

## **11. GREAT PLAINS PLAN OF ORGANIZATION**

### **Introduction to the Great Plains Plan of Organization**

United Methodists in Kansas and Nebraska have been given the gift of shaping a new United Methodist conference that is even more fruitful and effective in our mission for Christ. The mission of The United Methodist Church is to make disciples of Jesus Christ for the transformation of the world. We are clear that the most significant arena for disciple-making is the local church, and we have accepted the adaptive challenge of increasing the number of vital congregations in our new conference.

Vital congregations reach new people for Christ through radical hospitality. They grow disciples through intentional faith development, passionate worship and extravagant generosity. They link disciples through connectional joy, and deploy them to transform the world through risk-taking mission and justice.

While we are building on the excellence we already have, we expect to leave behind what is no longer helpful to create what will maximize our witness for Christ in the future. This document has been discussed, amended and shaped over the past several months and will be finally voted on during the Uniting Conference, August 22-24, in Salina, Kansas. Our gathering this month is called the “Uniting Conference” because we will be making the decisions about how the new conference will function.

At the Uniting Conference we will approve a Plan of Organization. The proposed plan, which comes from the Transition Team, has been shared widely and edited and improved several times. The team has consulted with the three conference leadership teams (Common Table, Leadership Team and Focus Team) and several committees and has had many additional conversations with clergy and laity of the Kansas East, Kansas West and Nebraska Conferences. This collaboration informs this plan and represents the Team’s best wisdom about how to work together for Christ’s mission in Nebraska and Kansas.

### ***The Uniting Conference Session***

This Uniting Conference Session will be simultaneous sessions of the Kansas East, Kansas West and Nebraska United Methodist conferences.

We are coming home again! Coming home because the first Kansas/Nebraska conference session was held in October 1856. By the grace of God, we will assemble August 22-24, 2013, for the Uniting Conference of Nebraska, Kansas East and Kansas West. This first Great Plains Area gathering will be held at the Bicentennial Center in Salina, Kansas.

With the theme of “Coming Home Again,” we recognize our roots run deep to give us a firm foundation from which our future will grow. Our roots as Kansas and Nebraska United Methodists provide the grounding for our vision of great churches, great leaders and great disciples.

Our shared history is blessed by the strengths of each conference. As we unite, we can see the guidance of the Holy Spirit breathing life into this newly constituted body of Christ. Together once again, we will be able to accomplish more than any one conference can do on its own. God’s great plan for the Great Plains is to move forward unafraid—planting new seeds of faith. You could say that we are “coming home again.”

Voting privileges belong to all those authorized to vote by *The Book of Discipline of The United Methodist Church-2012* and the standing rules adopted for the spring 2013 sessions of the conferences.

We will be discussing the document in one room, with everyone present and listening to each other. However, votes will be taken conference by conference.

Each conference must approve the entire document before we adjourn. As in any annual conference session, amendments from the floor will be in order. However, any amendment must be passed by a majority vote of each of the three United Methodist conferences. By listening to each other, praying for God’s guidance and careful thought, we will be able to come to agreement on all of these matters.

**What You Can Expect**

During the Uniting Conference we will be considering the document in the following sections:

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***“For I know the plans I have for you,” declares the Lord, “plans to prosper you  
and not to harm you, plans to give you hope and a future.”***

***Jeremiah 29:11***



## Procedural Rules of the Uniting Conference

### 1. Rules of order and parliamentary procedures

The current United Methodist Discipline and the most recent edition of *Robert's Rules of Order* shall be the guides and authority for parliamentary procedure in the conduct of all session business.

- a. These rules may be suspended or amended by a two-thirds majority of members present and voting.
- b. For suspension or amendment of the rules and all privileged motions, a single vote of all members present shall be taken.
- c. Main and subsidiary motions (including amendments) will be put to a vote by one, two, or all three of the Conferences at the discretion and direction of the Chair.
- d. The Agenda for the joint session shall be the final distributed form at the beginning of the session. In the interest of efficiency, the Chair may call upon any member at any time to report.
- e. The Bar of the Conference shall be the seating area on the arena floor of the Bicentennial Center as well as the platform and production area. Guests will be asked to sit in the second level. Every effort will be made to provide an allergen-free area.

### 2. Membership, Privilege of the Floor, and Attendance

- a. All lay and clergy members of the Kansas East, Kansas West, or Nebraska Annual Conference have privilege of the floor and may address the joint session on any issue before the body. This privilege shall be extended as well to the spouse of the Bishop, to any members of the Transition Team who are not otherwise members of their respective Annual Conference and to anyone else presenting items on the Agenda.
- b. Membership and formulas for lay/clergy equalization shall be those in effect for the 2013 sessions of the Kansas East, Kansas West, and Nebraska Annual Conferences.
- c. Roll will be taken by the signing of attendance cards. Cards will be collected late on the first day; any member whose card is not collected at this time will be responsible for delivering it to the secretarial staff. If changes in attendance become necessary for lay members, the alternate lay member to be seated shall report to the secretarial staff.
- d. Pastoral Absences and Excuses for Absence shall be handled in the established manner for the respective Conferences.
- e. Those who wish to address the body shall move in an orderly manner to a microphone and wait to be called upon by the Chair.
- f. When addressing the body, members shall identify themselves by name, church or current appointment, District, and Conference.

### 3. Conference Secretaries

- a. Duly chosen Conference Secretaries of the Kansas East, Kansas West, and Nebraska Annual Conferences shall be considered the Secretarial Team for the joint session with the same rights and responsibilities as they hold in the individual conferences.
- b. Proceedings of the joint session shall be recorded in a manner determined by the Secretarial Team and their staffs. The Team shall daily review and consolidate their records of the joint session to ensure consistency in the official records.
- c. After merging of the recorded proceedings, the Conference Secretaries shall follow the established procedures of the respective conferences to store and distribute the official records of the joint session of the Uniting Conference.

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4. All reports and main motions must be submitted to the Secretarial Team or their designated representatives on paper or in an electronic format determined by the Secretarial Team.
  - a. All proposed amendments shall be committed to writing either when being moved or immediately afterward in order to be projected on-screen for consideration by the body.
5. **Debate**
  - a. Members shall speak no more than twice on a given item nor longer than three (3) minutes at a given time without special permission from the Chair.
  - b. On every issue open for discussion, at least one member from each of the three Annual Conferences shall be allowed to address the body.
  - c. **Limitation of Debate.**
    - i. When the Chair determines the Agenda to be thirty minutes behind schedule, the Chair may declare that debate on motions shall be limited to three speeches for and three speeches against, not to exceed two minutes per speech, with the proviso above that at least one member from each of the three Annual Conferences shall be allowed to address the body on each side of the issue; this proviso may have the effect of extending the number of speeches for or against. This limitation shall include allowing any member to speak only once on a given item. If the Chair determines the Conference agenda has returned to schedule, the Chair may declare the limit on debate to be lifted.
    - ii. At any time when this limitation is in effect, any member of the body may move to suspend the limitation for a particular item or series of items. Such a motion is not debatable and requires a two-thirds majority.
    - iii. This limitation of debate shall not apply to sub-groups or any other committee.
    - iv. **With Respect in Debate.**
      - a) In accordance with John Wesley's general rules to do all the good that you can and to do no harm, debate is to be conducted in an atmosphere of respect in listening and speaking.
      - b) Certain rules of respect are already addressed in *Robert's Rules of Order*; the extra mile of respect may be done in the model of Holy Conferencing or other communication models.
6. **Revenue neutrality**

After adoption of a funding plan and formula for Mission Shares, any motion from the floor to increase spending in any area of the budget of any of the three Conferences must include an equal or greater corresponding reduction in spending as part of the same motion.
7. **Main motions** (after perfecting by the body) will be adopted by separate vote of the three Conferences, as directed by the Chair with the result declared by the Chair.

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#### Section 1

##### ***Mission, Calling and Vision***

The mission of The United Methodist Church is to make disciples of Jesus Christ for the transformation of the world.

The calling of the Great Plains United Methodist Conference is to equip and connect congregations to make disciples of Jesus Christ.

The vision for the Great Plains – our preferred future – is captured in this phrase: Great churches. Great leaders. Great disciples. Transformed world.

##### ***Missional Priorities***

Missional priorities are our preferred response to the present reality of our conference. They will be reviewed regularly and may be adjusted as our context for ministry changes.

1. Enhancing the ministry of local churches
  - a. Christ-centered excellence in:
    - i. Youth Ministry. We will seek to equip local churches to reach youth in their congregations and communities by providing support and training to both paid and volunteer youth leaders. We also will equip congregations that currently have no youth program to reach youth in their communities.
    - ii. Preaching and worship. We will offer opportunities for pastors to become more effective preachers, and we will connect pastors and other worship leaders with resources that will assist them in designing passionate, relevant, Christ-centered worship.
    - iii. Engaging the community. We will seek to equip local congregations to understand and to connect with the community, with a particular emphasis on going beyond the walls of the church to witness and to serve.
    - iv. Transforming service to the world. We will connect congregations to the needs of the world and offer them strategies and opportunities to address both immediate and systemic needs.
  2. New Church Starts
    - a. Hispanic congregations. Our Hispanic/Latino sisters and brothers are the fastest growing population group in the Great Plains. We will continue and enhance efforts to be in ministry together through the establishment of new faith communities and congregations.
    - b. Other ethnic congregations. As part of our commitment to a diverse church, we will explore opportunities and respond to needs for the development of new congregations for underserved ethnic groups.

- c. Areas of population growth. As portions of our states continue to grow in population, we will work to offer a United Methodist witness to the communities by employing multiple strategies to establish new congregations including, but not limited to, multiple campuses of existing churches, parent/child new church starts, and new free-standing congregations.
3. Leadership Development
- a. Credentialing clergy. The demand for excellent clergy leadership will continue to grow over the next decade. We will seek creative and resourceful ways to raise up men and women who are passionate followers of Christ, called to serve churches of all sizes. We will pay particular attention to recruiting young clergy, to the need for diversity, and to the need for alternate forms of pastoral leadership in smaller congregations and communities.
  - b. Developing spiritual leaders. Recognizing that the church is most fruitful when the gifts of all its members are employed in service to Christ, we will encourage the ministry of the laity with both leadership training and spiritual growth opportunities.
  - c. Building lay and clergy partnerships. We will offer lay and clergy leaders processes and opportunities to strengthen their partnerships as spiritual leaders so that the gifts of each can be used to build up the whole body of Christ.
4. Global Mission Partnerships
- As we seek both to serve our global sisters and brothers and to learn from their witness of faith, we will continue the formal covenant relationships established by our predecessor conferences in:
- a. Haiti
  - b. Nigeria
  - c. Zimbabwe

There are many other relationships that are important to various local churches, and United Methodists in Nebraska and Kansas are not limited to these conference mission partnerships. We hope not only to continue those but also to be open to new leadings of the Spirit.

Our legal name is the Great Plains Annual Conference of The United Methodist Church. For communication purposes internally and externally, we will use Great Plains United Methodist Conference.

## **Section 2**

### ***Locations***

#### **Conference Offices**

Any changes in the location of conference offices will be decided in 2015 or later. Staffing changes and the location of the Episcopal office will be considered as part of this decision.

#### **Episcopal Office and Residence**

The Great Plains United Methodist Conference Session in June 2014 will elect an Episcopal Residence Task Force. The task force will bring a recommendation for the location of the Episcopal Office and Residence to the 2015 Annual Conference Session. Any change to location will take effect on September 1, 2016.

***Districts***

There will be no changes in district alignment in the Great Plains United Methodist Conference at the present time.

***Structure***

1. Guiding Principles:
  - a. Each working group's function shall be clearly connected to the calling and missional priorities of the Great Plains United Methodist Conference (GPUMC).
  - b. We recommend a minimal structure for the GPUMC.
  - c. Ministries should be encouraged to form and function outside the formal structure of the GPUMC.
2. There shall be a Connecting Council, similar to Common Table, Leadership Team and Focus Team, whose purpose shall be to review and evaluate the conference's missional progress, to align major initiatives of the GPUMC, to enhance communication with all parts of the annual conference, and to take such actions between sessions of the annual conference as are permitted. *[Fig. 1]*
3. Committees under the Connecting Council include those mandated by *The Book of Discipline of The United Methodist Church-2012*. Mandated are the Board of Ordained Ministry (BOM), Pensions, Trustees, Council on Finance and Administration (CFA), Episcopacy, Archives and History, Committee on Investigation for Diaconal Ministers and Administrative Review.
4. The Connecting Council will include appropriate structure for developing spiritual leadership, creating vital churches and connecting disciples to transform the world. The proposed structure supports our preferred future: a vision of great churches, great leaders, great disciples—transformed world. The proposed structure is foundational to our purpose to equip and connect local churches. The structure will be grouped into the following five areas: Episcopal Office, Clergy Excellence, Congregational Excellence, Mercy and Justice, and Administrative Services.

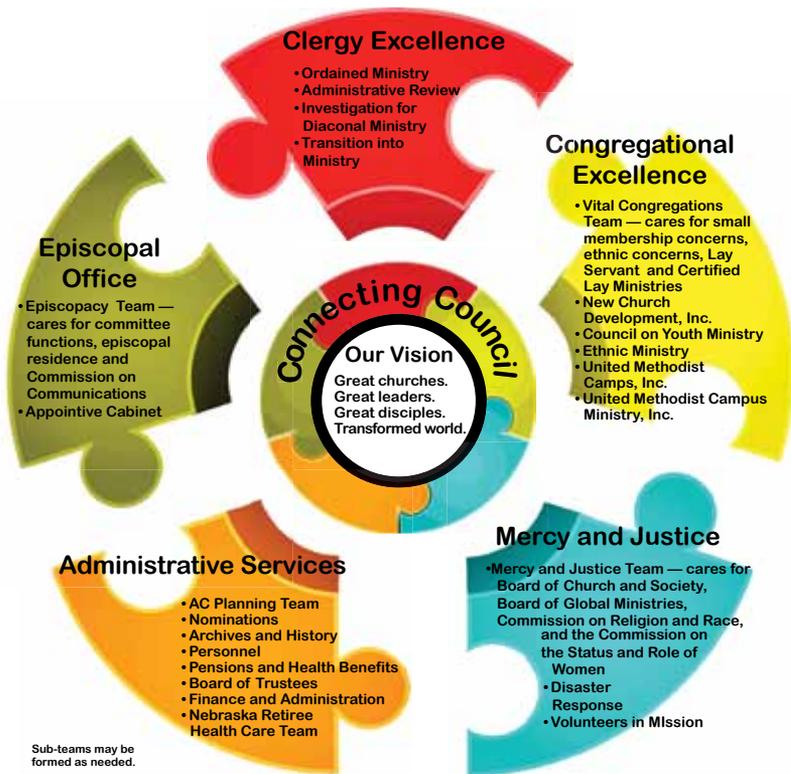
**Great Plains United Methodist Conference  
 Structure for Ministry**

**The Purpose of the Annual Conference**

The Great Plains Conference is called to equip and connect congregations to make disciples of Jesus Christ.

**Our Missional Priorities**

Christ-centered excellence in youth ministry, preaching and worship, engaging our community and transforming service to the world.



Sub-teams may be formed as needed.

*Figure 1: The Great Plains United Methodist Conference-Structure for Ministry*

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5. Any team that is part of the annual conference structure may form sub-teams as needed to address emerging opportunities for mission within its area of responsibility. It may form such sub-teams by using its own members or by recruiting new people from within the annual conference. Additionally, lay or clergy members of the GPUMC may request that the Connecting Council form a new team to address an emerging opportunity for mission or to assign a specific responsibility to an existing team. Such requests should be sent to the Assistant to the Bishop.
6. Boards and committees of all three conferences may have a final meeting in the fall of 2013 to conclude their business and transfer their responsibilities to the new conference structure.
7. Whenever the Conference has a person serving as a member of a General Board or Agency, that person shall be an ex officio member with vote of the Conference Board or Agency with responsibility for relation to the General Board or Agency.

#### Connecting Council (75 people)

The Connecting Council connects the various boards, committees, agencies and leaders of the GPUMC.

##### [Fig. 2]

1. Purpose
  - a. Review and evaluate the conference's missional progress.
  - b. Align major initiatives of the GPUMC.
  - c. Enhance deep communication with all parts of the GPUMC.
  - d. Take such actions between sessions of the annual conference as permitted.
2. Composition
  - a. Bishop as non-voting chairperson (1)
  - b. Directors (4)
  - c. District superintendents (17)
  - d. Lay leader(1) and associate lay leaders (4)
  - e. District lay leaders (17)
  - f. Representatives from teams (13):  
 Trustees, Pensions and Health Benefits, Council on Finance and Administration, Lay Leadership/Vital Congregations, New Church Development, Youth Ministry, Camping, Campus Ministry, Episcopacy Committee, Board of Ordained Ministry, Mercy and Justice, Disaster Response and Archives and History.
  - g. The United Methodist Women's and United Methodist Men's presidents or the designated representative from these two organizations (2).
  - h. At-large members for expertise and inclusiveness, 3 of whom will be youth (17).
3. Meeting Schedule
  - a. October and March, Friday afternoon and Saturday until 3 p.m.



**Figure 2: The Connecting Council - Detail**

### **Episcopal Office**

*Episcopacy Team (The Book of Discipline of The United Methodist Church-2012, ¶637)*

**Staff Liaison:** Assistant to the Bishop/Director of Clergy Excellence

1. Membership:
  - a. 10 members, one-fifth of whom are appointed by the Bishop, majority shall be lay members, one of whom shall be the conference lay leader
  - b. Additionally, the members of the Jurisdictional Committee on Episcopacy serve ex officio
2. Duties as outlined in ¶637 of *The Book of Discipline of The United Methodist Church-2012*.
3. Also serves as Episcopal Residence Committee, ¶638 of *The Book of Discipline of The United Methodist Church-2012*
4. Fulfills the function of the Commission on Communication, ¶646 of *The Book of Discipline of The United Methodist Church-2012*
5. Responsible for connection to the General Commission on Communication.

### **Clergy Excellence**

*Board of Ordained Ministry (The Book of Discipline of The United Methodist Church-2012, ¶635)*

**Staff Liaison:** Board of Ordained Ministry (BOM) Registrar

1. Membership:
  - a. 51 people (full member elders or deacons, except as noted in ii and iii below) including at least:
    - i. 1 person from each district
    - ii. 2 associate members or local pastors who have finished Course of Study
    - iii. 11 lay people
    - iv. 1 retired clergy person
    - v. 1 clergy serving in extension ministry
    - vi. 2 deacons
    - vii. 2 people under 35 years of age
    - viii. 1 district superintendent
2. BOM will organize itself with an executive committee and three teams: Covenant Team, Competency Team and Call Team.
3. Responsible for connection to General Board of Higher Education and Ministry.

*Administrative Review Committee*

**Purpose:** as outlined in The Book of Discipline of The United Methodist Church-2012, ¶636.

**Staff Liaison:** Assistant to Bishop/Director of Clergy Excellence

1. Membership:
  - a. 3 clergy in full connection and 2 alternates (may not be members of BOM, cabinet or relatives of the above)
  - b. Nominated by the bishop and elected quadrennially by the clergy session of members in full connection

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#### *Investigation for Diaconal Ministry*

**Purpose:** this committee is to fulfill the requirement of ¶2703.2 of *The Book of Discipline of The United Methodist Church-2012* that such a group be named.

1. Membership:
  - a. 4 diaconal ministers (or professing members) and 3 clergy in full connection.
  - b. 10 alternates, 5 clergy in full connection and 5 diaconal ministers or professing members
  - c. Nominated by the bishop in consultation with the Board of Laity and BOM
  - d. Elected quadrennially

#### *Transition into Ministry (TiM)*

**Purpose:** this group provides oversight for the Transition into Ministry (TiM) process, currently funded by a Lilly grant. In the event the TiM process does not continue beyond the term of the grant, the team will be dissolved.

**Staff Liaison:** TiM Coordinator

1. Membership:
  - a. 2 lay people
  - b. 2 district superintendents
  - c. 2 pastors of local churches
  - d. 2 representatives from the BOM
  - e. Assistant to the bishop/director of clergy excellence
  - f. Bishop

### **Congregational Excellence**

#### *Vital Congregations Team*

**Purpose:** to equip and connect local congregations so that they may become more vital and effective in the mission of the church. The team will give special attention to the development of lay leadership, ministries with ethnically diverse people and the ministry of small membership churches.

**Staff Liaison:** Director of Congregational Excellence, ex officio (without vote)

1. Membership:
  - a. Vital Congregations Coordinator, ex officio (without vote)
  - b. Small Membership Church Coordinator, ex officio (without vote)
  - c. Conference Lay Leader, or designee, ex officio (with vote)
  - d. Conference Director of Lay Servant Ministries, ex officio (with vote)
  - e. 12 other members, including at least four from ethnic local churches and four from small membership churches (average attendance fewer than 50)
2. Fulfills purpose of Board of Discipleship ¶630, Board of Laity ¶631, Disability Concerns ¶653, Parish and Community Development ¶633.5, and Young Adults ¶650. (*The Book of Discipline of The United Methodist Church-2012*)
3. Responsible for connection with General Board of Discipleship.

*(Sub-teams for lay development (¶631), ethnic concerns (¶¶632, 654-655) and small church concerns (¶645) may be formed as needed to support these ministries - The Book of Discipline of The United*

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*Methodist Church-2012. Sub-teams will include members of the larger team and also have the freedom to recruit additional members.)*

### *Great Plains New Church Development, Inc.*

**Purpose:** this corporation will be formed by merging the existing church development entities from Kansas East and Kansas West, and will oversee aspects of New Church Development (NCD) throughout GPUMC in cooperation with the district superintendents and the bishop. It not only administers conference funds for NCD but may also purchase and sell property and undertake such financial obligations as are necessary to its mission.

**Staff Liaison:** Coordinator of New Church Development, ex officio (without vote)

1. The treasurer of the GPUMC will serve as the treasurer of the corporation
2. Board of Directors: 12 members, serving 4-year terms, and elected in classes of three. For 2014, the GPUMC Committee of Nominations will nominate and the GPUMC will elect:
  - a. 3 directors for the class of 2014
  - b. 3 directors for the class of 2015
  - c. 3 directors for the class of 2016
  - d. 3 directors for the class of 2017
  - e. The board will be free to add non-voting consultants, as needed, to accomplish its work. (For instance, experts in real estate, finance, construction, etc.)

### *Conference Council on Youth Ministry*

**Purpose:** this council coordinates the conference-wide youth events (¶1649- *The Book of Discipline of The United Methodist Church-2012*)

**Staff Liaison:** Coordinator of Local Church Youth Ministry, ex officio (without vote)

1. Membership:
  - a. 2 youth from each district (with one alternate)
  - b. Up to 9 adults, representing diverse geography.
  - c. CCYM may select up to 4 additional youth in order to allow for ethnic and geographic diversity as well as allowing active youth to continue serving when they move outside the bounds of their district.
2. Responsible for connection to General Board of Discipleship's Division on Ministries with Young People

### *Great Plains United Methodist Camps, Inc. ("Great Plains Camps")*

**Purpose:** this corporation will be formed by merging the existing camping entities, except The Lakeside Camp of the United Methodist Church, Inc., which will maintain its separate legal existence but will be in relationship with Great Plains Camps and with GPUMC. The Board of Directors coordinates the vision and standards for camps of the GPUMC and administers conference funds for the camps. It will hold camping ministry accountable to the mission of the annual conference.

**Staff Liaison:** Coordinator of Camping Ministry, ex officio (without vote)

1. The Treasurer of the GPUMC will serve as the treasurer of the corporation
2. Board of Directors:
  - a. Site directors, ex officio (without vote)

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- b. The chair of each local site council, ex officio (with vote) (up to 6 members)
- c. 2 additional directors nominated by the site council and elected by the GPUMC (up to 12 members)
- d. 6 at large directors, nominated by the GPUMC nominating committee
- e. The directors designated above, excepting those serving ex officio, shall be nominated in classes to serve 4-year terms. For 2014, the GPUMC will elect:
  - i. 4 directors for the class of 2014
  - ii. 4 directors for the class of 2015
  - iii. 5 directors for the class of 2016
  - iv. 5 directors for the class of 2017

#### *Great Plains United Methodist Campus Ministry, Inc. ("Great Plains Campus Ministry")*

**Purpose:** This corporation will be formed by merging the existing United Methodist campus ministry entities, and fulfills the functions of the Conference Board of Higher Education and Ministry, ¶1634-*The Book of Discipline of The United Methodist Church-2012*. The Board of Directors provides direction and support to the campus ministry sites within the GPUMC and administers conference funds for campus ministry. The Directors may provide grants to local churches, UM colleges and universities, or ecumenical campus ministries. The board may establish additional sites, with the approval of the Connecting Council.

**Staff Liaison:** Young Adult Leadership Coordinator, ex officio (without vote)

- 1. The Treasurer of the GPUMC shall serve as treasurer of the corporation.
- 2. Board of Directors:
  - a. Campus pastors (including campus pastors of UM colleges) shall serve ex officio (without vote)
  - b. 18 additional directors, elected in classes to serve 4-year terms
  - c. For 2014, the GPUMC will elect:
    - i. 4 directors for the class of 2014
    - ii. 4 directors for the class of 2015
    - iii. 5 directors for the class of 2016
    - iv. 5 directors for the class of 2017

### **Mercy and Justice**

#### *Mercy and Justice Team*

**Purpose:** this team has the primary purpose of helping local congregations transform the world through ministries of mercy and through ministries of justice that address systemic issues. It fulfills the functions of the Conference Board of Global Ministries (¶1633), the Conference Board of Church and Society (¶1629), Christian Unity and interfaith organizations (¶1642), relates to our global mission partnerships (Zimbabwe, Nigeria and Haiti), Volunteers in Mission (VIM) and criminal justice and mercy ministries (¶1657). (*The Book of Discipline of The United Methodist Church-2012*)

**Staff Liaison:** Mercy and Justice Coordinator, ex-officio (without vote); Conference Secretary of Global Ministries, ex-officio; Peace and Justice Coordinator, ex-officio

- 1. Membership: 17 members, no more than 7 clergy

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2. Fulfills the purpose of the Commission on Religion and Race ¶643, and the Commission on the Status and Role of Women ¶644. (*The Book of Discipline of The United Methodist Church-2012*)
3. Responsible for connection to General Board of Global Ministries, General Board of Church and Society, General Commission on Status and Role of Women, General Commission on Religion and Race.

*(Sub-teams may be organized for advocacy, VIM, and any other function necessary for the group to fulfill its mission. Sub-teams will include members of the larger team and also have the freedom to recruit additional members as needed.)*

### *Disaster Response Team*

**Purpose:** this team will oversee training of disaster response volunteers, emergency preparedness efforts in local churches, and response to disasters.

**Staff Liaison:** Disaster Response Coordinator, ex officio (without vote)

1. Membership: 12 members, no more than 5 clergy

## **Administrative Services**

### *Annual Conference Session Planning Team*

**Purpose:** this team is responsible for planning and coordinating all aspects of the Great Plains United Methodist Conference Session. It may enlist people with particular expertise as needed for fulfilling its tasks.

**Staff Liaison:** Assistant to the Bishop/Director of Clergy Excellence

1. Membership:
  - a. Other staff ex officio (without vote): Communications Director
  - b. Conference Secretary
  - c. Lay Leader (or associate lay leader)Six additional members, lay or clergy

### *Nominations Committee*

In May and June 2013, each of the three annual conferences elected 5 people to function as part of the interim GPUMC Nominating Committee. That committee of 15 members proposed a slate of leaders to the Uniting Conference. This 15-member committee is a one-time, short-term committee to nominate the initial group of leaders for the GPUMC, including the 6-member Nominations Committee, which shall be on-going beginning January 1, 2014.

**Purpose:** this team is responsible for designing and implementing a process that will identify and recruit qualified, passionate leaders for the GPUMC (beginning with the June 2014 Annual Conference Session).

**Staff Liaison:** Director of Congregational Excellence

1. Membership:
  - a. 2 members from each of the three former conferences (including one Transition Team member from each conference)

#### *Archives and History Team*

**Purpose:** this team fulfills the functions of the Annual Conference Commission on Archives and History as outlined in *The Book of Discipline of The United Methodist Church-2012*, ¶641.

1. Membership:
  - a. Archivist from Kansas
  - b. Archivist from Nebraska
  - c. Four people from the state of Nebraska
  - d. Four people from the state of Kansas
2. Responsible for connection to General Commission on Archives and History.

#### *Personnel Team*

**Purpose:** this team develops and maintains personnel policies for the GPUMC, makes recommendations regarding compensation and benefits, approves the overall staffing plan and consults with the bishop and directors regarding personnel matters. They also oversee Equitable Compensation policies and funds, ¶625 - *The Book of Discipline of The United Methodist Church-2012*.

**Staff Liaison:** Treasurer/Director of Administrative Services, ex-officio (without vote)

1. Membership:
  - a. Other staff, ex-officio (without vote): Human Resources Officer/Senior Benefits Officer
  - b. 1 district superintendent, ex-officio (without vote)
  - c. Assistant to the Bishop/Director of Clergy Excellence, ex-officio (without vote)
  - d. 5 additional members (3 laity and 2 clergy recommended)

#### *Pensions and Health Benefits Team*

**Purpose:** this team fulfills the functions of the Conference Board of Pensions and Health Benefits as outlined in *The Book of Discipline of The United Methodist Church-2012* ¶639 and as directed by the conference.

**Staff Liaison:** Treasurer/Director of Administrative Services

1. Membership:
  - a. Other staff: Human Resources Office/Senior Benefits Officer, ex officio (without vote)
  - b. 1 district superintendent, ex officio (without vote)
  - c. 7 lay people
  - d. 5 clergy, 1 or 2 of whom are retired
2. Responsible for connection to General Board of Pensions and Health Benefits.

#### *Board of Trustees*

**Purpose:** this team fulfills the functions of the Annual Conference Board of Trustees as outlined in *The Book of Discipline of The United Methodist Church-2012* ¶640 and as directed by the conference.

**Staff Liaison:** Treasurer/Director of Administrative Services

1. Membership:
  - a. Other staff: Property Manager, ex officio (without vote)

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- b. 8 lay people
- c. 4 clergy

### *Council on Finance and Administration*

**Purpose:** this team fulfills the functions of the Annual Conference Council on Finance and Administration as outlined in *The Book of Discipline of The United Methodist Church-2012*, ¶¶611-619, and as directed by the annual conference.

**Staff Liaison:** Treasurer/Director of Administrative Services, ex officio (without vote)

1. Membership:
  - a. Other staff: Director of Congregational Excellence, ex officio (without vote)
  - b. The bishop, ex officio (without vote)
  - c. 1 district superintendent, ex officio (without vote)
  - d. Any members of the General Council on Finance and Administration, ex officio (with vote)
  - e. 6 lay people
  - f. 3 clergy
2. The council will establish an Audit Review Committee, ¶617.4- *The Book of Discipline of The United Methodist Church-2012*.
3. Responsible for connection to General Council on Finance and Administration

### *Nebraska Retiree Health Care Team*

**Purpose:** this team will oversee the assets and money raised for the subsidy provided to assist retirees with health care. It will recommend to the Nebraska clergy members and lay members meeting each year the action for the following year. Of the 5 members, 1 will be a member of the Great Plains Council on Finance and Administration and 1 will be a member of the Great Plains Board of Pensions and Health Benefits. None of the 5 (except for the retired clergy) will have an immediate family member affected by the team's recommendations.

1. Membership:
  - a. 3 lay people
  - b. 1 active clergy
  - c. 1 retired clergy

### ***Lay Equalization Plan for Annual Conference Membership***

1. Consistent with the provisions of ¶¶32 and 602.4 of *The Book of Discipline of The United Methodist Church-2012*, the basic lay membership of the GPUMC shall include:
  - a. Churches with more than 1 appointed clergy will receive an additional lay member for each clergy appointed to the church
  - b. All deaconesses, diaconal ministers and home missionaries who are within bounds of the conference
  - c. The conference president of the United Methodist Women
  - d. The conference president of United Methodist Men
  - e. The conference lay leader

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- f. 1 young person between the ages of 12 and 17 from each district, to be selected by the District Council on Youth Ministry (or equivalent structure)
  - g. 1 young person between the ages of 18 and 30 from each district, to be selected by the District Council on Ministry (or equivalent structure)
  - h. Each district lay leader
  - i. Conference director of lay servant ministries
  - j. Lay members of the conference Board of Ordained Ministry
  - k. Conference secretary of global ministries
  - l. The conference president of the young adult organization
  - m. The president of the conference youth organization
  - n. The chair of the conference college student organization
  - o. All lay campus ministers, chaplains and Wesley Foundation directors serving within the bounds of the annual conference
  - p. For each clergy campus minister, chaplain and Wesley Foundation director, there shall be a lay board member or student elected from the ministry.
2. In addition to the lay members of annual conference mandated by ¶¶32 and 602.4 of *The Book of Discipline of The United Methodist Church-2012*, the first priority in equalizing the number of lay and clergy members of the GPUMC will be to grant a lay member from each local church.
  3. If, after meeting the requirements of 1 and 2 above, there are additional lay membership positions available, lay people assigned by district superintendents to serve as pastors of local churches [District Superintendent Assignment (DSA)] and certified lay ministers will be elected as lay members.
  4. If, after meeting the requirements of 1, 2 and 3 above, there are additional lay membership positions still available, they will be filled in the following order of priority. Our best estimate, based on conference membership in 2012, is that approximately 68 lay memberships will be open. These will be assigned according to the priorities below:
    - a. An additional youth from each district, to be selected by the District Council on Youth Ministry (or equivalent structure).
    - b. Associate conference lay leader(s)
    - c. Chairpersons of conference boards and teams
    - d. 1 lay minority representative at-large from each district, selected by the District Council on Ministry (or equivalent structure)
    - e. All elected lay members of general boards and agencies from our conference
    - f. All delegates and reserve delegates elected to the General and Jurisdictional conferences.
    - g. District directors of Lay Servant Ministries
    - h. An additional young adult (ages 18-30) from each district to be selected by the District Council on Ministry (or equivalent structure).
    - i. 17 additional youth as determined by the Conference Council on Youth Ministries.

- j. Lay members of the conference board of ordained ministry
- k. Additional lay members as chosen by the Secretary of the Conference.

### ***United Methodist Men***

The Great Plains United Methodist Conference United Methodist Men will be constituted in accordance with ¶648 of *The Book of Discipline of The United Methodist Church-2012*. It will be responsible for connections with the General Commission on United Methodist Men.

### ***United Methodist Women***

The Great Plains United Methodist Conference United Methodist Women will be constituted in accordance with ¶647 of *The Book of Discipline of The United Methodist Church-2012*. It will be responsible for connection with the national United Methodist Women.

### ***Great Plains Resource Center***

The Great Plains United Methodist Conference will have a resource center based in Lincoln to continue the resourcing ministry currently conducted by the conferences separately. We will continue the ecumenical partnerships currently active in the resource centers. The resource collections will be combined by Sept. 30, 2013. The Kansas Area Resource Center will be closed on Sept. 1, 2013 and its material available from Lincoln on Sept. 30, 2013. Kansas churches will not be charged a fee through Dec. 31, 2013.

### ***Relationship to Camps***

A strong camping ministry is an important component of the Great Plains United Methodist Conference's (GPUMC) commitment to develop Christian spiritual leaders. This emphasis is 1 of 7 foundations for camping and retreat ministries. The other 6 are:

1. to provide intentional places apart to encounter God,
2. to extend genuine Christian hospitality and community,
3. to nurture Christian faith and discipleship,
4. to teach creation care and appreciation,
5. to collaborate with United Methodist churches and agencies,
6. and to inspire and equip guests to do love and justice.

A related camping ministry corporation, Great Plains United Methodist Camps, Inc. ("Great Plains Camps"), will be created by merging the existing camping entities, except Lakeside. Great Plains Camps will hold title to all camp properties except Camp Lakeside, which will continue to be a separate legal entity, governed by its own board, but will continue in relationship with GPUMC and Great Plains Camps. A long-term agreement will be negotiated with Camp Lakeside and approved by the Lakeside Board of Directors and the Board of Great Plains Camps. At each of the 6 camps, the local site council will retain day-to-day operational responsibility for the camp, including use and care of the property. The site director will coordinate local and site-specific programming efforts and will hire, supervise, and terminate all staff of the camp. The site council will hire the site director, in consultation with the Great Plains Annual Conference Coordinator of Camping Ministry, and with the affirmation of the Board of Great Plains Camps. The site council will be nominated locally and elected by GPUMC, but vacancies in between annual conference sessions may be filled *ad interim* by the local site council.

The Coordinator of Camping Ministry will provide support and accountability for the 6 site directors and

serve as the staff leader for visioning, branding and overall program design. He or she will facilitate communication with the Administrative Services department of the GPUMC, which will perform all accounting functions. A petty cash account will be kept on site. Each site director will manage the camp within the budget developed by the local site council and approved by the Board of Great Plains Camps.

### ***Relationship to New Church Development***

A related ministry corporation, Great Plains New Church Development, Inc., will be formed to hold title to and manage the assets related to new church development for all new churches in the Great Plains United Methodist Conference. This corporation will report to the Connecting Council and will be staffed by the Coordinator of New Church Development.

### ***Relationship to Campus Ministries***

A related ministry corporation, Great Plains United Methodist Campus Ministry, Inc. (“Great Plains Campus Ministry”) will be formed to hold title to all United Methodist campus ministry properties and be responsible for the budgets of all United Methodist campus ministries of the Great Plains United Methodist Conference (GPUMC). United Methodist ministry on a campus may be provided through 1) a distinctively United Methodist organization, 2) a university ministry at a UM college or university, 3) an ecumenical campus ministry, or 4) a grant to a local congregation near a campus. All accounting functions for ministries in category 1 will be provided by the administrative services office of the GPUMC with a petty cash account at each site. Ecumenical sites may contract with the GPUMC administrative services office for the same purpose. Each campus ministry will have a local board that functions similarly to a local church administrative council and staff-parish relations committee. All campus ministers are appointed or assigned by the bishop. Additional staff are hired, supervised and terminated by the campus minister after consultation with the local board.

### ***Archives/Historical Centers***

The current Archives/Historical Library Centers at Baker University and Nebraska Wesleyan University will continue to be open and available to serve the churches, members and friends of the Great Plains United Methodist Conference.

## **Section 3**

### ***Protection from Abuse Policies in the Great Plains Annual Conference of the United Methodist Church***

Current policies for protection of children, youth and developmentally disabled adult dependent persons, clergy sexual ethics, and lay sexual ethics policies currently in effect in the three predecessor conferences will remain in effect for their respective districts through June 30, 2014. A new set of policies for the Great Plains Conference will be adopted at the 2014 GP session.

## ***Parsonage Standards***

### **Introduction**

1. It is the expectation of the Great Plains Conference of The United Methodist Church that each church or charge will meet the requirements of the current Book of Discipline of The United Methodist Church regarding the provision of either a parsonage or a housing allowance for the pastor or pastors appointed to that church or charge.
2. The pastor shall consider the parsonage as the church's property; the church shall consider the parsonage as the pastor's home.
3. Under some circumstances, the unusual needs of a particular clergy family or the exceptionally strong preference of the family or local church may warrant the choice of housing other than a church-owned parsonage. Such a choice may be pursued only under the supervision of the District Superintendent.
4. Definitions
  - a. The term pastor or pastors in this policy means those people under the itinerant system and under appointment by the Bishop or assigned by the District Superintendent.
  - b. The term "housing allowance" means those funds provided by a local church or charge to its pastor for housing in lieu of a parsonage.
5. These policies also apply to district parsonages which are the responsibility of the Conference Trustees as advised by the Superintendency Committees.
6. The parsonage is the primary/required method of housing for pastors, churches and pastoral charges. In some settings, the parsonage has been sold, and a housing allowance is provided in accordance with the Book of Discipline as part of the support package for the pastor. At each appointment change, the housing allowance/parsonage requirement will be evaluated. The church/charge will need to be prepared to return to a parsonage provision if the situation requires it.

