

**New South Conference
Free Methodist Church of North America**

Standing Rules and Procedures

1. **Bar of Conference** - The bishop and the secretary will determine the bar of the annual conference.
2. **Roll Call** - The tellers will assist the secretary in the process of taking roll.
3. **Agenda** - The printed agenda will serve as a guide for conference sittings.
4. **Honorary Seats** - Honorary seats do not confer the right to vote, and are granted to the following persons when they are not already voting members of conference.
 - Conference ministerial candidates and licensed pastors
 - Persons reporting for conference boards or committees, representing Free Methodist Fellowships, and representatives of any conference or general church institutions (e.g., World Ministry Center, Free Methodist Foundation, Colleges, etc.)
 - The conference secretary and any assistant(s).
5. **Secretary and Assistant Secretaries** – The secretary of the annual conference is to be elected by the annual conference. The secretary is empowered to appoint assistant(s).
6. **Balloting** - No ballots shall be collected beyond the bar of the conference.
7. **Communications** - All correspondence received by the secretary of the annual conference will be referred to the proper person, board or committee unless it has relevance to a given annual conference session.
8. **Introductions and Worship Committees** – The presiding bishop and conference superintendent will serve as the introductions and worship committees.
9. **Committees and Boards** - Conference boards and committees continue from year to year unless changed by vote of the conference.
10. **Minutes** –The minutes of each sitting will be referred to the conference Board of Administration (BOA) for correction and approval. The final minutes will be distributed to ministerial members and lay delegates of annual conference.
11. **Motions** - All motions, resolutions and recommendations should be submitted in writing to the conference secretary.
12. **Terms of Office** – The term of office for all newly elected board and standing committee members, promoters, and directors is for one year, unless otherwise indicated. The term year

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begins at the close of annual conference.

13. **Business Overlooked** - All business overlooked by the annual conference session and routine business during the conference year shall be referred to the conference BOA. Any legal matters overlooked and routine legal business occurring during the year shall be referred to the conference BOA and/or board of trustees.

14. **Adjournment** - We adjourn to meet at the call of the chair.

Policy Manual

Introduction

This policy manual is provided to give a brief overview of the organization and procedural policies of the conference. The document is to be reviewed annually by the Board of Administration (BOA). Changes are subject to annual conference ratification.

Annual Conference

Time & Place - Per the *Free Methodist Book of Discipline* ¶15040+

Robert's Rules of Order – In matters of procedural question, the current edition of the Robert’s Rules of Order will be the referenced guide for parliamentary order.

Secretary and Assistant Secretaries ¶15120 The secretary is empowered to appoint assistant secretaries.

Institutional Reports Time given to institutional representatives should be kept at a minimum. Each representative will be introduced during the opening session, and given 3-4 minutes to refer to displays and/or printed reports. The conference superintendent may make exceptions to this policy.

Sessions Recorded The secretary shall make an audio record of conference sittings.

Report Books should be made available to pastors and delegates at least seven (7) days before annual conference.

Standing Rules and Procedures. The conference superintendent and secretary are to update the standing rules and procedures each year as deemed appropriate, and submit them to the Board of Administration (BOA) for review and approval. These are then to be included in the REPORT BOOK.

Conference Committees & Positions

Ministerial Education and Guidance Board ¶15230 The MEG Board may divide itself into regional sub-committees. The superintendent is authorized to appoint up to two additional

persons to serve on a sub-committee for a specific sitting under needful circumstances (location, number of MEG Board members available, needed expertise, etc.)

Ministerial Appointments Committee (MAC) ¶15220 An elder and two laypersons are elected by the annual conference to three-year terms, such that a term expires each year. The non-superintendent elder and the two laypersons are nominated by the nominating committee and elected by the annual conference and are limited to three consecutive terms.

Board of Administration (BOA) ¶15200 The BOA shall consist of the superintendent (chairman), the chairman of the conference trustees, a representative from the conference financial team, district leaders, district lay representatives, and at-large lay representatives (as needed).

