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F | RULES AND POLICIES



MISSOURI ANNUAL CONFERENCE STANDING RULES

The Missouri Annual Conference shall be organized in accord with the current Book of Discipline of The United Methodist Church and with the following structure:

100 Conference Structure

100.00 The purpose of the annual conference is to make disciples for Jesus Christ for the transformation of the world by equipping its local churches for ministry and by providing a connection for ministry beyond the local church; all to the glory of God (2012 Book of Discipline, ¶601). The Missouri Annual Conference affirms the importance of inclusiveness. In order to ensure this inclusiveness, “special attention shall be given to the inclusion of clergywomen, youth, young adults, older adults, persons from churches with small memberships, people with disabilities, and racial and ethnic persons. It is further recommended that the membership of such agencies, except for the Board of Ordained Ministry, include one-third clergy, one-third laywomen, and one-third laymen, who are professing members of local churches” in nomination and election to membership on councils, boards, and agencies of the annual conference (2012 Book of Discipline, ¶610.5).

100.05 Annual Conference Session
The Session of the Annual Conference is the primary governance and policy board of the annual conference. It meets in regular session on an annual basis, usually in late May or early June, but may be called to additional sessions under the requirements of the Book of Discipline of the United Methodist Church. It establishes overall mission and vision for the United Methodist churches of Missouri within the parameters of the Book of Discipline. It sets budget for the annual conference and guides the work of the Mission Council and all related boards, committees, commissions, and teams through the policies it establishes. While in session, the annual conference celebrates the ordination of new clergy, the retirement of active clergy, and honors the lives of clergy and clergy spouses that have died. It gives encouragement and motivation to the congregations and laity, and it hears the appointments of clergy to congregations and extension ministries. Its membership is determined by the Book of Discipline as supplemented by conference rules. The presiding bishop acts as the chair of the session.

100.10 Mission Council
The Mission Council acts on behalf of the annual conference between sessions in order to give general direction, guidance, and alignment of resources in support of the mission and vision of leading congregations to lead people to actively follow Jesus Christ. It will focus on the goal of cultivating vibrant, growing, fruitful congregations that are changing lives for Jesus Christ. Its primary questions are: Are we leading congregations to lead people to actively follow Jesus Christ? What outcomes help us determine whether we are accomplishing our mission? What shall we do to more effectively accomplish our mission?

100.15 For corporate purposes, members of the Mission Council will be directors of the corporation of the Missouri Annual Conference.

100.20 The Mission Council
The Mission Council assigns day-to-day management of the annual conference to the centers and offices described below. It may authorize changes in boards, commissions, committees, councils, task forces, teams, and work areas that



work on behalf of the centers and offices as the need arises, except those prescribed by the Book of Discipline or the conference standing rules.

Center for Congregational Excellence

The Center for Congregational Excellence is responsible for new church starts, congregational development, and collaborative learning among and across congregations. In addition, the Center will seek ways to help United Methodists in Missouri reach out to younger and more diverse constituencies, including college students and various cultural and ethnic communities. The function of Commission on the Small Membership Church shall be included.

Center for Pastoral Excellence

The Center for Pastoral Excellence is responsible for enhancing clergy effectiveness through recruitment, training, continuing education, peer learning, and mutual accountability. In addition, the Center will emphasize the development of younger and more diverse pastoral leadership, the Youth Leadership Team, Next Generation Ministries and Board of Ordained Ministry.

Office of Connectional Ministries

The Office of Connectional Ministries is responsible for assisting congregations by providing connections between and among congregations, the districts, the annual conference, and the general conference. At least the following teams and organizations shall be included: Core Practices Team, Lay Ministry Team, Commission on Communication, UMW, and UMM. This office shall fulfill the role of the Director of Communications. Its Core Practices Team shall act as the Board of Discipleship on behalf of the annual conference.

Office of Mission, Service, and Justice Ministries

The Office of Mission, Service, and Justice Ministries is responsible for assisting congregations to be effective in ministry beyond their walls through a variety of hands-on and direct relationships with people in need and through advocacy for just relationships in society. At least the functions of the following teams and organizations shall be included: Board of Global Ministries, Board of Church and Society, and the Commissions on Christian Unity, Committee on Ethnic Local Church Concerns, Native American Ministries, Status and Role of Women, and Religion and Race.

Office of Administrative Services

The Office of Administrative Services is responsible for maintaining systems of financial and property management that are efficient, secure, trustworthy, and transparent on behalf of the annual conference. At least the Council on Finance and Administration, Board of Trustees, Board of Pensions, Commission on Equitable Compensation, and the Commission on Archives and History shall be included.

100.25

Conference Personnel Committee: The Mission Council will form the Conference Personnel Committee from among its voting members. Through this committee, the Mission Council will work in consultation with the Bishop and the Director of Finance and Administrative Ministries to design and align all conference staff positions. The Personnel Committee, in consultation with the Bishop, is responsible for the employment of the directors of the centers and offices that are assigned to the Mission Council, except for the Director of Finance and Administrative Ministries who is employed by the Council on Finance and Administration.



- 100.30 Conference Personnel: In consultation with the Conference Personnel Committee, the Director of Finance and Administrative Ministries is responsible for the employment and supervision, or delegation of supervision, of all conference personnel except for directors assigned to the Mission Council. Employees of the Conference shall include women and men, persons of diverse racial and ethnic origin, lay and clergy, at every level. Ordained ministers on the staff are subject to being appointed by the presiding bishop in consultation with the Conference Personnel Committee.
- 100.35 The Mission Council shall work in consultation with the Conference Council on Finance and Administration in forming annual budgets that are recommended to the session.
- 100.40 The Mission Council reports to the session on behalf of the centers, offices, and their subsidiary boards, commissions, committees, councils, teams, and work areas except for those assigned by the Book of Discipline to make direct reports to the session.
- 100.45 Membership
Conference Lay Leader; Chair of Finance and Administration; Chair of the Board of Ordained Ministry; Chair of the Congregational Development Team; Chair of Mission, Service and Justice Team; Chair of Next Generation Ministries; eight at-large members nominated by the Conference Nominations Committee, at least 5 of whom shall be lay people; and the following non-voting members: bishop, who shall provide leadership for the council; one staff person from each of the two centers and three offices; and one district superintendent assigned by the appointive cabinet. The membership shall represent diverse and inclusive constituencies. {Membership: 14 voting, 7 non-voting}
- 100.50 Powers
Between sessions of the Missouri Annual Conference, all boards, commissions, committees, councils, and teams shall cooperate with and be amenable to the Council in matters relating to the development, implementation, and administration of their ministries.
- 110.00 Boards, Commissions, Committees, Councils, Teams and Work Areas
Boards, commissions, committees, councils, and teams are listed alphabetically by function. Every board, commission, committee, council, team and work area of the annual conference shall designate one of its members as coordinator of witness ministries.
- 111.00 Annual Conference Sessions Committee
The function of the Annual Conference Sessions Committee is planning annual sessions of the Annual Conference. Those elected to the committee will be recruited for specific tasks related to planning and implementation of the session. {Membership: 8 plus ex-officio members: the Bishop, the Director of Connectional Ministries, two district superintendents, the Treasurer, a Lay Ministries Team representative, a registrar to be selected annually, the sessions parliamentarian, the conference secretary, and a worship leader to be selected annually.}
- 112.00 Archives and History Committee
The function of the Archives and History Committee shall be as stated in ¶641 of the 2012 Book of Discipline. This committee shall be exempt from the 8-year term limit. {Membership: 12 with ex-officio members: one from the Board of



Trustees of Old McKendree Chapel, who is appointed by the president of that board, and the Editor of the Review.}

- 113.00 **Camping Ministries Team**
 There will be a Missouri Conference Camping Ministries Team for the purpose of casting vision for conference-initiated and led camping programming in collaboration with Next Generation Ministries. {Membership: 7 plus ex-officio}

- 114.00 **Clergy Support Team**
 The function of the Clergy Support Team is to provide support for ministry through pensions, health insurance and equitable compensation and to cooperate with the Board of Ordained Ministry to consolidate clergy scholarships and continuing education funds into one process. The elected membership will include a Board of Pensions of 12 members and 4 additional members. {Membership: 16 plus ex-officio}

- 115.00 **Communications Commission**
 The functions of the Communications Commission are to support the mission and ministry of the Missouri Annual Conference; to support the work of the Bishop; and to further the larger mission and ministry of The United Methodist Church. This function will be included within the work of the Mission Council (100.10) and the Office of Connectional Ministries (100.20).

- 116.00 **Congregational Development Team**
 The mission of the Congregational Development Team is to reach new people for Jesus Christ by starting new churches and transforming established congregations. The five key functions are to: identify people not currently being reached, provide resources to plant new churches in growth areas, help start new faith communities in established areas, assist established congregations to grow, and develop the spiritual leadership necessary to reach every people group in every area of the state. {Membership: 12}

- 117.00 **Core Practices Team**
 The Core Practices Team will provide a network of connections among congregations that are striving to strengthen their ministry through the core practices of radical hospitality, passionate worship, intentional faith development, risk-taking mission and service, and extravagant generosity. The team will encourage sharing of resources among congregations, learning events, and communication links that foster vitality in each of the practices. The committee also links congregations and the general church through the General Board of Discipleship. {Membership 7}

- 118.00 **Mission, Service and Justice Team**
 The Mission, Service and Justice (MSJ) Team provides for the missional, service and justice ministries of the annual conference. It also encourages congregations and individuals to learn about and participate in as advocates for social justice issues. All responsibilities assigned by the Book of Discipline to the conference Board of Global Ministries and the conference Commission on Christian Unity, Ethnic Local Church Concerns, and Native American Ministries will be carried out by the MSJ Team. The team links congregations to the general church through the General Board of Church and Society. The team also collaborates with staff to carry out the work of the Office of Mission, Service, and Justice, including its work with Volunteers in Mission and Disaster Response, as well as, a host of ecumenically related projects (e.g. Heifer International, Festival of Sharing, PET, etc.). The Missouri United Methodist Disaster Response Team will function as a task force of this team. Other task



forces may be established for specific needs and projects. {Membership 9 including Conference Secretary of Global Ministries, Mission Coordinator of Education and Interpretation of United Methodist Women, plus ex-officio.}

119.00

Finance and Administration Council

The functions of the Council on Finance and Administration are to serve as a finance committee, to administer the affairs of the Conference, and to provide administrative support for congregations. All lay members of the Council on Finance and Administration who are not members of the Annual Conference shall be granted the privilege of voice without vote during the session of Annual Conference. {Membership: 13}

120.00

Lay Ministry Team

The function of the Lay Ministry Team is to support the congregations through the training, support, and empowering of lay leadership for ministry. This will include the ministries of lay speakers, lay leaders, and those serving as certified lay ministers. {Membership: 15 including Conference Lay Leader (who will be the chair of this team), 2 associate lay leaders, 9 district lay leaders, conference director of lay servant ministries, and 2 members at-large.}

121.00

Mozambique Initiative Committee

The function of the Mozambique Initiative Committee is to provide oversight and coordination for the partnership of ministry between The United Methodist Churches of Mozambique and Missouri. {Membership: 10}

122.00

Next Generation Ministries

The Next Generation Ministries (The Board of Higher Education and Campus Ministry) will serve as a connection to the Missouri Annual Conference to help local congregations be more relevant, inclusive, invested and equipped in ministries related to children, youth and college age persons. This team will work in collaboration with the Camping Ministries Team as a component of Next Generation Ministries. The Next Generation Ministries (The Board of Higher Education and Campus Ministry) will work to ensure that the local congregations of the Missouri Annual Conference have the experienced guidance and substantial resources that are needed to:

- Plant seeds of faith and theological exploration while providing a healthy, nurturing, safe spiritual community in which those seeds can grow (§226.2e, 226.4).
- Encourage young people to identify and embrace talents, passions and strengths and to become committed to service, action and justice (§649.1).
- Provide leadership training within the local church and in outreach ministries on local and global levels.
- Facilitate a hospitable setting in which all persons may experience the transforming, reconciling love of Christ and grow to be leaders in the church and in the building the Kingdom of God.
- Serve as liaison to the Global Board of Higher Education and Ministry (§634).

