

# II. Governance

## STANDING RULES

### PREFACE

As authorized by *The Book of Discipline of The United Methodist Church 2004* (¶ 603), the Kentucky Annual Conference is incorporated under the laws of the Commonwealth of Kentucky as the Kentucky Annual Conference of The United Methodist Church, Inc., as a non-profit, nonstock corporation. Its headquarters are located at 7400 Floydensburg Road; Crestwood, Kentucky 40014-8202. The Conference has adopted the following rules for self-governance to the extent authorized by the *Discipline* ¶ 604.1. All references in these rules are to *The Book of Discipline of The United Methodist Church 2004*.

**Rule 1. Conference Year.** The fiscal year of the Conference is the calendar year.

**Rule 2. Membership.**

- a. Clergy membership. Clergy membership in the Conference is defined by the *Discipline* ¶¶ 32 and 602.1-3.
- a. Lay membership. Lay membership in the Conference is defined by the *Discipline* ¶¶ 32 and 602.4-7. The selection of the young persons required by these paragraphs of the *Discipline* must be made by each district in the manner determined by the district. By April 15 each year, the District Superintendent of each district must report to the Conference Secretary the names and addresses of the young persons selected for Conference membership.
- a. Formula for the Equalization of Lay and Clergy Membership.
  - 1. By January 31 each year, the Director of Ministerial Services must certify to the Conference Secretary the number of persons who, on December 31 of the preceding year, met the qualifications for clergy membership in the Conference as defined by ¶¶ 32 and 602.4-7.
  - (2) If the lay membership is less than the clergy membership, the Conference Secretary must designate additional lay members who are considered duly elected as additional lay members. The Conference Secretary must designate additional lay members as follows:
    - (A) First, the Conference Secretary, Associate Conference Secretary, and Conference Treasurer, if they are lay persons;
    - (B) Second, the lay persons who chair the following: Connectional Ministries Team; Advocacy Team (including an additional team member for inclusiveness); Camp & Retreat Team; Communications Team; Evangelism Team; Higher Education Team; Justice Team; Missions Team; Spiritual Formation/CE Team; Worship Team; Ethnic Local Church Concerns; Board of Pensions; Board of Trustees; Kentucky UM Foundation; New Church and Congregational Development; Council on Finance and Administration (CFA); Equitable Compensation; Memoirs; Archives and History; Registration and Credentials; Standing Rules; Courtesies; Resolutions and Petitions; Annual Conference Worship; Journal; COSROW; Religion & Race.

(C) Third, the lay persons from any charge in the Conference who serve on a board, agency, or commission of The United Methodist Church at the jurisdictional or general church level.

- A. Fourth, lay persons from the districts selected in equal numbers from the districts as follows:
- i. The Conference Secretary must inform each District Superintendent by February 28 of the number required for election from the district;
  - ii. If the number of lay members needed from the districts is not divisible by 12, then the Conference Secretary must allocate one extra lay member to each district, ranked in alphabetical order, starting with the district that did not receive an extra lay member in this process in the preceding Conference year.
  - iii. Each district must select the number of persons allocated to it for lay membership in the manner determined by each district.
  - iv. The District Superintendent must report to the Conference Secretary the names and addresses of the additional lay members by April 15.

**Rule 3. Quorum.** The members present and voting constitute a quorum for all sessions of the Conference and for all duly announced meetings of its organizational units.

**Rule 4. Record of Roll Call.** Each member must register attendance at the session of the Conference by completing and returning to the Committee on Registration and Credentials the registration form in the manner and form as prescribed by that committee. The record of the roll call required by the *Discipline* ¶ 605.1 is accomplished when the member delivers the completed registration form to the Committee on Registration and Credentials.

**Rule 5. Law Governing Proceedings.** All sessions of the Conference and its organizational units are governed:

- (a) First, by *The Book of Discipline of The United Methodist Church 2004*;
- (b) Second, by the Standing Rules of the Conference;
- (c) Third, by the *Articles of Incorporation and the Bylaws* of The Kentucky Annual Conference of The United Methodist Church, Inc.; and
  - a. Fourth, by *Robert's Rules of Order, Newly Revised*.

**Rule 6. Conference Secretary and Statistician.** A secretary and statistician are elected for each quadrennium as required by the *Discipline* ¶ 603.7. Their term limits are two successive quadrennia.

**Rule 7. Agenda.**

- a. In accordance with the *Discipline* ¶ 605.2, the Committee on Program and Arrangements prepares the agenda for the annual sessions of the Conference and publishes the proposed agenda in advance by mailing a copy to each member at least 15 days before the opening session.
- a. The first order of business at the annual session is to adopt the agenda for the annual session.

**Rule 8. Limits on Floor Debate.**

- (a) No member may speak longer than five minutes on any debatable question relating to a main motion and its subsidiary motions.
- (b) No member may speak more than twice on any debatable question relating to a main motion or its subsidiary motions.
- (c) The maker of an original main motion or incidental main motion may make a closing speech before the vote is taken on the maker's motion. But the maker may not exceed the time limits set in (a) or the number of speeches set in (b).
- (d) The limitations in (a) and (b) do not apply to questions of order and appeal.

**Rule 9. Motions with Budgetary Implications.** At any plenary session, an original motion that has a potential impact on the Conference budget must be referred to CFA to investigate and report the budgetary impact of the proposed action before a vote is taken on the motion.

**Rule 10. Legislative Committees.** Unless otherwise directed by the Committee on Program and Arrangements or by prior Conference action, all reports and legislative proposals from standing committees, commissions, teams, boards, and agencies to the Conference are assigned for consideration by legislative committees of the Conference. These legislative committees must report to the plenary session of the Conference. The legislative committees function as follows:

- (a) In advance of the Conference session, the Director of Connectional Ministries determines the number of legislative committees and selects the facilitator and recorder for each committee.
- (b) In advance of the Conference session, the Director of Connectional Ministries must assign all members of the Conference to at least one legislative committee.
- (c) The Director of Connectional Ministries assigns all reports and legislative proposals to a legislative committee.
- (d) The legislative committee must consider all matters assigned to it. It may alter or amend the legislation assigned to it. It must recommend to the plenary session of the Conference its concurrence or nonconcurrence with the legislation in its original or amended form.
- (e) All items that receive no amendments and no negative votes in the legislative committee must be placed on the consent calendar of that committee to be presented as a part of its report on the floor of the plenary session of the Conference.
- (f) When the report of a legislative committee comes to the floor in the plenary session of the Conference, any member of the Conference may lift an item from the consent calendar for consideration in the plenary session.
- (g) All items of a legislative committee's report remaining on the consent calendar are then voted on collectively.
- (h) For all items not on the consent calendar, the facilitator of the legislative committee shall report to the plenary session the committee's action with the record of the committee's vote. The chairperson of the boards and agencies affected by any item may present supporting data as needed to the plenary session. The final action of the plenary session will then be (1) to concur, (2) to non-concur, or (3) to amend.

**Rule 11. Standing Committees.**

- (a) Standing committees of the Annual Conference are:
- (1) Committee on Program and Arrangements;
  - (2) Committee on Registration and Credentials;
  - (3) Committee on Nominations;
  - (4) Committee on Standing Rules;
  - (5) Committee on Resolutions and Petitions;
  - (6) Committee on Memoirs;
  - (7) Committee on Journal Publication;
  - (8) Committee on Courtesies; and
  - (9) Committee on Personnel of the Primary Task Team.
- (b) These standing committees, except the Committee on Memoirs, must be composed of an equal representation of clergy and lay persons.
- (c) Unless otherwise provided by *The Book of Discipline 2004* or these Standing Rules, the members of these standing committees are nominated and elected as provided in these rules to serve for a quadrennium. Elections are held at the last annual session of the quadrennium. The quadrennial term of service begins on January 1 immediately following election.
- (d) The membership and function of these standing committees are as follows:
- (1) Program and Arrangements Committee designs, coordinates, and implements the Conference sessions.
    - (A) Membership of the committee is: The Bishop, who serves as chair; the Cabinet; the Extended Cabinet; Conference worship chair; Conference Secretary; the Associate Conference Secretary; Presidents of Conference UMM, UMW, and UMY; Conference lay leader; a representative from the Conference Youth Council, the Chairs of the local host committee, Conference Board of Ministry, Memoirs Committee, Commission on Archives and History, the Committee on Registration and Credentials; and two ethnic minority persons named by the Bishop.
    - (B) The committee must prepare the agenda for the entire annual session of the Conference as required by Rule 7.
    - (C) As required by the *Discipline* ¶ 609.7, this committee must provide for pre-school and elementary age childcare for members' children during the Conference session. On-site childcare may be provided where possible. Where onsite childcare is not available, transportation will be provided to and from the Conference site.