### **The Parsonage Option**

1. If the parsonage option is utilized by the local church, charge, or District, then the following should be recognized by all of the parties involved: The parsonage is provided as a private home for the clergy and the clergy's household.
2. The maintenance, upkeep, and improvements of the parsonage are the mutual responsibility of the church, charge, parish, or District (or Parsonage Committee), the Pastor/Parish Relations Committee (or other appropriate personnel committee), and the clergy's household.
  - a. The Board of Trustees (or Parsonage Committee) shall be responsible for contracting and providing for the necessary repairs or improvements in a timely manner.
  - b. The Pastor/Parish Relations Committee (or appropriate personnel committee) shall be expected to consult with the clergy about the needs of the parsonage, and to advocate for Conference standards.
  - c. The clergy's household shall care for the parsonage with the same respect as if it belongs to them, and be responsible for the repair of careless or unusual damage, as well as leaving the

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parsonage clean when moving from it.

3. We call attention of the local church or charge Board of Trustees and Pastor/Parish Relations Committee to ¶ 2543.3 of *The Book of Discipline of The United Methodist Church-2012*:
  - b) *... In the case of the purchase of a parsonage, the Board of Trustees shall either:*
    - (1) *purchase a parsonage that has on the ground-floor level:*
      - a) *one room that can be used as a bedroom by a person with a disability;*
      - b) *one fully accessible bathroom; and*
      - c) *full accessible laundry facilities; or*
    - (2) *purchase a parsonage without the accessible features for people with disabilities specified above and remodel it within one year's time, so that it does have those features.*

It is expected that churches or charges will bring their parsonages into compliance with the requirements set forth below if they are not yet in compliance. The requirements provide a basic standard of living which parsonage families reasonably expect in every appointment.

4. It is required by *The Book of Discipline of The United Methodist Church-2012* that:
  - a. An annual examination of the parsonage be made by the chairperson of the Board of Trustees or other responsible body (or Parsonage Committee), the chairperson of the Pastor/Parish Relations Committee or other like body, and the clergy and spouse (if any), at the convenience of the clergy's household, and that a report of this examination be filed with the District Superintendent or other supervisory person or body.
  - b. A program of annual maintenance and upkeep be established and reported to the Church Council or the appropriate oversight body.
  - c. A long-range program be adopted to either bring the parsonage up to, or maintain, Conference and Disciplinary requirements.
  - d. Normal wear and use is expected on all parsonages. The church, charge, parish, or District electing the parsonage option shall establish a budget line item annually for the interior and exterior maintenance, redecorating, and/or modification of the parsonage to be used at the discretion of the parsonage resident(s) after consultation with the Pastor/Parish Relations Committee or other appropriate oversight body.
5. Requirements for Parsonages are as follows:
  - a. Living Area
    - i. carpeting or finished floors
    - ii. appropriate window treatments for privacy. All materials shall be fire retardant.
    - iii. guest closet.
    - iv. entry door shall have a window or device by which a caller may be observed before door is opened.
    - v. locks on all doors and windows providing ingress adequate to reasonably prevent home invasion.
    - vi. outlets for electricity, telephone and/or other telecommunication devices, and cable

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- television, if available.
  - vii. electrical outlets in particular should be numerous enough for the electrical appliances that are common, such as TV, DVD player, computers, telephone answering machines, stereos, and etc., so that one outlet does not pose a fire risk.
  - viii. large living room with family room removed from it so that activities in one do not disturb people in the other.
  - ix. living room isolated from normal traffic pattern.
  - x. if there is no office/study in the church, the parsonage should have a room available for an office/study. The office/study should have built in book shelves.
  - xi. adequate fire exits from all areas of the house; especially the basement. Fire extinguishers available on all levels.
- b. Kitchen/Dining Area
- i. refrigerator with freezer compartment of at least 2.5. cubic feet of capacity.
  - ii. stove with oven, big enough to prepare a meal for a household of four.
  - iii. dining area in or near kitchen or in separate room adequate for a household of four.
  - iv. permanent cupboards/storage spaces that are accessible and adequate for the storage of dishes, pots and pans, and food for a household of four.
  - v. sink and counter space with sufficient work area.
  - vi. dishwasher.
  - vii. garbage disposal.
  - viii. exhaust fan.
  - ix. fire extinguisher.
  - x. outlets for electricity, telephone and/or other telecommunication devices, and cable television
  - a) electrical outlets in particular should be numerous enough for the electrical appliances that are common, such as microwave oven, can opener, food processor, coffee maker, and etc., so that one outlet does not pose a fire risk.
- c. Bathroom Area
- i. one full bath and one-half bath area, with fixtures and plumbing for same. One bath must be on the main floor.
  - ii. storage spaces for linens and other bathroom items.
  - iii. medicine cabinet.
  - iv. outlets for electricity that are Ground Fault Interrupters (GFI).
  - v. an exhaust fan is recommended.
- d. Bedroom Area
- i. three bedrooms, the master bedroom shall be at least 150 square feet, and the others are at least 100 square feet. If a two-story building, one bedroom shall be on the main floor.
  - ii. closet space in each bedroom.
  - iii. carpeting or finished floors and curtains or window treatments provided in each room.
  - iv. outlets for electricity, telephones and/or other telecommunication devices, and cable TV.

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- v. egress window in any basement bedroom: provision for egress in all bedrooms.
- e. Laundry Facilities
  - i. automatic washer and dryer.
  - ii. water softener in hard water areas.
  - iii. cleanable flooring.
- f. Storage Space
  - i. an indoor storage space for seasonal and other items.
- g. Insurance
  - i. replacement insurance coverage, including liability and vandalism on parsonage and church-owned furnishings.
  - ii. clergy must insure personal contents.
- h. Heating and Air Conditioning
  - i. central heating, thermostatically controlled with provision for heating every room in the house.
  - ii. Carbon Monoxide detector(s), if the heating system is not electric.
  - iii. central air conditioning or 220 outlet for provided window air conditioning.
  - iv. equipment and screen for fireplace, as needed.
  - v. chimneys shielded to prevent entrance of foreign materials.
- i. Garage and Grounds Area
  - i. two-car garage recommended, one-car garage required.
  - ii. storage space for outdoor equipment.
  - iii. safe place and approved container for disposing of trash.
  - iv. landscaped grounds and have appropriate sidewalks.
  - v. play area in the back.
  - vi. all turf grass management is the responsibility of the church using the most environmentally friendly methods possible. Lawn mowing will be the responsibility of the pastor.
- j. Electricity
  - i. minimum of 200 ampere entrance box.
  - ii. light fixtures in each room.
  - iii. circuits for all heavy duty appliances in appropriate places.
  - iv. accessible switches and outlets in every room.
  - v. all wiring and electrical devices (including GFI-protected outlets where specified) to meet National Electric Code.
- k. Interior of House
  - i. window shades or other window treatments provided with appropriate insulation for energy efficiency.
  - ii. appropriate insulation as recommended by the federal government
  - iii. curtains or other window treatments for unusual size or number of windows.
  - iv. stairways big enough for moving furniture, and well lighted.
  - v. private telephone line (i.e., a line that is also the church's line is not a private line as referred to here), and one telephone.
  - vi. smoke detector(s).

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- I. Outside of House
    - i. TV antenna or satellite dish, if cable TV lines are not available, otherwise cable TV lines.
    - ii. lightning rods where recommended.
    - iii. combination storm windows and screens.
    - iv. provision for escape in case of fire.
  - m. Regular Testing
    - i. for termites.
    - ii. for water potability if the water for the parsonage is from a private well and not a public utility.
    - iii. testing should be conducted for Radon gas as is warranted.
    - iv. inspection of all heating equipment and church-owned appliances.
    - v. annual inspection of air conditioning and electrical wiring.
  - n. Maintenance Budget
    - i. for the local church or charge only: two percent (2%) of the replacement value of the parsonage shall be a budgeted item in the local churches or charges operational budget for maintenance.
6. Home Business
- a. No business enterprise shall be located in a parsonage that would threaten the tax exempt status of the parsonage.
  - b. All questions about home businesses should be referred to the Conference Chancellor and all legal costs shall be paid by the pastor.
  - c. If, in the opinion of the Conference Chancellor, a particular home business would not threaten the tax-exempt status of a parsonage, this must be communicated in writing to the District Superintendent.
7. Care of Parsonages
- a. It is the responsibility of the clergy to leave the parsonage in a reasonably undamaged and clean state, excluding normal wear and tear. It is the clergy's responsibility to immediately report any extensive or unusual damage to the parsonage to the Chairpersons of the local Board of Trustees, the Pastor/Parish Relations Committee, the Parsonage Committee (if any), and the District Superintendent (if necessary).
  - b. Upon moving into a parsonage, the clergyperson, a representative of the Board of Trustees and a representative of the Pastor/Parish Relations Committee shall inspect the parsonage and jointly verify in writing its cleanliness and compliance with conference standards, noting in specific any exceptions found. A standard cleaning check sheet and a standard condition/damages worksheet shall be filled out and signed by all parties. Copies of both worksheets shall be sent to the District Superintendent.
  - c. Upon exiting the parsonage, the clergyperson, a representative of the Board of Trustees and a representative of the Pastor/Parish Relations Committee shall also inspect the parsonage using the condition/damages worksheet, noting any repairs that need to be made and whose responsibility it is to pay for such repairs. It will be noted which appliances remain in the parsonage. The location of warranties and operating instructions for parsonage

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- equipment shall be identified for the benefit of the incoming pastor. A copy of the exiting worksheet, signed by both parties, shall be forwarded to the District Superintendent along with the cleaning check sheet.
- d. A photographic record shall be made of any damages discovered during the exit inspection and determined to be the responsibility of the clergyperson. This photograph shall be filed with the local church trustees, who will submit a bid for the necessary repair work. A copy of this bid will be forwarded to both the pastor and the District Superintendent in whose district the parsonage is located. The chairperson of the local Board of Trustees will notify the District Superintendent when these repair costs have been paid in full.
8. Housing Allowance in Lieu of Parsonage
 

If a housing allowance in lieu of a parsonage is the option that the church or charge provides:

    - a. the housing allowance in lieu of parsonage shall be set at fair market value.
      - i. The funds provided to a pastor or pastors for a housing allowance in lieu of a parsonage shall be used for payment of appropriate housing related expenses.
    - b. In any case, the housing allowance option and the amount offered must be agreed to by the local church or charge, the pastor, and the District Superintendent, and shall be an amount adequate to meet the housing requirements for parsonages given above.
    - c. Any other agreements as to a housing allowance (e.g., closing costs on a home purchased by the pastor, limitations on area, or buy-back agreements) are strictly between the church or charge, its pastor, and the District Superintendent. However, individual members shall be discouraged from making unsecured or signature loans to the current or former pastor(s) of the church or charge for the purchase of a home.
    - d. A church or charge that is moving from the parsonage option to the housing allowance option shall provide, in writing, to the District Superintendent:
      - i. a statement that the church or charge is planning such a change;
      - ii. include in the initial statement the church or charge's long-range plans for funding a housing allowance.
    - e. Each church of a charge utilizing the housing allowance option shall annually report to the District Superintendent, in writing, their commitment to and plans for the funding of a housing allowance.
  9. Parsonage Care in Multi-Church Charges and Two Charge Appointments Involving Clergy Couples.
    - a. The District Superintendent, Pastor(s), and Staff/Pastor-Parish Relations Committee shall consult and consider in which parsonage the pastor(s) will reside when there is more than one parsonage available. It is recommended that the Pastor(s) visit all available parsonages. The District Superintendent will be responsible for the final decision as to which parsonage shall be used.
    - b. Utilities and basic routine maintenance will be shared by each church in the charge or charges for the parsonage where the pastor(s) resides. The amount will be in proportion to the percentage each church pays toward the pastor's compensation.
    - c. Churches in such situations have two options regarding capital improvements to a

parsonage:

- i. The church holding title to the parsonage will be responsible for all capital improvements costs for the parsonage.
  - ii. All churches involved may choose to share the costs of capital improvements to a parsonage with the understanding that, pursuant to the current Book of Discipline, if such churches are no longer together as a charge, all churches who have contributed to capital improvements shall have a proportionate claim on the fair market value of the parsonage at the time of the dissolution of the charge.
10. Further Recommendations:
- a. Prior to the purchase of a house to be used as a parsonage, a thorough professional termite inspection shall be conducted.
  - b. In any new construction:
    - i. energy conservation shall be a primary consideration.
    - ii. sound conditioning should be considered if a room is to be used as a conference or counseling room.

### ***Moving Guidelines***

#### **People eligible for a paid move**

All clergy appointed fulltime to a local church/charge or conference staff position or a lay person assigned as a DSA (District Superintendent Assigned) or CLM (Certified Lay Minister) fulltime to a local church/charge.

#### **Allowance for Household Items**

15,000 pounds maximum paid for by the Great Plains United Methodist Conference (GPUMC).

#### **Accessorial Allowance**

\$750 maximum paid for by the GPUMC. Services which may be applied to this allowance are limited to the following items:

1. Packing material
2. Packing services provided by a moving company
3. Extra pickup or delivery, provided that the extra pickup or delivery are on the moving route and that no additional miles will be added to the move
4. Additional insurance premiums (moving companies reference additional value or valuation protection charge)
5. Piano, organ, antiques or other specialty services
6. Storage
7. Lodging up to a maximum of \$75 per night.

The limitation on the amount allowed for these services will necessitate clergy securing packing cartons and doing most of their own packing. The maximum allowance for packing and special services may be waived for emergency or unusual situations, subject to the prior written recommendation by the District Superintendent and approval by the Conference Treasurer.

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**Clergy couples** will be entitled to up to two moving allowances only if they are required to maintain separate housing accommodations by their appointments. For clergy couples who need an extra pick-up and/or delivery because they serve separate charges but live in the same house and have offices located in their respective churches, an allowance of up to \$200 above the maximum moving allowance is available. In addition, an amount of up to \$500 over the maximum moving allowance is available for the moving weight over 15,000 pounds. (Rationale: clergy couples often have two libraries, two sets of files, and extra office items.)

**All clergy appointed less than fulltime** to a local church/charge or conference staff position or a lay person assigned (DSA or CLM) less than fulltime to a local church/charge:

- ¼ time appointment – ¼ of the above limits
- ½ time appointment – ½ of the above limits
- ¾ time appointment – ¾ of the above limits

#### **People in other appointive statuses**

1. Medical Leave (formerly called Incapacity Leave): Expense for one move of a clergy approved for medical leave and benefits by the Joint Committee on Clergy Medical Leave shall be paid. Claim for this benefit must be made within two years of approval for this leave.
2. Retirement: Expenses for one move of a clergy retiring from active service in a local church/charge or conference staff position shall be paid to the place of retirement within the conference boundary or up to 200 miles beyond the conference boundary. Moving expenses incurred by a move beyond the 200 mile limit will be calculated and payable by the pastor. Claim for this benefit must be made within two years of retirement.
3. Surviving Spouse and/or dependent in the home: Expenses for one move of the spouse and/or dependent(s) of a clergy that was under appointment/assignment at the time of death (local church/charge or conference staff positions) shall be paid. Claim for this benefit must be made within two years of the clergy's death.
4. Pastors appointed to and compensated by United Methodist institutions, whether related or unrelated to the Great Plains Conference, shall become the institution's responsibility for all moving costs.
5. Pastors moving to yoked, federated, or union churches shall be entitled to moving expenses on the basis of the covenant agreement in force in that setting. In cases where there is not a covenant agreement, the moving expense payment will be negotiated by the District Superintendent, pastor, and the appropriate representatives of the other denominations. The District Superintendent is responsible for communicating the agreement to the Conference Treasurer/ Director of Administrative Services. In no case shall this be greater than a percentage of the cost of moving 15,000 pounds for the total move.
6. People leaving pastoral ministry for appointments beyond the local church (other than Great Plains Conference staff), for service in another Annual Conference, service in another denomination, leave of absence, family leave, educational leave, sabbatical leave, or withdrawal from the ministry shall **NOT** be entitled to moving expenses. Upon return to pastoral appointment in the Great Plains Conference, moving costs will be granted according to the guidelines above.

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Requests for exceptions to these guidelines must be made in writing to the District Superintendent and the Conference Treasurer/Director of Administrative Services.

### **How to arrange for a move**

The Conference Office will send a moving packet to the pastor upon receiving notification of the appointment change. The packet will inform the pastor of their maximum move benefit and will include a copy of these moving guidelines.

During the first two years of the Great Plains Conference we will maintain traditional methods for arranging of moves in Nebraska and Kansas. During that time this will be evaluated and a plan will be created and presented to the Annual Conference for the preferred way to approach this issue in the future.

1. Licensed company move option
  - a. Nebraska method – For any person appointed/assigned to serve an appointment in Nebraska, the conference will arrange for both the mover and the pick-up and drop-off dates for the move. Once a moving company is assigned to a pastor, the moving company representative will contact the pastor and organize the move using the date assigned by the Conference Office. Pastors must be packed and ready for the move at the agreed upon pick-up time. Any charges incurred, as a result of delays or difficult moves, will be passed on to the pastor.
  - b. Kansas method – For any person appointed/assigned to serve an appointment in Kansas, the pastor shall be responsible to make all arrangements for his/her move with the moving company of his/her choice. It is recommended that two or more estimates be secured to obtain best pricing. Pastors should be aware that some movers use the state approved “tariff” system of billing and others bill by the hour. Estimates can be obtained for either type of move to determine which might be most cost effective. The pastor is responsible for coordinating his/her pick-up and drop-off dates with the church from which he/she is moving and with the church to which he/she is moving. Conflicts in scheduling are to be referred to the District Superintendent. On request of the moving pastor or their District Superintendent, the Treasurer/Director of Administrative Services shall be authorized to send a letter of certification when a moving company requires verification of a pastor’s authorization to arrange a move at the Conference’s expense.

2. Self-move option

A letter with original moving expense receipts and personal vehicle mileage logs should be sent to the Treasurer/Director of Administrative Services for reimbursement. Charges for rental trucks, trailers, and other equipment may be directly billed to the Conference (arrangements to be made prior to the move date). Reimbursement will be to the pastor only except for those expenses that are pre-arranged. Locally hired labor and packing materials are allowed expenses as is mileage at the IRS Approved Rate for Moving for the use of personal vehicles to haul personal belongings. Pastors choosing the self-move option will be given a taxable \$500 stipend on top of the above described approved expenses for selecting this option.

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#### **Procedure for payment of the moving bill**

1. The itemized bill of lading and delivery receipt shall be signed by the pastor or the pastor's designated representative.
2. The moving company shall be directed by the pastor to send a copy of the signed bill of lading and delivery receipt with the invoice to the Treasurer/Director of Administrative Services office for review and to be vouchered for payment.
3. The staff person assigned shall prepare a voucher in accordance with the Moving Guidelines for the amount of the invoice and forward it to the Conference Treasurer for payment.
4. The Treasurer/Director of Administrative Services shall notify the moving pastor that their move was within the Moving Guidelines or bill the pastor for any charges in excess of the applicable moving guidelines. Excess moving costs paid by the Conference shall be reimbursed to the Conference by the moving pastor within twelve months of the completion of the move.
5. Moving bills must be submitted to the Treasurer/Director of Administrative Services within 90 days of the move in order for the pastor to be reimbursed for any moving expenses incurred within the provisions of the Moving Guidelines.

#### **Tax Consequences**

Reimbursement for moving expenses or direct payment of moving expenses are taxable income for clergy moving 50 miles or less as well as retired clergy involved in a retirement move. This applies to moves either by a licensed mover or a self-move.

#### **Chancellors**

The Great Plains United Methodist Conference shall have 3 co-chancellors: Gail Perry of Lincoln, Patricia Reeder of Topeka and David Seely of Wichita. Their law partners may be asked to provide specialized legal services as well.

#### **Local Church Insurance Policies**

The Great Plains United Methodist Conference (GPUMC) will obtain Worker Compensation insurance to not only cover conference staff but staff (including pastors) of all local churches within the GPUMC. Each local church will be billed for the actual cost of the premium incurred based on compensation paid to staff of each church.

The churches of the former Nebraska and Kansas West Conferences will continue to be responsible to purchase property, liability, and all other coverage necessary to protect each church and its assets.

Churches in the former Kansas East Conference will continue to be covered by the current group policy that provides all insurance needed by each local church. (The current "opt out" provision will continue to be available for churches under 50 in membership.) This group will continue unless or until a petition is sent to and approved by members of the Great Plains United Methodist Conference who are clergy appointed to and lay members from churches within the bounds of the former Kansas East Conference.

## Section 4

### ***Staffing***

The staffing plan will respond to the calling of the Great Plains United Methodist Conference (GPUMC) to equip and connect local churches. Every position will be evaluated on the basis of how it responds to this calling. As much as is practical, staff structure will correspond to the structure of the conference. The “Great Plains Conference Plan of Organization” proposes five areas for the Connecting Council with the vision of Great Churches. Great Disciples. Great Leaders. Transformed World. The five areas for organization are Episcopal Office, Clergy Excellence, Congregational Excellence, Mercy and Justice and Administrative Services. The plan as outlined here will be phased in over the next two years as approved budgets permit.

The plan also assumes the following:

1. We will keep staff in the 3 current conference buildings at least until July 1, 2015.
2. We will consolidate key functions into teams working in the same building as is practical. Conversations with current staff members are ongoing about how, when and how much we move toward this plan.
3. The location of various functions may shift again in 2016 after the location of the bishop’s office has been decided.
4. All conference staff will report directly or indirectly to the bishop.
5. The staffing structure will facilitate compliance with Generally Accepted Accounting Principles (GAAP).
6. We will maintain an awareness of and commitment to principles of diversity and inclusiveness.
7. We will increase our web-based training and production process.
8. We will continue to enhance our database integration.
9. We will prioritize staffing to strengthen local churches of all sizes.

**Table 1: Comparison of current staffing versus proposed GPUMC staffing**

	<b>Current Staffing</b>	<b>Proposed GPUMC Staffing</b>
Bishop’s Office	3 FTE	3 FTE
Director of Clergy Excellence/Assistant to the Bishop	5.5 FTE	6.5 FTE
Communications	7 FTE	5 FTE
Director of Congregational Excellence	16.75 FTE	15.25 FTE
Treasurer/Director of Administrative Services	15.5 FTE	13 FTE
<b>Total Full Time Employees</b>	<b>47.75</b>	<b>42.75</b>

In addition to the reduction noted above, the three conferences over the last two years have reduced six other staff positions in anticipation of the creation of the Great Plains Conference.

***[Note: In the following plan, all positions are full-time unless otherwise noted.]***

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#### I. Resident Bishop – Wichita (2012-2016)

The episcopal leader of the conference, who casts the vision, deploys leaders and supervises the administration of the GPUMC.

- **Administrative Assistant** – manages the Bishop’s schedule and correspondence as assigned
  - **Secretary** (part-time) – completes assignments as needed
  - **Records Steward** (part-time) – organizes and maintains the personnel and historical files in the bishop’s office

#### II. Director of Clergy Excellence/Assistant to the Bishop – Lincoln

Focuses on the missional priority of clergy leadership development including the credentialing and development of clergy leaders, especially great local church pastors. Assists the Bishop as assigned, including representation on boards when he/she cannot be present; handles correspondence; works with senior staff; serves as Lincoln staff leader; coordinates Annual Conference, Orders and Fellowship Meeting (OFM) and other major meetings with planning committees; facilitates the Connecting Council

- **Administrative Assistant** – acts as the meeting planner for the GPUMC, OFM, Connecting Council and other major meetings under the direction of the director. Also assists the director with correspondence and other assignments.
- **Lincoln Receptionist/Resource Center Manager** – coordinates the Resource Center including advertising, sending and ordering resources for local church use. Also acts as the Lincoln receptionist.
- **Board of Ordained Ministry (BOM) Registrar** – facilitates the work of the board by tracking recruitment, overseeing candidacy, supporting candidates, assisting at meetings and training sessions and maintaining a working relationship with BOM, the District Committees on Ordained Ministry (DCOM) and the General Board of Higher Education and Ministry staff.
- **Clergy Recruitment and Development Coordinator (CRDC)** (including residency, continuing education and Transition into Ministry (TiM)) – responsible for systematic recruitment and development of clergy leaders with emphasis on younger and more diverse leadership. Will be responsible for organizing the residency in ministry process for candidates and implementing the TiM program in cooperation with BOM, cabinet and bishop. Also will encourage the development of and participation in continuing education.
- **Administrative Assistant to BOM Registrar and CRDC** – organizes and assembles files for BOM, assists the registrar and CRDC with correspondence and scheduling and offers assistance as requested.
- **Director/Archivist of the Historical Center** (part-time) – This position manages the organization and preservation of the historical records, books and artifacts for the Nebraska area; is available to assist local churches and conference groups with historical research and guidelines for preservation of their documents and artifacts.

(Kansas Archivist is an employee of Baker University and the GPUMC will continue a contract with Baker University for this service.)

**Communications – Lincoln and Wichita**

- **Director of Communications** (Lincoln) – this position is a member of the extended cabinet, leader of the communications/marketing function of the GPUMC and works out of the Lincoln office. Oversees all communications/marketing activities for the conference including strategic direction, Internet and social media, public relations, advertising, promotion, news and information, video production and meeting support. Also provides support for ministry programs, fund development, training for local churches and other services directed at equipping local churches for ministry. Particular attention is paid to support lay and clergy leadership.
- **Communications/Learning Services Coordinator** (Wichita) – the coordinator will help identify ministry stories and contribute to Web product management. This person works closely with learning content experts to ensure learning materials are prepared well for online and Web distribution. This position is key in ensuring quality learning, teaching and informational products are promoted and provided across the conference. This position acts on behalf of the director of communications when the director is not available.
- **Media/Production/Video Specialist** (Wichita or Lincoln) – this is a multi-media production position. This person not only shoots and edits video, but also develops concepts, writes scripts, produces events such as OFM and annual conference sessions. This person also produces video material for primary use on the web. This person also will be involved with learning projects as well as audio production. This position will work with the rest of the communications team to help tell local church stories and promote The United Methodist connection.
- **Web content, social media specialist** (Lincoln or Wichita) – this position is responsible for day-to-day website content updates and social media strategy implementation. This position has the primary responsibility for ensuring fresh content on the website, updating sections and working with the communications team to identify stories and suitable content. This position also has the primary responsibility for social media management and content development. This position also will be asked to write and edit stories and contribute to the department in multiple ways, including photography, event support and some graphic design. This position has the primary responsibility for the weekly email blast with the goal of providing resources, information and news to clergy and lay leadership to help with local church and congregational work.
- **Communications Assistant** (Lincoln) – the communications assistant will provide support for the GPUMC communications team. This position cares for the daily devotion, request fulfillment and helps in the management of mailings and web-based and online distribution of informational and learning material to the various target audiences. The assistant will help the department with finish art, photo management, scheduling, database use and web content. The position supports both the senior officer and the team.

### **III. Director of Congregational Excellence** – Wichita, except Hispanic evangelist and Disaster Response Coordinator

In consultation with the bishop and other leaders, the director will design and implement efforts to help local churches become more vital. All staff in this department will be held accountable to the mission of the annual conference to equip and connect local churches to be more effective and fruitful in making disciples of Jesus Christ and transforming the world. The director will supervise directly or indirectly the following:

- **Administrative Assistants** – 2 full-time and 1 half-time
- **Wichita Receptionist**

#### *Leadership Development*

- **Coordinator of Camping Ministry** – the coordinator will seek to support the disciple-making ministry of local congregations through camping. Camping ministry will be a strategy, not only for spiritual growth but also for developing Christian leaders for local congregations and communities. The coordinator will guide the general program in accordance with this vision and hold the six camp directors accountable. He or she will monitor administrative practices and assure compliance with accreditation standards, Safe Gatherings, and other conference policies.
- **Coordinator of Young Leadership Development** – in support of the conference priorities, this staff person will work with campus ministries, local churches, camps, and other ministry settings to identify potential young leaders and help them build a network of relationships within the church. He or she will be held accountable for connecting these young leaders with opportunities for further spiritual growth, education, and service. A member of the Vital Congregations Team, this individual networks with others across the conference including, but not limited to, clergy recruitment and development coordinator, coordinator of local church youth ministry, campus ministers, coordinator of camping ministry and their constituents.

#### *Vital Congregations*

- **Vital Congregations Coordinator** – implements processes that support increased vitality in existing local churches. A priority will be the development of lay leadership and lay-clergy partnerships. Special areas of emphasis may include worship and preaching, evangelism and outreach, and engaging the community.
- **Coordinator of New Church Development** – helps to identify new congregational mission fields (with particular attention to ethnic local churches) and supports preparation of pastors to serve there. Works closely with district superintendents in the establishment of new congregations.
- **Hispanic Ministry Coordinator** – coordinates the development of ministries with the Hispanic/Latino population in the GPUMC and supports development of leadership. Works closely with the coordinator of new church development. Must be fluent in Spanish and English.
  - **Hispanic Evangelist** (part-time based in Dodge City) – supports developing Hispanic faith communities and congregations and is engaged in the development of spiritual leaders in the Hispanic/Latino community.

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- **Small Membership Church Coordinator** – supports the ministry of small membership churches through advocacy, training and consulting. Coordinates training (such as ABIDE), which is targeted to the particular needs of small membership churches. Responsible for coordinating Certified Lay Ministry and Lay Servant Ministries.
- **Local Church Youth Ministry Coordinator** – provides support, training and resources for local church youth leaders, both staff and volunteer. Consults with youth directors and youth leaders. Relates to the Conference Council on Youth Ministry and serves as staff liaison for conference and regional youth events.
- **Safe Gatherings Coordinator** – administers the Safe Gatherings online certification process. Works with the sexual ethics concerns to develop and update policies and best practices. Maintains appropriate records.

### *Mercy and Justice*

- **Mercy and Justice Coordinator** – working through local congregations or groups of congregations, the coordinator will equip disciples to be “sent out” in ministry to the world. As a part of the vision for a transformed world, mercy and justice efforts will encompass both the call to address root causes of injustice and the need to provide direct acts of mercy and caring. The coordinator will be responsible for working with the Mercy and Justice team to facilitate our covenant partnerships with Haiti, Nigeria and Zimbabwe and to sustain the work of Volunteers in Mission.
  - **Micah Corps Director** – part-time, contracted seasonally, to continue and expand the ministry of the Micah Corps, which sends student interns to work in local settings to connect congregations with social justice issues facing our churches.
- **Disaster Response Coordinator** – responsible for raising awareness and arranging training for disaster response volunteers, facilitates the development of disaster response plans and emergency preparedness at the conference and local church level. The coordinator will be the staff connection for the United Methodist Committee on Relief (UMCOR) and for networking with Volunteer Organizations Active in Disasters (VOAD) in both Kansas and Nebraska. Coordinates conference response to disasters and submits requests for United Methodist Committee on Relief funds. These funds may be used, as appropriate, to hire additional temporary staff.

### **IV. Treasurer/Director of Administrative Services** – Topeka

Relates to all administrative boards and committees of the GPUMC and work requirements of *The Book of Discipline of The United Methodist Church-2012*, (¶619).

- **Controller** – establishes and maintains financial policies, procedures, controls, and reporting systems. Supervises people in the following positions:
  - **Accounts Payable** – processes all voucher requests for the Great Plains United Methodist Conference, Inc.

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- **Accounts Receivable** – processes all church remittances as well as any other income for the Great Plains United Methodist Conference, Inc. and its newly-formed, related ministry entities.
- **Camps Accountant** (Lincoln) – maintains the general ledger for the Great Plains Camping Ministry, Inc., and each camp site. This includes overseeing camp remittances and processing all camp voucher requests.
- **Campus Ministry/New Church Development Accountant** (Wichita) – Maintains the general ledgers for Great Plains Campus Ministries, Inc., each campus ministry site and New Church Development, Inc. This includes overseeing remittances and processing all voucher requests for both of these related ministry entities.
- **Topeka Receptionist/Administrative Assistant** – serves as receptionist for the Topeka conference office and assists the Administrative Services Department.
- **Senior Benefits Officer/Human Resources** – works with the General and Conference Boards of Pension and Health Benefits regarding benefits for the GPUMC. Maintains the conference’s relationship with any outside vendors that provide benefits for the conference. Supervises people holding the three positions noted below. Verifies that all clergy/staff compensation data for churches/clergy is collected and entered into the benefit system appropriately. Available to assist clergy/staff/churches regarding any questions they have about their benefits. Maintains the Personnel Handbook for the GPUMC and insure it is being followed. Maintains personnel files on all conference employees.
- **Assistant Benefit Officers** (2 positions – either Lincoln or Wichita or Topeka) – verify that all clergy/staff compensation data for churches and clergy is entered into the benefits system appropriately. Available to assist clergy, staff and churches regarding any questions they have about their benefits. Given the coming changes in health insurance coverage and pension matters, division of responsibilities between the benefit officer and the two assistants will be determined in ways that provide the best possible service to former churches and clergy of Nebraska, Kansas West and Kansas East Conferences
- **Administrative Assistant** – bills for all benefits and posts collections received. Other administrative work, as assigned.
- **Property Manager** (Wichita) – works with the treasurer and Board of Trustees to oversee maintenance on all conference-owned property, which includes conference offices, district and episcopal parsonages, conference-owned vehicles, all rental/lease agreements on district offices, and properties reverting to the GPUMC from closed churches.
- **Technology Coordinator** – builds and maintains vendor relationships and manages the purchase of hardware and software products. Assists the conference in growing its ability to use technology to facilitate the work of the new conference. Ensures that conference assets are maintained responsibly. Assists local churches with training and support of database and financial software provided to local churches by the GPUMC.

### ***Extended Cabinet***

The Extended Cabinet is chaired by the Bishop and fulfills the functions outlined in ¶425.6 of *The Book of Discipline of The United Methodist Church-2012*.

1. Purpose:
  - a. to align senior conference staff (including district superintendents) with the conference's vision and strategy so that all know how to make our contributions
  - b. to refine and amplify the conference's vision and strategy
2. Composition
  - a. District Superintendents (17)
  - b. Lay Leader (1) and Associate Lay Leaders (4)
  - c. Directors (Clergy Excellence/Assistant to the Bishop, Congregational Excellence, Administrative Services/Treasurer, Communication) (4)

### ***Personnel Policies***

These personnel policies are adopted by the Uniting Conference of the Great Plains United Methodist Conference (GPUMC) and will be effective January 1, 2014. Revisions to the policies after January 1, 2014, shall be proposed by the Personnel Committee and approved by the Connecting Council.

#### **I. Open Door Policy**

Good communications and feedback within any organization are important. Beyond the day-to-day interaction among Great Plains United Methodist Conference (GPUMC) staff, the GPUMC encourages an "open door" atmosphere between every supervisory person and those under one's supervision. This means that an employee of the GPUMC should feel free to discuss with his or her immediate supervisor, any personal employment situation, suggest additions or amendments to current policies and procedures; bringing new innovative ideas related to the work, providing a cost savings that the GPUMC might take, or anything that might help the GPUMC better achieve its purposes and meet its responsibilities to the Annual Conference and all its many connectional parts. Many of these items will come up in staff meetings or in the normal course of daily GPUMC activities. However, there may be occasions or subjects that an employee may wish to discuss with his or her immediate supervisor, one-on-one. The employee needs only request and schedule a mutually convenient time to meet.

#### **II. At - Will Employment**

All employees of the GPUMC are employed at their own will and at the will of the GPUMC, and are subject to termination at any time, for any reason, and with or without cause or notice. Similarly, employees may terminate their employment with the GPUMC at any time, for any reason, and with or without cause or notice. The employee specifically states and understands that the policies set forth in this Handbook do not limit this policy in any way or constitute a contract.

#### **III. Equal Employment Opportunity**

The GPUMC maintains a strong policy of equal employment opportunity. We ensure equal opportunity for all employees and applicants for employment, subject to our rights as a religious organization. Our

equal employment opportunity philosophy applies to all aspects of employment with the GPUMC including recruiting, hiring, training, transfer, promotion, job benefits, pay, dismissal, educational assistance, and social and recreational activities.

Applicants and employees will be evaluated solely based on their conduct, their compliance with the GPUMC policies and legitimate expectations, and their performance.

We also believe in the principles of the Americans with Disabilities Act (ADA). That Act prohibits employers from unlawfully discriminating against employees or job applicants with disabilities when making employment decisions. We will provide reasonable accommodation to otherwise qualified disabled employees or applicants. We cannot promise to make any and all accommodations. We must consider each accommodation on a case-by-case basis to determine whether it would cause an undue hardship to the GPUMC.

#### **IV. Background Checks**

It is the policy of the Conference to perform pre-employment background checks. The purpose of performing these checks is to determine and/or confirm, within appropriate legal and professional limits, the qualifications and suitability of a candidate for a particular position for which the candidate is being considered. The candidate will be required to sign appropriate authorizations and consents prior to performing the background check. In addition to performing background checks on all candidates for employment, background checks may be performed when an employee changes positions within the GPUMC for any additional required background checks for that position that was not done previously.

The components of each candidate's background check will depend on the position. Depending on the particular position, the GPUMC performs any or all of the following background checks:

1. Identity and address related searches
2. Various types of criminal background checks (including sexual offender)
3. Employment credit checks
4. Driving record
5. Education
6. Prior employment
7. Professional license verifications

The GPUMC complies with the Federal Fair Credit Reporting Act (FCRA) and similar state FCRA laws in the jurisdictions in which the GPUMC does business, federal and state Equal Opportunity laws, and all other applicable legal authority that affects the performing of pre-employment background checks.

The results of the pre-employment background check are confidential and are not shared with staff members of the Conference except on a strict "Need to Know" basis.

#### ***Disclaimer***

It is not the purpose of this policy to provide detailed information or descriptions of each individual pre-employment background check that can be performed. It is not the purpose of this policy to provide detailed information of all applicable laws.

This policy does not limit the Conference's right to hire, discipline or terminate. This policy does not

create a contract of employment. All employment is at will unless contract or law applies to the contrary.

#### **V. Safety in the Workplace**

Safety is everyone's responsibility and the GPUMC expects its employees to conduct themselves in a safe manner. The use of good judgment and common sense in matters of safety while following reasonable safeguards will help ensure safe working conditions and support the safe and efficient development of all work activities.

Worker's Compensation Insurance is provided to cover on-the-job injuries or illnesses, which result in lost time and/or medical treatment. The GPUMC pays the full cost of Worker's Compensation Insurance coverage. Any injury occurring while on the job, or any job-related illness must be promptly reported to the employee's supervisor.

#### **VI. Information Technology Systems**

The GPUMC is committed to providing an environment that encourages the use of computers and electronic communications as essential tools to support the Conference's ministry of administration. In utilizing the GPUMC's computers and electronic communications systems including, but not limited to, electronic mail and access to the Internet, it is important for all employees ("Users") to be aware of the GPUMC's policy regarding responsible use. It is the responsibility of each User to ensure that this technology is used for proper business purposes and in a manner, that:

1. is responsible, professional, and legal;
2. does not compromise the confidentiality of proprietary or other sensitive information;
3. does not compromise the security of the Great Plains Conference's computer resources;
4. is consistent with good stewardship and the mission and ministry of the Conference.

The purpose of this policy is to ensure the appropriate use of computer resources, to monitor and maintain productivity of employees, to assist in preventing harm to the interests of the GPUMC and its employees, and to prevent the violation of various state and federal laws. The GPUMC adheres to all licensing and authorization agreements in its use of software.

The GPUMC does not:

1. Allow a single license to be loaded into multiple computers or a server.
2. Make, distribute, or sell copies that appear to be from an unauthorized source.
3. Rent software without permission from the copyright holder.
4. Distribute or sell software that has been separated from the products with which it was intended to have been bundled.
5. Download copyrighted software from the Internet or bulletin boards without permission from the copyright holder.

Managers and employees of the GPUMC are educated about copyright law. Violation of the software policy will result in disciplinary action and/or termination. Computers are audited for illegal software.

#### **No Privacy**

Users do not have a personal privacy right in any matter created, received, sent, or stored on the GPUMC's computer resources, whether or not the matter is designated as private or confidential. The

GPUMC reserves the right to access all computer resources for the purpose of supporting its mission and ministry, assuring compliance with statutory requirements, as well as internal policies supporting the performance of internal investigations, and assisting with the management of the GPUMC 's information systems.

All aspects of the GPUMC 's computer, technology and communications systems, including but not limited to hardware, software, and all files and message contents are the property of the GPUMC. The computer, technology and communications systems, including e-mail and Internet access, are business tools provided by the GPUMC, which should be used for business purposes only.

The GPUMC reserves the right to monitor and review e-mail messages and Internet access without prior notice. This includes the right to monitor Internet sites visited, duration of employee's Internet use and files viewed, accessed or downloaded. E-mail messages and Internet access are not private, and employees should not consider their e- mail messages and Internet access to be private. An employee's access code or password does not give him or her any right to privacy with respect to using the agency's e-mail and Internet systems.

