Archives and History (Par. 643)

- C. The **Conference Lay Leadership Ministries** is organized (Par. 631) and funded as prescribed (Par. 614.3), and functions as mandated for the program-related conference agencies, which are described in *The Book of Discipline 2016*. The Lay Leadership Ministries is constituted to include, but not be limited to the following: Lay Leadership (Par. 631), Lay Servant Ministries (Par. 631), Stewardship (Par. 631), Spiritual Formation (Par. 631).

Each Conference Lay Leadership Ministry Area shall identify and monitor implementation of the respective disciplinary functions for reporting to the CCM. Additional members for short term committees and task forces may be assigned by the CCM in the implementation of the Lay Leadership Ministries.

Members of Lay Leadership from each district shall be assigned to that Ministry Area along with mandated ex-officio members and other representatives. Each committee in the Ministry Area shall elect a chairperson. In accordance with *The Book of Discipline 2016* the Conference Lay Leader, elected by the annual conference, serves as the Chairperson of the Lay Leadership Ministry Area (See Par 607.3). This Ministry Area shall include:

- a. Committee on Lay Leadership (Par. 631)
- b. Committee on Lay Servant Ministries (Par. 631)
- c. Committee on Stewardship (Par. 631)
- d. Committee on Spiritual Formation (Par. 631)

Lay Leadership ex-officio members mandated by the Discipline and other representatives with vote:

1. Associate Conference Lay Leader
2. Conference Members to corresponding general agencies or their equivalent structures (Par. 710.6)
3. Youth Ministry representative (Par. 631.3)
4. UMW President or designated representative (Par. 631.3)
5. UMM President or designated representative (Par. 631.3)
6. Cabinet Liaison may be appointed by the Bishop
7. Chair of short term task force as determined by the Ministry Area of Lay Leadership

- D. The **Conference Outreach Ministries** shall be organized, funded as prescribed (Par. 614.3), and function as mandated for the program-related conference agencies, which are described in *The Book of Discipline 2016*.

The Outreach Ministries shall be constituted to include, but not be limited to the following: Health and Welfare (See functions Par. 633.4b), Global Ministries (See functions Par. 633), Disaster Relief (See functions Par. 633), Communications (See functions Par. 646), and emerging community ministries.

The Trustees of the Homes (Pee Dee Manor, The Oaks, and Wesley Commons), Epworth Children's Home and Aldersgate Special Needs shall relate to the Board of Health and Welfare.

The Belin Trust and Trustees of Spartanburg Methodist College (SMC) shall relate to the Conference Board of Global Ministries.

Each Outreach Ministry Area shall identify and monitor implementation of the respective disciplinary functions for reporting to the CCM. Additional members for short term committees and task forces may be assigned by the CCM in the implementation of the Outreach Ministries.

Members of Outreach from each district shall be assigned to that Ministry Area along with mandated ex-officio members and other representatives. Each board, commission or committee in the Ministry Area shall elect a chairperson. This Ministry Area shall include:

- a. Board of Health & Welfare (Par. 633.4b) (chairperson plus up to 7 members)
- b. Board of Global Ministries (Par. 633) (chairperson plus up to 7 members, including the conference secretary of Global Ministries)
- c. Committee on Disaster Relief (Par. 633) (chairperson plus up to 7 members)
- d. Commission on Communications (Par. 646) (chairperson plus up to 7 members) (See SR 67)

Outreach ex-officio members mandated by *The Discipline* and other representatives:

1. Conference Members to corresponding general agencies or their

- equivalent structures (Par. 710.6)
 - 2. Cabinet Liaison may be appointed by the Bishop
 - 3. UMW-Mission Coordinator of Education & Interpretation
 - 4. Chair of Short term task force as determined by the Ministry Area
 - 5. The Editor of the Advocate and a designated member of the Advocate Board
- VII. For legal purposes it is hereby specified that CONFERENCE CONNECTIONAL MINISTRIES (CCM) is successor to South Carolina Conference Council on Connectional Ministries, and as such holds any and all rights and responsibilities. Further, all named boards, commissions, committees and task force coordinated under the four Ministry Areas, having been reduced in size of membership (See Par 610.3), continue to function in accordance with the prescribed mandates of the Book of Discipline and as authorized by the South Carolina Annual Conference.

VIII. DCM/CCM STRUCTURE

The DCM/CCM design will effectively equip local churches for ministry and strengthen the connections for ministry among local churches, districts, annual conference and general church agencies. The initial assigning of annual conference staff into the districts (District Congregational Specialists) has produced concrete results of building ministry programs around needs identified by local churches. The connection design is strengthened by having selected laity and clergy persons from the DCM make up the CCM along with representatives from general agencies and others to insure inclusive membership. By streamlining the organizational structure, the connectional response to the needs of the local churches will be timely and efficient. Also this structure will facilitate a more direct connection between general agencies and local churches.

IX. MEETINGS

The DCM shall meet at least five times a year in January, March, May, September and November.