- (2) Committee on Registration and Credentials:
- (A) provides an efficient process for member registration before and during the session;
  - (B) provides badges of identification and designates seating for the lay and clergy members of the Conference;
  - (C) reports the number of clergy and lay members registered by the Bishop;
  - (D) works throughout the session to ascertain eligibility of members seated on the floor of the Conference and changes in registration rolls; and
- A. before the close of the session, provides the Conference Secretary with a complete listing of the Conference membership identifying the members who were registered.
- A. The membership of the Committee is composed of a chair and a vice chair elected by the Conference, as provided in Rule 11 (c), who work with clergy and lay volunteers from the district hosting Annual Conference.
- (3) Committee on Nominations nominates the members of all Conference teams, standing committees, councils, boards, and agencies and nominates their chairs unless *The Book of Discipline 2004* or these Standing Rules provide for the selection of the chair in a different manner.
- (A) The Committee is composed of the Bishop, serving as chair; the Conference Secretary; the Associate Conference Secretary; Directors and Associate Directors; the District Superintendents; one lay person elected from each of the twelve districts; the Conference lay leader, the Conference Presidents of UMM, UMW, UMY, or a representative selected by those bodies; an ethnic minority lay person elected by the Advocacy Team; and two additional lay persons elected by the Board of Laity.
  - (B) The members serve for a quadrennium beginning at the adjournment of the annual session in which quadrennial elections [Rule 11 (c)] take place and serve during the quadrennium and until their successors take office.
  - (C) The committee must meet at least once annually, except in the Conference year preceding quadrennial elections, when the committee must meet more frequently, as needed, to complete its work.
  - (D) The committee must:
    - (i) inform nominees, in writing, of their proposed nomination, allowing prospective nominees sufficient response time;
    - (ii) set the response deadline;
    - (iii) provide a method of response;

- (iv) complete nominations in time to be distributed to Conference members at registration for the annual session;
    - (iv) inform nominees of election results; and
    - (v) elect a Secretary who must provide the Conference secretary with the names, addresses, email addresses, and phone numbers of all nominees by the opening session of Conference.
  - (E) The committee shall fill interim vacancies between Conference sessions with election by the Conference to take place at the next annual session.
- (4) Committee on Standing Rules is composed of eight members, one of whom is the chair. The chair and the members are nominated and elected as provided in Rule 11 (c). The committee is responsible for maintaining the Standing Rules for the effective self-governance of the Conference to the extent authorized by the *Discipline* ¶ 604.1.
- (A) All proposed Standing Rules or amendments to existing rules must be presented, in writing, to this committee. After consultation with any affected subordinate body of the Conference, the committee must bring all proposals to a plenary session of the Annual Conference recommending concurrence or nonconcurrence.
  - (B) The committee must monitor the Standing Rules and report to the Conference and any affected subordinate bodies any points where a current or proposed rule or policy conflicts with *The Book of Discipline* and/or these Standing Rules.
- (5) Committee on Resolutions and Petitions is composed of eight members, one of whom is the chair. The chair and members are nominated and elected as provided in Rule 11 (c). All proposed resolutions or petitions must be presented, in writing by March 15, and referred to this committee. After March 15 the responsibility for copying and distributing a resolution will be with the submitting group or person, if properly approved by persons listed in Rule 14 (a). After consultation with any affected subordinate body of the Conference, the committee must bring all proposals to a plenary session of the Annual Conference recommending concurrence or nonconcurrence.
- (6) Committee on Memoirs is composed of four clergy and at least two clergy spouses nominated and elected as provided in Rule 11 (c). The committee shall:
- A. Conduct a service at each annual session of the Conference memorializing clergy and clergy spouses who have died since the preceding annual session.
  - A. Coordinate with the Conference Worship Chair and the Committee on Program and Arrangements in the design and implementation of the memorial service.
  - A. Establish guidelines, compose, and approve all materials for use in the memorial service.
  - (D) Gather any materials and photographs of the deceased clergy and spouses and deliver them to the Conference Secretary in a timely manner for inclusion in the Journal.

- (E) Notify the family of the deceased of the time during the session of Conference when the service is to be held.
- (7) Committee on Journal Publication is composed of persons appointed by the Bishop to examine the Conference Journal for compliance with the *Discipline* ¶ 606.3, recommend corrections, and report the condition of the Journal at each annual session.
- (8) Committee on Courtesies is composed of persons appointed by the Bishop to attend to all matters of Conference courtesies.
- (9) Committee on Personnel of the Primary Task Team shall serve as the personnel team for the Conference staff. The team shall consist of the Conference lay leader, chairpersons of the Discipleship Team, the New Church/Congregational Development Team, the Personnel Team (Board of Ordained Ministry), the Stewardship Team, and the Dean of the Appointive Cabinet. It shall be chaired by the Conference lay leader. The Administrative Assistant to the Bishop shall serve as staff for the committee. The Bishop and the Pensions/Benefit Officer are ex-officio members of the committee. The Committee on Personnel of the Primary Task Team shall:
  - (A) develop specific job descriptions with clear lines of accountability and evaluation for each staff member;
  - (B) keep up-to-date the employee policies handbook to be used by all Conference-related staff and offices;
  - (C) assure that all Conference staff (at all levels) have read and been trained in the sexual harassment and clergy sexual misconduct policies as appropriate, with training to be offered to new employees on an annual basis;
  - (D) name search committees as appropriate upon recommendation of the various teams;
  - (E) recommend salary policies to the Primary Task Team;
  - (F) recommend annual salaries for the program staff;
  - (G) recommend annual salaries for the District Superintendents, in consultation with the chairs of the district committees on superintendency; and
  - (H) approve salaries for support staff positions based on recommendations of staff supervisors.

**Rule 12. Conference Council on Finance and Administration (CFA).**

- (a) The purpose, membership, organization, and relationships of the Conference Council on Finance and Administration (CFA) shall be as stated in the *Discipline* ¶¶ 610-618.
- (b) Membership.
  - (1) CFA shall consist of not more than twenty-one members who are elected by the Conference upon nomination by the Committee on Nominations at the annual session next succeeding the General Conference or Jurisdictional Conference.

- (2) There must be at least one layperson more than clergy included on the voting membership of CFA.

**Rule 13. Organizational Procedures for Teams, Councils, Boards, Commissions, and Committees.**

- (a) Those persons elected by the Annual Conference to serve on teams, councils, boards, commissions, and committees, shall meet, at the appointed time and place during the Annual Conference session at which they were elected, for the purpose of (1) becoming acquainted with the other members of the group, (2) receiving an overview of their responsibilities, and (3) naming an interim committee on nominations to serve until the officers are elected and the body formally organized.
- (b) The interim committee on nominations must nominate the officers within thirty days following the meeting described in paragraph (a) above. The nominations will be presented at an organizational meeting held in connection with a Conference leaders' convocation. The interim committee on nominations, in making nominations, shall ensure inclusive representation in accordance with the *Discipline* ¶ 609.5. Persons serving on the interim committee must be excluded from consideration as a nominee for an office.
- (c) The Bishop shall set the date for the organizational meeting and preside at the Conference leaders' convocation. The Bishop will conduct an installation service for the members of all teams, councils, boards, commissions and committees. At the organizational meeting, the bodies shall organize by electing officers and beginning their work.

**Rule 14. Reports of Teams, Councils, Boards, Commissions, and Committees.**

- (a) Each subordinate body of the Conference must prepare and submit a report of its activities to the Conference Director of Connectional Ministries by March 15, of each year for inclusion in a pre-Conference report. No reports, resolutions, actions, or promotional material may be distributed to the members of the Conference at any session of Conference except upon prior approval of the Director of Connectional Ministries or of the Bishop.
- (b) The Director of Connectional Ministries must produce the pre-Conference report in an inexpensive form and distribute it to the members of the Conference at least fifteen days before to the opening of the annual session. The pre-Conference report shall be mailed to the clergy and lay members by first class mail, if that is necessary to ensure meeting this deadline.
- (c) All reports requiring action of the Conference not included in the pre-Conference report and not referred to a legislative committee shall be distributed to the members of the Conference, subject to the approval required in paragraph (a) above, at least twelve hours before such action is taken.