- Every district shall have at least two representatives on the BOA, including a district leader and a lay representative.
- The conference secretary, missions promoter, WMI president, Men's Ministry International representative, chairman of the camping committee, children's director, youth director, senior adult's director, Eagle Ridge administrator, the director of the Morgantown Community Center, and the president of Oakdale Christian Academy shall be invited to submit reports to the BOA.
- No person shall be elected to the BOA when that individual's spouse is already serving on the BOA. In the case that spouses do serve together on the BOA (e.g., both are *ex-officio* members) they should agree among themselves which of them shall be recused at each meeting.
- The BOA shall have as many at-large lay representatives as necessary to ensure that the number of clergy on the board does not exceed the number of lay representatives. Lay representatives shall be members in good standing of a Free Methodist congregation in the New South conference. When possible, at-large membership should be distributed among conference districts.
- Prior to annual conference, pastors and delegates of each district will be asked to submit nominations for lay administrative committee members representing their district. With this list as input, the superintendent and district leaders will prepare a nomination list for the Board of Administration (BOA) which will be submitted to the annual conference for vote.

Administrative Executive Committee

Serves as the executive committee of the Board of Administration (BOA) in the interim between meetings of the BOA to care for routine business which needs action before the next meeting.

Consists of the superintendent (chairman), plus two ministers and two lay persons named by the BOA.

Missions Coordinator ¶15260

Camping Committee

- Oversees the planning and conduct of conference camping ministries for all ages. These will largely be camps held at Eagle Ridge, the conference's camp and retreat center.
- Consists of the Chairman of the Camping Committee; the Directors of the Family, Youth, and Children's Camps; and the Conference Superintendent.
- Age-level camp directors are nominated by the Board of Administration (BOA) and elected by the annual conference.
- All camping and retreat events (nature and schedule) for New South Conference and/or sub-groups thereof are to be reviewed with the administrative entity for which the event is planned before it is announced to its public. For example, a camp planned for the entire conference should be reviewed with the Board of Administration (BOA), a camp for a district should be reviewed with the district, etc.

Eagle Ridge Board of Directors

- Responsible for the development and oversight of the Eagle Ridge Retreat Center (located just outside Bowling Green, KY).
- Consists of members, as provided for in the Eagle Ridge by-laws.

Board of Trustees

- Cares for any legal matters referred to it by the annual conference, and for routine legal business occurring during the year.
- Consists of five persons, elected by the annual conference to 5-year terms such that one trustee's term expires each year.

Nominating Committee ¶5080

Superintendent Nominating Committee ¶5110

Ex-Officio Membership of the Superintendent ¶5110.D.16

Treasurer ¶5130

Auditor ¶5140

Operational Policies Personnel

Conference Appointed Staff Positions

- Before a person is appointed by the conference to a staff position in a local church (i.e., a position other than Senior Pastor) ...

- A job description shall have been worked out between the prospective staff person and the Board of Administration of the local church which outlines the responsibilities, hours expected, line of accountabilities, and benefit package.
- That job description shall have been reviewed and approved by the conference MEG and/or MAC board before the appointment is made.

Pastoral Changes

- The ministers receiving a new appointment at the Annual Conference Session are to assume their new responsibilities on the third Sunday following the close of the Annual Conference Session unless otherwise directed by the conference superintendent.

Cost of Pastoral Moves

- Unless otherwise approved by the conference superintendent, (a) the cost of a pastoral move is to be borne by the receiving church, and (b) rental vehicles and volunteer labor are to be used instead of professional movers. Professional movers may be used if the church prefers, but the moving pastor should not contract for such without specific prior approval by the receiving church's board of administration (official board, administrative committee)

Pastoral Resignations

- Pastoral assignments are made by the annual conference. It therefore is inappropriate for a local pastor to discuss thoughts about his/her possible resignation to any in the local church, without prior discussion with the conference superintendent.
- As a general rule, should a pastor resign to his/her local church, or any board or committee or person within that local church, it is not appropriate for the pastor to later reverse his/her decision and appeal in any manner for his/her continuance.

Districts and District Leaders

- The conference is divided into districts established by the Ministerial Appointments Committee (MAC), with each district being assigned a District Leader, named by the MAC.
- The pastors and delegates of the churches in a district may submit a nomination for district leader to the MAC, which has final authority in naming the district leader. The MAC is not obligated to disclose the name of the nominee, but is expected to give prayerful consideration to that respective nomination input.
- The nomination process should take place no less than two months prior to annual conference.

District Meetings

- Pastors of a district are expected to attend the district meetings (held more or less monthly) as called by the district leader or superintendent. Accepting appointment assumes agreeing to this responsibility.