The CCM shall meet at least twice a year in February and October.

The meetings shall include a gathering/worship time followed by a session with all ministry area members for the purpose of evaluation of ongoing ministries and discussion of emerging needs. During a much larger block of time, ministry areas will gather separately for more detailed work with input related to functions of each conference program-related agency. The meeting will conclude with the entire CCM gathering to make decisions and coordinate work.

CCM Ministry Areas:

Each CCM Ministry Area may establish task forces to plan and implement ministry programs or events. The task force members may include persons selected by the ministry area but not members of the CCM. Funding for the task force will come from the budget of the respective ministry area, council, board, commission, or committee. The council, board, commission, or committee may add additional persons, without vote, to assist in carrying out their ministry.

X. CCM Budgeting Process

October: The councils, boards, commissions, and committees of the ministry areas build their budget request and submit to their ministry area chairperson.

November 1: Deadline for council, board, commission and committee chairs to submit funding requests to CCM.

February: The ministry area chairpersons present the conference program agencies' budget requests to the CCM.

March: The CCM studies the budget requests of the conference program agencies and recommends to CCFA amounts to be allocated from the conference benevolences budget to each such agency, within the total established by CCFA (Par. 614.3b (2)). The results are reported to the Ministry Area chairpersons and the councils, boards, commissions and committees. Agency chairs have opportunity to address any budget concerns they have with CCFA.

June: CCFA presents the budget to the annual conference for perfection and adoption.
January 1: The budget allocations take effect for the fiscal year.

49. The Board of Ordained Ministry shall be composed of sixty-five (65) members. In accordance with The Discipline, no less than one-fifth (1/5) and no more than one-third (1/3) of the total membership shall be lay persons. The Annual Conference Coordinator of Clergy Services shall be an ex-officio member, with voice, but without vote. If the Psychological

Assessment Vendor is United Methodist, the vendor may serve as an ex-officio member of the Board with voice but without vote, in accordance with the nominating process of *The Book of Discipline*.

50. The Board of Pension and Health Benefits shall be composed of eighteen (18) members nominated by the Conference Committee on Nominations and elected by the Annual Conference. It is recommended that six (6) be lay men, six (6) be lay women, and six (6) be clergy persons who are active participants in the pension and group insurance plans in which the Annual Conference is the Plan Sponsor. In addition to fulfilling the responsibilities mandated by the *Book of Discipline*, the Board of Pension and Health Benefits shall supervise the Annual Conference group insurance program. The Conference Benefits Officer shall be nominated by the Board of Pension and Health Benefits and elected by the Conference Staff Relations Committee. The chairperson of the Council on Finance and Administration shall be an ex-officio member with voice but without vote.

Boards of Trust

51. There shall be a Board of Trustees of South Carolina United Methodist Camps and Retreat Ministries, Inc., an inclusive body consisting of eighteen (18) members. It is recommended that nine (9) shall be lay persons of whom at least four (4) shall be women; and nine (9) shall be clergy, of whom at least two (2) shall be women.
- Trustees shall be nominated by the Board of Education and elected by the South Carolina Annual Conference for four (4) year terms. Nominees shall be submitted to the Conference Secretary and the Office of Connectional Ministries by February 1. Ex-officio members of the Board, without vote, shall be the Directors/Managers of Camps and Retreats facilities and a Connectional Ministries staff member assigned by the Director of Connectional Ministries. The Board shall be divided into four (4) classes. The Board of Education of the South Carolina Annual Conference may fill vacancies in the Board after prior consultation with the Board of Camps and Retreat Ministries. Trustees shall be eligible for re-election to a maximum tenure of two (2) consecutive terms. After a full tenure of service, a former trustee shall be ineligible for re-election until a lapse of two (2) years.
 - The Board of Trustees shall report to the Annual Conference through the Board of Education.
 - In accordance with the *Book of Discipline*, property held in trust by this Board of Trustees shall be subject to paragraphs 2515 and 2516 of the *Book of Discipline*.
52. There shall be a Board of Trustees of the James L. Belin Property composed of twelve (12) elected members. It is recommended that six (6) be lay persons and six (6) be clergy persons. The Marion District Superintendent shall serve as an ex-officio member of the Board without vote. The Conference Board of Global Ministries shall appoint a representative to serve as an ex-officio member of the Board without vote.
- Persons serving on this Board shall be nominated by the Board of Global Ministries. Nominees shall be submitted to the Conference Secretary and the Office of Connectional Ministries by February 1.
 - The Board shall be organized into four (4) classes of three (3) persons.
 - One class shall be elected annually to serve for four years.
 - The tenure of the Trustees shall be limited to three (3) consecutive terms and this tenure shall apply to the consecutive terms of present Trustees. After such period of service a former trustee shall be ineligible for reelection until a lapse of four (4) years.
 - The Board of Trustees shall report to the Annual Conference through the Board of Global Ministries.
53. The Board of Trustees at Claflin University will consist of no fewer than thirteen (13) members and no more than twenty-seven (27) members. Newly elected trustees serve for a term of three (3) years or elected to serve out a remaining term due to a vacancy on the Board. The Board shall elect three (3) of their members from the South Carolina United Methodist Conference (SCUMC) upon the expiration of a term in which its nominees were placed. Nominees shall be submitted to the Conference Secretary and the Office of Connectional Ministries by February 1.
- The composition of the Board will include three (3) members (lay or clergy) from the South Carolina Annual Conference (SCUMC). These representatives (lay or clergy) will be distributed in separate classes among the three classes and may be approved for election by the South Carolina Annual Conference (SCUMC) upon the expiration