Any violation of this policy may result in disciplinary action up to and including termination of employment. An employee who discovers a violation of this policy is expected to report it to the Director of Administrative Services or the Chairperson of the Conference Personnel Committee.

***Internet Access (General)***

The GPUMC provides the ability to access the Internet through an Internet browser. GPUMC employees designated to have access to the Internet are required to use their access to the Internet in a legal, responsible and informed way, conforming to network etiquette, customs and courtesies. Internet e-mail access/usage is subject to the GPUMC 's policies and guidelines related to e-mail. GPUMC management will determine:

1. The extent to which an employee may use the Internet to accomplish job responsibilities; any questions about the appropriateness of a particular use of the Internet should be discussed with the employee's supervisor;
2. The appropriateness of using the Internet for professional contacts and career development activities during office hours;
3. Training required of staff using the Internet and work time that may be used to practice/acquire skills needed to effectively access and uses the Internet.

The Internet is not a secure communication channel and should not be used for sending or receiving confidential or sensitive information without appropriate security measures.

Use of the Internet is a privilege, not a right, which may be revoked at any time for inappropriate conduct. Misuse of Internet access by any employee may result in other disciplinary action, including but not limited to, termination of employment.

Examples of inappropriate conduct include, but are not limited to: use of inappropriate or offensive or abusive language in either public or private messages; unlawful activities; gambling; defamation; infringement of copyrights; misrepresentation of oneself or the GPUMC; logging onto or accessing obscene, pornographic, sexually explicit, racist or violent sites; pirating software or transmitting

software programs or other copyrighted or trademarked material; engaging in transactions or activity for personal financial gain; jeopardizing the GPUMC's tax exempt status; creating unauthorized contractual liability for the GPUMC; violating any GPUMC policy or procedure; engaging in any activity or communication that is inconsistent with norms of professional and business conduct; and sending messages that might result in congestion or disruption of networks and systems.

Employees must abide by security policies, procedures and guidelines in their use of the Internet, and are to refrain from practices, which might jeopardize the GPUMC's computers, data, network, systems security or work in general. Employees must guard against computer viruses and security breaches of any kind. Employees who use the Internet:

1. May not transfer or install any software or files from the Internet to any Conference computers or information systems except in consultation with appropriate technical staff (i.e. no downloading of software, programs, games, etc.)
2. May not use the Internet to connect to secure accounts (accounts requiring proprietary password login) on computer systems outside the Conference network without prior approval from your supervisor.

***Personal Use***

The Internet is not "free." Valuable and scarce resources are used to establish, operate and maintain the GPUMC's access to the Internet including the valuable use of staff time needed to make inquiries, send and receive e-mail, and participate in discussion groups on the Internet. All employees are expected to be good stewards in the use of these valuable resources. Personal use may be allowed in consultation with a supervisor. Personal use should not occur during working hours.

***Electronic Discussion Groups, Telnet and FTP***

Staff members who participate in electronic discussion groups (listservs, Usenet news groups, etc.) must abide by the rules and etiquette of those groups. When using Telnet or FTP (File Transfer Protocol) to access remote computer systems, users must remember they are guests on another organization's machine.

All policies (i.e., use, security, conduct and disciplinary action) outlined for users of e-mail and Internet also apply to Electronic Discussion Groups, etc.

***Electronic Mail***

Electronic mail (e-mail) has been established for purposes related to the mission of the GPUMC. The GPUMC offers the use of e-mail by its employees as an opportunity to enhance their ability to carry out their job responsibilities. Electronic communications, including internal and Internet e-mail, other forms of electronic media and all of their component parts, such as hardware, software, messages and other data ("e-mail"), are the property of the GPUMC. Such personal use does not make the communication private, and the employee should have no expectation of privacy for such use. It may be used for personal purposes only in accordance with GPUMC guidelines and may never be used in any way that may be disruptive or offensive to others. E-mail may not be used to solicit participation in any activity not directly related to or sponsored by the GPUMC (i.e., personal, religious, political or charitable causes).

E-mail is to be used as a tool. E-mail should be drafted with the same thought and concern devoted to

written or verbal communications, such as letters and memoranda. The e-mail system should not be used to create any offensive or disruptive messages. Users must identify themselves with their full e-mail address or legal name. The GPUMC neither assumes nor shares responsibility for incidents of harassment, slander, malice, or defamation of character, copyright violations, or any civil or criminal actions that occur or are alleged to have occurred through any personal or inappropriate use of e-mail. The responsibility for and defense against such actions or claims is solely that of the individual.

E-mail is not a private, confidential communication. The confidentiality of any message should not be assumed. Messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve nor read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval from the employee's supervisor. In the use of e-mail, employees should not use pass codes, access a file, nor retrieve any stored information unless authorized to do so. All computer pass codes must be provided to supervisors and the Director of Administrative Services. No passcode may be used that is unknown to the GPUMC.

The GPUMC reserves the right to access and disclose all messages, for any purpose, at any time for legitimate GPUMC reasons without the permission of the employee.

### **VII. Nepotism**

Prospective employees shall not be interviewed or hired by an immediate relative currently employed by the GPUMC, nor shall an immediate relative who is also employed by the GPUMC supervise an employee. Related employees shall not serve in positions where they may directly or indirectly influence decisions related to each other. Their respective positions shall not involve related financial transactions. The GPUMC Personnel Committee must authorize any exceptions to this policy prior to employment.

A relative is defined as follows: Husband/wife, son/daughter, father/mother, brother/sister, grandson/granddaughter, and grandfather/grandmother, father-in-law/mother-in-law, son-in-law/daughter-in-law, brother-in-law/sister-in-law, aunt/uncle, niece/nephew with adopted, step or half relationships treated as full relationships.

### **VIII. Other Employment**

When employment is accepted with the GPUMC, the first responsibility is to the GPUMC and efficiently performing assigned duties. The GPUMC depends on employees to devote their full attention and effort to the duties to which they have been assigned. The GPUMC does not object to employees' accepting outside work, as long as it does not:

- conflict or appear to conflict with the interests of the Conference;
- interfere with regular Conference work hours;
- affect the efficient performance of regular duties with the Conference; or
- cause the employee to be an accident hazard to self or co-workers through fatigue, worry or other conditions.

Outside employment is not considered an excuse for poor attendance, absenteeism, tardiness, or refusal to work overtime if required. Employees are expected to discuss any outside employment with their supervisors. Non-job-related, voluntary activities shall be done on the employee's own time.

**IX. Sexual Ethics/Harassment**

**A. Sexual Ethics Policy for Staff and Volunteers of the Great Plains United Methodist Conference**

**Statement of Policy**

Staff members and volunteers of the Conference shall not engage in sexual abuse or sexual harassment.

**Theological Foundation**

God creates all people. God intends all people to have worth and dignity in their relationships. We are one connected body, and when one part of the body is injured physically, emotionally or spiritually, the entire body is rendered less than intended by God. Misconduct of a sexual nature of any kind violates a person's wholeness and is an unjust use of status and power and a sinful behavior against God and one another.

The Scripture witnesses to a God who brings justice, mercy and grace. The Church is called to express God's love in concrete actions of compassion and healing for all God's people.

**Definitions**

**Sexual Abuse:** Sexual abuse means unwanted physical conduct of a sexual nature, sexual contact or sexualized behavior and may include, by example, touching, fondling, other physical contact and sexual relations.

**Sexual Harassment:** Sexual harassment is any unwanted sexual advance or demand, either verbal or physical that is reasonably perceived by the recipient as demanding, intimidating or coercive. Sexual harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue. Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination based on gender.

**Implementation**

Staff members and volunteers of the GPUMC shall be provided a copy of this policy and shall receive training information to assist in the understanding and implementation of this policy.

**Making a Complaint**

People who have knowledge of a possible violation of this policy by staff members or volunteer may report the same to a clergy person, any District Superintendent or the Bishop. Upon any complaint, the GPUMC will investigate, consider any response, and take action to seek justice.

**B. Workplace Harassment**

The GPUMC is committed to providing a work environment that ensures that every employee is treated with dignity and respect and afforded equitable treatment.

The GPUMC is committed to promoting a work environment that is conducive to the professional growth of its employees, provides a professional atmosphere and promotes equality of opportunity.

The GPUMC is committed to taking all necessary steps to ensure that employees are not subject to harassment and will not tolerate any form of harassment.

The law guarantees employees the right to employment in a workplace free from illegal harassment. Harassment is any physical or verbal abuse of a person because of race, religion, age, gender, disability or any other legally protected status. Harassment in the workplace can further be clarified as any conduct that creates significant anguish to another person, with the intent to bother, scare or emotionally abuse.

There are other federal and state harassment laws that further outline what does and does not constitute harassment for various situations.

#### **Resolution/Investigation**

##### **1. Informal Resolution Options**

When an incident of harassment occurs, communicate your disapproval and objections immediately to the harasser and request the harasser to stop.

If the harasser does not stop or you are not comfortable with addressing the harasser directly, notify your supervisor of the harassment, and the nature of the harassment. The GPUMC will provide advice and support as requested to undertake any investigation necessary to resolve the matter.

##### **2. Complaints**

Any staff member of the GPUMC with a harassment concern not satisfied with the informal resolution options or who has exhausted all the options may bring a formal written complaint to any supervisor or to the Assistant to the Bishop. All such complaints will be promptly investigated.

If after an investigation it is determined that an allegation of harassment is valid, appropriate action will be taken.

Corrective action may include any of the following:

- a. Formal apology;
- b. Counseling;
- c. Written warning in the employee's personnel file;
- d. Change of work assignment;
- e. Suspension or discharge of employee

#### **Confidentiality**

The GPUMC understands that it is difficult to come forward with a complaint of harassment and recognizes the complainant's interest in keeping the matter confidential.

All records of complaints, including contents of meetings, interviews, results of investigations and other relevant material will be kept as confidential as possible by the GPUMC except where disclosure is required (civil lawsuits or human rights case).

#### **No Retaliation**

The GPUMC is committed to ensuring that no staff member who brings forward a harassment concern is subject to any form of retaliation. Any act of retaliation will be viewed as a disciplinable matter.

## **X. Drug and Alcohol Abuse**

To ensure the health and safety of the employees and the workplace, the GPUMC expects employees to report to work able to perform their job free from the effects of alcohol, illegal drugs, or the abuse of controlled substance, which can impair job performance. Controlled substances include prescribed drugs not being used for prescribed purposes or in a prescribed manner.

The GPUMC forbids the possession, sale or consumption of alcohol or illegal drugs on GPUMC property.

The GPUMC recognizes alcohol, drug, and substance abuse and dependency as an illness and major health problem. The GPUMC provides an Employee Assistance Program (EAP) through the GPUMC health insurance for employees to deal with substance abuse and other personal problems that can affect work performance.

Our commitment is to help employees remain productive members of our team. Employees needing assistance to access EAP benefits or information regarding counseling or substance abuse programs should contact the GPUMC Senior Benefits Officer. Conscientious efforts to seek help will not jeopardize any employee's job or be noted in any personnel record.

Violations of this policy will result in disciplinary actions, up to and including termination.

## **XI. Code of Conduct**

It is not only fair play, but also good business to observe the rules of any game, and the same is true of the necessary rules of the GPUMC. Employees are expected to behave in a mature, responsible and professional manner with their best efforts made on behalf of the GPUMC. Employees are hired to serve the church, the conference, and the denomination. All employees need to be kind, sympathetic, and empathetic to all people who contact the office.

Employees are expected to perform their duties with care and attention to the members' needs as well as the GPUMC's quality standards and requirements. Employees' acts, even if unintentional, which fail to reflect these standards constitute workplace misconduct. Violations of work rules, instances of unacceptable behavior or misconduct, poor performance, or the failure to meet all quality and production standards will subject employees to discipline. The decision as to whether conduct warrants discipline, and if so, the nature of the discipline up to and including termination is solely with the GPUMC. This applies whether the conduct is a first offense or not.

Not all types of misconduct and responses can be enumerated. The ultimate determination as to what constitutes a violation of work rules, workplace misconduct or unacceptable behavior and what discipline will be used will be determined on a case-by-case basis, and rests in the discretion of the GPUMC.

The following, while not to be considered exclusive, are strictly prohibited on GPUMC property: alcoholic beverages, weapons, explosives, illegal or dangerous drugs and gambling.

This policy in no way alters the at-will relationship between the employee and the GPUMC. Statements or actions of the GPUMC that it will be fair or that it has a reason for its actions or the implementation of discipline shall not be construed as altering the at-will relationship of the employee and the GPUMC. Employees and the GPUMC mutually understand that a Court shall not

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construe any statements or actions (except as stated in writing and signed by both the employee and the GPUMC) as altering the at-will relationship.

#### A. Ethics Statement - General Principles

1. Application. The General Principles and Standards of Conduct, apply to all Conference employees in all matters relating to the performance of their duties and responsibilities in the operation of the Conference
2. Stewardship and fiduciary responsibility. God entrusts all funds and property received and administered by employees of the Conference to them through the faithful financial support of Church members and friends. The highest degree of Christian stewardship and fiduciary responsibility is expected of all employees, including to the receiving, reporting and use of funds and property.
3. Integrity. Integrity should be the centerpiece of hiring, promotion, leadership, performance measurement and reward, communication and training.

#### B. Standards of Conduct

1. Duty of Loyalty. Each employee owes a duty of loyalty to The United Methodist Church and to the Conference, which duty shall mean acting in the best interest of the Church and the Conference. That duty should be acted on as reflected by the following paragraphs in this Standards of Conduct section.
2. Conflicts of Interest. All employees must avoid conflicts of interest.
  - a. Conflicts of interest shall mean, with respect to employees of the Conference: any situation in which the employee by virtue of a financial interest or of some other personal interest, present or potential, directly or remotely, may be influenced or appear to be influenced in decision making or business dealing by any motive or desire for personal advantage other than the success and well-being of the Church or of the Conference.
  - b. All present and potential conflicts of interest must be disclosed: a) if known, in advance of any meeting, business transaction or other activity at which the issue may be discussed or on which the issue may have a bearing on the employee's approach to the issue, whether directly or indirectly; or b) if not known in advance, when the actual, potential conflict becomes apparent. Disclosure must be made to the person in charge of the meeting or activity and to the full meeting, or to the employee's supervisor, as appropriate. The employee should recuse him/herself from the room to avoid all discussion, voting and deliberation on the issue. All such actions should be recorded in any minutes or records kept. Following full disclosure of the present or potential conflict, the board or equivalent may decide that no conflict of interest exists and invite the participation of the employee. When in doubt, the employee should assume there might be a conflict.
  - c. All employees should likewise disclose matters and relationships, which have the potential for giving rise to the appearance of a conflict in business dealings with the Conference. Examples include, among others, financial and/or leadership roles with vendors and other organizations doing business with the Conference.

- d. Business dealings with friends and family will not be engaged in because of the potential for inferences of tangible or intangible personal advantage and the resultant appearance of impropriety.
  - e. To avoid appearances of impropriety, employees will not accept any gifts, gratuities and hospitality such as free travel, hotel or residential rooms and meals from any people or organizations that sells, delivers or receives any goods, materials, services to or from the Conference. All individual gifts will be reported to the appropriate Conference representative (see Section B.2.b). Exempt from this section are gifts that primarily benefit the Conference and not an individual, such as gifts of hospitality given to the Conference by hotels or other businesses in exchange for Conference business.
  - f. Employees, in all relationships with the Conference, should place the Church and the Conference ahead of personal advantage, whether the advantage is of a financial nature or whether it arises from a desire for other personal advancement, such as promotion.
3. Confidentiality. Employees shall not disclose information about the Conference's activities unless the information is already known to the public or becomes a matter of public record. Action and activities taken in closed meeting sessions will be handled in accordance with *The Book of Discipline of The United Methodist Church-2012*, ¶721.
  4. Duty of care. The obligation of good stewardship is imposed on employees and requires that they act first in the best interests of the Church, and then in the best interests of the Conference, at all times. The duty requires them to:
    - a. Exercise all reasonable efforts to inform themselves of the mission and ministry of the Conference, of the nature of the fiduciary duty owed to The United Methodist Church and to the Conference, of their duties and responsibilities, and of the issues that come before them, so that they can be effective and efficient employees through their service to The United Methodist Church as represented by the Conference;
    - b. Act as a reasonably prudent employee would act under the same or similar circumstances;
    - c. Inform themselves reasonably of matters about which they make decisions;
    - d. Exercise their independent judgment.
  5. Duty to Disclose. Employees have a duty to disclose breaches of fiduciary duty, whether by themselves or by others. Likewise, concerns about the appearance or possibility of breaches should be reported. Care must always be taken not to be accusatory. Breaches may be reported to the employee's supervisor or Chairperson of the Conference Personnel Committee who is pledged to confidentiality.
  6. Nature of Disclosures. All disclosures of the nature described in section B-2 will be made with candor and openness. All responses to inquiries by legal counsel and by external and internal auditors will be full, complete and directly responsive.

## **XII. Assisting Employees with Life-Threatening Illnesses**

The Conference recognizes that employees with life-threatening illnesses including but not limited to cancer, heart disease, and AIDS may not be covered by the short-term and long-term disability benefits. As long as an employee is able to meet acceptable performance standards, and medical evidence

indicates that his/her condition is not a threat to self or others, employees with life-threatening illnesses should be treated consistently with other employees. Education, counseling, referrals to agencies, and benefit consultation to assist employees in effectively managing health, leave and other benefits is available through the GPUMC Senior Benefits Officer.

The GPUMC seeks to provide a safe work environment for all employees. Therefore, precautions should be taken to ensure that an employee's condition does not present a health and/or safety threat to self or to other employees. The immediate supervisor of an employee with a life-threatening illness will be responsible for determining that the employee's condition does not present such a threat. An employee may be required to provide a medical report from the attending physician for assisting the supervisor in making this determination.

There is no medical basis for employees' refusing to work with fellow employees or agency clients with life-threatening illnesses. The concerns of employees who fear fellow workers or agency clients with life-threatening illness will be taken seriously and addressed with appropriate information. Where such measures are unsuccessful and where the administration determines an employee's refusal or threat of refusal to work with an employee or GPUMC client is impeding and disrupting the GPUMC's work, the employee's supervisor will consider appropriate corrective or disciplinary action against the threatening or disruptive employee(s). Such disciplinary action may include transfer and/or dismissal from employment.

### **XIII. Confidentiality**

The GPUMC will treat all medical information with the confidentiality as required by the law (HIPAA).

### **XIV. Honoraria**

Official travel of the staff of the GPUMC shall be interpreted to include all travel that is necessary in the performance of official duties directly related to the conference functions. No staff person shall accept honoraria for such official duties.

### **XV. Payroll Advance/Loans**

The GPUMC will not provide payroll advances or extended credit to staff members.

## ***Operating Rules & Procedures***

### **I. Covered Employees**

The Personnel Committee recommends updates to the personnel policies, provides for a favorable work environment and recommends to the Annual Conference budgets for personnel and guidelines for salary setting.

The policies described in the Handbook are decision-making guidelines, which require discretion on the part of the Personnel Committee. No Handbook can anticipate every question or circumstance about every employment issue.

Revisions to the policies shall be proposed by the Personnel Committee and approved by the Connecting Council. This Handbook is not intended to be a contract or enforceable promise of employment of any

specific term, condition or duration of employment between the GPUMC and employees, but is solely intended to give employees a general description of the working conditions at the Conference.

The information in this Handbook applies to the lay staff of the GPUMC. Clergy members that are appointed to staff positions of the GPUMC are governed by *The Book of Discipline of The United Methodist Church* and the GPUMC Standing Rules.

## **II. Classification of Employees**

For purpose of salary administration, overtime and benefits the Conference classifies its employees as follows:

**Exempt:** For common understanding, but not necessarily legal interpretation, an exempt position is one with administrative, supervisory or professional responsibilities that may require unusual work hours and meetings of schedules, travel and extended work hours. Such positions are exempt from overtime compensation.

**Non-exempt:** For common understanding but not necessarily legal interpretation, a non-exempt position is one in which a specific number of hours is worked. Non-exempt employees will be paid overtime compensation in accordance with applicable law. Compensation will be provided for additional time worked only when the additional time is approved in advance.

**Fulltime:** Normal fulltime positions are 40 (forty) hours per workweek, although positions requiring a minimum of 30 (thirty) hours of work per week are considered fulltime for benefit purposes, while vacation and sick leave are prorated by the number of hours worked.

**Part-time:** Positions with less than 30 (thirty) hours of work per week are considered part-time.

**Temporary or Occasional Employees:** People employed on an intermittent basis or for a specified number of hours, days or months, or unit a specified date (not eligible for benefits).

## **III. Recruitment**

The Conference generally attempts to fill new and vacant positions from within the Conference by promoting qualified employees.

The recruitment process may also include public announcements of vacancies through various news and electronic media, church bulletins, professional organizations, related agencies and groups with special access to qualified women and racial ethnic minority people who may be potential applicants.

The Conference web site and on-line recruitment media will also be used to post vacancies.

## **Compensation Policies**

Compensation is determined at a monthly rate for salaried personnel or by an amount per hour for hourly personnel.

**Pay Period:** For all employees the standard pay period is twice monthly, with payday occurring on the 15th and the last day of the month (30th or 31st). When pay days falls on a weekend or holiday,

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paychecks will be distributed on the last working day prior to the weekend or holiday.

**Work schedule:** The workweek is a 40 (forty) hour week with an hour unpaid lunch. The Conference office will be open from 8:00 a.m. until 5:00 p.m. Employees who request and receive approval for alternate schedules may arrive earlier or leave later than these hours.

**Breaks:** Non-exempt hourly employees receive a paid, 15-minute break in the morning and in the afternoon.

**Wage Garnishment:** Garnishment of wages results when an unpaid creditor has taken the matter to court. A garnishment is legal permission for creditors to collect part of an employee's pay directly from the employer. Although the Conference does not wish to become involved in an employee's private matters, we are compelled by law to administer the court's orders.

**Pay Increases:** The personnel committee determines and submits all staff salary budgets.

**Payroll Advances:** The Conference will not provide payroll advances.

**Time Records:** Non-exempt hourly employees are required to complete bi-monthly timesheets. Federal wage and hour regulations require an accurate record of hours worked. Immediate supervisor must approve timesheets.

**Overtime:** Overtime will be paid in accordance with the Fair Labor Standards Act. All requests for overtime and hours worked other than regular scheduled hours, must be approved in advance by their supervisor. All overtime is to be clearly reported on the timesheet. Approval to use accrued flextime must be approved in advance from the supervisor.

**Payroll Deductions:** Earnings and payroll deductions are shown on a voucher with your check. Deductions required or requested are as follows:

Required by Federal & State	Authorized by Employee
Federal Income Tax	Medical Insurance
State Income Tax	Life Insurance
Social Security Tax	Vision Insurance
Medicare Tax	Dental Insurance
Garnishment/Wage Attachments	UMPIP Contributions
	H.S.A. Contributions
	Other Elections

**Direct Deposit:** The Conference provides for automatic deposit of payroll earnings when authorized to do so by the employee. On payday, these employees are given a mock copy of a check with the stub indicating itemized deductions. Direct Deposit is encouraged because the employee does not need to be present on payday to have access to their earnings.

#### IV. Business Casual Dress Code

The Conference's objective in establishing a business casual dress code is to allow the staff to work comfortably in the workplace. Yet, we still need our staff to project a professional image for those we

serve.

Because not all casual clothing is suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works for yard work, dance clubs, exercise sessions and sport contest may not be appropriate for a professional appearance at work.

Clothing that reveals too much cleavage, your stomach or your underwear is not appropriate for a place of business.

Generally, Fridays are considered as dress down days. On these days, jeans and other more casual clothing, although never clothing potentially offensive to others, are allowed.

No dress code can be all-inclusive, nor can it cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your supervisor.

#### **V. Personnel Files**

A personnel file will be maintained on each employee in the Conference office under the custody of the Director of Administrative Services. All personnel files are the property of the Conference. The Conference maintains those documents, which are, have been, or are intended to be used in determining a staff person's qualifications for employment, promotion, transfer, additional compensation, discharge or other disciplinary action.

The employee shall have limited access to his/her own file as described below under the supervision of designated Conference personnel. Access is also available to those who have a "need-to-know" (e.g., Conference Personnel Committee, Bishop or Bishop's delegate).

This information is generally not to be released to a third party. In response to inquiries for references about employee's employment status, only the following information will be disclosed upon request: dates of employment, term and nature of employment. Salary information will be released only with written authorization from the employee.

#### **VI. Contents of Personnel Files**

Generally, personnel files contain primarily such information as listed above. That is, documents which are, have been or are intended to be used in determining that staff person's qualifications for employment, promotion, transfer, additional compensation, discharge or other disciplinary action.

- A. Each personnel file usually will include the following items, which are subject to inspection by employee:
1. Employment application
  2. Résumé (when appropriate)
  3. I-9 verification
  4. Plan participant enrollment forms (SPP, MPP, DBP, beneficiary forms, etc. and are kept in a separate file in the benefits administration office)
  5. Employment offer form

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6. Emergency notification form
  7. Performance appraisals
  8. Attendance calendars (used for employment transfer, promotion, evaluation, etc.)
  9. Employee benefit verification form
  10. Change of address forms
  11. Post-employment training
  12. Payroll information
  13. Salary history
- B. Documents that may be included in a staff person's personnel file but are not open to inspection by employee:
1. Letters of reference
  2. Tests and results, except cumulative scores
  3. Records that may be produced in a judicial proceeding as part of a pending claim between the employer and the staff person
  4. Information used for management planning, bonuses, operational goals, expansion, future salary increases, job assignments, other wage treatments, development, closing, except when such material relates only to the staff person in question.
  5. Information of a personal nature about a person other than the staff person that might be construed as an unwarranted invasion of that other person's privacy
  6. Medical records (These records are kept in a separate file)
  7. Records regarding an employer's investigation of alleged conduct (except when the Conference acts adversely based on information in those records)

All requests for copies of items in a personnel file shall be made in writing to the Director of Administrative Services.

#### **VII. Transfers and Reassignments**

Upon consultation, employees who are hired directly from another agency of the Church may retain benefits and service years common to the previous employing agency and the current agency, as agreed to by the Conference Personnel Committee and employee. (Refer to Personnel Policies – 1. Open Door).

#### **VIII. Performance Evaluations**

A performance evaluation is intended to provide a periodic means of appraising a staff person's performance on the job.

A newly hired employee shall be evaluated at the end of his/her enhanced review period. If the staff person does not meet performance standards, employment can be terminated at any time during the 90 days or thereafter. Approximately two weeks before the end of this period, the supervisor shall conduct a "Performance Evaluation" covering the staff person's performance during the period. The completed form will be included in the staff person's file.

1. If performance is satisfactory, this period will end, although the staff person continues to serve

at the pleasure of the Conference. (See - Personnel Policies Section, 2. "At-Will Employment")

2. If performance is not satisfactory, this period may be extended in writing or the staff person may be terminated.

All other employees will be evaluated utilizing the current "Performance Evaluation Form" by November 30 of each year. These reports will be placed in each employee's personnel file. Staff people will have an opportunity to file a response to their evaluations.

### **IX. Continuing Education or Individual Development Plan**

Staff should be granted at least one week of continuing education per year or one month per quadrennium. The employee's supervisor or the Conference Personnel Committee must approve continuing education plans to ensure that absences do not impede job responsibilities. Time used for continuing education shall not be considered vacation. Continuing education vouchers will be paid only up to the amount budgeted for each staff person. In addition to registration/tuition, any travel, lodging or meals for a continuing education event will be charged to this budget line. Any amounts over the budgeted amount will be the personal responsibility of the staff person.

### **X. Professional Meetings**

Staff is encouraged to attend the national and jurisdictional professional meetings that are related to their jobs. A maximum of two professional meetings per year may be attended as a part of regular work duties and not charged against continuing education leave.

### **XI. Staff Member Qualifications**

All staff shall have at a minimum the following qualifications:

1. They shall be people who are sympathetic with the Christian faith and purposes of The United Methodist denomination;
2. They shall possess the special aptitudes, skills and capacities, which are required in their respective fields of work;
3. They shall be people who can win and hold the cooperation and goodwill of the people they serve as well as their associates;
4. They shall have the ability to maintain and keep confidences;
5. They shall be people who can demonstrate the capacity to learn and to improve their abilities.

### **XII. Record of Attendance and Absence**

The supervisor is responsible for the maintenance of a record of attendance and absence. In addition to providing a record of hours worked for payroll purposes, such record of attendance will be utilized in monitoring employee performance.

Hourly employees are required to accurately record all hours worked and submit these records to their supervisors who will submit time worked to the payroll department.

### **XIII. Termination and Resignation**

#### **A. Voluntary Termination (Resignations)**

Should a staff person decide to leave the employ of the Conference, it is requested that at least two

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weeks written notice will be given. A written letter of resignation should be submitted to the supervisor with a copy to the Chairperson of the Conference Personnel Committee stating the date of the resignation and including any additional comments the staff person may wish to make. This letter will be placed in the staff person's personnel file.

#### **B. Involuntary Termination**

Involuntary termination, pursuant to the at-will employment policy, can occur at any time, for any or no reason, with or without notice. Involuntary termination is the result of excessive absences and tardiness or unsatisfactory performance. These infractions are known to have adverse effect on the work output and morale of co-workers. Where involuntary termination is the result of excessive absences, tardiness or unsatisfactory performance, the following steps should be taken, when possible.

The staff person's supervisor will discuss the problem with the staff person. Expectations should be clear and precise.

If the problem persists, the appropriate director will consult with the Chairperson of the GPUMC Personnel Committee and GPUMC Chancellor. After consultation, the director will determine what course of action should be taken, including but not limited to termination.

An employee being considered for involuntary termination – except in the case of reorganization, substantial misconduct, or reasons other than correctable performance issues will be placed on probation and given an opportunity to correct the problem(s). However, the Conference reserves the right to discharge a staff person at any time without a probationary period, or any of the steps set out above.

The Conference reserves the right to terminate the individual's employment at any time during the probation period if the employee does not demonstrate substantial improvement.

#### **C. Misconduct**

Proper conduct is a necessity to assure an efficient, effective and safe working environment.

Misconduct is grounds for immediate dismissal. This may include, but is not limited to theft, physical abuse, and verbal abuse, threatening people with bodily harm, gross insubordination, or criminal conduct.

#### **XIV. Final Paycheck**

When a staff person leaves the Conference, that person's final paycheck will be issued in accordance with the applicable Wage Payment Law.

#### **XV. Complaint/Grievance Resolution**

The Conference is committed to providing a working environment conducive to satisfactory work performance and free from discriminatory actions. To this end, the following formal complaint/grievance procedure has been established to assist in the effective resolution of problems arising from the employment relationship or environment. When an employee believes a condition of employment affecting him/her is unjust, inequitable, or a hindrance to effective performance of his/her

employment responsibilities, or the employee feels subjected to discriminatory treatment by another employee, the employee should seek resolution through these procedures without fear of coercion, discrimination or reprisal. Specific types and descriptions of discrimination are contained in other sections of this policy manual.

Any employee who has a complaint related to the employment relationship or work environment, or feels victimized by discriminatory conduct, should discuss the complaint with his/her immediate supervisor to attempt to resolve the matter. If the employee's immediate supervisor is the source of the alleged discrimination, the employee should report the problem to the next higher-level supervisor or to the Chairperson of the Conference Personnel Committee. The supervisor(s) should conduct any necessary or appropriate investigation and inform the employee of a decision based upon full and fair consideration of all the facts within five (5) working days of the initial discussion. The supervisor(s) will assure the decision is clearly communicated to the employee.

If the employee is satisfied with the decision, no additional action is required. If the employee is not satisfied, or if no decision is communicated to the employee within five (5) working days of the initial discussion, the employee may submit a written grievance to the next higher-level supervisor. In the event that the next higher-level supervisor made the initial decision, the written grievance should be submitted to the Chairperson of the Conference Personnel Committee. The next higher-level supervisor, or the Committee Chairperson, will provide an answer to the employee within ten (10) working days of his/her written presentation of the grievance.

If the employee is dissatisfied with the solution provided by the next higher-level supervisor, he/she will have an additional ten (10) working days to appeal his/her grievance to the Chairperson of the Conference Personnel Committee. When the Chairperson receives the Grievance Statement, he/she will determine if the provisions of the Complaint/Grievance Resolution Procedure has been followed. If so, the Chairperson may:

- Talk with the employee to get further clarification of the problem.
- Talk with the immediate supervisor and next higher-level supervisor to get further clarification of the problem.
- If necessary, schedule a meeting with the employee and his/her supervisor(s).
- Present the grievance to the Conference Personnel Committee or get input on the matter from individual Committee members.

After careful consideration of all facts, but within (30) thirty working days, the Chairperson will render a final decision in writing to the employee. Any decision rendered in a problem situation by the Conference Personnel Committee Chairperson must be regarded as final and binding.

Retaliation for filing a complaint or for properly doing one's job is never acceptable. If an employee believes that he or she is a victim of retaliation, then that conduct should be reported in the same manner as if the employee was filing a complaint.

## **XVI. Workplace Violence**

The Conference recognizes that a place of employment safe from violence or the fear of violence is fundamental to the health and well-being of staff. The policy of this Conference is that its staff should

work in an environment free from physical attack, threats, and menacing or harassing behaviors.

As used in this policy, violence is defined to include, but not limited to, the following:

1. Physical attack is an unwanted or hostile contact, such as hitting, fighting, pushing, shoving, or throwing objects.
2. Threat is stating a present or future intention to cause physical or mental harm. Any expression of intent to cause physical or mental harm is considered to be a threat.
3. Harassment is behavior or communication designed or intended to intimidate, menace, or frighten another person.
4. Property damage is behavior or acts that contribute to the destruction or damage of another's property.

At any facility of the Great Plains Conference, physical attacks, threats, harassment, and property damage are always prohibited. Any employee who experiences or witnesses such acts, conduct, behavior, or communication must immediately call the police if appropriate, and/or contact his/her supervisor or the Chairperson of the Conference Personnel Committee.

Any supervisor who receives a complaint of violence, threats, harassment, or property damage or who has reason to suspect that these acts or behaviors are occurring, must immediately notify the Director of Administrative Services and the Conference Personnel Committee Chairperson, except for the Treasurer's Office, which would notify CF&A and Personnel Chairs.

Upon being informed of an allegation of violence, threat, or harassment, the matter will be investigated. Upon conclusion of the investigation, the Conference will determine how to respond. In the interim, the Conference will respond, as it deems appropriate.

Appropriate disciplinary action, up to and including termination, will be taken in instances of misconduct as judged by the Conference. Employees who know of information about violence, threats, or harassment, but did not notify an appropriate person consistent with this procedure will also be subjected to appropriate discipline, up to and including termination.

Employees will not be retaliated by the Conference for reporting violence, threats, harassment, or property damage.

#### **XVII. Weapons Policy**

Possession of firearms, explosives or other dangerous or unauthorized materials, is prohibited in the workplace or while working off Conference property. The prohibition on carrying firearms while working applies even if the employee has a legal permit to carry such a weapon.

#### **XVIII. Conference Credit Cards**

Employees who incur frequent expenses for travel and other purposes may be provided a Conference credit card. The policy and procedures established by the Conference Treasurer and the Council on Finance and Administration govern the issue and use of such credit cards.

Employees that have been issued a Conference credit card will receive a copy of the policy and

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procedures, and a copy can be found in the policy manual in the Benefits Office.

### **XIX. Rental Cars for Conference Use**

When a conference car is not available, and it is not practical to drive a personal car, the Conference will pay for a rental vehicle and related expenses. A rental vehicle may be used to and from airports while traveling when hotel shuttles are not available and the cost of a cab is prohibitive.

### **XX. Conference Owned Vehicle Use**

A Conference owned vehicle may be provided for Conference staff people based on the number of miles expected to be driven in the conduct of their job. The policy and procedures established by the Conference Treasurer and the Board of Trustees govern the use of Conference owned vehicles.

Employees will receive a copy of the policy and procedures, and a copy can be found in the policy manual in the Benefits Office.

## ***Personnel Benefits***

### **I. Vacation**

The Conference recognized the importance of vacation time, which provides employees the opportunity for rest and personal activities. We grant annual paid vacation to eligible employees.

Vacation leave will be based on the number of years of service and will increase for the calendar year in which the employee's anniversary reaches a new level of benefit (i.e. in the calendar year of the employee's 5 year anniversary of employment, employee will receive 10 vacation days).

New employees: Vacation time will be prorated the first year of employment from the hire date through December and counts as the first year of service. Subsequent vacation time is allotted on January 1 of each year. During the 90-day introductory period, a new employee will not have access to accrued vacation time, but the supervisor may grant time away from work without pay.

Carryover: A maximum of ten (10) days of unused earned vacation may be carried over to the next calendar year and any vacation leave in excess of ten (10) days will be forfeited on January 1.

Unused vacation will not be paid out unless required by state law.

Vacation Schedule: Employees working prior to January 1, 2014 will be afforded the opportunity to remain on their existing vacation schedules.

<u>Kansas East</u>	<u>Kansas West</u>	<u>Nebraska</u>
0-3 yrs 10 Days – 2 weeks	0-4 yrs – 12 Days	0-5 yrs 10 Days – 2 weeks
4-5 yrs 15 Days – 3 weeks	5-9 yrs– 14 Days	6-10 yrs 15 Days – 3 weeks
Over 5 yrs 20 Days – 4 weeks	10-14 yrs – 16 Days	Over 10 yrs 20 Days – 4 weeks
	Over 14 yrs – 20 Days	

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Effective January 1, 2014 the Great Plains Conference vacation schedule is as follows:

- 0-5 yrs 10 Days – 2 weeks
- 6-10 yrs 15 Days – 3 weeks
- Over 10 yrs 20 Days – 4 weeks

Except for new employees, all staff will be credited with their allotted vacation time on January 1.

Part-time employees (regular employment of less than 40 hours per week) receive the same amount of days for years of service prorated according to the hours worked.

All unused vacation will be paid upon termination of employment. An allotment/accrual of vacation will cease during any period of disability and resume upon employee's return to work.

#### **II. Leave of Absence**

In cases of illness the absence should be reported to the employee's supervisor within 30 (thirty) minutes after the start of the scheduled workday.

**Sick Leave:** Sick leave with pay will be granted in cases of absences due to personal injury, illness, and visits for medical or dental purposes. Sick leave will be granted to the employee for taking care of family members for whom they are the primary caregiver. An allotment of sick leave of 12 (twelve) days per year is provided on January 1 and new hires' sick leave will be prorated beginning with the month hired.

Part-time employees (regular employment of less than 40 hours per week) receive the same amount of days for years of service prorated according to the hours worked.

**Carryover:** Unused sick leave may be carried over to the next calendar year with a maximum accrual of 45 (forty-five) days.

There shall be no remuneration for unused sick leave. The supervisor reserves the right to request a certificate of illness from a physician prior to paying sick leave for extended illness or hospitalizations.

An allotment/accrual of sick leave will cease during any period of disability and will resume upon employee's return to work.

**Leave (with or without pay) – Maternity/Paternity Leave:** Maternity or paternity leave, as appropriate, will be available to any employee who requests it prior to a new child's birth or the adoption of a child. Eligible employees may take time off as specified by Federal law, accumulated sick leave and vacation time may be used.

The Conference will maintain health care benefits for the employee while on maternity/paternity leave, but the employee is responsible for paying the employee share of the monthly premium.

**Personal Leave:** Three (3) days of leave will be granted January 1 of each year for personal business or special family duties or occasions. Unused days cannot be carried over or paid out.

**Leave without Pay:** The supervisor may grant leave without pay at their discretion for periods not to exceed one month. Such leave for periods longer than this shall require the approval of the Personnel Committee. Requests for such leave without pay must state definite inclusive dates.

**Military Leave:** Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994. USERRA spells out conditions of leave that the employers must grant based on the type and duration of leave. Additionally, the Act spells out the responsibility of the enlisted employee to notify the employer of the need for absence and to return to work within a limited time. The USERRA is complex and conditional. Any employee requiring a military leave must notify the supervisor as soon as possible.

**Jury Duty:** Employees will be excused with pay for jury service. No reimbursement of money received by employee as compensation or expense allowance for jury duty will be required to be made to the Conference.