**Rule 15. Attendance and Filling Vacancies**

- (a) An elected member who is absent from two consecutive regular meetings of any subordinate body of the Conference, and who has made no response to notice of meetings, must be contacted to determine receipt of notice and interest in membership. If a member expresses inability to attend and does not wish to be a member of the body, then the body may request a letter of resignation, provided the body has, insofar as possible, arranged for meeting times and places suitable to the majority of its membership.

- (b) When a member, after two consecutive meetings, makes no response to notice of meetings and other attempts at communication and is absent from a third consecutive regular meeting, the body is authorized to terminate the membership and notify the Committee on Nominations of its action.
- (c) Vacancies occurring in the membership of any subordinate body of the Conference must be filled by the Committee on Nominations under Rule 11 (d) (3) (E).
- (d) When the membership of any subordinate body of the Conference is increased by Conference action, the additional members may be added by the Committee on Nominations under Rule 11 (d) (3) (E) following the close of the annual session in which the action was taken.

**Rule 16. Tenure in Office.**

- (a) Membership must not be held on more than one Annual Conference quadrennial board, committee, or commission. But membership on the Committee on Episcopacy, the Committee on Investigation, committees of the Annual Conference session, the standing committees, the Board of Ordained Ministry, the Ethnic Local Church Concerns Committee, the Vision Team, and the governing committees of agencies and institutions, or ex-officio members are not prohibited by this rule.
- (b) A person must not serve on the same team, council, board, committee, or commission for longer than eight consecutive years. But a person may again be eligible for membership after one quadrennium has passed. A person serving one year or less of any quadrennium shall not be prohibited from serving two full quadrennia on that same team, council, board, committee, or commission. This rule shall not apply to the Committee on the Episcopacy, the standing committees, the Ethnic Local Church Concerns Committee, the Board of Ordained Ministry (limited to three consecutive four-year terms by the *Discipline* ¶ 634.1.a), the Vision Team, and boards of institutions affiliated with the Conference.
- (c) The elected members of the quadrennial boards and agencies of the Conference shall take office and assume responsibilities on January 1 of the year in which the new quadrennium begins.

**Rule 17. Conference and District Lay Leaders.**

- (a) The Conference lay leader is nominated by the Committee on Nominations and elected quadrennially by the Conference. The term of office for the Conference lay leader is two consecutive quadrennia. If for any reason the lay leader is unable to complete the term, the Committee on Nominations must name an interim lay leader to serve until the next annual session, at which time, a lay leader will be elected for the remainder of the quadrennium.
- (b) The district lay leaders are elected quadrennially by the Conference upon nomination by the District Committee on Nominations.

**Rule 18. Districts and District Conferences.**

- (a) The Conference is divided into twelve districts.
- (b) A District Conference may be held annually at the discretion of the District Superintendent. Membership of a District Conference consists of all persons in the district who are clergy residing or serving in the district, local church lay leaders, lay members of the Annual Conference, and district officers.

**Rule 19. Administrative Assistant to the Bishop.** The Bishop may appoint an elder or deacon in full connection to serve as the Administrative Assistant to the Bishop. The Administrative Assistant serves as staff for the Primary Task Team, Vision Team, the Program and Arrangements Committee, and the Committee on Personnel of the Primary Task Team and shall accept other assignments as determined by the Bishop and the Primary Task Team. The position is funded by an Annual Conference apportionment set upon recommendation of the Conference Committee on Episcopacy to CFA.

**Rule 20. Financial Policies.**

- (a) All institutions supported by the Annual Conference must submit an annual audit report to the Conference Treasurer within thirty days after the audit of the particular institution is published. The audits are available for examination by any interested person.
- (b) Without the prior consent of the Annual Conference, institutions must not incur an indebtedness exceeding, at any time, fifty percent of their unrestricted assets.
- (c) When the Board of Trustees or directors of any institution belonging to, related to, or governed by the Kentucky Conference of The United Methodist Church, whether in whole or in part, or any persons or group of persons desiring the approval of authority of the Kentucky Annual Conference on any matter or proposed action concerning the properties or funds of the Annual Conference or institution, the trustees, directors, or persons must file a written petition and resolution stating concisely the action that is desired and the reasons thereof, no less than sixty days before the opening session of the Annual Conference. Copies must be given to:
  - (1) the Bishop;
  - (2) the Conference Secretary;
  - (3) the chair of CFA; and
  - (4) the chair of the related board or committee responsible for the proposed action.
- (d) The written petition or resolution must be mailed to the members of the Annual Conference at least fifteen days before the opening of the Conference. Failure to provide such notice shall prevent its consideration at the annual session.

**Rule 21. Property Policies.**

- (a) Net proceeds from the sale of any closed, discontinued or abandoned African-American Church or other Ethnic Church property and assets as well as existing funds from previous actions will be placed with the District whose boundaries include said church. These funds are to be restricted for the development or revitalization of African-American Churches and Ethnic Churches relative to the particular ethnicity served by the properties that are sold. The District Superintendent and District Committee on Church Building and Location shall decide how best to use these funds in consultation and collaboration with the Kentucky Conference Committee on Ethnic Local Church Concerns and the New Church and Congregational Development Director and Associate Director of African-American Ministries or the Associate Director of Asian Ministries or the Director of Hispanic/Latino Ministries. Districts may consider sharing resources except when it is not in keeping with our *Discipline*. Decisions shall comply with the restrictions and provisions of the *UM Book of Discipline*.

- (b) All interim property resolutions, in consultation with the Conference Board of Trustees and executed in accordance with the *Discipline* ¶ 2515, shall be reported to the next annual session and published in the Journal.
- (c) The Conference Board of Trustees may retain up to ten percent of the net sales' proceeds of discontinued church properties and other real or personal property sold by the Board of Trustees to provide funds for expenses in regard to property entrusted to it by operation of the *Discipline*, by act of the Annual Conference, or otherwise. The Board of Trustees will forego the ten percent if the sale is to another United Methodist Church (*cf.* Journal, 1998, pp. 453-454). The balance of these funds must be returned to the district disposing of the property for church extension use in that district.

**Rule 22. Conference Expense Allowance.**

- (a) A per diem allowance, set at the preceding annual session, shall be paid on voucher for each overnight (a 24-hour period) the member is present and seated at Annual Conference. CFA, in consultation with the Committee on Program and Arrangements, will recommend a per diem amount for the next annual session. This applies to
  - (1) lay members and additional lay members under Rule 2 who are not elected by a charge;
  - (2) retired clergy who are receiving annuity payments from the General Board of Pensions and Health Benefits;
  - (3) spouses of deceased ministers who are receiving annuity payments from the General Board of Pensions and Health Benefits; and
  - (4) probationary members and candidates recommended by the Board of Ministry for probationary membership, except those serving charges within the Annual Conference.
- (b) A charge must pay the expenses for its clergy and lay member(s) to attend Annual Conference. The District Superintendent must inform each charge of this requirement.
- (c) Expenses for CFA and Conference staff must be provided by the budgets of their budget area.
- (d) Expenses must be paid for the first clergy and lay reserves to enable their attendance to the General and Jurisdictional Conferences. The remuneration is the same as that received by delegates to General and Jurisdictional Conferences.

**Rule 23. The Journal of the Kentucky Annual Conference.**

- (a) The Secretary of the Annual Conference shall, in consultation and collaboration with the connectional ministries staff, prepare a Journal that contains information in the format required by the *Discipline* ¶ 606.3, the Uniting Vision, Foundation documents, and graphics and such other matters as the Bishop may direct.
- (b) Listings of names, addresses, phone numbers, and statistical data published in the Journal are proprietary information that is owned by the Conference. This data must not be used in any commercial or exploitive way for fundraising or profit, or in any manner that denigrates or defames The United Methodist Church or its agencies or organizations.