- of each succeeding class. These three (3) persons will be proposed as candidates by the Claflin University Board of Trustees, vetted and approved by the Board of Higher Education and Campus Ministry, approved for election by the South Carolina Annual Conference (SCUMC), and elected by the Claflin University Board of Trustees. These elected trustees are eligible to serve four three-year terms on the Board and an extended continuous term must be approved by two-third (2/3) vote of a quorum of the Board present and voting.
- b. A Board member who has served continuously with distinctive service for a period of twelve (12) years or more is eligible for consideration and election to the status of Trustee Emeritus. A former Board member elected to the position of Trustee Emeritus may attend meetings of the Board of Trustees as an ex-officio member without the power to vote at meetings and will not be counted to constitute a quorum of the Board. Claflin University will provide a report annually to the South Carolina Annual Conference.
54. There shall be Boards of Trustees for Columbia College and for Wofford College, each of which shall be composed of up to thirty-one (31) members. Board members shall be elected by the Annual Conference in conformity with the respective charters. The term of office for trustees shall be four (4) years. Each board shall be organized into three (3) classes of up to eight (8) members each and one (1) class of up to seven (7) members.
- a. The Board of Higher Education and Campus Ministry annually shall nominate suitable persons to fill vacancies in each class after prior consultation with the respective Boards of Trustees as stated in the policies adopted by the South Carolina Annual Conference Board of Higher Education and Campus Ministry (February, 1989) and the Restated Articles of Incorporation of Wofford College and Columbia College. Nominees shall be submitted to the Conference Secretary and the Office of Connectional Ministries by February 1. Trustees may be re-elected for additional terms, but may not serve more than a maximum of three consecutive terms. After a full tenure of service a former trustee shall be ineligible for re-election until a lapse of one (1) year.
- b. These institutions shall report to the Annual Conference through the Board of Higher Education and Campus Ministry.
55. There shall be Boards of Trustees of Epworth Children's Home, Wesley Commons, The Methodist Oaks and the United Methodist Manor of the Pee Dee. Each board shall be composed of a minimum of eleven (11) but may have up to a maximum of twenty-one (21) members, as determined by their own bylaws. It is recommended that the smallest possible majority be laypersons and the remainder be clergy persons and at least one-third be women. Ex-officio members may serve as designated in the bylaws of their respective boards, having the right to voice, but not vote.
- a. Persons serving on these boards of trust shall be nominated to the Annual Conference by the Outreach section of Conference Connectional Ministries after consultation with the respective boards of trustees, using proper procedure and forms as adopted by the Outreach Section of the Conference on Connectional Ministries. Nominees shall be submitted to the Conference Secretary and the Office of Connectional Ministries by February 1.
- b. The tenure of trustees shall be limited to eight (8) consecutive years, after which period a person shall be ineligible for re-election until two (2) years have elapsed.
- c. The boards shall report to the Annual Conference through the Outreach section of Conference Connectional Ministries.
56. There shall be a Board of Trustees of South Carolina Aldersgate Special Needs Ministry ("ASNM"), a body consisting of sixteen (16) elected members. At least ten (10) members shall be members of United Methodist Churches in the South Carolina Conference and/or ministerial members of that conference.
- a. Trustees shall be nominated by the Outreach section of Conference Connectional Ministries for election by the South Carolina Annual Conference for four (4) year terms. Names of prospective trustees shall be submitted by the ASNM Board to the Outreach section of Conference Connectional Ministries. Nominees shall be submitted to the Conference Secretary and the Office of Connectional Ministries by February 1. Vacancies on the ASNM Board shall be filled by the Board for the remainder of that year.
- b. Ex-officio members of the Board shall be a cabinet representative designated by the bishop, and the Executive Director of ASNM (the executive director shall serve with vote).
- c. The Board shall be divided into four (4) classes. Trustees shall be eligible for re-election to a maximum tenure of two (2) consecutive terms. After a full tenure of service, a

former trustee shall be ineligible for re-election until a lapse of one (1) year.