Pastoral Reports

- Accepting appointment assumes agreeing to this responsibility. These reports include, but are not limited to the following
- Monthly Statistical & Ministry Highlight Report to the Superintendent
- Change of Status Report (wherever there is a change in address, or a change in compensation received)
- Denominational Annual Report Form
- Annual Ministry & Continuance Reflection Form
- Periodic Ministry Effectiveness Evaluation Form

Pastoral Attendance Expectations

- Every conference appointed pastor/staff member is expected to attend the following.
- Annual conference
- The ministerial district meetings held for his/her district
- The minister-spouse retreat
- At least one day of the conference's family camp
- Any other meeting called by the superintendent &/or bishop (and approved by the Board of Administration (BOA)).

"We Care" Policy (Precautions Against Child Abuse)

- The conference requires each local church to have in place a conference approved policy which is aimed at protecting against child abuse by those in any form of children/youth ministry. A recommended policy is to be provided by the conference Board of Administration (BOA).
- Annual certification of the policy being followed in the local church is to be provided the superintendent.
- The superintendent is to make a report to each annual conference listing which churches are in conformity with the "We Care" Policy and which are not.
- Conference-sponsored camping ministries are also to follow the "We Care" policy.

Finances

Fiscal Year

The fiscal year shall correspond to the calendar year.

Support of Institutional Ministries Affiliated with New South Conference

It is the responsibility of local pastors and delegates to promote Free Methodist schools, foundations and other institutions (including Eagle Ridge Retreat Center) in their respective local churches.

World Missions

Each local church is to set a financial goal for the support of Free Methodist Missions. It is the responsibility of each local pastor(s) and delegate(s) to promote contributions toward this goal, and to encourage regular prayer for and communication with the missionaries.

Pastoral Housing Allowance

The housing allowance must be established by local official board action prior to the fiscal year for which it applies. The housing allowance should comprise part of the pastor's salary. It should be based on an estimate of the housing expense.

Health, Life & Disability Insurance

- Each full-time conference appointed pastor is required to be enrolled in a health insurance plan. The monthly premiums for this insurance should be paid by the local church.
- Each conference appointed pastor is required to be enrolled in a life and long term disability insurance plan. No exceptions. The monthly premiums for this insurance are to be paid by the local church.
- The conference MEG Board is to annually survey all appointed pastors regarding their health, life, and long term disability coverage.

Church and Personal Loans

- The conference is to make no loans to individuals.
- The conference will adhere to the New South Conference BOA approved (3-7-2013) loan policy.

Local Church Indebtedness

No local church is to go into debt, or add to its current indebtedness without specific prior approval of the conference Board of Administration (BOA). When indebtedness is contemplated, the superintendent is to be notified.

Designated Giving

Whether on the conference or local church level, donors of designated gifts cannot receive a receipt for tax purposes unless that designation provides funds for a purpose specifically approved by the governing board.

Benevolence

If a local church wants to include benevolence in its ministry, the local Board of Administration (BOA) or a benevolence committee established by the BOA should oversee the receiving and distribution of such funds according to the Internal Revenue Service code.

Donor Receipts

All contributions, regardless of amount, must be substantiated by a written receipt from the church which reflects the name of the church, and the date and amount of the contribution. This receipt should list all such donations for the calendar year and must be provided to the donor by the following January 30.

Denominational Pension Policy

- Every assigned pastor is to enroll with the denominational pension board so a file can be opened and a record of earnings be kept.
- It is the pastor's responsibility to keep status records current. Any change in assignment or compensation is to be reported to the pension office on the Change of Status form (available through the conference office or online).
- For any new participant who has not been enrolled in the pension plan by the end of the year they were employed (assigned), the conference will be assessed the current delinquent fee on the amount of past due contribution. The conference can, in turn, pass this delinquent fee on to the individual.

Federal Employer's Identification Number (EIN) & Non-Profit Status

Each church, and affiliated group (camps, for example), should have a Federal Employer's Identification Number and that number needs to be documented by the parent organization (FMCUSA).

Property and Facilities

Conference Administrative Facility (CAF)

The Conference Administrative Facility (CAF), though located on the ground of Eagle Ridge Retreat Center at 8744 Barren River Road – Bldg. 2, Bowling Green, KY 42101, belongs to the conference and is not part of the Eagle Ridge rental facilities. The two lodging rooms and conference room in the CAF are scheduled through the conference office.

Church Names

Names Taken By Local Churches

Name changes by local churches and names taken by new churches must first be cleared by the conference Board of Administration (BOA).