

**CTCUMC POLICIES & PROCEDURES  
OF THE ANNUAL CONFERENCE**

**PROCEDURE FOR EQUALIZATION OF LAY & CLERGY  
MEMBERS OF THE ANNUAL CONFERENCE**

1. It shall be the responsibility of the Center for Mission Support annually to revise the number of additional lay members required to equalize lay and clergy membership of the Annual Conference.
2. The Center for Mission Support shall notify each District Superintendent as to the churches that will elect additional members preceding the next Annual Conference, by September 1.
3. To equalize the number of lay and clergy in addition to *The Book of Discipline*, ¶602.4, the following will be members by virtue of offices held:
  - a. Each District United Methodist Women President;
  - b. Each District United Methodist Men President;
  - c. One additional youth from each District;
  - d. Lay chairs of Conference boards, councils, commissions, or committees;
  - e. Lay Members of any general and/or jurisdictional agencies who reside in the Central Texas Conference and are not otherwise members of the Annual Conference.
  - f. Lay people serving as campus ministers/directors of Wesley Foundations in the conference (¶602.1e)
  - g. One additional lay member from charges of the conference where membership is above the number set annually by the Conference Secretary required to equalize the ratio between clergy and lay members.

**PROCEDURE FOR SUBMITTING MATTERS TO BE  
PRESENTED TO THE ANNUAL CONFERENCE SESSION**

1. All resolutions and petitions for consideration of Annual Conference shall be presented to the Conference Secretary sixty days prior to the beginning of the Annual Conference session. It is the responsibility of the Conference Secretary to send these resolutions and petitions to the appropriate Center Team. The Center Team will report a recommendation of concurrence or non-concurrence and/or any revisions prior to the Annual Conference.
2. All matters to be presented to the Annual Conference in session which pertain to the work of one of the Center Teams, and which were not received and considered before the Preliminary Report was made available, shall be referred by the Conference Secretary to the appropriate Center Team for consideration. The Center Team will report a recommendation of concurrence or non-concurrence and/or any revisions prior to the Annual Conference.
3. All other papers, resolutions or reports presented to Annual Conference which may not pertain directly to the work of one of its standing bodies must

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also be referred to the designated Conference Secretary and then to a study committee nominated by the Bishop and elected by the Annual Conference. Those shall be reported back to the Conference with recommendation for concurrence or non-concurrence and/or any revisions prior to the close of the Conference session, unless otherwise directed by the Annual Conference.

4. All papers, resolutions, obituaries and reports coming to the Conference, not included in the preliminary report, must be typewritten in triplicate and two copies of said report must be in the hands of the designated Conference Secretary before they are presented to the Conference. Any reports requiring approval of the Annual Conference, not in the preliminary report, shall be reproduced for members of the Conference by the proponent so that all may follow the report as it is being presented.
5. The Center for Mission Support shall designate a team to receive and publish suitable memoirs of deceased clergy and widows or widowers of clergy. The clergy in charge of the funeral of such persons shall be responsible for preparing the memoir and filing it with the Center for Mission Support immediately after the funeral.

### PROCEDURE FOR NOMINATIONS TO ANNUAL CONFERENCE

1. There shall be a conference nominations and leadership development team. It shall be the purpose of the team to seek out and enlist the services of the best-qualified people available within the annual conference to fill various positions for which it is to approve nominations.
2. The membership shall be the bishop, who shall be the chair,
  - a. The assistant to the bishop as vice chair and secretary
  - b. The district superintendents;
  - c. Conference lay leader;
  - d. Presidents of UMW, UMM, and conference council on youth ministry;
  - e. District lay leaders or their representatives from each of the six districts;
  - f. One clergy representative from each of the five geographical districts
  - g. One other youth representative recommended annually by the conference council on youth ministry;
  - h. Inclusiveness Umbrella Team chair or representative;
  - i. Option of up to three people at large to provide diversity;
  - j. The bishop, assistant to bishop and executive directors of the conference centers shall be members without vote.
3. Members for all standing committees, boards, and commissions of the annual conference shall be selected in such a manner as the *Book of Discipline* may specifically require or as the annual conference may determine.
4. The conference nominations and leadership development team shall make nominations to the annual conference as may be necessary to accomplish the mission and/or required by the current *Book of Discipline*.

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5. It is recommended that insofar as possible, the membership on leadership teams, councils, boards, and agencies of the annual conference shall be representative of the conference's districts except for the Board of Ordained Ministry.
6. It is recommended no person shall serve as an elected member of more than one of the annual conference standing bodies at one time, unless necessary for age, ethnic, gender, district or expertise representation.
7. The procedure for electing board members of agencies and institutions of or related to the conference as required by the *Discipline* and/or "Guiding Principles" shall be:
  - a. By April 1, the boards of all agencies and institutions of or related to the annual conference shall submit a report to the conference nominations and leadership development team, nominating people to be elected by the Central Texas Conference to serve on their boards of directors or trustees.
    - i. The conference nominations and leadership development team may return the nominations to the agencies and institutions with recommendations for further review and resubmission;
    - ii. The conference nominations and leadership development team shall have ultimate authority to submit nominations to the annual conference in order to achieve appropriate age, ethnic, gender, district and expertise representation.
  - b. When the nominations are complete, the conference nominations and leadership development team shall present nominations for the respective boards including the executive board of the Smith Center for Evangelism and Church Growth to the annual conference for election.
  - c. Following board elections by annual conference, each board shall elect their own officers. By July 1, each board will present the names of its officers to the conference nominations and leadership development team.
8. The procedure for nominating and electing all other conference leadership positions shall be:
  - a. By February 15, the conference nominations and leadership development team shall make available to each district superintendent a listing of all positions for which district nominations are solicited for consideration by the conference nominations and leadership development team to appear on the slate that will be presented at the ensuing annual conference session.
  - b. By April 1, the district nominations and leadership development team /or its equivalent body will have met and submitted district nominations for all positions in question, taking into consideration the names submitted by local churches. The district team, however, shall only nominate people it feels are adequately equipped for the task and may elect not to make nominations in those cases where it feels minimum qualifications for the positions in question are not present. Before nominating a person, the district team will contact

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the person regarding the responsibility of the position and whether or not he or she is willing to serve, if elected.

- c. By May 10, the conference nominations and leadership development team shall prepare a list of nominees for all positions that must be filled by next annual conference.

Before nominating a person for a conference team or committee, the conference nominations and leadership development team will instruct the conference center responsible for the particular team or committee to contact the person regarding the responsibility of the position and whether or not he or she is willing to serve, if elected.

9. In the case of a mid-year vacancy, the conference nominations and leadership development team can approve interim board members proposed by the agency, board or institution.

### ANNUAL CONFERENCE FINANCIAL PROCEDURES

#### 1. Remittance Procedure

Apportionment payments, askings, special day offerings, advance specials, and any missional gifts from a pastoral charge to the Conference Treasurer should be submitted either online or by check with accompanying current year remittance form. The Conference Treasurer will in turn post, in a timely fashion, remittances received. The Conference Treasurer will also report monthly to the Bishop, Cabinet and Churches the status of funds remitted.

#### 2. Conference Budget Preparation Procedure

After careful consideration of all financial responsibilities of the Annual Conference, the Council on Finance and Administration, and the Executive Center Directors shall recommend all funding levels for the major categories in the total Conference program. If for any reason the Conference benevolence budget needs to be changed, CFA shall adjust the allocation and refer it back to the three Conference Centers for adjustments of the itemized appropriations in the Conference benevolence budget. Should any Conference Center agency feel its cause has been neglected or excluded, it shall have the opportunity to represent its cause before the Council on Finance and Administration (*the Book of Discipline* ¶614).

