

LEADERSHIP NOMINATIONS OF THE NORTH TEXAS ANNUAL CONFERENCE

CORE LEADERSHIP TEAM

Description: The Core Leadership Team (CLT) will oversee the implementation of the decisions of the Annual Conference, working through four Centers: the Center for Leadership Development, the Center for Church Development, the Center for Missional Outreach, and the Center for Connectional Resources. The priorities of the Core Leadership Team will be accountability, advocacy, goal-setting, planning, coordination, communications and making decisions between annual conference sessions as permitted by the *Book of Discipline (BOD)*. The Core Leadership Team will develop measurable outcomes for being and becoming an antiracist, multi-cultural church, where racial and cultural differences are viewed and utilized as assets. It will be responsible for integrating anti-racist thinking into our process and structure. The Core Leadership Team will also provide for the functions and maintain the connectional relationships required by ¶654 (Commission on Native American Ministries) and ¶646 (Commission on Communications) of the *BOD*.

Conference Rules: The Conference Core Leadership Team will be comprised of:

- The Bishop, who will convene the Team
- The Conference Lay Leader, Vice Chair
- One lay member from each District, elected by that District
- Three At-Large Members, appointed by the Bishop
- One District Superintendent, appointed by the Bishop
- The Director of Center for Missional Outreach
- The Director of Center for Church Development
- The Director of Center for Leadership Development
- The Director of Center for Connectional Resources & Treasurer

Expectations: The Core Leadership Team typically meets in half-day sessions approximately three to four times a year at the North Texas Conference Ministry Center or selected locations in the Annual Conference.

COMMITTEE ON EPISCOPACY

Description: The Committee on Episcopacy will function as provided in the *Book of Discipline (BOD ¶637)*. The Committee on Episcopacy shall be elected at the Annual Conference session following the General Conference.

Conference Rules: The Committee on Episcopacy shall be convened by the Bishop and shall elect a chair, a vice-chair, and a secretary. The Committee on Episcopacy consists of three laywomen, three laymen, three clergy members, and three at-large members nominated by the Committee on Nominations and elected by the Annual Conference. One of the lay members must be the Conference Lay Leader. The Bishop will appoint three additional members of the Committee on Episcopacy. The lay and clergy members of the Jurisdictional Committee on Episcopacy serve as *ex officio* members with vote.

Expectations: The Committee on Episcopacy shall meet at least annually and shall elect a chairperson. The Bishop and/or the chairperson are authorized to call additional meetings when desired. Responsibilities include the North Texas Annual Conference practice of presenting the Bishop's spouse to the Annual Conference.

CONFERENCE NOMINATING COMMITTEE

Description: The Conference Nominating Committee is responsible for developing and implementing a plan to identify persons who are willing, qualified, and able to serve as members of the Agencies of the Annual Conference, with attention given to representing the cultural and ethnic diversity of conference membership, in order to have available the knowledge of all cultures within the Conference. The Conference Nominating Committee nominates members and Chairs of Agencies for election by the Annual Conference except where otherwise provided in the *Book of Discipline* or the Standing Rules. The Conference Nominating Committee will also maintain a list of persons willing to serve on Agencies, thus acting as a resource for the Core Leadership Team and the Bishop.

Conference Rules: The Conference Nominating Committee is comprised of the Assistant to the Bishop who shall serve as Chair, the Conference Lay Leader who shall serve as the Vice-Chair, the Conference Lay Leader elect, the District Superintendents, and one at-large lay member from each district to be nominated by the district and elected by the Annual Conference.

Prior to the nomination of the at-large lay members by the districts, the District Superintendent will remind the district meeting of the need for inclusiveness in the election of the members of the Conference Nominating Committee. The District Superintendent will also remind the district meeting of the limits on multiple agency membership contained in the Standing Rules. At-large lay members of the Conference Nominating Committee will be elected for a four-year term. A person so elected may serve only one four-year term, and will be eligible to be elected again only after being off the Conference Nominating Committee for at least two years.

Expectations: The Conference Nominating Committee meets approximately one to three times a year at the Ministry Center or a selected location in the Annual Conference. Members of the Conference Nominating Committee need to have knowledge of the structure of the North Texas Annual Conference and have knowledge of the clergy and laity of their district. The members need to be committed to finding persons who have a passion and commitment for the ministry to which they are nominated. The members need to be committed to diversity with regard to ethnicity, age, gender, geography, and church size.