- (c) Requests for the information described in (b) may be made by United Methodist agencies, Annual Conferences, UM members, and ecumenical organizations for use to support activities to which The United Methodist Church ascribes. The Conference, through its Treasurer/Statistician, reserves the right to charge for supplying information.
- (d) A CD or print version of the Journal shall be mailed to anyone listed in Rule 23c who submits an order and payment to the Office of Connectional Ministries.
- (e) Additional copies of the Journal must be distributed as follows:
  - (1) two copies to the depository of the Conference;
  - (2) one copy to the jurisdiction; and
  - (3) one copy to the General Commission on Archives and History.
  - (4) two copies to the General Council on Finance and Administration.
- (f) All information due for publication in the Annual Conference Journal should be in the hands of the Conference Secretary no later than thirty days after the close of the annual session. The Journal shall be made available on the Conference web page to Conference members and to Conference agencies and institutions within 120 days of the close of the annual session. A CD or print version of the Journal will be made available as soon as possible thereafter.

**Rule 24. Revision of Standing Rules.**

- (a) New or modified Standing Rules may be proposed by any member of any organization of the Conference by mailing or hand-delivering a copy of the proposal to the chair of the Committee on Standing Rules no later than sixty days before the annual session.
- (b) Each proposal must address only one topical section of the existing rule or one issue when proposing a new rule.
- (c) The person submitting the proposal must be clearly identified by name; address; and, where applicable, local church, board, or agency.
- (d) Adoption of new Standing Rules or amendment of existing rules requires a two-thirds vote of the members present at the plenary session:
  - (1) on any day, if the new rule or amendment has been provided in writing to the membership of the Conference fifteen days before the opening session; or
  - (2) after a second reading, on any day after the day the proposed new rule or amendment was submitted, in writing, to the chair of the Committee on Standing Rules and read by the Secretary or a member of the Committee on Standing Rules on the floor at a plenary session.
- (e) New Standing Rules or modifications in existing rules adopted by the Conference will become effective upon adjournment of the annual session in which they were adopted, except those resulting from General Conference action.

- (f) After adoption, the Standing Rules cannot be modified at the same session except by a reconsideration. At any future session, they can be suspended, modified, or rescinded by a two-thirds vote of the members present at the plenary session.

**Rule 25. Elections for General and Jurisdictional Delegates.** In the year preceding the General and Jurisdictional Conferences, the Conference elects delegates and reserve delegates to the General Conference and Jurisdictional Conferences as prescribed by the *Discipline* ¶¶ 34-36.

- (a) Those standing for election as clergy delegates shall submit to the Director of Connectional Ministries a photograph and a single-space profile of themselves (maximum of 300 words), consisting of a brief biographical sketch and position statement.
- (b) Those standing for election as lay delegates shall submit to the Committee on Lay Profiles a photograph and a typed, single-spaced profile of themselves (maximum of 300 words) consisting of a brief biographical sketch and position statement.
- (c) The Committee on Lay Profiles consists of the twelve district lay leaders and one lay representative selected by each of the following Conference organizations: Conference Board of Laity, United Methodist Men, United Methodist Women, United Methodist Youth, Commission on Religion and Race, and the Commission on the Status and Role of Women. The Conference lay leader shall be the convenor and chair of the committee.
- (d) The Conference Board of Laity shall fund from its budget the work of the Committee on Lay Profiles.
- (e) The Director of Connectional Ministries shall assemble the clergy profiles and the lay profiles and send the clergy profiles to the clergy members of Annual Conference and the lay profiles to the lay members of Annual Conference at least fifteen days before the annual session convenes.

**Rule 26. Memoirs Book.** Memoirs of all elders, associate members, local pastors, part-time local pastors, deacons, diaconal ministers, and deaconesses, who have pension credit with the Conference, are published in the Memoirs Book. Memoirs of part-time local pastors without pension credit are also published in the Memoirs Book if he/she dies while serving a church, and if the Committee on Memoirs is notified of the death timely. All lay or supply pastors who die while serving a church will be recognized in the back of the Memoirs Book with an “In Memoriam” block if the committee receives timely notice. The deadline for Memoirs to be published in the book each year is May 1. Memoirs received after May 1 will be held until the next year.

## A POLICY RELATING TO SEXUAL MISCONDUCT AND SEXUAL HARASSMENT FOR THE KENTUCKY ANNUAL CONFERENCE OF THE UNITED METHODIST CHURCH

### I. STATEMENT OF EXPECTATIONS and STANDARDS OF CONDUCT

A. Sexual misconduct, harassment, and abuse are not acceptable behaviors. The Kentucky Annual Conference of the United Methodist Church will intervene in allegations of sexual misconduct, harassment, and abuse according to the procedures set forth in The Book of Discipline, 2004 and the Kentucky Annual Conference *Complaint Procedures Policy*.

B. The annual conference is committed to providing an environment free from sexual harassment and intimidation. The conference is also committed to providing a church environment where parishioners can expect opportunities for worship, access to God, and a clergy/parishioner relationship free of sexualized behavior.

C. Cases of suspected child abuse or neglect are not protected under clergy confidentiality and must be reported as required by civil law. (§ 341.5 Book of Discipline, 2004)

### II. PURPOSE OF THIS POLICY

This policy serves to guide and instruct persons in matters related to incidents of sexual harassment and sexual abuse. Persons who are related to the Kentucky Annual Conference of the United Methodist Church (hereto referred to as KAC) and its constituent churches and ministries fall under the guidance of this policy. Those persons include clergy (ordained and licensed), diaconal ministers, lay employees, and laity. Guidance is given in this policy for all persons variously affected by sexual harassment or sexual abuse. Incidents of this nature cast people into various roles. These roles include persons who are victims, persons who are accused, and persons who are called on to help bring resolution and healing. This policy addresses each of these roles of persons.

The following policy is intended to *complement* and *supplement* the provisions of The Book of Discipline, 2004 and KAC policies related to complaint procedures. Nothing in the policy may contradict the provisions of the Discipline in matters of clergy/lay conduct and grievance resolution (See Discipline, 2004 Para. 362 and 2701). In addition to complementing the disciplinary provisions, the policy is meant to provide practical guidance that is not addressed in The Book of Discipline to all parties involved in such cases.

The objective of this policy in combination with the complaint procedures policy is to provide the kinds of practical guidance that is effective to reach a just resolution as well as the reconciliation and healing of all parties. Even in cases of formal complaint, reasonable efforts will be made to bring healing to the various parties.

Church officials of the Kentucky Annual Conference will be expected to use this policy. Failure to do so may jeopardize the due process of the persons involved. Two fundamental principles are assumed throughout this policy: (1) All allegations and claims of sexual harassment or sexual abuse warrant appropriate response and investigation; and (2) the presumption of innocence shall be maintained until such time as the respondent is determined to be guilty or admits guilt.

### III. THEOLOGICAL REFLECTIONS

A. One of the ongoing tasks of the Christian community is to understand our life theologically. Like other areas of human relationships, human sexuality has potential for expressing love and commitment to God and other persons, and has potential for abuse.

B. We affirm that:

1. God creates persons in the divine image, male and female.
2. Women and men are equal in the eyes of God.
3. The human body is a good and special part of the divine creation. It is the temple in which the Holy Spirit dwells and a place where the Word is made flesh.
4. Human sexuality is an integral part of our humanity. While profoundly personal, it has social dimensions as well. Its physical, emotional, and spiritual expressions in relation to others ought to be based on a loving commitment and accountability to God and the other person.
5. God calls persons to wholeness through Jesus Christ and to participate in the Body of Christ, the community of faith whose central quality is redemptive love.
6. The whole Church receives and accepts the call of God to embody and carry forth Christ's ministry in the world. There are persons within the church community whose gifts, graces, and promises of future usefulness are observable to the community, who respond to God's call and offer themselves in leadership (§ 301) for specific ministries. In this role, persons are entrusted with responsibility to care for those they serve or supervise and not to misuse this role to the detriment of any.
7. Sexual misconduct, harassment, and abuse are violations of the integrity of the Body of Christ. Scripture specifically states that we are one connected body in Christ, created equally. When one part of the body is injured, physically, emotionally, or spiritually, the entire body is rendered less than God's intended potential wholeness. Violation of the pastoral relationship by sexual contact is a sin against God, the victim, and the redemptive community.
8. We believe in justice for all persons. Sexual misconduct, harassment, and/or abuse are dehumanizing by lack of respect and the unjust use of status and power and are sinful behaviors which violate the teachings of the Church.
9. Because of God's grace and forgiveness, healing can occur for the victim, the perpetrator, and the community of faith.

#### IV. DEFINITION OF TERMS

**Sexual Misconduct** is an abuse of power. It is defined as “behavior of a sexualized nature that betrays sacred trust, violates the ministerial role, and exploits those who are vulnerable in that relationship. It is absent of meaningful consent.”