#### 3. Conference Budget based on Local Church Decimal

All Conference items allocated to the local churches of the Conference shall be based on the decimal arrived at by the following formula: Determine Conference total expenditure by adding the total of the following Table II statistical items:

- a. 39 – Total amount paid by the local church for all direct-billed clergy non-health benefits (pension payment and CRSP)
- b. 41a – Total amount paid in base compensation to pastor
- c. 41b – Total amount paid in base compensation to all associate pastors assigned by the bishop
- d. 42 – Total amount paid to/for pastor and associate(s) for housing and utilities and/or related allowances
- e. 44 – Total amount paid to pastor and associate(s) for any other cash allowances (non-accountable)

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- f. 53 –Deacon(s) compensation (discontinued) by GCFA 2017
- g. 54 –Diaconal(s) compensation (discontinued) by GCFA 2017
- h. 45 – Total amount paid in salary and benefits for all other church staff
- i. 46 – Total amount spent for local church program expenses
- j. 47 – Total amount spent for other local church operating expenses

Add the above ten (10) expenditures for each local church to get the “local church total expenditure.” Divide each “local church expenditure” by the “Conference total expenditure” to arrive at the local church decimal. (Each decimal is rounded to five decimal places.) Multiply the local church decimal by Conference Apportionment allocation to get the Local Church Apportionment. (Each apportionment is rounded to the nearest dollar, with each church being apportioned at least one dollar for each apportionment.)

#### 4. **Council on Finance and Administration Duty**

It shall be the duty of the Council on Finance and Administration to compute the decimal annually using the latest statistics (corrected, if necessary), and furnish the table of apportionments to the Districts for distribution.

#### 5. **Items for Distribution**

All items to be distributed under the formula are included in the Conference budget: all General Church Apportionments, all Jurisdictional Church Apportionments, and Annual Conference Administration and Ministries. Others can only be added by action of the Annual Conference.

#### 6. **Special Day Offering**

Any Special Day Offering, except where set by *the Book of Discipline*, must first be annually presented and approved by the Council on Finance and Administration. No such day shall be recommended to the Annual Conference for any agency, cause, or institution, nor shall such a day be listed or printed on the Conference calendar, unless such agency, cause, or institution has presented a full financial statement and audit, including current annual income and expense, together with its report to the appropriate Conference Ministry Center.

## ANNUAL CONFERENCE PROCEDURES FOR SAFE SANCTUARY

### RESOLUTION TO ADOPT MINISTRYSAFE SAFETY SYSTEM

**Be it resolved**, that the Central Texas Annual Conference establish the MinistrySafe Safety System as the official resource equipping churches to develop a foundational safety system for children, youth and vulnerable persons<sup>1</sup>.

**Be it further resolved**, that in the Fall – 2014, each District will host a MinistrySafe Safety System training event on the processes and procedures for our conference local churches to become adequately informed and trained.

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**Be it further resolved**, that between January 1 and June 30, 2015, every District and local church will enlist their volunteers in receiving the MinistrySafe on-line training offered and adopt their own MinistrySafe Policy.

**Be it further resolved**, that the MinistrySafe abuse prevention policy will be implemented for all Conference and District Events and enacted in all congregations within the geographical bounds of the Central Texas Conference, effective July 1, 2015 and further that in each local church charge conference in the fall of 2015 the church Board of Trustees will provide a copy of their church policy.

**Be it further resolved**, that a MinistrySafe Task Force be created for the purpose of:

1. Overseeing the implementation and establishment of procedures for MinistrySafe Awareness and Training for all staff and volunteer adult leaders of children, youth and vulnerable persons.
2. Bringing a Conference MinistrySafe policy back to the 2015 Annual Conference for adoption.

And, finally, **be it further resolved** that this policy is adopted in the Central Texas Annual Conference.

<sup>1</sup> One definition of “vulnerable persons” is one who because of physical or mental infirmity or emotional disability or other physical, mental or emotional dysfunction may be vulnerable to maltreatment. Vulnerable persons are those who serve and can be in a position where accusations of abuse could mistakenly arise; or who have been abused either as a child or an adult.

## ANNUAL CONFERENCE POLICIES ON ETHICS

### OUR LIFE TOGETHER: LIVING INTO GOD’S HIGHEST IDEALS THE CENTRAL TEXAS CONFERENCE OF THE UNITED METHODIST CHURCH

Adopted by the Executive Committee of the Board of Ordained Ministry  
& Cabinet March 19, 2013

To be set apart for ministry and appointed or assigned to serve as clergy and church leaders in the Central Texas Annual Conference of the United Methodist Church is to be given a sacred trust, which requires the highest standard of ethical behavior in all relationships.

**I Timothy 4:8-16 CEB** – Train yourself for a holy life! While physical training has some value, training in holy living is useful for everything. It has promise for this life now and the life to come. This saying is reliable and deserves complete acceptance. We work and struggle for this: “Our hope is set on the living God, who is the savior of all people, especially those who believe.” Command these things. Teach them. Don’t let anyone look down on you because you are young. Instead, set an example for the believers through your

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speech, behavior, love, faith, and by being sexually pure. Until I arrive, pay attention to public reading, preaching, and teaching. Don't neglect the spiritual gift in you that was given through prophecy when the elders laid hands on you. Practice these things, and live by them so that your progress will be visible to all. Focus on working on your own development and on what you teach. If you do this, you will save yourself and those who hear you.

Ordination and membership in an annual conference in The United Methodist Church is a sacred trust. Sexual harassment, sexual misconduct and/or sexual abuse are incompatible with biblical teachings, prohibited by *the Book of Discipline* and a violation of this sacred trust. The Conference is committed to the eradication of this conduct if it should occur and to the creation of an environment of hospitality for all persons. When such conduct is alleged, the Conference is under obligation to investigate, to protect all parties, to discover the truth, and to respond in ways that are consistent with our "highest ideals."

The following policy is offered to the conference with the prayer that it will contribute to the goal of bringing our practice and accountability into conformity with our "highest God given ideals."

*We give thanks to the West Ohio, Louisiana, Texas and Virginia Annual Conferences for their discussions and models, which have helped us to focus and develop our policy.*

**As clergy and church leaders within the Central Texas Conference we will be guided by the following:**

- 1. In our personal and professional relationships, we will:**
  - a. Be above reproach in all that we do.
  - b. Practice habits that encourage and promote the physical, emotional and spiritual health of our families and ourselves.
  - c. Serve the members and constituents in our current appointment and mission field. We do not provide ministerial services in other UM churches unless a consultation between the former pastor/retired pastor and pastor under appointment determine that it is for the health and in the best interest of the congregation.
  - d. Nurture a healthy relationship between active and retired ministers; retired ministers accepting responsibility for the performance of any ministerial function only upon direct invitation of the appointed pastor.
  - e. Keep appropriate confidences and privileged information.
  - f. Avoid communicating (verbal, written and electronic) negatively about a colleague, especially our predecessor or successor.
  - g. Avoid the appearance of impropriety in visitation and counseling sessions.
  - h. Maintain a healthy emotional and social balance and maintain boundaries between pastoral identity and self-identity, private and community life, self and others.
  - i. Take care that attire and grooming do not detract from ministry effectiveness.