**Family Illness/Funeral/Death:** In the event of critical illness or death of parents, children, spouse, grandparents, parent-in-laws, or significant other person, a leave of absence of up to five calendar days per incident may be granted, after consultation with the employee's supervisor. Additional days may be granted, without pay, by the supervisor or taken as vacation days.

**Inclement Weather:** For the safety of our Conference staff, an office will be closed when the school district in the area is closed due to inclement weather. Should the school district in the area in which the employee lives close due to inclement weather; they would not be required to report to work. If there were other times when safety becomes a concern, the employee would need to consult with their supervisor.

### **III. Holidays**

The Conference observes ten (10) holidays for which the office is closed and for which fulltime employees are paid. These days are:

1. New Year's Day
2. Martin Luther King, Jr., Birthday
3. Good Friday
4. Memorial Day
5. Independence Day
6. Labor Day
7. Thanksgiving Day
8. Thanksgiving Friday
9. Christmas Eve Day
10. Christmas Day

When a holiday falls on Saturday, the Friday before is observed as the holiday. When the holiday falls on Sunday, the Monday after is observed as the holiday.

Employees working less than 40 (forty) hours are granted holiday pay prorated according to the hours worked and is based on the schedule outline above for full-time employees. They will receive pay regardless of whether or not they regularly work on that day.

### **IV. Health Insurance**

Health insurance benefits are available to employees to the extent and pursuant to the terms of the Conference's current contract. Employees should contact the Conference Benefits Officer for a written

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Summary of Benefits.

Staff members working (30) thirty hours or more are eligible for coverage.

Payment schedule for coverage:

Coverage Size	Payment
Employee Only	Conference pays full premium
Employee + 1 (one child or a spouse)	Employee pays 5% of salary
Employee + Children/Family	Employee pays 7% of salary

Upon completion of an annual physical the employee will receive reimbursement of one month's staff share of health coverage.

When an employee's position has been eliminated, the Conference will offer to pay the employer's portion of three months health insurance premiums beyond the date of termination. (This does not apply when the employee is terminated for misconduct). Thereafter, the employee may elect to continue their health insurance coverage, including dependent coverage, by enrolling in COBRA.

Employees who have voluntarily terminated may elect to continue their health coverage, including dependent coverage, by enrolling in COBRA.

#### **V. Retirement**

Staff members working (20) twenty hours a week or 1,040 hours a year are eligible for pension. The Conference will contribute into staff pension at the rate of (6) six percent of salary with a (3) three percent required match on the employee's part. If the staff elects not to contribute their (3) three percent then the employer portion will be forfeited.

The pension benefits are subject to the terms and conditions of the current contract with the General Board of Pension and Health Benefits. A summary of benefits is available from the Senior Benefits Officer.

#### **VI. Short Term Disability (STD)**

Lay staff members of the Conference working at least (30) thirty hours per week and who are unable to work due to illness or accidental injury that last longer than (14) fourteen days, may be entitled to benefits under the Conference's short term disability (STD) plan.

The STD will cover the employee for (13) thirteen weeks and will receive a benefit of 60% of basic monthly compensation as defined by the Plan. For a longer benefit period, the employee would need to apply for the long-term disability.

The Plan describes the terms and conditions of the STD benefits and accumulated sick and vacation time should be exhausted prior to receiving the STD benefits.

Upon commencement of STD leave, the Conference will be responsible for payment of health insurance at the level of coverage the employee is enrolled in at the time of the disability. Health insurance will remain as a part of the STD benefit as long as the terms and conditions of the Plan are met. Payment for

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all voluntary benefit plans are the responsibility of the employee. Voluntary life will cease while on STD.

### **VII. Long-Term Disability (LTD)**

Lay staff members of the Conference working at least 30 (thirty) hours per week and who are unable to work due to illness or accidental injury that lasts longer than 90 consecutive days, may be entitled to benefits under the Conference's Long-Term Disability (LTD) Plan.

You are considered totally disabled when you are unable to perform the material duties of your position solely due to illness or accidental injury. Qualifying employees who are disabled receive a benefit equal to 60% of basic monthly compensation as defined by the Plan. Copies of the LTD Plan document are provided as part of the new hire packet. Additional copies are available from the benefits office.

The Plan describes the terms and conditions of the LTD benefits along with the commencement and termination of participation. As a condition of the Plan, accumulated sick and vacation time must be exhausted prior to receiving LTD benefits. Accrual of sick and vacation time will cease during this period.

Upon commencement of LTD leave, the Conference will be responsible for payment of health insurance at the level of coverage the employee is enrolled in at the time of the disability. Health insurance coverage will remain as a part of the LTD benefit as long as the terms and conditions of the Plan are met. Payment for all voluntary benefit plans are the responsibility of the employee. Voluntary life insurance will cease while on LTD.

### **VIII. Accidental Death & Dismemberment (AD&D) and Life Insurance**

Life Insurance and AD&D benefits are available to employees working (30) thirty hours or more per week. The Plan describes the terms and conditions.

### **IX. Annual Conference Attendance**

Staff members of Conference shall be granted time off with pay to attend the conference.

### **X. Jurisdictional and General Conference Attendance**

Staff who are elected delegates or reserve delegates to a jurisdictional or general conference shall be granted time off with pay to attend the conference.

### **XI. Volunteer in Mission Participation by Staff**

To enable staff participation and involvement in United Methodist Church Volunteer in Mission projects, the Conference will grant up to a week with pay per year to join a VIM team. The staff person's supervisor must give authorization for participation in a VIM trip.

### **XII. Payment in Lieu of Health, Retirement, STD, LTD, Life or AD&D**

Cash payments may not be received in lieu of participation in any or all of the benefit programs described above.

### **XIII. Unemployment Compensation**

The Great Plains Conference offers connectional services within the United Methodist Church and its operation is for religious purposes. Therefore, no unemployment benefits are available from

employment through the Conference.

#### **XIV. Severance or Transition**

If a termination or reduction in hours is made because of reorganization, shortage of work or lack of funds, the staff member will be given at least one month's notice in advance of termination or transition date.

Employees who have reached or exceeded 5 years of service will be paid one week of severance per year, not to exceed three months of severance pay.

Staff members removed involuntarily from his or her position may receive separation pay at the discretion of the Conference. In no event shall such pay exceed the foregoing policy of severance pay for staff terminated due to reorganization, shortage of work or lack of funds.

Before leaving the Great Plains Conference's employment, the Chairperson of the Conference Personnel Committee plus the employee's immediate supervisor or another Personnel committee member will conduct a formal Exit Interview. This document will become part of the existing staff person's personnel file. This policy does not apply to temporary/seasonal employees.

#### **XV. Outplacement Assistance**

Upon request and at the discretion of the Conference, the Senior Conference Benefits Officer may provide assistance to an employee affected by the downsizing, relocation, or closing of his/her place of employment in locating outplacement services to assist with career option analysis, résumé preparation, application completion, interviewing skills, networking, access to job banks, skill training, etc. Such assistance by the Senior Conference Benefits Officer will be limited to information about available resources and, as needed, referral to an appropriate organization.

#### ***District Superintendent (DS) and Director Salary***

District Superintendent salaries shall eventually be tied to a percentage of the base salaries of full-time elders serving local churches in the Great Plains United Methodist Conference (GPUMC). The DS salary shall be 150% of the previous year's full-elder base salary average of those serving local churches. Ideally, there should be approximately 15-20 local church salaries higher than the DS salary.

All district superintendents shall be paid the same when the formula catches up to the currently highest paid people. No district superintendent will receive a decrease in salary except those beginning service in that role in 2013. Increases will be phased in over time toward the goal. Newly appointed district superintendents and the Directors of Clergy Excellence and Congregational Excellence will receive the same salary as the highest paid people whose salaries are being phased in.

District Superintendents shall receive a parsonage in addition to the base salary but no utility allowance. District Superintendents shall receive health insurance on the same basis as all other elders in the conference policy.

The District Superintendent base salary will be recalculated every year in February once full elder local church salaries are known. Thus, in February of 2015, using 2015 numbers, the salary for 2016 compensation will be calculated.

Three director positions, specifically, the Director of Clergy Excellence/Assistant to the Bishop, Director of Congregational Excellence and Director of Administrative Services/Treasurer, shall be paid at the DS level with housing allowances and other benefits. The Director of Communications will have a compensation level agreed upon by the Director of Clergy Excellence/Assistant to the Bishop and the Personnel Committee.

The Director of Clergy Excellence/Assistant to the Bishop, the Director of Congregational Excellence, the Director of Administrative Services/Treasurer, and in rare cases District Superintendents, may receive a housing allowance of \$15,000 in lieu of a parsonage.

If these principles are adopted, continuing Nebraska district superintendents will have their salaries frozen at \$80,961 with no reduction and no increase for several years. The Nebraska DS appointed for the first time to the cabinet in 2013, the new Director of Clergy Excellence, the DS appointed for the first time in 2013 to the cabinet in Kansas West, the new DS appointed for the first time to the cabinet in 2013 in Kansas East, the Director of Congregational Excellence and continuing Kansas West DSEs will receive the Kansas West salary of \$75,980 in 2014. Continuing Kansas East DSEs and the Director of Administrative Services/Treasurer will receive \$70,333 in 2013 and \$73,681 in 2014. It is anticipated that all DSEs and the three comparably paid directors will be at the 150% level in 2016.

### ***District Administrative Assistants***

Each district will have an administrative assistant, who is an employee of the Great Plains United Methodist Conference (GPUMC). Each one will be supervised, including hiring, evaluation and termination, by the appropriate district superintendent. The district administrative assistant job description will be approved by the conference Personnel Committee so that functions of the district office such as data entry will be coordinated with the conference office. All district accounting will be centralized at the conference office with petty cash functions in each district office. For 2014, there will be no change in the salaries and number of hours for any of the district administrative assistants. During 2014, the Personnel Committee will be charged with looking at reviewing job descriptions, hours and compensation.

### ***Council on Finance & Administration***

#### **Central Treasury**

The Great Plains United Methodist Conference (GPUMC) shall operate a central treasury under the direction and supervision of the Conference Treasurer in accordance with the policies and procedures of *The Book of Discipline of The United Methodist Church*, the GPUMC and its Council on Finance & Administration (CFA). The funds of all boards, councils, committees and task forces of the GPUMC (hereinafter called agencies or individual agency) as well as Districts and related corporations and their units shall be held in the central treasury, unless otherwise authorized by the CFA.

The Conference Treasurer shall be the custodian of all Mission Share (apportionment) funds, non-budgeted funds, special offerings, and other designated funds. The Conference Treasurer shall make accounting of all receipts and disbursements in accordance with *The Book of Discipline of The United Methodist Church*, and the policies and procedures approved by the CFA.

Donor restricted funds given to the Kansas East, Kansas West, and Nebraska Conferences will be respected as to both purpose and geography as assets are combined into the GPUMC. Unrestricted funds given to the three conferences will be combined for the benefit of the GPUMC as a whole.

**Fiscal Year**

The fiscal year of the GPUMC shall be January 1 to December 31. All local church remittances that are received at the bank Post Office Box or delivered to the GPUMC Administrative Services office located in Topeka on or before January 8, 2015, will be credited to the immediately preceding fiscal year, unless otherwise designated by the church. All remittances by local churches received after that date shall be credited to the next fiscal year, regardless of fiscal year designation.

**Mission Share Funds**

The Great Plains CFA is recommending that we use an income based formula to determine the mission shares (apportionment) to our local churches to support the mission and ministry of the GPUMC.

Each of us, as members of a local church, supports our local church by giving our tithes (10%) and offerings. These gifts come from the income that we have received. If our income changes, we can alter the amount we give. As Christians, we believe that our income is a blessing from God. We also believe that tithing has a sound scriptural foundation as an act of worship and discipleship.

We have reasoned that the same motivation used to support the local church should be applied to the GPUMC's mission and ministry. Each local church is therefore called to support the GPUMC based on the income of the church. The formula we are recommending is a tithing formula, 10% of income received for budget support (see details below).

The calling of the Great Plains United Methodist Conference is to equip and connect congregations to make disciples of Jesus Christ. Our missional priorities are to enhance the ministry of local churches to produce Christ-centered excellence in: youth ministry, preaching and worship, engaging the community, and transforming service to the world. Utilization of an income based formula allows the conference to be responsive to the accomplishment of these goals.

Finally, we believe that, just as the hearts of individuals are warmed by the support they give to their local church, the hearts of each of these bodies of believers we call the church will be warmed by the support they are able to offer to the ministry of their conference.

Information regarding conference funds and the work they support will be able to be found on the conference website at [www.greatplainsumc.org](http://www.greatplainsumc.org).

**Mission Share (Apportionment) Formula**

The mission share formula for the GPUMC will be based upon a percentage of each church's total operating income, with total operating income to be equal to the amount listed on Table 3, line 67, of each church's annual report to the conference. The GPUMC will use a 10% mission share formula for the base budget and 1% for Mission Agency Support for separately incorporated institutions. Amounts required for retired clergy medical benefits (Nebraska only) shall be above and beyond the base mission share formula.

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As we move to a tithe (10% formula) for support of the basic budget of the GPUMC for the three year period beginning January 1, 2014, we will phase in the adjustments, up or down, from the level currently paid by any church. In 2014, each church's mission share will move one-third of the way from where it was in 2013 to what the tithe would call for in 2014. In 2015, each church's mission share will move another one-third of the way toward the tithe. And on Jan. 1, 2016, each church in the GPUMC will be at the tithe for support of the basic budget of the conference.

While this is described as a three-year phase in, the reality is that exactly two years from the start of the GPUMC, all churches will be on a tithe. This phase in protects churches that are below the tithe from having a very large increase in their mission share in one year. It also enables the natural increase in operating income that has been occurring in our conferences to help us, over the next 3 years, reach the goal of a tithe without dramatic downward shifts to the conference budget at the start of the GPUMC.

### **Mission Agency Support**

Each local church in the Great Plains United Methodist Conference (GPUMC) will be asked to contribute 1% of its total operating income to the mission work of key partner agencies. This amount is over and above the mission share tithe. These agencies are separately incorporated and have a historic missional tie to the work of the annual conference. In each budget, the list may be adjusted by action of the Annual Conference. The GPUMC Council on Finance and Administration will recommend a list each year. Money given to Mission Agency Support will be divided proportionately among the agencies listed in the Budget section.

### **General Church Mandated Special Sunday Offerings**

1. Human Relations Day – January 19, 2014
2. One Great Hour of Sharing - March 30, 2014
3. Native American Ministries Sunday – May 4, 2014
4. Peace with Justice Sunday – June 15, 2014
5. World Communion Sunday - October 5, 2014
6. United Methodist Student Day – November 30, 2014

### **Conference Advance (Specials)**

The Great Plains United Methodist Conference Advance list for 2014 is determined by combining the lists approved by each of our three conferences at their spring sessions in 2013. All ministries on this list have the privilege of approaching the churches of the conference to raise funds in support of their efforts.

### **Special Appeals**

No agency, institution or organization beyond those in the Mission Agency Support or Conference Advance lists shall make a special conference-wide appeal to the local church for funds without the approval of the Annual Conference session, upon recommendation of the CFA. In case of extreme emergency, approval may be given by the Connecting Council upon recommendation of the CFA.

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#### **Annual Conference Budget**

The Conference Budget is to be developed by the CFA, in consultation with the agencies, and submitted to the Conference for adoption. In October the CFA will send out a letter to all conference councils, boards and agencies advising them of the process for submitting budget requests and shall provide direction to the agencies regarding budget building. Budget requests for next fiscal year are due January 1 to Conference Treasurer. Boards and agencies shall submit their budget request according to the prescribed process. The CFA shall study the budget requests, consult with the agencies of the Conference, and recommend to the Conference the total sums for the respective groups. The CFA shall recommend to the Conference the full amount apportioned to the Conference for the several general funds authorized by the General Conference, and that amount shall be apportioned to the churches (Discipline, Par. 613.3).

#### **Budget Administration**

- A. Meeting expense reimbursement:
1. The mileage rate for Conference and district board, agency and council meetings shall be 40% of the standard rate established by the Internal Revenue Service for business expense (currently \$0.226/mile, which is 40% of \$.565/mile). Clergy and lay participants in such meetings are encouraged to submit for reimbursement through the Conference rather than through their local church. Procedures and policies will be developed to encourage carpooling and video venue usage with this policy.
  2. Dependent (child and/or adult) care reimbursement to people attending approved meetings is \$5.00 per hour for one dependent, \$8.00 per hour for two dependents, and \$10.00 per hour for three or more dependents. The total shall not exceed \$50.00 per day for one participant.
  3. Lodging may be reimbursed at actual expense if attendance at such meetings requires an overnight stay due to distance traveled. Lodging will be arranged for by leadership of such conference or district boards. Shared rooms will be expected when appropriate.
  4. Meals may be reimbursed if attendance at such meetings requires an overnight stay due to distance traveled. Meals will be arranged for by leadership of such conference or district boards. Reimbursement to participants will be at \$20 per day with that amount prorated for partial days based on the length of meetings and the travel required.
- B. At or immediately following the close of any fiscal year, the Council on Finance & Administration's Executive Committee shall have the authority to pay any remaining General Church and South Central Jurisdiction mission shares from available cash.
- C. All available funds remaining in the Conference budget shall be transferred to Conference reserves. Notwithstanding the forgoing sentence, those available funds remaining in the accounts of the three related corporations: New Church Development, Inc., United Methodist Campus Ministry, Inc., and United Methodist Camps, Inc., as well as accounts for the work of the Board of Trustees related to property management, and Missional Opportunities shall not be so transferred.
- D. Operating Reserve: The Operating Reserve provides for cash flow needs of the Conference. The goal of the Operating Reserve shall be to maintain an annual balance of no less than ten (10) percent not to exceed twenty (20) percent of the Conference budget. Operating Reserve balance above twenty (20) percent at the end of the fiscal year shall be reported to the Connecting Council with potential

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uses for such funds to be approved by both the Council on Finance and Administration and the Connecting Council.

- E. After consultation between the Council on Finance and Administration and the Board of Pension and Health Benefits a formula is established by which an amount will be drawn from the deposit account held at the General Board of Pensions and Health Benefits for use by the conference for its annual budget. For 2014, that formula will take a 12-month average of the ending balance in the deposit account (from February 28, 2012 to January 31, 2013) and multiply that average by 5%. That amount is available to the conference and is placed in the conference budget for support of mission and ministry. A minimum of 25% of this amount shall be designated in the budget for Missional Opportunities. Variance to the 25% may be made by the recommendation of CFA and the Connecting Council and approved by the Annual Conference. It has been recommended that a variance be granted for the 2014 budget, and that 10% be designated for Missional Opportunities. That portion of the money will be retained in the deposit account to be drawn upon by the Connecting Council if and when grant applications are received and approved that meet the missional priorities of the Conference.

For subsequent years, a hybrid spending policy will be utilized known as the Yale University Method. That formula takes the previous year's spending adjusted for inflation, weighted at 70 percent; and a 5 percent payout based on the average Deposit Account value over the past 12 months, weighted at 30 percent. (Using this model, if last year's Deposit Account spending was set at \$100,000, this year's spending would be equal to 70% of last year's spending, adjusted for inflation plus 30% of a 5% spending policy based on the average endowment value over the past 12 months. If inflation is 2.5% then, this year's spending would be  $\$102,500 \times 70\% + 30\%$  of 5% of the average endowment value over the past 12 months.) The intent is to provide stable budget support while maintaining a component sensitive to market effects on the Deposit Account without transferring market volatility into the budget.

- F. Non-Budget Fund Accounts: The Conference Treasurer may receive and disburse funds for designated purposes, separate from the Conference budget. Such funds shall be listed as "Non-Budget Fund Accounts." All Non-Budget Fund Accounts must be sponsored by an agency of the Conference.
1. Interest from money held in Non-Budget Fund Accounts may be credited to the respective account as determined by the Council on Finance & Administration.
  2. When an unrestricted Non-Budget Fund Account has been terminated or has been inactive for a period of one year, the balance shall be transferred to the Conference reserve, unless otherwise determined by the Council on Finance & Administration.

### Investments

Investments of the Conference funds shall be made by the Conference Treasurer, under the direction of the CFA which shall develop policies and procedures for all investment transactions and balances.

Policies directing the choice of instruments for investments shall strive to achieve:

1. Consistency with the Social Principles of The United Methodist Church
2. Preservation of capital invested.
3. Maximization of investment returns.

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The various fund accounts may be “pooled” consistent with maximum return. Returns on investments of budgeted and non-budgeted funds shall be credited to the Operating Reserve Fund, or be returned to funds specifically authorized by the CFA. It is the intent of CFA to establish an Investment Committee to review all investments on a periodic basis. Such committee will have at least one person with expertise in investments.

#### **Surety Bond**

Surety Bond coverage in the amount of \$1,000,000 is secured to cover the Conference Treasurer and staff. The Conference does not provide bonding for local church treasurers. Local churches are to provide adequate bonding of their treasurer(s).

#### **Annual Audit of Conference Treasury**

An annual audit of all Conference financial records shall be conducted by an independent certified public accountant as selected by the CFA upon recommendation of its Audit Review Committee. The Audit Review Committee will review such audit and present it to the CFA for final approval. A copy of the financial statements shall be included in the Conference Journal. The entire audit report may be viewed at the Conference Office.

#### **Audits of Boards, Agencies and Institutions**

The CFA has a fiduciary responsibility to the conference in administering conference funds. Therefore, the Council is required to review the financial statements of organizations to which grants or contributions of conference funds are made. The CFA shall appoint an audit committee that will have on its membership at least one member of the CFA plus additional members recruited for their expertise. This committee shall work with the auditor of the Annual Conference as well as review audits, reviews, and compilation reports of boards, agencies, and institutions as described below.

Reports from an independent Certified Public Accountant are required annually from each agency or institution that receives funds from the Conference treasury in accordance with the requirements listed below. Funds shall not be transferred to any agency or institution that has not forwarded its annual audit, review or compilation report for the preceding year within six months' time after the close of its fiscal year. (2012 Discipline, Par. 617.2.) Agencies of the Conference using the conference central treasury for all their financial activity shall be included in the Conference audit and are not required to submit separate audit reports.

In addition to audit and financial reports submitted to the conference, organizations receiving conference funds shall also provide to the Conference a copy of all other required communications received from the external auditor. These communications may include, among other items, comments regarding any significant deficiencies in the design or the operation of the organization's internal controls.

#### **A. Audit, Review and Compilation Report Requirements:**

Each agency or organization that has annual gross receipts of \$500,000 or more shall submit a copy of its audited financial statements, together with any required communications from its external auditor and management letter (if applicable).

Each agency or organization that has annual gross receipts of between \$250,000 and \$499,999 is required to submit a copy of its financial statements together with a review report from a CPA.

Agencies and organizations with annual gross receipts of less than \$250,000 must submit financial statements accompanied by a compilation report from a CPA with a CPA review required every third year.

Agencies and organizations with annual gross receipts below \$500,000 may request a variance from the requirements listed above. Any variance granted is valid for the current reporting year only. A variance from these requirements shall not be granted for more than two consecutive years. The organization granted the variance shall submit the following information:

1. Financial statements. The agency shall submit financial statements that reflect its financial position and results of operations for the fiscal year then ended.
2. Tax statements. The agency shall provide documentation stating that all necessary tax returns (including payroll tax returns) have been filed in a timely manner. Documentation shall also be required regarding the status of any unpaid taxes to federal, state or local authorities as of the date of the request.

**B. Other Circumstances:**

Grants or contributions of conference funds to organizations not meeting the above requirements shall not be made without special approval. Special approval shall require a favorable vote of at least 2/3 of the members of the Council on Finance and Administration present and voting.

**Mortgage Indebtedness**

Any institution/agency whose board is elected by the Conference, and that has mortgage indebtedness, shall provide an annual report to the Conference showing the:

1. Total indebtedness
2. Amount paid on indebtedness last year
3. Plans to retire the indebtedness

If any such institution/agency plans to mortgage assets or to pledge endowment funds or to transfer funds from endowments to operating budgets and total indebtedness exceeds 10% of total assets or one million dollars, whichever is less, that mortgage must be approved by the Conference prior to the transaction, or in an emergency between sessions of the Conference, by a joint session of the Conference Cabinet and the CFA.

**Protection of Contact Information**

Contact information for clergy, churches, and laity held by the Conference is for the use and benefit of the Conference. Councils, boards, and agencies of the Conference, conference and jurisdictional Advances, local churches and districts, and agencies of the General Church may request contact information. Except as provided below, contact information held by the Conference, or provided to its respective agencies and institutions by the Conference, shall be considered confidential as to outside parties and shall not be provided to any person, group or business beyond those for whom the contact information was compiled, without the written approval of the CFA.

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Contact information for clergy, churches, lay members of Annual Conference, and laity serving in conference or district leadership is printed in the Conference Journal. Directory Information placed on the conference website is limited to churches, clergy's business contact information, and a few specific lay leadership positions. Information is not provided in a downloadable list.

#### **Local Church Report to The Annual Conference (Tables 1, 2, & 3)**

The local church shall electronically submit the Local Church Report to Annual Conference no later than 5:00 PM on the last business day of January each year.

If a report is not received by the due date:

- The only figures that will be reported will be prior year membership and benevolences sent to the conference treasurer.
- When calculating the church's Mission Share, 10% shall be added to the prior year's Operating Income.
- The Journal record shall indicate that the report was not received or not received in time to be used for Mission Share calculations.

The Pastor is responsible for the accuracy of the information submitted and assuring the report is received by the deadline (2012 *Discipline* paragraph 340.2c(2)(f)). Information about submission of these reports will be sent to the pastor as soon as the General Council on Finance and Administration makes such information available.

Correction of errors with these reports after final submission should be made by the last business day of February each year. If errors are discovered after that date and the adjustment would affect Mission Shares, the District Superintendent would need to be contacted. Changes would only be made for extenuating circumstances at the discretion of the District Superintendent and the Conference Treasurer.

#### **Local Church Audits**

At a minimum, every local United Methodist church shall conduct an audit (review) as defined and described in the Local Church Audit Guide as published by the General Council on Finance and Administration. The guide may be obtained at [www.gcfa.org](http://www.gcfa.org).

It is highly recommended that churches with total annual revenue in excess of \$500,000 have an annual audit performed by a certified public accountant (CPA). At a minimum, these larger churches shall have an independent audit performed by a CPA at least once every three years. In the intervening years, a review performed by a CPA is sufficient.

Finally, local churches with total annual revenue greater than \$1,000,000, shall have an annual audit performed by a certified public accountant (CPA).

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### **Budget**

**Table 2: Great Plains composite budget summary – 2014 \*[updates highlighted]**

	<b>Total Budget Request</b>	
<b>Income</b>		
Mission Shares	\$15,725,272	
Less: Allowance for Unpaid Mission Shares	<u>(\$1,356,810)</u>	
<b>Net Mission Share Income</b>	<b>\$14,368,462</b>	
<b>% of Mission Share – Mission Agency Support</b>	<b>91.37%</b>	
 <b>Other Income:</b>		
Bridges to the Future Income for New Church Starts	\$237,500	
Use of NCD/Hispanic Reserves for New Church Starts	\$102,847	
Bishop’s Council/Pioneer Fund (NCD)	\$25,000	
Urban Ministries Grant for Hispanic Ministry	\$20,000	
Episcopal Office GCFA Grant	\$80,000	
Transfer from Deposit Account – Budget Support	\$1,254,559	5% of deposit acct at GBOPHB
<b>Total Income</b>	<u><u><b>\$16,088,368</b></u></u>	
 <b>I. EPISCOPAL OFFICE</b>		
General Church Ministries for Episcopacy	\$670,135	
Episcopal Administrative Personnel	\$103,939	
Episcopal Office Expenses	\$49,450	
District Personnel	\$2,579,073	
District Office Expenses	\$338,190	
Cabinet Operations	\$552,500	
<b>Total Episcopal Office Budget</b>	<u><u><b>\$4,293,287</b></u></u>	
 <b>II. CLERGY EXCELLENCE</b>		
General Church Ministries for Clergy Excellence	\$787,908	
Board of Ordained Ministry	\$141,300	
Clergy Excellence Office Expense	\$11,200	
Clergy Excellence Personnel	\$413,203	
<b>Total Clergy Excellence Budget</b>	<u><u><b>\$1,353,611</b></u></u>	
 <b>III. CONGREGATIONAL EXCELLENCE</b>		
<b>III. A. Leadership Development:</b>		
General Church Ministries for Leadership Development	\$384,603	
South Central Jurisdictional Ministries for Leadership Development	\$123,399	
Leadership Development Ministries	\$109,500	
Campus Ministries	\$551,000	
Camping & Retreat Ministries	\$626,997	
Safe Gatherings	\$60,000	
<b>Total Leadership Development</b>	<u><u><b>\$1,855,499</b></u></u>	
 <b>III. B. Vital Congregations:</b>		
Resource Center GPUMC Support	\$19,500	
Youth Ministry	\$60,200	
Ethnic Ministries	\$774,387	
New Church Starts	\$795,214	
<b>Total Vital Congregations Budget</b>	<u><u><b>\$1,649,301</b></u></u>	

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Congregational Excellence Office Expense	\$79,575
Congregational Excellence Personnel	<u>\$876,808</u>
<b>Total Congregational Excellence Budget</b>	<b><u>\$4,460,710</u></b>

#### IV. MERCY AND JUSTICE

General Church Ministries for Mercy and Justice	\$2,294,996
Mercy and Justice Ministries	\$197,710
Mercy and Justice Personnel	<u>\$169,333</u>
<b>Total Mercy and Justice Budget</b>	<b><u>\$2,662,039</u></b>

#### V. ADMINISTRATIVE SERVICES

General and Jurisdictional Ministries for Administrative Services	\$382,983
Administrative Committee Expenses	\$79,762
Administrative Services Office Expenses	\$159,250
Information Technology	\$238,000
Annual Conference Expenses	\$127,200
Conference Office Building Maintenance	\$166,150
Trustees: Insurance, Auto, District Office & Parsonage	\$557,108
Communications Program Expense	\$137,200
Communications Personnel	\$341,408
Administrative Services Personnel	<u>\$1,004,204</u>
<b>Total Administrative Services Budget</b>	<b><u>\$3,193,265</u></b>

<b>Missional Opportunities</b>	<b>\$125,456</b>	10% of amount from deposit account
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<b>Total Great Plains Conference Budget</b>	<b><u>\$16,088,368</u></b>
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<b>Net Income (Loss)</b>	<b>\$0</b>
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#### OTHER BILLINGS

<b>NE Billing</b>	
Retiree Health Insurance Supplement	\$585,000

#### MISSION AGENCY SUPPORT

<b>1% of Line 67 (Table II of Annual Report) for Agencies</b>	<b><u>\$1,478,397</u></b>
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#### Colleges/Universities

Nebraska Wesleyan University (Scholarships) – Lincoln, Neb.	\$92,000	**
Baker University – Baldwin City, Kan.	\$130,000	
Saint Paul School of Theology – Leawood, Kan. and Oklahoma City, Okla.	\$125,000	
Kansas Wesleyan University – Salina, Kan.	\$130,000	
Southwestern College – Winfield, Kan.	\$130,000	

#### Health & Welfare Institutions

EmberHope – Newton, Dodge City and Wichita, Kan.	\$30,000
Epworth Village – York, Neb.	\$30,000
U M Homes/Aldersgate Village (Good Samaritan Fund) – Topeka, Kan.	\$75,000
Asbury Park, (Good Samaritan Fund) – Newton, Kan.	\$25,000
GraceMed Health Clinic – Wichita, Kan.	\$55,000
Released & Restored – York, Lincoln and Geneva, Neb.	\$14,000

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**Ministries with the Poor**

United Methodist Ministries – Omaha, Neb.	\$185,000
Justice for Our Neighbors – Omaha, Columbus and Lexington, Neb.	\$150,000
Friendship House of Hope – Ogden, Kan.	\$37,000
Wesley House – Pittsburg, Kan.	\$50,000
Fellowship and Faith – Topeka, Kan.	\$14,000
UM Open Door – Wichita, Kan.	\$55,000
UM Western Kansas Mexican-American Ministries	\$55,000

**Ecumenical/Interchurch Organizations**

Interchurch Ministries of Nebraska	\$35,000
Rural Response Hotline (Interchurch Ministries of Nebraska)	\$25,000
Kansas Christians United (Kansas Ecumenical Ministries)	\$6,000

**Retreat Centers**

Forest Park Conference & Retreat Center – Topeka, Kan.	\$30,000
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<b>Total Mission Agency Support Budget</b>	<b>\$1,478,000</b>
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<b>Net Mission Agency Support Income</b>	<b>\$397</b>
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\*\*additional pastor support of \$48,000 is included in the campus ministry budget

**FOR INFORMATION ONLY – INCLUDED IN THE ABOVE BUDGET**

**General Church Mission Shares**

Episcopal Office	\$670,135
Africa University	\$70,329
Black College	\$314,274
Ministerial Education	\$787,908
World Service	\$2,294,996
General Administration	\$276,962
Interdenominational Cooperation	\$61,590
<b>Total General Mission Shares</b>	<b>\$4,476,194</b>

**South Central Jurisdiction Mission Shares**

Mt Sequoyah	\$22,687
Lydia Patterson Institute	\$94,868
SMU Wesley Foundation	\$5,844
SCJ Mission and Administration Fund	\$44,431
<b>Total SCJ Mission Shares</b>	<b>\$167,830</b>

## ***Conference Advances***

All organizations included in the conference mission agency support are automatically approved as Conference Advances. Additional entities may be approved as Conference Advances as well.

## ***District Mission Shares***

Any district of the Great Plains United Methodist Conference that wishes to assess its member churches mission share for district projects can do so by vote of the District Conference.

## Section 5

### ***Pensions and Health Benefits***

The Joint Distribution Team recommends the policies and procedures in this document to the Great Plains United Methodist Conference (GPUMC) Board of Pensions and Health Benefits.

#### **Philosophy**

The United Methodist Church acknowledges that pensions are “Deferred Compensation” earned at the same time and in the same manner as salary. Of the total compensation package, the purpose of a pension is to help provide retirement with dignity in an often unpredictable future.

#### **Definitions**

**Base salary** is cash salary before any deductions are made.

**Plan Compensation** refers to base salary plus housing per the General Board of Pensions and Health Benefits. If a housing allowance is provided, this means base salary plus housing allowance. If a parsonage is provided instead of a housing allowance, Plan Compensation is 125% of base salary.

**Conference Average Compensation (CAC)** is computed annually by the General Board of Pensions and Health Benefits and is the average Plan Compensation of all clergy in the conference.

**Denominational Average Compensation (DAC)** is the average Plan Compensation across all Conferences in the United States and is computed annually by the General Board.

### ***Pension Funding Plan***

#### **Clergy Retirement Security Program**

The General Board of Pensions and Health Benefits determines the pension plan for eligible clergy for the GPUMC, subject to changes at any General Conference.

The current pension plan is the Clergy Retirement Security Program (CRSP). CRSP consists of both a defined benefit (DB) plan, which provides a monthly benefit at retirement based upon years of credited service to the Church, and a defined contribution (DC) plan, which provides a retirement account balance established and funded by annual conferences.

Beginning January 1, 2014, DB benefits are reduced from the current CRSP, and a portion of the DC contribution becomes a matching contribution based on participant contributions to the United Methodist Personal Investment Plan (UMPIP). The current CRSP benefit formula will remain effective for all service prior to Jan. 1, 2014.

Beginning January 1, 2014, the Church will contribute 2% of compensation to the CRSP DC account of the participant. In addition, the Church will match participant contributions to the UMPIP—up to 1% of compensation—and deposit those matching funds into participant CRSP DC accounts. Therefore, if a participant contributes at least 1% of compensation to UMPIP, the contributions to his/her CRSP DC account will be 3% as under the current CRSP.

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**2014** Contributions to the Clergy Retirement Security Program (CRSP) shall be made by the local church or to a conference-responsible extension ministry to the GPUMC Treasurer as follows:

1. The Defined Benefit (CRSP-DB) component will be billed at the **rate of 9.2% of Plan Compensation.** (Note: There could be a slight variation in this rate.)
2. The Defined Contribution (CRSP-DC) component of the program will be billed to the local church or to a conference-responsible extension ministry at the **rate of 3% of Plan Compensation.** Clergy may choose to invest the Defined Contribution portion of CRSP from among any or within all of the General Board's funds: the Domestic Stock Fund, the International Stock Fund, the Stable Value Fund, the Inflation Protection Fund, the Multiple Asset Fund, the Balanced Social Values Plus Fund or Domestic Bond Fund.

Clergy will receive a contribution equal to 2% of Plan Compensation into their CRSP-DC account. In addition, clergy who make contributions to UMPIP will receive a match of their contribution, up to a maximum of an additional 1% of Plan Compensation. That will mean a maximum contribution to the CRSP-DC account of 3%.

Excess funds collected, if any, will be held at the General Board for future pension needs in the deposit account.

3. Clergy under appointment full time, three-quarter time, or half-time to a local church, charge, conference or entity for which the GPUMC has pension responsibility (including Deacons, Local Pastors, and clergy appointed to Medical Leave who are approved for CPP benefits) are required to participate in the Clergy Retirement Security Program (CRSP). Clergy under appointment less-than-full-time shall receive CRSP-Defined Benefit (CRSP-DB) pension credit in one-quarter increments (half-time or three-quarter time) and their salary paying unit will be billed proportionately for the CRSP-DB portion, and billed for the CRSP-Defined Contribution portion at 3% of the defined Plan Compensation. Clergy contribution to UMPIP is required to receive the full 3% of compensation into their CRSP-DC account. (See above). Participation by Clergy of Other Denominations is optional. Local churches are responsible for contributions required by the clergy's denominational pension program when applicable.

For Clergy appointed quarter-time, the GPUMC will sponsor UMPIP and contribute 12% of Plan Compensation for the clergyperson and bill the local church or conference-responsible extension ministry for the same.

Clergy appointed less than one-quarter time are encouraged to contribute to UMPIP. No other pension benefits would apply.

4. Clergy under appointment to attend school, leave of absence, sabbatical leave, family leave, and clergy retired-and-rehired under ¶1358.6 of *The Book of Discipline of The United Methodist Church-2012* are not eligible to participate in the Clergy Retirement Security Program (CRSP). However, clergy who are retired-and-rehired may make personal contributions to their UMPIP accounts.
5. Continuing current practice, CRSP Benefit contributions will be provided for clergy appointed to medical leave (and not yet receiving CPP disability benefits) for a maximum of 90 days while the

application for CPP benefits is being processed. The 90-day period begins the day of the appointment to incapacity or medical leave, not the day the application is filed.

6. When a clergy person is denied or discontinued from receiving CPP disability benefits, the conference shall not be liable for any pension or health insurance contributions following date of denial.

### **Plan Sponsor**

The GPUMC is the plan sponsor for local pastors and full members under episcopal appointment to a local church or to a conference-responsible extension ministry. Plan sponsorship includes Deacons in Full Connection appointed to a salaried position at a local church or a conference-responsible extension ministry.

### **Contribution Base**

The contribution base shall be a clergy's Plan Compensation, which is salary plus housing as defined above.

### **Remittance**

The GPUMC Administrative Services will bill the local church or conference-responsible extension ministry for the appropriate contribution and the payment shall be remitted to the GPUMC Administrative Services office within 60 days of billing. Otherwise, the local church or conference-responsible extension ministry will be considered to be in arrears.

### **Waivers of Participation**

To discourage situations where a clergyperson may feel pressure to waive his/her pension rights, the GPUMC has a policy that prospectively denies approval of requests for waiver of participation in the clergy pension plan. The policy may be reconsidered at the will of the full GPUMC Annual Conference session.

### **Treatment of Parsonage Value**

General Conference 2008 referred to the General Board of Pension and Health Benefits (General Board) a petition requiring that the General Board provide interpretive direction for the consistent handling of compensation base for clergy couples residing in United Methodist-provided housing. The policy below follows the recommendations of the General Board.

This policy covers clergy couples:

1. serving the same church and residing in the same parsonage;
2. serving separate churches, each providing parsonages, but with the couple electing to reside in the same parsonage; and
3. serving separate churches and sharing a parsonage provided by one church with no parsonage or housing provided by the other.

