

Role (¶ 252.5)	Function / Para. BOD	Term	Meetings	Special Info / Action
Chair, Church Council	Duties of the chair ¶ 251.3	Chair shall be elected annually by charge conference ¶ 251.3	Shall meet quarterly ¶ 252.3a	Professing members; Duties ¶ 244, 251, 252 Removal of officers or filling of vacancies ¶ 250
Lay Leader	Duties ¶ 251.1	Shall be elected annually or quadrennially ¶ 251.1	Shall meet quarterly ¶ 252.3a	Prof. members; Duties ¶ 249, 251, 252, 258 Urged to be a certified lay servant ¶ 251.1f
Lay Member to Annual Conference	Duties ¶ 251.2	Shall be elected annually or quadrennially ¶ 251.2	Shall meet quarterly ¶ 252.3a	Shall serve as an interpreter of the actions of the annual conference session ¶ 251.2
Chair, SPRC	Duties for chair and committee ¶ 258.2	Chair shall be elected annually by charge conference ¶ 249.3	Shall meet quarterly ¶ 252.3a / ¶ 258.2e	Professing members; Duties ¶ 244, 249.8, 252.4d & e, 252.5c, 258.2; sessions are closed and confidential 258.2e; persons who can serve 258.2a
Chair, Finance	Duties ¶ 258.4	Member of church council	Reports council mtgs.	Treas. & financial secretary should not be combined
Chair, Trustees	Duties for committee & chair ¶ 2525-2551	Board elects leaders for a 1 year term ¶ 2530.2	Shall meet annually ¶ 2532	2/3 Professing members; 1/3 laywomen and 1/3 laymen
Church Treasurer	Duties ¶ 258.4b	Adequately bonded ¶ 258.4b	Reports council mtgs.	Treas. & financial secretary should not be combined
Pres., UMM	Duties ¶ 256.6	See ¶ 2302	Determined by unit	Supplemental Ministries ¶ 256.7
Pres. UMW	Duties ¶ 256.5	See ¶ 1901-1912	Determined by unit	Supplemental Ministries ¶ 256.7
Young Adult Rep.	Duties ¶ 256.3d	See ¶ 1201-1212		Review info for Campus and College Ministry
Youth Ministry Rep.	Duties ¶ 256.3a-c	See ¶ 1201-1212	Semi-annual ¶ 256.3c	Review ¶ 256.4 for Scouting Ministry
Pastor(s) / Chair, Nom. & Leadership Dev.	Duties ¶ 339, Local Pastors & Elders 340, Deacons 328	Serve during the time appointed to local charge	As per required by BOD and local church	Leads the Nominations Committee / Laity are professing members; Duties ¶ 258.1a / layperson is elected to serve as vice chair ¶ 258.1c

Charge Conference (Para. 246-251): The charge conference is the basic governing body of each United Methodist local church and is composed of all members of the church council. All members of the charge conference must be members of the local church. The charge conference must meet at least once per year. The charge conference directs the work of the church and gives general oversight to the church council, reviews and evaluates the mission and ministry of the church, sets salaries for the pastor and staff, elects the members of the church council, and recommends candidates for ordained ministry.

<http://www.umc.org/what-we-believe/glossary-charge-conference> and General Forms: <http://www.gcfa.org/forms-and-resources>

¶ 248. The Church Conference-To encourage broader participation by members of the church, the charge conference may be convened as the **church conference**, extending the vote to all professing members of the local church present at such meetings. The church conference shall be authorized by the district superintendent. It may be called at the discretion of the district superintendent or following a written request to the district superintendent by one of the following: the pastor, the church council, or 10 percent of the professing membership of the local church. In any case a copy of the request shall be given to the pastor. Additional regulations governing the call and conduct of the charge conference as set forth in ¶¶ 246-247 shall apply also to the church conference. A joint church conference for two or more churches may be held at the same time and place as the district superintendent may determine. A church conference shall be conducted in the language of the majority with adequate provision being made for translation. (For church local conference see ¶ 2527)

<http://www.umc.org/what-we-believe/the-charge-conference>

Additional Info: <https://www.umcdiscipleship.org/leadership-resources/local-church-officer-job-descriptions>

¶ 403. The Role of Bishops and District Superintendents

Bishops and superintendents are elders in full connection.

1. Bishops are elected from the elders and set apart for a ministry of servant leadership, general oversight and supervision (¶ 401). As followers of Jesus Christ, bishops are authorized to guard the faith, order, liturgy, doctrine, and discipline of the Church. The role and calling forth of the bishop is to exercise oversight and support of the Church in its mission of making disciples of Jesus Christ for the transformation of the world. The basis of such discipleship of leadership (*episkopé*) lies in discipline and a disciplined life. The bishop leads therefore through the following disciplines:

a) A vital and renewing spirit. The role of the bishop is to faithfully practice, model and lead the spiritual disciplines of our faith and to call and inspire the clergy and laity within the Church to practice the Christian disciplines in their individual lives through the tradition of personal holiness. The bishop is to lead in public worship, in the celebration of the sacraments, and in the commendation of our faith.

b) An enquiring mind and a commitment to the teaching office. The role of the bishop is to continue to learn and to teach how to make disciples and lead faithful and fruitful congregations using scripture, spiritual disciplines, our Wesleyan heritage, and the history and doctrines of the Church.

c) A vision for the Church. The role of bishop is to lead the whole Church in claiming its mission of making disciples of Jesus Christ for the transformation of the world. The bishop leads by discerning, inspiring, strategizing, equipping, implementing, and evaluating the fulfillment of the mission of the church. Working in partnership with the Council of Bishops, the cabinet and lay and clergy leadership of the annual conference, and the professing members of the Church, the bishop urges the whole church to move toward the vision of sharing Christ with the world in fulfillment of our mission, faithful discipleship, and “an even better way” of being Christ’s people in the world.