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- j. Keep faith with loved ones, giving to them the time and attention needed for a healthy marriage and family.
  - k. Separate our ministerial role from our personal lives by not dating those directly served by our ministry.
  - l. Encourage the congregation in the care and upkeep of the parsonage, leave the church and parsonage clean and in good condition and accept financial responsibility for damage to the parsonage beyond normal wear and tear (see Conference Parsonage Policies).
- 2. In issues of integrity we will:**
- a. Be fiscally responsible;
  - b. Be honest;
  - c. Properly represent the polity, doctrine and history of the United Methodist Church;
  - d. Properly represent the mission, vision, values and core strategies of the Central Texas Annual Conference (can be found on conference website);
  - e. Diligently care for our souls and minds through Spiritual Formation in retreats, prayer, Biblical study, small groups and educational opportunities;
  - f. Acknowledge sources for preaching and in written material; we will not plagiarize another's work;
  - g. As clergy and church leaders we will complete/attend the BOM approved training, addressing clergy sexual ethics and other boundary issues each quadrennial period in the designated time. Failure to complete this mandatory training will result in (a) referral to Executive Committee BOM for possible Administrative Complaint and (b) may have consequences affecting future appointments;
  - h. As full time clergy, we will not accept employment outside of the appointed charge. Any deviation from this must be brought to the District Superintendent, BOM and Cabinet approval prior to acceptance (§ 338.1).
  - i. Maintain the highest ethical standards regarding the use of any modern technology, avoiding even the perception of inappropriate use of the internet and understanding that e-mail and text messaging are not a private domain and should not be treated as such;
  - j. Provide pastoral services for weddings, baptisms and funerals to church members without charge; the receipt of honoraria is acceptable;
  - k. Seek no gifts, bequests or material benefits for self or family members from any organization or individual;
  - l. As an act of faith and concern, refrain from gambling and the use of pornography (the UMC is opposed to all forms of pornography) and strive to minister to those victimized by those practices (Social Principles page 155-163 ,§ page 516-517);



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- m. We commit ourselves and our churches to engage in continued dialogue and reflection on the UMC Social Principles in order to shape our personal and community life.
- 3. In regard to power issues we will:**
- a. Be aware of the power that is inherent in our various roles and use that power to maximize ministry opportunities that communicate worth, mutuality and collegiality;
  - b. Provide ministerial services in order to build up the body of Christ;
  - c. Welcome regular feedback and evaluation in order to enhance pastor's fruitfulness; being responsive to constructive feedback and humbly committed to improvements;
  - d. Nurture loyalty and trust among paid staff and volunteers;
  - e. Establish clear, appropriate boundaries with anyone with whom we have a ministerial, business, professional or social relationship;
  - f. Not use our ministerial status, position, relationship, our authority to abuse, misguide, negatively influence, manipulate or take advantage of anyone.
- 4. In areas where there might be a conflict of interest we will:**
- a. Advise and refer persons to other clergy or other professionals such as: lawyers, doctors, counselors, etc. when appropriate; being aware that our judgment can be impaired by prior dealings, by becoming personally involved, or by becoming an advocate for one party against another;
  - b. Absent ourselves at an appropriate time from discussion and decision when there is an actual or potential conflict of interest in matters affecting ourselves, our family or our financial interests;
  - c. Never take advantage of anyone to whom we are providing services in order to further our personal, religious, political, financial or business interests or those of our family;
  - d. Use discretion concerning the acceptance of or return of gifts for ourselves or our family;
  - e. Avoid using the congregation as a captive audience for products or services created or provided in a non-clergy role;
  - f. Make a commitment that the more important the conversation, or the more personal the matters, we will communicate with the person(s) directly;
  - g. Not accept or confer an office, position, assignment or receive compensation, which may present the appearance of favoritism or a conflict of interest.
- 5. The Book of Discipline**
- a. The *Discipline* is the instrument for setting forth the laws, plan, polity, and process by which United Methodists govern themselves. In all matters pertaining to church law it is the decisive word.

*If more detailed interpretation is needed you may contact your District Superintendent, a member of the Executive Committee of the Board of Ministry or a Cabinet member. Contact information can be found on the conference website.*

## SEXUAL ETHICS POLICY FOR PROFESSING MEMBERS OF THE CENTRAL TEXAS CONFERENCE OF THE UNITED METHODIST CHURCH

*Updated policy regarding harassment of clergy by a  
professing member of a local church*

*Adopted by Executive Committee Board of Ordained Ministry March 19, 2013*

### Statement of Policy

A Professing Member of the Central Texas Conference of The United Methodist Church shall not engage in harassment, including but not limited to sexual and/or gender harassment of clergy (§§ 605.9 and 2702.3 in the 2012 *the Book of Discipline*).

### Theological Foundation

All persons are created by God. God intends all persons to have worth and dignity in their relationships. We are one connected body, and when one part of the body is injured physically, emotionally or spiritually, the entire body is rendered less than God intended. Misconduct of a sexual nature of any kind violates a person's wholeness and is an unjust use of status and power and a sinful behavior against God and one another. The Scripture witnesses to a God who brings about justice, mercy and grace. The Church is called to express God's love in concrete actions of compassion and healing for all people.

### Definitions

1. **Sexual Harassment:** Sexual harassment is a form of sexual misconduct and is defined in the *Social Principles* as "any unwanted sexual advance or demand, verbal or physical that is reasonably perceived by the recipient as demeaning, intimidating or coercive. Sexual harassment destroys community. "Sexual harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue" (2012 *the Book of Discipline*, ¶ 161.1). Sexual harassment of clergy includes, but is not limited to, the creation of a hostile or abusive environment, which undermines the ministry of the clergy person serving within the appointment (2012 *the Book of Discipline*, ¶ 2702.3). Behaviors considered sexual harassment can include "unwanted sexual jokes, repeated advances, touching, displays or comments that insult, degrade, or sexually exploit women, men, elders, children or youth" (2012 *Book of Resolutions*, page 136). Sexually harassing behaviors may be in person, by phone, e-mail, texting and/or social networking sites.
2. **Power:** Clergy are generally considered to be in positions of power due to their professional role as spiritual leaders within a church. There are however, situations in which professing members of a church have the power to create a hostile or abusive environment which undermines the ministry of the clergy person serving within the appointment to the local church. Some

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of those situations are related to gender, race, age, wealth, education and status within the community.

3. **Sexual Abuse:** Sexual abuse means unwanted physical conduct of a sexual nature, sexual contact or sexualized behavior and may include, by example, touching, fondling, other physical contact and sexual relations.
4. **Sexual Misconduct:** The 2012 *the Book of Discipline* identifies sexual misconduct as a chargeable offense for clergy (§2702.1) and for lay (§2702.3).

### Making a Complaint

Clergy and other persons who have knowledge of a possible violation of this policy by a Professing Member may report the same to the chairperson of Staff/Pastor Parish Relations Committee and the District Superintendent. Upon receipt of any complaint, the Staff/Pastor Parish Relations Committee with the guidance of the Conference Consultant and District Superintendent will investigate, consider any response and take action to seek a just resolution.

## REPORTING, INVESTIGATING & RESOLVING VIOLATIONS OF THE CTC SEXUAL ETHICS POLICY FOR PROFESSING MEMBERS

The clergy person who feels harassed by a lay person is encouraged to use the following procedures. If the offending behavior and complaint is sexual abuse or sexual misconduct then the immediate procedure is a formal complaint as outlined in the 2012 *Book of Discipline* § 2703.3. Identifying sexual or gender harassment depends on a determination of what a reasonable person would perceive as unacceptable. It is important to resolve complaints confidentially and, if possible, informally.

### Initial Resolution Process

1. Clergy are responsible for establishing and maintaining clear boundaries of professional conduct.
2. Therefore, a clergy person should respond immediately and clearly to the harasser that such behavior is unwelcome and uncomfortable
3. If the behavior continues:
  - a. Avoid being alone with the harasser.
  - b. Keep accurate records of the harassing behavior.
  - c. May contact the Chair of the Staff Parish Relations Committee (if the Chair of SPRC is the harasser then contact the District Superintendent directly).
  - d. Notify the District Superintendent.

### Informal Resolution Process

1. In all cases, the pastor or District Superintendent should take pastoral steps to resolve any complaints.
  - a. The purpose is to determine if the complaint is valid or a miscommunication and a misunderstanding exist.
  - b. Ask the accused to make an appropriate written statement to the clergy person. The written response may include explanation of the

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behavior resulting in a misperception of intent, an apology and a promise not to repeat the behavior.

- c. If the clergy person finds the response satisfactory then the complaint will be considered as resolved.
- d. If the response of the accused is not satisfactory or the accused refuses to respond, then the complaint will move to the formal process.