Contributions to the defined contribution (DC) portion of the Clergy Retirement Security Program (CRSP) are based on *Plan Compensation*, defined as 415 compensation (generally cash compensation plus any before-tax benefit plan contributions or salary deferrals) plus any housing allowance, which includes any

utilities or furniture allowance, plus the value of any parsonage provided. When a parsonage is provided, CRSP requires that it be valued at 25% of Compensation.

For a clergy couple serving the same church and living in the same parsonage, the Plan Compensation for each clergy person will include a parsonage value equal to 25% of Base Salary.

For a clergy couple serving separate churches, each providing parsonages, but with the couple electing to reside in the same parsonage, each clergy person's Plan Compensation includes a parsonage value equal to 25% of his or her base salary. This rule also applies to clergy not part of clergy couples. Regardless of whether a clergy person actually lives in the parsonage, if a parsonage is provided (offered) to the clergy person, Plan Compensation includes a parsonage value equal to 25% of Base Salary.

In the case of a clergy couple serving separate churches and sharing a parsonage provided by one church with no parsonage or housing provided by the other, only the clergy person whose church provides a parsonage will have a parsonage value equal to 25% of base salary to compute Plan Compensation. The Plan Compensation of the clergy person who is not provided a parsonage or housing by his or her church will not include the value of the parsonage in which he or she resides.

Parsonage values will not be included in Plan Compensation for clergy:

1. who have been provided a housing allowance in lieu of living in a parsonage, or
2. whose compensation is increased to account for the fact that they will not benefit from living in a parsonage.

For cases not specifically addressed the compensation should be calculated and reported for all like situations within the GPUMC.

### ***United Methodist Personal Investment Plan (UMPIP)***

The United Methodist Personal Investment Plan (UMPIP) is the plan for personal contributions effective January 1, 2006.

1. We strongly urge that every pastor participate in the UMPIP and contribute up to the maximum limit allowed by IRS regulations.
2. In accordance with the provisions of *The Book of Discipline of The United Methodist Church-2012*, the Great Plains United Methodist Conference (GPUMC) does hereby authorize and direct the local church/charge treasurer, or the treasurer of any other agency or organization, to withhold UMPIP contributions from the salary paid to a UMPIP participant and upon receipt of proper statements, to remit to the General Board of Pension and Health Benefits, within 30 days of billing, the amount withheld. These contributions may be made either on a "before-tax" (up to the limits designated by the IRS) or "after-tax" basis, but in either case, must be made by the salary paying unit. A Before Tax and After Tax Agreement should be filled out and submitted to the GPUMC Administrative Services office and a copy kept on file at the church as well. Link to this form is [www.gbophb.org/thewell/root/UMPIP/3255.pdf](http://www.gbophb.org/thewell/root/UMPIP/3255.pdf).

UMPIP is also the United Methodist Pension Plan available to lay employees of United Methodist churches and related agencies. *The Book of Discipline of The United Methodist Church-2012*, ¶ 258.2g12 states that local church Staff Parish Relations Committees shall recommend to the church council a "100 percent vested pension benefit of at least three percent of compensation for lay employees of the local

church who work at least 1,040 hours per year.” The GPUMC recommends, at a minimum, that the local church adopt the UMPIP plan for its lay employees so that they may make tax deferred personal contributions to a pension plan to ensure a more secure future.

### ***Pre-82 Pension Benefits***

The Great Plains United Methodist Conference (GPUMC) Board of Pensions and Health Benefits will annually review the Past Service Rate for the Pre-82 Pension Benefit.

#### **Pre-82 Pension Rate**

The Past Service Rate (PSR) for 2014 shall be \$715 per year of service for all retired clergy of the three former conferences that create the Great Plains United Methodist Conference. This equals 1.197% of the 2014 Conference Average Compensation of \$59,754.

#### **Annuity Rate for Married Participants**

For 2014, the Pre-82 annuity for married participants shall be a life annuity with 75% to the surviving spouses (Contingent Annuitant) of the former Nebraska and Kansas East Conferences, and 100% to the surviving spouses of the former Kansas West Conference. This is to be reviewed annually by the GPUMC Board of Pensions and Health Benefits.

#### **Special Pension Grant**

It is recommended to continue the special pension grant for the following:

- **Esther R. Miller**, surviving spouse of Alfred Miller. The grant is for 12.5 years of service credit at the surviving spouse contingent annuitant for the former Kansas West Conference (100%).
- **Lance Lingard**, dependent son of Richard H. Lingard, clergyperson of the former Nebraska Conference, (25% of pension rate times years of service of the father) payable to the co-guardians, Mrs. Carissa Shirley and Mrs. Holly Brandt.
- **Kathy Kirkus**, dependent daughter of Eldo Kirkus, clergyperson of the former Nebraska Conference, (25% of pension rate times years of service of father).

#### **Funding percentage**

A minimum funding level of 120% is to be maintained to protect the Pre-82 commitment. Any increases to the annuity Past Service Rate shall be funded immediately in the year in which the increase occurs.

### ***2014 Comprehensive Benefit Funding Plan Template***

The Great Plains United Methodist Conference (GPUMC) has the following benefit obligations:

#### **Clergy Retirement Security Program (CRSP) Defined Benefit (DB) and Defined Contribution (DC)**

The total liability for CRSP DB annuities as of 1/1/2012 is \$737 million, the total plan assets are \$744 million, and the current funded ratio for the plan is 101%.

The Great Plains Conference's portion of the total liability is 3.16%, and the conference has elected to

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include 50%+ for FTE eligibility for 2014. As a result, the required contribution due as of 12/31/14 is \$3,327,963. It is anticipated that the amount will be funded from Future Incoming Money totaling \$3,327,963. The total account and/or future incoming money covers the required contribution.

The contribution for 2012 CRSP DC is anticipated to be \$1,085,980 and will be funded by Direct Bill.

It is anticipated that increases for future years will be 3.00% (anticipated increase %). This increase is anticipated because the rate of increase is based on the increase in the CAC and that the average raise rate is not greater than 3.0%.

Additional Comments around payment of CRSP-DC: None

### Ministerial Pension Plan (MPP)

The total liability for MPP annuities as of 1/1/2012 is \$2.538 billion, the total plan assets are \$2.639 billion, and the current funded ratio for the plan is 104%. The conference's % of the total liability is 2.90%. There is no required contribution for 2014.

Future MPP annuitants have a total account balance of \$4.324 billion as of 1/1/2012. The conference's portion of this account balance at 1/1/12 is \$118.273 million or 2.74% of the total.

### Supplement One to the Clergy Retirement Security Program (Pre-82)

For 2013, the PSR is \$599 in Kansas East, \$700 in Kansas West, and \$604 in Nebraska. For 2014, the conference is increasing its PSR to \$715. On average, the conference expects future increases to be approximately 3%. The rationale for our expectation is: cost of living in the Great Plains area is running approximately 3.0%. Key assumptions: 7.0% discount rate, using the RP2000 mortality table with an AA generational projection.

The conferences do not intend to increase the contingent annuitant percentage from 75% for people from the former and Nebraska and Kansas East Conferences. The contingent annuitant percentage remains at 100% for people from the former Kansas West Conference.

- Funding Plan Liability as of 1/1/2012 (\$93,797,604)
- Plan Assets as of 1/1/2012 \$115,592,847

The current funded status is \$21,795,243 with a 123% funded ratio.

Conference does not intend to redirect Pre82 surplus. The three conferences redirected \$4,332,203 on 12/31/2012. The conference is fully funded in the Pre 1982 pension plan for this funding plan.

Sources of Future Incoming Money:

Amount of New Money	Number of Years to be Paid	Present Value of New Money
\$0	8	\$0
\$0	1	\$0
\$0	0	\$0

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Non-Plan Account Information:

Current Value	Other Liabilities Against this Account	Value Available for Pre-82
\$0	\$0	\$0
\$0	\$0	\$0
\$0	\$0	\$0

The Total Balance is positive; all liabilities have been accounted for.

#### **Post-Retirement Medical Benefit Program (Nebraska retirees only)**

The Post Retiree Medical Plan currently offered and anticipated for 2014 can be described as: Stipend

A more detailed description of this plan is through Extend Health.

Strategic plan for funding obligation is as follows:

- Secure the Promise and Health Rate Stabilization Funds from Nebraska will be used and extra assessment will be billed to Nebraska churches.

The conference intends to retain the plan on an ongoing basis. The following is based on the most recent actuarial valuation, prepared by Towers Watson

Total value of assets assigned to the PRM program as of June 30, 2013 is: \$5,302,543.57

The most recent PRM valuation showed the following liabilities:

Accumulated Post Retirement Obligation (APBO) (net conference cost)	\$0
Expected Post Retirement Obligation (EPBO) (net conference cost)	\$0
Service Cost (SC) (net conference cost)	\$0

#### **Active Health Benefit Program**

The Great Plains conference offers the following active health program to its participants: Insurance.

During the calendar year 2012, the total cost for the active health program was \$10,417,500. The active health program was funded from Direct Bill. Future increases are expected in the range of 6.20%.

Rationale for anticipated increases to this obligation: Trend is 6 - 12% increases and the proposed amount came in with that approx. increase.

Additional comments concerning this obligation: None

#### **Comprehensive Protection Plan**

Currently (for 2012), the Great Plains Conference has an annual required contribution to the Comprehensive Protection Plan of \$1,041,448.

The anticipated increase in obligation for future years will be approximately 3.0% per year. This expected increase is due to: Rate of increase is based on the increase in the CAC and that average raises are not greater than 3.0%.

It is anticipated the unfunded obligation will be funded as follows: Direct Bill.

Additional Comments concerning this obligation: None

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### **Other Conference Benefit Obligations to Clergy and Staff**

The GPUMC has the following other benefit obligations:

#### *Section A. United Methodist Personal Investment Plan*

Currently (for 2012), the Great Plains Conference has an annual estimated contribution to the United Methodist Personal Investment Plan of \$18,353.

The anticipated increase in obligation for future years will be approximately 3.0% per year. This expected increase is due to: It would not increase more than 3% which is historic average raises.

This will be funded by: Direct Bill

Additional Comments concerning this obligation: None

#### *Section B. Other Benefit Obligations*

The Great Plains Conference has a benefit obligation that can be described as Virgin Health Miles.

For this obligation the annual estimated contribution is \$76,032. This obligation is funded: Direct bill for the actives and reserves for the retirees. Future years will be evaluated.

Additional Comments concerning this obligation: None

#### *Section C. Other Benefit Obligations*

The Great Plains Conference has a benefit obligation that can be described as Moving Expenses.

For this obligation the annual estimated contribution is \$385,000. This obligation is funded through Apportionments.

Additional Comments concerning this obligation: None

#### *Section D. Other Benefit Obligations*

The Great Plains Conference has a benefit obligation that can be described as Lockton Consultant Fee.

For this obligation the annual estimated contribution is \$80,000. This obligation is funded: Direct Bill on a year to year basis.

Additional Comments concerning this obligation: None

#### *Section E. Other Benefit Obligations*

The Great Plains Conference has a benefit obligation that can be described as Death & Disability for Lay Staff.

For this obligation the annual estimated contribution is \$40,244.

This obligation is funded: Budgeted - apportionments.

The anticipated increase in obligation for future years will be approximately 2.0% per year. This expected increase is due to: Expected salary increases

This funding plan incorporates, to the best of our understanding, the conference's obligations and funding of the following benefits provided to clergy and laity. Signatures included below are: Conference Benefit Officer (or equivalent), Conference Treasurer (if separate) and the Conference Board of Pension

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Chair, and others as appropriate.

X CRSP DB	Active Health
CRSP DC	CPP
X MPP Annuities	UMPIP
MPP Future Annuities	Other Obligations Section B
Pre-1982	Other Obligations Section C
Post-Retirement Medical	Other Obligations Section D
	Other Obligations Section E

### ***Comprehensive Protection Plan (CPP)***

The Comprehensive Protection Plan (CPP) is the mandatory long-term disability and death benefit plan for eligible clergy. The plan provides a death benefit for eligible active and retired clergy and a disability benefit for active clergy who meet the General Board of Pensions and Health Benefits' definition of disability. The plan also includes a death benefit for spouses of active and retired clergy and for minor dependent children of active or retired clergy.

#### **Disability Benefit**

The disability benefit offered through CPP is designed with the expectation that clergy are participating in Social Security and are entitled to that program's disability benefits. Benefit is reduced dollar-for-dollar by any disability benefits that could have been received if the participant were a participant in Social Security. Clergy who have chosen not to participate in the Social Security program made a conscious choice and have signed a document that conscientiously objects to receiving any public insurance in the event of death, disability, old age or retirement. The United Methodist Church has encouraged all clergy to participate in Social Security and have planned their pension plans and the disability program with the understanding that clergy who do not participate are making other adequate plans for themselves.

#### **Eligibility**

- A. A full-time probationary or associate clergy member (including deacon) of The United Methodist Church or another Methodist denomination, or a local pastor who is:
  1. Under full-time episcopal appointment, and
  2. Receiving Plan Compensation equal to at least:
    - a. 60% of the CAC, or
    - b. 60% of the DAC, whichever is less
- B. A Clergyperson of another denomination who is:
  1. Under full-time episcopal appointment to The United Methodist Church,
  2. Not participating in a similar program sponsored by the other denomination, and
  3. Is receiving Plan Compensation equal to at least:
    - a. 60% of the CAC, or
    - b. 60% of the DAC, whichever is less
- C. Certified Lay Ministers (CLM), District Superintendent Assignments (DSA), and part-time and Student

Local Pastors are not eligible.

### **Plan Sponsor**

The Great Plains United Methodist Conference (GPUMC) is the plan sponsor for local pastors and full members under episcopal appointment to a local church or to a conference-responsible extension ministry. Plan sponsorship includes Deacons in Full Connection appointed to a salaried position at a local church or a conference-responsible extension ministry. Clergy members who are in extension ministries that are not conference-responsible may be sponsored for CPP by their salary paying unit. The General Board of Pension and Health Benefits of The United Methodist Church determines the Contribution Base and Church Contribution Rate for CPP.

### **Contribution Base**

The Contribution Base, determined by the General Board of Pensions and Health Benefits, shall be a clergy's Plan Compensation (salary plus housing) not to exceed 200% of the Denominational Average Compensation (DAC).

### **Church Contribution Rate**

The current contribution rate is 3.0% of the Contribution Base.

### **Appointed $\frac{3}{4}$ and $\frac{1}{2}$ Time**

Churches where Full Members, Probationary Members, or Associate Members are appointed less-than-full-time will be billed at the full CPP rate of 3.4% of DAC. There are no benefits for those on Involuntary Leave and Incapacity Leave (not approved for CPP).

### *Optional Special Arrangement Participation*

Full Members, Probationary Members, or Associate Members appointed to sabbatical leave, personal, transitional or family leave may continue coverage for one year. Full Members, Probationary Members, or Associate Members appointed to attend school may continue coverage for two years. The participant is responsible for payment of the premium of 4.4% of the Denominational Average Compensation.

### **Remittance**

The GPUMC Administrative Services office will bill the clergy's salary-paying unit for the appropriate CPP contribution and the salary-paying unit shall remit such payment to the GPUMC Administrative Services office within 60 days of billing or be considered in arrears.

### **Plan Design Changes to Long-Term Disability Benefit beginning January 1, 2014**

- A. Limit on Mental Nervous Benefit: to encourage able clergy to return to productive work, Long Term Disability benefits for "treatable" and "returnable" mental nervous disorders (as defined by the American Psychiatric Association) will be limited to 24 months.
- B. Enhanced Return-to-Work Program: 4 changes encourage able clergy to return to productive work:
  1. Financial incentives (grants) to annual conferences to help disabled clergy find part-time, non-appointed positions, if they have their physician's consent to work. CPP will reimburse the

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GPUMC for the clergyperson's salary up to the lesser of: 50% of pre-disability compensation or 40% of the DAC.

2. Enhanced tools and resources that conferences can use to help individuals transition back to work in the Church or outside the Connection.
3. Disincentive (10% reduction in benefits) for eligible clergy who do not participate in the return-to-work process and are otherwise eligible to return to work with a release from their doctor.
4. After the first 24 months of disability, changes to other-income offset provisions so disabled clergy can retain \$0.50 for each \$1 earned, up to 100% of their pre-disability compensation.

#### **Short-Term Disability Policy**

The purpose of this policy is to assist member churches in the event a full-time or part-time (1/2 time or more) clergy or District Superintendent Assignment (DSA) is unable to perform the duties of their appointment due to a documented medical disability when the period of the clergy or DSA's absence **exceeds 30 days but is anticipated to be less than 180 days**.

Disability in this context is defined as being under a doctor's care and unable to perform one or more essential duties for more than **30 days** as certified by a physician.

When a disability within the above definition occurs, the Staff/Pastor-Parish Relations Committee of the local church should submit a request for GPUMC assistance to the Conference Benefits Officer for their area for approval by the GPUMC Board of Pension and Health Benefits, in consultation with the cabinet. The request should provide a description of the situation and appropriate documentation that must include a physician's certification that the clergy person's condition meets the parameters of this policy.

During the period of a pastor's disability covered by this policy (**30 to 180 days**), the local church will continue to provide full compensation to the appointed or assigned individual. In addition, the church is responsible, in consultation with the district superintendent, for providing for interim pastoral services.

If the member church elects to obtain interim clergy services for clergy disability past 30 days, the GPUMC Board of Pension and Health Benefits will reimburse the local church for the cost of the interim clergy up to an amount **equal to one half** of the total of the last approved clergy or DSA's compensation package of the disabled clergy person (which includes salary, housing, pension and health).

When a clergyperson is expected to be unable to perform the duties of their job due to illness or injury for a period longer than 180 days, the General Conference provides long-term disability benefits through CPP. In that event, the Bishop and District Superintendent will be in conversation with the local church regarding future pastoral leadership.

In order to obtain reimbursement for interim clergy services approved under this policy, the local church must provide copies of invoices paid for interim clergy services to the Conference Benefits Officer.

#### **Health Insurance**

Health insurance coverage for the Great Plains United Methodist Conference (GPUMC) will be provided by Cigna Insurance Company beginning January 1, 2014. Each local church or conference-responsible

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extension ministry will be billed a uniform, blended premium for each appointment within a charge, church or conference-responsible extension ministry. Open enrollment will occur in the fall of 2013.

### **Church Responsibility**

The health insurance premium is mandatory for all churches with either full-time or three-quarter time appointments, regardless of the participation of the clergy person in the insurance plan. Churches with three-quarter time appointments will pay the full blended premium.

*Please Note: The blended rate for 2014 is still to be finalized. It will be determined in early August 2013.*

### **Clergy Share**

For 2014, the clergy portion of the health insurance premium will be 3.5% of the base salary. All clergy who are on the active plan will pay this clergy share. Base salary is the total cash salary, before any deductions are made. The clergy portion of the health insurance premium must be included in gross salary on the compensation form and is to be paid by the pastor as a pre-tax deduction. This is not to be paid by the local church, but is a deduction from the clergy salary.

### **Clergy Couple Special Consideration**

In 2014, clergy couples will be billed the clergy share of 3.5% of the higher salary, and 1.75% of the lower salary for the clergy contribution to the health insurance premium.

### **Health Savings Account (HSA) Incentive for High Deductible Health Plan (HDHP)**

To encourage enrollment in the High Deductible Health Plan (HDHP) in 2014, participants in the HDHP will receive an incentive equal to one-half of the annual deductible of the HDHP as a contribution to the participants HSA. For 2014, the HSA contribution will be \$1,000 for an employee-only plan (single coverage) and \$2,000 HSA contribution for all other categories of coverage.

In January of 2014, \$400 will be immediately available for a single participant, and \$1,400 would be available for all other categories of coverage. This front-load contribution will come from the health insurance reserves brought into the GPUMC. The remaining \$600 of the HSA contribution will be factored into the blended rate billed to the churches.

### **Wellness Benefit**

In 2014, the participant premium of the health insurance will be waived for one month if the individual completes an annual health exam. A form will need to be signed by the participant's doctor and returned to the Administrative Services office. If the clergy person is married and the spouse is covered by the GPUMC health insurance, both the clergy and the spouse must have an annual exam for the waiver of the clergy share. Administration of this benefit is yet to be determined. This wellness benefit also applies to lay employees of the GPUMC.

### **Vision Coverage**

A vision insurance plan through Superior Vision will be available as a voluntary plan for active clergy and lay employees of the GPUMC. The cost for this insurance is to be paid by the participant on a pre-tax basis. At least 10 participants must elect this coverage in order for it to be offered.

**Dental Coverage**

A dental insurance plan will be offered through Delta Dental. This is a voluntary plan for active clergy and lay employees of the GPUMC. This plan requires that 50% of those eligible elect to participate in this coverage for it to be offered. The cost for this insurance is to be paid by the participant on a pre-tax basis.

**Wellness Initiatives**

For 2014, Virgin Health Miles, a walking program through the General Board of Pensions and Health Benefits, will be offered to active clergy, retired clergy, and lay employees of the GPUMC.

This is an optional program for participants. The cost of this program to the GPUMC will be built into the blended rate charged to the churches. The cost for retired participants will come from the health insurance reserves. This program will be revisited by the new GPUMC Board of Pensions and Health Benefits in 2014 for continuation in future years.

**Health Insurance for Lay Employees of Local Churches**

The GPUMC health insurance plan may be offered to lay employees of a local church and employees of United Methodist institutions and entities. However, any individuals covered do not qualify for any GPUMC incentives and they will be billed the actual cost of the insurance premium.

**Clergy of Other Denominations**

Clergy of other denominations who are appointed to a GPUMC church or extension ministry will be given a one-time opportunity to enroll in the GPUMC health insurance plan at the time the appointment is made. If they decline coverage, they must sign a waiver of coverage, which will be kept in the Administrative Services office. If enrolled, churches and extension ministry settings with a three-quarter or full-time appointment would pay the full blended rate and the clergy would pay the clergy share of 3.5% of base salary.

**Medicare Secondary Payer/Small Employer Exception**

If a local church or a conference-responsible extension ministry qualifies for the Small Employer Exemption, and the clergy person or lay employee is eligible for Medicare and still under active appointment, the individual will be required to move to Medicare, including Medicare part B. The church would still be billed the full blended rate, but the clergy person would not be required to pay the clergy share of 3.5% of base salary as the clergy would be paying for Medicare and Medicare Part B.

If dependents of the clergy person or lay employee are less than 65 years of age, they will remain on active single coverage. No contribution by the clergy person would be required.

Under this rule, Medicare will be the primary payer of the claims submitted for clergy and lay employees (and their eligible spouses) who are age 65 or older.

**Retired Clergy under Full-time Appointment**

A Medicare-eligible retired clergy person serving in a three-quarter or full-time capacity would stay on the medical plan they selected as a retiree. The local church will be billed the full blended rate. The

clergy person would not pay the 3.5% clergy share cost of the insurance premium. However, if a retired clergy person is on the active plan, they will pay the 3.5% of base salary clergy share.

### **Retiree Health Insurance**

The GPUMC will partner with Extend Health, through the General Board of Pensions and Health Benefits, for Retiree Health Insurance. Extend Health is an exchange that will help each retiree select the private Medicare plan that best meets their medical needs and budget. A Benefits Advisor will work directly with a retiree to make the plan selection. Educational events will be scheduled late summer and early fall to help the retirees of the three conferences understand the services offered and the enrollment process.

### **Nebraska Retiree Health Insurance Subsidy**

Nebraska lay and clergy members of the GPUMC will continue to make decisions regarding any financial help given for health insurance to people who retire from the Nebraska Annual Conference in the following way. The amount asked for retiree health care, to be billed to Nebraska churches for 2014, will be set at the Nebraska Annual Conference session in 2013. During the GPUMC Annual Conference regular sessions in 2014, 2015 and 2016, there will be time set aside for clergy serving churches in Nebraska and lay members from Nebraska churches to vote on the policies governing the retiree health care benefit. They will determine the retiree health care bill that is then sent to Nebraska churches in 2015, 2016 and 2017. It is recommended by the Nebraska Conference Board of Pensions and Health Benefits that this practice continues through the GPUMC Annual Conference sessions of 2022.

In the GPUMC Annual Conference there will be a committee that oversees the assets and money raised. It will be composed of five people who reside in Nebraska as follows: 3 lay people, one active clergy, and one retired clergy. Of the five, one will be a member (lay or clergy) of the GPUMC Board of Pensions, and one (lay or clergy) will be a member of the GPUMC Council on Finance and Administration. None of the laity or clergy, other than the retired clergy, on this committee may have an immediate family member who is affected by their decisions.

The Nebraska Conference Board of Pensions and Health Benefits is recommending the following for Retiree Health Care Subsidy after December 31, 2013: clergy and lay employees of the GPUMC, who are members of the Nebraska Annual Conference on December 31, 2013, and retire by December 31, 2019, are eligible for GPUMC subsidy of Medicare Supplement Insurance as long as the funds last. They must have reached the age of 65 and Medicare eligibility, and have had at least five (5) years of continuous participation in the GPUMC health insurance plan immediately prior to retirement. Those who opted out of the HealthFlex Medicare Companion plan prior to December 31, 2013, are not eligible for the subsidy.

### **Eligibility and Amount of Subsidy**

The recommendation of the Nebraska Conference Board of Pensions and Health Benefits for 2014 is as follows:

1. For the clergy and GPUMC lay employees, and their surviving spouses, who retired prior to 1988 (who have had 90% of the cost of the Medicare Companion Plan paid), the annual subsidy for Extend Health will be \$4,000 for the clergy person or lay employee, or surviving spouse, and \$2,000 for their spouse.

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2. For those who retired 1988-1997 (who have had 80% of the cost of the Medicare Companion Plan paid), retirees and surviving spouses will receive an annual subsidy of \$3,600. Spouses will receive an annual subsidy of \$1,800.
3. For those who retired 1998-2003 (who have had 70% of the cost of the Medicare Companion Plan paid), retirees and surviving spouses will receive a subsidy of \$3,200. Spouses will receive a subsidy of \$1,600.
4. For those who retired in 2004-2013, the subsidy will be based on years of service in the denomination, with a maximum of 35 years of service. The retiree and surviving spouse will receive a subsidy equal to 2% times years of service times \$4,000. Spouses will receive one-half of this amount. (For example, a clergy with 25 years of service will receive  $.02 \times 25 \times 4,000 = \$2,000$ )
5. For those who retire in 2014-2019, the subsidy will be computed based on years of service, up to a maximum of 35 years of service, with a lesser benefit for the spouse. To be eligible, the retiree (and spouse) must have reached the age of 65 and have had at least 5 years of continuous participation in the Conference Health Insurance plan immediately prior to retirement. The percentage used is on a declining basis, until the final year of subsidy eligibility in 2019. Individuals will receive a subsidy for health care in retirement according to the following table (years of service multiplied by the percentage multiplied by the full benefit in #1 above, currently \$4,000 for 2014):

**Table 3: Conference Subsidy for Health Insurance**

Year of Retirement	Retiree & Surviving Spouse	Spouse
2014	2.0%	0.6%
2015	1.8%	0.5%
2016	1.6%	0.4%
2017	1.2%	0.3%
2018	0.8%	0.2%
2019	0.4%	0.1%
2020+	0.0%	0.0%

**Funding of the subsidy**

It is the recommendation of the Nebraska Conference Board of Pensions and Health Benefits that for 2014 the Nebraska churches be assessed a Fair Share Giving amount of 1.25% of line 67, total income for church budget spending, of the 2013 Journal. This assessment would be \$564,709 for 2014.

Further, the Board recommends that the Nebraska churches be assessed a Fair Share Giving amount of 1.25% of line 67 for years 2015 and 2016; 1% of line 67 for years 2017-2019; .75% of line 67 in years 2020-2022; and .5% of line 67 in 2023. After 2023, there would be no further Fair Share Giving from the Nebraska churches to fund retiree health insurance. Notification of the amount due each year will appear on the Mission Share statement that will be mailed to churches each fall.

The Board believes that there will be adequate reserves for the future to fund a health insurance subsidy for the remaining retirees, surviving spouses, and spouses for the remainder of their lifespan following the end of the church assessed in 2023. This belief is based on these assumptions and

information:

- a 4% annual earnings on the Board of Pension's Funds for retiree health
- an increase in Column 67 of 1.015605% per year, based on the experience history from 2008-2012
- 100% payment of the church assessed each year
- mortality figures provided by Towers Watson for the closed group of retirees, using information from the General Board of Pensions and Health Benefits.

The amount of the subsidy will be reviewed annually and will be adjusted as needed based on the support of local churches and the change in the value of the assets for Retiree Health.

### ***Arrearages Pertaining to Pension and Health Benefits***

Health and pension benefits are part of the compensation of our appointed pastors serving a local church or conference-responsible extension ministry. Participation eligibility is determined by the General Board policies and the Great Plains United Methodist Conference-Annual Conference's adoption agreements.

When a church/charge is in arrears 61 days in the payment of its health insurance premiums, flexible spending account payments, Comprehensive Protection Plan, United Methodist Personal Investment Plan, and/or Clergy Retirement Security Program contributions for appointed clergy, the GPUMC treasurer shall notify the cabinet, local church/charge treasurer, chair of the Staff-Parish Relations Committee, chair of the Administrative Council, and the pastor. The cabinet shall take appropriate action to ensure the payment of premiums so that the pastor may receive the compensation entitled by ¶¶ 342, 620 and 625.3 of *The Book of Discipline of The United Methodist Church-2012*

### ***Pension and Health Benefits – Miscellaneous***

#### ***Resolutions Relating to Rental/Housing Allowances for Retired, Disabled, or Former Clergypersons of the Great Plains Conference***

The Great Plains United Methodist 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

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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 period January 1, 2014, through December 31, 2014, 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.

#### **Draw on Conference Deposit Account Balance**

After consultation between the Council on Finance and Administration and the Board of Pension and Health Benefits of the Kansas West Annual Conference, the Kansas West Focus Team voted at its meeting on October 15, 2011, to establish a formula by which an amount can be drawn from the General Board of Pensions and Health Benefits deposit account for use by the conference. For 2012 and 2013, that formula used a 12-month average of the ending balance in the deposit account (from March 31 to February 28/29) and multiplied that average by 5%. That amount was available to the conference. In 2013, \$816,105 of that was placed in the conference budget for support of mission and

ministry. The balance of the money would be retained in the deposit account to be drawn upon by the Focus Team if and when grant applications were received and approved that meet the criterion that were decided upon at a meeting of the Focus Team on March 10, 2012. This fund will be called the Missional Opportunities Fund. In 2013, \$270,957 was to be placed in this fund.

For 2014, \$1,254,559 will be drawn from Kansas East and Kansas West deposit accounts to fund the general budget of the Great Plains United Methodist Conference (GPUMC). This is equal to 5% of the balance of these accounts. For subsequent years, a hybrid spending policy will be utilized consisting of 70% of an inflation-adjusted prior year budget support from the deposit accounts and 30% from a 5% spending policy on the 12 month average of the accounts. This hybrid policy (also known as the Yale University Method spending policy) is explained as:

Budget support for years subsequent to 2014 will be based on a formula that takes the previous year's spending adjusted for inflation, weighted at 70 percent; and a 5 percent payout based on the average Deposit Account value over the past 12 months, weighted at 30 percent.

Using this model, if last year's Deposit Account spending was set at \$100,000, this year's spending would be equal to 70% of last year's spending, adjusted for inflation plus 30% of a 5% spending policy based on the average endowment value over the past 12 months. If inflation is 2.5% then, this year's spending would be  $\$102,500 \times 70\% + 30\%$  of 5% of the average endowment value over the past 12 months.

The complete formula is:

$$(70\% \times (\text{last year support} \times 1.\text{ir} \text{ (with ir equal to the previous year's inflation rate)}) + (30\% \times (5\% \times 12 \text{ month average}))$$

The intent is to provide stable budget support while maintaining a component sensitive to market effects on the Deposit Account without transferring market volatility into the budget.

### **Reserve Funds**

Reserve funds are considered necessary for unforeseen circumstances, for funding emergency assistance grants, for funding Health Savings Account (HSA) contributions at the beginning of the year, and for other missional opportunities.

Each Conference will contribute toward reserve funds for the GPUMC.

### ***Financial Assistance***

#### **Farmer Fund Grant Program**

Grants are available from the General Board of Pension and Health Benefits for "distressed clergy members, surviving spouses of clergy members and dependent children of clergy members."

1. A grant will be approved only for a one-time emergency situation.
2. Application must be made by the participant and by the Annual Conference.
3. The conference must certify that a concurrent grant will be made on a \$1 for \$3 basis.

#### **Norman and Opal Crouse Endowment Fund Grant Program**

A portion of the annual income from this endowment is designated for emergency and hardship

assistance for active and retired Nebraska clergy and their families as determined by the Bishop and Cabinet. *Nebraska clergy* is defined as a clergyperson who is currently serving a Nebraska church or a retired clergyperson who served a Nebraska church for a minimum of 10 years. After December 31, 2023, the Norman and Opal Crouse Endowment Fund Grant Program will be available for emergency and hardship assistance for all active and retired Great Plains United Methodist clergy and families as determined by the Bishop and the Cabinet. The amount available each year will be determined by the Great Plains United Methodist Conference Board of Pensions and Health Benefits.

### **The Endowment Fund of the Association of Retired Ministers and Spouses (ARMS) of the former Nebraska Conference of the United Methodist Church**

The Association of Retired Ministers and Spouses (ARMS) is a non-profit 501c3 organization incorporated under the laws of the State of Nebraska.

The Endowment Fund of the Association of Retired Ministers and Spouses was begun by and for retired ministers and spouses in the former Nebraska Conference of The United Methodist Church in June 1987. A pastor or a surviving spouse of a pastor who has served in a Nebraska United Methodist Church may make application to the Executive Committee of ARMS for a grant for special financial assistance related to health care expenses or related needs. Requests will be granted based on the situation and the availability of funds.

### ***Equitable Compensation Policies***

The work of the Commission on Equitable Compensation is described in ¶625 of *The Book of Discipline of The United Methodist Church-2012*. In the Great Plains United Methodist Conference (GPUMC) that work has been assigned to the Personnel Committee. The work of the committee is directed by ¶¶623-625 of *The Book of Discipline of The United Methodist Church-2012*. Its purpose is to support ordained and/or pastoral ministry in the charges of the conference by:

1. Recommending conference standards for clergy support;
2. Administering funds to be used in base compensation supplementation; and
3. Providing an application and approval process for charges that are recommended by the district superintendent for base compensation supplementation.

### **Conference Standards for Clergy Support**

1. All people appointed by the bishop to serve full-time in a church or charge shall have the right to receive no less than minimum base compensation as established below. This includes those licensed as a local pastor, commissioned as a provisional members, ordained deacons as probationary member of the conference, ordained a deacon (¶¶331.14b and 625) or elder as full members of the conference or other Methodist denomination (¶346.1), and those appointed while retaining membership in another denomination (¶346.2). (*The Book of Discipline of The United Methodist Church-2012*)
2. All people appointed by the bishop to less than full-time service under the provision of ¶338.2 of *The Book of Discipline of The United Methodist Church-2012* shall receive compensation in proportion to minimum according to the quarter increments of their service.
3. The church or charge to which a clergy person is appointed is required to provide minimum base

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compensation at a new level on Jan. 1, of the year following the clergy person's completion of course of study, seminary or conference membership. A church or charge is free to move to a new level of compensation at mid-year by a vote of its charge conference.

4. In addition to minimum base compensation, each charge is to pay for actual mileage incurred in pastoral duties according to the voucher system at the standard Internal Revenue Service rate. It will also pay the church's share of insurance and pension as well as provide a parsonage which meets minimum standards or an adequate housing allowance. All office expenses will be paid by the local church including Internet. Continuing education and professional expenses are to be reimbursed to clergy in addition to base salary.
5. All people shall receive a minimum of four weeks of vacation (28 days, including 4 Sundays).
6. Pastors shall be given a minimum of 1 week (7 days, including 1 Sunday) of continuing education each conference year. Longer periods may be negotiated between the pastor and pastor/staff-parish relations committee in consultation with the district superintendent.
7. Full-time local pastors shall be given time each year to attend Course of Study. The charge will pay for the pulpit supply while the pastor is attending classes. This shall not be the pastor's vacation.
8. The minimum base compensation (salary plus utilities paid by the church or charge) for 2014 is as follows:

Full-Time Local Pastor	\$34,000
Associate Member	\$36,200
Provisional Member	\$38,400
Full Member	\$40,600

9. The above minimums are inclusive of utilities. Churches, which currently pay parsonage utilities either directly or as a separate allowance, are encouraged to include this amount in base salary.
10. Compensation for lay speakers, interns, student local pastors, part-time local pastors, and retired clergy serving a church or charge less than full-time is negotiated by the district superintendent, the pastor and the pastor-parish relations committee.
11. Compensation for members of other denominations is negotiated by the district superintendent, the pastor and the pastor-parish relations committee, taking into consideration the education and credentials of the pastor and the minimum base compensation schedule.

### Equitable Compensation Fund Guidelines

The Equitable Compensation/Minimum Salary fund is to provide assistance for the pastoral support of charges that are temporarily unable to fulfill their financial obligations. This assistance is provided by the conference upon application, recommendation of the district superintendent and approval of the Personnel Committee. No charge will be eligible for funds for more than three years unless missional circumstances warrant two additional years.

1. The charge receiving equitable compensation funds is responsible for:
  - a. Conducting a vigorous and conscientious stewardship effort;
  - b. Supporting conference Mission Shares and Mission Agency Support in full;
  - c. Using United Methodist curriculum in its Christian education program.
  - d. Providing all pastoral compensation and reimbursements as required beyond base

compensation.

2. The charge's district superintendent is responsible for initiating the application for Equitable Compensation funds. The superintendent also will initiate a consultation regarding the mission and sustainability of the charge. The superintendent will update the appointive cabinet on the process as needed.
3. The Personnel Committee will establish guidelines for the application, approval and payment of equitable compensation funds in consultation with the cabinet and conference treasurer. The Administrative Services office will also keep a history of the funds provided to each local church and charge.

## Section 6

### ***Board of Ordained Ministry***

We envision a Great Plains United Methodist Conference (GPUMC) Board of Ordained Ministry (BOM) that provides strong leadership in the areas of Call, Competency and Covenant. We will support congregations in identifying and nurturing leaders (a culture of Call), equip and credential excellent clergy leadership for GPUMC churches (Competency) and encourage continued development of deployed clergy while maintaining standards of excellence (Covenant).

1. Board Structure: the 2013 sessions of the Kansas East, Kansas West and Nebraska conferences, upon nomination of the bishop, will each elect 17 people to serve as their respective Board of Ordained Ministry from July 1, 2013 through December 31, 2013. Upon the creation of the GPUMC, January 1, 2014, these 51 people will constitute the BOM for the GPUMC. A slate of officers for the Great Plains BOM will be suggested by the Clergy Excellence Task Force. The officers of the Great Plains BOM will be elected by its members soon after the Uniting Conference in August of 2013. While legally remaining three separate boards for necessary business in the fall of 2013, the Great Plains BOM will, as far as possible, make decisions together and act as one Board of Ordained Ministry in preparation for 2014.
2. Membership of the board after January 1, 2014, will be as follows, at least:
  - a. 1 person from each district
  - b. 2 associate members or local pastors who have finished Course of Study
  - c. 11 lay people
  - d. 1 retired clergy person
  - e. 1 clergy serving in extension ministry
  - f. 2 deacons
  - g. 2 people under 35 years of age
  - h. 1 district superintendent

Except as otherwise allowed, all will be full member elders or deacons.

3. BOM will organize itself with an executive committee and three teams: Call Team, Competency Team and Covenant Team. One person serving on BOM from each district will be appointed as a representative to their respective District Committee on Ordained Ministry. The Conference

Relations Committee (§635.1(d) of *The Book of Discipline of The United Methodist Church-2012*) will be a sub-team of the Competency Team.

As far as is possible, interviews of all candidates will happen in one “interview week” in the spring, in a central location, involving all BOM members.

### **Changes to Candidacy**

After contacting their district superintendent and registering for candidacy online, inquiring candidates will attend a candidacy summit (offered bi-annually) where all testing and background checks will be done, an orientation of ministry given, and a mentoring group assigned (6 candidates for every 2 mentors). As far as possible, mentoring groups will remain intact until Provisional Membership. The first candidacy summit will occur in June of 2014, and every 6 months following.