*Meaningful consent assumes that both parties have equal power in the relationship. In a pastoral/counselor relationship, the power is always imbalanced on the side of the pastor/counselor. Therefore, the pastor/counselor is always responsible for keeping the relationship free from sex or sexual innuendo since the difference in roles makes meaningful consent impossible.*

**Sexual Abuse** occurs when a person within a ministerial role of leadership (lay or clergy, pastor, educator, counselor, youth leader, or other position of leadership) “engages in sexual contact or sexualized behavior with a congregant, client, employee, staff member, coworker, or volunteer.” (2004 Book of Resolutions, p. 150-51)

**Sexualized Behavior** is that which “communicates sexual interest and/or content. Examples include, but are not limited to displaying sexually suggestive visual materials; making sexual comments or innuendo about one's own or another person's body; touching another person's body, hair, or clothing; touching or rubbing oneself in the presence of another person; kissing; and sexual intercourse.” (2004 Book of Resolutions, p. 151)

**Sexual Harassment** is defined as “any behavior that intimidates, demeans, humiliates, or coerces. These behaviors range from the subtle forms that can accumulate into a hostile working, learning, or worshipping environment to the most severe forms of stalking, assault, or rape.” (2004 Book of Resolutions, p. 151)

The Equal Employment Opportunity Commission (EEOC) guidelines deal clearly with sexual harassment:

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual;
- c. such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.”

#### **V. IF YOU ARE EXPERIENCING SEXUAL HARASSMENT:**

1. Inform the person.
  - a. Tell the person clearly at the time(s) of the harassment that you do not want the behavior. This action, in many cases, will resolve the issue.
  - b. Keep copies of all written materials you complete in reference to the harassment. If you receive any written letters, cards, or memos of a suggestive nature from the person, keep them. Note the date received and how received (mailed to your home, left on your desk, etc.). Have someone initial and date the document.
2. Report the behavior to your immediate supervisor, unless the person is your supervisor. Then go to the person’s supervisor.
3. If the alleged harassment is unresolved, and a formal complaint is filed:
  - a. Clergy: Grievance and complainant processes follow The Book of Discipline and the “Complaint Procedures Policy” of the Kentucky Annual Conference. Investigations, trials, and appeals processes follow The Book of Discipline.
  - b. Diaconal minister: The behavior will be reported to the Board of Ordained Ministry which will follow The Book of Discipline.
  - c. Laity: Supervisor will take the complaint to the appropriate conference or local church personnel committee. Procedures to follow are in ¶2701ff based on chargeable offenses in ¶ 2702.

#### **VI. COMPLAINT PROCEDURES**

Complaints of sexual misconduct will be dealt with in accordance to the guidelines set forth in the Kentucky Annual Conference Complaint Procedures Policy.

Anyone who has experienced clergy sexual misconduct is advised/encouraged to call the Advocates Access Line 1-866-540-5728. This confidential phone line goes to an answering machine in a secured space and is checked regularly by an advocate. An advocate will respond to your call within 48 hours. All calls for advocates or information are treated with confidentiality.

## A POLICY ON COMPLAINT PROCEDURES FOR THE KENTUCKY ANNUAL CONFERENCE OF THE UNITED METHODIST CHURCH

### I. PURPOSE

The following policy is intended to *complement* and *supplement* the provisions of The Book of Discipline, 2004 especially ¶¶ 362, 413, & 2703 and KAC policies related to complaints of all types including sexual misconduct. Nothing in the policy may contradict the provisions of the Discipline in matters of clergy/lay conduct and grievance resolution (See Discipline, 2004 Para. 362 and 2701). In addition to complementing the disciplinary provisions, the policy is meant to provide practical guidance that is not addressed in The Book of Discipline to all parties involved in such cases.

The objective of this policy is to provide the kinds of practical guidance that is effective to reach a just resolution as well as the reconciliation and healing of all parties. Even in cases of formal complaint, reasonable efforts will be made to bring healing to the various parties.

Church officials of the Kentucky Annual Conference will be expected to use this policy. Failure to do so may jeopardize the due process of the persons involved.

### II. PROCEDURES

#### A. Assumptions Underlying Procedures:

1. Persons accused of misconduct are to be considered innocent until the accusation has been substantiated beyond reasonable doubt.
2. The protection of those involved, including the victim or victims, the accused, the family of the accused, and the congregation or institution, shall be maintained until all facts have been carefully considered and appropriate actions determined.

#### B. When Misconduct is Alleged:

In the case of a grievance against the bishop, the process for investigation, as outlined in ¶¶ 413, and 2703.1, will be followed. When misconduct/ineffectiveness is alleged against any other clergyperson, the following procedures shall be utilized (¶¶ 362, 2703.2):

1. The grievance shall be brought to a district superintendent, or the bishop, by the complainant, or by someone who has verifiable knowledge of the alleged offense. A complainant is entitled to bring a support person to any meeting or hearing at any point in the process. *“In cases of clergy misconduct of a sexual nature the complainant is encouraged to contact the advocate access hotline at 1-866-540-5728.”*
2. The district superintendent will inquire whether the complainant desires to file a formal complaint, assisting if necessary in this process. If so the district superintendent will provide an official complaint form to the complainant and witness its signing. After this form has been signed, the district superintendent will promptly:
  - a. explain the next steps of the process to the complainant, providing the explanation in writing, including an understanding of the limits of confidentiality; ¶ 362 Book of Discipline, 2004
  - b. share the complaint with the bishop.
3. The bishop will form a team comprised of the district superintendent of the complainant, another district superintendent and another clergyperson, one of whom should be a woman. The purpose of this team is to provide the bishop with preliminary information upon which to base his/her decision to determine whether there is sufficient cause to proceed. This team shall be present for any meetings with either the complainant or the respondent, and will complete an initial review of the complaint on behalf of the bishop. This team will meet separately with the complainant and with the respondent.
  - a. The team will hear the respondent’s initial answer to the complaint, and shall receive a written response within ten days. In order to facilitate an informed response, the respondent

shall be given a copy of the complaint with certain identifiers withheld. In this initial discovery period the identity of the complainant shall not be revealed by the bishop, the district superintendent, or the team.

- b. The team will make available a summary of the respondent's answer to the complainant for comment; and
- c. The team will seek to provide the bishop with sufficient information to determine if there is reason for pursuing the complaint further.

#### C. Determination of Sufficient Cause:

The bishop shall determine if there is sufficient cause for initiation of a supervisory response. In the event the bishop determines the complaint is unsubstantiated, the bishop shall dismiss the complaint with the consent of the cabinet (§362.1d{2}) and all pertinent records shall be destroyed and any record of the complaint or investigation eliminated from the permanent record in the bishop's office. If the clergyperson so chooses, an appropriate statement shall be issued exonerating him/her. If there is substance to the accusation, the supervisory response is initiated by the bishop.

#### D. The Supervisory Response

When it has been determined that a complaint has substance, the supervisory response process of § 362.1b shall be followed. The bishop and district superintendent are responsible for seeking a just resolution among all parties when complaints are brought against clergy. The supervisory response process is not judicial in nature. Those against whom complaints are brought are urged to use this avenue of resolution and reconciliation

1. The bishop will notify the Executive Committee of the Board of Ordained Ministry that a complaint has been filed. § 362.1b
2. The Pastor-Parish Relations Committee, or appropriate personnel supervisory body, shall be informed that a formal complaint has been filed and the necessary processes are being followed.
  - a. In sharing the nature of the complaint, care shall be taken to protect the complainant.
3. In order to protect the rights of all involved persons from possible harm, the respondent may be placed on suspension or leave of absence as provided in §§ 362.1c and 354.1.
4. The respondent is encouraged to use due process accorded to him/her by The Discipline; however, throughout the process, the accused may withdraw from membership of the annual conference under § 361.3. The credentials will be inscribed "withdrawn under complaint or charges" by the bishop and deposited with the secretary of the annual conference. This action is reported to the Board of Ordained Ministry for confirmation by the Executive Session of the annual conference at its next session.

#### E. Supervisory Follow-up and Healing § 362.1e

The bishop and the cabinet shall provide a process for healing within the congregation, annual conference, or other context of ministry if there has been significant disruption by the complaint. This process may include sharing of information by the bishop and/or cabinet about the nature of the complaint without disclosing alleged facts, which may compromise any possible forthcoming administrative or judicial process. The explanation to the congregation involved shall be sufficiently complete to provide a clear understanding of the complaint and to protect persons from further misconduct. This process may be initiated by the bishop at any point in the process.