### Formal Resolution Process

1. If the District Superintendent determines that the process outlined above has been followed and the complaint is not resolved, then the district superintendent and district lay leader may appoint a committee on investigation according to ¶ 2703.3 in the *2012 the Book of Discipline*.
2. The final decision of the committee will be communicated in writing to the clergy person and the accused. Should this not be resolved, it then moves to ¶2704.4 in the *2012 Book of Discipline*.

## CENTRAL TEXAS CONFERENCE OF THE UNITED METHODIST CHURCH CONTINUING EDUCATION & SPIRITUAL FORMATION POLICY

*Adopted by Executive Committee Board of Ordained Ministry  
& Cabinet March 19, 2013*

The Central Texas Conference is committed to being a learning community and so we believe the life of the clergyperson is a journey of renewal and excellence in Jesus Christ. The apostle Paul gives us the essence of this journey in Philippians when he invites us to focus on spiritual disciplines and to focus on the things of excellence as we journey. Through this focus we can live out our calling in the balance God desires for us called “shalom.” This policy is designed for every clergyperson under Episcopal appointment.

**Spiritual Formation** is the intentional lifelong pursuit of the nourishment and renewal of the soul through the Holy Spirit in the use of the spiritual disciplines in order to center their lives in Christ.

**Continuing Education** is the intentional development of the professional identity of the clergyperson through education and instruction that enhances the effectiveness and excellence of the clergyperson’s methods of work and self-awareness so that the clergyperson can better equip congregations to make disciples of Jesus Christ for the transformation of the world.

Each year, effective clergypersons work collaboratively with S/PPR committees and District Superintendents to select and participate in 20 continuing education contact hours (2.0 units) and 10 spiritual formation contact hours (1.0 units), which help them stay centered in Jesus Christ and hone skills needed to continue equipping congregations. Clergypersons are expected to report continuing education and spiritual formation contact hours annually by Dec. 1. These are reported in three

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places; as part of the charge conference process, to their District Superintendent and to the Administrative Assistant of the CTC Board of Ordained Ministry (BOM). Their District Superintendent/Supervisor will use the information as part of their supervisory interview. The BOM will use as part of their faithfulness to the covenant of our life together and for consideration if a person is in process towards commissioning or ordination. Churches should ensure that every pastor has adequate time and financial support to participate. In addition to vacation time, a minimum of 10 days each year is considered essential for a full-time clergy person's study, retreat and renewal.

### Benefits of Continuing Education and Spiritual Formation

- ✚ Improvement of some specific ministry skill, such as preaching, administration, time management, conflict management
- ✚ Increased spiritual maturity and commitment to Christ
- ✚ Life increasingly centered in Christ
- ✚ Increased self-awareness
- ✚ Calmer spirit
- ✚ Increased understanding of the scriptures, Christian history, theology
- ✚ Development of new innovative programs, missions or other ministry forms

### Types of continuing Education and Spiritual Formation

1. Professional skills/knowledge development.
2. Personal assessment and life planning.
3. Self-care and personal growth.
4. Increasing faith and commitment through spiritual formation.

### Approved Events and “Contact Hours

There is no approved list of Continuing Education and Spiritual Formation events. Instead of naming an “approved list” of events, each clergy person is responsible for choosing growth producing, transforming and formative events in collaboration with the S/PPRC and District Superintendent and for determining the appropriate number of “contact hours” to report for each event. A “contact hour” is the actual time of learning or transformation – usually the actual hours of lecture, instruction, group discussion or individual study. Hours for travel, meals, sleep, fellowship and group discussion of issues outside the study topic are not considered contact hours.

If the event does not offer a CEU, a letter identifying the number of contact hours will be sufficient.

For online continuing education, the sponsoring agency shall offer an official CEU.

### Forms of Continuing Education and Spiritual Formation

Actual contact hours (hours of lecture, instruction, group discussion or individual study) during the following activities are forms of Continuing Education and Spiritual Formation:

1. Supervised activities such as degree programs, credit courses, pastor's schools, clinical training, etc.
2. Short term events such as seminars and workshops
3. Peer study
4. Short study leaves

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5. Sabbatical leaves
6. Carefully chosen travel and work experiences
7. Provisional and Board of Ordained Ministry work
8. Continuing Education and Spiritual Formation retreats or events

### Some Examples of Continuing Educations and Spiritual Formation events

1. Minister's Week, SMU and Brite
2. UMW School of Christian Missions
3. District/Conference workshops, retreats, seminars
4. Spirit Streams (Three Day Academy of Spiritual Formation)
5. Five Day Academy of Spiritual Formation
6. Upper Room Two-Year Academy for Spiritual Formation
7. Clinical Pastoral Education
8. Elder's, Deacon's or Local Pastor's Retreat
9. Doctor of Ministry Programs or other degree programs that instruct ministry
10. Silent or Guided Retreat

### What is not considered Continuing Education or Spiritual Formation?

1. List of books read for sermon preparation
2. Classes taught by the clergyperson
3. Study trips without contact hours
4. Mission trips

### Self-Directed Continuing Education

Spiritual Formation may be self-directed each year, but the clergyperson must be willing to produce evidence of the work, such as:

- ✚ A selection from a journal of what is learned
- ✚ A schedule for the spiritual or silent retreat

### Part-time Clergy

Clergypersons in less than full-time appointments should participate in Continuing Education and Spiritual Formation in accordance with the percentage of their status. (For example, a half-time pastor should complete half of the full-time requirements or 10 continuing education hours and 5 spiritual formation hours).

### Accountability and Reporting (See the 2012 *Book of Discipline*, ¶ 351.2, ¶ 351.5, ¶ 258.2.g.8)

The clergyperson is responsible for devising a plan for Continuing Education and Spiritual Formation in collaboration with the S/P/PRC and District Superintendent, implementing the plan and reporting the plan's completion by Dec. 1 of each calendar year.

The plan will be used as part of your supervisory meeting with the District Superintendent, meeting charge conference requirements, and disciplinary requirements monitored by the CTC Board of Ordained Ministry, specifically through the Orders and Fellowship of Local Pastors. When necessary the Orders and Fellowship of Local Pastors chairs may bring a recommendation for action (regarding a clergy) to the Executive Committee of BOM.

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A Continuing Education Unit certificate is not required. If an event is not fully attended, a portion of the event may be counted if the attendance is enough to receive the benefit of the event. For example, if a Clergy Gathering includes 10 Continuing Education contact hours and a clergyperson leaves after 5 hours of attendance, he/she should report 5 hours of CEU or .5 credits.

Clergy in extension ministries and beyond the local church report continuing education and spiritual formation on their annual report form.

Pastors who have completed the Course of Study or seminary are still required to undertake continuing education, which benefits the disciple-making ministry of the local congregation.

### **Funding**

Each church should ensure their pastor(s) have adequate funds for all required Continuing Education and Spiritual Formation contact hours. We recommend a minimum of \$1,000 be available for those in full-time appointments.

There are also Ministerial Education Funds available for those who are Full Members, Associate Members, or Permanent Local Pastors. Currently \$800 per quadrennial period is available through an application process with BOM (found on the BOM website). Often the event itself will have some scholarship funds, which might be awarded. Each clergyperson is responsible for continuing education and spiritual formation funds.

*Our appreciation goes out to the Texas Annual Conference, the Virginia Annual Conference and others for their discussions and contributions to this document.*

## **ANNUAL CONFERENCE POLICY FOR DISCONTINUED OR ABANDONED CHURCH PROPERTY**

### **PROCEDURES FOR DISCONTINUED OR ABANDONED CHURCH PROPERTY**

Any property abandoned in the past or that shall be abandoned in the future and the property disposed of as directed by the 2016 *Book of Discipline* in accordance with ¶ 2549, the proceeds derived there from, if any, shall be first applied to the retirement of pension deficits, and the satisfaction of any claims against ministerial pension annuities which may have arisen out of failure of that church to make proportionate payment for support. The remaining proceeds are to be transferred to the Center for Evangelism and Church Growth.

