

D. STRUCTURE

(Amended 1995)

(POLICY)

(Adopted 1983 Annual Conference; updated 1988; revised 1989; revised 1992.)

*The Conference Treasurer/Comptroller shall be the treasurer for all agencies of the conference and custodian of all funds of the conference, unless otherwise indicated.

*Executive Committees of Divisions, Agencies or Ministry Teams shall include chairpersons of sections, if any, where not already included.

STRUCTURE

Central Pennsylvania Conference

(Approved 1998)

I. ADMINISTRATIVE AGENCIES

1. COUNCIL ON FINANCE AND ADMINISTRATION

a. Purpose: Refer to *The Book of Discipline of The United Methodist Church-1996*, Par. 608

b. Membership elected for the quadrennium (see Par. 608.2)

(1) Voting Membership elected by the Annual Conference

(a) Eight laypersons, including laywomen, nominated by the Conference Committee on Nominations

(b) Seven clergy, including clergywomen, nominated by the Conference Committee on Nominations

(c) Elected member of the General Council on Finance and Administration, if any, unless voting membership is in conflict with another provision of *The Book of Discipline of The United Methodist Church-1996*, in which case their membership shall be without vote

(2) Non-voting membership

(a) Conference Treasurer/Comptroller

(b) District Superintendent appointed by the cabinet

(c) Director of the Conference Council on Ministries or another representative of the Conference Council on Ministries

(d) Resident Bishop

c. Officers elected for the quadrennium

(1) President elected from and by the voting membership

(2) Vice President elected from and by the voting membership

(3) Secretary elected from and by the voting membership

(4) Treasurer shall be the Conference Treasurer/Comptroller (non-voting)

(5) Other officers as deemed necessary by the Council

d. Executive Committee

(1) Officers

(2) Chairpersons of any committees or task forces of the Council

(3) Others as the Council determines

e. Committees and Task Forces

The Council may establish committees and/or task forces and define their duties and authority as it deems necessary to fulfill its purpose

2. BOARD OF ORDAINED MINISTRY

a. Purpose: Refer to *The Book of Discipline of The United Methodist Church-1996*, Par. 633

b. Membership elected for four years and may serve a maximum of three consecutive four-year terms.

(1) Voting membership elected by the Annual Conference

(a) One fifth of the board shall be diaconal ministers or persons who have previously served on the Board of Diaconal Ministry. (1997-2000 quadrennium)

(b) Two thirds of the board shall be graduates of seminaries listed by the University Senate.

(c) Between one-fifth and one-third of the board shall be lay members, including some who may be diaconal ministers.

(d) At least one member of the board should be an appointment to an extension ministry.

(e) Every district shall be represented by at least one board member.

(f) At least one member of the Cabinet should be a board member.

(g) The board membership shall include women and ethnic persons.

- (h) Chairpersons of Orders of Deacons and Elders.
- (2) Officers elected from and by the voting membership for the quadrennium
 - (a) Chairperson
 - (b) Vice Chairperson
 - (c) Secretary
 - (d) Registrar
 - (e) Associate Registrar
 - (f) Others as the Board determines
- (3) Executive Committee
 - (a) Officers
 - (b) Chairs of any committees or task forces of the board
 - (c) Others as the Board determines
 - (d) Chairpersons of Orders of Deacons and Elders
- (4) Committees and Task Forces
 - (a) The Board may establish committees and/or task forces and define their duties and authority as it deems necessary to fulfill its purpose.