CENTER FOR LEADERSHIP DEVELOPMENT

The Center for Leadership Development (CLD) will address the priority of developing young, diverse, lay and clergy principled Christian leaders. It will encourage faith development and discipleship and provide a system that creates, empowers and supports a culture of principled Christian leaders. It will include the Board of Ordained Ministry (BOM) which is required by *BOD* ¶635.1, the Committee on Administrative Review which is required by *BOD* ¶636, the Committee on Investigation which is required by *BOD* ¶2703.2, and other Board of Ordained Ministry Sub-Committees as determined by Board of Ordained Ministry. It will include the Board of Laity (*BOD* ¶631.1), the Committee on Lay Speaking Ministries (*BOD* ¶631.6), the United Methodist Women which is required by *BOD* ¶647, and the United Methodist Men which is required by *BOD* ¶648. It will also include the Conference Council on Youth Ministries (CCYM) (*BOD* ¶649.1). The Center for Leadership Development will also provide for the functions and maintain the connectional relationships required by *BOD* ¶625.1 (Commission on Equitable Compensation), *BOD* ¶630 (Board of Discipleship), *BOD* ¶650 (Council on Young Adult ministry), and *BOD* ¶634.1 (Board of Higher Education and Campus Ministry), *BOD* ¶643 (Committee on Religion and Race), and *BOD* ¶644 (Committee on the Status and Role of Women).

CENTER FOR LEADERSHIP DEVELOPMENT ADVISORY COMMITTEE

Description: The Center for Leadership Development Advisory Committee provides long-range strategic planning while nurturing a culture of best leadership practices throughout the North Texas Conference. The Center for Leadership Development Advisory Committee maintains close contact with the Center for Leadership Development conference staff to research, benchmark, establish timelines, assist in communicating, provide accountability and feedback, and helps vision for fruitful outcomes in developing principled Christian leaders for the church and the world.

Conference Rules: The Center for Leadership Development Advisory Committee is comprised of lay and clergy elected to serve in quadrennial classes. Mid-year vacancies may be filled by Core Leadership Team and will then be placed in nomination by the Conference Nominating Committee at the next session of Annual Conference.

Expectations: The Center for Leadership Development Advisory Committee meets approximately 3 times per year as a full committee and as needed in sub-committee function areas.

BOARD OF LAITY

Description: The Board of Laity equips local congregations with tools and resources for the ministry of the laity in each congregation.

Book of Discipline: ¶631

Conference Rules: The Board is composed of:

- The Conference Lay Leader – Chair
- **Lay Leader Elect**
- Associate **Conference Lay Leader(s)**
- One lay member, elected by each District
- One youth member, elected by each District
- President of Conference United Methodist Women, elected by the organization
- President of Conference United Methodist Men, elected by the organization
- President of Conference Youth Ministry elected by the organization
- Conference Lay Servant Ministries Chair, elected by the Lay Speakers

Expectations: The Board of Laity members should be available to meet occasionally, as needed, throughout the year, at the North Texas Conference Ministry Center or a selected location in the Annual Conference.

COMMITTEE ON RELIGION AND RACE

Description: The NTC Committee on Religion and Race shall be constituted and function in accordance with the *Book of Discipline* to provide for the functions of this ministry and maintain the connectional relationship between the General Commission on Religion and Race and the conference, district, and local church by empowering the Church to pursue racial equity and cultural competency thus building more vital and vibrant UM congregations.

Book of Discipline: ¶643

Conference Rules: The NTC Committee on Religion and Race shall be composed of eight members elected by the annual conference (with attention to inclusion of clergywomen, youth, young adults, older adults, persons from churches with small memberships, people with

disabilities. This membership should reflect the widest sense of racial, ethnic, tribal, and cultural diversity). The elected members shall serve for one or two quadrenniums. The elected members shall be divided into two classes (four persons for a 4-year term; four persons for an 8-year term) in order to provide for the rotation of participation while maintaining board continuity. Work and funding of the NTC Committee on Religion and Race shall be coordinated through the Center for Leadership Development.

Expectations: The NTC Committee on Religion and Race will function on the passion in the areas of training, resource development, evaluation, consultation, and strategic planning in the areas of diversity, cultural competency, racial justice, reconciliation and equity, and communicating/advocacy for change.