57. There shall be a Board of Trustees of The South Carolina United Methodist Advocate composed of fifteen (15) members nominated by the Commission on Communications and elected by the Annual Conference. It is recommended that eight (8) be lay persons and seven (7) be clergy persons. Nominees shall be submitted to the Conference Secretary and the Office of Connectional Ministries by February 1.
 - a. The Board of Trustees shall be organized into four (4) classes, with trustees elected to serve for a term of four (4) years.
 - b. In accordance with the By-Laws of The South Carolina United Methodist Advocate, vacancies occurring in the Board of Trustees shall be filled by election for the unexpired terms.
 - c. Tenure on the Board shall not exceed two (2) consecutive terms. A trustee shall not be eligible for re-election until a lapse of two (2) years.
 - d. There is to be an organic relationship between the Advocate and the South Carolina Conference providing the conference with a comprehensive communication ministry. The Advocate shall have a strong position in the Conference and access to its resources.
 - i) The Director of the Connectional Ministries (or his or her designee) and a member of the Conference Connectional Outreach Ministries - Communications Task Force shall be ex officio members of the Board.
 - ii) The Editor of the Advocate and a member of the Advocate Board designated by the Board shall be ex officio members of the Conference Connectional Outreach Ministries - Communications Task Force.
 - iii) The Editor is a member of the Communications Staff of Conference Connectional Ministries, relating to the Director of Connectional Ministries but amenable to the Board. The Director of Connectional Ministries will be a part of the interviewing and hiring process of an editor but without vote.
58. There shall be a Board of Trustees for The United Methodist Center composed of nine (9) persons and one ex-officio member. It is recommended that of the elected members four (4) be clergy and five (5) laity. They shall be elected by the South Carolina Annual Conference upon nomination by the Annual Conference Committee on Nominations. The tenure of trustees shall be limited to eight (8) consecutive years, after which a person shall be ineligible for re-election until a period of two (2) years has elapsed. The Board shall be organized into four (4) classes with at least one lay and one clergy in each class. In addition, one ex-officio member, without vote, from the employees shall be chosen annually by the employees of the United Methodist Center to meet with the Board. The business manager shall serve as an ex-officio member without vote.
59. There shall be a Board of Trustees of Spartanburg Methodist College composed of twenty-four (24) elected or named members and one (1) Student Advisory Trustee who shall be a recent graduate of the college.
 - a. Persons serving on this Board of Trustees shall be nominated to the Annual Conference by the Board of Global Ministries. Nominees shall be submitted to the Conference Secretary and the Office of Connectional Ministries by February 1. Those elected and named Trustees shall be divided into three (3) classes of eight (8) each. One class shall be elected each year to serve for three (3) years.
 - b. The tenure of the Trustees shall be limited to four (4) consecutive terms. The tenure of the Student Advisory Trustee shall be one (1) year.
 - c. The Board of Trustees shall report to the Annual Conference through the Board of Global Ministries.

Annual Conference Councils

60. The Council on Finance and Administration shall be composed of fifteen (15) members nominated by the Annual Conference Committee on Nominations and elected by the Annual Conference. It is recommended that seven (7) be clergy persons and eight (8) be lay persons and such ex-officio members as *The Book of Discipline* may prescribe. (Para 612.2c) The chairperson of the Board of Pension and Health Benefits shall be an ex officio member with voice but without vote.

Annual Conference Commissions

61. The Commission on Archives and History shall be composed of eight (8) persons nominated by the Conference Committee on Nominations and elected by the Annual Conference. It is recommended that four (4) be lay persons and four (4) clergy persons. Ex-officio members

- shall be: the President of the Annual Conference Historical Society, the Annual Conference Historian, the Conference Secretary, the archivist of Claflin University and the archivist of Wofford College. The libraries at Claflin University and Wofford College shall be designated as depositories of all Annual Conference minutes and records. Where possible duplicate copies of all material shall be furnished; in case of materials which cannot be furnished in duplicate, the Secretary of the Annual Conference shall make the determination as to which depository shall be used.
62. The Commission on Equitable Compensation shall be composed of twelve (12) elected members nominated by the Annual Conference Committee on Nominations and elected by the Annual Conference. It is recommended that six (6) be lay persons and six (6) clergy. One ex-officio member shall be designated from each of the following boards: Global Ministries, Ordained Ministry and Laity, and an ex-officio member from the executive committee of the Committee on Congregational Development. (Note: In accordance with Para. 625 of the *Book of Discipline*, one district superintendent is named by the cabinet as a member. At least one of the elected lay persons and at least one of the elected clergy shall be from a church of fewer than two hundred (200) members.)