3. STUDENT AID FUND

- a. Purpose: Refer to the Constitution and By-Laws... in summary — “The purpose of The Student Aid Fund is to offer financial assistance to persons preparing through higher education to fulfill their call to full-time church-related vocations in the Central Pennsylvania Conference of The United Methodist Church.”
- b. Membership of the Board of Managers elected for the quadrennium
 - (1) Seven ordained elders in full connection nominated by the Conference Committee on Nominations after consultation with the president of the Board of Managers and chairperson of the Board of Ordained Ministry
 - (2) Seven laity nominated by the Conference Committee on Nominations after consultation with the president of the Board of Managers and chairperson of the Board of Ordained Ministry
 - (3) District Superintendent appointed by the cabinet
- c. Officers elected for the quadrennium
 - (1) President elected from and by the membership
 - (2) Vice President elected from and by the membership
 - (3) Secretary elected from and by the membership
 - (4) Treasurer elected from and by the membership
- d. Executive Committee
 - (1) Officers
 - (2) Chairpersons of any committees or task forces of the Board
- e. Committees and/or Task Forces

The Board may establish committees and/or task forces and define their duties and authority as it deems necessary to fulfill its purpose

4. BOARD OF PENSIONS

- a. Purpose: Refer to *The Book of Discipline of The United Methodist Church-1996*, Par. 637.1
- b. Membership elected for eight-year terms in classes (see Par. 637.2)
 - (1) Voting Membership elected by the Annual Conference
 - (a) Twenty-four persons nominated by the Conference Committee on Nominations with special attention given to adequate representation of clergymen, clergywomen, laymen and laywomen
 - (b) Elected member of the General Board of Pensions, if any
 - (2) Non-voting membership
 - (a) Conference Treasurer/Comptroller
 - (b) District Superintendent appointed by the cabinet if not already represented in the voting membership
- c. Officers elected for the quadrennium
 - (1) Chairperson elected from and by the voting membership
 - (2) Vice Chairperson elected from and by the voting membership
 - (3) Secretary elected from and by the membership
 - (4) Treasurer shall be the Conference Treasurer/Comptroller (non-voting)
- d. Executive Committee
 - (1) Officers
 - (2) Up to three members of the Board as the Board determines
- e. Committees and Task Forces

The board may establish committees and/or task forces and define their duties and authority as it deems necessary to fulfill its purpose

5. BOARD OF TRUSTEES

- a. Purpose: Refer to *The Book of Discipline of The United Methodist Church-1996*, Par. 2512.1
- b. Membership elected for four-year terms in classes
 - (1) Voting membership elected by the Annual Conference

There shall be two laity and two clergy who are of legal age or older who shall be elected for four-year terms from each of the three regions of the conference as described below, except where restricted by the By-Laws of the Conference Corporation:

 - (a) Western Region: Altoona, Chambersburg, State College Districts;
 - (b) Northern Region: Lewisburg, Wellsboro, Williamsport Districts;
 - (c) Southern Region: Harrisburg, New Cumberland, York Districts

The Conference Committee on Nominations shall nominate twice the number of persons to be elected on a printed ballot so that there will be elected three four-year classes representing three regions totaling six laity and six clergy
 - (2) Non-voting membership
 - (a) Conference Treasurer/Comptroller
 - (b) District Superintendent appointed by the cabinet if not already represented in the voting membership
- c. Officers elected annually
 - (1) President elected from and by the voting membership
 - (2) Vice President elected from and by the voting membership
 - (3) Secretary elected from and by the voting membership
 - (4) Treasurer shall be the Conference Treasurer/Comptroller (non-voting)
- d. Executive Committee
 - (1) Officers
 - (2) Chairperson of any committees or task forces of the Board
- e. Committees and Task Forces

The Board may establish committees and/or task forces and define their duties and authority as it deems necessary to fulfill its purpose