This committee shall adhere to the guiding purpose, mission, direction and responsibilities outlined in the *BOD* ¶643, focusing on major priorities of issues related to promoting equity in the systems, policies and processes of the institution; and equipping the church's leaders and ministries to demonstrate inter-cultural competency so that, a) local churches will be relevant in changing communities and diverse cultures, b) annual conference clergy and laity, Cabinet, Board of Ordained Ministry and Board of Laity, and staff parish committees will create systems that promote inclusiveness and are equitable for all, and c) developing culturally competent leaders and ministries to serve the community and world (*BOD* ¶643). The committee members will determine the frequency of their meetings as well as the location and duration.

COMMITTEE ON THE STATUS AND ROLE OF WOMEN (COSROW)

Description: The NTC Committee on the Status and Role of Women shall be constituted and function in accordance with the *Book of Discipline* to provide for the functions of this ministry and maintain the connectional relationship between the General Commission on the Status and Role of Women and the conference, district, and local church to ensure gender bias and discrimination against women is challenged, confronted and justice prevails for female clergy and laity serving in the local church, community and world.

Book of Discipline: ¶644

Conference Rules: The NTC COSROW Committee shall be composed of eight members elected by the annual conference (with attention to inclusion of clergywomen, youth, young adults, older adults, persons from churches with small memberships, people with disabilities, and racial and ethnic persons, *BOD* ¶610.5) and, by virtue of their offices, the person or persons(s) serving as member(s) of the General Commission on the Status and Role of Women from the annual conference shall be a member of the conference COSROW, as well as a member named by the conference United Methodist Women (*BOD* ¶644.2 and 710.6). The chairperson of the commission shall be a woman. The elected members shall serve for one or two quadrenniums. The elected members shall be divided into two classes (four persons for a 4-year term; four persons for an 8-year term) in order to provide for the rotation of participation while maintaining board continuity. Work and funding of the Board shall be coordinated through the Center for Leadership Development.

Expectations: The NTC COSROW shall adhere to the guiding purpose, mission, direction and responsibilities outlined in the *BOD* ¶2101-2103. The NTC COSROW will focus on major priorities of issues related to women (*BOD* ¶644), a) to gather, interpret and transmit information on the status and role of all women at the conference, district and local church level, b) work in

tandem with the UMW to champion full inclusion of women in decision-making structures, c) develop processes to inform and sensitize leadership within the conference at all levels on issues that affect women, d) to review sexual harassment policies and procedures, by working in consultation with the NTC CART Crisis Team(s) and enlisting the support of the bishop, cabinet and conference staff in policies, plan and practices related to those priorities, e) remain a feedback loop with GCOSROW on progress and effectiveness of efforts at the local level, and f) participate in connectional programs, plans and resources from the GCOSROW as needed. The committee members will determine the frequency of their meetings as well as the location and duration.

CAMPUS MINISTRY

Description: There are six Campus Ministries in North Texas Conference of the UMC, each with its own board of directors. It shall be the responsibility of the Board of Directors generally to oversee, set policy, advise, review, and promote – including raising funds and acting as advocate with local congregations, the North Texas Conference (NTC) of the United Methodist Church (UMC), and with the immediate community of the Campus Ministry in accordance with the mission and policies of the NTC Center for Leadership Development.

The six campus ministries are:

- DENTON WESLEY FOUNDATION
- PARIS JUNIOR COLLEGE WESLEY FOUNDATION
- SOUTHERN METHODIST UNIVERSITY (A MINISTRY OF HPUMC)
- SYNERGY WESLEY FOUNDATION
- TEXAS A&M COMMERCE WESLEYAN
- WICHITA FALLS WESLEY FOUNDATION

Expectations: As each campus ministry has its own Board of Directors, the expectations vary from one to the next. Board typically meet as often as monthly and at least quarterly. Board members are only expected to serve on the board of one campus ministry at a time.

CAMPING AND RETREAT MINISTRIES

Description: The Committee on Camping and Retreat Ministries (CCRM) is focused primarily on policy/governance, support (giving and fundraising), stewardship, and accountability to the CRM Strategic Plan. The Committee on Camping and Retreat Ministries is responsible for the ministries of Bridgeport Camp and Retreat Center, the Prothro Center at Lake Texoma and Go Camp Off-site camping ministry.

Expectations: The Committee on Camping and Retreat Ministries is composed of the members of the Board of Directors for each of the three ministries. A member of the CCRM is expected to serve as a board member for one of the camping ministries while always being attentive to how the entirety of camping and retreat ministries is functioning as a whole. The CCRM is to be a governance and fundraising committee. The committee will meet as a whole quarterly and as individual Boards of Directors as needed.