{Membership 7 with at least one member between the ages of 18-24 and one member under the age of 18 plus ex-officio. The Next Generation Ministries staff person shall be ex-officio.}

123.00

Nominating Committee

The function of the Nominating Committee is to nominate all officers and members of Conference units unless otherwise designated by the current Book of Discipline. {Membership: 11 including the Conference Lay Leader and a District Superintendent}



with vote. The Bishop and Director of Connectional Ministries will be ex-officio with voice without vote.}

- 123.05 The Nominating Committee shall:
- 1) compile a file of prospective nominees for the Conference;
 - 2) make an annual report to the Conference for the purpose of filling vacancies or making nominations for new positions;
 - 3) at the beginning of each quadrennium, present a complete slate of nominees for the membership of all councils, teams, commissions, and committees;
 - 4) consult with persons it places in nomination; and
 - 5) provide an opportunity for additional nominations for any vacancy on the slate presented by Nominations to be made from the floor of the Annual Conference session.
- 123.10 Where the current Book of Discipline does not provide for the filling of vacancies on councils, teams, commissions, and committees between sessions of the Annual Conference, each unit may fill a vacancy, after consultation with the chairperson of the Conference Committee on Nominations, until such time as the Annual Conference has approved a recommendation from the Committee on Nominations or a nomination from the floor.
- 124.00 **Ordained Ministry Board**
As mandated by the current Book of Discipline, the function of the Board of Ordained Ministry shall be to enlist and recruit women and men of all races and ethnic origins for ordained ministry and professional certification; to guide, prepare, examine and evaluate applicants for the ordained ministry, diaconal ministry, and professional certification; to oversee processes and provide education for changes in conference relations of ordained ministers, diaconal ministers, and those professionally certified; and to monitor the effectiveness of ordained ministers, diaconal ministers, and professionally certified persons in the annual conference.
- 125.00 **Rules and Procedures Committee**
The functions of the Rules and Procedures Committee are to review and recommend changes in the standing rules, monitor the Book of Discipline for the purpose of keeping the standing rules in harmony, and to call attention to any violations of the standing rules or the current Book of Discipline. {Membership: 6}
- 126.00 **Trustees Board**
The Missouri Annual Conference Board of Trustees shall be incorporated as a non-profit organization in the State of Missouri. The Board of Trustees shall be organized and perform those duties outlined in ¶640 and ¶2512 of the 2012 Book of Discipline. The Board of Trustees shall receive and hold in trust for and on behalf of the annual conference all real or personal property acquired by the annual conference with the exception of real or personal property acquired by Missouri United Methodist Camping and Retreat Ministries; Missouri Annual Conference of The United Methodist Church; The Board of Pensions of the Missouri Annual Conference of The United Methodist Church; or any other incorporated boards of affiliated entities with the Board of Trustees of The United Methodist Church. {Membership: 12}
- 127.00 **Values Team**
The functions of the Values Team are to affirm and advocate our values in every part of our Conference and call us to faithfulness to the Gospel and the Social



Principles of The United Methodist Church. The Values Team connects the Missouri Annual Conference to the General Church Commissions on Religion and Race and the Status and Role of Women and encourages diversity and inclusiveness in all levels of our church. The team shall function as the annual conference Committee on Disability Concerns. It lifts up the Conference values as guideposts for our ministry. This team shall care for the responsibilities and follow the membership guidelines found in ¶643, ¶644 and ¶653 of the 2012 Book of Discipline. The chairperson shall be a woman. {Membership: 16}

- 128.00 Youth Leadership Team
The Youth Leadership Team (YLT) will serve as the steering committee for the youth ministries of the annual conference. Through conference-wide training, service and mission opportunities and other spiritual retreats and events, the YLT will have opportunities for spiritual growth and discipleship. They will be encouraged to discover their gifts, equipped and empowered to use their gifts to help the conference and the local church to be culturally relevant and committed to the ministry for the Next Generation. {Membership a minimum of 12 with vote with no more than one-third of the membership of the council considered adults (over 18) in accordance with ¶649.2. Two Conference Safe Sanctuary-certified adults to be nominated by the annual conference in accordance with Standing Rule 122.00 and youth to be selected from applications to the Next Generation Ministries office. The Next Generation Ministries staff person shall be ex-officio.}
- 150.00 Enabling Procedures for Conference Boards, Commissions, Committees, Councils, Teams and Work Areas
- 150.05 Elected membership on boards, commissions, committees, councils, teams and work areas shall be limited to eight consecutive years except that members will be allowed to succeed themselves without limit on the Board of Trustees and on the Archives and History Committee, and members of the Board of Ordained Ministry may be elected to three consecutive terms (12 years) as allowed by the Book of Discipline (635.a).
- 150.10 No one is to serve on more than one Conference board, commission, committee, council, team and work area unless ex-officio.
- 150.15 The chairpersons of all boards, commissions, committees, councils, teams and work areas (except those designated by the current Book of Discipline), the Conference Lay Leader, the Associate Conference Lay Leader(s), and the Conference Director of Lay Servant Ministries, shall be nominated at the beginning of a quadrennium by the Conference Committee on Nominations.
- 150.20 A person may serve no more than eight consecutive years as chairperson of the same board, commission, committee, council, team and work area.
- 150.25 At the session of the Annual Conference immediately following General Conference the following officers of the Annual Conference shall be elected: the Conference Statistician shall be nominated by the Bishop and Cabinet, the Conference Treasurer shall be nominated by the Finance and Administration Team, and the Conference Secretary shall be nominated by the Annual Conference Committee on Nominations.
- 150.30 The Bishop and Cabinet shall determine Cabinet representatives to boards, commissions, committees, councils, teams and work areas. The Cabinet representative(s) shall have voice without vote.



150.35 The conference staff shall serve as ex-officio member(s) of boards, commissions, committees, councils, teams and work areas as assigned, with the exception of the Board of Ordained Ministry. They shall have voice without vote.

150.40 Conference boards, commissions, committees, councils, teams and work areas may add additional ex-officio members and/or consultants as needed to provide diversity and/or expertise. The names of these persons shall be provided to the Committee on Nominations.

200 Annual Conference Membership and Session

200.05 Membership

The Annual Conference shall be composed of clergy and lay members. The clergy membership shall consist of deacons and elders in full connection, provisional members, associate members, and local pastors under appointment. The lay membership shall consist of professing lay members elected by each charge, the diaconal ministers, the active deaconesses, and home missionaries under episcopal appointment within the bounds of the annual conference, the Conference President of United Methodist Women, the Conference President of United Methodist Men, the Conference Lay Leader, District Lay Leaders, the Conference Director of Lay Servant Ministries, the Conference Secretary of Global Ministries (if lay), the president or equivalent officer of the Conference Young Adult Organization, Conference President United Methodist Youth, the Chair of United Methodist Student Movement, and one young person between the ages of 12 and 18 and one young person between the ages of 18 and 30 from each district.

200.10 In order to provide an equal number of clergy and lay members, additional professing lay members shall be elected in the following order: one additional young person between 12 and 18 years of age from each district, one additional young person between 18 and 30 years of age from each district, Vice Chair of the Missouri United Methodist Student Movement, the Associate Conference Lay Leader(s), Conference Treasurer, Conference Director of Connectional Ministries/equivalent, Conference Coordinator of Communications, Conference program staff, at-large members of the Mission Council, Conference Chancellor, chairpersons of Annual Conference Teams, Boards, Commissions, and Committees, Lay Missioners/Certified Lay Ministers under assignment, the Conference Missions Secretary, members of General and Jurisdictional Boards, one additional member from each church that has a Deacon with a secondary appointment assigned as a clergy person on the staff, District Presidents of United Methodist Women, District Presidents of United Methodist Men, chairpersons of District Councils on Ministries, member(s) of the World Methodist Council, and member(s) of the World Council of Churches Assembly or Central Committee.

200.15 If additional lay members are needed to provide an equal number of clergy and lay members, the lay members shall be nominated by each district according to the district’s membership percentage of the conference membership.

201 Session

201.05 All resolutions from individuals, congregations, or groups other than councils, teams, committees, or boards of the Missouri Conference must be in the office of the Director of Connectional Ministries before April 15 in order to be considered by the approaching session of annual conference. Resolutions that are determined to be out of order by the Bishop shall be returned to the



petitioner by May 15. Resolutions that are determined to be in order by the bishop will be distributed for review as follows:

- Resolutions calling for changes to the Standing Rules will be distributed to the Rules and Procedures Committee; Resolutions with financial implications will be distributed to the Finance and Administration Team; Resolutions with Social Principles implications will be distributed to the Mission, Service and Justice Team; all other resolutions will be distributed to the Mission Council.
- The appropriate group will consider the resolution and will be responsible for its presentation to the session.
- The appropriate group may collaborate with the author of the resolution to perfect the resolution or to resolve the issue before its presentation at annual conference.
- If the issue is not resolved, the group will present the resolution as stated by the author; however, in order to improve the deliberative process it shall also briefly summarize in what ways it agrees or disagrees with the petition.
- No appropriate group may begin the above collaboration and perfecting process with a resolution author until the resolution author gives written permission for the process to begin.
- If the collaboration and perfecting process has begun after receiving written permission of the resolution author, the resolution author may end the process at any time by so informing the appropriate group.

201.10 All items of substantive nature to come before the Annual Conference that are unable to be printed in the Conference Workbook shall be in the hands of the members at least one day prior to action with the exception of the Conference Committee on Nominations, and the Board of Ordained Ministry. The Rules and Procedures Committee shall make a preliminary report at least one day before action is to be taken.

201.15 All proposals for changes to the Standing Rules of the Annual Conference must be referred to the Rules and Procedures Committee before being considered by the Annual Conference. Proposed changes are to be in the hands of the Rules and Procedures Committee by May 1.

201.20 One signed, legible copy of all motions and reports submitted to the Annual Conference shall be placed in the hands of both the Conference Secretary and presiding officer before the close of that business session. Motions to table or adjourn shall be an exception to this rule.

201.25 Debate during plenary sessions of the Annual Conference shall be limited to five speakers for two minutes for each side of the motion being debated.

201.30 The Annual Conference Sessions Committee shall provide childcare at all sessions and worship services of the Annual Conference.

300 Financial and Statistical Administration

301.00 The Conference fiscal year shall be January 1 through December 31. All funding from the local church given to the Annual Conference shall be remitted through the Conference Treasurer, except as otherwise designated by the Finance and Administration Team.

301.10 All matters affecting the Conference budget shall be referred to the Finance and Administration Team and no action shall be taken on the matter until the Team has made a report to the Annual Conference Session.



- 301.20 For each budget year the Finance and Administration Team will present a budget to the annual conference that reflects this limitation: the three year average of the change in the conference budget will not be greater than the three year average of the increase in local church expenditures used to calculate apportionments.
- 302.00 Each pastor-in-charge shall have responsibility for filing Local Church year-end reports with the Statistician of the Annual Conference. Due date for submitting these reports shall be determined in consultation with the Cabinet. Local churches not filing year-end reports will have the previous year's reports used for reporting and apportionment calculation purposes.
- 303.00 The Conference shall have an Audit Review Committee as specified in ¶1617.4 of the 2012 Book of Discipline. The Audit Review Committee shall determine the list of agencies which will be required to submit annual financial statements for review by the Committee.
- 304.00 There shall be a Moving Expense Reimbursement Policy administered in accordance with the Policies and Procedures of the Finance and Administration Team.
- 400 Clergy Benefits**
- 401.00 Active Health Insurance: The Annual Conference shall maintain a group health insurance plan. Participation in the plan shall be mandatory for those itinerating clergy appointed to serve full-time as pastors of local churches, as District Superintendents, or as members of the Conference staff. Spouses and dependent children are eligible for coverage under the plan.
- 402.00 Premiums for the clergyperson's spouse and/or dependent children shall be the responsibility of the clergyperson.
- 403.00 The Clergy Support Team shall pay toward the premium for the spouse and/or dependent children of a deceased pastor, provided the spouse and/or dependent children are already enrolled in the Conference health insurance plan. At the end of five years, the surviving spouse will have the option of continuing in the health insurance plan at the person's own expense until age 65, when the Clergy Support Team will pay towards the premium as defined in the Clergy Support Team "Policies and Procedures."
- 404.00 Retiree Health Insurance
The Missouri Annual Conference shall cease to sponsor a health insurance plan for Medicare eligible retirees after December 31, 2008.
- 404.10 For retirees and others currently enrolled in the Missouri Annual Conference sponsored health insurance plan, who becomes Medicare eligible, the Clergy Support Team will provide informational assistance to locate and select plans for medical and prescription drug coverage.
- 405.00 Those currently participating in the \$1,320 per year Reimbursement Plan (offered by the former West Conference) for purchase of a commercial Medicare supplement plan will be allowed to continue.
- 405.10 Medicare eligible retirees for whom the Missouri Annual Conference paid the premium for participation in the conference sponsored Medicare Companion and Prescription Drug Plan through December 31, 2008 will receive a monthly stipend up to \$225/month beginning in January, 2009. For persons who are



currently required to pay a portion of the premium as a condition for participation or were required to pay a percentage of the premium prior to January 2009, the monthly stipend will be reduced by the same percentage as the required premium contribution. The monthly stipend will be increased by 2% annually with the first such increase occurring January, 2010. The Clergy Support Team will review the adequacy of the 2% increase on an annual basis to assure that the resulting stipend is keeping pace with inflationary trends in the senior healthcare premium market. The stipend will be paid by the Missouri Annual Conference and processed through the Missouri Annual Conference.

405.20 Retirees who were on the Conference health insurance plan until 12/31/08 and receive a stipend for health care may apply for a grant to help cover: (A) premium costs above the amount of the stipend, and/or (B) prescription drug costs incurred in the Medicare “donut hole”. The maximum amount for premium assistance is \$50 per month. The maximum amount of prescription assistance is \$2250. Applications for grants, with adequate supporting documentation, will be considered by a sub-committee of the Clergy Support Team. Grants will only be given as reimbursements and must be reported as taxable income.

405.30 The Missouri Annual Conference policy for payment of premium for non-Medicare eligible retirees shall not be affected by the Retiree Health Insurance resolution.

406.00 **Vacation and Continuing Education**
The Annual Conference shall maintain a policy of time allowed for vacation and continuing education for pastors serving full time under appointment who have completed their basic educational requirements. Clergy serving full time under appointment, who have completed their basic educational requirements, shall be granted four weeks for vacation and a minimum of two weeks for continuing education annually between the regular sessions of the Annual Conference.