#### F. Administrative or Judicial Complaint:

As a result of the supervisory response process the matter may be processed as a judicial complaint or an administrative complaint (§ 362.1d{3}). If the bishop determines that the complaint is a potential chargeable offense under § 2702.1, the bishop may refer the complaint to the counsel for the Church, who shall sign it as a judicial complaint and forward it to the Committee on Investigation (§ 2704).

If the bishop determines that the complaint is not a potentially chargeable offense, but nevertheless requires correction, the bishop may refer the complaint as an administrative complaint to the Board of Ordained Ministry for its consideration of remedial or other action (§ 362.2).

### III. Definitions

**Complainant** is the person who submits an accusation, a grievance, or a complaint.

**Respondent** is the person against whom an accusation, a grievance, or a complaint has been submitted.

**Grievance** is an accusation, written or verbal, that is received by the resident bishop or district superintendent, as initial information.

**Complaint** is a grievance, in compliance with § 362.1a of The Book of Discipline, 2004 that has been written on the prescribed form, detailing the informed accusation of misconduct or unsatisfactory performance of ministerial duties.

**Supervisory Response** (§ 362.1b, The Book of Discipline, 2004) is a pastoral and administrative response and shall be directed toward a just resolution among all parties. It is not part of any judicial process.

**Administrative Complaint** (§ 362.2, The Book of Discipline, 2004) is a complaint based on allegations of incompetence, ineffectiveness, or unwillingness or inability to perform ministerial duties.

**Judicial Complaint** (§ 2702, The Book of Discipline, 2004) is a complaint based on one or more of the following offenses: (a) immorality including but not limited to not being celibate in singleness or not faithful in a heterosexual marriage; (b) practices declared by The United Methodist Church to be incompatible with Christian teachings, including but not limited to: being a self-avowed practicing homosexual, or conducting ceremonies which celebrate homosexual unions, or performing same-sex wedding ceremonies; (c) crime; (d) failure to perform the work of the ministry; (e) disobedience to the Order and Discipline of The United Methodist Church; (f) dissemination of doctrines contrary to the established standards of doctrine of The United Methodist Church; (g) relationships and/or behavior that undermines the ministry of another pastor; (h) child abuse; (i) sexual abuse; (j) sexual misconduct; or (k) harassment, including, but not limited to racial and/or sexual harassment; or (l) racial or gender discrimination.

An official complaint form is available at:

[www.kyumc.org/bom/BOM.html](http://www.kyumc.org/bom/BOM.html)

## SAFE SANCTUARIES

### Reducing the Risk of Abuse in the Church

*Tragically, churches have not always been safe places for children. Child sexual abuse, exploitation, and ritual abuse occur in churches, both large and small, urban and rural. The problem cuts across all economic, cultural, and racial line. It is real, and it appears to be increasing. Most annual conferences can cite specific incidents of child sexual abuse and exploitation within churches... God call us to make our churches safe places, protecting children and other vulnerable persons from sexual and ritual abuse. God calls us to create communities of faith where children and adults grow safe and strong.*

From *The Book of Resolutions* of The United Methodist Church – 2000.

The work of this policy has been in process for greater than one year. It has been presented, edited reviewed and endorsed by:

- ☐ Children & Poverty Task Force – The Bishop’s Emphasis
- ☐ Kentucky Conference Board of Trustees
- ☐ The Kentucky Conference Full Cabinet
- ☐ The Servant Circle of the Connectional Ministries Team
- ☐ The Conference Chancellor, Glenna Jo Curry
- ☐ The Primary Task Team of the Kentucky Annual Conference

**The policy was voted on and passed by the 2007 Annual Conference** with the provision that all churches in the Kentucky Annual Conference of The United Methodist Church **become compliant with all policies** described within by June 30, 2008.

We owe much gratitude to many sources and resources for the work found herein. It would be our recommendation that all churches have in their library the *Safe Sanctuaries* books.

*SAFE SANCTUARIES: Reducing the Risk of Child Abuse in the Church*, by Joy Thornburg Melton (1998 Discipleship Resources).

*SAFE SANCTUARIES FOR YOUTH: Reducing the Risk of Abuse in Youth Ministries*, by Joy Thornburg Melton (2003 Discipleship Resources).

The conference website [www.kyumc.org](http://www.kyumc.org) will also include many resources available to local churches and ministries. These will include:

- Sample forms for screening workers and volunteers, requesting background checks, doing reference checks, and reporting suspected abuse.
- Training materials and dates and times for training opportunities provided by The Kentucky Annual Conference.
- Web resources for additional materials related to safe practices, help organizations, and reporting institutions.
- And many other resources.

## SAFE SANCTUARIES Reducing the Risk of Abuse in the Church

### Mandatory Standards for Local Churches in the Kentucky Annual Conference

#### PREAMBLE

God has called us to make our ministries safe, protecting our children, youth and vulnerable adults from abuse and exploitation. God has also called us to create communities of faith where children, youth and vulnerable adults can be safe and grow strong.

Jesus taught that *“Whoever welcomes one such child in my name welcomes me,” (Mark 9:37 NRSV)* and *“If any of you put a stumbling block before one of these little ones...it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea.” (Matthew 18:6 NRSV).*

The Social Principles of the United Methodist Church state that *“...children must be protected from economic, physical, and sexual exploitation and abuse.”*

At each child’s baptism, we affirm our responsibility to their safety by our congregational response, pledging:

*“With God’s help, we will so order our lives after the example of Christ, that this child, surrounded by steadfast love, may be established in the faith, and confirmed and strengthened in the way that leads to life eternal.” (From The Book of Worship, Baptismal Covenant, Congregational Pledge II)*

Building on these foundations, we recognize that our faith calls us to offer hospitality and protection to all children, youth and vulnerable adults, as well as those who are committed to ministering to them as volunteers and employees. Every 15 seconds, a child is abused or neglected. Often, abuse occurs in places where children and youth feel safe – homes, schools, camps, and even churches. In over three quarters of reported cases, the victim was related to or acquainted with the abuser. In light of this, the Kentucky Annual Conference of The United Methodist Church has seen fit to outline policy and procedures that can 1) prevent such abuse from happening in our churches; 2) be a place where children can feel safe in disclosing abuse; and 2) protect the loyal volunteers and employees that minister to our children, youth and vulnerable adults.

This policy sets forth the **MANDATORY** requirements in the areas of

1. Screening,
2. Supervision,
3. Reporting, and
4. Response Plan.

#### **DEFINITIONS:**

**“Abuse”** means harm or a threat of physical or emotional harm to a child or vulnerable adult or by a parent, guardian, or other person. Abuse includes: (a) the infliction of physical or emotional injury by other than accidental means; (b) the creation of a risk, or allowing the creation of risk, to a child by other than accidental means; (c) committing or allowing to be committed an act of sexual abuse, sexual exploitation, or prostitution upon the child.

“**Child**” or “**children**” or “**youth**” means any person who has not reached his/her eighteenth birthday.

“**Exploitation**” means obtaining or using another person’s resources, including but not limited to funds, assets, or property, by deception, intimidation, or similar means, with the intent to deprive the person of those resources.

“**Sexual abuse**” includes, but is not necessarily limited to, any contacts or interactions in which the parent, guardian, or other person uses or allows, permits, or encourages the use of the child for the purposes of the sexual stimulation of the perpetrator or another person.

“**Sexual exploitation**” includes, but is not limited to, a situation in which a parent, guardian, or other person allows, permits, or encourages the child to engage in an act which constitutes prostitution under Kentucky law; or a parent, guardian, or other person having custodial control or supervision of a child or responsible for his/her welfare, allows, permits, or encourages the child to engage in an act of obscene or pornographic photographing, filming, or depicting of a child as provided for under Kentucky law.

“**Supervision**” means to oversee or direct a ministry or activity.

“**Vulnerable Adult**” means a person eighteen (18) years of age or older who, because of a mental or physical dysfunction, is unable to manage his/her own resources, carry out the activity of daily living, or protect himself/herself from neglect, exploitation, or a hazardous or abusive situation without assistance from others.