BOARD OF ORDAINED MINISTRY

Description: The North Texas Conference Board of Ordained Ministry has the responsibility of recruiting, credentialing and supporting those serving as pastors in the North Texas Conference

from the time they sense God's call to their retirement and beyond so that the congregations of the North Texas Conference can carry out their mission of making disciples of Jesus Christ for the transformation of the world. It carries out its work through an Executive Committee, Committee on Certification, Committee on Preparations and Qualifications for Elders and Deacons, Committee on Recruitment, Committee on Conference Relations & Transfer Review, Local Pastor's Education Committee and Committee on Provisional Membership (Residency). At least one-fifth shall be and up to one-third of Board members may be lay members. Two members shall be Local Pastors.

Book of Discipline: ¶635; ¶¶301-369

Conference Rules: The Board of Ordained Ministry shall fulfill the functions described in the *Book of Discipline*. It shall study and interpret the ministerial resources and needs of the Annual conference with due regard to the church as a united, multi-cultural and anti-racist institution in consultation with the Bishop and the Cabinet. Duties shall be those assigned to it in the *Book of Discipline*. The Board of Ordained Ministry will discuss and take action as it deems appropriate regarding proposals from its divisions and committees. The Board of Ordained Ministry shall inquire of each District Superintendent about the life and office administration of each member of the Annual Conference in his or her District and report to the Annual Conference as to whether all clergy members are blameless in their life and official administration.

The Board of Ordained Ministry consists of a Chair and up to sixty-three members. They shall be nominated and elected according to the *Book of Discipline*. At the beginning of each quadrennium there shall be at least one member from each district on the Board of Ordained Ministry. Persons shall not be added to the Board of Ordained Ministry or its divisions during the quadrennium except to fill vacancies or new divisions. However, when for any reason a district no longer has a representative on the Board of Ordained Ministry, the Board of Ordained Ministry shall designate one of its members to be a liaison with that district, pending the appointment of a new district representative in accordance with ¶635(1)(a) of the 2008 *Book of Discipline*. The Board of Ordained Ministry may assign additional duties to each division.

The Board of Ordained Ministry shall organize itself into divisions and committees so as to carry out its responsibilities and to fulfill the requirements of the *Book of Discipline*.

Expectations: The Board will meet at least four times a year. Every member of the Board will participate in the work of the Committee on Preparations and Qualifications (which generally schedules six to seven days of interviews each year, with significant reading and preparation required ahead of time) and also serve on a committee.

COMMITTEE ON ADMINISTRATIVE REVIEW

Description: The Committee on Administrative Review exists to ensure that the disciplinary procedures for involuntary leave of absence (*BOD* ¶355), involuntary retirement (*BOD* ¶358.3), or administrative location (*BOD* ¶363.3) are properly followed.

Book of Discipline: ¶636

Conference Rules: Three clergy in full connection, two alternates who are not members of the cabinet, Board of Ordained Ministry, or immediate family members of the above, nominated by the bishop and elected quadrennially.

Expectations: The Committee on Administrative Review members should be available to meet occasionally, as needed, throughout the year, at a place convenient to committee members. Committee members should exhibit love and concern for ordained ministers, and a thorough

understanding of the standards for clergy effectiveness and procedures governing disciplinary action.

CENTER FOR CHURCH DEVELOPMENT

Description: The Center for Church Development will address the priority of starting new faith communities and transforming existing congregations through the establishment of function areas. It will also provide for the functions and maintain the connectional relationships required by *BOD ¶645* (Commission on the Small Membership Church).

The Center for Church Development accomplishes its mission through need-meeting “Function Areas” consisting of clergy & laity with expertise and passion in each of the areas.

The Center for Church Development or its various Function Areas makes recommendations to the Cabinet regarding when, why, where, how, and by whom new churches & faith communities are planted; it also works through the Cabinet to accomplish Congregational Transformation and Vitality. Function Areas meet as needed to accomplish their mission; the Center Function Area members meet twice yearly.