6. COMMISSION ON ARCHIVES AND HISTORY

- a. Purpose: Refer to *The Book of Discipline of The United Methodist Church-1996*, Par. 638.1, 4
- b. Membership elected for three-year terms in classes
 - (1) Voting membership elected by the Annual Conference
 - (a) Fifteen clergy and laity, including a conference archivist, nominated by the Conference Committee on Nominations for three-year terms in classes
 - (b) Member(s) of the General and/or Northeastern Jurisdictional Commissions on Archives and History, if any
 - (2) Non-voting membership
 - (a) President of the Conference Historical Society if not already represented in the voting membership
 - (b) Conference Council on Ministries staff member assigned by the Director
- c. Officers elected annually
 - (1) Chairperson elected from and by the voting membership
 - (2) Vice Chairperson elected from and by the voting membership
 - (3) Secretary elected from and by the voting membership
 - (4) Treasurer shall be the Conference Treasurer/Comptroller (non-voting)
 - (5) Archivist elected by the Annual Conference upon nomination of the Conference Committee on Nominations after consultation with the Commission chairperson
- d. Executive Committee
 - (1) Officers
 - (2) Chairpersons of any committees and/or task forces of the Commission
- e. Committees and Task Forces

The Commission may establish committees and/or task forces and define their duties and authority as it deems necessary to fulfill its purpose

7. COMMISSION ON EQUITABLE COMPENSATION

- a. Purpose: Refer to *The Book of Discipline of The United Methodist Church-1996*, Par. 622.2, 3

- b. Membership elected for three-year terms in classes
 - (1) Voting membership elected by the Annual Conference
 - (a) One layperson from each district at the time of nomination by the Conference Committee on Nominations
 - (b) Nine clergy at-large, at least four of whom shall be from charges comprised of congregations no one of which shall have more than one-hundred ninety-nine members, nominated by the Conference Committee on Nominations
 - (c) One layperson at-large from a charge composed of congregations no one of which shall be more than one-hundred ninety-nine members, nominated by the Conference Committee on Nominations
 - (d) One clergy and one layperson appointed from and by the Conference Board of Global Ministries
 - (e) One District Superintendent appointed by the Cabinet
 - (2) Non-voting membership Conference Treasurer/Comptroller
- c. Officers elected annually
 - (1) Chairperson elected from and by the voting membership
 - (2) Vice Chairperson elected from and by the voting membership
 - (3) Secretary elected from and by the voting membership
 - (4) Treasurer shall be the Conference Treasurer/Comptroller
- d. Executive Committee
 - (1) Officers
 - (2) Chairpersons of any committees or task forces of the Commission
- e. Committees and Task Forces

The Commission may establish committees and/or task forces and define their duties and authority as it deems necessary to fulfill its purpose

8. JOINT COMMITTEE ON DISABILITY

- a. Purpose: Refer to *The Book of Discipline of The United Methodist Church-1996*, Par. 648a-e
- b. Membership elected for the quadrennium by the respective agencies
 - (1) Two voting members of the Board of Ordained Ministry elected from and by that Board
 - (2) Two voting members of the Board of Pensions elected from and by that Board
 - (3) One District Superintendent appointed from time to time by the resident bishop
- c. Officers elected for the quadrennium
 - (1) Chairperson elected from and by the membership
 - (2) Secretary elected from and by the membership
- d. There shall be no executive committee
- e. There shall be no sub-committees and/or task forces

9. COMMITTEE ON EPISCOPACY

- a. Purpose: Refer to *The Book of Discipline of The United Methodist Church-1996*, Par. 635.3
- b. Membership elected for the quadrennium by the Annual Conference
 - (1) Twelve persons nominated by the Conference Committee on Nominations with special attention given to adequate representation of clergymen, clergywomen, laymen, lay- women, racial and ethnic minority persons, youth and young adults, provided at least four of the twelve are clergy and one is the Conference Lay Leader
 - (2) Three persons appointed by the resident bishop, provided at least one of the three is clergy
 - (3) Lay and clergy members of the Northeastern Jurisdictional Committee on Episcopacy
- c. Officers elected for the quadrennium
 - (1) Chairperson elected from and by the membership
 - (2) Vice Chairperson elected from and by the membership
 - (3) Secretary elected from and by the membership
- d. Executive Committee
 - (1) Officers
 - (2) Lay and clergy members of the Northeastern Jurisdictional Committee on Episcopacy if not already members
- e. Sub-Committees and Task Forces

The Committee may establish sub-committees and/or task forces and define their duties and authority as it deems necessary to fulfill its purpose