Annual Conference Committees

63. There shall be a Committee on the Annual Conference. In accordance with paragraph 605.2 of *The Book of Discipline*, membership includes the Bishop, the District Superintendents and Conference Lay Leader. There shall be twelve (12) elected members nominated by the Committee on Nominations for election by the Annual Conference. It is recommended that these twelve (12) elected members be lay persons with no more than one (1) lay person from a district; up to four (4) additional clergy may also be nominated. The ex-officio members shall be: the Director of the Conference Council on Connectional Ministries; The Annual Conference Secretary, Treasurer and Parliamentarian; and one (1) representative of the Commission on Worship, the United Methodist Women, the United Methodist Men and the United Methodist Youth Fellowship (who is elected by the Conference Council on Youth Ministries). The pastor(s) of the host church(es) of the next Annual Conference session shall meet with the Committee in the pre-conference meetings.
- a. The Bishop shall serve as the chairperson of the Committee.
 - b. The Committee shall prepare a proposed agenda for adoption by the Annual Conference, giving due regard to any special orders required by the *Discipline* or as ordered by the Annual Conference. The Committee shall determine the compensation and expenses to be paid speakers invited by this Committee, and the Treasurer shall make such payments from the Conference expense funds.
 - c. The Committee shall receive all invitations to host the Annual Conference. It shall recommend to the Annual Conference the place for the entertainment of the Annual Conference at least two (2) years in advance.
 - d. The Committee shall conduct all matters of courtesy and make such introductions as are necessary during the sessions of Annual Conference.
 - e. The Committee shall arrange for an appropriate Memorial Service to be held annually and shall select the speaker.
64. There shall be a Committee on the Conference Journal composed of nine (9) persons nominated by the Annual Conference Committee on Nominations and elected by the Annual Conference. It is recommended that three (3) be clerical members and six (6) lay members. The following shall be ex-officio members: the Conference Secretary; the First Assistant Conference Secretary; the Editor of the *South Carolina United Methodist Advocate*; and the Statistician.
- a. The Committee shall cooperate with the Conference Secretary in the publication of the pre-conference reports.
 1. The Conference Secretary shall inform the boards, councils, commissions and committees when reports shall be due in order to maintain the printing schedule for the pre-conference reports.
 2. No report by any board, council, commission or committee shall be considered by the Annual Conference that has not been distributed to the members of the Annual Conference at least four weeks prior to the Conference session. Excluded from this requirement are the reports of the Board of Ordained Ministry, the Committee on Nominations, and the Committee on Standing Rules.
 - b. The Committee shall determine the accuracy of the Journal of Proceedings where differences exist.
 - c. The Committee and the Conference Secretary shall be responsible for the publication annually of the South Carolina Conference *Journal* (see *The Book of Discipline*, Para. 606.3) and shall have the *Journal* ready for the printer by November 1st following the

close of Annual Conference. The *Journal* shall include the informational reports included in the pre-conference reports, the proceedings and actions of the Annual Conference, and the Statistical Reports.

1. The Secretary of the Annual Conference shall edit the Conference *Journal*.
 2. The Committee and the Conference Secretary shall annually request of the Council on Finance & Administration the funds needed to publish and distribute the pre-conference reports and the Conference *Journal*, and shall provide for the printing at least one year in advance.
 3. The required number of copies will be sent to those mandated by *The Discipline*. Other copies may be ordered by subscription at a cost to be set by the Committee.
 - d. The memoirs of the ministers and ministers' spouses who have died during the conference year shall be printed in the Conference *Journal*; those of the ministers shall not exceed 600 words and those of the spouses shall not exceed 250 words.
65. There shall be a Committee on Congregational Development (CCD) composed of eight (8) at large members, nominated by the Annual Conference Committee on Nominations and elected by the Annual Conference; one representative from each District Board for Congregational Development; and one representative from each of the following: the Board of Global Ministries, Board of Evangelism, Board of Laity and the Commission on Equitable Compensation. The purpose of the CCD shall be to work with the Bishop and Cabinet to provide long term planning and provide the framework for all the efforts of the Annual Conference related to new church development, church redevelopment and congregational revitalization.
66. The Joint Committee on Incapacity shall be composed of two (2) members of the Board of Ordained Ministry (to be named by the chairperson of the Board), the chairperson and secretary of the Board of Pension and Health Benefits and a district superintendent appointed by the Bishop.
67. There shall be a Conference Committee on Nominations of twenty-four (24) members composed of two representatives nominated by each district and elected by the annual conference. It is recommended that these be one clergy and one lay representative from each district. The additional members shall include: the resident Bishop; a youth and young adult nominated by the Discipleship Area of the Conference Council on Connectional Ministries; up to six (6) at large members, who may be nominated by the Bishop to ensure adequate representation; and the following members: the Conference Lay Leader (or his/her designee), an elected representative of United Methodist Women, United Methodist Men, a retired member of the Annual Conference selected by the chairpersons of the Orders of Elders and Deacons and Fellowship of Local Pastors, and two superintendents named by the Bishop. The Conference Council on Youth Ministry or its equivalent may elect a representative. The Chairperson of the Committee on Nominations shall be elected by the Annual Conference. A nominee shall be presented by the Committee on Nominations for consideration at the beginning of each quadrennium. The Conference Committee on Nominations shall elect additional officers at its first regular meeting in the new quadrennium. The following shall be ex-officio members without vote: the chairperson of the Committee on Standing Rules, the Convener of the Conference Council on Connectional Ministries, and two representatives of the Advocacy Area of Connectional Ministries responsible for the monitoring functions of the committee on Status and Role of Women and The Committee on Religion and Race.
- a. It is recommended that there be one clergy person and one lay person nominated by each district committee on nominations and elected by the annual conference.
 - b. If a member of the Committee on Nominations, who has been nominated by the District moves beyond the boundaries of the District in which he/she was nominated, his/her membership on the Committee shall be terminated, except for the chairperson, vice-chairperson, and secretary, who should continue to serve as members-at-large on the Conference Committee on Nominations until the end of the quadrennium.
 - c. When district vacancies occur on the Committee, replacements shall be nominated as per rule 67.a to serve the remainder of the quadrennium. In the event that the elected chairperson of the Nominating Committee is one of the two elected representatives of a district, that chairperson shall become an additional member-at-large and the respective district shall elect another representative for that district, both of whom shall serve until the end of the quadrennium.
 - d. Current members of the Committee on Nominations shall not be nominated for membership on any board, council, commission or committee whose membership arises from nominations from this committee.
 - e. Ex-officio members of the Nominating Committee shall be excluded from rule 67.d.
 - f. The Committee shall make all nominations needed by the Annual Conference except as provided elsewhere by the *Discipline* or Standing Rules of the Annual Conference.