### **SCREENING PROCEDURES:**

Careful screening is one way to prevent the abuse and exploitation of children, youth and vulnerable adults. It can be time consuming and expensive, but well worth the effort in peace of mind that the most reliable, committed and experienced staff and volunteers are in place for every program that involves children, youth and vulnerable adults.

1. All staff and volunteers who have regular and direct contact with children, youth and vulnerable adults shall be required to fill out a Background Screening Form that shall include but is not limited to:
  - a. Standard contact information
  - b. Experience/qualifications for the position
  - c. Voluntary disclosure of past criminal history, including any criminal charges and/or convictions
  - d. Waiver of confidentiality allowing the church to secure the background checks and references necessary.
  - e. Listing of 2 non-relative references. This list shall have complete contact information for all references. This portion of the application process is considered incomplete if full contact information for the references is not provided.
1. Background screening:
  - a. Minimum --- Kentucky state background check.
  - b. Recommended – National background check.
  - c. National background check is highly recommended if the person has lived outside the state and/or lives near the border of another state.

Note: Clergy serving in the Kentucky Annual Conference will undergo a background screening upon entrance into the conference and once during each quadrennium when they participate in a mandatory boundaries/safe sanctuaries training sponsored by the conference. This documentation will be kept in the personnel files of the conference.

1. Persons who have a break in volunteer or paid service of one or more years shall resubmit the Background Screening Form. It is recommended that background checks be repeated at least every three years for all staff and volunteers.
1. It is important that all records be kept in a locked cabinet. There should be a system in place that gives those who need these records easy access and a safe place to be stored when they are not needed. It is recommended that these records be kept by the church in perpetuity.
1. Persons shall demonstrate an active relationship with the local church for at least six months before being allowed to be in a supervisory role in activities for children, youth or vulnerable adults. In the case of new staff hires, references deemed adequate by the hiring supervisor will replace the six-month waiting period.

#### SUPERVISION:

Supervision procedures are designed to reduce the possibility of abuse or exploitation of children, youth or vulnerable adults, and to protect staff persons and volunteers from unfounded accusations.

1. Training is a requirement for all staff and volunteers working with children, youth and vulnerable adults. An initial educational component of the Safe Sanctuaries programs and policies is required prior to any adult having direct supervision of children/youth/vulnerable adults. Thereafter, the minimum training would include documentation of an annual review of the Safe Sanctuaries policies, procedures for supervision, and current information on how to identify and report child or vulnerable adult abuse.
1. Minimum supervisory standards will include the “two adult rule.” The two adult rule requires that, regardless of the size of the group, there will always be two unrelated adults present. This may include the presence of an adult “roamer” who moves in and out of rooms/ ministry activities.
1. No child, youth or vulnerable adult will be left unsupervised while attending a ministry activity/event.
1. All ministry activities should occur in open view. Each room or space where ministry activities/events occur must be open to public view. For example: enclosed spaces such as classrooms shall have a viewing window, a glass panel in the door, a ½ door configuration or an open door.
1. Registration materials should be collected for every ministry event.
1. Ministry events involving transportation shall require written/ signed permission from parents/ guardians.
1. No person shall supervise an age group unless he/she is AT LEAST 18 years of age or older and is AT LEAST 4 years older than the children/youth being supervised.

**REPORTING:**

Reporting is required by any staff or a volunteer that personally witnesses an incident of abuse or exploitation, when an allegation of an event of abuse or exploitation is made to staff or a volunteer by a third party and/or when a child or vulnerable adult discloses abuse or exploitation to staff or a volunteer. It is crucial that reporting be immediate and the allegations dealt with as soon in time as possible to the incident or disclosure.

1. The staff person or volunteer who observes alleged abuse or to whom such alleged abuse is reported or disclosed, or who suspects abuse is required to report the incident/suspected abuse **immediately** to the person in charge of the ministry/activity. Upon receiving such information, the person in charge of the ministry/activity shall **immediately** call the Kentucky Cabinet for Health and Family Services (CHFS) at (800) 752-6200, the local CHFS office or the Kentucky State Police. The Pastor in charge and immediate staff supervisor are to be informed immediately before or subsequent to the making of a report.
1. The person in charge of the ministry/activity in which the alleged abuse was observed or disclosed shall immediately attempt to obtain necessary information such as the name of the alleged victim and his/her address and family information.
1. If the accused is the appointed clergy, supply pastor or a member of his/her family, the allegations shall be immediately reported to the District Superintendent. The District Superintendent shall immediately report to the proper authorities as set forth in paragraph 1 above. The District Superintendent will take responsibility and act according to established rules of The Book of Discipline with respect to claims against a pastor. If the District Superintendent is not available, the incident should be reported to the Bishop's office in Crestwood.
1. All clergy are included in mandatory reporting as required by The Book of Discipline and Kentucky state law.

**¶341.5**

*All clergy of The United Methodist Church are charged to maintain all confidences inviolate, including confessional confidences, except in the cases of suspected child abuse or neglect or in cases where mandatory reporting is required by civil law.*

1. After the person in charge of the ministry/activity has reported the suspected abuse to the proper authorities, the appointed clergy/supply pastors are to report the incident immediately to the District Superintendent. If the District Superintendent is unavailable, the incident should be reported to the Bishop's office.
1. The person in charge of the ministry/event must keep a written report of the steps taken by the Church in response to the reported abuse. The report should be brief and contain only factual information relevant to the situation. It should be kept in a secure place. It should be written in ink or typed to prevent it from being changed.

**RESPONSE PLAN:**

A quick, compassionate and unified response to an alleged incident of abuse is expected. All allegations will be taken seriously. In all cases of reported or observed abuse there shall be cooperation with all official investigating agencies.

1. All media requests for statements should be directed to the Pastor in charge who shall be in contact with his/her District Superintendent. A spirit of cooperation in helping the media find the “official spokesperson” is often helpful.
  
1. Immediately, yet with dignity and respect for the sacred worth of the accused, remove the accused from further involvement with children or vulnerable adults and advise the accused there has been an allegation of abuse. Details of the allegations of the abuse should not be discussed with the accused at the time of removal. In any removal of a staff member or volunteer from any activity/ministry, care should be taken to handle the removal in a discreet manner, recognizing that there will be an investigation by either state or church authorities, or both.
  
1. When it has been alleged that a member of the church staff or a volunteer, has committed an act of abuse or exploitation, the staff member or volunteer shall be required to refrain from all ministry activities/events with children, youth and vulnerable adults until the incident has been fully resolved by the appropriate state authorities and/or in accordance with Book of Discipline.
  
1. Notify the parents of the victim and take whatever steps are necessary to assure the safety and well being of the child or youth until the parent(s) arrive. **NOTE:** If one or both of the parents is the alleged abuser, follow the advice of the authorities concerning notification of others.
  
1. Take all allegations seriously and reach out to the victim and the victim’s family. Show care and support to help prevent further hurt. Extend whatever pastoral resources are needed. Remember that the care and safety of the victim is the **first** priority. Respond in a positive and supportive manner to the victim and the victim’s family.
  
1. The church should provide a supportive atmosphere to all those who are affected, offering both objectivity and empathy as it seeks to create a climate in which healing can take place.

## KENTUCKY ANNUAL CONFERENCE PLAN TO EMPHASIZE INCLUSIVENESS

### ALL GOD'S CHILDREN IN PARTNERSHIP TOGETHER

#### 1. Vision of the Inclusive Church in the Kentucky Annual Conference

Our vision for the year 2004 of a unified and inclusive United Methodist Church in Kentucky is of one church composed of many congregations. We must live the Biblical image of being “one body brought together by our active faith in the Lord Jesus Christ...If any part of the body is neglected or weak, the whole body suffers. In contrast, as the members of the body function together, there is strength and harmony.” (I Cor. 13) All God’s children are called to be in partnership together in Christ’s mission and ministry.

The conference envisions “a community of vital congregations filled with lay and clergy ministers who are committed to Christ and the ministry of the church.” Our vision challenges congregations to equip themselves to reach out to all persons in their communities, inviting them, relating them to Christ, nurturing them in faith, and enabling them to go out to live as Christian disciples in the community and the world.

These statements provide the framework for a vision of inclusiveness for the United Methodist churches in every community now being served by the local churches of the Kentucky Conference.

The Conference is intentionally focusing its energy and resources on its primary task of recruiting, training, credentialing, retooling, and deploying clergy and diaconal leadership as the means of equipping local congregations to carry out their primary task of discovering and inviting persons, relating persons to God through Jesus Christ, nurturing persons in faith and discipleship, and sending persons forth to make a difference in their communities and the world.

