

## **Glossary of Key Terms and Acronyms:**

*All ¶ citations are from the 2016 Book of Discipline*

<b>Appointment</b>	The position, church, or charge to which clergy are assigned to serve. Appointments are made by the bishop under the advisement of the Cabinet. ¶428
<b>Apportionment</b>	An annual amount assigned to a local church, annual conference, or other United Methodist body by a proper church authority to be raised as its share of a church fund. The formula to calculate the amount owed by each local church is approved by CF&A. In GNJ we refer to these as Shared Ministries. ¶247.14 ¶812
<b>Annual Conference</b>	The annual business meeting of the Eastern Pennsylvania Annual Conference. This is when legislation is discussed and voted on, as well as when new clergy are approved, commissioned, and ordained. All clergy are required to attend and an elected lay member is sent from each local church for representation. ¶¶601-657.
<b>Associate Member</b>	Clergy age 40 or over who have completed specific education requirements and have been approved by the conference BOOM and clergy session. Associate members are not ordained, but are available for full-time service and are assured an appointment within the annual conference. ¶¶321-323.
<b>Bishop</b>	The Episcopal leader of each conference. Elected by Jurisdictional Conference from among the elders. ¶¶45 – 54. ¶401.
<b>BOOM</b>	Board of Ordained Ministry. The body that enlists, recruits, and guides ministerial leaders and candidates for ordained ministry through the process. ¶635, responsibilities ¶635.2.
<b>Breakthrough</b>	A resource designed to provide easy to use worship series and best practices for EPA & GNJ congregations to help re-tune worship and reduce time preparing the details too allow focus on preaching the gospel. Breakthrough provides all liturgies needed for bulletins, creative graphics and videos, music suggestions, sermon starters, and more.
<b>Cabinet</b>	The meeting of the Bishop and the District Superintendents. ¶424
<b>CF&amp;A</b>	Council on Finance & Administration develops, maintains, and administers a comprehensive and coordinated plan of fiscal and administrative policies, procedures, and management services for the annual conference. They protect the church in legal issues, gather and analyze statistics, act as trustee for assets, and maintain the insurance programs for local churches. ¶¶611-619

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<b>Chancellor</b>	Or conference chancellor, this is the attorney that handles legal work for the annual conference. ¶603.8
<b>Charge</b>	One or more churches to which an ordained or licensed minister is appointed by the bishop.
<b>Charge/Church Conference</b>	The annual meeting of members of the local church called by the superintendent for the purpose of electing officers, reporting, approving pastoral compensation, and conducting other church business. A <b>Special Church/Charge Conference</b> may be called by a District Superintendent if needed to address business or elect new officers between annual meetings of the church conference.
<b>Church Council</b>	Or: Administrative Board, Ad Council, or Leadership Team. The church council plans and implements the program of mission and ministry for the local church. It also functions as the administrative agency of the local church. ¶252
<b>Circuit Leader</b>	District representatives, usually full elders, who serve as extensions of the district office to encourage vitality in congregations. Primary duties include presiding over church/charge conferences, coaching clergy, leading PaCE groups, and providing training.
<b>Certified Lay Minister (CLM)</b>	A lay person called and equipped to serve as assigned by a district superintendent. ¶268
<b>Clergy Coaching</b>	Is a resource that helps clergy lead a congregation towards greater vitality. A coach walks beside clergy to assist in achieving leadership goals and action plans. A season of coaching generally takes place over an eight-month period and can be comprised of eight one-hour sessions, or sixteen half-hour sessions.
<b>Cokesbury</b>	The United Methodist bookstore and church supply house
<b>Commissioning</b>	Commissioning is a step in the process leading to ordination in which the church publicly acknowledges God's call and the response, talents, and training of a candidate for ministry. Commissioned ministers are provisional clergy members of the annual conference. ¶325
<b>Connectional Table</b>	"Connectionalism" is a basic principle of the United Methodist Church, the idea that all leaders and congregations are connected in a network of loyalties and commitments. The <b>Connectional Table</b> of GNJ consists of all chairpersons or presidents of the conference agencies, the conference secretary, and the staff executive team.

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**COSROW**

Committee on the Status and Role of Women; advocate for the full participation of women in the life of the church.

**Course of Study (CoS)**

A program of studies for local pastors prescribed by GBHEM's Division of Ordained Ministry. ¶1421.3b Full time local pastors have 8 years and part time local pastors have twelve years to complete the course of study. ¶319.3

**CRSP**

Clergy Retirement Security Program; the pension plan for clergy. ¶1506

**Deacon**

An ordained clergyperson in full connection with the annual conference. He or she has authority to teach and proclaim God's Word, to lead in worship, to assist elders in administration of the sacraments, to perform marriage ceremonies (where laws of the state permit), and to bury the dead. ¶¶139, 328-331

**DBCLB**

District Board of Church Location and Building. Within each district, this board is responsible for the review and approval of local church lease agreements, sale and mortgage of property, any building, renovation, and acquisition plans. ¶12520

**DCOM**

District Committee on Ordained Ministry. Within each district, this committee is responsible for supervising and guiding candidates for ordained ministry. These district committees function as subcommittees of BOOM. ¶635.1g

**Discipline**

*The Book of Discipline of The United Methodist Church* outlines denominational law, doctrine, administration, organizational work, and procedures. These may be adopted, amended, or discarded during the meeting of the General Conference. An updated version of the Discipline is printed every four years.

**District**

A regional grouping of churches within the annual conference, each led by a district superintendent.

