

RULES OF THE WEST VIRGINIA ANNUAL CONFERENCE
(RULES BELOW PROPOSED TO THE 2021 ANNUAL CONFERENCE SESSION)

**PART B: RULES AND PROCEDURES FOR THE ORGANIZATION OF THE ANNUAL
CONFERENCE**

According to the Book of Discipline, the annual conference is responsible for structuring its ministries and administrative procedures in order to accomplish its mission (§601), with the exception of the mandated provisions of §§611, 635, 636, 637, 639, 640, 647, 648. In so doing it shall provide for the connectional relationship of the local church, district, and conference with the general agencies. It will monitor to ensure inclusiveness—racial, gender, age, and people with disabilities—in the annual conference.

I. ORGANIZATION

1. **Conference Secretary** (603.7§) At the first session following the General Conference, on nomination by the Resident Bishop, after consultation with the district superintendents, the Annual Conference shall elect a secretary to serve for the succeeding quadrennium. The Conference shall annually elect, upon nomination of the Secretary, assistant secretaries from the clergy or lay membership to serve during and after the session in the preparation of minutes, memoirs, and other materials for publication in the *Conference Workbook* and the *Journal*.

The Conference Secretary shall be editor of the *Conference Workbook* and *Journal*, custodian of clergy records, and supply the records needed for the work of the Nominations Committee.

The compensation and expenses of the Conference Secretary shall be approved by the Annual Conference, upon recommendation of the Council on Finance and Administration, and shall be included in the Conference Administration Budget.

The Conference Secretary shall be accountable to the Resident Bishop.

2. **Conference Statistician** (§603.7) At the first session following the General Conference, on nomination by Resident Bishop, after consultation with the district superintendents, the Annual Conference shall elect a statistician to serve for the succeeding quadrennium.

The financial costs of the Conference Statistician shall be approved by the Annual Conference upon recommendation of the Council on Finance and Administration and shall be included in the Conference Administration Budget.

3. **Conference Treasurer/Director of Administrative Services** (§619) At the first session following the General Conference, on nomination of the Council on Finance and Administration, the Annual Conference shall elect a Conference Treasurer/Director of Administrative Services to serve during the succeeding quadrennium or until a successor shall be elected and qualify. Should a vacancy occur during the quadrennium, the Council on Finance and Administration shall fill the position until the next session of the Annual Conference.

The Treasurer/Director of Administrative Services in the West Virginia Annual Conference shall also serve as Executive Secretary of the Board of Pensions-Pension Funds, Inc. and as Affirmative Action Officer for the Annual Conference.

The Conference Council on Finance and Administration shall determine the job description of the Conference Treasurer/Director of Administrative Services and recommend the annual compensation to be approved by the Annual Conference.

The support staff related to administering fiscal affairs shall be engaged by and amenable to the Conference Council on Finance and Administration. The Compensation of the Treasurer/Director of Administrative Services and the financial cost of the support staff in the Treasurer's office shall be approved by the Annual Conference upon recommendation by the Council on Finance and Administration and shall be included in the budget of the Conference Treasurer's Office.

The support staff related to administering the Board of Pension's program shall be engaged by and amenable to the Conference Board of Pensions-Pension Funds, Inc. The financial cost of this support staff shall be included in the administrative budget of the Conference Board of Pensions-Pension Funds, Inc.

4. **Conference Lay Leader** 603.9¶) and (609¶) At the first session following the General Conference, the Annual Conference shall elect a Conference Lay Leader to serve for the succeeding quadrennium. The nomination shall originate with the Conference Lay Ministry Team and be brought to the floor by the Conference Committee on Nominations. Additional nominations may be made from the floor.

The Conference Lay Leader shall assume office at the close of the Annual Conference Session in which elected. The term of office of the Conference Lay Leader shall be for a maximum of two quadrennia. The immediate past Conference Lay Leader shall serve as an ex-officio member (with voice and vote) on the Conference Lay Ministry Team for one year in the following quadrennium.

5. **Conference Associate Lay Leader(s)** ¶607.9 At the first session following the General Conference, the Annual Conference shall elect associate lay leader(s) for the succeeding quadrennium. The nomination(s) shall originate with the Conference Lay Ministry Team and be brought to the floor by the Nominations Committee. Additional nominations may be made from the floor. No person shall hold the office for more than two quadrennia.