10. AREA EPISCOPAL RESIDENCE COMMITTEE

- a. Purpose: Refer to *The Book of Discipline of The United Methodist Church-1996*, Par. 636.4
- b. Membership elected by the respective agencies
 - (1) Chairperson or designate of the Conference Committee on Episcopacy
 - (2) President or designate of the Conference Council on Finance and Administration
 - (3) President or designate of the Conference Board of Trustees
- c. Officers
 - (1) Chairperson shall be the chairperson or designate of the Conference Committee on Episcopacy
 - (2) Secretary elected from and by the membership
- d. There shall be no executive committee
- e. There shall be no sub-committees and/or task forces

11. ADMINISTRATIVE REVIEW COMMITTEE

(*The Book of Discipline of The United Methodist Church-1996*, Par. 634)

- a. Purpose: To ensure that the Disciplinary procedures for administrative location were properly followed.
- b. Membership: Three members and one alternate in full connection who are not members of the Cabinet, Board of Ordained Ministry or Joint Review Committee.
- c. Members nominated by the bishop and elected quadrennially by the executive session of clergy members in full connection with the Annual Conference.

12. COMMITTEE ON INVESTIGATION

12-1 Ministerial Clergy Member

- a. Purpose: Refer to *The Book of Discipline of The United Methodist Church-1996*, Par. 2626.3
- b. Membership elected annually by the Annual Conference
 - (1) Seven elders in full connection nominated by the presiding bishop, provided none are members of the Joint Review Committee, Conference Board of Ordained Ministry or the cabinet.
 - (2) Five reserve elders in full connection, and one lay reserve, nominated by the presiding bishop, provided none are members of the Conference Board of Ordained Ministry, the cabinet, or immediate family members of the above.
 - (3) Two lay observers.
- c. Officers elected annually
 - (1) Chairperson elected from and by the membership
 - (2) Secretary elected from and by the membership
- d. There shall be no executive committee
- e. There shall be no sub-committees and/or task forces

12-2 Diaconal Minister

- a. Purpose: Refer to *The Book of Discipline of The United Methodist Church-1996*, Par. 2626.4
- b. Membership elected annually by the Annual Conference
 - (1) Three diaconal ministers nominated by the presiding bishop
 - (2) Two reserve diaconal ministers nominated by the presiding bishop
- c. Officers elected annually
 - (1) Chairperson elected from and by the membership
 - (2) Secretary elected from and by the membership
- d. There shall be no executive committee
- e. There shall be no sub-committees and/or task forces

13. COMMITTEE ON SESSIONS

- a. Purpose: To plan the agenda and arrangements for the annual sessions of the Conference under the direction of the presiding bishop and in accordance with the provisions of *The Book of Discipline of The United Methodist Church-1996*; receive, edit for clarity and coordinate the presentation of petitions for the General Conference from individuals, local churches and agencies of the Conference for action by the Annual Conference next preceding the General Conference in accordance with *The Book of Discipline of The United Methodist Church-1996*, Par. 507; receive or initiate recommendations for changes in the "Conference Standing Rules of Procedure and Order" for presentation and action by the Annual Conference.
- b. Membership appointed for the quadrennium by the presiding bishop
 - (1) Presiding Bishop
 - (2) Conference Lay Leader
 - (3) Conference Secretary

- (4) Current Dean of the Cabinet
- (5) Conference Treasurer/Comptroller
- (6) Director of the Conference Council on Ministries
- (7) Coordinator of Memoirs
- (8) Coordinator of Lay Equality
- (9) Clergy Head Teller
- (10) Lay Head Teller
- (11) Member of the Conference Board of Ordained Ministry
- (12) Member of the Committee on Worship
- (13) Member or Staff of the Commission on Media Ministries of the Conference Council on Ministries
- (14) Four persons at-large
- c. Officers for the quadrennium
 - (1) Chairperson appointed by the presiding bishop
 - (2) Vice Chairperson appointed by the presiding bishop
 - (3) Secretary shall be the Conference Secretary
 - (4) Treasurer shall be the Conference Treasurer/Comptroller
- d. Executive Committee
 - (1) Officers
 - (2) Chairpersons of sub-committee and/or task forces of the Committee
 - (3) Others as the Committee determines
- e. Sub-Committees and Task Forces