- When the Discipline or Standing Rules require nominations be made by other agencies of the Annual Conference, those nominations shall be reported to the Committee no later than March 15 of each year for information only. These nominations will not be submitted to the Annual Conference through the Committee on Nominations.
- g. Nominations of chairpersons of all quadrennial boards, councils, commissions and committees, whose election is not prescribed by the Discipline or other sections of these Standing Rules shall be a nominated member of that board, council, commission or committee and shall be submitted by the Committee on Nominations to the Annual Conference for election.
 - h. When nominations are made, the persons nominated shall be consulted and their consent to serve received; whether nominated by parent boards, the Committee on Nominations or from the floor of the Annual Conference.
 - i. The Annual Conference Committee on Nominations shall make nominations so that approximately one half (1/2) of the membership of all boards, councils, commissions and committees shall be rotated each quadrennium.
 - j. The report of the Annual Conference Committee on Nominations shall include the full name, current mailing address, email address, and phone number(s) of each nominee. When a nomination is to a Board of Trust, the report shall identify any nominee who is not a member of The United Methodist Church by indicating the denomination or religious affiliation of the person being nominated in parentheses following his or her name.
 - k. It is recommended that the Nominating Committee nominate at least 25% ethnic minority representation to all Conference Boards and Agencies where such nominees originate with the Conference Committee on Nominations. When vacancies are filled and nominations from the floor are offered it is recommended that at least 25% ethnic minority membership be maintained. It is also recommended that until this representation is achieved, if from one to four members are to be elected, at least one be an ethnic minority; if five to eight are to be elected, at least two be ethnic minority persons.
 - l. Unless otherwise provided in the *Book of Discipline*, a vacancy in the membership of a board, council, commission or committee may be filled, ad-interim, by the board, council, commission or committee for the remainder of the Conference year in which the vacancy occurs. At its next session the Annual Conference shall fill the vacancy for the remainder of the unexpired term. The respective board, council, commission or committee shall inform the Committee on Nominations of the vacancy and its action.
68. There shall be a Committee on Pastoral Care and Counseling composed of twelve (12) persons named by and amenable to the Board of Ordained Ministry. It is recommended that eight (8) be clergy persons and four (4) be lay persons.
69. There shall be a Committee on Petitions to the General Conference (see *The Book of Discipline*, Para. 507) composed of six (6) members nominated by the Annual Conference Committee on Nominations and elected by the Annual Conference. It is recommended that three (3) be lay persons and three (3) be clergy persons, at least half having been delegates to General Conference previously. This committee shall be considered a task force and neither a quadrennial committee nor a non-quadrennial committee. Petitions to the General Conference may be submitted to the Annual Conference for endorsement by any clergy member or elected lay member of the Annual Conference or by any local church board or council or any organization affiliated with the annual conference. Such petitions shall be referred to the Committee on Petitions to the General Conference by the Conference Secretary and shall be reported by this Committee to the Annual Conference with a recommendation of approval or non-approval. The vote shall be on the petition itself, and not on the recommendation of the Committee. Petitions delivered to the Conference Secretary no later than March 15 of each conference year shall be printed in the preconference packet. Petitions received after the March 15 deadline shall be referred to the Committee on Petitions to the General Conference for consideration at the next year's annual conference. Petitions presented to the Annual Conference for endorsement must follow the provisions of ¶507 and be submitted in the format determined by the Secretary of the General Conference. The Committee on Petitions to the General Conference shall meet during the session of the Annual Conference and provide time for persons or organizations offering petitions referred to the committee to come before the committee to discuss their petitions. Petitions endorsed by the Annual Conference are submitted to the General Conference by the Conference Secretary.
70. There shall be a Committee on Resolutions and Appeals composed of nine (9) members nominated by the Annual Conference Committee on Nominations and elected by the