FINANCES, PROPERTY AND LOCATION

Description: This area is responsible for assessing and providing input in the annual budget and various financial matters related directly to the income and expenditures of the Churches/Faith Communities it is in process of planting. This area also helps with assessing the viability of proposed sites related to current and future new churches and faith communities. The purposes of this function area are the following:

- To assist the Center for Church Development (CCD) in developing and implementing strategies for property acquisition, investment, management, and disposition,
- To assist the CCD in stewarding its financial resources, and
- To assist the CCD in analyzing population trends in the North Texas and in developing strategies to reach those populations.

CHURCH PLANTING

The purpose of the Church Planting Function Area Team (CPFA Team) is to assist the Center for Church Development (CCD) in the continued progression of the Center’s church planter support system as well as helping in recruiting, assessing, and equipping church planters. The CPFA team will reflect the rich diversity of the North Texas Conference and will be made up of both clergy and laity representatives from each district in the conference.

STRENGTHENING THE LOCAL CHURCH

Description: This area is responsible for developing and maintaining the North Texas Conference strategies to strengthening local churches. The purposes of this function area are the following:

- To assist the Center for Church Development (CCD) in developing and implementing strategies and resources for congregational transformation, including the Healthy Church Initiative
- To assist the Center for Church Development (CCD) in developing and implementing strategies and resources for churches in the diversity of contexts in North Texas, including

urban, suburban, and rural contexts as well as the Black Church Initiative and other ethnic ministries

CENTER FOR MISSIONAL OUTREACH

Description: The Center for Missional Outreach will address the priorities of ministry with the poor and improving global health. It will also provide for the functions and maintain the connectional relationships required by *BOD* ¶632.1 (Ethnic Local Church Concerns), ¶642 (Commission on Christian Unity and Interreligious Concerns), ¶653 (Committee on Disabilities), ¶629.1 (Board of Church and Society), ¶ 633.1 (Board of Global Ministries), and ¶633.5 (Committee on Parish Community Development).

ADVISORY BOARD

The Advisory Board of the Center for Missional Outreach shall assess needs, set and evaluate goals, and provide opportunities for local church, district, and annual conference education and action regarding the two focus areas of ministry with the poor and global health. The Advisory Board will coordinate the work and funding of the Board of Church and Society, Committee on Ethnic Local Church Concerns, Board of Global Ministries, and Commission on Christian Unity and Interreligious Concerns.

BOARD OF CHURCH AND SOCIETY

Description: The Board of Church and Society (*BOD* ¶629.1) shall be constituted and function in accordance with the *Book of Discipline* to provide for the functions of this ministry and maintain the connectional relationship between the General Board of Church and Society and the conference, district, and local church.

Conference Rules: The Board of Church and Society shall be composed of at least eight members elected by the annual conference (clergy, laywomen, and laymen, with intentional effort to include clergywomen, youth, young adults, older adults, persons from churches with small memberships, people with disabilities, and racial and ethnic persons [*BOD* ¶610.5]) and, by virtue of their offices, the mission coordinator for social action of the conference United Methodist Women and member(s) of the General Board of Church and Society from the annual conference (*BOD* ¶629.2). The elected members shall serve for a quadrennium. Work and funding of the Board shall be coordinated through the Center for Missional Outreach.

Expectations: The Board of Church and Society shall name a conference Peace with Justice Coordinator (*BOD* ¶629.2) and shall develop and promote programs on church and society within the bounds of the conference that include prison ministry and reform concerns. The Board may divide its membership into committees which shall cooperate with one another to advance the respective and mutual concerns of their respective areas in social education, service, witness, and action (¶629.3). Program shall be developed that provides education and action on issues confronting the Church consistent with the Social Principles and the policies adopted by the General Conference (¶629.4), with primary attention to empowering the local church and to implement the missional priorities and focus areas of the North Texas Conference.

COMMITTEE ON ETHNIC LOCAL CHURCH CONCERNS

Description: The Committee on Ethnic Local Church Concerns shall be constituted and function in accordance with the *Book of Discipline* (*BOD* ¶632).

Conference Rules: The Committee on Ethnic Local Church Concerns shall be composed of eight members elected by the annual conference (clergy, laywomen, and laymen, with attention to the recommendation that the majority of the membership be representative of racial and ethnic people, reflecting the racial and ethnic constituencies and local churches of the annual conference). Care shall be taken, where feasible, to ensure balance of membership with clergy and laity, men and women, youth and young adults (*BOD* ¶632.3). The members shall serve for a quadrennium. Work and funding of the Committee shall be coordinated through the Center for Missional Outreach. Additionally, the Center for Leadership Development and the Center for Church Development are available to partner with the Committee in the development and implementation of the Committee's goals and priorities.