The Committee may establish sub-committees and/or task forces and define their duties and authority as it deems necessary to fulfill its purpose. Suggested sub-committees include the following:

 - (1) Agenda...Dean of Cabinet shall be the chairperson
 - (2) Arrangements...Director of the Conference Council on Ministries or designate shall be the chairperson
 - (3) Lay Equalization...Coordinator of Lay Equality shall be the chairperson
 - (4) Theme Development...Chairperson to be appointed by Committee chairperson
 - (5) Worship...Chairperson to be appointed by Committee chairperson

14. COMMITTEE ON NOMINATIONS

- a. Purpose: Refer to *The Book of Discipline of The United Methodist Church-1996*
- b. Membership elected for three-year terms in classes
 - (1) Voting Membership elected by the Annual Conference
 - (a) One layperson from each district nominated by the district superintendent and one clergyperson from each district nominated by the district superintendent for three-year terms so that there are three three-year classes totaling nine clergy and nine laity, provided that members may not serve more than two consecutive terms
 - (b) Conference Secretary
 - (c) Secretary of the Cabinet
 - (d) Conference Lay Leader
 - (e) Chairperson of the Committee nominated by the Cabinet
 - (2) Non-Voting membership Director of the Conference Council on Ministries
- c. Officers
 - (1) Chairperson nominated by the Cabinet and elected by the Annual Conference
 - (2) Secretary elected annually from and by the voting membership
- d. Executive Committee
 - (1) Officers
 - (2) Others as the Committee determines
- e. Sub-Committees and Task Forces

The Committee may establish sub-committees and/or task forces and define their duties and authority as it deems necessary to fulfill its purpose

15. COMMITTEE OF THE MOVING COORDINATORS

- a. Purpose: To coordinate and facilitate the orderly moving of household belongings of the clergy appointed to pastoral charges and beyond the local church positions within the boundaries of the Central Pennsylvania Conference.
- b. Membership appointed annually by the district superintendents and cabinet
 - (1) One clergy from each district appointed annually by the district superintendent

- (2) One clergy from the Conference at-large appointed by the cabinet, to serve as the chairperson of the Committee
- c. Officers
 - (1) Chairperson appointed by the cabinet
 - (2) Secretary elected from and by the membership
- d. There shall be no executive committee
- e. There shall be no sub-committees and/or task forces

16. AD HOC COMMITTEE ON CONFERENCE STRUCTURE

Whenever a need to study the structure of the Central Pennsylvania Conference becomes apparent, the resident bishop of the Harrisburg Area may initiate action to form and determine the composition of an ad hoc committee, or assign the study to an agency in consultation with the Management Team, to (1) make the study, (2) develop and coordinate recommendations, and (3) submit any recommended changes to the Annual Conference for approval or disapproval.

17. STEWARDSHIP FOUNDATION

(See Section R for full Articles of Incorporation and By-Laws)