### **Changes to Residency**

Commissioned and appointed elders and deacons as well as clergy from other denominations and local pastors who have completed appropriate educational requirements in Kansas East, Kansas West and Nebraska conferences will participate in a unified residency program for the Great Plains starting in August 2013. People who by that date have completed one year of residency (July 2012-July 2013) in their respective conference will be given full “credit” for that year and enter the Great Plains Residency Program as if the first year’s requirements had been completed. Participation in the residency program will be for 2 years (or until ordination for provisional elders and deacons) and will occur in 5 retreats per year in a central location consisting of 1 to 2 days of instruction, reflection, mentoring and spiritual growth.

### ***Clergy & Conference Email Addresses***

Every clergyperson under appointment in the Great Plains United Methodist Conference (GPUMC) will receive a GPUMC email account, name@greatplainsumc.org (ex: gbeach@greatplainsumc.org), for all official conference correspondence including electronic communications newsletters and messages from the bishop. This conference email will be portable and travel with a pastor to each appointment.

Churches also will be assigned a GPUMC email account for official conference correspondence. The church treasurer or business administrator will be one of the main users of this internal email address. The GPUMC church email account should not replace other church email addresses and will not be listed in the conference’s online church directory.

Following the Uniting Conference in August, a roll-out process will begin. Clergy will receive information needed to claim their @greatplainsumc.org accounts in the fall. Kansas West will begin the move immediately after the Uniting Conference and Kansas East will begin the process November 1, 2013. For Nebraska, all email addresses using ‘name@umcneb.org’ will transfer to the greatplainsumc.org domain automatically by January 1, 2014.

Clergy under appointment and church treasurers or business administrators are expected to claim their @greatplainsumc.org email account by January 1, 2014. Retired clergy and lay leadership will be invited to sign up for a GPUMC email address.

Claiming the @greatplainsumc.org email account will be as automated as possible. However, all users

have the responsibility of claiming their account. Help desk, help documentation and support will be made available at the district and conference levels.

Assistance will be provided for linking GPUMC email accounts to another email account for those who do not wish to make the conference address their primary email account. Instructions will be provided for users wishing to forward the address to another account. Users needing assistance with forwarding will be assisted with the initial request.

### ***Certified Lay Ministry (CLM)***

1. District superintendents (DS) and their teams will have the responsibility to identify and enlist individuals who are called to the Certified Lay Ministry (CLM). Such individuals may be called to serve in very small churches as the primary ministerial leader or as a specialist on the ministry team of a larger church.
2. Once a candidate is identified for a particular ministry and recommended by his or her pastor and church council or charge conference, the DS shall:
  - a. Organize a mutual ministry team for the CLM candidate. This team will include individuals from the local church where the CLM is to be assigned, who will share the journey, providing support and feedback. (This team is the equivalent of the Staff Pastor/Parish Relations Committee (SPRC) in churches where the CLM is the primary ministerial leader.) The DS will also assign a supervising elder, who will work closely with the CLM, provide sacramental functions and meet regularly with the mutual ministry team.
  - b. Work with the district registrar to initiate a background check and to schedule an initial interview with the District Committee on Ordained Ministry (DCOM).
  - c. Require the CLM candidate to complete Safe Gatherings certification and Boundary Training.
  - d. Arrange for the completion of Module 1 training, Covenant and Call for Ministry, in the local context, such work to include the development of a Mutual Ministry Covenant.
  - e. After items a-d above are completed, the DS may assign the CLM to the place of service.
3. Upon assignment, the CLM will be referred to the coordinator of small membership churches, who will serve as the staff liaison for the CLM process.
4. The small membership church coordinator will assist the CLM candidate to enroll in CLM courses that will satisfy the requirements for Modules 2, 3 and 4.
5. The CLM candidate is expected to become a Certified Lay Speaker during the first year of service if he or she does not already have that designation.
6. Upon timely completion of all coursework, satisfactory service, and the recommendation of the DS and the DCOM, the candidate will be certified as a CLM.
7. The CLM serves at the discretion of the district superintendent, and his or her assignment may be terminated at the discretion of the DS. Failure to make timely progress in completion of coursework shall be automatic grounds for termination.

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**Section 7**

***Agreement of Consolidation***

THIS AGREEMENT OF CONSOLIDATION (this “Agreement”), is entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2013, by and between The Kansas West Annual Conference of The United Methodist Church, a Kansas not for profit corporation (“Kansas West”), The Kansas East Conference of the United Methodist Church, Inc., a Kansas not for profit corporation (“Kansas East”), Board of Trustees of The Kansas East Conference of the United Methodist Church, Inc., a Kansas not for profit corporation, (“Kansas East Trustees”), and The Nebraska Annual Conference of The United Methodist Church, a Nebraska nonprofit corporation (“Nebraska”).

**Recitals:**

WHEREAS Kansas West is a Kansas not for profit corporation, incorporated August 21, 1969, under the laws of the State of Kansas, having members and without authority to issue capital stock, the governing body of which consists of a board of trustees; and

WHEREAS Kansas East is a Kansas not for profit corporation, incorporated May 21, 1915, under the laws of the State of Kansas, having members and without authority to issue capital stock, the governing body of which consists of a board of trustees; and

WHEREAS Kansas East Trustees is a not for profit corporation, incorporated November 26, 1968, under the laws of the State of Kansas, having members and without authority to issue capital stock, the governing body of which consists of a board of trustees; and

WHEREAS Nebraska is a nonprofit corporation, incorporated November 21, 1968, under the laws of the State of Nebraska, having members and without authority to issue capital stock, the governing body of which consists of a board of trustees; and

WHEREAS the boards of trustees of Kansas West, Kansas East, Kansas East Trustees, and Nebraska (each of which is herein sometimes called a “Constituent Corporation” and collectively called the “Constituent Corporations”) deem it desirable and in the best interest of the Constituent Corporations and their members that the Constituent Corporations be consolidated into a single corporation, subject to the terms and conditions set forth in this Agreement and the laws of the State of Kansas; and

WHEREAS the laws of the State of Nebraska, under which Nebraska is organized, permit such consolidation.

NOW, THEREFORE, in consideration of the foregoing and of the representations, warranties, covenants and agreements contained in this Agreement, the Constituent Corporations hereby agree as follows:

1. On the terms and subject to the conditions set forth in this Agreement, the Constituent Corporations shall be consolidated pursuant to K.S.A. 17-6706 into a single corporation, which shall be a new Kansas not for profit corporation formed by such consolidation and which shall have members and be without authority to issue capital stock. The name of the new corporation resulting from the consolidation shall

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be Great Plains Annual Conference of The United Methodist Church (“Great Plains”). Upon the consolidation, the separate existence of the Constituent Corporations shall cease and Great Plains shall succeed without any other transfer to all of the rights and property of the Constituent Corporations, and shall become subject to all of the debts, liabilities, obligations, restrictions and duties of the Constituent Corporations, in the same manner as if Great Plains had incurred such debts, liabilities, obligations, restrictions and duties itself. The consolidation shall become effective at 12:01 a.m. Central Standard Time, January 1, 2014 (the “Effective Date”).

2. The consolidation contemplated in paragraph 1 above shall be accomplished pursuant to the Plan of Organization attached hereto as Exhibit “A” (the “Plan of Organization”). From and after the Effective Date, the Articles of Incorporation set forth in the Plan of Organization shall become the Articles of Incorporation of Great Plains and the Bylaws set forth in the Plan of Organization shall become the Bylaws of Great Plains. The trustees and officers of Great Plains will, from and after the Effective Date, be as set forth in the Articles of Incorporation, until their successors have been duly elected or appointed and qualified or until their earlier death, resignation or removal in accordance with the Articles of Incorporation and Bylaws of Great Plains.

3. If at any time after the Effective Date Great Plains shall consider or be advised that any further assignment or assurances of law are necessary or desirable to vest, perfect or confirm of record or otherwise in it, title to any property or right of any Constituent Corporation acquired or to be acquired as a result of the consolidation, such Constituent Corporation and its duly elected officers and trustees to the extent permitted by law shall execute and deliver any deed, assignment or other document and take any such action as may be required to vest, perfect or confirm title to such property or right in Great Plains and otherwise to carry out the purposes of this Agreement and the officers and trustees of Great Plains are fully authorized, in the name of such Constituent Corporation, or otherwise, to take any and all such action.

4. The members of Great Plains shall be determined as provided in the Bylaws set forth in the Plan of Organization.

5. This Agreement may be executed in any number of counterparts, and each such counterpart hereof shall be deemed to be an original instrument, but all of such counterparts together shall constitute but one agreement.

This Agreement shall be submitted to the members of each of the Constituent Corporations for their approval in accordance with the laws under which such Constituent Corporation was formed and, in the case of a Kansas corporation, in the same manner as is provided in K.S.A. 17-6705. If approved by the members of each of the Constituent Corporations, this Agreement of Consolidation or a certificate of consolidation shall be executed, acknowledged, filed, and recorded in accordance with K.S.A. 17-6705, except that the Effective Date shall not be earlier than the 1<sup>st</sup> day of January, 2014.

IN WITNESS WHEREOF, each of the Constituent Corporations has caused this Agreement of Consolidation to be executed in its corporate name by duly authorized officers as of the date first written above.

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### ***Articles of Incorporation and By-laws***

The Great Plains Annual Conference of The United Methodist Church will be incorporated as a non-profit corporation in the state of Kansas by consolidating (merging) the following existing corporations: The Nebraska Annual Conference of The United Methodist Church; The Kansas East Conference of the United Methodist Church, Inc.; the Board of Trustees of the Kansas East Conference of the United Methodist Church, Inc.; and The Kansas West Annual Conference of The United Methodist Church. In addition, three related ministry corporations will be formed: Great Plains United Methodist New Church Development, Inc., Great Plains United Methodist Camps, Inc., and Great Plains United Methodist Campus Ministry, Inc. The articles of incorporation and bylaws of each of the corporations are set forth below.

### **Articles of Incorporation of Great Plains Annual Conference of the United Methodist Church**

I, the undersigned incorporator, hereby form and establish a corporation NOT FOR PROFIT under the laws of the State of Kansas, and all acts amendatory thereto or supplemental thereto.

#### **ARTICLE I**

The name of this corporation is GREAT PLAINS ANNUAL CONFERENCE OF THE UNITED METHODIST CHURCH.

#### **ARTICLE II**

The location of the corporation's registered office in this state is as follows:

9440 E. Boston, Suite 160  
Wichita, Sedgwick County, Kansas 67207

#### **ARTICLE III**

The name and address of the corporation's resident agent in this state is as follows:

Great Plains Annual Conference of The United Methodist Church  
9440 E. Boston, Suite 160  
Wichita, Sedgwick County, Kansas 67207

#### **ARTICLE IV**

This corporation is organized NOT FOR PROFIT and the objects and purposes to be transacted and carried on are as follows:

1. This corporation is organized exclusively for religious, charitable and educational purposes.
2. To perform such duties and exercise such powers as required by the Constitution of The United Methodist Church and as determined by the General Conference of The United Methodist Church.
3. To accomplish its purposes, the corporation proposes to:
  - a. Receive and hold any property, real and personal, given, devised, bequeathed, given in trust or in any other way made over to said corporation for the use or benefit of the corporation and for carrying on of activities to achieve said above-stated purpose as designated by the donor, grantor or testator;

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- b. Invest or disburse all assets so received, and generally to care for, manage, administer and control all such property so received;
  - c. Carry out the wishes and to see that the funds and property so received are applied to the uses specified by the donors; or, in case the gift, devise or bequest to this corporation is not designated, then to such uses as will benefit the corporation's non-profit stated purpose.
  - d. Engage in any lawful act or activity for which the corporation may be organized under the Kansas General Corporation Code which is within the exempt purposes of the corporation except for express limitations, if any, contained in these Articles and by reference to the limitations of applicable Federal laws and regulations.
  - e. To acquire, purchase, hold, lease, mortgage and pledge such real or personal property wherever located as shall be necessary and convenient to the transaction of the corporation's business and realization of its purposes.
4. To further such objects and purposes, the corporation shall have and may exercise all the powers conferred by the laws of the State of Kansas upon corporations formed under the laws pursuant to and under which this corporation is formed, as such laws are now in effect or may at any time hereafter be amended; PROVIDED, HOWEVER, however, that in all events under all circumstances, and notwithstanding merger, consolidation, reorganization, termination, dissolution, or winding up of this corporation, voluntary or involuntary or by operation of law, the following provisions shall apply:
- a. This corporation shall not have or exercise any power of authority, either expressly, by interpretation or by operation of law, nor shall it directly or indirectly engage in any activity that would prevent this corporation from qualifying and continuing to qualify as an organization described in Section 501(c)(3) of the Internal Revenue Code, or any corresponding provision of any future United States Internal Revenue law.
  - b. This corporation shall never be operated for the primary purpose of carrying on a trade or business for profit.
5. Compensation or payment shall never be paid or made to any member, officer, director, trustee, creator, or organizer of this corporation, or substantial contributor to it, except as an allowance for actual expenditures or services actually made or rendered to or for this corporation, as an employee of the corporation, and neither the whole nor any portion of the assets or net earnings, current or accumulated of this corporation, shall ever be distributed to or divided among any such people; provided, further, that neither the whole nor any part or portion of such assets or earnings ever be used for, accrued to, or inured to the benefit of any member or private individual within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding provision of any future United States Internal Revenue law.
6. No substantial part of the activities of the corporation shall be the carrying on of propoganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in, including the publishing or distribution of statements, any political campaign on behalf of any candidate for public office.
7. Upon the dissolution of this corporation, the governing board shall, after paying or making the provision for the payment of all the liabilities of the corporation, dispose of all of the assets of

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the corporation exclusively for the purpose of the organization to any successor annual conference or other organize body as determined by The General Conference of The United Methodist Church, or any successor denominational body, if then tax exempt, and any assets not so disposed of shall be conveyed exclusively for the purpose of the organization, in such manner, to such organization or organizations organized or operated exclusively for religious, charitable or educational purposes, which shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code or other corresponding provision of any future United States law, as the governing board shall determine. Any of such assets not so disposed of shall be disposed of by the District Court in the county in which the principal office to the corporation is then located, exclusively for such purposes.

### **ARTICLE V**

This corporation shall not have authority to issue capital stock. The conditions of membership shall be fixed in the Bylaws of the corporation. The members of the corporation shall not have the right to vote by proxy.

### **ARTICLE VI**

The Board of Trustees shall have all powers granted by Kansas laws and statutes, as set forth in the Bylaws of the corporation, and as granted by *The Book of Discipline of The United Methodist Church*.

### **ARTICLE VII**

The Trustees of the corporation are relieved of their personal liability as a Trustee to the corporation and its members for monetary damages for breach of a fiduciary duty as a Trustee, provided that such release does not eliminate or limit the liability of a Trustee:

1. For any breach of the Trustee's duty of loyalty to the corporation or its members;
2. For acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law; or
3. For any transaction from which a Trustee derived an improper personal benefit.

### **ARTICLE VIII**

All assets, including all real and personal, tangible and intangible property, held by the corporation shall be held in trust, that the assets and premises shall be kept, maintained and disposed of for the benefit of The United Methodist Church and subject to the usages and *The Book of Discipline of The United Methodist Church*.

### **ARTICLE IX**

No member of this corporation shall benefit financially from the dissolution thereof. In the event of the dissolution of the corporation, the assets of this corporation shall be distributed as set forth in Article IV hereof.

### **ARTICLE X**

Any reference in these Articles to a statute of either the United States or a state shall be interpreted to include a reference to the corresponding provision of any applicable future statute of such entity.

### **ARTICLE XI**

These Articles of Incorporation may be amended by the members of the corporation pursuant to the provisions of K.S.A. 17-6602(c)(3), and any amendments thereto.

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### Bylaws of Great Plains Annual Conference of the United Methodist Church

#### 1. GENERAL PROVISIONS

- 1.1 Name. The name of the corporation is Great Plains Annual Conference of The United Methodist Church.
- 1.2 Registered Office. The registered office of this corporation in the State of Kansas shall be located at 9440 E. Boston, Suite 160, Wichita, Sedgwick County, Kansas 67207.
- 1.3 Resident Agent. The name and address of the corporation's resident agent in this state is Great Plains Annual Conference of The United Methodist Church, 9440 E. Boston, Suite 160, Wichita, Sedgwick County, Kansas 67207.
- 1.4 Term. The term for which this corporation is to exist is perpetual.
- 1.5 Fiscal Year. The fiscal year of the corporation shall be January 1 to December 31 of each year.

#### 2. PURPOSE

- 2.1 Non-Profit. This corporation is organized not for profit and shall have no authority to issue capital stock.
- 2.2 General Purpose. This corporation is organized exclusively for religious, charitable, and educational purposes, as more fully described in the Articles of Incorporation.
- 2.3 Compensation. Compensation or payment shall never be paid or made to any member, officer, director, Trustee, creator, or organizer of this corporation, or substantial contributor to it, except as an allowance for actual expenditures or services actually made or rendered to or for the corporation as an employee of the corporation, and neither the whole nor any portion of the assets or net earnings, current or accumulated of this corporation, shall ever be distributed to or divided among any such people; provided, further, that neither the whole nor any part or portion of such assets or earnings ever be used for, accrued to or inure to the benefit of any member or private individual within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding provision of any future United States Internal Revenue Law
- 2.4 Assets Held in Trust. All assets of the corporation shall be held in trust, that the assets and premises shall be kept, maintained and disposed of for the benefit of The United Methodist Church and subject to the usages and *The Book of Discipline of The United Methodist Church*.
- 2.5 Assets Upon Dissolution. Upon the dissolution of this corporation, the governing board shall, after paying or making the provision for the payment of all the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purpose of the organization to any successor annual conference or other organized body as determined by The General Conference of The United Methodist Church, or any successor denominational body, if then tax-exempt, and any assets not so disposed of shall be conveyed exclusively for the purpose of the corporation, in such manner, to such organization or organizations organized or operated exclusively for religious, charitable, and educational purposes, as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code or the corresponding provision of any future United States law, as the governing board shall determine. Any of such assets not so disposed of shall be disposed of by the District Court in

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the county in which the principal office to the corporation is then located, exclusively for such purposes.

- 2.6 Non-Political. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempt to influence legislation, and the corporation shall not participate in, or intervene in, including the publishing or distribution of statements, any political campaign on behalf of any candidate for public office.
- 2.7 Exempt and Charitable Purpose. Notwithstanding any other provision of these Bylaws, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code (or the corresponding provision of any future United States Revenue Law).

### 3. MEMBERSHIP

- 3.1 Voting Members. The lay members (duly selected pursuant to *The Book of Discipline of The United Methodist Church*) and clergy members (as defined in *The Book of Discipline*) of Great Plains Annual Conference of The United Methodist Church or any successor annual conference shall constitute the members of the corporation. The members of the corporation shall not have the right to vote by proxy.
- 3.2 Quorum. One-third (1/3) of the total membership of the corporation shall constitute a quorum at all meetings of the members for the transaction of business except as otherwise provided by law. A majority of those members present and voting at a meeting of the members at which a quorum is present shall be required for the transaction of business.
- 3.3 Annual and Special Conference Sessions. The Annual Conference Session of the Great Plains Annual Conference of The United Methodist Church, or any successor annual conference, shall constitute the annual meeting of the membership of the corporation. Such annual conference session shall be called as provided in *The Book of Discipline of The United Methodist Church*. Any duly called special sessions of Great Plains Annual Conference of The United Methodist Church shall constitute a duly called special meeting of the members of the corporation.
- 3.4 Presiding Officer at Meeting of Members. The duly presiding Bishop or President Pro Tempore of an annual or special session of Great Plains Annual Conference of The United Methodist Church, or any successor annual conference, as provided by *The Book of Discipline of The United Methodist Church*, shall preside at any meeting of the membership of the corporation.
- 3.5 Secretary at Meeting of Members. The Annual Conference Secretary of Great Plains Annual Conference of The United Methodist Church shall be the recording secretary of any meeting of the membership of the corporation.

### 4. MANAGEMENT

Management of the business and affairs of the corporation shall be vested in and conducted by its Board of Trustees, and its officers, in accordance with law, the Articles of Incorporation, the corporation's Bylaws, and *The Book of Discipline of The United Methodist Church*.

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#### 5. TRUSTEES

- 5.1 Number. Management of the corporation shall be vested in a Board of Trustees consisting of twelve (12) people.
- 5.2 Qualifications. Trustees shall be selected from people at least eighteen years of age who accept in principle the purposes of this corporation, are deemed qualified to participate in the attainment of its objectives and the management of its business and who otherwise represent the membership and election requirements provided herein. A Trustee shall be deemed qualified as such when an acceptance of office has been signed and filed with the Secretary, or attends a meeting of the Board of Trustees.
- 5.2.1 United Methodist Membership. Eight (8) of the Trustees shall be chosen from among lay members of The United Methodist Church within the boundaries of the Great Plains Annual Conference of The United Methodist Church or any successor annual conference, four (4) of whom shall be laywomen and four (4) of whom shall be laymen, and the remaining four (4) Trustees shall be chosen from the clergy members of the Great Plains Annual Conference of The United Methodist Church, or any successor annual conference.
- 5.3 Selection. Trustees shall be (1) nominated by the Nominating Committee of the Great Plains Annual Conference of The United Methodist Church; and (2) elected at the annual conference session of the Great Plains Annual Conference of The United Methodist Church, or any successor annual conference.
- 5.4 Term. Except as to the initial Board, Trustees shall serve terms of four (4) years, or until their successors are elected and qualified. A Trustee may serve two successive terms if elected. After serving two successive terms, a Trustee may not be elected for three years from the expiration of their last term. Trustees' term of office shall begin as determined by the nominating rules of the Great Plains Annual Conference of The United Methodist Church.
- 5.5 Classes. The Board of Trustees shall be divided into four classes with one-fourth of the Board of Trustees to be elected each year for a new term. The initial Board shall also be divided into such classes so that one-fourth of the Board will be elected each year, beginning with the first year.
- 5.6 Resignation. Any Trustee of the corporation may resign upon filing a written resignation with the Secretary of the corporation, and such resignation shall become effective when so filed unless some subsequent effective date is set forth in the resignation.
- 5.7 Vacancies. Vacancies in the Board of Trustees other than by failure of Trustees' successors to be nominated, qualified and elected, shall be filled by vote of the members of the corporation, and any Trustees so chosen to fill vacancies shall meet all Trustee qualifications set forth in these bylaws. Such Trustees shall hold office for the remaining term of the Trustee whom they replaced, and until their successors are elected and qualified, or until their term of office is terminated by resignation, death, removal or disability.
- 5.8 Removal. Absence from more than one-half of the regular meetings of the Board of Trustees within a twelve (12) month period without evidence of reasonable cause shall constitute grounds for the Board of Trustees to request the resignation of and/or removal from office of

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a Trustee. The members of the corporation may remove any member of the Board of Trustees with or without cause by a two-thirds vote of the members present and voting at a meeting with a quorum present.

### 6. MEETINGS OF TRUSTEES

- 6.1 Place. All meetings of the Trustees shall be held at the principal place of business in this state, or at such places as may be designated by the Board of Trustees, whether within or without the state of Kansas, including Nebraska.
- 6.2 Meeting Time.
- 6.21 Annual. The annual meeting of the Trustees of this corporation shall be held within sixty (60) days from the adjournment of the annual conference session or as determined by resolution of the Board of Trustees for the purpose of (1) election of officers; (2) election of members of standing committees; (3) transaction of other business as may properly be presented and come before such meeting.
- 6.22 Regular. Regular meetings shall be held periodically at such specified times as are deemed necessary by resolution of the Board of Trustees.
- 6.23 Special. Special meetings of the Trustees may be called by the President or a majority of the Executive Committee as deemed necessary, or upon request by any five (5) trustees, the President shall call and convene a special meeting of the Board within 7 days of the request. Business to be transacted shall be limited to matters specified by the notice given.
- 6.24 Telephone or Video Conferencing. Members of the Board of Trustees, or any committee thereof, may participate in a meeting of such board or committee by means of telephone conference or video conference or similar communications equipment by means of which all people participating in the meeting can hear each other. Participation in a meeting pursuant to this section shall constitute presence in person at such meeting.
- 6.3 Notice. Notice of any meeting may be given by mailing in writing to the person entitled thereto at the last known address shown on the records of the corporation. Mailing may be made by email.
- 6.31 Waiver. Whenever notice is required to be given by these Bylaws, the Articles of Incorporation, or by statute, a written waiver thereof, signed by the people entitled to notice, whether before or after the times stated therein, shall be deemed equivalent to notice. Attendance of a person at a meeting constitutes a waiver or notice except when the person attends for the express purpose of objecting at the beginning of the meeting to the transaction of any business because the meeting is not lawfully called or convened.
- 6.32 Action by Consent. Unless otherwise provided in the Articles of Incorporation, any action required to be taken at any annual, regular or special meeting of the Trustees of the corporation, or any action which may be taken at any annual, regular or special meeting of such Trustees, may be taken if a consent in writing, setting forth the action so taken, shall be signed by all trustees entitled to vote thereon. In the event that such action which is consented to is such as would have required the filing of a certificate under the Kansas General Corporation Code, if such action had been voted upon by Trustees at a

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meeting thereof, the certificates filed under such other section shall state, in lieu of any statement required by such section concerning a vote of Trustees, that written consent has been given in accordance with the provisions of this section.

- 6.4 Pre-agenda. A written agenda of matters to be considered insofar as reasonably ascertainable, should be mailed in advance of any meeting, except in instances when telephone or similar communications methods are used to conduct a meeting or when a waiver of notice may apply.
- 6.5 Quorum. A majority of the total members of the Board of Trustees shall constitute a quorum at all meetings of the Trustees for the transaction of business except as otherwise provided by law, or by these Bylaws. In the event such number is not a quorum, the members present in person shall have the power to adjourn the meeting from time to time without notice other than announcement at the meeting, until the requisite number of voting members shall be present at such adjourned meeting, and any business may be transacted at the meeting as originally notified. The affirmative vote of a majority of those present and voting at a meeting with a quorum present shall control for the transaction of business.
- 6.6 Voting Procedure. All elections of officers and votes upon any other question, except as otherwise provided by law or unless otherwise provided by resolution of the Board of Trustees, may be by ballot, viva voce, or by showing of hands.

#### 7. OFFICERS

- 7.1 Designated Officers. Officers of the corporation other than the assigned Bishop, shall be elected by the Board of Trustees and shall be the assigned Bishop, a President, a Vice President, a Secretary, and a Treasurer. The Secretary and Treasurer may or may not be the same person. The officers of the corporation shall be the same people as the officers of the Board.
- 7.2 Other Officers and Agents. The corporation may have such other officers and agents as may from time to time be determined and appointed by the Board of Trustees, and for such terms as the Board of Trustees may determine.
- 7.3 Term and Qualification of Officers. The officers of the corporation other than the assigned Bishop shall hold their office for one year or until the next annual meeting of the Board of Trustees, or their successors are chosen and qualified, unless their respective terms of office have been terminated by resignation in writing, duly filed with the Secretary of the corporation or by removal.
- 7.4 Removal of Officers. Any officer elected or appointed by the Board of Trustees may be removed from office at any time by the affirmative vote of a two-thirds vote of the whole Board of Trustees.
- 7.5 Assigned Bishop. The assigned Bishop of Great Plains Annual Conference of The United Methodist Church, or any successor annual conference, shall preside at any meeting of the membership of the corporation, and shall perform such other duties and tasks as provided by the constitution and *The Book of Discipline of The United Methodist Church*.
- 7.6 President. The President shall be the presiding officer of the corporation except as provided in paragraph 7.5 and of the Board of Trustees, and shall perform such other duties as ordinarily pertain to that office. The President must be a Trustee of the corporation.

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- 7.7 Vice President. In the absence or disability of the President, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions upon the President. The Vice President shall have such other powers and perform such other duties as from time to time may be prescribed for him or her by the Board of Trustees or these Bylaws. The Vice President must be a Trustee of the corporation.
- 7.8 Secretary. The Secretary must be a Trustee of the corporation. The Secretary shall attend all sessions of the Board of Trustees and record or cause to be recorded all votes and the minutes of all proceedings, including rules and regulations and policy decisions, in a book to be kept for that purpose, and shall perform like duties for the standing committees. The secretary shall give, or cause to be given, notice of all meetings of the Board of Trustees and shall perform such other duties as may be prescribed by the Board of Trustees or President.
- 7.9 Treasurer. The Treasurer may or may not be a Trustee of the corporation. The Treasurer shall keep and maintain or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the corporation, deposit all monies and other valuables in the name and to the credit of the corporation with such depositories as may be designated by the Board of Trustees, disburse funds as allowed by the Board of Trustees, provide accountings of the transactions of the corporation, and such other duties as may be prescribed by the Board of Trustees and these bylaws. The Treasurer shall be bonded in such sum, and with such sureties, as may be determined from time to time by the Council on Finance and Administration of The Annual Conference.

### 8. STANDING COMMITTEES

- 8.1 Executive Committee. The Board of Trustees shall appoint from their number an Executive Committee of not more than five (5) Trustees, which shall include the President, Vice President and Secretary.
- 8.11 Ad Interim Powers. Unless the Board of Trustees specifically directs otherwise, during the intervals between meetings of the Board of Trustees, the Executive Committee shall have, and may exercise, all the powers of the Board of Trustees in the management of the business and affairs of the corporation in such manner as such committee shall deem in the best interests of the corporation, except that it may not amend or repeal the Articles of Incorporation or Bylaws, make, amend or revoke Board policies or adopt an agreement of merger or consolidation. Copies of all Minutes of the Executive Committee, whether approved or to be approved, shall be provided to the whole Board of Trustees within thirty (30) days of the meeting of the Executive Committee.
- 8.12 Meetings. The Executive Committee shall be subject to call by the President or any two members of the Executive Committee.
- 8.2 Other Committees and Organizations. The President, or other duly authorized officer, or the Board of Trustees, may appoint or elect other committees, associations, councils or other groups and designate their specific tasks and duties.
- 8.3 Rules and Quorum. All committees, unless otherwise provided in these Bylaws or by direction of the Board of Trustees from time to time, shall adopt their own rules of procedure. At all

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meetings of committees a majority shall constitute a quorum and the affirmative vote of a majority of a quorum shall control for the transaction of business.

- 8.4 Ex officio Members. The President, ex officio, may attend meetings and engage in the deliberation of all committees without vote, except in the Executive Committee, where the President shall have voting capacity.
- 8.5 Committee Powers. Unless specifically authorized by the Board of Trustees, the Committees of the Board of Trustees other than the Executive Committee shall have the power to only recommend action for approval by the Board of Trustees or implement Board approved matters.

#### 9. CONFLICTS OF INTEREST

No contract or transaction between this corporation and one or more of its trustees or officers, or between this corporation and any other corporation, partnership, association or other organization in which one or more of its trustees or officers are directors or officers, or have a financial interest, shall be void or voidable solely for this reason, or solely because the trustee or officer is present at or participates in the meeting of the board or committee thereof which authorizes the contract or transaction, or solely because his or her or their votes are counted for such purposes, if either:

- a. The material facts as to the relationship or interest and as to the contract or transaction are disclosed or are known to the Board of Trustees or the committee, and the board or committee in good faith authorized the contract or transaction by the affirmative votes of a majority of the disinterested Trustees even though the disinterested Trustees be less than a quorum; or
- b. The contract or transaction is fair as to the corporation as of the time it is authorized, approved or ratified by the Board of Trustees or a committee thereof duly authorized.

Common or interested Trustees may be counted in determining the presence of a quorum at a meeting of the Board of Trustees or of a committee which authorizes the contract or transaction.

#### 10. INDEMNIFICATION AND INSURANCE

- 10.1 Indemnification. The corporation shall reimburse and indemnify each Trustee and each officer of the corporation for or against all liabilities, losses, fines, costs and expenses (including counsel fees and including amounts reasonably paid, otherwise than to the corporation, in settlement or to secure the termination of litigation) reasonably incurred by or imposed upon him or her in connection with or resulting from any action, real or threatened, suit, or proceeding, civil or criminal (hereinafter called "action"), to which he or she may be made a party by reason of his or her being or having been such Trustee or officer, whether or not he or she continues to be such Trustee or officer at the time of incurring or becoming subject to such liabilities, losses, fines, costs of expenses and whether or not the action or omission to act on the part of such Trustee or officer which is the basis of such action occurred before or after the adoption of the Article or the Bylaws, if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the corporation, and, with respect to any criminal action or proceedings, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself,

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create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interest of the corporation, and, with respect to any criminal action or proceeding, had reasonable cause to believe that his or her conduct was unlawful. Each person who shall act as a Trustee or officer of the corporation shall be deemed to be doing so in reliance upon such right of reimbursement or indemnification. The foregoing right of reimbursement or indemnification shall not be exclusive of other rights to which any such Trustee or officer may otherwise be entitled (specifically including K.S.A. 17-6305) and, in the event of his or her death, shall extend to his or her heirs and legal representatives.

- 10.2 Insurance. The corporation may purchase and maintain insurance on behalf of any trustee, officer, employee or agent of the corporation against any liability asserted against such person and incurred in such capacity whether or not the corporation would have power to indemnify such person against such liability under the provisions of the above section.

**11. AMENDMENTS**

These Bylaws may be altered, repealed, or amended in whole or in part by a two thirds vote of the members present and voting at a meeting with a quorum present and voting; provided, however, that notice of any such proposed amendments stating the substance thereof shall first be given to each member at least fifteen (15) days before any annual or regular meeting or special meeting duly called for such purpose.

**Articles of Incorporation of Great Plains United Methodist New Church Development, Inc.**

I, the undersigned incorporator, hereby form and establish a corporation NOT FOR PROFIT under the laws of the State of Kansas, and all acts amendatory thereto or supplemental thereto.

**ARTICLE I**

The name of this corporation is GREAT PLAINS UNITED METHODIST NEW CHURCH DEVELOPMENT, INC.

**ARTICLE II**

The location of the corporation's registered office in this state is as follows:

9440 E. Boston, Suite 160  
Wichita, Sedgwick County, Kansas 67207

**ARTICLE III**

The name and address of the corporation's resident agent in this state is as follows:

Great Plains United Methodist New Church Development, Inc.  
9440 E. Boston, Suite 160  
Wichita, Sedgwick County, Kansas 67207

**ARTICLE IV**

This corporation is organized NOT FOR PROFIT and the objects and purposes to be transacted and carried on are as follows:

1. This corporation is organized exclusively for religious, charitable and educational purposes.
2. To support, promote, encourage and assist the Great Plains Annual Conference of The United Methodist Church in the development of local churches and church related organizations of said

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annual conference, or any successor annual conference, and to maintain buildings, grounds, vehicles, and other assets, for such purposes.

3. To accomplish its purposes, the corporation proposes to:
  - a. Receive and hold any property, real and personal, given, devised, bequeathed, given in trust or in any other way made over to said corporation for the use or benefit of the corporation and for carrying on of activities to achieve said above-stated purpose as designated by the donor, grantor or testator;
  - b. Invest or disburse all assets so received, and generally to care for, manage, administer and control all such property so received;
  - c. Carry out the wishes and to see that the funds and property so received are applied to the uses specified by the donors; or, in case the gift, devise or bequest to this corporation is not designated, then to such uses as will benefit the corporation's non-profit stated purpose.
  - d. Engage in any lawful act or activity for which the corporation may be organized under the Kansas General Corporation Code which is within the exempt purposes of the corporation except for express limitations, if any, contained in these Articles and by reference to the limitations of applicable Federal laws and regulations.
  - e. To acquire, purchase, hold, lease, mortgage and pledge such real or personal property wherever located as shall be necessary and convenient to the transaction of the corporation's business and realization of its purposes.
4. To further such objects and purposes, the corporation shall have and may exercise all the powers conferred by the laws of the State of Kansas upon corporations formed under the laws pursuant to and under which this corporation is formed, as such laws are now in effect or may at any time hereafter be amended; PROVIDED, HOWEVER, however, that in all events under all circumstances, and notwithstanding merger, consolidation, reorganization, termination, dissolution, or winding up of this corporation, voluntary or involuntary or by operation of law, the following provisions shall apply:
  - a. This corporation shall not have or exercise any power of authority, either expressly, by interpretation or by operation of law, nor shall it directly or indirectly engage in any activity that would prevent this corporation from qualifying and continuing to qualify as an organization described in Section 501(c)(3) of the Internal Revenue Code, or any corresponding provision of any future United States Internal Revenue law.
  - b. This corporation shall never be operated for the primary purpose of carrying on a trade or business for profit.
  - c. Compensation or payment shall never be paid or made to any member, officer, director, trustee, creator, or organizer of this corporation, or substantial contributor to it, except as an allowance for actual expenditures or services actually made or rendered to or for this corporation, as an employee of the corporation, and neither the whole nor any portion of the assets or net earnings, current or accumulated of this corporation, shall ever be distributed to or divided among any such people; provided, further, that neither the whole nor any part or portion of such assets or earnings ever be used for, accrued to, or inured to the benefit of any member or private individual within the meaning of Section 501(c)(3) of

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the Internal Revenue Code, or the corresponding provision of any future United States Internal Revenue law.

5. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in, including the publishing or distribution of statements, any political campaign on behalf of any candidate for public office.
6. Upon the dissolution of this corporation, the governing board shall, after paying or making the provision for the payment of all the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purpose of the organization to the Great Plains Annual Conference of The United Methodist Church or to any successor annual conference or other organize body as determined by The General Conference of The United Methodist Church, or any successor denominational body, if then tax exempt, and any assets not so disposed of shall be conveyed exclusively for the purpose of the organization, in such manner, to such organization or organizations organized or operated exclusively for religious, charitable or educational purposes, which shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code or other corresponding provision of any future United States law, as the governing board shall determine. Any of such assets not so disposed of shall be disposed of by the District Court in the county in which the principal office to the corporation is then located, exclusively for such purposes.

### **ARTICLE V**

This corporation shall not have authority to issue capital stock. The conditions of membership shall be fixed in the Bylaws of the corporation. The members of the corporation shall not have the right to vote by proxy.

### **ARTICLE VI**

The Board of Trustees shall have all powers granted by Kansas laws and statutes, as set forth in the Bylaws of the corporation, and as granted by *The Book of Discipline of The United Methodist Church*.

### **ARTICLE VII**

The Trustees of the corporation are relieved of their personal liability as a Trustee to the corporation and its members for monetary damages for breach of a fiduciary duty as a Trustee, provided that such release does not eliminate or limit the liability of a Trustee:

1. For any breach of the Trustee's duty of loyalty to the corporation or its members;
2. For acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law; or
3. For any transaction from which a Trustee derived an improper personal benefit.

### **ARTICLE VIII**

All assets, including all real and personal, tangible and intangible property, held by the corporation shall be held in trust, that the assets and premises shall be kept, maintained and disposed of for the benefit of The United Methodist Church and subject to the usages and *The Book of Discipline of The United Methodist Church*.

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#### **ARTICLE IX**

No member of this corporation shall benefit financially from the dissolution thereof. In the event of the dissolution of the corporation, the assets of this corporation shall be distributed as set forth in Article IV hereof.

#### **ARTICLE X**

Any reference in these Articles to a statute of either the United States or a state shall be interpreted to include a reference to the corresponding provision of any applicable future statute of such entity.

#### **ARTICLE XI**

These Articles of Incorporation may be amended by the members of the corporation pursuant to the provisions of K.S.A. 17-6602(c)(3), and any amendments thereto, provided, however, that no such amendment shall become effective until approved by the members of Great Plains Annual Conference of The United Methodist Church, or any successor annual conference.

### **Bylaws of Great Plains United Methodist New Church Development, Inc.**

#### **1. GENERAL PROVISIONS**

- 1.1 **Name.** The name of the corporation is Great Plains United Methodist New Church Development, Inc.
- 1.2 **Registered Office.** The registered office of this corporation in the State of Kansas shall be located at 9440 E. Boston, Suite 160, Wichita, Sedgwick County, Kansas 67207.
- 1.3 **Resident Agent.** The name and address of the corporation's resident agent in this state is Great Plains United Methodist New Church Development, Inc., 9440 E. Boston, Suite 160, Wichita, Sedgwick County, Kansas 67207.
- 1.4 **Term.** The term for which this corporation is to exist is perpetual.
- 1.5 **Fiscal Year.** The fiscal year of the corporation shall be January 1 to December 31 of each year.