6. **Conference Director of Lay Servant Ministry** (631.6¶d) At the first session following the General Conference, the Annual Conference shall elect a Conference Director of Lay Servant Ministries to serve for the succeeding quadrennium. The nomination shall originate with the Conference Lay Ministry Team and be brought to the floor by the Nominations Committee. Additional nominations may be made from the floor. The Conference Director of Lay Servant Ministries shall assume office at the close of the annual conference session in which elected. No person shall hold the office for more than two quadrennia.

7. **The Conference Program Staff.** There shall be a conference program ministries staff, who shall be responsible for the following areas of ministry: evangelism; stewardship; communications and public relations; leadership development; congregational development; camping and outdoor ministries; ethnic ministries; higher education and campus ministries; children and youth ministries; and mission/outreach.

The program staff shall serve on conference agencies as assigned by the Directors of Connectional Ministries or as defined by the membership of the agencies.

8. Membership on Conference Agencies. The term of membership begins with the adjournment of the Annual Conference session and shall be for a term of four years or until a successor is elected unless otherwise specified by the agency description.

- a. The Conference Nominations Team shall nominate the chairperson of each agency unless otherwise designated. When there is a vacancy in the chair of an agency, the vacancy shall be reported within 15 days to the Committee on Nominations. If applicable, the Committee on Nominations will select a new chairperson to serve until Annual Conference and at such time the person will be nominated to be elected to fill the unexpired term of the Chairperson. The following agencies elect their own chairperson at the first meeting of the quadrennium and fill their own vacancies of chairperson when needed: Episcopacy, Finance and Administration, Ordained Ministry, Religion and Race, Pensions, and Trustees.
- b. No elected member may serve on any Conference Agency for more than eight (8) consecutive years. The regulation shall apply to count the years of service or any component when determining eligibility for membership on any agency.
- c. A person having served on any agency and having been removed from the same shall not be eligible to return to membership on that agency until a period of four (4) years has elapsed.
- d. One half of the membership of any agency shall expire at the end of each quadrennium. All elected members of agencies, who have served more than four years, will be ineligible for election as members for the period of the ensuing quadrennium. Membership shall be listed by date of election.
- e. All clergy members of the Annual Conference and local pastors serving charges are eligible to serve on conference agencies as clergy members, except where there may be Disciplinary prohibitions.
- f. Membership on all Agencies shall be open to all lay members of the United Methodist Church within the Annual Conference.
- g. When an officer of a conference organization is specifically named to membership on a conference agency, that person may designate another person to represent him/her in his/her absence with full rights of membership.
- h. When notified by an agency chairperson that a vacancy has been created within an agency between sessions of the Annual Conference, except for Annual Conference Program, Episcopacy Committee (if selected by the Bishop), and Ordained Ministry, the Committee on Nominations shall select a person to fill the unexpired term subject to confirmation by the next session of the annual conference. On all agencies, if members are absent from two consecutive meetings without notifying the agency to be excused, they shall cease to be members thereof. In that case they shall be notified, and their place shall be filled by the Committee on Nominations, unless otherwise provided for in the Book of Discipline.
- i. It is to be understood that each person shall be contacted in advance of nomination to any conference board or agency to ascertain whether he/she is willing to serve. No name shall be presented of any person who has not indicated willingness to accept election.

II. CONFERENCE AGENCIES

1. Conference Administrative Review Committee ¶636

- a. Purpose: To ensure that the disciplinary procedures for fair process are followed for involuntary change of status, according to ¶¶327.6, 354, 357.3, 359, 356.4 361.2.
- b. Membership: The committee shall be nominated by the bishop and elected quadrennially by the clergy session of members in full connection with the annual conference. Membership will be composed of three clergy in full connection and two alternates who are not members of the cabinet, the Board of Ordained Ministry, or immediate family members of the above.