500 District Conference

501.00 The membership of the District Conference shall include Pastors, Deacons, Diaconal Ministers, Administrative Board/Council chairpersons, and Lay Members to Annual Conference from each congregation; Clergy in Extension Ministries; the District President of United Methodist Men, the District President of United Methodist Women, the District President of United Methodist Youth, and all members of the District Council. In addition to these, each congregation shall elect two members and two reserve members to the District Conference.



BOARD OF TRUSTEES POLICY AND PROCEDURES

Abandoned Property

The Board of Trustees shall receive and dispose of all abandoned church real and personal property at Board of Trustees discretion. After expenses, proceeds from the disposition of abandoned property shall be divided 50% with the district in which the abandoned property was located and 50% with the Conference Board of Trustees. The local District Superintendent shall notify the Chairperson of the Board of Trustees of the possible abandoned property. The Trustees shall seek to insure any abandoned property once it is brought to the attention of the Chairperson of the Board of Trustees. Any property abandoned in an urban area will be disposed of according to the 2012 Book of Discipline ¶2549.7.

Conference Property

The Board of Trustees shall oversee all real and personal property owned or used by the Annual Conference except for property owned by the Missouri United Methodist Camping and Retreat Ministries; The Board of Pensions of the Missouri Annual Conference of The United Methodist Church; or any other incorporated boards of affiliated entities with the Board of Trustees of The United Methodist Church. The Board of Trustees shall submit a budget to the Finance and Administration Team for all expenses incurred in owning and maintaining conference properties for which the Conference Trustees have responsibility.

Insurance

The Board of Trustees shall provide for insurances for the Annual Conference including Property & Inland Marine; Crime; General Liability; Directors & Officers, Employment Practices Liability; Employee Benefit Liability; Commercial Automobile; Umbrella Excess Liability and Workers' Compensation for all employees on the conference payroll.

The Board of Trustees recommends that all churches in the Missouri Conference secure adequate insurance. Suggested minimums would include:

Liability General Aggregate-Annual	\$3,000,000
Bodily Injury/Property Damage Liability (Including Corporal Punishment)	\$1,000,000 Per Occurrence
Personal Advertising Injury	\$1,000,000 Each Occurrence
Medical Payments	\$10,000 Per Person
Damage to Premises Rented to You	\$100,000 Per Premises
Products/Completed Operations	\$1,000,000 Each Occurrence/\$3,000,000 Aggregate
Day Care Coverage	Included for owner operated daycare centers only.
Volunteers	Included as insureds/employees
Pastoral Professional	\$1,000,000 Each Occurrence
Directors & Officers Liability	\$1,000,000 Claims Made Basis/\$2,500 Ded/ Claim
Employment Related Practices Liability	\$1,000,000 Claims Made Basis/\$2,500 Ded/Claim
Sexual or Physical Abuse or Molestation	\$1,000,000 Each Occurrence/\$2,000,000 Aggregate
Employee Benefits Liability	\$1,000,000 (\$1,000 Deductible/Claims Made Basis)
Employee Dishonesty (Crime)	\$100,000/\$1,000 Deductible
Money/Securities Inside/Outside	\$50,000 (Increase in special holiday weekends)
Forgery or Alteration	\$50,000/\$1,000 Deductible



In order to address the issue of ascending liability, the Board of Trustees recommends that the Missouri Annual Conference and the appropriate district office be listed as an additional insureds on the local church's policy and provide the conference and district offices with a certificate of insurance.

Legal Fee Reserve

The Board of Trustees requests the Annual Conference include in the Trustees' budget a Legal Fee Reserve of \$10,000 per year with the intention of building and maintaining a Legal Fee Reserve in the amount of \$100,000.

Donations and Bequests

In accordance with ¶ 2512.3a of the 2008 2012 Book of Discipline, the Conference Trustees shall receive, collect and hold in trust for the benefit of the annual conference any and all donations, bequests and devises of any kind or character, real or personal, that may be given, devised, bequeathed, or conveyed to the Annual Conference. Further, all long term investments shall be made with the Missouri United Methodist Foundation unless otherwise stipulated by the donor.



CLERGY SUPPORT TEAM POLICIES & PROCEDURES

Clergy Compensation

All full-time charges must include in their compensation package:

- A. TRAVEL -Reimbursement for the actual “business” miles traveled by the clergy at the current rate established by the IRS. Clergy are to voucher all miles and submit documentation to the church treasurer for reimbursement.
- B. UTILITIES - (Gas, Electricity, water, sewer, trash service, base telephone and basic cable or base telephone/internet/cable bundle. We also recommend that charges consider providing internet service for full- time clergypersons.) Either (1) direct payment to the utility companies; or (2) in special circumstances, cash allowance at a minimum of \$3,000 per year. When the utility companies are paid directly, there is no compensation to the clergyperson for utility charges.
- C. HEALTH INSURANCE -- All pastors serving in full-time charges shall be enrolled in the conference insurance program. (Missouri Annual Conference Standing Rule 401.00)
- D. PENSION -- Monthly premium for the clergyperson’s CRSP (pension) and CPP (death/disability)
- E. HOUSING - Provide adequate housing allowance or housing meeting the requirements and standards of church- owned residences as published in the 2015 Missouri Conference Journal, pages F-21 through F-24.
- F. CONTINUING EDUCATION - Full-time clergy are required to participate in a continuing education plan. Charges are encouraged to pay for these expenses either by a continuing education allowance or reimbursement.
- G. PROFESSIONAL EXPENSES - It is recommended that other professional expenses directly related to work as a clergy person be paid as a reimbursed expense. Cell phone expenses for a clergy person are considered a part of professional expenses. Please refer to the General Council on Finance and Administration Accountable Reimbursement Policies
- H. CLERGY COUPLE HOUSING – If a clergy couple in a dual appointment are living in one parsonage, both clergy will claim the parsonage housing value for pension and service credit.

** Part-time charges must include in their compensation package: pension (CRSP/UMPIP, professional expenses (travel/continuing education).

It is recommended that the total allotted for travel, utilities, continuing education and professional expenses be a minimum of \$7,000.00 per year for full-time clergy. This amount should be reviewed annually by the charge to determine if it is adequate to support of the ministry of the clergy person.

Minimum Salary and Salary Supplement

The minimum base salary for all full-time clergypersons under Episcopal appointment is determined by multiplying the conference average base salary (2017, \$54,237) by 70% for full-time local pastors; 70% plus \$800 for associate and full-time provisional members; and 70% plus \$1,250 for full members. Therefore, the minimum base salary for all full-time clergy is as follows (Section A of Pastoral Support Form):

	2016	2017
Full-time Local Pastors	\$37,308	\$ 37,966
Associate members and Full-time Provisional Members	\$38,108	\$ 38,766
Full Members	\$38,558	\$ 39,216



2017 Part-time minimums	¾ Time	½ Time	¼ Time	< ¼ time
Local Pastor	\$28,475	\$18,983	\$9,492	<\$9,492
Provisional/Associate Member	\$29,075	\$19,383	\$9,692	
Full Member	\$29,412	\$19,608	\$9,804	

GUIDELINES FOR PROVIDING EQUITABLE COMPENSATION

1. According to the Missouri Annual Conference Standing Rules (para. 114.00) all matters relating to the assurance of minimum salary support (“Equitable Compensation) is referred to the Clergy Support Team. Each year, the Cabinet will assign a district superintendent to the Clergy Support Team who will be responsible for coordinating applications, the approval process and the distribution of Equitable Compensation grants to local charges (in coordination with the Conference Treasurer).
2. A charge may receive Equitable Compensation upon the recommendation of the district superintendent for the district in which it is located and approval by the Cabinet and notification of the Clergy Support Team chairperson.
3. In order to be considered for approval, charges receiving Equitable Compensation must present to their district superintendent, evidence of an ability to pay at least 65% of the Annual Conference’s minimum salary out of its own budget(s) or fund(s). Those minimum amounts for full-time charges are:

	<u>2017</u>
Full-time Local Pastors	\$24,678
Associate members and Full-time Probationary Members	\$25,198
Full Members	\$25,490

4. In considering proposals for Equitable Compensation, the Cabinet and Clergy Support Team will maintain and utilize the following priorities:
 - a. Charges that have experienced increases in worship attendance, and a need to move from part-time to full time clergy, but which still struggle to afford the complete minimum compensation package will be given high priority.
 - b. Charges that meet the needs of demographics involving lower economic and financial means, especially those that increase the ethnic, linguistic and economic diversity of the Annual Conference will be also be given high priority of consideration.
 - c. Charges receiving Equitable Compensation will be expected to present evidence of a clear desire to meet the missional needs of their communities, as well as the missional desires of the Annual Conference, including the payment of Conference and District apportionments.
 - d. The Cabinet and Clergy Support Team will also consider other priorities named in the Discipline such as entry-level positions and teaching parish opportunities.
5. It is generally expected that by the time a charge has been on Equitable Compensation for five years, it should be self-sufficient. The Cabinet and Clergy Support Team may seek to encourage self-sufficiency by making Equitable Compensation grants that diminish each year following the initial grant. If a charge is unable to achieve self-sufficiency, the Cabinet will give consideration to a range of options, including, but not limited to, charge realignment, reduction to three quarter, half or quarter time appointed clergy or charge closing.
6. From time to time, charges may, for missional purposes including the appointment of clergy in support of the value of diversity within the conference, require emergency assistance, distinguishable from Equitable Compensation. A one-time, Emergency Grant (“Emergency Grant”) is available in special cases upon recommendation of the district superintendent, approval by the Cabinet and notification of the chair of Clergy Support Team.



7. At least twice per year, the Conference Treasurer and district superintendent assigned to the Clergy Support Team shall make a report to the Clergy Support Team of the charges receiving Equitable Compensation and Emergency Grants, including the amounts provided in each year to ensure the viability of the Equitable Compensation Fund.
8. Local church treasurers of charges receiving Equitable Compensation or Emergency Grants should be informed that apportionments for “bishops, district superintendents, conference claimants, and the Equitable Compensation Fund” (Episcopal Fund, Superintendents Fund, Clergy Support Fund, Equitable Compensation Fund, Moving Expense Fund and Ministerial Education Fund) shall be paid in each pastoral charge “exactly proportional to the amount paid on the clergy base compensation. (Para. 622, 818.3, 2012 Discipline)

PROCESS FOR APPROVAL

(Based on an agreement between the Cabinet and the Clergy Support Team)

1. The charge requests salary support from their district superintendent who must consent to the proposal.
2. Assuming the district superintendent concurs with the request, he/she will bring the request to the Cabinet.
3. The Cabinet makes final approval decisions. The district superintendent responsible for distribution will then request disbursement from the Treasurer's Office and notify the Chair of the Clergy Support Team.
4. The Clergy Support Team will receive a report of all disbursements from the district superintendent assigned to the Team.

Pensions

The Pre-1982 annuity rate recommended to the Missouri Annual Conference by the Conference Board of Pensions for 2017 is \$606 per service year. This reflects an increase of \$18.00 or 3.16% over the 2016 approved rate.

In 2017, churches will be directly billed by the conference for participants under Episcopal appointment for current service under terms of the Clergy Retirement Security Plan (CRSP). The amount billed will be a percentage of the clergyperson's compensation. The percentage will be fixed annually by the Clergy Support Team based on the funding amount required by the General Board of Pension and Health Benefits. For 2017, the percentage will be 12.22% of the clergyperson's compensation, unless the clergyperson is serving ¼ time or is a local pastor serving less than ¼ time whereas they will not receive a CRSP benefit (by General Conference action). The Clergy Support Team would recommend that, for active clergy not eligible for CRSP participation, 8% of their compensation be contributed by the local church to the clergyperson's UMPIP account (or 3% of their compensation if serving less than ¼ time). Also, for 2017, clergy participating in the CRSP pension plan will need to contribute 1% of their compensation to their UMPIP account to receive a match from the Conference of 1% to their CRSP account.

In 2017, the Comprehensive Protection Plan (CPP) part of the pension plan will be directly billed to churches. The amount billed will be a percentage of compensation as determined by the General Board of Pensions and Health Benefits. The CPP percentage will be 3% of compensation up to two times the 2017 denominational average compensation of \$69,574.

Amounts received as payment of pension plan direct billings shall be received for the sole benefit of pension plan participants.

Determination of Appointment for Purpose of Service Credit for Clergy Retirement Security Plan:

In 2017, to receive a full-year service credit under the Clergy Retirement Security Plan (CRSP), the person under appointment must receive (1) at least the conference minimum base salary support together with housing in the form of a parsonage {the General Board of Pensions and Health Benefits computes the value of a parsonage as 25% of base salary for purpose of determining compensation for pension purposes} or (2) at least the conference minimum base salary together with a housing allowance totaling in aggregate an amount equal to or greater than 125% of the



conference minimum base salary. Persons under appointment who do not qualify for full-year pension credit shall receive partial year credit reflected as .75, .50, or .25 of the full-year credit (less than .25 time for local pastors only). A person not qualifying for full-year pension credit shall receive .75 service credit if the amount of base salary paid together with housing allowance or parsonage housing value is equal to or exceeds 87.50% of the minimum conference base salary (CMBS X 1.25 X .70). A person not qualifying for full-year or .75 service credit shall receive .50 service credit if the amount of base salary paid together with housing allowance or parsonage housing value is less than 87.50% of the minimum conference base salary but is equal to or exceeds .50 of minimum conference base salary (CMBS X 1.25 X .40). A person not qualifying for full-year or .75 or .50 service credit shall receive .25 service credit for pension purposes. Unless, the person is a Local Pastor and earns less than \$9,327 in total salary and has no housing component, then they will qualify for less than .25 service credit. A person receiving a .25 service credit or less than .25 service credit will not be eligible to participate in the CRSP plan as of 1/1/2014. The parsonage housing value for a person living in a parsonage while receiving less than the conference minimum base cash salary shall be 25% of base salary paid.