d) A prophetic commitment for the transformation of the Church and the world. The role of the bishop is to be a prophetic voice for justice in a suffering and conflicted world through the tradition of social holiness. The bishop encourages and models the mission of witness and service in the world through proclamation of the gospel and alleviation of human suffering.

e) A passion for the unity of the church. The role of the bishop is to be the shepherd of the whole flock and thereby provide leadership toward the goal of understanding, reconciliation, and unity within the Church—The United Methodist Church and the church universal.

f) The ministry of administration. The role of the bishop is to uphold the discipline and order of the Church by consecrating, ordaining, commissioning, supervising, and appointing persons in ministry to the Church and the world. As the presiding officer of the annual conference, the resident bishop provides order and leads in new opportunities for ministry within the annual conference. The bishop shares with other bishops the oversight of the whole church through the Council of Bishops and is held accountable through the Council of Bishops in collaboration with conference and jurisdictional committees on episcopacy.

2. District superintendents are elders in full connection appointed by the bishop to the cabinet as an extension of the superintending role of the bishop within the annual conference through the same disciplines and in accordance with their responsibilities designated in the *Book of Discipline* under the supervision of the resident bishop

¶608.**Connectional Ministries**—Each annual conference is responsible to focus and guide the mission and ministry of The United Methodist Church within its boundaries by:

- 1.envisioning the ministries necessary to live out the mission of the church in and through the annual conference;
- 2.creating and nurturing relationships and connections among the local, district, annual conference, and general Church ministries;
- 3.providing encouragement, coordination, and support for the ministries of nurture, outreach, and witness in districts and congregations for the transformation of the world;
- 4.ensuring the alignment of the total resources of the annual conference to its mission;
- 5.developing and strengthening ethnic ministries, including ethnic local churches and concerns;
- 6.providing for advocacy and monitoring functions to ensure that the church is consistent with its stated values. It is recommended that each annual conference have a director of connectional ministries or designated person to focus and guide the mission and ministry of The United Methodist Church within the annual conference.

a) The director may be lay or clergy.

b) The director shall serve as an officer of the annual conference and shall sit with the cabinet when the cabinet considers matters relating to coordination, implementation, or administration of the conference program, and other matters as the cabinet and director may determine. Whether appointed or elected to this position, the director shall be amenable to the bishop, in consultation with the appropriate annual conference personnel body.

c) In partnership with the bishop and cabinet and the elected leadership of the conference, the director of connectional ministries shall have the following primary responsibilities:

- (1) to serve as steward of the vision of the annual conference, including the development, clarification, interpretation, and embodiment of the vision;
- (2) to serve as leader of the continuous process of transformation and renewal necessary for the annual conference to be faithful to our Christian identity in a changing world;
- (3) to ensure alignment of the total resources of the conference to its vision;
- (4) to ensure the connections among the local, district, annual conference, and general Church ministries for the purpose of networking, resourcing, and communicating their shared ministry.

Articles and Resources: Annual Conference Leadership https://gcsrw.org/Portals/13/Archives/WBTN/2018/WBN-AC-Leadership_July-2018.pdf

- DS/DCM Resources <https://www.gbhem.org/clergy/training-for-district-superintendents/> and <https://www.churchleadership.com/leadership/resources-for-district-superintendents/>

Guidelines for Holy Conferencing: What God Expects of Us

As God's chosen ones, holy and beloved, clothe yourselves with compassion, kindness, humility, meekness, and patience. Bear with one another and, if anyone has a complaint against another, forgive each other; just as the Lord has forgiven you, so you also must forgive. Above all, clothe yourselves with love, which binds everything together in perfect harmony. And let the peace of Christ rule in your hearts, to which indeed you were called in the one body. And be thankful. Let the word of Christ dwell in you richly ... And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him (Colossians 3:12-16a,17).

- Every person is a child of God. Always speak respectfully. One can disagree without being disagreeable.
- As you patiently listen and observe the behavior of others, be open to the possibility that God can change the views of any or all parties in the discussion.
- Listen patiently before formulating responses.
- Strive to understand the experience out of which others have arrived at their views.
- Be careful in how you express personal offense at differing opinions. Otherwise dialogue may be inhibited.
- Accurately reflect the views of others when speaking. This is especially important when you disagree with a position.
- Avoid using inflammatory words, derogatory names, or an excited and angry voice.
- Avoid making generalizations about individuals and groups. Make your point with specific evidence and examples.
- Make use of facilitators and mediators.
- Remember that people are defined, ultimately, by their relationship with God -- not by the flaws we discover, or think we discover, in their views and actions.

We believe Christians can discuss important issues without the acrimonious debate and parliamentary maneuvering that can divide a group into contending factions. We see too many examples of that in secular society. We believe the Holy Spirit leads in all things, especially as we make decisions. We want to avoid making decisions in a fashion that leaves some feeling like winners and others like losers.

We can change the world through honest conversation on matters about which we are passionate.

We offer our thanks to the participants at The Global Young People's Convocation and Legislative Assembly, sponsored by the Division on Ministries with Young People, through the Discipleship Ministries, held in January 2007 in Johannesburg, South Africa, for inspiring the framework of these guidelines. They adopted similar guidelines for Christian Conferencing at the convocation. This work is based on guidelines for "Holy Conferencing" that emerged from the United Methodist "Dialogue on Theological Diversity" in February 1998.

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<https://www.umcdiscipleship.org/resources/guidelines-for-holy-conferencing-what-god-expects-of-us>

Eight Principles of Holy Conferencing: http://mnumc-email.brtaapp.com/files/eefiles/documents/holy_conferencing_study_guide_2012.pdf