- a. Purpose: The United Methodist Stewardship Foundation of Central Pennsylvania (hereinafter referred to as “The Stewardship Foundation”) provides a structure for the people of God to make gifts for the current and future ministry and mission of the Central Pennsylvania Conference of The United Methodist Church (the “Conference”) and its local churches, and other charitable, religious or educational organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or corresponding section of any federal tax code, provided that such organizations’ purpose and mission are consistent with the social principles of The United Methodist Church. The Stewardship Foundation shall promote, receive, manage and distribute such gifts or the income therefrom. The Stewardship Foundation shall also conduct programs of Christian stewardship education on behalf of the Council on Ministries of the Conference.
- b. Membership of the Board of Directors
 - (1) Voting membership elected by majority vote of the Stewardship Foundation (all clergy and lay members of the Annual Conference) for three year terms in classes, except for elections to fill unexpired terms. No more than two (2) at-large Directors representing each of the regions shall have terms expiring at the end of any given year. An at-large Director shall serve no more than nine consecutive years.
 - (a) Twelve (12) members-at-large, one fourth of whom shall be clergy, elected by majority vote of the Stewardship Foundation (all clergy and lay members of the Annual Conference) as follows:
 - [1] One of the at-large Directors shall be a minister appointed to a pastoral charge or appointment beyond the local church.
 - [2] Three Lay at-large Directors shall belong to churches forming part of pastoral charges, within each of the following regions of the Conference:
 - [a] Western consisting of Altoona, Chambersburg and State College Districts.
 - [b] Southern consisting of Harrisburg, New Cumberland and York Districts.
 - [c] Northern consisting of Lewisburg, Wellsboro and Williamsport Districts.
 - (b) Ex-Officio Members (Voting)
 - [1] Resident Bishop of the Harrisburg Episcopal Area or the Bishop’s designate.
 - [2] President of the Conference Board of Trustees or the President’s designate.
 - [3] Chairperson of the Conference Council on Ministries or the Chairperson’s designate.
 - (c) Ex-Officio Members (Non-Voting)
 - [1] Chairperson of the Conference Council on Finance and Administration or the chairperson’s designate.
 - (d) Participants (Without Vote)
 - [1] Treasurer/Comptroller of the Central Pennsylvania Conference, or designee.
 - [2] Executive Director of the Stewardship Foundation.
- c. Officers
 - (1) President, Vice-President, Secretary Treasurer nominated by a Nominating Committee appointed by the President of the Board of Directors in consultation with the executive committee, and elected by the Board of Directors at an organizational meeting held not more than thirty days after the close of the annual meeting of the Stewardship Foundation, provided that nominations may be made from the floor at the organizational meeting,
 - (2) Such other officers and assistant officers as the Board of Directors shall authorize.
- d. Executive Committee:

Shall have an executive committee consisting of the elected officers and such other persons as may be selected for that purpose by the Board.

e. Other Committees:

May have other standing or ad hoc committees as determined by the Board of Directors.

The President shall be an ex-officio member of all committees.

18. MANAGEMENT TEAM

(Adopted 1995)

The Management Team shall become a permanent part of the Annual Conference structure effective with the 1995 session of Annual Conference.

a. Purpose: Refer to *The Book of Discipline of the United Methodist Church-1996*, Par. 414.1, 415.2.

The purpose of the Management Team is to encourage, stimulate, and coordinate the work of the conference councils, administrative boards, and other agencies between sessions of Annual Conference, with special attention to those concerns which may require the collective and concerted efforts of program, administrative, and personnel groups.

b. The resident bishop, as superintendent of the spiritual and temporal affairs of the whole conference, and as empowered by the *Discipline* to make "special inquiry" into the work of the conference boards and agencies relative to their conformity to annual conference policies and procedures, shall chair the meetings of the Management Team.

c. Membership appointed by the resident bishop.

1. Resident Bishop
2. Administrative Assistant to the Bishop
3. Council Director
4. Chair of Conference Council on Ministries
5. Dean of the Cabinet
6. Conference Secretary
7. Conference Treasurer-Comptroller
8. Associate Director of Media Ministries
9. Chair of Council on Finance and Administration
10. President of Board of Trustees
11. Executive Director of Stewardship Foundation
12. Chair of Stewardship Foundation
13. Chair of Board of Pensions
14. Chair of the Board of Global Ministries
15. Conference Lay Leader
16. President, Retired Ministers Fellowship
17. Other Members at Large Appointed by the Chair

d. There shall be no executive committee.

e. The secretary shall be elected from the membership.

f. Subcommittees and task forces shall be appointed by the chair.

g. The Management Team shall meet at the call of the resident bishop at least four times yearly.