	Full Member	Associate/Provisional	Local Pastor
Full Time	\$49,020	\$48,458	\$47,458
¾ Time	\$36,765-\$49,019	\$36,344-\$48,457	\$35,594-\$47,457
½ Time	\$24,510-\$36,764	\$24,229-\$36,343	\$23,729-\$35,593
¼ Time	\$1 - \$24,509	\$1 - \$24,228	\$1 - \$23,728

Health Insurance

The Missouri Conference Health Insurance Plan for active participants is administered by the General Board of Pensions and Health Benefits and is known as HealthFlex Exchange. HealthFlex Exchange is a “private exchange” established by the General Board of Pension and Health Benefits. Healthflex Exchange establishes a forum through which full-time clergy select individual and/or family coverage under one of six plan choices as set forth below. This Conference’s Board of Pensions (Clergy Support Team) is requested to provide updated information to the District Superintendents concerning clergy dependents that are not covered by the conference health insurance program or an equivalent insurance. The District Superintendent shall then counsel with those clergy and seek ways to provide for insurance coverage in order to avoid extreme hardships on the clergyperson (and family) and embarrassment to the local church and/or Annual Conference. A payment for premiums, as well as contributions to Health Saving Accounts (“HSA”) or Health Reimbursement Arrangements (“HRA”) for participants’ health insurance and related costs shall be billed monthly to the charge to which the participant is appointed or to the employing agency. The payment shall be credited to the participant’s premium and any accompanying HSA or HRA at the General Board, and shall be referred to as a “Defined Contribution.” The Defined Contribution required by local charges will not include the costs associated with any premium covering dependents of clergy. Defined Contribution payments shall be due at our bank no later than the last day of each month. Defined Contribution payments shall be received for the sole benefit of the participant for whom the Defined Contribution was submitted. Although the charge or employing agency is expected to pay their part of the Defined Contribution, the participant is ultimately responsible for payment of the entire premium and any HSA or HRA contributions. In the event the Defined Contribution payment is more than fifteen (15) days delinquent, the Administrator of Clergy Relations and Benefits shall notify the participant and the appropriate District Superintendent. The Administrator of Clergy Relations and Benefits shall serve as enrollment clerk for the plan. Participants are responsible for notifying the Administrator of Clergy Relations and Benefits within 30 days of any change of conference status or appointment, change of marital status, change of address, changes in the names of participants, or persons to be added or deleted with respect to dependent status or dependent care coverage. Dependents may be



added or deleted during the designated open enrollment period, usually during the month of November, for enrollment that is effective Jan. 1 of the following year. The same applies for changes to a plan selected within HealthFlex Exchange. In addition, a family status change may allow for addition or deletion of dependents to the plan, provided that an enrollment change form is received by the conference office within thirty (30) days of a qualifying event, as determined by the HealthFlex Exchange program. Final determination of eligibility for all persons is subject to approval by the insurance carrier. Continuation of benefits is available according to the terms of the plan for a period of **twelve (12)** months from the date of termination of eligibility status. This distinguishes our “continuation coverage” from that offered under COBRA. Clergy members of the conference staff to be covered by the Conference health insurance program are: Director of Connectional Ministries, Director of Congregational Excellence, Director of Mission, Service and Justice, Director of Pastoral Excellence, and Director of Financial & Administrative Services.

2017 Health Insurance Rates/Defined Contribution

Participants in the Conference’s medical and dental health insurance plan are affected by the nationwide trend of rising health care costs, our aging demographic, as well as the amount of claims our group incurs. However, for 2017 the amount of required of local charges for the Defined Contribution for each clergy person shall be the same as the 2016 rate for Individual clergy coverage. The premiums required for dependent and family will depend on the plan selected by each clergyperson. In 2017, the Defined Contribution from the local church shall be: Individual clergy or lay employee: \$8,760 (\$730 per month). This Defined Contribution combined with an additional \$31 from the Missouri Annual Conference Board of Pensions will entirely cover the individual clergyperson’s premium under the plan referred to as the B1000 and the Dental Passive PPO plan. It will cover both the individual’s premium AND an additional HRA or HSA (as the case may be) contribution in the other five plans.

The dependent and family coverage premiums under each available plan in HealthFlex Exchange will be as follows:

	One dependent coverage		Family Coverage (2+ Dependents)	
B1000				
	\$ 7,836	\$653/month	\$ 12,360	\$1030/month
CDHP Gold (includes HRA contribution)				
	\$ 7,404	\$617/month	\$ 11,940	\$995/month
CDHP Silver (includes HRA contribution)				
	\$ 5,568	\$464/month	\$ 9,624	\$802/month
HDHP Gold (includes HSA contribution)				
	\$ 7,296	\$608/month	\$ 11,820	\$985/month
HDHP Silver(includes HSA contribution)				
	\$ 6,456	\$538/month	\$ 10,764	\$897/month
HDHP Bronze (includes HSA contribution)				
	\$ 4,188	\$349/month	\$ 7,884	\$657/month



In 2017, under all plans in HealthFlex Exchange, United HealthCare will continue to be our health insurance carrier. Our prescription drug coverage will be with Optum Rx/Catamaran, though pharmacy plans will vary depending on the selection made by individual clergy persons. Dental insurance will remain with CIGNA, however will have choice of three plans. Mental health/Lifestyle management coverage will remain with United Behavioral Health. Vision care coverage will continue with VSP, however will have the choice of two plans. Each plans deductible will vary. They are summarized as follows:

	<u>Individual</u>	<u>Family</u>
B1000	\$1,000 per person	\$2,000 per family
CDHP Gold	\$2,000 per person	\$4,000 per family
CDHP Silver	\$3,000 per person	\$6,000 per family
HDHP Gold	\$1,500 per person	\$3,000 per family
HDHP Silver	\$2,000 per person	\$4,000 per family
HDHP Bronze	\$3000 per person	\$6000 per family

RETIREE HEALTH INSURANCE

For retired clergy and dependents for whom the annual conference has been and will be responsible for providing health insurance according to the provisions below, the conference will provide up to a \$265.00 monthly stipend to the retiree for the purpose of purchasing Medicare supplemental insurance and prescription drug insurance policies to meet the retiree’s needs. For retirees who have not reached age 65, the conference will continue to provide access to HealthFlex insurance at the clergyperson’s expense as has been the policy in previous years.

CLERGY RETIRING UNDER ¶358.2a (20 year Rule): For clergypersons retiring with 20 or more years of service, participation in the conference health insurance plan may be continued provided premiums are paid 100% by the participant. Upon reaching age 65, the clergyperson and/or spouse will not have access to the conference sponsored health insurance plan.

CLERGY RETIRING UNDER ¶358.2b (30 year Rule): For clergypersons retiring with 30 years or more of service or having reached 62 years of age, the clergyperson is eligible to continue in the conference health insurance program with responsibility for paying the following percentage of the health insurance premium for self and dependents until reaching the age of 65:

- Retiring before July 1, 2005 – 50% of premium
- Retiring after June 30, 2005 – 60% of premium
- Retiring after June 30, 2006 – 70% of premium
- Retiring after June 30, 2007 – 80% of premium
- Retiring after June 30, 2008 – 90% of premium
- Retiring after June 30, 2009 –100% of premium

Upon reaching age 65 the clergyperson may receive a stipend based on the schedule below for the purpose of purchasing Medicare supplemental insurance and dental insurance policies to meet the retirees’ need.

- Retiring before July 1, 2005 – 50% of stipend
- Retiring after June 30, 2005 – 40% of stipend
- Retiring after June 30, 2006 – 30% of stipend
- Retiring after June 30, 2007 – 20% of stipend
- Retiring after June 30, 2008 – 10% of stipend
- Retiring after June 30, 2009 – no stipend

As of July 1, 2009, clergyperson retiring under this paragraph of The 2012 Book of Discipline shall have access to the conference health insurance for self and eligible dependents at the clergyperson’s expense until the clergyperson and/or dependents reach age 65.

CLERGY RETIRING UNDER ¶358.2c (40 year Rule): For clergy retiring with 40 years of service prior to July 1, 2005, and being at least 65 years old, the conference will provide a monthly stipend of \$255 for



the purpose of purchasing Medicare supplemental insurance and prescription drug insurance policies to meet the retiree's need. If the clergyperson had not yet reached 65 years of age, the Clergy Support Team will pay 100% of the eligible retiring clergyperson's health insurance premium with the clergyperson responsible for paying the following percentage of the health insurance premium for eligible dependents:

- Retiring after June 30, 2005 – 20% of premium
- Retiring after June 30, 2006 – 40% of premium
- Retiring after June 30, 2007 – 60% of premium
- Retiring after June 30, 2008 – 80% of premium
- Retiring after June 30, 2009 – 100% of premium

Upon reaching age 65 the clergyperson may receive a stipend based on the schedule below for the purpose of purchasing Medicare supplemental insurance and dental insurance policies to meet the retirees' need.

- Retiring before July 1, 2005 – 100% of stipend
- Retiring after June 30, 2005 – 80% of stipend
- Retiring after June 30, 2006 – 60% of stipend
- Retiring after June 30, 2007 – 40% of stipend
- Retiring after June 30, 2008 – 20% of stipend
- Retiring after June 30, 2009 – no stipend

As of July 1, 2009, clergyperson retiring under this paragraph of The 2012 Book of Discipline shall have access to the conference health insurance for self and eligible dependents at the clergyperson's expense until the clergyperson and/or dependents reach age 65.

CLERGY RETIRING WITH LESS THAN 30 YEARS OF SERVICE:

As of January 1, 2007, clergy retiring with less than 30 years of service with at least 5 years participation immediately preceding retirement in the conference health insurance program will have access to the conference health insurance program at the clergyperson's own expense. Eligible dependents with at least 5 years participation in the conference health insurance program will have access to the conference health insurance program at their own expense.

INSURANCE GRANT FOR RETIREES

Retirees who were on the Conference health insurance plan until 12/31/08 and receive a stipend for health care may apply for a grant to help cover: (A) premium costs above the amount of the stipend, and/or (B) prescription drug costs incurred in the Medicare "donut hole". The maximum amount for premium assistance is \$50 per month. The maximum amount of prescription assistance is \$2250. Applications for grants, with adequate supporting documentation, will be considered by a sub-committee of the Clergy Support Team. Grants will only be given as reimbursements and must be reported as taxable income.

Resolutions Relating to Rental/Housing Allowances for Retired, Disabled, or Former Clergypersons of the Missouri Conference

The Missouri Conference (the "Conference") adopts the following resolutions relating to rental/housing allowances for active, retired, terminated, or disabled clergypersons of the Conference:

WHEREAS, the religious denomination known as The United Methodist Church (the "Church"), of which this Conference is a part, has in the past functioned and continues to function through ministers of the gospel (within the meaning of Internal Revenue Code section 107) who were or are duly ordained, commissioned, or licensed ministers of the Church ("Clergypersons");

WHEREAS, the practice of the Church and of this Conference was and is to provide active Clergypersons with a parsonage or a rental/housing allowance as part of their gross compensation;

WHEREAS, pensions or other amounts paid to active, retired, terminated, and disabled Clergypersons are considered to be deferred compensation and are paid to active, retired, terminated, and disabled



Clergypersons in consideration of previous active service; and

WHEREAS, the Internal Revenue Service has recognized the Conference (or its predecessors) as an appropriate organization to designate a rental/housing allowance for Clergypersons who are or were members of this Conference and are eligible to receive such deferred compensation;

NOW, THEREFORE, BE IT RESOLVED:

THAT an amount equal to 100% of the pension, severance, or disability payments received from plans authorized under *The Book of Discipline of The United Methodist Church* (the “*Discipline*”), which includes all such payments from the General Board of Pension and Health Benefits (“GBOPHB”), during the year 2017 by each active, retired, terminated, or disabled Clergyperson who is or was a member of the Conference, or its predecessors, be and hereby is designated as a rental/housing allowance for each such Clergyperson; and

THAT the pension, severance, or disability payments to which this rental/housing allowance designation applies will be any pension, severance, or disability payments from plans, annuities, or funds authorized under the *Discipline*, including such payments from the GBOPHB and from a commercial annuity company that provides an annuity arising from benefits accrued under a GBOPHB plan, annuity, or fund authorized under the *Discipline*, that result from any service a Clergyperson rendered to this Conference or that an active, a retired, a terminated, or a disabled Clergyperson of this Conference rendered to any local church, annual conference of the Church, general agency of the Church, other institution of the Church, former denomination that is now a part of the Church, or any other employer that employed the Clergyperson to perform services related to the ministry of the Church, or its predecessors, and that elected to make contributions to, or accrue a benefit under, such a plan, annuity, or fund for such an active, a retired, a terminated, or a disabled Clergyperson’s pension, severance, or disability plan benefit as part of his or her gross compensation.