- Annual Conference. It is recommended that six (6) be lay persons and three (3) be clergy persons. Resolutions to the Annual Conference may be submitted by any clergy member(s), any elected lay member(s), or any organization affiliated with the annual conference.
- a. Resolutions initiated by a board, council, commission or committee are properly before the Annual Conference without the necessity of referral. Resolutions not initiated by a board, council, commission or committee of the annual conference may be referred to those agencies by the Conference Secretary. Any resolution not referred to a board, council, commission or committee of the Annual Conference shall be referred to the Committee on Resolutions and Appeals, and shall be reported by this Committee to the Annual Conference with a recommendation of approval or non-approval with rationale. The vote shall be on the petition itself, and not on the recommendation of the committee
 - b. Resolutions delivered to the Conference Secretary no later than March 15 of each Conference year shall be published in the Pre-Conference Journal. Resolutions received after the March 15 deadline shall be referred to the appropriate committee or similar body of the Annual Conference. They will be considered at the next year's Annual Conference and included in that year's Pre-Conference Journal.
 - c. The committee shall act on the resolution as offered and shall not offer its own amendments.
 - d. The Report of the Committee on Resolutions and Appeals may be an 'Order of the Day' the second full business day of Annual Conference.
 - e. The Committee on Resolutions and Appeals shall provide time for persons or organizations offering resolutions referred to the Committee to come before the Committee on Resolutions and Appeals to discuss their resolutions.
71. There shall be a Committee on Standing Rules composed of nine (9) members nominated by the Annual Conference Committee on Nominations and elected by the Annual Conference. It is recommended that six (6) be lay persons and three (3) be clergy persons. The following shall be ex-officio members with vote: the President of the Conference United Methodist Women, the President of the Conference United Methodist Men, the President of the Conference Council on Youth Ministry, the Conference Secretary, the Conference Lay Leader or their designee, the chairperson of the Conference Council on Connectional Ministries, at least one district superintendent and the Conference Parliamentarian.
72. The Conference Committee on Episcopacy shall be composed of fifteen (15) members. In accordance with the *Discipline* (Para. 637), membership shall consist of the following: one-fifth (1/5) appointed by the Bishop, and the balance nominated by the Annual Conference Committee on Nominations and elected by the Annual Conference. It is recommended that one-third (1/3) be clergy persons, one-third (1/3) laywomen, and one-third (1/3) laymen, provided that one layperson shall be the Conference Lay Leader. Ex-officio members with vote shall be the lay and clergy members of the Jurisdictional Committee on Episcopacy.
73. In order to provide for consistent Annual Conference staff personnel decisions, management, policy and collegiality, there shall be a Conference Staff Relations Committee composed of the following members, nominated by the Annual Conference Committee on Nominations and elected by the Annual Conference: three (3) lay persons, one of whom has professional experience in personnel/human resource management; one (1) elder in full connection, serving a local church at the time of election; one (1) deacon in full connection, employed by a local church at the time of election; one (1) full time local pastor; and two members-at-large, to insure inclusiveness. The Resident Bishop shall serve as chairperson without vote. Ex-officio members, with voice and vote, shall include the Conference Lay Leader, who shall serve as vice-chairperson of the Committee; the Chairperson of the Conference Council on Connectional Ministries; and the President of the Council on Finance and Administration. No staff member or immediate family member of a staff member may serve on the committee.

III. DISTRICT RULES AND ORGANIZATION

74. There shall be twelve (12) districts in the South Carolina Annual Conference.
75. Where there is a District Conference it shall be composed of all ministers, deaconesses, the church lay leader, the lay members of Annual Conference, the President of the United Methodist Women, the President of the United Methodist Youth Ministries, and the President of the United Methodist Men from each church in the district; the District Lay Leader and Associate Lay Leaders; the District President of the United Methodist Women; the District President of the United Methodist Men; the President of the District Council on Youth Ministry; the chairperson of the District Council on Ministries; the chairperson of the District Trustees; the chairperson of the District Committee on Church