2. Annual Conference Program Committee ¶601-605

- a. Purpose: To assist the bishop in planning and implementation of matters related to annual conference regular or special sessions.
- b. Membership:
 1. Bishop
 2. Conference secretary
 3. Director of Connectional Ministries
 4. Host district superintendent
 5. Host pastors
 6. Conference lay leader
 7. Additional members, as selected by the bishop

3. Archives and History ¶641

- a. Purpose: To collect and preserve historically significant records of the annual conference and its agencies.
- b. Membership:
 1. a chairperson
 2. nine district representatives
 3. Director of the Annie Merner Pfeiffer Library, WV Wesleyan College
 4. Archivist of the Annie Merner Pfeiffer Library
 5. President of the WV Annual Conference Historical Society
 6. Secretary/Treasurer of the WV Annual Conference Historical Society

4. Core Leadership Team

- a. The purpose of the Core Leadership Team is to accomplish the mission of the West Virginia Conference by coordinating, aligning, and strengthening conference ministry leadership and teams. The Core Leadership Team will generate and coordinate additional ministry leaders and teams as needed to fulfill the mission of the West Virginia Conference. The work of the Core Leadership Team will continue to support connectional relationships with General Church agencies.
- b. Membership:
 1. The Core Leadership Team will involve the Bishop, and at least 12 people, but not more than 18, including leaders with expertise in the core ministry areas identified.
 2. The Core Leadership Team will represent the diversity of the Conference, consisting of laity and clergy, of various racial, gender, age, abilities, and geographic regions within the conference. Conference staff, also nominated by Nominations Team, will be represented and included in the total number. The Director(s) of Connectional Ministry will be members of the team and included in the total number.
 3. Members will be nominated for a period of four years, to serve not more than eight.

4. The Convener of the Core Leadership Team will be chosen by the team for a period of at least two years and not more than eight years.
5. The Core Leadership Team will be accountable to the West Virginia Annual Conference, reporting at least annually.

5. Episcopacy Committee ¶637

- a. Purpose: To support and guide the bishop, assisting in interpreting the needs of the annual conference, as indicated by Discipline. To coordinate with the Board of Trustees in providing for the needs of the Episcopal Residence (¶638). The bishop convenes the committee.
- b. Membership is guided by Discipline paragraphs 637 and 638.
 1. at least 7 and less than seventeen (1/5th to be appointed by the bishop)
 2. includes lay and clergy members of the jurisdictional committee on episcopacy.
 3. the Conference lay leader
 4. committee elects its chair.

6. Equitable Compensation ¶625

- a. Purpose: To support full-time clergy serving as pastors in the charges of the annual conference as defined in the Book of Discipline.
- b. Membership:
 1. chairperson
 2. three lay persons (one from a church with less than 200 members)
 3. three clergy persons (one district superintendent and one from a church with less than 200 members)

7. Finance and Administration ¶611

- a. Purpose: To develop, maintain, and administer a comprehensive and coordinated plan of fiscal and administrative policies, procedures, and management services for the annual conference. Relates to the General Council on Finance and Administration.
- b. Membership:
 1. five to twenty-one members
 2. one more lay than clergy
 3. one person from a church with less than 200 members
 4. Conference Treasurer/Director of Administrative Services (without vote)
 5. a member of GCFA
 6. Bishop (without vote)
 7. a district superintendent (without vote)
 8. Director(s) of Connectional Ministries (without vote)
 9. President of the United Methodist Foundation (without vote)
- c. Membership term begins with adjournment of the session when elected. Vacancies are to be filled temporarily by the agency.

8. Lay Ministry ¶631

- a. Purpose: To foster and provide for the ministry of the laity as essential to the mission of the West Virginia Conference.
- b. Membership:
 1. Conference Lay Leader, chairperson
 2. Conference Associate Lay Leader
 3. Conference Director of Lay Servant Ministries
 4. Conference Council on Youth Ministries Chair
 5. Conference Chair, United Methodist Women
 6. Conference Chair, United Methodist Men

7. Director of Congregational Vitality (without vote)
8. Additional members as designated by the chair to achieve the mission of the Lay Ministry Team.

9. Nominations

- a. Purpose: Shall nominate members of agencies and other positions that conference rules, annual conference structure, or the Book of Discipline may direct (§605.3 and §610) and for vacancies that may occur in the same, except where the Book of Discipline provides otherwise.
- b. Membership:
 1. Director(s) of Connectional Ministries
 2. Director of Administrative Services
 3. Conference Lay Leader
 4. Conference President of United Methodist Men
 5. Conference President of United Methodist Women
 6. Chairperson of Conference Council on Youth Ministries
 7. Bishop (without vote)
 8. Conference Secretary (shall maintain nominations records)
 9. one district superintendent
 10. nine district representatives with consideration given to inclusiveness as regards age, gender, race, and people with disabling conditions (§653).