In the event of a church closure or abandonment, the official and historical records of the closed or abandoned church will be transferred directly to the Archives Depository of the Central Texas Conference by the District Superintendent of the District in which the closed or abandoned church is located.

In the event of two or more churches merging, the official and historical records of the churches being merged shall be transferred to the Archives Depository of the Central Texas Conference by the District Superintendent of the District in which the

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churches are located. The records shall be transferred to the Archives Depository no later than three months following the merger.

The Central Texas Conference (the “Conference”) adopts the following resolutions relating to the real and personal properties as they relate to the uniting of the Methodist Episcopal Church and the Methodist Episcopal Church South:

**WHEREAS**, in 1939, The Methodist Episcopal Church (M.E. Church), and The Methodist Episcopal Church South (the religious denomination known as The United Methodist Church (the M.E. South Church) united to form the Methodist church and the properties of the uniting churches, both real and personal became the properties of the Methodist Church; and

**WHEREAS**, in 1968 the Methodist Church and the Evangelical United Brethren Church united to form the United Methodist Church and the properties of the uniting churches, both real and personal became the properties of the United Methodist Church; and

**WHEREAS**, the properties of the United Methodist Church that lay within the bounds of the Central Texas United Methodist Church are held in Trust by the Central Texas Conference of the United Methodist Church (Conference); and

**WHEREAS**, it has been the established policy of the Conference to use the proceeds from the sale of closed and/or abandoned properties for the funding of new churches and faith communities under the direction of the Center for Evangelism and Church Growth, Inc.; now therefore be it

**RESOLVED**, that the Central Texas Conference hereby designates the Executive Director of the Center for Evangelism and Church Growth, Inc., as its Property Manager, Trustee and Agent for the sale of closed and/or abandoned church properties.

### **ANNUAL CONFERENCE POLICIES FOR LOCAL CHURCHES REGARDING PASTORAL VACATIONS, HOUSING, UTILITIES & MOVES**

Each congregation shall annually give attention to the vacation policy, using as the guideline for its discussion the policy found in this Manual.

Each congregation shall annually give attention to the housing policy, using as the guideline for its discussion the policy found in this Manual.

Parsonage utilities should be in the name of the church, i.e., the deposit paid by the church. If the parsonage utilities are not paid by the church, the departing pastor must have arranged in advance of his/her departure to have the meters read on moving day, or on the day of departing the parsonage.



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The departing pastor is responsible for the bills up to that time.

In the event of death of a clergy or diaconal minister residing in a church owned residence, the family of the deceased clergy or diaconal minister will be allowed ninety days to find other housing and vacate the church owned residence, or such other time as deemed appropriate by the Cabinet and by the local church pastor-parish relations committee.

The effective date for Annual Conference moves and clergy retirements will be July 1. The official move day will be the Wednesday after the last Sunday in June, with the first Sunday at the new appointment being the first Sunday in July.

Salaries of clergy moving at Annual Conference shall be paid through June 30 by the former charge and from July 1 by the receiving charge.

No pastor is allowed to claim reimbursement for more than ½ of the Pastor's accountable reimbursement Plan between January and June without recommendation of the PPR/SPR Committee and approval by the Administrative Board.

### VACATION POLICY

United Methodist ministers are in a unique position in their role as pastors of a local church. Their membership and relationship is primarily to the Annual Conference as they serve under the appointment of the Bishop. At the same time their salary-paying unit is the local church. They are called to accountability for effective ministry both by the Bishop through the appointive system and by the local church through the Pastor-Parish Relations (PPR) Committee. In vacation policy and similar matters it should be remembered by all that a pastor is not the employee of the local church. On the other hand, the 2016 *Book of Discipline* ¶258.2 gives to the PPR Committee a consultative role in such matters. Ministers are also asked to serve in various conference responsibilities and camps, these duties should not be considered as vacation. However, pastors and Pastor-Parish Relations Committees should work out a satisfactory balance of time rendered between conference and district duties, local church needs, and personal outside activities by the pastor. In all matters there must be an on-going dialogue between the needs of the pastor and his/her family and the PPR committee and the needs of the church so there is no misunderstanding.

This Vacation Policy for Clergy is to standardize clergy vacations across the Conference and is for clergy appointed within the bounds of the Central Texas Conference. Vacation time is calculated on a conference year basis (7/1 – 6/30). Vacation time not used in one year cannot be carried over into the next year. There will be no pay in lieu of unused vacation time. For every week's vacation, a paid Sunday off is included.

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Conference Relationship	Years of Service **	Vacation Time
Provisional Members serving student appointments, OR Full Time Local pastors in process of four-week Course of Study	Minimum six months (after consultation with district superintendent and PPR Committee)	Two Weeks Paid
Full Time Local Pastors having completed Course of Study, OR Associate Members, OR Provisional Members serving full time appointments, OR Full Conference members	Less than five years	Two Weeks Paid
	5-9 years	Three Weeks Paid
	10 or more years	Four Weeks Paid

\*\* Years of service refer to years served as a full-time United Methodist commissioned minister, probationary member, diaconal minister, local pastor, associate member, deacon in full connection, or elder in full connection under appointment in an Annual Conference, not to years of service in the local church to which a pastor is appointed. In computing a person's "years of service," time spent in all categories shall be cumulated and all shall count toward the person's total "years of service."

**NOTE:** In addition to the above guidelines, the PPR Committee should be sensitive to a pastor's need for time off from the pastoral duties, and should encourage the pastor to take regular days off each week.

**NOTE:** Our *Book of Discipline* states that, "a clergy member's continuing education and spiritual growth program should include such leaves at least one week each year and at least one month during one year of every quadrennium. Such leaves shall not be considered as part of the minister's vacations and shall be planned in consultation with their charges or other agencies to which they are appointed as well as the bishop, district superintendent, and annual conference continuing education committee." ¶ 350.2 *2016 Book of Discipline*.

## ANNUAL CONFERENCE POLICIES REGARDING CLERGY HOUSING & PARSONAGE STANDARDS

The church today demands the clergy to be not only a preacher, as was the early circuit rider, but a resident pastor and responsible citizen in the community. In order to meet these felt needs, and to call men and women to a dedicated ministry, the church must provide living conditions that will establish an adequate base from which to operate. It is the privilege and responsibility of the members of each congregation to provide the physical setting which will give the parsonage family the maximum comfort and convenience in order that the energies of the pastor may be more concentrated on his/her task and willing service in the Church of God. Because the parsonage, like the church building, reflects upon the congregation

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and the pastor, it should be in such condition that all concerned can be justifiably proud of it. Likewise, pastors should exercise the same diligence in caring for the parsonage as they would if it were their own property; mindful that they are stewards for those who will live in the parsonage after them.

In this section on Housing Standards for Elders in Full Connection, including Housing Allowances and Parsonage standards, the word “clergy” means “elders in full connection.” The standards on Housing Allowances and parsonages apply to those churches that have elders in full connection and that are not receiving an equitable salary support.

The size and make-up of clergy families, and the size, location, and type of housing provided for clergy families by local churches is a major factor in the well-being of clergy families. As such, it has an impact on the effectiveness of clergy. Although it is clear that no one single provision for housing will completely satisfy all the needs of every clergy family and every local church, the goal is to best satisfy the needs of all.

### **DEATH OF OR UNEXPECTED CIRCUMSTANCES OF A CLERGY MEMBER WHILE LIVING IN A PARSONAGE**

In the event of the death of a clergy person or a set of unexpected circumstances involving a clergy person which results in an immediate need of a change in pastoral appointment and which involves a clergy family occupying a parsonage, a grace-filled arrangement should be determined through a conversation with the clergy family, the local church Pastor Parish Relations committee, the District Superintendent, and the Cabinet. In each case the intent is to allow a period of time (recommended not to exceed sixty days) for a spouse and family to make new living arrangements.