Our vision speaks of every congregation being a “vital congregation filled with faithful disciples.” While this plan focuses primarily on ethnic/racial inclusiveness, we envision congregations inclusive of all persons without regard to age, disabilities, gender, race, or ethnic origin. Our church in every setting must be an inclusive one, inclusive of all ages, races, socioeconomic groups, and cultures represented in the geography encompassed by the conference. Inclusiveness will become the norm for all United Methodist congregations. In a broader sense, inclusiveness also speaks of having a global view of the church and the world.

#### 2. Diagnosis of the Present Condition

The reality of the challenge in the Kentucky Conference is that there are very few predominantly ethnic minority congregations in the conference, so the growth of those congregations, the establishment of new ethnic minority ministries and congregations, and the growing inclusiveness of majority congregations must be pursued very intentionally at every level in conference life.

The statistical snapshot of the conference reveals the nature of its diversity. According to 2002 statistics, total conference membership is 151,551. The largest ethnic minority constituency is African American with a membership of 3,114 (approximately 2%). There were also recorded 360 Asian American members (principally Korean), 231 Hispanic members, 105 Native Americans, and 26 Pacific Islanders. In the state of Kentucky with overall population of 4,065,556, there are 295,994 African Americans (7.3% of the state population). The Hispanic population is 59,939(1.5%).\* The Hispanic population is growing significantly in some areas of the state. The Asian American population is 29,744 (.7%). The Native American population is 8,616 (.2%). There is clearly a call to evangelization among these and other ethnic minority groups.

There are 28 ethnic local churches in the conference (26 African American and 2 Korean) with a total membership of 3,474 members, representing 2.4% members in the Conference. One African American

congregation has a membership greater than 500, two have memberships greater than 200 persons, three have memberships in the 100-200 range, and the remaining ethnic local churches have memberships under 100. There have been four mergers since 1990 - one leading to the creation of a stronger African American congregation at Genesis church in Louisville; the other incorporating four active members from a small church near Princeton, Kentucky, into a some-what larger African American congregation in Princeton (First UMC, Princeton); Ross Chapel UMC in Hawesville has united with the majority congregation at Hawesville First; and Kynette and LaGrange First have formed a united congregation. There are 12 active ethnic minority elders in the Conference: (4 African American, 4 Korean, and 4 retired African American). Several of the ethnic churches are served by lay speakers or local pastors (both white and ethnic). The limited number of ethnic appointments available adds to the challenge of recruiting effective elders for our appointments and speaks to the need for open itinerancy. Two African American elders and full members of the Conference are serving in cross racial appointments. One African American elder is serving as a district superintendent. The other serves a multiracial campus ministry. The limited number of ethnic local congregations (in 8 of the twelve districts), and the limited number of ethnic clergy who are full conference members, presents a real challenge to the conference to keep the agenda of inclusiveness before the whole conference, to work for growth in the ethnic local congregations, growth in inclusiveness in the majority congregations, and the elimination of racism in our midst.

During the 1992-96 quadrennium, and prior to merger, both the former Kentucky and former Louisville Conferences established Native American Ministries Committees. Our work in Native American Ministries is primarily educational and in cooperation with SEJ Native American Ministries. A Committee on Hispanic Ministries exists and is actively working in the Kentucky Annual Conference. There are active Hispanic ministries housed at Epworth UMC, Wilmore UMC, St. Andrew UMC, and Trinity Hill UMC - Lexington District; State Street UMC- Bowling Green District; St. John UMC - Madisonville District; Fourth Ave. UMC - Louisville District; and Immanuel UMC - Covington District; and one clergy person in the development of Hispanic ministries

### **3. Methodology and Action Plan**

The Conference faces four major needs or challenges in emphasizing inclusiveness. These are in the areas of LEADERSHIP RECRUITMENT, NURTURE, OUTREACH, AND WITNESS.

#### **A. LEADERSHIP RECRUITMENT:**

1. To recruit ethnic minority pastoral leadership from our local congregations and the United Methodist connection:
  - a. To issue the call to ministry and intentionally recruit persons to ministry in all of the ethnic congregations in the conference. The Board of Ministry shall be challenged to join the bishop and cabinet, the Ethnic Local Church Concerns Committee, and the Task Force on Recruiting African American Clergy in the development of an ongoing plan of recruitment. Recruitment shall include the development of lay speakers and enlistment of bi-vocational pastors.
  - b. To recruit ethnic pastors as their seminary education is completed or by the transfer process from other conferences. The Board of Ministry and the cabinet shall make this recruitment an intentional emphasis as they visit seminary campuses.
2. To work with the Section on Deacons in the recruitment of ethnic minority candidates as permanent deacons. There are presently two African American permanent deacons in the conference.
3. To continue to develop through the Conference Nominating Committee (working cooperatively with the ELCC Committee) a pool of ethnic lay persons able and willing to serve at district, regional, and conference levels. (The talent bank for all persons is now computerized and may be used by groups seeking leadership at any time.)
4. To involve ethnic persons and congregations in the Conference Encouragers process.
5. To model inclusiveness in the cabinet and conference staff.

## B. NURTURE

1. To offer the Martin Luther King, Jr. Day celebration in districts, regions, and/or conference as a major witness to the goal of inclusiveness. The Commission on Religion and Race will take primary responsibility for these celebrations.
2. To promote multi-cultural and multi-racial relations through diversity events at district, regional, or conference level.
3. To encourage exchange of pulpits and services and cooperative community ministries between different racial/ethnic congregations.
4. To conduct sensitivity help shops (human relations seminars) at the conference level for the cabinet and all conference entities on issues of racism and inclusiveness and to develop district/regional workshops on such issues in order to make this training available to every local congregation. The Commission on Religion and Race shall assist in designing these seminars and recruiting leadership.
5. To involve ethnic persons as both leaders and participants in Servant Leadership Academy (a leadership training program for laity designed for the conference).
6. To provide training for the development of lay and clergy leadership in the ethnic local churches in every phase of the primary task (nurture, outreach, witness). This training is under the direction of the Discipleship Team and the Ethnic Local Church Concerns Committee.

## C. OUTREACH

1. To work intentionally in our majority congregations for greater inclusiveness in membership. The Conference Commission on Religion and Race and the Conference Discipleship Team shall work cooperatively in offering assistance to local churches in raising awareness and developing the climate for inclusiveness in inviting and winning persons in the church's local community.
2. To encourage large membership churches to develop cross-racial and multicultural staffs so that inclusiveness becomes a reality in their ministry. A workshop/consultation of bishop and cabinet with large church pastors and PPRC chairs is planned for the future.
3. To work with New Church and Congregational Development Team to ensure that long-range plans include a strategy for planting new ethnic congregations in communities where opportunity and need exist.
4. To encourage shared facility ministries between a majority congregation and a beginning ethnic minority congregation.

## D. WITNESS

1. To encourage the development of multicultural staff at Aldersgate Camp and Retreat Center and Loucon Training and Retreat Center, with special attention to the summer camping program with children and youth and the use of curriculum with children and youth that increases awareness of the value and richness of cultural and ethnic diversity within the church and community.
2. To ensure that programs offered for children and youth at the conference level are inclusive. Some programs, however, may be designed to address the needs of a particular ethnic group.
3. To ask the Discipleship Team to explore developing "young adult missionaries" to be used within the conference in places of missional need. This concept is suggested in the General Conference resolution on the Plan of Inclusiveness.
4. To encourage conference-related agencies and institutions to be inclusive in their staffing and hiring practices.
5. To encourage congregations to address community needs, developing appropriate ministries that are inclusive.

#### 4. Budgets

Budgets of the Ethnic Local Church Concerns Committee, the Conference Commission on Religion and Race, and the Board of Ministry include some monies earmarked to assist with recruitment of ethnic clergy candidates, development of ethnic congregations, and in training for inclusiveness. In addition, every conference entity should address inclusiveness in its budget plan.

#### 5. Monitoring Process

The Conference Commission on Religion and Race, the Ethnic Local Church Concerns Committee, the bishop, and the cabinet shall hold an annual review on the progress and next steps needed in the implementation of this plan.

\*Statistics are from the Kentucky State Data Center, Louisville, KY.



*Bishop Anne Sherer speaks at the opening worship of Annual Conference 2008*