Expectations: The Committee on Ethnic Local Church Concerns shall provide for (a) keeping the vision of ethnic local church concerns before the annual conference; (b) providing guidance and resources to churches in the annual conference as they minister with and to ethnic constituencies; (c) coordinating annual conference strategies related to ethnic local church concerns, including general church emphases and initiatives; (d) providing a forum for dialogue among the ethnic constituencies, as well as with annual conference agencies; (e) providing training for annual conference and congregational leaders; (f) promoting and interpreting ethnic local church concerns to the annual conference; and (g) working to identify and nurture leaders, lay and clergy, of ethnic communities (*BOD* ¶632.2); and (h) maintaining primary attention to empowering the local church to implement the missional priorities and focus areas of the North Texas Conference.

BOARD OF GLOBAL MINISTRIES

Description: The Board of Global Ministries shall maintain the connectional relationship and provide for global ministries responsibilities related to the objectives and scope of work of the General Board of Global Ministries (*BOD* ¶¶1302-1303) in accordance with the *Book of Discipline* (¶633).

Conference Rules: The Board of Global Ministries shall be composed of twelve members elected by the annual conference (1/3 clergy, 1/3 laywomen, and 1/3 laymen, with intentional effort to include clergywomen, youth, young adults, older adults, persons from churches with small memberships, people with disabilities, and racial and ethnic persons, [*BOD* ¶610.5]) and, by virtue of their offices, the Mission Coordinator of Education and Interpretation of the conference United Methodist Women and member(s) of the General Board of Global Ministries from the annual conference (*BOD* ¶633.2). The elected members shall serve for a quadrennium. Work and funding of the Board shall be coordinated through the Center for Missional Outreach.

Expectations: The Board of Global Ministries shall designate the necessary committees, individual secretaries, coordinators, and other leaders to carry out the policies and promote all phases of the work as related to the scope of the board as set forth in *BOD* ¶633.4-6.

COMMISSION ON CHRISTIAN UNITY AND INTERRELIGIOUS CONCERNS

Description: The Commission on Christian Unity and Interreligious Concerns shall provide for the functions and maintain the connectional relationships with the General Commission on Christian Unity and Interreligious Concerns in accordance with the *Book of Discipline* (§642).

Conference Rules: The Commission on Christian Unity and Interreligious Concerns shall be composed of eight members elected by the annual conference [with recommendation of two United Methodists from each district (also complying with *BOD* §610.5), one of whom shall be the district coordinator for Christian unity and interreligious concerns]. Laypersons shall be professing members of The United Methodist Church. Membership shall also include any United Methodists residing within the conference bounds who are members of the following: the General Commission on Christianity Unity and Interreligious Concerns, the governing board of the National Council of the Churches of Christ in the U.S.A., the World Methodist Council, the United Methodist delegation to the most recent World Council of Churches Assembly, and the United Methodist delegation to the most recent plenary meeting of Churches Uniting in Christ (*BOD* §642.2). The elected members shall serve for a quadrennium. Work and funding of the Commission shall be coordinated through the Center for Missional Outreach.

Expectations: The Commission on Christian Unity and Interreligious Concerns shall act in coordination with the duties of the General Commission on Christian Unity and Interreligious Concerns (*BOD* §§1902-1903) and take initiative in ecumenical and interreligious concerns, as outlined in *BOD* §642.4 (a-h), with primary attention to empowering the local church to implement the missional priorities and focus areas of the North Texas Conference.

CENTER FOR CONNECTIONAL RESOURCES

The Center for Connectional Resources will provide the necessary services to leverage our resources and support our efforts to address the priorities of the Annual Conference. It will include the Council on Finance and Administration *BOD* §611, the Board of Trustees which is required by *BOD* §640, the Board of Pension and Health Benefits which is required by *BOD* §639.1, and the Commission on Archives and History which is required by *BOD* §641.1.