### **Housing Allowances**

While parsonages have been the traditional means of providing housing for clergy families, there are those local church settings and situations where a housing allowance can be an effective and efficient means of providing housing for clergy families. However, it must be understood that if a house is purchased by a clergy family, there is the potential for financial hardship and difficulties related to the sale of a house when an appointment change is made.

It must also be understood that a housing allowance will have no effect on the tenure of a pastor, neither increasing nor decreasing the potential length of a pastorate.

1. If a housing allowance is provided by a local church, the amount shall be sufficient to allow for the rental\lease\purchase of housing that meets the parsonage standards of the annual conference. (The conference uses a figure of 20% of salary while the General Board of Pension uses 25% in its pension computation.)
2. A utility allowance may be paid in addition to the housing allowance.
3. The amount of the housing allowance and/or of the utility allowance shall be reviewed on an annual basis to ensure that the amount is adequate.
4. The District Superintendent, in consultation with the pastor and the Pastor-Parish Relations Committee, shall be responsible for ensuring that these standards are met.

### Unused Parsonages

Whenever, by choice, a clergy chooses not to reside in a parsonage provided by a local congregation for their residence, no clergy member shall have any claim on the "fair market value" or the rental proceeds from the unused parsonage. The use or non-use of the parsonage may be considered in the setting of the compensation of the pastor in conversation with the District Superintendent and the Pastor/Staff Parish Relations Committee.

### Clergy couples

General Conference Action provides housing is not compensation (Jurisdictional Council Decision 588) for pastors appointed to churches in The United Methodist Church. When two pastors who are married to each other are appointed to neighboring charges where it is reasonable for them to live in the same parsonage, neither pastor is entitled to a housing allowance or rent from the unused parsonage. However, this situation may be considered during the setting of compensation of the pastor, in a conversation between the District Superintendent and the appropriate Pastor-Parish Relations Committee(s).

## PARSONAGE STANDARDS FOR LOCAL CHURCHES

The following Parsonage Standards were put in place and approved at the 1973 Central Texas Annual Conference, and have appeared in our Journals since that time. Therefore, parsonages built or purchased prior to December 31, 1973 may not meet all of the recommendations in Sections I and II, but are subject to requirements in Sections III – V. Parsonages built/purchased after January 1, 1974 are subject to all recommendations and requirements listed below in Sections I–V.

### LOCATION

The location of a new parsonage is a matter of extreme importance. It should provide for the safety, convenience and privacy of the parsonage family. For this reason, we recommend that a new parsonage not be located adjacent to the church facilities.

### SIZE OF BUILDING AND LIVING AREAS

The new or remodeled parsonage should be large enough to accommodate the pastor's family. It should provide adequate space for the entertainment of guests. It should be remembered in selecting a parsonage that the present parsonage family is not the only one who will live in that parsonage and that the house should be adaptable for a variety of family sizes and situations. Also, care should be given that facilities should be fully accessible for those with handicapping conditions meeting standards of the 2016 *Book of Discipline* ¶2544.4.b.

Recommendations:

1. 1800 square feet minimum living space.
2. At least 3 bedrooms, preferably 4.
3. At least 2 bath, preferable 2 ½ with adequate linen closet.
4. Family and dining areas adequate for entertaining.

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5. Preferably a separate area (living, sitting or office) that could be used for visiting or study.
6. Adequate closet and storage space. Closet space in each bedroom and other storage space well distributed throughout the house.
7. Laundry area (see Section III.B.7)
8. Adequate garage or carport space (preferably 2-car attached garage)
9. Adequate outside living area with fenced yard.

### REQUIRED EQUIPMENT

#### A. Health & Safety

1. Adequate supply of hot and cold water in bathrooms, kitchen and laundry.
2. Proper sewage disposal according to the standards of local and/or State Department of Health.
3. Fire extinguisher in kitchen with yearly inspection.
4. Automatic central heating and air conditioning.
5. Bathroom heating and hot water heaters should be protected and if not electric should be properly vented.
6. Provide smoke detectors for kitchen, living, laundry, and bedroom areas.
7. Provide carbon monoxide detectors, unless parsonage is completely electric.
8. Recommended that a Lead Paint Disclosure be provided for parsonages built before 1978.

#### B. Kitchen with Well-Planned Work Area

1. Cooking area complete with range or built-in cooking units, counter space, hood and exhaust fan.
2. Sink area complete with modern double bowl sink with disposal and drain space.
3. Large automatic refrigerator with freezer unit.
4. Required code electrical outlets for every room.
5. A well-equipped kitchen with adequate storage for dishes, utensils and food pantry.
6. Built-in dishwasher.
7. Laundry room with properly vented washer/dryer.

#### C. Furnishings

1. Effective January 1, 2011, all living, family, dining and bedroom furnishings become the responsibility of the resident parsonage family.
2. Window coverings, drapes, curtains, and blinds, adequate for privacy, is the responsibility of the church.
3. Internet/cable ready.
4. If the parsonage family is expected to maintain the lawn, the church will supply lawn tools, weed eater, mower (self-propelled or riding) as appropriate for size of yard. In addition, the church will provided water hoses, ladder, and garbage receptacles.

### MAINTENANCE

1. **Decoration** - Both the interior and exterior of the parsonage should be kept in such a state of decoration as to preserve not only its physical condition but its aesthetic value as well. Decorating and/or any remodeling should be done in consultation with the parsonage family.

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2. **Repair and replacement** - An annual budget item will enable the Trustees and Parsonage Committee to have a consistent, rather than haphazard program of maintenance and improvement that will be less costly in the long run. There should be an annual budget item for repair and replacement of appliances and equipment.

### Miscellaneous

1. **Parsonage Book** - It is recommended that the parsonage committee prepare and keep up-to-date a record in which are placed all guarantees, repair parts lists, and the instructions for use of equipment belonging in the parsonage. The record should also indicate when and from whom purchased and whom to call for service. Also, this book may well contain a list of whom to call for various reasons, where to find various items, when and by whom various improvements were made, and other information helpful to an incoming minister.
2. **Insurance** - The trustees should be certain that the church-owned house and contents are insured for at least 80% of replacement cost against fire, wind, and other hazards. Public liability insurance should be carried on parsonage property. Tenant Homeowners insurance is available for all ministers who desire to cover personal possessions and liability. **IT IS THE RESPONSIBILITY OF THE PASTOR TO INSURE PERSONAL PROPERTY BELONGING TO THE PASTOR AND FAMILY.**
3. **Utility Deposits** - Should be made in the name of the church.
4. **Gifts to Parsonage** - Before a gift is received, care should be given to consult with the parsonage family, trustees and/or parsonage committee regarding the needs of the gift. If received, the gift should be designated specifically if it is to remain in the parsonage or is to be the personal gift for the parsonage family. In the event, it is to remain in the parsonage, the trustees and/or parsonage committee must approve it. A Gift/Donation Policy by the Trustees and/or parsonage committee of the church should be in place to insure clearly understood policies of acceptance, receipt and acknowledgement of any gifts.
5. **Pastor's Office/Study** - The Office/Study should be located in the Church Building and adequately furnished and equipped. Some pastors may choose to also maintain an office in the parsonage and be responsible for its furnishings in addition to the official church Office/Study.
6. **Parsonage Furnishings** - Since we have transitioned to parsonage families being responsible to have their own furnishings, when furniture still exists in the parsonage, we encourage an open dialogue between the parsonage family, PPR committee, and Board of Trustees and/or Parsonage committee concerning the issue of whose furnishings are to be used. We highly recommend, when in the doubt, that the parsonage family furnishings be used to furnish the parsonage.

Adequate parsonage facilities, based on the above minimum standards insure that a pastoral appointment can be made based on the needs of the charge, rather than the ability of the parsonage to receive the family assigned. An annual review of the church-owned parsonage, to ensure proper maintenance, will be conducted by the

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chair of the board of trustees or the chair of the parsonage committee, if one exists, the chair of the committee on pastor-parish relations, and the pastor (§2533.4, 2016 *Book of Discipline*).