- Location and Building; the chairperson of the District Committee on Superintendency; and the District Superintendent who shall preside over the Conference.
76. There shall be a Committee on Nominations in each district. This committee shall make nominations to be forwarded by the two district representatives to the Annual Conference Committee on Nominations for election by the Annual Conference.
- a. The District Committee on Nominations shall be composed of: the District Superintendent as chairperson; the District Lay Leader or his/her designated Associate Lay Leader; the District Director of Lay Speaking Ministries; the Presidents of the District United Methodist Men, the District United Methodist Women, the District Youth Council and one other representative of each selected by the respective organization's executive committee. Where there is no District Youth Council, the district superintendent shall appoint two (2) youth members. It is recommended that gender and racial balance be considered in selection. The two (2) Conference Nominating Committee members from the district shall also serve.
 - b. The District Committee on Nominations shall request of each local pastor, lay leader, Council on Ministries chairperson, United Methodist Women, United Methodist Men, and United Methodist Youth Fellowship president possible nominees to serve. Forms designed by the Conference Nominating Committee will be provided each District Committee, which in turn, shall make them available to each local church. These forms shall include biographical data, local church experience, etc., and shall include a space for the possible nominee's signature indicating willingness to serve.
 - c. The District Committee on Nominations shall review all forms submitted and will forward these recommendations through the two (2) district representatives to the Annual Conference Nominating Committee after signatures indicating willingness to serve have been secured. District Nominating Committees shall be encouraged to be inclusive of the constituency of the district in their nominations.
77. The District Lay Leader and two (2) Associate Lay Leaders, the District Director of Lay Speaking Ministries, and the Associate District Director of Lay Speaking Ministries shall be nominated by the laity on the District Nominating Committee and elected by the Annual Conference. They shall be nominated and elected quadrennially and may serve no more than eight (8) consecutive years.
78. Persons elected by the annual conference to membership on district boards and committees shall begin their terms of service at the conclusion of the annual conference session at which they are elected. Between sessions of annual conference, vacancies on district boards and committees may be filled upon nomination by the District Committee on Nominations. Such vacancies shall be subject to election by the next annual conference and reported by the Conference Committee on Nominations.
79. In accordance with the *Discipline* (Para. 668.2) the eight (8) elected members of the Committee on the District Superintendency shall be nominated by the District Committee on Nominations and elected by the Annual Conference or by the District Conference where it exists.
80. There shall be in each district a District Board for Congregational Development (DBCD). The DBCD shall be elected quadrennially by the Annual Conference, upon nomination by the District Committee on Nominations. Vacancies shall be filled annually by election by the Annual Conference. The DBCD shall be composed of not fewer than five (5) or more than nine (9) elected members, plus the district representatives appointed by the District Superintendent to the Conference Committee for Congregational Development. The District Superintendent or the District Superintendent's designee shall preside over the work of the Board.
- a. The purpose of the DBCD shall be to promote long term planning and provide a coordinating framework for all the efforts of the district related to new church development, church redevelopment and congregational revitalization.
 - b. The responsibilities shall be:
 1. Update population statistics and informational data of the district.
 2. Review facility conditions and congregational vitality.
 3. Develop district strategies and priorities for new church development, church redevelopment and congregational revitalization.
 4. Administer all funds raised at the district level and received from all Conference sources for congregational development.
 5. Submit proposals to Annual Conference boards and agencies (Equitable Compensation, Congregational Development, Trustees of the Annual Conference, Council on Finance and Administration, etc.) for funding of congregational development within the district.
 6. Locally held accounts held by the DBCD shall be audited annually, with copy

filed to the Council on Finance and Administration. Funds received and disbursed through the office of the Conference Treasurer do not require audits but are managed by voucher only.

81. Each district superintendent shall transmit the complete list of lay members to the Annual Conference from the district in triplicate to the Secretary of the Annual Conference at least five (5) months prior to the opening date of the Annual Conference.

IV. MISCELLANEOUS RULES

82. All monies to be credited to the accounts of local churches for the fiscal year shall be in the hands of the Conference Treasurer no later than fifteen (15) days after the end of the fiscal year.
83. "Moving Day" for the ministers shall be the Wednesday preceding the 1st of July.
 - a. Where special circumstances dictate any alteration of this moving date, the affected persons and the district superintendent involved shall be permitted to make the necessary adjustments.
 - b. Ministers shall be paid during the month of June by the charge from which they are moving. Ministers will be paid during the month of July by the charge to which they are moved.
 - c. The moving expenses of the pastor shall be paid by the charge to which he/she is moved, not to include more than \$350.00 in verified packing expenses.
84. Pastor's reports to Annual Conference shall cover the calendar year (January 1-December 31) and shall be sent to the Conference Treasurer-Statistician so as to reach that office not later than January 15 of the year immediately following.
85. All support ministries or agencies which receive funds from the South Carolina Annual Conference, but which are not directly responsible to the Conference, shall submit an annual program and an audit including a management letter to the sponsoring Conference agency.
86. No requests shall be made for the services of the Conference Chancellor except by the Episcopal Office.
87. When a leave of absence is granted, and upon the recommendation of the Bishop and the Cabinet, the Council on Finance and Administration shall make a sustentation grant from the Conference contingency funds not to exceed forty percent of the denominational average compensation paid on a monthly basis. All interim sustentation grants shall be reported to the Annual Conference at its next session. Upon the recommendation of the Bishop and Cabinet and the approval of the Annual Conference, the Commission on Equitable Compensation shall continue to fund the sustentation grants in the same monthly percentage for a period not to exceed one additional Conference year. No claim may be made on the sustentation fund when disability benefits are granted from the Board of Pension and Health Benefits.
88. All persons at the Annual Conference level who are officially involved in the trial process, including the members of the trial court, the witness at the trial, the counsel for the church, the counsel for the respondent, and the respondent shall receive only reimbursement for vouchered travel, meals, and lodging expenses from the Annual Conference Contingency Fund according to the schedule of payments adopted by the Annual Conference for those involved in the official business of the Annual Conference.

NOTES