10. Ordained Ministry §635

- a. Purpose: Each annual conference at the first session following the General Conference, shall elect for a term of four years a Board of Ordained ministry. Its responsibilities are set forth in Discipline paragraph 635 and in Section III of the Annual Conference Rules.
- b. Membership is guided by the Discipline and nominated by the bishop after consultation with the chairperson of the board and with the cabinet.

11. Pensions (Pension Funds, Inc.) §639

- a. Purpose: Shall have charge of the interests and work of providing for and contributing to the support, relief, assistance, and pensioning of ministers and their families, other church workers, and lay employees of the United Methodist Church, its institutions, organization, and agencies within the annual conference, except as otherwise provided for by the General Board. The conference board of pensions is auxiliary to Wespeth Benefits and Investments.
- b. Membership shall include up to eighteen members. Vacancies may be filled by the agency until the next annual conference session. Tenure begins with adjournment of the annual conference session when elected.

12. Quadrennial Nominating Committee

- a. Purpose: To function in the third year of the quadrennium in order to nominate persons for election to serve four-year terms on Nominations. The new Nominations Committee will begin functioning upon their election at annual conference in the year prior to a new quadrennium.
- b. Membership:
 1. a district superintendent named by the bishop to convene the committee
 2. Director(s) of Connectional Ministries
 3. Conference Lay Leader

4. Conference Presidents of United Methodist Men, United Methodist Women and Council on Youth Ministries
5. Conference Secretary
6. a clergy who is ineligible for re-election to nominations
7. a lay man selected by the present nominations committee
8. a lay woman selected by the present nominations committee
9. three additional persons selected by the present nominations committee.

13. Religion and Race ¶643

- a. Purpose: To challenge, lead, and equip the Core Leadership Team, the cabinet, the Board of Ordained Ministry, and the people of the annual conference to become interculturally competent, to ensure institutional equity and to facilitate vital conversations about religion, race, and culture. The Commission will follow the guidelines and structure outlined in ¶¶2002 and 2008 in the Discipline and will relate to the General Commission on Religion and Race.
- b. Membership: Care shall be taken to ensure that membership is selected based primarily on the passion and expertise possessed in the areas of training, resource development, evaluation, consultation, and strategic planning in the areas of diversity, intercultural competency, racial and ethnic justice, reconciliation and equity, and communicating/advocacy for change. The total membership shall have an equitable balance in the number of laymen, laywomen, and clergypersons. The commission will reflect the widest sense of racial, ethnic, tribal, and cultural diversity relevant to the conference area.
 - ¶643
 1. chair
 2. no fewer than 9 members and up to eighteen members
 3. majority of members be racial and ethnic minority persons
 4. Director of Congregational Vitality (without vote)

14. Rules

- a. Purpose: Shall receive, assemble and edit proposed changes in the organization, structure, procedures, and rules of the annual conference, and present them to the conference with its recommendation. The committee may also initiate proposals for such changes. ¶604.1
- b. Membership:
 1. chairperson
 2. three clergy members
 3. three lay members
 4. Conference Secretary (without vote)

15. Trustees ¶640

- a. Purpose: Duties as set forth in ¶2512
- b. Membership shall consist of twelve members. Vacancies between annual conference sessions are filled until the next annual conference session on nomination by the agency and election by district superintendents. The annual conference then elects to fill the unexpired term.

16. United Methodist Women ¶647

There shall be a conference organization named United Methodist Women, auxiliary to the jurisdictional organization of United Methodist Women and the Women's Division of the General Board of Global Ministries. Constitution as defined in the *Book of Discipline*.

17. United Methodist Men ¶648

There shall be a conference organization named United Methodist Men, auxiliary to the jurisdictional committee on United Methodist Men and to the General Commission on United Methodist Men (¶2301). Constitution as defined in the *Book of Discipline*.

18. United Methodist Youth ¶649

- a. Purpose: To strengthen the youth ministry in the local churches and districts of the annual conference. This agency shall relate to the Discipleship Ministries of the General Church.
- b. Membership:
 1. as outlined in ¶649.2 and in the Constitution of The West Virginia Conference Council on Youth Ministries (CCYM).
 2. Conference Youth Coordinator.
 3. Director of Young Disciples and Outdoor Ministries (without vote)