NOTE: The rental/housing allowance that may be excluded from a Clergyperson’s gross income in any year for federal (and, in most cases, state) income tax purposes is limited under Internal Revenue Code section 107(2), and regulations thereunder, to the least of: (a) the amount of the rental/housing allowance designated by the Clergyperson’s employer or other appropriate body of the Church (such as this Conference in the foregoing resolutions) for such year; (b) the amount actually expended by the Clergyperson to rent or provide a home in such year; or (c) the fair rental value of the home, including furnishings and appurtenances (such as a garage), plus the cost of utilities in such year. Each clergyperson or former clergyperson is urged to consult with his or her own tax advisor to determine what deferred compensation is eligible to be claimed as a housing allowance exclusion.

MOVING EXPENSE REIMBURSEMENT FOR RETIREES

Upon retirement (under 2012 Book of Discipline ¶358.2.a or ¶358.2.b or ¶358.2.c), or being granted medical leave, a minister may receive moving expense reimbursement up to \$1,500 of actual expenses. Those participating in the Voluntary Transition Program may receive moving expense reimbursement up to \$1,000 of actual expenses. These grants will be made upon adequate documentation for the move being submitted to the Treasurer’s Office within 6 months of the move. In the event of the death of a minister not yet retired, the foregoing provisions may apply to the surviving spouse of the deceased minister. In all cases, the following provisions will apply: (a) the minister or the surviving spouse must be eligible to receive a pension from the Conference; (b) there must be no other provision for his/her moving expenses; and (c) no minister, or dependent of a deceased minister, may receive funds for these moving expenses more than one time.

DEATH BENEFIT PAYMENTS

Death benefit payments by the former Missouri West Conference Clergy Support Team shall be made upon the death of a retired clergyperson in the amount of \$5,000, and upon the death of a spouse or surviving spouse in the amount of \$2,000. The benefit will be available only to those West clergypersons retired by December 31, 2002.



EQUITABLE COMPENSATION MINIMUM SALARY & GRANTS

Please refer to complete guidelines for Equitable Compensation salary and grants in the Clergy Support Team report.

ARREARAGE POLICY

A local church enters into a covenant, with their appointed pastor, ensuring their good intentions that all salary and benefits will be paid in a timely manner. The policy below outlines the process to be followed should this covenant not be fulfilled. (**NOTE:** the covenant on payment includes all compensation outlined on the Pastoral Support Form.)

If the church becomes unable to fully compensate the pastor, the pastor shall immediately notify the S/PPRC, so that the S/PPRC will work with the pastor to determine a resolution.

Should a resolution not be achieved, the pastor shall notify the District Superintendent in writing and the District Superintendent will work with the pastor and the appropriate church leadership to establish an action plan.

An action plan might include:

- drawing from invested funds,
- an emergency appeal for special giving from the congregation,
- emergency grants or loans from the District or Conference.

According to the Book of Discipline ¶1624, such remedies cannot include a reduction in the Pastor's compensation until the beginning of the next Conference year.

If, after consultation among the church leadership, it becomes apparent that the church may be facing a long term financial crisis, the Chair of S/PPRC shall notify in writing the Pastor and District Superintendent that:

- a. An Equitable Compensation Subsidy Grant may be necessary to maintain compensation for the remainder of the Conference year or,
- b. A change in pastoral compensation or appointment may be necessary at the beginning of the following Conference year.

The statute of limitations for filing a claim for funds (i.e. notification to the District Superintendent of the arrearage) for any salary arrearage is one year from the date of the initial arrearage. Once an appointment ends the Pastor no longer has claim on the local church for compensation funds (¶1342.4).

POLICY ON PARSONAGE & CASH HOUSING ALLOWANCES

The parsonage system is central to our system of itinerancy. The itinerancy system is central to our understanding of pastoral ministry in the United Methodist Church for full-time ordained elders. "The itinerant system is the accepted method of The United Methodist Church by which ordained elders, provisional elders, and associate members are appointed by the Bishop to fields of labor. All ordained elders, provisional elders, and associate members shall accept and abide by these appointments." (¶1338, The Book of Discipline 2012) The parsonage system works to provide congregations and pastors with a greater flexibility in the appointment of pastors to suit the needs for pastoral leadership in particular places at particular times. In certain areas of Missouri, the housing norm for clergy who are serving in a full-time appointment in the Missouri Annual Conference is a parsonage that fits the Guidelines for Church-Provided Residences; other areas of Missouri may consider housing allowances as these areas are more transitional/homes can be purchased or sold more easily. When a charge does not provide a parsonage that meets the conference's parsonage guidelines, District Superintendents may initiate conversations for considering alternative housing or a housing allowance for the clergy appointed. If a pastor declines to live in a parsonage that meets the guidelines, the church is under no obligation to provide alternative housing or housing allowance.

If a housing allowance is provided in lieu of a parsonage, these guidelines are to be followed:

1. Negotiations to establish a housing allowance in a charge will include:



- a. The pastor
- b. The pastor/staff-parish relations committee chairperson
- c. The committee on finance chairperson
- d. The trustees chairperson
- e. The district superintendent

The purpose of these negotiations is to develop a clear understanding by all parties as to the arrangements mutually acceptable. Final arrangements must have the approval of the church/charge conference and the district superintendent.

2. A housing allowance should be based on the rental value of an average home in the parish setting that meets the Conference's Parsonage Guidelines.
3. If the pastor chooses to live outside the community(ies) served, s/he must receive consent of the district superintendent, in consultation with the pastor-parish relations committee.
4. The charge conference shall annually approve the housing allowance and shall not have the authority to reduce the allowance without re-negotiation and approval as set out in item #1 above. Upward adjustments in the housing allowance would be part of an annual process of review and recommendation initiated by the staff/pastor-parish relations committee.
5. A written record of the housing allowance agreement shall be signed by the pastor, PPR chairperson, Trustee chair, Finance Chair, and District Superintendent (with each keeping a copy of the agreement). The agreement should state the amount allowed per month, and a statement that the arrangement for a housing allowance in lieu of a parsonage shall not hinder participation in itinerancy for future appointments.
6. The Charge Conference has the option to change to a parsonage provision at the time of changes in pastoral appointments.

Other policies regarding parsonages:

- A. The incoming pastor shall have no obligation to purchase the house of his/her predecessor.
- B. If a charge needs to purchase a parsonage for an incoming pastor, a temporary housing allowance shall be negotiated (as described in item #1) until the new parsonage is ready, and any extra moving costs associated with these temporary arrangements shall be the responsibility of the local church.
- C. If, after living in a parsonage, the pastor requests and the charge agrees to a housing allowance, the cost of moving to another home shall be paid by the pastor. If the charge requests a change to a housing allowance and the pastor agrees, the moving cost shall be borne by the charge.
- D. No assets from the sale of a church-owned parsonage shall be used for current operating expenses of the charge (§12543.1 The Book of Discipline 2012). Any such sale of a church-owned parsonage must include consent of the pastor, district superintendent, district board of church location and building, and the charge conference (§12542-2544 The Book of Discipline 2012).
- E. If a church-owned parsonage is sold on behalf of a charge with full-time pastoral leadership, a restricted fund account shall be established for the purpose of maintaining a down payment for another parsonage. It is also recommended that the minimum for this restricted account will equal 20% of the cost of a home in the community that meets conference parsonage standards. This restricted fund shall be maintained for at least 10 years if it remains full-time. If at that time the charge determines that it intends to continue providing a housing allowance rather than a parsonage, the restricted account may be released according to the requirements of the Book of Discipline. If a church owned parsonage is sold on behalf of a charge with less than full-time pastoral leadership, a restricted fund may be established, but is not required.



The proceeds of the sale must adhere to the requirements of the Book of Discipline.

Guidelines and Recommendations for Church-Provided Residences

These minimum parsonage guidelines are intended to provide clergy housing that meets safety, codes, good building practices and comparable community living standards. These minimum guidelines are specifically for full-time pastors, whether a church owns or rents the parsonage.

- Appliances: Laundry (washer and dryer) and Kitchen (oven/stove, refrigerator including freezer compartment and dishwasher) appliances provided in good condition
- Bathrooms: At least two full baths with modern fixtures, and at least one shower
- Bedrooms: Minimum of three bedrooms (each at least 120 square feet), with adequate closets in each
- Design: Neutral colors and versatile design used throughout the home, including floor covering, wall colors and major appliances
- Dining: Adequate dining space for family and guests
- Electrical Wiring: Adequate outlets in all rooms, lighted stairways, meets National Electrical Code, and outside lighting where needed
- Flooring: Adequate, safe, easy care flooring. Consider hardwood, laminate or other flooring to avoid allergies
- Garage: Two car garage, with opener if possible
- Heat, Air Conditioning and Energy Efficiency: Central heat and air conditioning, adequate insulation in walls and ceilings, and energy efficient major appliances (furnace, air conditioner, water heater)
- Humidifier/Dehumidifier (if needed) provided
- Kitchen: Includes adequate work space, sufficient storage space, and garbage disposal
- Landscaping: Yard with adequate drainage and attractive landscaping
- Living Space: Adequate, comfortable space for accommodating guests
- Location: Encourage parsonage to be within reasonable proximity to the church served, provide privacy for the parsonage family, and not next door to the church
- Pastor's Study: Preferably the pastor's study is in the church, however if the study is in the home there should be a separate clearly marked outside entrance and separate doorbell
- Plumbing: Water heater, easy access for repairs, adequate plumbing with provisions to prevent freezing in winter, and sump pump where needed
- Safety features: Smoke/carbon monoxide detector(s) in sleeping area, fire extinguisher in cooking area, dead bolt locks on outside doors, outside lighting, and adequate fire exits
- Storage: Minimum 120 square feet in sealed, dry basement, utility room, walk up attic or building near the residence.
- Window Treatments: Shades, privacy curtains or Venetian blinds on all windows

The Church is responsible for:

1. Providing a full-time pastor with a parsonage that meets the minimum guidelines. If there are questions/concerns, the PPR chair and/or pastor should consult with District Superintendent.
2. An annual inspection of the parsonage, made by (at least) the Trustee chair, PPR chair, and pastor (2012 Discipline, paragraph 2533.4). Report of this inspection is to be sent, by March 1 of each year, to the respective district office and to the chair of the local church Trustees.
3. An inspection should be made annually on every church owned parsonage, whether the pastor lives in it or it is used in other ways (including renting).
4. Adequately budgeting for routine maintenance/repairs and needed major improvements to the parsonage. (Recommend minimum of 2.5% of the parsonage's replacement value to be provided in annual budget, with excess to accumulate for future replacement.)
5. Provide timely maintenance/repair on items reported by pastor/annual inspection.
6. Consult with parsonage family in selection of appliances, furnishings, color schemes and equipment.
7. Respect the rights and privacy of the parsonage family.



8. Provide insurance on residence and church-owned furnishings.
9. A residence book (file) is to be permanent in each residence which includes guarantees, repair lists, instructions for use of equipment, when/where equipment was purchased, whom to call for various reasons, where to find various items and when/by whom various improvements were made.
10. At any change of pastors, the Trustee Chair and PPR chair are to make inspection of the parsonage with the pastor, noting repairs that need to be made, normal wear and tear, and damages for which the parsonage family is responsible.
11. Within a month of a new pastor moving into the parsonage, the Trustee Chair and PPR Chair are to re-inspect the parsonage with the new pastor and sign the "Parsonage Use Agreement", keeping a copy in the church and sending copy to District Superintendent.

The Pastor is responsible for:

1. Respecting the property.
2. Routine care of lawn and shrubbery.
3. Insurance on personal effects.
4. Arranging an annual inspection of the parsonage, made by (at least) the Trustee chair, PPR chair, and pastor; this is to be completed by March 1 of each year, with a copy of the inspection report sent to the respective district office and chair of the local church Trustees. When an inspection is not done, the pastor waives protection from blame on any damage found.
5. Promptly reporting needed repairs.
6. Requesting of the Trustees (in advance) any changes the parsonage family wishes to make to the structure or design of the parsonage (including painting).
7. Restitution for damages done by family or pets (outside of normal wear and tear).
8. Leaving the property clean when moving out.
9. Adding to the residence book (file) which is to be permanent in each residence which includes guarantees, repair lists, instructions for use of equipment, when/where equipment was purchased, whom to call for various reasons, where to find various items and when/by whom various improvements were made.
10. Before moving out of a parsonage, the pastor shall invite the Trustee Chair and PPR chair to make an inspection of the parsonage, noting repairs that need to be made, normal wear and tear, and damages for which the parsonage family is responsible.
11. Within a month of moving into the parsonage, the new pastor shall invite the Trustee Chair and PPR Chair to re-inspect the parsonage and sign the "Parsonage Use Agreement," keeping a copy in the church and sending copy to District Superintendent.

Any new parsonage construction or purchase shall:

- meet or exceed local building codes or FHA Minimum Property Standards or a nationally recognized building code
- use passive solar where practical
- meet new construction accessibility requirements as set forth in the 2012 Book of Discipline 2544.4d. A fully accessible bedroom, bathroom and utility area on the ground-floor are required.



