

## **2019 Annual Conference Resolution Submission Announcement**

The Rules of Order for the Eastern Pennsylvania Conference state that the deadline for resolutions to be submitted shall "be set by the Conference Secretary and shall be at least thirty days prior to Annual Conference." The Rules of Order also require that resolutions "shall be printed and distributed to the members of Annual Conference at least ten days prior to the Annual Conference session." In recent years we have made the printed resolutions available at the District Conferences, and not just 10 days before the Annual Conference session. To make this possible, however, the deadline for submission of resolutions has to be moved beyond the 30 day window.

For the 2019 session of Annual Conference, resolutions are therefore to be submitted by Monday, March 15, 2019 to the Conference Secretary (Lloyd Speer), at: **[conferencesecretary@epaumc.org](mailto:conferencesecretary@epaumc.org)**

It would be best not to wait for that date to submit resolutions, however, as it leaves little time before the print deadline to make corrections if they are needed to ensure a resolution is in order for consideration.

Resolutions must meet the following submission requirements and format:

### Requirements

1. Resolutions are to be submitted by email to the Conference Secretary as a Word document attachment (.doc or .docx format).
2. Resolutions are to be submitted by a conference member, member of a conference church, conference church, or conference related organization or institution.
3. Resolutions must list the person who will present the resolution.
4. If the resolution requires the Conference Secretary to contact people or agencies, names and addresses must be submitted as a separate Word document attachment at the same time the resolution is submitted.

### Format

1. Word document (using .doc or .docx format)
2. Letter size, 8.5" x 11"
3. Portrait Orientation
4. No spacing before or after paragraphs
5. Single Line Spacing
6. 1" margins, with no indentations of paragraphs
7. Arial 12 point font
8. CAPITALIZATION of certain words and phrases, as displayed in the sample.

## **SAMPLE RESOLUTION FORMAT**

**RESOLUTION 2019 - X** (The Conference Secretary will assign the resolution number)

### **RESOLUTION to the 2019 ANNUAL CONFERENCE SESSION**

#### **Relating to Rental/Housing Allowances for Retired or Disabled Clergypersons Presented by Board of Pension and Health Benefits**

**WHEREAS**, the religious denomination known as The United Methodist Church (the “Church”), of which this Conference is 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 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;

**THEREFORE BE IT RESOLVED**, that an amount equal to 100% of the pension or disability payments received from plans authorized under *The Book of Discipline* of The United Methodist Church (“the *Discipline*”), be and hereby is designed as a rental/housing allowance for each such Clergyperson; and

**Person responsible for presenting this resolution:** Tom Smith

Questions about submission can be directed to the Conference Secretary at 215-943-2343, or at the following email address: [conferencesecretary@epaumc.org](mailto:conferencesecretary@epaumc.org)