COUNCIL ON FINANCE AND ADMINISTRATION

Description: The Council on Finance and Administration (CF&A) shall be constituted and shall function in accordance with the *Book of Discipline* (§611, §611.2). No member of the Council on Finance and Administration shall be a member of any other Agency, or a trustee or member of the board of directors of a conference institution, that is supported either partially or totally by the Council on Finance and Administration. The Council on Finance and Administration is assigned several, specific tasks to complete on behalf of the Annual Conference. These major tasks include: the construction of an annual budget recommendation, the administration of the formula by which local churches are apportioned, the administration of the annual conference operating funds and investments, the consideration of conference-wide fund-raising proposals, and the establishment of employment and compensation policies regarding conference staff. The Council on Finance and Administration seeks a balance between annual conference financial requests and the financial needs of the local church. This balance involves the determination of both the appropriate size of the annual conference budget and the anticipated impact of

apportionments upon the local churches. Additionally, the Council on Finance and Administration initiates methods by which the annual conference can pay its apportionments to the General Church.

BOARD OF TRUSTEES

Description: The Board of Trustees shall function and be constituted in accordance with the *Book of Discipline* (§640, §2512.1-7). The Board of Trustees are amenable to the annual conference and have the authority to manage any and all properties that may be given or conveyed, real or personal, abandoned or request to be sold on behalf of the conference.

Conference Rules: The board of trustees shall consist of twelve members: one-third clergy, one-third laywomen and one-third laymen. Said persons must be of legal age as determined by law and lay members shall be members in good standing of local churches and within the bounds of the conference.

Expectations: The Board shall meet at least annually (*BOD* §2512.2) as well as be able to meet when required, review all materials and understand the mission of the conference. The board is expected to carry out actions on any contracts, deeds, bill of sale, mortgages or other necessary written instruments on behalf of the conference. Meetings are usually held at the North Texas Conference Ministry Center, by conference call, or another location convenient to most committee members.

BOARD OF PENSION AND HEALTH BENEFITS

Description: The Board of Pension and Health Benefits shall be constituted and function in accordance with the *Book of Discipline*. (§639). It will provide for and contribute to the support, relief, assistance and pensioning of clergy and their families, other church workers and lay employees, except as otherwise provided by the General Board of Pension and Health Benefits.

It will also provide to all clergy who qualify and other persons who qualify the best life, hospital, accident, and disability insurance coverage possible as a group with the funds available for that purpose. The Board of Pension and Health Benefits shall discuss and take action as it deems appropriate regarding proposals under its jurisdiction.

Conference Rules: The Board of Pension and Health Benefits should consist of twenty-one members: one-third laywomen, one-third laymen, and one-third clergy. They will be elected for terms of eight years and arranged in classes. A vacancy in the membership of the board may be filled by the board for the remainder of the conference year in which the vacancy occurs. At its next session, the Annual conference shall fill the vacancy for the remainder of the unexpired term. The Director of Administration/Treasurer/Benefits Officer, a representative of the cabinet, and a representative of the Council on Finance and Administration also serve as ex-officio members.

Expectations: Board of Pension and Health Benefits Committee members should be able to meet four times each year. Meetings are usually held at the North Texas Conference Ministry Center or at another location convenient to most committee members. Committee members should exhibit love and concern for ordained ministers and a thorough understanding of clergy pension issues. Chairperson should also be a skilled leader, with the time, willingness, and expertise to plan, implement, and assess fruitful ministry.

COMMISSION ON ARCHIVES AND HISTORY

Description: The Commission on Archives and History shall be organized and function in accordance with the *Book of Discipline* (§641) and shall relate to the General Commission on Archives and History.

Conference Rules: It consists of a Chair plus ten members. The Commission on Archives and History may, if necessary, select up to three additional members.

Expectations: Preserve and protect historical information in a safe place at the North Texas Conference Ministry Center and Bridwell Library, SMU. Publish a conference history at least every 30 to 40 years.

MEMOIRS COMMITTEE

Description: The Memoirs Committee shall ensure the publication in the Conference Journal of suitable memorials for deceased professional members of the Annual Conference and their spouses.

Conference Rules: The Memoirs Committee consists of a Chair, a retired member of the Annual Conference, and the Conference Secretary.

Expectations: The chair of this committee should hold in high esteem the work of ministry provided through the lives of those being commemorated through the work of this committee. The chair of this committee should possess excellent written communication skills to include strong computer capabilities for the purpose of publishing required reports. Good organizational skills are critical to establishing and maintaining files throughout the process of acquiring personal and pertinent information that's required to provide a suitable tribute to the lives of the professional clergy and their spouses who committed their lives to faithful service to this annual conference.

STANDING RULES COMMITTEE

Description: The Standing Rules Committee oversees and recommends structural changes in the standing rules of the Annual Conference.

Conference Rules: The Standing Rules Committee consists of a Chair and seven members.