#### **2. PURPOSE**

- 2.1 **Non-Profit.** This corporation is organized not for profit and shall have no authority to issue capital stock.
- 2.2 **General Purpose.** This corporation is organized exclusively for religious, charitable, and educational purposes, as more fully described in the Articles of Incorporation.
- 2.3 **Compensation.** Compensation or payment shall never be paid or made to any member, officer, director, Trustee, creator, or organizer of this corporation, or substantial contributor to it, except as an allowance for actual expenditures or services actually made or rendered to or for the corporation as an employee of the corporation, and neither the whole nor any portion of the assets or net earnings, current or accumulated of this corporation, shall ever be distributed to or divided among any such people; provided, further, that neither the whole nor any part or portion of such assets or earnings ever be used for, accrued to or inure to the benefit of any member or private individual within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding provision of any future United States Internal Revenue Law.

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- 2.4 Assets Held in Trust. All assets of the corporation shall be held in trust, that the assets and premises shall be kept, maintained and disposed of for the benefit of The United Methodist Church and subject to the usages and *The Book of Discipline of The United Methodist Church*.
- 2.5 Assets Upon Dissolution. Upon the dissolution of this corporation, the governing board shall, after paying or making the provision for the payment of all the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purpose of the organization to Great Plains Annual Conference of The United Methodist Church or to any successor annual conference or other organized body as determined by The General Conference of The United Methodist Church, or any successor denominational body, if then tax-exempt, and any assets not so disposed of shall be conveyed exclusively for the purpose of the corporation, in such manner, to such organization or organizations organized or operated exclusively for religious, charitable, and educational purposes, as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code or the corresponding provision of any future United States law, as the governing board shall determine. Any of such assets not so disposed of shall be disposed of by the District Court in the county in which the principal office to the corporation is then located, exclusively for such purposes.
- 2.6 Non-Political. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempt to influence legislation, and the corporation shall not participate in, or intervene in, including the publishing or distribution of statements, any political campaign on behalf of any candidate for public office.
- 2.7 Exempt and Charitable Purpose. Notwithstanding any other provision of these Bylaws, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code (or the corresponding provision of any future United States Revenue Law).

### 3. MEMBERSHIP

- 3.1 Voting Members. The members of the corporation shall be the currently-serving District Superintendents of the several districts of Great Plains Annual Conference of The United Methodist Church, or any successor annual conference. The members of the corporation shall not have the right to vote by proxy.
- 3.2 Quorum. One-third (1/3) of the total membership of the corporation shall constitute a quorum at all meetings of the members for the transaction of business except as otherwise provided by law. A majority of those members present and voting at a meeting of the members at which a quorum is present shall be required for the transaction of business.
- 3.3 Presiding Officer at Meeting of Members. The duly presiding Bishop of Great Plains Annual Conference of The United Methodist Church, or any successor annual conference, or a member designated by the Bishop, shall preside at any meeting of the membership of the corporation.

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#### 4. MANAGEMENT

Management of the business and affairs of the corporation shall be vested in and conducted by its Board of Trustees, and its officers, in accordance with law, the Articles of Incorporation, the corporation's Bylaws, and *The Book of Discipline of The United Methodist Church*.

#### 5. TRUSTEES

- 5.1 Number. Management of the corporation shall be vested in a Board of Trustees consisting of twelve (12) people.
- 5.2 Qualifications. Trustees shall be selected from people at least twenty-one years of age who accept in principle the purposes of this corporation, are deemed qualified to participate in the attainment of its objectives and the management of its business and who otherwise represent the membership and election requirements provided herein. A Trustee shall be deemed qualified as such when an acceptance of office has been signed and filed with the Secretary, or attends a meeting of the Board of Trustees.
- 5.21 United Methodist Membership. Eight (8) of the Trustees shall be chosen from among lay members of The United Methodist Church within the boundaries of the Great Plains Annual Conference of The United Methodist Church or any successor annual conference, four (4) of whom shall be laywomen and four (4) of whom shall be laymen, and the remaining four (4) Trustees shall be chosen from the clergy members of the Great Plains Annual Conference of The United Methodist Church, or any successor annual conference.
- 5.3 Selection. Trustees shall be (1) nominated by the Nominating Committee of the Great Plains Annual Conference of The United Methodist Church; and (2) elected at the annual conference session of the Great Plains Annual Conference of The United Methodist Church, or any successor annual conference.
- 5.4 Term. Except as to the initial Board, Trustees shall serve terms of four (4) years, or until their successors are elected and qualified. A Trustee may serve two successive terms if elected. After serving two successive terms, a Trustee may not be elected for three years from the expiration of their last term. Trustees' term of office shall begin as determined by the nominating rules of the Great Plains Annual Conference of The United Methodist Church.
- 5.5 Classes. The Board of Trustees shall be divided into four classes with one-fourth of the Board of Trustees to be elected each year for a new term. The initial Board shall also be divided into such classes so that one-fourth of the Board will be elected each year, beginning with the first year.
- 5.6 Resignation. Any Trustee of the corporation may resign upon filing a written resignation with the Secretary of the corporation, and such resignation shall become effective when so filed unless some subsequent effective date is set forth in the resignation.
- 5.7 Vacancies. Vacancies in the Board of Trustees other than by failure of Trustees' successors to be nominated, qualified and elected, shall be filled by vote of the members of the corporation, and any Trustees so chosen to fill vacancies shall meet all Trustee qualifications set forth in these bylaws. Such Trustees shall hold office for the remaining term of the Trustee whom they replaced, and until their successors are elected and qualified, or until their term of office is terminated by resignation, death, removal or disability.

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- 5.8 Removal. Absence from more than one-half of the regular meetings of the Board of Trustees within a twelve (12) month period without evidence of reasonable cause shall constitute grounds for the Board of Trustees to request the resignation of and/or removal from office of a Trustee. The members of the corporation may remove any member of the Board of Trustees with or without cause by a two-thirds vote of the members present and voting at a meeting with a quorum present.
- 5.9 Consultants. The Board of Trustees may utilize the services of non-voting consultants, as needed to accomplish its work. (For instance, experts in real estate, finance, construction, etc.).

### 6. MEETINGS OF TRUSTEES

- 6.1 Place. All meetings of the Trustees shall be held at the principal place of business in this state, or at such places as may be designated by the Board of Trustees, whether within or without the state of Kansas, including Nebraska.
- 6.2 Meeting Time.
- 6.21 Annual. The annual meeting of the Trustees of this corporation shall be held within sixty (60) days from the adjournment of the annual conference session or as determined by resolution of the Board of Trustees for the purpose of (1) installation of the officers elected by the members of the corporation; 2 election of members of standing committees and (3) transaction of other business as may properly be presented and come before such meeting.
- 6.22 Regular. Regular meetings shall be held periodically at such specified times as are deemed necessary by resolution of the Board of Trustees.
- 6.23 Special. Special meetings of the Trustees may be called by the President or a majority of the Executive Committee as deemed necessary, or upon request by any five (5) trustees, the President shall call and convene a special meeting of the Board within 7 days of the request. Business to be transacted shall be limited to matters specified by the notice given.
- 6.24 Telephone or Video Conferencing. Members of the Board of Trustees, or any committee thereof, may participate in a meeting of such board or committee by means of telephone conference or video conference or similar communications equipment by means of which all people participating in the meeting can hear each other. Participation in a meeting pursuant to this section shall constitute presence in person at such meeting.
- 6.3 Notice. Notice of any meeting may be given by mailing in writing to the person entitled thereto at the last known address shown on the records of the corporation. Mailing may be made by email.
- 6.31 Waiver. Whenever notice is required to be given by these Bylaws, the Articles of Incorporation, or by statute, a written waiver thereof, signed by the people entitled to notice, whether before or after the times stated therein, shall be deemed equivalent to notice. Attendance of a person at a meeting constitutes a waiver or notice except when the person attends for the express purpose of objecting at the beginning of the meeting to the transaction of any business because the meeting is not lawfully called or convened.

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6.32 Action by Consent. Unless otherwise provided in the Articles of Incorporation, any action required to be taken at any annual, regular or special meeting of the Trustees of the corporation, or any action which may be taken at any annual, regular or special meeting of such Trustees, may be taken if a consent in writing, setting forth the action so taken, shall be signed by all trustees entitled to vote thereon. In the event that such action which is consented to is such as would have required the filing of a certificate under the Kansas General Corporation Code, if such action had been voted upon by Trustees at a meeting thereof, the certificates filed under such other section shall state, in lieu of any statement required by such section concerning a vote of Trustees, that written consent has been given in accordance with the provisions of this section.

6.4 Pre-agenda. A written agenda of matters to be considered insofar as reasonably ascertainable, should be mailed in advance of any meeting, except in instances when telephone or similar communications methods are used to conduct a meeting or when a waiver of notice may apply.

6.5 Quorum. A majority of the total members of the Board of Trustees shall constitute a quorum at all meetings of the Trustees for the transaction of business except as otherwise provided by law, or by these Bylaws. In the event such number is not a quorum, the members present in person shall have the power to adjourn the meeting from time to time without notice other than announcement at the meeting, until the requisite number of voting members shall be present at such adjourned meeting, and any business may be transacted at the meeting as originally notified. The affirmative vote of a majority of those present and voting at a meeting with a quorum present shall control for the transaction of business.

6.6 Voting Procedure. All votes, except as otherwise provided by law or unless otherwise provided by resolution of the Board of Trustees, may be by ballot, viva voce, or by showing of hands.

#### 7. OFFICERS

7.1 Designated Officers. Officers of the corporation other than the assigned Bishop, shall be nominated by the Nominating Committee of Great Plains Annual Conference of The United Methodist Church or any successor annual conference and shall be elected by the members of the corporation, and shall be a President, a Vice President, a Secretary, and a Treasurer. The Secretary and Treasurer may or may not be the same person. The officers of the corporation shall be the same people as the officers of the Board.

7.2 Other Officers and Agents. The corporation may have such other officers and agents as may from time to time be determined and appointed by the Board of Trustees, and for such terms as the Board of Trustees may determine.

7.3 Term and Qualification of Officers. The officers of the corporation other than the assigned Bishop shall hold their office for one year or until the next annual meeting of the Board of Trustees, or their successors are chosen and qualified, unless their respective terms of office have been terminated by resignation in writing, duly filed with the Secretary of the corporation or by removal.

7.4 Removal of Officers. Any officer elected or appointed by the Board of Trustees may be removed from office at any time by the affirmative vote of a two-thirds vote of the whole Board of Trustees.

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- 7.5 Assigned Bishop. The assigned Bishop of Great Plains Annual Conference of The United Methodist Church, or any successor annual conference, shall preside at any meeting of the membership of the corporation, and shall perform such other duties and tasks as provided by the constitution and *The Book of Discipline of The United Methodist Church*.
- 7.6 President. The President shall be the presiding officer of the corporation except as provided in paragraph 7.5 and of the Board of Trustees, and shall perform such other duties as ordinarily pertain to that office. The President must be a Trustee of the corporation.
- 7.7 Vice President. In the absence or disability of the President, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions upon the President. The Vice President shall have such other powers and perform such other duties as from time to time may be prescribed for him or her by the Board of Trustees or these Bylaws. The Vice President must be a Trustee of the corporation.
- 7.8 Secretary. The Secretary must be a Trustee of the corporation. The Secretary shall attend all sessions of the Board of Trustees and record or cause to be recorded all votes and the minutes of all proceedings, including rules and regulations and policy decisions, in a book to be kept for that purpose, and shall perform like duties for the standing committees. The secretary shall give, or cause to be given, notice of all meetings of the Board of Trustees and shall perform such other duties as may be prescribed by the Board of Trustees or President.
- 7.9 Treasurer. The Treasurer of Great Plains Annual Conference of The United Methodist Church, or any successor annual corporation, shall serve as Treasurer of the corporation. The Treasurer shall keep and maintain or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the corporation, deposit all monies and other valuables in the name and to the credit of the corporation with such depositories as may be designated by the Board of Trustees, disburse funds as allowed by the Board of Trustees, provide accountings of the transactions of the corporation, and such other duties as may be prescribed by the Board of Trustees and these bylaws. The Treasurer shall be bonded in such sum, and with such sureties, as may be determined from time to time by the Council on Finance and Administration of The Annual Conference.

### 8. STANDING COMMITTEES

- 8.1 Executive Committee. The Board of Trustees shall appoint from their number an Executive Committee of not more than five (5) Trustees, which shall include the President, Vice President and Secretary.
- 8.11 Ad Interim Powers. Unless the Board of Trustees specifically directs otherwise, during the intervals between meetings of the Board of Trustees, the Executive Committee shall have, and may exercise, all the powers of the Board of Trustees in the management of the business and affairs of the corporation in such manner as such committee shall deem in the best interests of the corporation, except that it may not amend or repeal the Articles of Incorporation or Bylaws, make, amend or revoke Board policies or adopt an agreement of merger or consolidation. Copies of all Minutes of the Executive Committee, whether approved or to be approved, shall be provided to the whole Board of Trustees within thirty (30) days of the meeting of the Executive Committee.

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8.12 Meetings. The Executive Committee shall be subject to call by the President or any two members of the Executive Committee.

8.2 Other Committees and Organizations. The President, or other duly authorized officer, or the Board of Trustees, may appoint or elect other committees, associations, councils or other groups and designate their specific tasks and duties.

8.3 Rules and Quorum. All committees, unless otherwise provided in these Bylaws or by direction of the Board of Trustees from time to time, shall adopt their own rules of procedure. At all meetings of committees a majority shall constitute a quorum and the affirmative vote of a majority of a quorum shall control for the transaction of business.

8.4 Ex officio Members. The President, ex officio, may attend meetings and engage in the deliberation of all committees without vote, except in the Executive Committee, where the President shall have voting capacity.

8.5 Committee Powers. Unless specifically authorized by the Board of Trustees, the Committees of the Board of Trustees other than the Executive Committee shall have the power to only recommend action for approval by the Board of Trustees or implement Board approved matters.

#### 9. CONFLICTS OF INTEREST

No contract or transaction between this corporation and one or more of its trustees or officers, or between this corporation and any other corporation, partnership, association or other organization in which one or more of its trustees or officers are directors or officers, or have a financial interest, shall be void or voidable solely for this reason, or solely because the trustee or officer is present at or participates in the meeting of the board or committee thereof which authorizes the contract or transaction, or solely because his or her or their votes are counted for such purposes, if either:

- a. The material facts as to the relationship or interest and as to the contract or transaction are disclosed or are known to the Board of Trustees or the committee, and the board or committee in good faith authorized the contract or transaction by the affirmative votes of a majority of the disinterested Trustees even though the disinterested Trustees be less than a quorum; or
- b. The contract or transaction is fair as to the corporation as of the time it is authorized, approved or ratified by the Board of Trustees or a committee thereof duly authorized.

Common or interested Trustees may be counted in determining the presence of a quorum at a meeting of the Board of Trustees or of a committee which authorizes the contract or transaction.

#### 10. INDEMNIFICATION AND INSURANCE

10.1 Indemnification. The corporation shall reimburse and indemnify each Trustee and each officer of the corporation for or against all liabilities, losses, fines, costs and expenses (including counsel fees and including amounts reasonably paid, otherwise than to the corporation, in settlement or to secure the termination of litigation) reasonably incurred by or imposed upon him or her in connection with or resulting from any action, real or threatened, suit, or proceeding, civil or criminal (hereinafter called "action"), to which he or she may be made a party by reason of his or her being or having been such Trustee or officer, whether or not he or

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she continues to be such Trustee or officer at the time of incurring or becoming subject to such liabilities, losses, fines, costs of expenses and whether or not the action or omission to act on the part of such Trustee or officer which is the basis of such action occurred before or after the adoption of the Article or the Bylaws, if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the corporation, and, with respect to any criminal action or proceedings, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interest of the corporation, and, with respect to any criminal action or proceeding, had reasonable cause to believe that his or her conduct was unlawful. Each person who shall act as a Trustee or officer of the corporation shall be deemed to be doing so in reliance upon such right of reimbursement or indemnification. The foregoing right of reimbursement or indemnification shall not be exclusive of other rights to which any such Trustee or officer may otherwise be entitled (specifically including K.S.A. 17-6305) and, in the event of his or her death, shall extend to his or her heirs and legal representatives.

- 10.2 **Insurance.** The corporation may purchase and maintain insurance on behalf of any trustee, officer, employee or agent of the corporation against any liability asserted against such person and incurred in such capacity whether or not the corporation would have power to indemnify such person against such liability under the provisions of the above section.

### 11. AMENDMENTS

These Bylaws may be altered, repealed, or amended in whole or in part by a two thirds vote of the members present and voting at a meeting with a quorum present and voting; provided, however, that notice of any such proposed amendments stating the substance thereof shall first be given to each member at least fifteen (15) days before any annual or regular meeting or special meeting duly called for such purpose; and further provided that no such amendment shall become effective until approved by the members of Great Plains Annual Conference of The United Methodist Church, or any successor annual conference.

### Articles of Incorporation of Great Plains United Methodist Camps, Inc.

I, the undersigned incorporator, hereby form and establish a corporation NOT FOR PROFIT under the laws of the State of Kansas, and all acts amendatory thereto or supplemental thereto.

#### ARTICLE I

The name of this corporation is GREAT PLAINS UNITED METHODISTCAMPS, INC.

#### ARTICLE II

The location of the corporation's registered office in this state is as follows:

9440 E. Boston, Suite 160  
Wichita, Sedgwick County, Kansas 67207

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**ARTICLE III**

The name and address of the corporation's resident agent in this state is as follows:

Great Plains United Methodist Camps, Inc.  
 9440 E. Boston, Suite 160  
 Wichita, Sedgwick County, Kansas 67207

**ARTICLE IV**

This corporation is organized NOT FOR PROFIT and the objects and purposes to be transacted and carried on are as follows:

1. This corporation is organized exclusively for religious, charitable and educational purposes.
2. To support, promote, encourage and assist the youth, children, and adults within the Great Plains Annual Conference of The United Methodist Church through the development, operation, and management of campsites and related programs, and to maintain campsites, buildings, grounds, vehicles, and other assets for such purposes.
3. To accomplish its purposes, the corporation proposes to:
  - a. Receive and hold any property, real and personal, given, devised, bequeathed, given in trust or in any other way made over to said corporation for the use or benefit of the corporation and for carrying on of activities to achieve said above-stated purpose as designated by the donor, grantor or testator;
  - b. Invest or disburse all assets so received, and generally to care for, manage, administer and control all such property so received;
  - c. Carry out the wishes and to see that the funds and property so received are applied to the uses specified by the donors; or, in case the gift, devise or bequest to this corporation is not designated, then to such uses as will benefit the corporation's non-profit stated purpose.
  - d. Engage in any lawful act or activity for which the corporation may be organized under the Kansas General Corporation Code which is within the exempt purposes of the corporation except for express limitations, if any, contained in these Articles and by reference to the limitations of applicable Federal laws and regulations.
  - e. To acquire, purchase, hold, lease, mortgage and pledge such real or personal property wherever located as shall be necessary and convenient to the transaction of the corporation's business and realization of its purposes.
4. To further such objects and purposes, the corporation shall have and may exercise all the powers conferred by the laws of the State of Kansas upon corporations formed under the laws pursuant to and under which this corporation is formed, as such laws are now in effect or may at any time hereafter be amended; PROVIDED, HOWEVER, however, that in all events under all circumstances, and notwithstanding merger, consolidation, reorganization, termination, dissolution, or winding up of this corporation, voluntary or involuntary or by operation of law, the following provisions shall apply:
  - a. This corporation shall not have or exercise any power of authority, either expressly, by interpretation or by operation of law, nor shall it directly or indirectly engage in any activity that would prevent this corporation from qualifying and continuing to qualify as

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- an organization described in Section 501(c)(3) of the Internal Revenue Code, or any corresponding provision of any future United States Internal Revenue law.
- b. This corporation shall never be operated for the primary purpose of carrying on a trade or business for profit.
  - c. Compensation or payment shall never be paid or made to any member, officer, director, trustee, creator, or organizer of this corporation, or substantial contributor to it, except as an allowance for actual expenditures or services actually made or rendered to or for this corporation, as an employee of the corporation, and neither the whole nor any portion of the assets or net earnings, current or accumulated of this corporation, shall ever be distributed to or divided among any such people; provided, further, that neither the whole nor any part or portion of such assets or earnings ever be used for, accrued to, or inured to the benefit of any member or private individual within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding provision of any future United States Internal Revenue law.
5. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in, including the publishing or distribution of statements, any political campaign on behalf of any candidate for public office.
  6. Upon the dissolution of this corporation, the governing board shall, after paying or making the provision for the payment of all the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purpose of the organization to the Great Plains Annual Conference of The United Methodist Church or to any successor annual conference or other organize body as determined by The General Conference of The United Methodist Church, or any successor denominational body, if then tax exempt, and any assets not so disposed of shall be conveyed exclusively for the purpose of the organization, in such manner, to such organization or organizations organized or operated exclusively for religious, charitable or educational purposes, which shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code or other corresponding provision of any future United States law, as the governing board shall determine. Any of such assets not so disposed of shall be disposed of by the District Court in the county in which the principal office to the corporation is then located, exclusively for such purposes.

### **ARTICLE V**

This corporation shall not have authority to issue capital stock. The conditions of membership shall be fixed in the Bylaws of the corporation. The members of the corporation shall not have the right to vote by proxy.

### **ARTICLE VI**

The Board of Trustees shall have all powers granted by Kansas laws and statutes, as set forth in the Bylaws of the corporation, and as granted by *The Book of Discipline of The United Methodist Church*.

### **ARTICLE VII**

The Trustees of the corporation are relieved of their personal liability as a Trustee to the corporation

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and its members for monetary damages for breach of a fiduciary duty as a Trustee, provided that such release does not eliminate or limit the liability of a Trustee:

1. For any breach of the Trustee's duty of loyalty to the corporation or its members;
2. For acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law; or
3. For any transaction from which a Trustee derived an improper personal benefit.

#### **ARTICLE VIII**

All assets, including all real and personal, tangible and intangible property, held by the corporation shall be held in trust, that the assets and premises shall be kept, maintained and disposed of for the benefit of The United Methodist Church and subject to the usages and *The Book of Discipline of The United Methodist Church*.

#### **ARTICLE IX**

No member of this corporation shall benefit financially from the dissolution thereof. In the event of the dissolution of the corporation, the assets of this corporation shall be distributed as set forth in Article IV hereof.

#### **ARTICLE X**

Any reference in these Articles to a statute of either the United States or a state shall be interpreted to include a reference to the corresponding provision of any applicable future statute of such entity.

#### **ARTICLE XI**

These Articles of Incorporation may be amended by the members of the corporation pursuant to the provisions of K.S.A. 17-6602(c)(3), and any amendments thereto, provided, however, that no such amendment shall become effective until approved by the members of Great Plains Annual Conference of The United Methodist Church, or any successor annual conference.

### **Bylaws of Great Plains United Methodist Camps, Inc.**

#### **1. GENERAL PROVISIONS**

- 1.1 **Name**. The name of the corporation is Great Plains United Methodist Camps, Inc.
- 1.2 **Registered Office**. The registered office of this corporation in the State of Kansas shall be located at 9440 E. Boston, Suite 160, Wichita, Sedgwick County, Kansas 67207.
- 1.3 **Resident Agent**. The name and address of the corporation's resident agent in this state is Great Plains United Methodist Camps, Inc., 9440 E. Boston, Suite 160, Wichita, Sedgwick County, Kansas 67207.
- 1.4 **Term**. The term for which this corporation is to exist is perpetual.
- 1.5 **Fiscal Year**. The fiscal year of the corporation shall be January 1 to December 31 of each year.

#### **2. PURPOSE**

- 2.1 **Non-Profit**. This corporation is organized not for profit and shall have no authority to issue capital stock.
- 2.2 **General Purpose**. This corporation is organized exclusively for religious, charitable, and educational purposes, as more fully described in the Articles of Incorporation.
- 2.3 **Compensation**. Compensation or payment shall never be paid or made to any member, officer,

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director, Trustee, creator, or organizer of this corporation, or substantial contributor to it, except as an allowance for actual expenditures or services actually made or rendered to or for the corporation as an employee of the corporation, and neither the whole nor any portion of the assets or net earnings, current or accumulated of this corporation, shall ever be distributed to or divided among any such people; provided, further, that neither the whole nor any part or portion of such assets or earnings ever be used for, accrued to or inure to the benefit of any member or private individual within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding provision of any future United States Internal Revenue Law.

- 2.4 Assets Held in Trust. All assets of the corporation shall be held in trust, that the assets and premises shall be kept, maintained and disposed of for the benefit of The United Methodist Church and subject to the usages and *The Book of Discipline of The United Methodist Church*.
- 2.5 Assets Upon Dissolution. Upon the dissolution of this corporation, the governing board shall, after paying or making the provision for the payment of all the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purpose of the organization to Great Plains Annual Conference of The United Methodist Church, or to any successor annual conference or other organized body as determined by The General Conference of The United Methodist Church, or any successor denominational body, if then tax-exempt, and any assets not so disposed of shall be conveyed exclusively for the purpose of the corporation, in such manner, to such organization or organizations organized or operated exclusively for religious, charitable, and educational purposes, as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code or the corresponding provision of any future United States law, as the governing board shall determine. Any of such assets not so disposed of shall be disposed of by the District Court in the county in which the principal office to the corporation is then located, exclusively for such purposes.
- 2.6 Non-Political. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempt to influence legislation, and the corporation shall not participate in, or intervene in, including the publishing or distribution of statements, any political campaign on behalf of any candidate for public office.
- 2.7 Exempt and Charitable Purpose. Notwithstanding any other provision of these Bylaws, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code (or the corresponding provision of any future United States Revenue Law).

**3. MEMBERSHIP**

- 3.1 Voting Members. The members of the corporation shall be the currently-serving district superintendents of those districts within the Great Plains Annual Conference of the United Methodist Church, or any successor annual conference, in which a United Methodist campsite is located. The members of the corporation shall not have the right to vote by proxy.
- 3.2 Quorum. One-third (1/3) of the total membership of the corporation shall constitute a quorum at all meetings of the members for the transaction of business except as otherwise provided

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by law. A majority of those members present and voting at a meeting of the members at which a quorum is present shall be required for the transaction of business.

- 3.3 Presiding Officer at Meeting of Members. The duly presiding Bishop of Great Plains Annual Conference of The United Methodist Church, or any successor annual conference, or a member designated by the Bishop shall preside at any meeting of the membership of the corporation.

#### 4. MANAGEMENT

Management of the business and affairs of the corporation shall be vested in and conducted by its Board of Trustees, and its officers, in accordance with law, the Articles of Incorporation, the corporation's Bylaws, and *The Book of Discipline of The United Methodist Church*.

#### 5. TRUSTEES

- 5.1 Number. Management of the corporation shall be vested in a Board of Trustees consisting of eighteen (18) Trustees, together with ex-officio Trustees.
- 5.2 Qualifications. Trustees shall be selected from people at least twenty-one years of age who accept in principle the purposes of this corporation, are deemed qualified to participate in the attainment of its objectives and the management of its business and who otherwise represent the membership and election requirements provided herein. A Trustee shall be deemed qualified as such when an acceptance of office has been signed and filed with the Secretary, or attends a meeting of the Board of Trustees.
- 5.21 Composition. Site directors of United Methodist campsites located within the Great Plains Annual Conference of The United Methodist Church, or any successor annual conference, shall serve as ex-officio Trustees, without vote. The chairperson of each local site council (up to a total of six (6)) shall serve as ex-officio Trustees with vote. Two (2) additional Trustees who are lay members or clergy of The United Methodist Church within the boundaries of the Great Plains Annual Conference of The United Methodist Church shall be nominated by each local site council and elected as Trustees of the corporation, by the Great Plains Annual Conference of The United Methodist Church (up to twelve (12) members). Six (6) at-large Trustees shall be nominated by the Nominating Committee of Great Plains Annual Conference of The United Methodist Church, and elected by said conference. Four (4) of the six (6) at-large Trustees shall be chosen from among lay members of The United Methodist Church, within the boundaries of the Great Plains Annual Conference, and two (2) shall be laywomen and two (2) shall be laymen. The remaining two (2) at-large members shall be chosen from the clergy members of the Great Plains Annual Conference, or any successor annual conference.
- 5.3 Selection. Trustees shall be (1) nominated by the Nominating Committee of the Great Plains Annual Conference of The United Methodist Church; and (2) elected at the annual conference session of the Great Plains Annual Conference of The United Methodist Church, or any successor annual conference.
- 5.4 Term. Except as to the initial Board, and as to ex-officio Trustees, Trustees shall serve terms of four (4) years, or until their successors are elected and qualified. A Trustee may serve two successive terms if elected. After serving two successive terms, a Trustee may not be elected

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for three years from the expiration of their last term. Trustees' term of office shall begin as determined by the nominating rules of the Great Plains Annual Conference of The United Methodist Church.

- 5.5 Classes. The Board of Trustees, other than ex-officio Trustees, shall be divided into four classes with a portion of the Board of Trustees to be elected each year for a new term, as follows: (a) four (4) Trustees for the class of 2015; (b) four (4) Trustees for the class of 2016; (c) five (5) Trustees for the class of 2017; and (d) five (5) Trustees for the class of 2018.
- 5.6 Resignation. Any Trustee of the corporation may resign upon filing a written resignation with the Secretary of the corporation, and such resignation shall become effective when so filed unless some subsequent effective date is set forth in the resignation.
- 5.7 Vacancies. Vacancies in the Board of Trustees other than by failure of Trustees' successors to be nominated, qualified and elected, shall be filled by vote of the members of the corporation, and any Trustees so chosen to fill vacancies shall meet all Trustee qualifications set forth in these bylaws. Such Trustees shall hold office for the remaining term of the Trustee whom they replaced, and until their successors are elected and qualified, or until their term of office is terminated by resignation, death, removal or disability.
- 5.8 Removal. Absence from more than one-half of the regular meetings of the Board of Trustees within a twelve (12) month period without evidence of reasonable cause shall constitute grounds for the Board of Trustees to request the resignation of and/or removal from office of a Trustee. The members of the corporation may remove any member of the Board of Trustees with or without cause by a two-thirds vote of the members present and voting at a meeting with a quorum present.

## 6. MEETINGS OF TRUSTEES

- 6.1 Place. All meetings of the Trustees shall be held at the principal place of business in this state, or at such places as may be designated by the Board of Trustees, whether within or without the state of Kansas, including Nebraska.
- 6.2 Meeting Time.
  - 6.21 Annual. The annual meeting of the Trustees of this corporation shall be held within sixty (60) days from the adjournment of the annual conference session or as determined by resolution of the Board of Trustees for the purpose of (1) installation of the officers elected by the members of the corporation; (2) election of members of standing committees and (3) transaction of other business as may properly be presented and come before such meeting.
  - 6.22 Regular. Regular meetings shall be held periodically at such specified times as are deemed necessary by resolution of the Board of Trustees.
  - 6.23 Special. Special meetings of the Trustees may be called by the President or a majority of the Executive Committee as deemed necessary, or upon request by any five (5) trustees, the President shall call and convene a special meeting of the Board within 7 days of the request. Business to be transacted shall be limited to matters specified by the notice given.
  - 6.24 Telephone or Video Conferencing. Members of the Board of Trustees, or any committee thereof, may participate in a meeting of such board or committee by means of telephone

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conference or video conference or similar communications equipment by means of which all people participating in the meeting can hear each other. Participation in a meeting pursuant to this section shall constitute presence in person at such meeting.

- 6.3 Notice. Notice of any meeting may be given by mailing in writing to the person entitled thereto at the last known address shown on the records of the corporation. Mailing may be made by email.

6.31 Waiver. Whenever notice is required to be given by these Bylaws, the Articles of Incorporation, or by statute, a written waiver thereof, signed by the people entitled to notice, whether before or after the times stated therein, shall be deemed equivalent to notice. Attendance of a person at a meeting constitutes a waiver or notice except when the person attends for the express purpose of objecting at the beginning of the meeting to the transaction of any business because the meeting is not lawfully called or convened.

6.32 Action by Consent. Unless otherwise provided in the Articles of Incorporation, any action required to be taken at any annual, regular or special meeting of the Trustees of the corporation, or any action which may be taken at any annual, regular or special meeting of such Trustees, may be taken if a consent in writing, setting forth the action so taken, shall be signed by all trustees entitled to vote thereon. In the event that such action which is consented to is such as would have required the filing of a certificate under the Kansas General Corporation Code, if such action had been voted upon by Trustees at a meeting thereof, the certificates filed under such other section shall state, in lieu of any statement required by such section concerning a vote of Trustees, that written consent has been given in accordance with the provisions of this section.

6.4 Pre-agenda. A written agenda of matters to be considered insofar as reasonably ascertainable, should be mailed in advance of any meeting, except in instances when telephone or similar communications methods are used to conduct a meeting or when a waiver of notice may apply.

6.5 Quorum. A majority of the total members of the Board of Trustees shall constitute a quorum at all meetings of the Trustees for the transaction of business except as otherwise provided by law, or by these Bylaws. In the event such number is not a quorum, the members present in person shall have the power to adjourn the meeting from time to time without notice other than announcement at the meeting, until the requisite number of voting members shall be present at such adjourned meeting, and any business may be transacted at the meeting as originally notified. The affirmative vote of a majority of those present and voting at a meeting with a quorum present shall control for the transaction of business.

6.6 Voting Procedure. All votes, except as otherwise provided by law or unless otherwise provided by resolution of the Board of Trustees, may be by ballot, viva voce, or by showing of hands.

#### 7. OFFICERS

7.1 Designated Officers. Officers of the corporation other than the assigned Bishop, shall be nominated by the Nominating Committee of Great Plains Annual Conference of The United Methodist Church, or any successor annual conference, and shall be elected by the members of the corporation, and shall be a President, a Vice President, a Secretary, and a Treasurer. The

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Secretary and Treasurer may or may not be the same person. The officers of the corporation shall be the same people as the officers of the Board.

- 7.2 Other Officers and Agents. The corporation may have such other officers and agents as may from time to time be determined and appointed by the Board of Trustees, and for such terms as the Board of Trustees may determine.
- 7.3 Term and Qualification of Officers. The officers of the corporation other than the assigned Bishop shall hold their office for one year or until the next annual meeting of the Board of Trustees, or their successors are chosen and qualified, unless their respective terms of office have been terminated by resignation in writing, duly filed with the Secretary of the corporation or by removal.
- 7.4 Removal of Officers. Any officer elected or appointed by the Board of Trustees may be removed from office at any time by the affirmative vote of a two-thirds vote of the whole Board of Trustees.
- 7.5 Assigned Bishop. The assigned Bishop of Great Plains Annual Conference of The United Methodist Church, or any successor annual conference, shall preside at any meeting of the membership of the corporation, and shall perform such other duties and tasks as provided by the constitution and *The Book of Discipline of The United Methodist Church*.
- 7.6 President. The President shall be the presiding officer of the corporation except as provided in paragraph 7.5 and of the Board of Trustees, and shall perform such other duties as ordinarily pertain to that office. The President must be a Trustee of the corporation.
- 7.7 Vice President. In the absence or disability of the President, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions upon the President. The Vice President shall have such other powers and perform such other duties as from time to time may be prescribed for him or her by the Board of Trustees or these Bylaws. The Vice President must be a Trustee of the corporation.
- 7.8 Secretary. The Secretary must be a Trustee of the corporation. The Secretary shall attend all sessions of the Board of Trustees and record or cause to be recorded all votes and the minutes of all proceedings, including rules and regulations and policy decisions, in a book to be kept for that purpose, and shall perform like duties for the standing committees. The secretary shall give, or cause to be given, notice of all meetings of the Board of Trustees and shall perform such other duties as may be prescribed by the Board of Trustees or President.
- 7.9 Treasurer. The Treasurer of Great Plains Annual Conference of The United Methodist Church, or any successor annual conference, shall serve as Treasurer of the Corporation, The Treasurer shall keep and maintain or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the corporation, deposit all monies and other valuables in the name and to the credit of the corporation with such depositories as may be designated by the Board of Trustees, disburse funds as allowed by the Board of Trustees, provide accountings of the transactions of the corporation, and such other duties as may be prescribed by the Board of Trustees and these bylaws. The Treasurer shall be bonded in such sum, and with such sureties, as may be determined from time to time by the Council on Finance and Administration of The Annual Conference.

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#### 8. STANDING COMMITTEES

- 8.1 Executive Committee. The Board of Trustees shall appoint from their number an Executive Committee of not more than five (5) Trustees, which shall include the President, Vice President and Secretary.
- 8.11 Ad Interim Powers. Unless the Board of Trustees specifically directs otherwise, during the intervals between meetings of the Board of Trustees, the Executive Committee shall have, and may exercise, all the powers of the Board of Trustees in the management of the business and affairs of the corporation in such manner as such committee shall deem in the best interests of the corporation, except that it may not amend or repeal the Articles of Incorporation or Bylaws, make, amend or revoke Board policies or adopt an agreement of merger or consolidation. Copies of all Minutes of the Executive Committee, whether approved or to be approved, shall be provided to the whole Board of Trustees within thirty (30) days of the meeting of the Executive Committee.
- 8.12 Meetings. The Executive Committee shall be subject to call by the President or any two members of the Executive Committee.
- 8.2 Other Committees and Organizations. The President, or other duly authorized officer, or the Board of Trustees, may appoint or elect other committees, associations, councils or other groups and designate their specific tasks and duties.
- 8.3 Rules and Quorum. All committees, unless otherwise provided in these Bylaws or by direction of the Board of Trustees from time to time, shall adopt their own rules of procedure. At all meetings of committees a majority shall constitute a quorum and the affirmative vote of a majority of a quorum shall control for the transaction of business.
- 8.4 Ex officio Members. The President, ex officio, may attend meetings and engage in the deliberation of all committees without vote, except in the Executive Committee, where the President shall have voting capacity.
- 8.5 Committee Powers. Unless specifically authorized by the Board of Trustees, the Committees of the Board of Trustees other than the Executive Committee shall have the power to only recommend action for approval by the Board of Trustees or implement Board approved matters.

#### 9. CONFLICTS OF INTEREST

No contract or transaction between this corporation and one or more of its trustees or officers, or between this corporation and any other corporation, partnership, association or other organization in which one or more of its trustees or officers are directors or officers, or have a financial interest, shall be void or voidable solely for this reason, or solely because the trustee or officer is present at or participates in the meeting of the board or committee thereof which authorizes the contract or transaction, or solely because his or her or their votes are counted for such purposes, if either:

- a. The material facts as to the relationship or interest and as to the contract or transaction are disclosed or are known to the Board of Trustees or the committee, and the board or committee in good faith authorized the contract or transaction by the affirmative votes of a majority of the disinterested Trustees even though the disinterested Trustees be less than a quorum; or

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- b. The contract or transaction is fair as to the corporation as of the time it is authorized, approved or ratified by the Board of Trustees or a committee thereof duly authorized.

Common or interested Trustees may be counted in determining the presence of a quorum at a meeting of the Board of Trustees or of a committee which authorizes the contract or transaction.

### 10. INDEMNIFICATION AND INSURANCE

- 10.1 Indemnification. The corporation shall reimburse and indemnify each Trustee and each officer of the corporation for or against all liabilities, losses, fines, costs and expenses (including counsel fees and including amounts reasonably paid, otherwise than to the corporation, in settlement or to secure the termination of litigation) reasonably incurred by or imposed upon him or her in connection with or resulting from any action, real or threatened, suit, or proceeding, civil or criminal (hereinafter called "action"), to which he or she may be made a party by reason of his or her being or having been such Trustee or officer, whether or not he or she continues to be such Trustee or officer at the time of incurring or becoming subject to such liabilities, losses, fines, costs of expenses and whether or not the action or omission to act on the part of such Trustee or officer which is the basis of such action occurred before or after the adoption of the Article or the Bylaws, if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the corporation, and, with respect to any criminal action or proceedings, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interest of the corporation, and, with respect to any criminal action or proceeding, had reasonable cause to believe that his or her conduct was unlawful. Each person who shall act as a Trustee or officer of the corporation shall be deemed to be doing so in reliance upon such right of reimbursement or indemnification. The foregoing right of reimbursement or indemnification shall not be exclusive of other rights to which any such Trustee or officer may otherwise be entitled (specifically including K.S.A. 17-6305) and, in the event of his or her death, shall extend to his or her heirs and legal representatives.
- 10.2 Insurance. The corporation may purchase and maintain insurance on behalf of any trustee, officer, employee or agent of the corporation against any liability asserted against such person and incurred in such capacity whether or not the corporation would have power to indemnify such person against such liability under the provisions of the above section.