MISSOURI ANNUAL CONFERENCE 2017 COMPREHENSIVE BENEFIT FUNDING PLAN SUMMARY

Introduction

The 2012 *Book of Discipline* ¶1506.6 requires that each annual conference develop, adopt and implement a formal comprehensive funding plan for funding all of its benefit obligations. The funding plan shall be submitted annually to the General Board of Pension and Health benefits for review and be approved annually by the annual conference, following the receipt and inclusion of a favorable written opinion from the General Board of Pension and Health Benefits (GBPHB). This document is only a summary of the information contained in the actual signed funding plan and does not contain all the information required for a comprehensive view of the conference's benefit obligations. You may request the full contents of the 2017 comprehensive benefit funding plan from your conference benefit office. **CLERGY RETIREMENT SECURITY PROGRAM (CRSP)**

Defined Benefit (DB) and Defined Contribution (DC)

Program overview

The Clergy Retirement Security Program (CRSP) is an Internal Revenue Code section 403(b) retirement program providing lifetime income and account flexibility designed for those who serve as clergy of The United Methodist Church. The program is designed to provide participants with one portion of their overall retirement benefits. CRSP replaced the Ministerial Pension Plan (MPP) effective January 1, 2007, which had previously replaced the Pre-82 Plan for service rendered prior to January 1, 1982. CRSP consists of both a defined benefit (DB) plan, which provides a monthly benefit at retirement based upon years of credited service to The United Methodist Church, and a defined contribution (DC) plan, which provides a retirement account balance established and funded by the annual conferences.

Current funding plan information

The Clergy Retirement Security Program (CRSP-DB) annuities total liability as of January 1, 2015 is \$1.271 billion, while total plan assets are \$1.407 billion, resulting in a current plan funded ratio of 111%. The Missouri Conference portion of the liability is 2.1329% with a 2017 contribution of \$2,356,800. The conference anticipates that the amount will be funded by Direct Billing/Accounts - representing year over year in how contributions are to be funded. Additionally, General Conference 2012 approved a change to CRSP that provides each annual conference the discretion to determine whether to cover three-quarter and/or half-time clergy. The Missouri Conference has elected to cover clergy serving 50%+ under CRSP effective January 1, 2017.

Effective January 1, 2014 the CRSP-DC plan was reduced from a 3% to a 2% of plan compensation non-matching contribution. Clergy have the opportunity to earn up to an additional 1% CRSP-DC contribution by contributing at least 1% of their plan compensation to UMPIP; therefore, if a participant contributes at least 1% of plan compensation to UMPIP, the individual will receive a contribution of 3%, which is unchanged from 2013. The 2017 CRSP-DC contribution is anticipated to be \$537,192 and will be funded by Billing to local church – representing year over year in how contributions are to be funded.

MINISTERIAL PENSION PLAN (MPP)

Plan overview:

Supplement Three to the Clergy Retirement Security Program (CRSP), also known as the Ministerial Pension Plan (MPP), provides clergy with a pension benefit for their years of ministry with The United Methodist Church from 1982 through 2006. MPP is an Internal Revenue Code section 403(b) retirement plan. Effective January 1, 2014, exactly 65% of the account balance must be annuitized when the funds are to be distributed. The remainder may be rolled over to UMPIP, into an IRA or another qualified plan, or it may be paid out as a lump sum.

Current funding plan information:

The Ministerial Pension Plan (MPP) annuities' total liability as of January 1, 2015 is \$3.122 billion, while total plan assets are \$3.509 billion, resulting in a current plan funded ratio of 112% and no required contribution for 2017. The Missouri Conference's portion of the total liability is 2.2366%. Future MPP annuitants have a total account balance of \$4.145 billion and the Missouri Conference's portion of that



balance is \$83,267,500 or 2.01% of the total.

PRE-1982 PLAN

Plan overview:

Supplement One to the Clergy Retirement Security Program (CRSP), also known as the Pre-1982 Plan, provides clergy with a pension benefit for their years of ministry with The United Methodist Church prior to 1982. The Pre-1982 Plan was replaced by MPP effective January 1, 1982. If a clergy person retires within the Conference (and does not terminate), the minimum benefit payable is based on two factors: 1) years of service with pension credit and 2) the Conference pension rate. Years of service with pension credit are approved by each Conference on the recommendation of the Conference Board of Pensions (CBOP) in accordance with plan provisions and *The Book of Discipline*. The pension rate, also called the Past Service Rate (PSR), is the dollar amount chosen by the Conference as the amount payable for each approved year of service with pension credit. The pension rate may change from year to year. The number of years of service with pension credit is multiplied by the pension rate, and the product is the minimum annual benefit payable to those clergy eligible for Pre-1982 Plan benefits. In certain situations, the benefit received from the Pre-1982 plan may vary based on the applicability of what is referred to as Defined Benefit Service Money (DBSM), which is the defined contribution feature of the Pre-1982 Plan. At the time that a participant retires, the DBSM account is converted to a life based benefit and, at that point, the clergy's benefit is the greater of the PSR or DBSM benefit. If the conference increases the PSR, the clergy's benefit is recalculated; but the DBSM based benefit does not change.

Current funding plan information:

The 2017 PSR recommended to the Missouri Conference will be \$606.00, representing a 3.06% increase from the 2016 rate. The conference expects future increases to be approximately 3.00%, which is based on the following rationale: Maintain an annuity rate not less than .8% of the CAC. The contingent annuitant percentage is recommended to remain at the 70% level.

Based on the final actuarial valuations from the General Board of Pension and Health Benefits as of January 1, 2015 for 2017, the portion of the Pre-1982 liability and assets attributable to the Missouri Conference and its related funded status are as follows:

Funding Plan Liability	\$(42,108,133)
Assets, including In-Plan and Outside	<u>82,157,044</u>
Funded Status	\$40,048,911
Funded Ratio	195.11%

ACTIVE HEALTH BENEFIT PROGRAM

Program Overview

The Missouri Conference offers the following active health benefit to its active eligible participants: Self Funded-HealthFlex.

Current funding plan information

The total cost of the program for 2017 is anticipated to be \$4,945,755 and will be funded by Billing to local church & Dividend account. It is anticipated that increases for future years will average 3.0% based on the following rationale: premium increase for 2017.

- **Additional Conference Sponsored Coverage**

The Missouri Conference has elected to provide health benefits coverage to the following groups during periods where, without conference funded premiums; the participants would not be provided coverage or benefits (all figures as of 12/31/2015):

Category:	Number of Participants	Estimated Cost
1. Clergy and/or lay participants on disability	18	\$635,904
2. Surviving spouses and/or children of deceased clergy and/or lay participants	2	\$70,656



The total estimated cost of conference sponsored coverage as of 12/31/2015 is \$706,560.

POST-RETIREMENT MEDICAL BENEFIT PROGRAM (PRM)

Program Overview

The Missouri Conference post-retirement medical program currently offers a Stipend.

Current funding plan information

The conference’s expectation for 2017 is to offer the following benefits: Conference pays a monthly stipend to eligible retirees to assist with their purchase of Medicare supplement plans and Part D coverage. For 2016, the stipend will increase to \$265/month. The retiree eligibility pool closed in 2009. The funding obligation for 2017 is anticipated to be \$1,172,874 with the following funding sources: Account assets and new incoming askings. On a longer term basis, the conference intends to ensure funding by: This stipend is funded primarily through apportionments, but any additional funds needed are accessed from the Retiree Health Insurance Account.

Based on the most recent PRM valuation dated 01/01/2016, the following is the funded position of the post-retirement medical benefits:

1. Expected Post Retirement Obligation (EPBO) or net conference cost	Not provided
2. Accumulated Post Retirement Obligation (APBO) or net conference cost	\$11,880,000
3. Assets designated for PRM	\$713,821
4. Service Cost (SC) or net conference cost	\$0

As a preview of the 2018 CBFP requirement, a new PRM Funding Contribution requirement will be mandatory for conferences requesting a full favorable CBFP opinion. This year the calculation for informational purposes only is as follows:

5. Funded Status, [3. – 2.]	\$(11,166,179)
6. Number of Annual Payments	20
7. Portion of Funded Status Payable [5. / 6., but zero if 5. is positive]	\$558,309
8. PRM Funding Contribution, Informational purposes only [4. + 7.]	\$558,309

These values are based on a 4.34% long term discount rate, a 0% long-term expected rate of return on assets, and a current medical trend rate of 2.0% with an ultimate medical trend rate of 2.0%.

COMPREHENSIVE PROTECTION PLAN (CPP)

Plan Overview:

The Comprehensive Protection Plan (CPP) provides death, long-term disability and other welfare benefits for eligible clergy of The United Methodist Church and their families. It is an Internal Revenue Code 414(e) “church plan” funded by plan sponsor insurance premiums. Generally, clergy are eligible to participate in CPP if the conference or salary-paying unit sponsors the plan and they are able to satisfy the eligibility requirements which include full-time appointment with plan compensation equal to or greater than 60% of the Denominational Average Compensation (DAC) or the Conference Average Compensation (CAC), whichever is less.

Current funding plan information:

For 2017, the Missouri Conference has an expected required contribution to the Comprehensive Protection Plan of \$699,024, which is anticipated to be funded by: Billing to local church. The anticipated average increase in future years is expected to be 3.00% per year as a result of: based on average CAC increases.

UNITED METHODIST PERSONAL INVESTMENT PLAN (UMPIP) FOR LAY AND CLERGY

Plan Overview:



The United Methodist Personal Investment Plan (UMPIP) is an Internal Revenue Code section 403(b) defined contribution retirement savings plan for clergy and lay employees of The United Methodist Church and affiliated organizations. Participants may make before-tax, Roth and/or after-tax contributions through payroll deductions. Participant contributions, various optional plan sponsor contributions and investment earnings comprise the individual's retirement account balance.

Current funding plan information:

Conference office lay employees working an average of 30 hours per week or more are eligible after zero months for a plan sponsor funded pension contribution of 12.22% of salary. Lay employees are encouraged to make contributions toward their retirement through payroll deductions to the UMPIP. The estimated contribution for the Missouri Conference is anticipated to be \$180,044 and will be funded via Conference apportionments.

OTHER CONFERENCE BENEFIT OBLIGATIONS: DEFINED CONTRIBUTION (DC) TYPE

Plan Overview: The Missouri Conference currently offers the following DC benefit(s): Voluntary Transition plan - DC obligation. The funding obligation for 2017 is anticipated to be \$12,978 with the funding sources to be: HealthFlex Dividend account. The anticipated average increase in future years is expected to be 3.0% per year due to: HealthFlex premium increase.

Plan Overview: The Missouri Conference currently offers the following DC benefit(s): Moving grants. The funding obligation for 2017 is anticipated to be \$50,000 with the funding sources to be: Conference apportionments.

CONCLUSION

The 2017 Comprehensive Benefit Funding Plan and the above Summary document incorporates, to the best of our understanding, the Missouri Conference's obligations and funding requirements of the benefits provided to the clergy and laity of the Missouri Conference.



COUNCIL ON FINANCE AND ADMINISTRATION

2016 POLICIES AND PROCEDURES OF COUNCIL ON FINANCE AND ADMINISTRATION

I. GENERAL POLICIES & PROCEDURES

- A. All conference funds should be properly designated and remitted on forms provided by the conference treasurer. Remittances should be sent monthly to:

**MISSOURI ANNUAL CONFERENCE
UNITED METHODIST CHURCH
3601 AMRON COURT
COLUMBIA, MO 65202**

Nate Berneking will serve as Director of Financial and Administrative Ministries, which includes serving as Conference Treasurer and Statistician.

- B. The fiscal year for the United Methodist Church is the calendar year. In order to coincide, the fiscal year for the Missouri Annual Conference shall be designated to be the calendar year and the conference books are to close with the end of business on the thirty-first day of December.
- C. All conference boards, teams, committees and task forces shall submit financial requests to the Conference Council on Finance and Administration (CF&A), through the related office or center director. Requests shall include: (a) a missional narrative of how funds are to be used; (b) fruit that has been generated by the ministry; (c) how the ministry lives out the conference mission; and (d) explanation of how accumulated balances will be used.
- D. The conference budget is apportioned to the churches based on a percentage which is referred to as a decimal. For ~~2016~~ 2017, the decimal for each local church will be based on a single expenditure-based factor: three years' average of the expenses reported in Columns 46 thru 57 less column 56A (Pre-school, Nursery School, After School and Mothers' Day Out programs) of Statistical Table II as published in the respective years of the Conference Journals ~~2012~~ 2013, 2014, and **2015**. Except with respect to new church starts phasing in, in accordance with paragraph E below, no church's apportionments shall increase or decrease more than 30%. The Council on Finance and Administration will continue reviewing the decimal formula each year.
- E. All newly established churches (not consolidations) in the Missouri Conference shall be apportioned as follows:
- A newly established church shall not be apportioned prior to chartering.
 - The newly established church will begin paying apportionments in the first calendar year immediately following the June Annual Conference Session after its chartering worship service. In that initial year of payment, the church will receive an apportionment at 25% of the amount based on the regular decimal attributed to that church.
 - Each year thereafter, the apportioned amount shall be increased by 25% until the church is apportioned its full amount based on its regular decimal. For example, if a new church is chartered in April 2016, it will begin paying apportionments in January 2017 (i.e. the year after Annual Conference held in June 2016). However, it will pay at 25% of the full amount based on its decimal. The same church will pay 50% in 2018, 75% in 2019 and 100% (its fully apportioned amount) in 2020. If that church held its chartering worship in September of 2016, it will begin apportionments in January 2018 (i.e. the year after the June 2017 Annual Conference Session).
- If the Congregational Development Team identifies a need, because of special circumstances due to missional considerations, the Congregational Development Team may recommend to the Council on Finance and Administration a change in the apportionment formula for the affected church(es).