### RESOLUTION RELATING TO RENTAL/HOUSING ALLOWANCES FOR RETIRED, DISABLED, MINISTERS ON INCAPACITY LEAVE OR FORMER CLERGY PERSONS OF THE CENTRAL TEXAS CONFERENCE

The Central Texas Conference (the “Conference”) adopts the following resolutions relating to rental/housing allowances for active, retired, terminated, or disabled clergypersons of the Conference:

**WHEREAS**, the religious denomination known as The United Methodist Church (the “Church”), of which this Conference is a part, has in the past functioned and continues to function through ministers of the gospel (within the meaning of Internal Revenue Code section 107) who were or are duly ordained, commissioned, or licensed ministers of the Church (“Clergypersons”);

**WHEREAS**, the practice of the Church and of this Conference was and is to provide active Clergypersons with a parsonage or a rental/housing allowance as part of their gross compensation; and

**WHEREAS**, pensions or other amounts paid to active, retired, terminated, and disabled Clergypersons are considered to be deferred compensation and are paid to active, retired, terminated, and disabled Clergypersons in consideration of previous active service; and

**WHEREAS**, the Internal Revenue Service has recognized the Conference (or its predecessors) as an appropriate organization to designate a rental/housing allowance for Clergypersons who are or were members of this Conference and are eligible to receive such deferred compensation;

**NOW, THEREFORE, BE IT RESOLVED:** that an amount equal to 100% of the pension, severance, or disability payments received from plans authorized under *The Book of Discipline of The United Methodist Church* (the “*Discipline*”), which includes all such payments from the Wespath, during the period January 1, 2018 through December 31, 2018, by each active, retired, terminated, or disabled Clergyperson who is or was a member of the Conference, or its predecessors, be and hereby is designated as a rental/housing allowance for each such Clergyperson; and

**THAT** the pension, severance, or disability payments to which this rental/housing allowance designation applies will be any pension, severance, or disability payments from plans, annuities, or funds authorized under the *Discipline*, including such payments from Wespath and from a commercial annuity company that provides an annuity arising from benefits accrued under the Wespath plan, annuity, or fund authorized under the *Discipline*, that result from any service a Clergyperson

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rendered to this Conference or that an active, a retired, a terminated, or a disabled Clergy person of this Conference rendered to any local church, annual conference of the Church, general agency of the Church, other institution of the Church, former denomination that is now a part of the Church, or any other employer that employed the Clergy person to perform services related to the ministry of the Church, or its predecessors, and that elected to make contributions to, or accrue a benefit under, such a plan, annuity, or fund for such an active, a retired, a terminated, or a disabled Clergy person's pension, severance, or disability plan benefit as part of his or her gross compensation.

**NOTE:** The rental/housing allowance that may be excluded from a Clergy person's gross income in any year for federal (and, in most cases, state) income tax purposes is limited under Internal Revenue Code section 107(2), and regulations thereunder, to the least of: (a) the amount of the rental/housing allowance designated by the Clergy person's employer or other appropriate body of the Church (such as this Conference in the foregoing resolutions) for such year; (b) the amount actually expended by the Clergy person to rent or provide a home in such year; or (c) the fair rental value of the home, including furnishings and appurtenances (such as a garage), plus the cost of utilities in such year. Each clergy person or former clergy person is urged to consult with his or her own tax advisor to determine what deferred compensation is eligible to be claimed as a housing allowance exclusion.

### MOVING EXPENSE POLICY & PROCEDURES

#### Eligible:

- ✚ Elders in Full Connection\*
- ✚ Associate Members\*
- ✚ Full-Time Local Pastors\*
- ✚ Provisional Members\*
- ✚ Commissioned Ministers preparing for ordination as Elders in Full Connection, Associate Members or Full-Time Local Pastors\*
- ✚ Retiring clergy in one of the first three relationships above are eligible to receive funds for one move into housing not already owned or supported by a local church after retirement, up to the maximum allowed. In circumstances in which the retiring pastor, in one of the first three relationships listed above, planning to retire moves prior to the retirement date, reimbursement for a move made within one year prior to the retirement date shall be made upon retirement, contingent upon the presentation of proper documentation.
- ✚ Voluntary Transition Program sponsored by Wespath.
- ✚ Disability Leave.
- ✚ The family of a clergy person in the first five relationships above who dies while under appointment shall be eligible to receive funds for the initial move into housing not already owned or supported by a local church, up to the maximum amount allowed.



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\*Appointed to a local church in the Central Texas Annual Conference or for whom the Conference is pension responsible (such as District Superintendents, Conference Directors, Wesley Foundation Directors, etc.).

### Ineligible:

- ✚ Deacons
- ✚ Part-Time Local Pastors
- ✚ Leave of Absence, of any kind. (Does not include Disability Leave.)
- ✚ Surrender of Credentials, either voluntarily or involuntarily.
- ✚ Moves that do not involve change of appointment.
- ✚ Those eligible clergy who change appointments, but who do not change houses, will not be eligible for any moving funds, with the exception of a maximum of \$500 for moving office supplies upon the presentation of proper documentation.

### Moving Allowance

Our Conference Moving Policy has two options: (a) Self-Move and (b) Commercial Move. The total expense of either choice will not exceed \$2,500 to the Conference. All documentation must be submitted to the Conference Treasurer within sixty (60) days of the effective date of the appointment.

- ✚ **Self-Move** – The Self-Move plan will normally consist of the pastor paying the initial bill and being reimbursed the actual expenses up to a maximum of \$2,500. Proper documentation of receipts for the cost of van rental, gasoline, boxes, tape and packaging material and \$2.00 per mile must be submitted to the Conference Treasurer before receiving reimbursement.
- ✚ **Commercial Move** – Whether you interview and hire your own commercial moving company, pay the bill and turn in receipts for reimbursement or use one of the commercial movers from the list we supply that will bill the Conference, makes no difference. Upon receiving the invoice from the moving company or receiving the receipts from you, the Conference will pay for the commercial move up to a maximum of \$2,500 of actual moving expense. The Commercial Move includes the cost of the movers and cost for boxes, tape and packaging material not to exceed the total of \$2,500.

***In either case any expense above the maximum of \$2,500 will be the responsibility of the pastor.***

***In no case will the Conference pay more than the actual expenses incurred, up to a maximum of \$2,500 for a move.***

### Method of Payment

A list of movers that will bill the Annual Conference is found in the Moving below. All expenses that are within the Annual Conference Allowance will be billed directly to the Annual Conference by those moving companies. If a moving company is used that will not bill the Annual Conference directly or the clergy chooses a self-move, then the moving clergy/family is responsible for the bill and

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will be reimbursed by the Annual Conference for all documented expenses that are within the Annual Conference Allowance. Any documented expenses paid by the moving clergy/family are to be submitted to the Annual Conference Treasurer with a completed moving expense form within sixty (60) days of the appointment. The Conference Treasurer shall issue payment to the moving company or the entity that incurred the expense.