**District Superintendent (DS)**

An elder appointed by the bishop who oversees the ministry of a district's clergy and churches, provides spiritual and pastor leadership, and works with the bishop and the other superintendents (the Cabinet) on the appointment of clergy. District superintendents usually serve for six year terms but can be extended to serve up to eight years. ¶¶53, 417-421

**Elder**

An ordained clergyperson in full connection with the annual conference. He or she is authorized to preach and teach God's word, to administer the sacraments of Holy Baptism and Holy Communion, and to order the life of the church for mission and ministry. ¶¶139, 332-344

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<b>EZRA</b>	The general church statistical reporting system. Each local church must submit an annual statistical report each year; the information submitted through this system is used to calculate Shared Ministry payments and track congregational vitality for each local church.
<b>Five Markers of Vitality</b>	See <b>Vitality Markers</b> .
<b>GBCS</b>	General Board of Church & Society ¶¶1001-1011 Conference Board of Church & Society ¶629
<b>GBOD</b>	General Board of Discipleship ¶¶1001-1126 Conference Board of Discipleship ¶629
<b>GBGM</b>	General Board of Global Ministries ¶¶1301-1315 Conference Board of Global Ministries ¶633
<b>GBHEM</b>	General Board of Higher Education Ministries ¶¶1401-1423 Conference Board of Higher Education Ministries ¶634
<b>GBPHB</b>	General Board of Pension and Health Benefits ¶¶1501-1509 Conference Board of Pensions ¶639
<b>GCF&amp;A</b>	General Committee on Finance & Administration ¶¶801-824 See <b>CF&amp;A</b> .
<b>GCORR</b>	General Commission on Religion and Race ¶¶2001-2008 Conference Commission on Religion and Race ¶643
<b>General Conference</b>	A meeting of the global Church which occurs every four years. This is where changes to <i>The Book of Discipline</i> can be made. ¶¶18, 13-22, 501-511
<b>GNJAC</b>	Greater New Jersey Annual Conference. (This is us!) We are a division of the Northeast Jurisdiction of the General Conference.
<b>IGNITE</b>	Is a movement with a purpose to IGNITE the faith of the next generation of followers of Jesus Christ through life-changing worship, relevant teachings and authentic community. Students from grades 6-12 from around the region will gather in Wildwoods, NJ to learn about God's calling on their lives and go deeper in their faith journey.
<b>Itinerancy</b>	A system of rotating ministers. In the United Methodist Church, clergy are appointed to their charges by the bishop and are expected to accept such appointments. Over the course of a career, clergy are moved around based on their gifts and graces, as well as the needs and best interests of the charges.

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**Journal**

A records of the meeting of the annual conference; includes a directory of clergy, lay leadership, and local churches.

**Jurisdictional Conference**

The Jurisdictional meeting of the church (for us, the Northeast Jurisdiction) which occurs every four years. An important function of the Jurisdictional Conference is to elect bishops.

**Laity**

Members of the congregation; literally “people of God.” May also be referred to as “lay people” or a “lay person.”

**Lay Member to Annual Conference**

The lay person elected to represent the local church at annual conference.

**Lay Member At Large**

This person equalizes the representation of Lay Members and Clergy at Annual Conference. For every clergy serving churches, there needs to be one lay member. Because there are retired clergy, and non-appointed clergy, the lay members-at-large are selected to balance the voting, so that for every clergy, there is a lay member.

**Lay Servant**

A Basic Lay Servant shall serve the local church in which membership is held through ministries of leading, caring and communicating. The Advanced Lay Servant (must be a Basic first) can serve the conference in local churches other than the church where membership is held.

**Local Pastor**

A non-ordained clergy member approved by the district and licensed by the Bishop to perform pastoral duties, including the Sacraments. Local pastors are authorized to perform these duties ONLY in the church or charge to which they have been appointed.

**Mission U**

Mission U is for those looking for in depth spiritual formation, dialogue, reflection and study and is co-sponsored by The UMC of Greater New Jersey and the GNJ United Methodist Women. The Cooperative School of Christian Mission is for all -women, men, youth, children, & pastors.

**Parsonage**

A house provided to clergy by the local church. Alternately a church may provide a housing allowance rather than a parsonage.

**PPRC**

Pastor Parish Relations Committee. See SPRC below.

**Presiding Elder**

An elder in full connection authorized by the district superintendent to preside over a meeting whether an annual or special charge/church conference.

**Sacraments**

A religious ceremony or ritual regarded as imparting divine grace. The United Methodist Church recognizes two sacraments: Baptism and Holy Communion.

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**Special Church/Charge Conference** See Charge/Church Conference above.

**SPRC**

Staff Parish Relations Committee; this is the personnel committee of the local church. The SPRC plays a vital role in the evaluation of all church staff and building a strong positive relationship between the staff and the congregation. When there is a conflict or issue between pastor and congregation, the SPRC is the committee responsible for addressing that conflict.

**Stewardship Foundation**

Offers local church congregations resources that include tools to develop endowments, advice on managing reserve funds, support for encouraging planned giving, and ideas for creating stewardship campaigns.

**Tithe/tithing**

The giving of 10%

**Trustees**

The board that oversees the property of the local church. There are also trustees who oversee the district parsonages.

**UMC**

United Methodist Church

**UMCOR**

United Methodist Committee on Relief

**UMDF**

United Methodist Development Fund

**UMF**

United Methodist Foundation

**UMM**

United Methodist Men

**UMPIP**

United Methodist Personal Investment Plan; the program for personal contribution to pension for clergy and staff. Eligibility depends on clergy status.

**UMVIM**

United Methodist Volunteers in Mission

**UMW**

United Methodist Women

**UMYF**

United Methodist Youth Fellowship

**VBS**

Vacation Bible School

**Vitality Markers**

Worship Attendance  
Professions of Faith  
People in Small Groups  
People in Hands on Mission  
Giving to Mission (Stewardship)