- F. To give guidance to those churches seeking priorities in payment of apportionments, it is recommended, in keeping with the Discipline of the United Methodist Church, that the following items be paid in full first: World Service; Congregational Excellence; Pastoral Excellence; Connectional Ministries; Mission Service and Justice Ministries, and items supporting clergy which are the Episcopal Fund, District Superintendents’ Fund and Clergy Support Fund (which includes Equitable Compensation). All other line items can then be paid on a prorated basis. The ministerial support items for bishop, district superintendents and the Clergy Support Fund (which includes pensions and equitable compensation), shall be paid by each pastoral charge in direct proportion to the amount paid for the ministerial salary or salaries (Discipline, Paragraphs 622 and 818.3). The treasurer of each pastoral charge shall remit monthly if possible, and quarterly at the latest, for these amounts. (Discipline, Paragraph 622).
- G. Mileage for members of the conference boards, commissions, agencies, and committees will be reimbursed at 15 cents per mile for one person in a vehicle, plus 1 cent per mile for each additional person.
If a person is being reimbursed from any other travel funds provided by a local church, the annual conference, or any other source, then a travel voucher should not be submitted to a board or agency for reimbursement. All members of boards, teams, committees and task forces are urged to use travel pools and web-based meetings as often as possible to conserve travel expense funds and energy.
- H. The Council on Finance and Administration recommends the District Superintendent’s salary be increased each year the same percent as the increase in the Conference Average Compensation, as published/projected by the General Board of Pensions. For 2017, the District Superintendents (the “DS’s”) shall receive salary support such that their total “plan compensation” as defined by the Clergy Retirement and Security Plan (“CRSP”) and Comprehensive Protection Plan (“CPP”) equals \$121,551. The increases in cash salary and utilities represent an increase of 1.7%, corresponding to the same amount of increase in the Conference Average Compensation.

Currently, “plan compensation” is defined in CRSP and CPP as:

The sum of the following for amounts paid by your Plan Sponsor for a Plan Year: a) your Internal Revenue Code Section 415 compensation (including, if you are a self-employed Clergy person, your Code Section 415 compensation earned in the course of such self-employment); b) cash excluded from your taxable cash salary pursuant to Internal Code Section 107(2) (i.e. rental value of parsonage, housing allowance, furnishings allowance and utilities payments/allowances); and c) if applicable, when parsonage is provided as part of compensation, 25% of the sum of (a) and (b).

DS’s in the Missouri Annual Conference shall receive cash salary, housing and utilities provided from the District Superintendent’s Fund. Each District should be responsible for providing either a parsonage or reimbursing the Conference for at least \$15,000 towards the DS’s housing allowance from District Funds. However, CFA recommends a gradual transition of all housing-related responsibility, including the titles to parsonages and parsonage upkeep, from the District to the Conference.

For a DS receiving a Housing Allowance, his or her total compensation shall typically be allocated as follows:

Cash Salary:	\$92,049
Housing:	\$24,310
Utilities:	\$5,192



[Plan Compensation

\$121,551=\$92,049+\$18,000(housing)+\$6,310(furnishings)+\$5,192(utilities)]

A DS receiving a parsonage shall typically receive his total plan compensation allocated as follows:

Cash Salary:	\$92,049
Utilities:	\$5,192

[Plan Compensation \$121,551 = (\$92,049 + \$5,192) + 25%(\$92,049+\$5,192)]

From these allocations, a DS is free to reduce his or her cash salary with a corresponding increase in housing or furnishings in order to reduce taxable income. Provided, however, no DS shall receive compensation exceeding the plan compensation maximum.

Utilities shall be paid as an allowance, meaning that a DS shall receive the total Utilities allowance and no more in order to cover the cost of utilities.

Travel and professional expenses shall not exceed \$21,546 per DS.

The DS's CRSP and CPP contributions shall be paid from the District Superintendent's Fund.

The DS's individual health insurance "defined contribution" shall be paid from the District Superintendent's Fund. The DS may purchase, at his or her own expense, dependent care coverage from the conference's group health plan.

Accidental Death and Dismemberment Insurance in the amount of \$200,000 shall be provided for each DS. The family of the insured shall be the named beneficiary.

Each DS is eligible for an annual continuing education grant of up to \$1,000. The grant will come from the District Superintendent's Fund and will be paid by voucher and reimbursement. The request for funds must meet the same criteria as set forth for continuing education funds by the Board of Ordained Ministry.

- I. The Council on Finance and Administration will provide Directors, Officers and Trustee Legal Liability Insurance for the officers of the Annual Conference, the District Superintendents, Conference Board of Trustees, the Treasurer of the Annual Conference, the officers and members of the Council on Finance and Administration, the Mission Council, the Ordained Ministry Team, and the Clergy Support Team.

J. TREASURER'S BONDING

- 1. The conference treasurer is bonded in the amount of \$1,000,000 by the General Council on Finance and Administration. This bonding is provided through our support of General Church apportionments.
- 2. The Annual Conference provides bonding for local churches to meet the requirements of the Discipline, Paragraph 2511. Securing additional bonding may be advisable.

K. INVESTMENT POLICY

- 1. Earnings from the investment of unrestricted funds shall be credited to the Conference Reserve Fund.
- 2. Adequate bank balances shall be maintained to cover the day-to-day operations of the Treasurer's Office.
- 3. The overall objective of any investments beyond amounts required in bank accounts shall be a Balance between the generation of current income to support Conference operations and preservation of investment funds.
- 4. All investments shall comply with the Social Principles of the United Methodist Church.



- a. This policy may be amended by CF&A from time to time to meet changing situations and to enhance the income of the Conference.

- L. CONFERENCE RESERVE FUND: There shall be a Reserve Fund to provide adequate cash flow for financing conference operations. Our long term goal is to hold a 10% reserve. At the end of 2015, the Conference had reserve funds of the \$1,495,107 or 10.75% of the 2017 conference apportioned budget.
- M. BISHOP'S DISCRETIONARY FUND. There shall be a "Bishop's Discretionary Fund" within the "Bishop's Office Support" line item funded through Conference Administration. Subject to the restrictions set forth in this paragraph, the resident Bishop has complete discretion to use these funds. The Missouri Conference confirms and directs that no portion of the Fund, nor any earnings from the Fund, may be used to benefit the Bishop or members of his/her family personally. As well, the Missouri Conference confirms and directs that no portion of the Fund, nor any earnings from the Fund, may be used for any purpose which would constitute impermissible "private inurement of benefit" to any person within the meaning of Federal tax laws governing nonprofit, charitable, tax-exempt organizations. The CFA executive committee will review the fund annually.

- II. RECOMMENDATIONS ON GENERAL CHURCH AND CONFERENCE SUPPORT
 - A. WORLD SERVICE: There shall be a World Service Fund apportioned on the decimal. The World Service apportionment represents the mission outreach and program of our United Methodist Church. The General Conference requests the World Service apportionment amount of the Annual Conference.
 - B. MINISTERIAL EDUCATION FUND: There shall be a Ministerial Education Fund apportioned on the decimal. This fund is requested of the Annual Conference by the United Methodist General Conference to support the training of clergy. Twenty-five percent of the amount raised is retained by the Annual Conference to be administered by the Ordained Ministry Team.
 - C. EPISCOPAL FUND: There shall be an Episcopal Fund apportioned on the decimal. This fund is requested of the Annual Conference by the United Methodist General Conference to support the Bishop's office.
 - D. BLACK COLLEGE FUND: There shall be a Black College Fund apportioned on the decimal. This fund is requested by the General Conference and is used to support current operating budgets and capital improvements of the Black colleges related to the United Methodist Church that have historically served primarily the educational needs of black students.
 - E. GENERAL ADMINISTRATION FUND: There shall be a General Administration Fund apportioned on the decimal. This fund is requested by the General Conference and is used for the expenses of the sessions of the General Conference, the Judicial Council, such special commissions and committees as may be constituted by the General Conference, and such other administrative agencies and activities as may be recommended by the General Council on Finance and Administration.
 - F. AFRICA UNIVERSITY FUND: There shall be an Africa University Fund apportioned on the decimal. This fund is requested by the General Conference and is used to support Africa University in Zimbabwe.
 - G. INTERDENOMINATIONAL COOPERATION FUND: There shall be an Interdenominational Cooperative Cooperation Fund apportioned on the decimal. This fund is requested by the General Conference and is used to provide the United Methodist share of the basic budgets of those organizations that relate to the ecumenical responsibilities of the Council of Bishops and of the General Commission on Christian Unity and Interreligious Concerns.
 - H. JURISDICTIONAL FUND: There shall be a Jurisdictional Fund apportioned on the decimal. This fund supports the South Central Jurisdictional Conference



administrative expenses, Lydia Patterson Institute, Mt. Sequoyah, SMU Campus Ministry and Support for the 2016 Jurisdictional Conference.

- I. CONGREGATIONAL EXCELLENCE FUND: There shall be a Congregational Excellence Fund apportioned on the decimal. This fund supports the Center of Congregational Excellence including, but not limited to, the Congregational Development Team and Hispanic Ministries.
- J. PASTORAL EXCELLENCE FUND: There shall be a Pastoral Excellence Fund apportioned on the decimal. This fund supports of Center of Pastoral Excellence including, but not limited to, Pastoral Development and Next Generations Ministries.
- K. ORDAINED MINISTRY TEAM FUND. There shall be an Ordained Ministry Team Fund apportioned on the decimal. This fund supports the work of the Ordained Ministry Team including funds for counseling of pastors and scholarship aid for students.
- L. DISTRICT SUPERINTENDENTS' FUND: There shall be a District Superintendents' Fund apportioned on the decimal. This fund provides for the superintendents' compensation, utilities, travel, professional, and continuing education expenses as well as, CPP, CRSP and medical/dental insurance.
- M. CLERGY SUPPORT FUND: There shall be a Clergy Support Fund apportioned on the decimal. This fund supports the work of the Clergy Support Team and includes:
 1. A funding to help meet medical insurance for retired pastors. This fund also provides medical insurance and Clergy Retirement Security Program (CRSP) pension contributions for clergy on incapacity leave. Please refer to the Standing Rules for further details of who qualifies for this benefit.
 2. Moving grants for retiring clergy and clergy granted incapacity leave of up to \$1500 and moving grants for participants in the Voluntary Transition Program of up to \$1000. (Please see Moving Expense Fund Policy and Procedure Statement).
 3. Educational programs about retirement and administrative expenses related to pension and health insurance.
 4. A Moving Expense Fund to help churches with the moving cost of receiving a new full-time pastor (Please see Moving Expense Fund Policy and Procedure Statement).
 5. An Equitable Compensation Fund provides for minimum salary support for clergy upon request of a District Superintendent. (Please see Standing Rules for details and policies)

Please Note: All CRSP and CPP funding will be directly billed to the local church or appropriate conference organization or agency for participating clergy. CRSP is the basic pension program for United Methodist clergy. CPP is the death and disability program for United Methodist clergy.

- N. CONNECTIONAL MINISTRIES FUND: There shall be a Connectional Ministries Fund apportioned on the decimal. This fund will include support for the Connectional Ministries Office, Central Methodist University, Communications Commission, Core Practices, General and Jurisdictional training events, Lay Ministry and Annual Conference Sessions.
- O. MISSION, SERVICE AND JUSTICE MINSTRIES FUND: There shall be a Mission, Service and Justice Ministries Fund apportioned on the decimal. This fund will include support for the Global Connection Ministries, Office of Creative Ministries, Mozambique Initiative, Social Justice Team, Camping and Retreat Ministries and Values Team.
- P. CONFERENCE ADMINISTRATION FUND: There shall be a Conference Administration Fund apportioned on the decimal. The fund will include apportionments for the Council on Finance and Administration (Treasurer's Office), Conference Trustees, Episcopal Office Fund, Pathways Partners' Office,



meeting expense pool for conference related meeting expenses throughout the year, administration of health and pension benefits, General and Jurisdictional Delegation Fund to help support the work of the delegates to General and Jurisdictional Conferences, and The Commission on Archives and History.

III. APPROVED SPECIAL OFFERINGS

A. GENERAL CONFERENCE approves these 6 special offerings. Information about these offerings, and free resources/offering envelopes can be ordered at www.umcgiving.org.

1. HUMAN RELATIONS DAY has been celebrated historically with an offering received on the Sunday before the observance of the birthday of Martin Luther King, Jr. This offering supports the further development of better human relations.
2. ONE GREAT HOUR OF SHARING is suggested to be observed on the fourth Sunday in Lent. With this offering, The United Methodist Church rebuilds lives and communities around the world by helping the United Methodist Committee on Relief (UMCOR) keep its promise that 100% of designated gifts go to specific causes.
3. NATIVE AMERICAN MINISTRIES SUNDAY has been historically observed on the third Sunday of Easter. The purpose of the offering received on this Sunday shall be to develop and strengthen Native American ministries in the annual conferences and in target cities of the Native American Urban Initiative, as well as to provide scholarships for Native Americans attending United Methodist schools of theology.
4. PEACE WITH JUSTICE SUNDAY to be received has been historically celebrated on the first Sunday after Pentecost. The purpose of this Sunday shall be to witness “to God’s demand for a faithful, just, disarmed and secure world”. Half of the Peace with Justice Offering will be retained by the annual conference to be administered by the Spiritual Formation/Social Justice Team, with the other half used by the General Board of Church and Society.
5. WORLD COMMUNION SUNDAY has been historically observed on the first Sunday in October with an offering used to assist racial and ethnic persons pursuing various avenues of ministry.
6. UNITED METHODIST STUDENT DAY is suggested to be observed on the last Sunday of November with an offering used to support National United Methodist Scholarships and the Student Loan Fund.