### CTC CLERGY MOVING COMPANIES 2017/2018 CONTRACTS

Company	% off Texas Moving Tariff	Rates for Contiguous County Moves	Other
<b>All Points Pioneer</b> 817-275-6888 - Phone 817-275-7847 - Fax Michelle Brouse michelle@allpointspioneer.com 2450 114 <sup>th</sup> St., Ste. 290 Grand Prairie, TX 75050	71% (+ appl. fuel surcharge)	3 men/1 van \$108 per hour 4 men/1 van \$135 per hour 5 men/1 van \$165 per hour  12,000 lbs. \$150/hr. \$1,350.00 16,000 lbs. \$175/hr. \$1,620.00	Free Used Boxes delivered plus paper and tape at no charge (for local moves).
<b>Berger/Allied Van Lines</b> 817-799-3014 1-800-678-3980 Mark McIntire UMC Account Manager  markm@bergerallied.com	65% (+ appl. fuel surcharge - currently 3% but changes every month)	2 men/1 van \$90 per hour 3 men/1 van \$120 per hour 4 men/1 van \$150 per hour 5 men/1 van \$180 per hour  12,000 lbs. \$180/hr. \$1,800.00 16,000 lbs. \$210/hr. \$2,100.00	Free Used Boxes delivered plus paper and tape at no charge.
<b>Buehler- May Flower Trans &amp; Stg.</b> Ryan Wasikowski rwasikowski@buehlercompanies.com 633 Mony St. Ft. Worth, TX 76102 817-624-8466/ 972-330-7217	62 % (+ appl. fuel surcharge)	2 men/1 van \$90 per hour 3 men/1 van \$120 per hour 4 men/1 van \$150 per hour 5 men/1van \$180 per hour	Free Used Boxes delivered plus paper and tape at no charge. Insurance is included as per the state tariff at 0.60c per pound per article.

#### Exceptions

1. Exceptions to any of the above may be approved or denied by the Central Texas Conference Treasurer in consultation with the previous and receiving District Superintendents.
2. Appeals of any decision by the Conference Treasurer may be directed to the Commission on Equitable Compensation and Clergy Benefits. The Commission on Equitable Compensation and Clergy Benefits shall have final authority to interpret the moving policy and make decisions.

#### Moving Procedures

1. **Receiving DS** gives to the clergy the Moving Packet which includes moving companies that will bill the Annual Conference, and other pertinent moving information.
2. **The Pastor/Staff Parish Relations Committee of each charge which is receiving a new pastor** will appoint one of its members to serve as Moving

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Coordinator who will coordinate the move with the incoming pastor and work to facilitate the easiest and most pleasant move possible. At the introductory meeting between the Pastor/Staff Parish Relations Committee and the new pastor, the Moving Coordinator will be present in order to be introduced to the pastor.

- 3. The Clergy...if using a commercial mover**, should get estimates from at least two moving companies of his/her choice and chooses the one he/she wishes to use. The clergy contracts with the company of choice to move them and send the bill to the Annual Conference Treasurer. If the estimate is over \$2,500 the clergy will send a check to the Conference Treasurer for the amount over the \$2,500 limit with a copy of the original estimate and the completed reimbursement form. If the company is one that will not send a bill to the Conference for payment, he/she can work out payment with the Annual Conference by having the mover call the Conference Treasurer at 817-877-5222 or pay the moving company and submit the completed reimbursement form and documentation of expenses for reimbursement.
- 4. The Clergy...if choosing a self-move**, keeps all their receipts for the cost of van rental, gasoline, boxes, tape, packaging material and \$2.00 per mile and turns in the completed reimbursement form and required documentation to the office of the Central Texas Annual Conference Treasurer within sixty (60) days of the effective date of the appointment for reimbursement.

### Central Texas Conference of the United Methodist Church



Confirmation of Parsonage Inspection 2016  
Report to Charge/Church Conference  
Adopted by Executive Committee of Board of Ordained  
Ministry and Cabinet March 19, 2013

This form is to be filled out for yearly charge/church conference and again within 30 days of a pastoral move.

Charge/Church \_\_\_\_\_ Date \_\_\_\_\_

Parsonage address \_\_\_\_\_

The 2016 *Book of Discipline* of the United Methodist Church in ¶2533.4 states:

The chairperson of the board of trustees or the chairperson of the parsonage committee, if one exists, the chairperson of the committee on pastor parish relations and the pastor **shall make** annual review of the church owned parsonage to ensure proper maintenance.

Has such an annual review, with a walk through of the premises, been conducted within the past 12 months?

Yes      Date of last inspection: \_\_\_\_\_

No      Scheduled date for inspection: \_\_\_\_\_

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Is appropriate action being taken, or has such action been taken, to take care of parsonage maintenance needs and/or improvements? (Use back of this sheet if more space is needed).

- No corrective measures were necessary.
- Action has been taken to meet the following needs from the last inspection:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Action is still needed on the following items: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Action is still needed on the following new items: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Excessive Damage has been discovered (this is damage caused by failure to attend to proper and timely attention to household tasks, damage caused by children, pets or hobbies that go beyond the normal wear & tear). If this is in dispute or the pastor refuses to rectify the matter, the District Superintendent is to be contacted immediately.

The matter may be referred by the Cabinet to the Executive Committee of the BOM with recommendations for mediation or formal Administrative charges in accordance with ¶1362 *the 2016 Book of Discipline*. These mediation terms may include:

1. Moving expense dollars are reduced by the amount of damage.
  2. Pastor pays for own move.
  3. A deposit is required, after the first occurrence of excessive damage on the next parsonage (example: \$250 a month or \$3,000 up front is paid to the church and placed in a designated account until pastor's next move. If everything is within the norm, pastor receives the deposit money.)
- We affirm that the parsonage of \_\_\_\_\_ United Methodist Church was left in proper condition.

\_\_\_\_\_  
Chair, Committee on Pastor Parish Relations

\_\_\_\_\_  
Chair, Board of Trustees or Parsonage Committee

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
District Superintendent

## INTERIM PASTORAL SUPPORT POLICY

1. The purpose of this policy is to assist member churches in the event a clergy person appointed to 50%, 75% or 100% service to a local church of the Central Texas Conference is unable to perform the duties of their appointment due to a documented medical disability when the duration of the disability exceeds 30 days, but is anticipated to be less than 180 days.
2. The duration of the disability is not the date reported, but the date the clergy person became unable to perform his or her duties because of the disabling condition. This provision is applied in order to coordinate with the provisions of the long term disability plan under the Comprehensive Protection Plan (CPP). Under no conditions will this policy apply to a clergy person whose disability qualifies for a benefit under the provisions of the CPP.
3. Disability in this context is defined as being under a doctor's care and unable to perform one or more essential duties for more than thirty (30) days as certified by a physician.
4. When a disability within the above definition occurs, a request for assistance can be initiated by the clergyperson, the District Superintendent, or the Pastor/Staff Relations Committee. There must be immediate notification to the Central Texas Conference Benefits Officer and to the District Superintendent. The request should provide a description of the situation and appropriate documentation. Before any benefit is paid, there must be a physician's certification that the clergy person's condition meets the parameters of this policy.
5. The Joint Committee on Medical Leave will be the body that approves the grant request. The approval will be on the basis that two (2) criteria have been met: 1) there is a certification by a physician and 2) the district superintendent has verified the need for interim clergy service funding and has consulted with the Pastor/Staff Parish Relations Committee concerning its provision. No further medical evidence will be evaluated beyond the Physician's Certification.
6. The benefit provided consists of reimbursement of part of or all of the costs of providing interim clergy services during the period of the pastor's disability covered under this policy (30 days to 180 days). The pastor continues under appointment to the charge and the charge continues to provide full compensation to the appointed clergy person.

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7. The provision of interim clergy services will be arranged by the District Superintendent and the Cabinet in consultation with the Charge's Pastor/Staff Parish Relations Committee.
8. If the member church, in consultation with the District Superintendent, elects to obtain interim clergy services for clergy disability past 30 days, the District will make arrangements to pay the interim clergy and the Central Texas Conference will reimburse the district for the actual expense of the interim clergy up to an amount equal to one half of the total of the last approved clergy compensation package of the disabled clergy person (which includes salary, housing, pension and health).
9. When due to illness or injury for a disabling condition that has an expected duration of more than 180 days, this policy is not applicable.
10. In order to obtain reimbursement for interim clergy services approved under this policy, the District must provide documentation of expenses for the interim clergy services to the Central Texas Conference Benefits Officer.

This policy does not address maternity or paternity leave which is covered under the 2016 *Book of Discipline* ¶356. If a medical condition related to pregnancy or childbirth is determined, then this short-term disability policy could apply.