B. WORLD SERVICE SPECIALS GIFTS are gifts for projects authorized by the Connectional Table.

C. GENERAL ADVANCE SPECIAL gifts support special projects determined by the Advance Committee of the Connectional Table. A list of Advance Special projects is available from the General Board of Global Ministries. For more information, see www.new.gb-gm-umc.org and click on “how to give” link and then follow the link to “through the Advance”.

D. CONFERENCE WIDE APPEALS FOR FUNDING

The Council on Finance and Administration shall have authority and responsibility to perform the following functions:

...To receive, consider, report, and make recommendations to the Annual Conference regarding the following prior to final decision by the annual conference: (a) any proposal to raise capital funds for any purpose; (b) funding considerations related to any proposal which may come before the conference; (c) any requests to conduct a special conference-wide financial appeal, whether by special collections, campaigns, or otherwise, in the local churches of the conference. (Book of Discipline, ¶613.2.)



However, the resident bishop is authorized to make an emergency appeal throughout the Missouri Conference churches immediately following a major disaster in Missouri.

All paragraph references for The Book of Discipline are to the 2012 Edition.



COUNCIL ON FINANCE & ADMINISTRATION INTERNAL POLICIES 2016

These internal policies are printed here for the sake of transparency.

Membership

- A. The Council on Finance & Administration (CF&A) shall have a president, vice-president and a secretary who shall be nominated and elected by the members of CF&A. The president of the CF&A shall be a member of the Mission Council. CF&A shall have the responsibilities and duties assigned to it by the 2012 Book of Discipline ¶611-619 and such other responsibilities as may be delegated to it by the Missouri Annual Conference. Assignments of roles and responsibilities for the work of CF&A shall be determined by its membership each quadrennium.
- B. Members shall be nominated by the Annual Conference Committee on Nominations and elected by the annual conference for a term of four years and are eligible for re-election for one additional four-year term. The Committee on Nominations is encouraged to assure that, insofar as possible, the membership will have an appropriate balance of men/women, racial/ethnic, small and large church, rural and urban makeup. The members shall be divided into two classes of four years each. Members shall not be eligible to vote if serving on any agency receiving funds from the annual conference. Members shall not be eligible to serve simultaneously on other conference boards, commissions, teams, and committees.
- C. The following shall be established as a standing committee: The Audit Committee.
- D. "No member or employee of any conference agency and no employee, trustee, or director of any agency or institution participating in the funds of any Conference budget shall be eligible for voting membership on the council (CF&A)." Book of Discipline ¶612.2b.

The Conference Treasurer ¶619

- A. The Conference Treasurer shall be nominated annually by CF&A and elected by annual conference. This person shall also serve as Director of Financial and Administrative Services for the Missouri Conference.
- B. In consultation with CF&A, the treasurer is responsible for office management, hiring and overseeing staff.
- C. The treasurer recommends banking relationships to be approved by CF&A.
- D. The treasurer is the primary signatory for all conference funds with two additional emergency signatories selected by CF&A quadrennially.

Financial Procedures for the Missouri Conference

- A. CF&A and the conference treasurer's office staff will be directed by the requirements of the current Book of Discipline, and by actions of the session of the annual conference each year.
- B. All conference boards, teams, committees and task forces shall submit financial requests to CF&A, through the related office or center director. Requests shall include: (a) a missional narrative of how funds are to be used; (b) fruit that has been generated by the ministry; (c) how the ministry lives out the conference mission; and (d) explanation of how accumulated balances will be used.
- C. CF&A recognizes certain expenses are non-discretionary expenses. A stabilization line item will be included in each of the budget areas that include non-discretionary expenses. The amount of the stabilization line item will be set annually by CFA.
- D. The apportionments for each conference year will be calculated on the decimal formula approved by the annual conference following the adoption of the conference budget at each annual session. This decimal formula shall be reviewed for equity among congregations annually by CF&A. Local church statements will be given to the district superintendents in late summer to be distributed to the local churches. Book of Discipline ¶247.14. Local church treasurers shall use the Remittance Report Forms provided by the conference treasurer. Completed forms for all the items remitted and accompanying check for the total amount shall be payable to:

**MISSOURI ANNUAL CONFERENCE of the UNITED METHODIST CHURCH
3601 AMRON COURT
COLUMBIA, MO 65202**



- E. Apportionments shall be based on 100% of the preceding annual conference adopted budget.
- F. A monthly financial report for each ongoing team shall be sent by the treasurer’s office to that team.
- G. The conference treasurer shall be authorized, in consultation with the executive committee of CF&A, to allocate each month up to one-twelfth (1/12) of 70% of the budgeted annual amount for conference approved ministries.
- H. Emergency funds may be requested in writing to the CF&A president for processing with CF&A, or in exceptional circumstances by the Executive Committee. Any emergency or special funding granted by the CF&A Executive Committee will be taken from the Conference Reserve Fund and/or the Emergency Needs Fund.
- I. The conference treasurer is authorized to pay only properly executed expense vouchers as described below.
 - 1. Line Item Number and Name: Vouchers must contain the complete budget line item account number and account name.
 - 2. Expenses incurred for: List the specific group meeting, event or service.
 - 3. Date and Place: List the date (month, day, and year) and city or specific place of the meeting or event.
 - 4. Meals incurred while on conference business will be reimbursed up to a reasonable amount with appropriate documentation.
 - 5. Travel
 - a. Auto--Actual mileage traveled at 15 cents per mile plus 1 cent per mile per additional passenger to encourage carpooling. Conference staff mileage will be paid at the maximum Internal Revenue Service rate.
 - b. Air--Lowest fare available. Attach original or copy of ticket to the expense voucher.
 - c. Other--Provide receipts for parking, taxi, or other modes of transportation.
 - 6. Lodging: Attach a copy of the lodging bill listing the reasonable expenses incurred.
 - 7. Telephone: Attach copy of bill for long distance calls with the calls circled that are to be paid. The amount to be paid should include all appropriate service charges and taxes. Only conference related calls will be paid by the conference treasurer.
 - 8. Honorarium: List the amount to be paid and the individual’s Social Security number or Employer Identification number. This information is required by the Internal Revenue Service and no voucher will be paid without this information. Attach supporting evidence authorizing the honorarium to be paid.
 - 9. Other expenses: Be specific in listing the expense and include the invoice or customer number on the voucher when applicable. Attach the original or copy of the bill or a paid receipt to the voucher. Purchase orders or packing slips that are not invoices are not acceptable as supporting evidence.
 - 10. Total expenses claimed: List the total amount of the voucher.
 - 11. Payable to: List the person or institution to which the check is to be paid and the full mailing address.
 - 12. Authorized by: To be signed by the Director of each agency who is authorized to sign the expense voucher and the date signed.
- J. Other Procedures and Policies:
 - 1. The General Council on Finance and Administration provides blanket bond coverage for all conference treasurers, and related staff members up to \$1,000,000.00.
 - 2. Each local church shall make provision for an annual audit of its finances. A report of the audit shall be made to the annual charge conference. A local church audit is defined as “an independent evaluation of the financial reports and records and the internal controls of the local church by a qualified person or



persons. The audit shall be conducted for the purpose of reasonably verifying the reliability of financial reporting, determining whether assets are being safeguarded, and determining compliance with local law, local church policies and procedures, and the Book of Discipline.” Book of Discipline ¶1258.4d. Suggested audit forms are included in Church Conference packets and listed on the conference website (www.moumethodist.org)

- 3. The conference treasurer is required to keep all records of income, expenditures, and supporting evidence for all paid vouchers for seven years.

Conference Reserve Fund

- A. The Conference Reserve Fund helps the operation of all councils, boards, committees, commissions, teams, or causes participating in conference funds by providing adequate cash flow.
- B. The Conference Reserve Fund should be allowed to grow to, and be maintained at, a level equal to 10% of the annual conference budget. Any monies of the Conference Reserve Fund not in demand shall be invested with other conference funds according to the investment policies adopted by CF&A.
- C. Special grants may be made from The Conference Reserve Fund as approved by CF&A; or by the Executive Committee of CF&A when there is an emergency need.
- D. When the Conference Reserve Fund exceeds 10% of the total conference budget, any excess will be considered to support the budget for the coming year.

Investment of Conference Funds

- A. The conference treasurer shall execute the policies established by CF&A governing investments of Conference funds and regulating cash flow.
 - 1. All funds shall be invested following the guidelines of the General Council on Finance and Administration wherever they may be relevant or applicable.
 - 2. The objectives for investment of conference funds are that the principal value of the funds be preserved and that the investments provide a reasonable rate of return.
 - 3. The conference treasurer shall report annually to CF&A the amounts invested and the earnings gained from the investments.
 - 4. The conference treasurer shall seek approval from CF&A for any changes in banking relationships or other institutions holding conference funds.
 - 5. The conference treasurer shall be authorized by CF&A to make short term investments (less than a year) only in government secured funds.
 - 6. The conference treasurer may convene an Investment Committee composed of individuals with appropriate knowledge and expertise to provide guidance on investments of conference funds.
 - 7. Earnings from the investment of unrestricted funds shall be credited to the Conference Reserve Fund.

Other Policies

- A. All councils, boards, commissions, teams and committees are urged to seek cost efficient measures, including web-based meetings, in the expenditure of funds for meetings.
- B. Any conference wide appeals for funding for any purpose must be approved by CF&A and then presented to the Annual Conference ¶613.2c.
- C. The conference treasurer’s office shall be designated as the “central accounting office” of the annual conference. All funds received on behalf of the annual conference shall be deposited with the conference treasurer for distribution as directed by CF&A.
 - 1. The CF&A Audit Committee, in conjunction with CFA, will designate each year an independent CPA auditor who will audit the conference accounts.
- D. The proposed annual budget will be made available prior to the meeting of annual conference. All paragraph references for The Book of Discipline are to the 2012 edition.

Moving Fund Report

The Conference Council on Finance and Administration provides the following data on requests from the Conference Moving Fund in 2015:



- The Missouri Conference paid 29 moving grants in 2015. The total paid by the Conference was \$38,358 or 77% of the 2015 budget of \$50,000.
- Of the churches receiving grants, 23 churches paid full apportionments in 2014.
- Pro rata grants provided to churches paying less than 100% of apportionments totaled \$4,193.
- 18 churches received \$1,500, and 7 churches received the total amount of the move that was less than \$1,500.
- 21 churches paid more than \$1,500, on average \$3,517.
- Moving expenses per move ranged from \$711 to \$5,459.
- The 2017 budget request for moving expense is \$50,000.

There are always options that could be imposed to keep the costs of moves down for a local church including paying up to a certain weight, excluding the cost for moving bulky/heavier items, excluding the cost of packing, etc. At this time, CFA does not want to suggest regulating the specifics of moves and recommends continuing the following policy.

2016 MOVING POLICY

Effective June 6, 2016

The Missouri Annual Conference shall be responsible to reimburse local churches a reasonable amount for the moving expenses of full-time pastors under appointment who have annuity claim with the Annual Conference. A Moving Expense Fund shall be established for this purpose

It shall be the responsibility of the pastor undergoing the move to obtain at least two bids from licensed moving companies. These bids shall be reviewed in consultation with the Staff-Parish (Pastor-Parish) Relations Committee of the receiving church or charge before a contract for the move is issued. The local church or charge shall have a maximum obligation of \$5,000 for the pastor's move. Moving costs above this amount shall be negotiable between the pastor, receiving local church or charge, and the District Superintendent of the district into which the pastor is moving. If the pastor is doing the move with rental equipment, bids are not necessary.

A local church or charge may apply to the Annual Conference for up to \$1,500 of the incurred moving expenses per full-time pastor. Reimbursable costs will include professional moving costs or the cost of truck rental, labor and related expenses. The Annual Conference will not provide reimbursement for food or lodging. Adequate documentation must accompany the application and reimbursement must be requested within 6 months of the move. For moves over 150 miles, a special grant may be given from the Conference with proper documentation.

When two pastors are moving to two charges on the same moving bill, each charge will pay 50% of the moving cost unless otherwise negotiated. Each charge may apply for up to \$1,500 of the moving expense incurred by the charge. The charges shall work together to make the necessary arrangements for paying the moving bill. The District Superintendent(s) shall facilitate any necessary negotiations between the charges.

In order to qualify for the moving expense reimbursement, the local church or charge shall have paid 100% of conference apportionments for the prior year. If the local church or charge has not paid 100%, then the reimbursement will be made at the percent of conference apportionments paid for the prior year. In a multi-point charge, each church shall receive reimbursement at the respective percent of conference apportionments each church paid for the prior year.



For full-time pastors accepting extension ministry appointments with annuity claim on the Annual Conference, the Annual Conference will reimburse the receiving appointment under these same rules. For full-time persons entering the retiree relationship, or going on incapacity leave there shall be a one-time moving expense grant available of up to \$1500. For full time persons entering the Voluntary Transition Program there shall be a one-time moving expense grant available of up to \$1000. These grants will be made upon adequate documentation for the move being submitted to the Treasurer's Office within 6 months of the move.

For full-time pastors with special circumstance requiring a move, there may be a one-time moving grant of up to \$1500 available. These grants will be made by the Executive Committee of the Finance and Administration Team upon application including submission of adequate documentation for the move.