### 11. AMENDMENTS

These Bylaws may be altered, repealed, or amended in whole or in part by a two thirds vote of the members present and voting at a meeting with a quorum present and voting; provided, however, that notice of any such proposed amendments stating the substance thereof shall first be given to each member at least fifteen (15) days before any annual or regular meeting or special meeting duly called for such purpose; and further provided that no such amendment shall become effective until approved by the members of Great Plains Annual Conference of The United Methodist Church, or any successor annual conference.

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**Articles of Incorporation of Great Plains United Methodist Campus Ministry, Inc.**

I, the undersigned incorporator, hereby form and establish a corporation NOT FOR PROFIT under the laws of the State of Kansas, and all acts amendatory thereto or supplemental thereto.

**ARTICLE I**

The name of this corporation is GREAT PLAINS UNITED METHODIST CAMPUS MINISTRY, INC.

**ARTICLE II**

The location of the corporation's registered office in this state is as follows:

9440 E. Boston, Suite 160  
Wichita, Sedgwick County, Kansas 67207

**ARTICLE III**

The name and address of the corporation's resident agent in this state is as follows:

Great Plains United Methodist Campus Ministry, Inc.  
9440 E. Boston, Suite 160  
Wichita, Sedgwick County, Kansas 67207

**ARTICLE IV**

This corporation is organized NOT FOR PROFIT and the objects and purposes to be transacted and carried on are as follows:

1. This corporation is organized exclusively for religious, charitable and educational purposes.
2. To support, promote, encourage and assist the college students within Great Plains Annual Conference of The United Methodist Church through the development, operation and management of campus ministries and related programs, and to maintain buildings, grounds, vehicles, and other assets, for such purposes.
3. To accomplish its purposes, the corporation proposes to:
  - a. Receive and hold any property, real and personal, given, devised, bequeathed, given in trust or in any other way made over to said corporation for the use or benefit of the corporation and for carrying on of activities to achieve said above-stated purpose as designated by the donor, grantor or testator;
  - b. Invest or disburse all assets so received, and generally to care for, manage, administer and control all such property so received;
  - c. Carry out the wishes and to see that the funds and property so received are applied to the uses specified by the donors; or, in case the gift, devise or bequest to this corporation is not designated, then to such uses as will benefit the corporation's non-profit stated purpose.
  - d. Engage in any lawful act or activity for which the corporation may be organized under the Kansas General Corporation Code which is within the exempt purposes of the corporation except for express limitations, if any, contained in these Articles and by reference to the limitations of applicable Federal laws and regulations.
  - e. To acquire, purchase, hold, lease, mortgage and pledge such real or personal property wherever located as shall be necessary and convenient to the transaction of the corporation's business and realization of its purposes.

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4. To further such objects and purposes, the corporation shall have and may exercise all the powers conferred by the laws of the State of Kansas upon corporations formed under the laws pursuant to and under which this corporation is formed, as such laws are now in effect or may at any time hereafter be amended; PROVIDED, HOWEVER, however, that in all events under all circumstances, and notwithstanding merger, consolidation, reorganization, termination, dissolution, or winding up of this corporation, voluntary or involuntary or by operation of law, the following provisions shall apply:
  - a. This corporation shall not have or exercise any power of authority, either expressly, by interpretation or by operation of law, nor shall it directly or indirectly engage in any activity that would prevent this corporation from qualifying and continuing to qualify as an organization described in Section 501(c)(3) of the Internal Revenue Code, or any corresponding provision of any future United States Internal Revenue law.
  - b. This corporation shall never be operated for the primary purpose of carrying on a trade or business for profit.
  - c. Compensation or payment shall never be paid or made to any member, officer, director, trustee, creator, or organizer of this corporation, or substantial contributor to it, except as an allowance for actual expenditures or services actually made or rendered to or for this corporation, as an employee of the corporation, and neither the whole nor any portion of the assets or net earnings, current or accumulated of this corporation, shall ever be distributed to or divided among any such people; provided, further, that neither the whole nor any part or portion of such assets or earnings ever be used for, accrued to, or inured to the benefit of any member or private individual within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding provision of any future United States Internal Revenue law.
5. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in, including the publishing or distribution of statements, any political campaign on behalf of any candidate for public office.
6. Upon the dissolution of this corporation, the governing board shall, after paying or making the provision for the payment of all the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purpose of the organization to the Great Plains Annual Conference of The United Methodist Church or to any successor annual conference or other organize body as determined by The General Conference of The United Methodist Church, or any successor denominational body, if then tax exempt, and any assets not so disposed of shall be conveyed exclusively for the purpose of the organization, in such manner, to such organization or organizations organized or operated exclusively for religious, charitable or educational purposes, which shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code or other corresponding provision of any future United States law, as the governing board shall determine. Any of such assets not so disposed of shall be disposed of by the District Court in the county in which the principal office to the corporation is then located, exclusively for such purposes.

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#### **ARTICLE V**

This corporation shall not have authority to issue capital stock. The conditions of membership shall be fixed in the Bylaws of the corporation. The members of the corporation shall not have the right to vote by proxy.

#### **ARTICLE VI**

The Board of Trustees shall have all powers granted by Kansas laws and statutes, as set forth in the Bylaws of the corporation, and as granted by *The Book of Discipline of The United Methodist Church*.

#### **ARTICLE VII**

The Trustees of the corporation are relieved of their personal liability as a Trustee to the corporation and its members for monetary damages for breach of a fiduciary duty as a Trustee, provided that such release does not eliminate or limit the liability of a Trustee:

1. For any breach of the Trustee's duty of loyalty to the corporation or its members;
2. For acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law; or
3. For any transaction from which a Trustee derived an improper personal benefit.

#### **ARTICLE VIII**

All assets, including all real and personal, tangible and intangible property, held by the corporation shall be held in trust, that the assets and premises shall be kept, maintained and disposed of for the benefit of The United Methodist Church and subject to the usages and *The Book of Discipline of The United Methodist Church*.

#### **ARTICLE IX**

No member of this corporation shall benefit financially from the dissolution thereof. In the event of the dissolution of the corporation, the assets of this corporation shall be distributed as set forth in Article IV hereof.

#### **ARTICLE X**

Any reference in these Articles to a statute of either the United States or a state shall be interpreted to include a reference to the corresponding provision of any applicable future statute of such entity.

#### **ARTICLE XI**

These Articles of Incorporation may be amended by the members of the corporation pursuant to the provisions of K.S.A. 17-6602(c)(3), and any amendments thereto, provided, however, that no such amendment shall become effective until approved by the members of Great Plains Annual Conference of The United Methodist Church, or any successor annual conference.

### **Bylaws of Great Plains United Methodist Campus Ministry, Inc.**

#### **1. GENERAL PROVISIONS**

- 1.1 **Name**. The name of the corporation is Great Plains United Methodist Campus Ministry, Inc.
- 1.2 **Registered Office**. The registered office of this corporation in the State of Kansas shall be located at 9440 E. Boston, Suite 160, Wichita, Sedgwick County, Kansas 67207.
- 1.3 **Resident Agent**. The name and address of the corporation's resident agent in this state is Great

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Plains United Methodist Campus Ministry, Inc., 9440 E. Boston, Suite 160, Wichita, Sedgwick County, Kansas 67207.

- 1.4 Term. The term for which this corporation is to exist is perpetual.
- 1.5 Fiscal Year. The fiscal year of the corporation shall be January 1 to December 31 of each year.

### 2. PURPOSE

- 2.1 Non-Profit. This corporation is organized not for profit and shall have no authority to issue capital stock.
- 2.2 General Purpose. This corporation is organized exclusively for religious, charitable, and educational purposes, as more fully described in the Articles of Incorporation.
- 2.3 Compensation. Compensation or payment shall never be paid or made to any member, officer, director, Trustee, creator, or organizer of this corporation, or substantial contributor to it, except as an allowance for actual expenditures or services actually made or rendered to or for the corporation as an employee of the corporation, and neither the whole nor any portion of the assets or net earnings, current or accumulated of this corporation, shall ever be distributed to or divided among any such people; provided, further, that neither the whole nor any part or portion of such assets or earnings ever be used for, accrued to or inure to the benefit of any member or private individual within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding provision of any future United States Internal Revenue Law.
- 2.4 Assets Held in Trust. All assets of the corporation shall be held in trust, that the assets and premises shall be kept, maintained and disposed of for the benefit of The United Methodist Church and subject to the usages and *The Book of Discipline of The United Methodist Church*.
- 2.5 Assets Upon Dissolution. Upon the dissolution of this corporation, the governing board shall, after paying or making the provision for the payment of all the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purpose of the organization to Great Plains Annual Conference of The United Methodist Church, or to any successor annual conference or other organized body as determined by The General Conference of The United Methodist Church, or any successor denominational body, if then tax-exempt, and any assets not so disposed of shall be conveyed exclusively for the purpose of the corporation, in such manner, to such organization or organizations organized or operated exclusively for religious, charitable, and educational purposes, as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code or the corresponding provision of any future United States law, as the governing board shall determine. Any of such assets not so disposed of shall be disposed of by the District Court in the county in which the principal office to the corporation is then located, exclusively for such purposes.
- 2.6 Non-Political. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempt to influence legislation, and the corporation shall not participate in, or intervene in, including the publishing or distribution of statements, any political campaign on behalf of any candidate for public office.
- 2.7 Exempt and Charitable Purpose. Notwithstanding any other provision of these Bylaws, the

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corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code (or the corresponding provision of any future United States Revenue Law).

#### 3. MEMBERSHIP

- 3.1 Voting Members. The members of the corporation shall be the currently-serving district superintendents of those districts within the Great Plains Annual Conference of The United Methodist Church, or any successor annual conference, in which a United Methodist campus ministry (including multi-denominational programs) is located. The members of the corporation shall not have the right to vote by proxy.
- 3.2 Quorum. One-third (1/3) of the total membership of the corporation shall constitute a quorum at all meetings of the members for the transaction of business except as otherwise provided by law. A majority of those members present and voting at a meeting of the members at which a quorum is present shall be required for the transaction of business.
- 3.3 Presiding Officer at Meeting of Members. The duly presiding Bishop of Great Plains Annual Conference of The United Methodist Church, or any successor annual conference, or a member designated by the Bishop, shall preside at any meeting of the membership of the corporation.

#### 4. MANAGEMENT

Management of the business and affairs of the corporation shall be vested in and conducted by its Board of Trustees, and its officers, in accordance with law, the Articles of Incorporation, the corporation's Bylaws, and *The Book of Discipline of The United Methodist Church*.

#### 5. TRUSTEES

- 5.1 Number. Management of the corporation shall be vested in a Board of Trustees consisting of eighteen (18) Trustees, together with ex-officio Trustees.
- 5.2 Qualifications. Trustees shall be selected from people at least twenty-one years of age who accept in principle the purposes of this corporation, are deemed qualified to participate in the attainment of its objectives and the management of its business and who otherwise represent the membership and election requirements provided herein. A Trustee shall be deemed qualified as such when an acceptance of office has been signed and filed with the Secretary, or attends a meeting of the Board of Trustees.
- 5.21 Composition. Campus pastors serving United Methodist campus ministries within the Great Plains Annual Conference of The United Methodist Church, (including campus pastors of United Methodist colleges) shall serve as ex-officio Trustees without vote. Eighteen (18) additional Trustees shall be nominated by the Nominating Committee of Great Plains Annual Conference of The United Methodist Church, or any successor annual conference, and shall be elected by said conference. Twelve (12) of the Trustees shall be chosen from among lay members of The United Methodist Church within the boundaries of the Great Plains Annual Conference of The United Methodist Church or any successor annual conference, six (6) of

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whom shall be laywomen and six (6) of whom shall be laymen, and the remaining six (6) Trustees shall be chosen from the clergy members of the Great Plains Annual Conference of The United Methodist Church, or any successor annual conference.

- 5.3 Selection. Trustees shall be (1) nominated by the Nominating Committee of the Great Plains Annual Conference of The United Methodist Church; and (2) elected at the annual conference session of the Great Plains Annual Conference of The United Methodist Church, or any successor annual conference.
- 5.4 Term. Except as to the initial Board and as to ex-officio Trustees, Trustees shall serve terms of four (4) years, or until their successors are elected and qualified. A Trustee may serve two successive terms if elected. After serving two successive terms, a Trustee may not be elected for three years from the expiration of their last term. Trustees' term of office shall begin as determined by the nominating rules of the Great Plains Annual Conference of The United Methodist Church.
- 5.5 Classes. The Board of Trustees, other than ex-officio Trustees, shall be divided into four classes with a portion of the Board of Trustees to be elected each year for a new term, as follows: (a) four (4) Trustees for the class of 2015; (b) four (4) Trustees for the class of 2016; (c) five (5) Trustees for the class of 2017; and (3) six (6) Trustees for the class of 2018.
- 5.6 Resignation. Any Trustee of the corporation may resign upon filing a written resignation with the Secretary of the corporation, and such resignation shall become effective when so filed unless some subsequent effective date is set forth in the resignation.
- 5.7 Vacancies. Vacancies in the Board of Trustees other than by failure of Trustees' successors to be nominated, qualified and elected, shall be filled by vote of the members of the corporation, and any Trustees so chosen to fill vacancies shall meet all Trustee qualifications set forth in these bylaws. Such Trustees shall hold office for the remaining term of the Trustee whom they replaced, and until their successors are elected and qualified, or until their term of office is terminated by resignation, death, removal or disability.
- 5.8 Removal. Absence from more than one-half of the regular meetings of the Board of Trustees within a twelve (12) month period without evidence of reasonable cause shall constitute grounds for the Board of Trustees to request the resignation of and/or removal from office of a Trustee. The members of the corporation may remove any member of the Board of Trustees with or without cause by a two-thirds vote of the members present and voting at a meeting with a quorum present.
- 6. MEETINGS OF TRUSTEES**
- 6.1 Place. All meetings of the Trustees shall be held at the principal place of business in this state, or at such places as may be designated by the Board of Trustees, whether within or without the state of Kansas, including Nebraska.
- 6.2 Meeting Time.
- 6.21 Annual. The annual meeting of the Trustees of this corporation shall be held within sixty (60) days from the adjournment of the annual conference session or as determined by resolution of the Board of Trustees for the purpose of (1) installation of the officers elected by the members of the corporation; 2) election of members of standing

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- committees and (3) transaction of other business as may properly be presented and come before such meeting.
- 6.22 Regular. Regular meetings shall be held periodically at such specified times as are deemed necessary by resolution of the Board of Trustees.
- 6.23 Special. Special meetings of the Trustees may be called by the President or a majority of the Executive Committee as deemed necessary, or upon request by any five (5) trustees, the President shall call and convene a special meeting of the Board within 7 days of the request. Business to be transacted shall be limited to matters specified by the notice given.
- 6.24 Telephone or Video Conferencing. Members of the Board of Trustees, or any committee thereof, may participate in a meeting of such board or committee by means of telephone conference or video conference or similar communications equipment by means of which all people participating in the meeting can hear each other. Participation in a meeting pursuant to this section shall constitute presence in person at such meeting.
- 6.3 Notice. Notice of any meeting may be given by mailing in writing to the person entitled thereto at the last known address shown on the records of the corporation. Mailing may be made by email.
- 6.31 Waiver. Whenever notice is required to be given by these Bylaws, the Articles of Incorporation, or by statute, a written waiver thereof, signed by the people entitled to notice, whether before or after the times stated therein, shall be deemed equivalent to notice. Attendance of a person at a meeting constitutes a waiver or notice except when the person attends for the express purpose of objecting at the beginning of the meeting to the transaction of any business because the meeting is not lawfully called or convened.
- 6.32 Action by Consent. Unless otherwise provided in the Articles of Incorporation, any action required to be taken at any annual, regular or special meeting of the Trustees of the corporation, or any action which may be taken at any annual, regular or special meeting of such Trustees, may be taken if a consent in writing, setting forth the action so taken, shall be signed by all trustees entitled to vote thereon. In the event that such action which is consented to is such as would have required the filing of a certificate under the Kansas General Corporation Code, if such action had been voted upon by Trustees at a meeting thereof, the certificates filed under such other section shall state, in lieu of any statement required by such section concerning a vote of Trustees, that written consent has been given in accordance with the provisions of this section.
- 6.4 Pre-agenda. A written agenda of matters to be considered insofar as reasonably ascertainable, should be mailed in advance of any meeting, except in instances when telephone or similar communications methods are used to conduct a meeting or when a waiver of notice may apply.
- 6.5 Quorum. A majority of the total members of the Board of Trustees shall constitute a quorum at all meetings of the Trustees for the transaction of business except as otherwise provided by law, or by these Bylaws. In the event such number is not a quorum, the members present in person shall have the power to adjourn the meeting from time to time without notice other than announcement at the meeting, until the requisite number of voting members shall be present at such adjourned meeting, and any business may be transacted at the meeting as

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originally notified. The affirmative vote of a majority of those present and voting at a meeting with a quorum present shall control for the transaction of business.

- 6.6 Voting Procedure. All votes, except as otherwise provided by law or unless otherwise provided by resolution of the Board of Trustees, may be by ballot, viva voce, or by showing of hands.

### 7. OFFICERS

- 7.1 Designated Officers. Officers of the corporation other than the assigned Bishop, shall be nominated by the Nominating Committee of Great Plains Annual Conference of The United Methodist Church, or any successor annual conference, and shall be elected by the members of the corporation at their annual meeting, and shall be a President, a Vice President, a Secretary, and a Treasurer. The Secretary and Treasurer may or may not be the same person. The officers of the corporation shall be the same people as the officers of the Board.
- 7.2 Other Officers and Agents. The corporation may have such other officers and agents as may from time to time be determined and appointed by the Board of Trustees, and for such terms as the Board of Trustees may determine.
- 7.3 Term and Qualification of Officers. The officers of the corporation other than the assigned Bishop shall hold their office for one year or until the next annual meeting of the Board of Trustees, or their successors are chosen and qualified, unless their respective terms of office have been terminated by resignation in writing, duly filed with the Secretary of the corporation or by removal.
- 7.4 Removal of Officers. Any officer elected or appointed by the Board of Trustees may be removed from office at any time by the affirmative vote of a two-thirds vote of the whole Board of Trustees.
- 7.5 Assigned Bishop. The assigned Bishop of Great Plains Annual Conference of The United Methodist Church, or any successor annual conference, shall preside at any meeting of the membership of the corporation, and shall perform such other duties and tasks as provided by the constitution and *The Book of Discipline of The United Methodist Church*.
- 7.6 President. The President shall be the presiding officer of the corporation except as provided in paragraph 7.5 and of the Board of Trustees, and shall perform such other duties as ordinarily pertain to that office. The President must be a Trustee of the corporation.
- 7.7 Vice President. In the absence or disability of the President, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions upon the President. The Vice President shall have such other powers and perform such other duties as from time to time may be prescribed for him or her by the Board of Trustees or these Bylaws. The Vice President must be a Trustee of the corporation.
- 7.8 Secretary. The Secretary must be a Trustee of the corporation. The Secretary shall attend all sessions of the Board of Trustees and record or cause to be recorded all votes and the minutes of all proceedings, including rules and regulations and policy decisions, in a book to be kept for that purpose, and shall perform like duties for the standing committees. The secretary shall give, or cause to be given, notice of all meetings of the Board of Trustees and shall perform such other duties as may be prescribed by the Board of Trustees or President.

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- 7.9 **Treasurer.** The Treasurer of Great Plains Annual Conference of The United Methodist Church, or any successor annual conference, shall serve as Treasurer of the corporation. The Treasurer shall keep and maintain or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the corporation, deposit all monies and other valuables in the name and to the credit of the corporation with such depositories as may be designated by the Board of Trustees, disburse funds as allowed by the Board of Trustees, provide accountings of the transactions of the corporation, and such other duties as may be prescribed by the Board of Trustees and these bylaws. The Treasurer shall be bonded in such sum, and with such sureties, as may be determined from time to time by the Council on Finance and Administration of The Annual Conference.

#### 8. STANDING COMMITTEES

- 8.1 **Executive Committee.** The Board of Trustees shall appoint from their number an Executive Committee of not more than five (5) Trustees, which shall include the President, Vice President and Secretary.
- 8.11 **Ad Interim Powers.** Unless the Board of Trustees specifically directs otherwise, during the intervals between meetings of the Board of Trustees, the Executive Committee shall have, and may exercise, all the powers of the Board of Trustees in the management of the business and affairs of the corporation in such manner as such committee shall deem in the best interests of the corporation, except that it may not amend or repeal the Articles of Incorporation or Bylaws, make, amend or revoke Board policies or adopt an agreement of merger or consolidation. Copies of all Minutes of the Executive Committee, whether approved or to be approved, shall be provided to the whole Board of Trustees within thirty (30) days of the meeting of the Executive Committee.
- 8.12 **Meetings.** The Executive Committee shall be subject to call by the President or any two members of the Executive Committee.
- 8.2 **Other Committees and Organizations.** The President, or other duly authorized officer, or the Board of Trustees, may appoint or elect other committees, associations, councils or other groups and designate their specific tasks and duties.
- 8.3 **Rules and Quorum.** All committees, unless otherwise provided in these Bylaws or by direction of the Board of Trustees from time to time, shall adopt their own rules of procedure. At all meetings of committees a majority shall constitute a quorum and the affirmative vote of a majority of a quorum shall control for the transaction of business.
- 8.4 **Ex officio Members.** The President, ex officio, may attend meetings and engage in the deliberation of all committees without vote, except in the Executive Committee, where the President shall have voting capacity.
- 8.5 **Committee Powers.** Unless specifically authorized by the Board of Trustees, the Committees of the Board of Trustees other than the Executive Committee shall have the power to only recommend action for approval by the Board of Trustees or implement Board approved matters.

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### 9. CONFLICTS OF INTEREST

No contract or transaction between this corporation and one or more of its trustees or officers, or between this corporation and any other corporation, partnership, association or other organization in which one or more of its trustees or officers are directors or officers, or have a financial interest, shall be void or voidable solely for this reason, or solely because the trustee or officer is present at or participates in the meeting of the board or committee thereof which authorizes the contract or transaction, or solely because his or her or their votes are counted for such purposes, if either:

- a. The material facts as to the relationship or interest and as to the contract or transaction are disclosed or are known to the Board of Trustees or the committee, and the board or committee in good faith authorized the contract or transaction by the affirmative votes of a majority of the disinterested Trustees even though the disinterested Trustees be less than a quorum; or
- b. The contract or transaction is fair as to the corporation as of the time it is authorized, approved or ratified by the Board of Trustees or a committee thereof duly authorized.

Common or interested Trustees may be counted in determining the presence of a quorum at a meeting of the Board of Trustees or of a committee which authorizes the contract or transaction.

### 10. INDEMNIFICATION AND INSURANCE

10.1 Indemnification. The corporation shall reimburse and indemnify each Trustee and each officer of the corporation for or against all liabilities, losses, fines, costs and expenses (including counsel fees and including amounts reasonably paid, otherwise than to the corporation, in settlement or to secure the termination of litigation) reasonably incurred by or imposed upon him or her in connection with or resulting from any action, real or threatened, suit, or proceeding, civil or criminal (hereinafter called "action"), to which he or she may be made a party by reason of his or her being or having been such Trustee or officer, whether or not he or she continues to be such Trustee or officer at the time of incurring or becoming subject to such liabilities, losses, fines, costs of expenses and whether or not the action or omission to act on the part of such Trustee or officer which is the basis of such action occurred before or after the adoption of the Article or the Bylaws, if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the corporation, and, with respect to any criminal action or proceedings, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interest of the corporation, and, with respect to any criminal action or proceeding, had reasonable cause to believe that his or her conduct was unlawful. Each person who shall act as a Trustee or officer of the corporation shall be deemed to be doing so in reliance upon such right of reimbursement or indemnification. The foregoing right of reimbursement or indemnification shall not be exclusive of other rights to which any such Trustee or officer may otherwise be entitled (specifically including K.S.A. 17-6305) and, in the event of his or her death, shall extend to his or her heirs and legal representatives.

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- 10.2 Insurance. The corporation may purchase and maintain insurance on behalf of any trustee, officer, employee or agent of the corporation against any liability asserted against such person and incurred in such capacity whether or not the corporation would have power to indemnify such person against such liability under the provisions of the above section.

#### 11. AMENDMENTS

These Bylaws may be altered, repealed, or amended in whole or in part by a two thirds vote of the members present and voting at a meeting with a quorum present and voting; provided, however, that notice of any such proposed amendments stating the substance thereof shall first be given to each member at least fifteen (15) days before any annual or regular meeting or special meeting duly called for such purpose; and further provided that no such amendment shall become effective until approved by the members of Great Plains Annual Conference of The United Methodist Church, or any successor annual conference.

## Section 8

### ***Relationships to Foundations***

The Kansas Area United Methodist Foundation, Inc. and the Nebraska United Methodist Foundation will continue as separate entities. Each will continue its work supporting the mission and ministry of The United Methodist Church in their respective states. Because the Great Plains United Methodist Conference (GPUMC) is the legal successor by merger to all 3 conferences, appropriate changes to the by-laws of each organization should be made regarding the election of their boards by the GPUMC.

### ***Relationships with Colleges, Universities, and Health and Welfare Institutions***

The Great Plains United Methodist Conference (GPUMC) will continue its relationships with Baker University (Baldwin City, Kan.), Kansas Wesleyan University (Salina, Kan.) Nebraska Methodist College (Omaha, Neb.) Nebraska Wesleyan University (Lincoln, Neb.), Southwestern College (Winfield, Kan.), Aldersgate Village (Topeka, Kan.), Asbury Park (Newton, Kan.), Crowell Home (Blair, Neb.), Epworth Village (York, Neb.), EmberHope (Newton, Wichita and Dodge City, Kan.), Wesley Towers (Hutchinson, Kan.), United Methodist Health Ministry Fund and other entities. In each of these instances, the GPUMC will be the successor by merger to the respective predecessor annual conferences with regard to all of the rights and responsibilities involved in those various relationships.

### ***Relationships with Other Organizations***

The Great Plains Conference will continue to participate in all of the organizations in which its predecessor conferences currently participate. For example, ecumenical organizations continue to be important places for building relationships and engaging in ministry projects and we seek to continue our participation in them.

## Section 9

### ***Report of the Interim Nominating Committee of the Great Plains Conference***

In May and June of 2013, each of the three annual conferences elected an interim nominating committee of five people. That committee of 15 members is proposing the following slate of leaders to the Uniting Conference. This committee was a one-time, short-term committee to nominate the initial group of leaders for the Great Plains United Methodist Conference, including the 6-member Nominations Committee.

**Treasurer:** Gary Beach      *Topeka, KS*      [gbeach@greatplainsumc.org](mailto:gbeach@greatplainsumc.org)  
(nominated by Kansas East, Kansas West and Nebraska Councils on Finance and Administration)

**Conference Secretary:**  
Diane Jensen      *Fort Calhoun, NE*      [dcjensen@huntel.net](mailto:dcjensen@huntel.net)

### **Connecting Council**

**Chair:** Bishop Scott Jones      *ex officio (without vote)*

**Directors:**

Gary Beach, treasurer/director of administrative services  
*Topeka, KS*      [gbeach@greatplainsumc.org](mailto:gbeach@greatplainsumc.org)  
Evelyn Fisher, director of congregational excellence  
*Wichita, KS*      [efisher@greatplainsumc.org](mailto:efisher@greatplainsumc.org)  
Nancy Lambert, assistant to bishop/director of clergy excellence  
*Lincoln, NE*      [nlambert@greatplainsumc.org](mailto:nlambert@greatplainsumc.org)  
Kathryn Witte, director of communications  
*Lincoln, NE*      [kwitte@umcneb.org](mailto:kwitte@umcneb.org)

**District Superintendents:**

Blue River	Galen Wray	<i>Lincoln, NE</i>	<a href="mailto:gwrays@umcneb.org">gwrays@umcneb.org</a>
Dodge City	Don Hasty	<i>Dodge City, KS</i>	<a href="mailto:dhasty@kswestumc.org">dhasty@kswestumc.org</a>
Elkhorn Valley	Nan Kaye-Skinner	<i>Norfolk, NE</i>	<a href="mailto:nkaye-skinner@umcneb.org">nkaye-skinner@umcneb.org</a>
Five Rivers	Dennis Ackerman	<i>Lawrence, KS</i>	<a href="mailto:ds@5riversds.com">ds@5riversds.com</a>
Flint Hills	Claudia Bakely	<i>Manhattan, KS</i>	<a href="mailto:cbakely@kansaseast.org">cbakely@kansaseast.org</a>
Gateway	Alan Davis	<i>Kearney, NE</i>	<a href="mailto:adavis@umcneb.org">adavis@umcneb.org</a>
Great West	Kay Alnor	<i>Ogallala</i>	<a href="mailto:kalnor@umcneb.org">kalnor@umcneb.org</a>
Hays	Max Clayton	<i>Hays, KS</i>	<a href="mailto:mclayton@kswestumc.org">mclayton@kswestumc.org</a>
Hutchinson	Dennis Livingston	<i>Hutchinson, KS</i>	<a href="mailto:dlivingston@kswestumc.org">dlivingston@kswestumc.org</a>
Kansas City	Mike Chamberlain	<i>Overland Park, KS</i>	<a href="mailto:ds@kcdistrictumc.org">ds@kcdistrictumc.org</a>
Missouri River	Dan Flanagan	<i>Omaha, NE</i>	<a href="mailto:dflanaga@umc.neb.org">dflanaga@umc.neb.org</a>
Parsons	Kibum Kim	<i>Parsons, KS</i>	<a href="mailto:kkim@kansaseast.org">kkim@kansaseast.org</a>
Prairie Rivers	Lance Clay	<i>Grand Island, NE</i>	<a href="mailto:lclay@umcneb.org">lclay@umcneb.org</a>
Salina	Lew Van der Wege	<i>Salina, KS</i>	<a href="mailto:lvanderwege@kswestumc.org">lvanderwege@kswestumc.org</a>
Topeka	Kay Scarbrough	<i>Topeka, KS</i>	<a href="mailto:kscarbrough@kansaseast.org">kscarbrough@kansaseast.org</a>

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Wichita East	Gary Brooks	Wichita, KS	<a href="mailto:gbrooks@kswestumc.org">gbrooks@kswestumc.org</a>
Wichita West	Linda Louderback	Wichita, KS	<a href="mailto:llouderback@kswestumc.org">llouderback@kswestumc.org</a>

#### Conference Lay Leader

Courtney Fowler	Manhattan, KS	<a href="mailto:c24fowler@yahoo.com">c24fowler@yahoo.com</a>
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#### Associate Conference Lay Leaders

Oliver Green	Topeka, KS	<a href="mailto:oliverdeck@aol.com">oliverdeck@aol.com</a>
Micole Harms- Brazell	Omaha, NE	<a href="mailto:micolereni@hotmail.com">micolereni@hotmail.com</a>
Carolyn May	Colby, KS	<a href="mailto:carolyncollinsmay@yahoo.com">carolyncollinsmay@yahoo.com</a>
Tom Watson	Kearney, NE	<a href="mailto:twatson45@gmail.com">twatson45@gmail.com</a>

#### District Lay Leaders:

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Elkhorn Valley	Virginia Piper	Dakota City, NE	<a href="mailto:pipergor@msn.com">pipergor@msn.com</a>
Five Rivers	Helen Burkett	Lyndon, KS	<a href="mailto:burkettshelen@yahoo.com">burkettshelen@yahoo.com</a>
Flint Hills	Gail King	Wamego, KS	<a href="mailto:gbking45@wamego.net">gbking45@wamego.net</a>
Gateway	Paul Bennett	Ainsley, NE	<a href="mailto:pabo@nctc.net">pabo@nctc.net</a>
Great West	Anna Regier	Madrid, NE	<a href="mailto:annr@nebnet.net">annr@nebnet.net</a>
Hays	Dale Gager	Plainville, KS	<a href="mailto:bigdlg@ruraltel.net">bigdlg@ruraltel.net</a>
Hutchinson	Nancy Shuyler	Alden, KS	<a href="mailto:knshuyler@centurylink.net">knshuyler@centurylink.net</a>
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Prairie Rivers	Dolores Rader	Trumbull, NE	<a href="mailto:drader@hamilton.net">drader@hamilton.net</a>
Salina	Herb Mugler	Clay Center, KS	<a href="mailto:hjlmugler@yahoo.com">hjlmugler@yahoo.com</a>
Topeka	Randall Hodgkinson	Topeka, KS	<a href="mailto:randall.hodgkinson@yahoo.com">randall.hodgkinson@yahoo.com</a>
Wichita East	Charlie Cadwell	Mulvane, KS	<a href="mailto:chastrain@cox.net">chastrain@cox.net</a>
Wichita West	Don Burford	Conway Springs, KS	<a href="mailto:donb@jefflangere.com">donb@jefflangere.com</a>

#### Representatives from Teams: (named by teams)

Archives and History	Disaster Response
Board of Ordained Ministry	Episcopacy Team
Board of Trustees	Mercy and Justice
Camping	New Church Development
Campus Ministry	Pensions & Health Benefits
CCYM	Vital Congregations
CF&A	

Great Plains United Methodist Women President (or designee)

Esther Hay	Waverly, NE	<a href="mailto:esther.hay@windstream.net">esther.hay@windstream.net</a>
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Great Plains United Methodist Men President (or designee)

David Toler	Kansas City, KS	<a href="mailto:dvdtlr@aol.com">dvdtlr@aol.com</a>
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### At Large Members:

Nancy Brown	Stanley, KS	<a href="mailto:nancybrowncor@aol.com">nancybrowncor@aol.com</a>
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Laura Gregory	Leawood, KS	<a href="mailto:llgregory7@gmail.com">llgregory7@gmail.com</a>
Dirk Hutchinson	Salina, KS	<a href="mailto:dirkth@cox.net">dirkth@cox.net</a>
Cheryl Jefferson Bell	Overland Park, KS	<a href="mailto:cheryl.bell@cor.org">cheryl.bell@cor.org</a>
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Jeff Slater	Hutchinson, KS	<a href="mailto:jslater316@gmail.com">jslater316@gmail.com</a>
Darrell Stock	Lincoln, NE	<a href="mailto:dstock@inebraska.com">dstock@inebraska.com</a>

Three youth selected by Conference Council on Youth Ministry

Small Membership Church representatives:

Dena Allison	Cambridge, KS	<a href="mailto:dallison587@hotmail.com">dallison587@hotmail.com</a>
Kathy Symes	Pomona, KS	<a href="mailto:revsymes@mokancomm.net">revsymes@mokancomm.net</a>

### Episcopacy Team

**Chair:** Maria Campbell

**Staff Liaison:** Nancy Lambert, assistant to bishop/director of clergy excellence  
Lincoln, NE [nlambert@greatplainsumc.org](mailto:nlambert@greatplainsumc.org)

**Conference Lay Leader:**

Courtney Fowler	Manhattan, KS	<a href="mailto:c24fowler@yahoo.com">c24fowler@yahoo.com</a> <i>ex officio (with vote)</i>
Maria Campbell	Topeka, KS	<a href="mailto:pastormaria@swumc.org">pastormaria@swumc.org</a>
Junius Dotson	Wichita, KS	<a href="mailto:idotson@saintmarkumc.com">idotson@saintmarkumc.com</a>
Tom Hyde	Sidney, NE	<a href="mailto:thyde@umcneb.org">thyde@umcneb.org</a>
Brad Kirk	Leoti, KS	<a href="mailto:bradrkirk@gmail.com">bradrkirk@gmail.com</a>
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Marilyn Moore	Lincoln, NE	<a href="mailto:marilyn.moore68@gmail.com">marilyn.moore68@gmail.com</a>
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Marilyn Zehring	Columbus, NE	<a href="mailto:mbzehri@megavision.com">mbzehri@megavision.com</a>

**Members of the Jurisdictional Committee on Episcopacy:**

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Penney Schwab	Copeland, KS	<a href="mailto:penneys@ucom.net">penneys@ucom.net</a>
Tom Watson	Kearney, NE	<a href="mailto:tjwatson45@gmail.com">tjwatson45@gmail.com</a>

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Rena Yocum      Nashville, TN      [deaconyocom@earthlink.net](mailto:deaconyocom@earthlink.net)

#### Clergy Excellence

##### Board of Ordained Ministry

**Staff Liaison:** Karen Jeffcoat, board of ordained ministry (BOM) registrar

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Kurt Cooper	<i>Emporia, KS</i>	<a href="mailto:umcmesu@gmail.com">umcmesu@gmail.com</a>
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Rebecca Hjelle	<i>Blair, NE</i>	<a href="mailto:rhjelle@umcneb.org">rhjelle@umcneb.org</a>
Randall Hodgkinson	<i>Topeka, KS</i>	<a href="mailto:randall.hodgkinson@yahoo.com">randall.hodgkinson@yahoo.com</a>
Deanna Holland	<i>Filley, NE</i>	<a href="mailto:hollandfarms1@gmail.com">hollandfarms1@gmail.com</a>
Garlon Jarnagin	<i>Protection, KS</i>	<a href="mailto:glijarnagin@unitedwireless.com">glijarnagin@unitedwireless.com</a>
Jeannie Jensen	<i>Emporia, KS</i>	<a href="mailto:jeanniej@fumchurch.org">jeanniej@fumchurch.org</a>
Ji-Seok Ju	<i>Wathena, KS</i>	<a href="mailto:jiseokju@hotmail.com">jiseokju@hotmail.com</a>
Rick Just	<i>Mulvane, KS</i>	<a href="mailto:rmljust@yahoo.com">rmljust@yahoo.com</a>
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Jim Keyser	<i>Lincoln, NE</i>	<a href="mailto:jim@trinitylincoln.org">jim@trinitylincoln.org</a>
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##### **Vital Congregations Team**

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**Staff Liaison:** Nathan Stanton, coordinator of new church development  
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*ex officio (without vote)*

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*ex officio (without vote)*

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Dodge City:	TBD	Hays:	TBD	Salina:	TBD
Elkhorn Valley:	TBD	Hutchinson:	TBD	Topeka:	TBD
Five Rivers:	TBD	Kansas City:	TBD	Wichita East:	TBD
Flint Hills:	TBD	Missouri River:	TBD	Wichita West:	TBD
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### Great Plains United Methodist Camps, Inc. ("Great Plains Camps")

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**Chair:** Caren Loper

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#### **Disaster Response Team**

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	Robert Kentner	Ponca, NE	<a href="mailto:bob@kentner.org">bob@kentner.org</a>
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	Keith Fink	Kiowa, KS	<a href="mailto:kumcpastor@sctelcom.net">kumcpastor@sctelcom.net</a>
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### Administrative Services

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<b>Chair:</b>	Michael Patzloff		
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Conference secretary:			
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#### Nominations Committee

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#### Personnel Team

<b>Chair:</b>	Craig Hauschild		
<b>Staff Liaison:</b>	Gary Beach, treasurer/director of administrative services <i>ex officio (without vote)</i> Nancy Lambert, assistant to bishop/director of clergy excellence		
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	Craig Hauschild	Wichita, KS	

#### Pensions and Health Benefits Team

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### **Council on Finance and Administration**

<b>Staff Liaison:</b>	Gary Beach, treasurer/director of administrative services		<i>ex officio (without vote)</i>
	Bishop Scott Jones		<i>ex officio (without vote)</i>
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**Note:** Class 1 term is January 1, 2014 – June 30, 2015.  
Class 2 term is January 1, 2014 – June 30, 2017.

### **Great Plains Annual Conference**

The Great Plains Annual Conference will meet June 11-14 in Lincoln, Nebraska.

### **Thanks**

The Great Plains Conference is deeply grateful to the many persons who made contributions to the creation of our new conference. Among them are the members of the following groups: Transition Team, Common Table, Focus Team, Leadership Team, all three extended cabinets, Dream Teams, Technical Teams, conference staff of all three conferences, chancellors of all three conferences and Gil Rendle.

### **Service to Christ**

Once this plan of organization is approved, the real work continues. As one Conference, the United Methodist clergy and laity of Nebraska and Kansas hereby recommit ourselves to the mission of making disciples of Jesus Christ for the transformation of the world. We are becoming one conference with the clear goal of becoming even more fruitful and effective in service to Christ than we have been in the past. We undertake this mission trusting in the grace of our Lord Jesus Christ and the ever-present power of the Holy Spirit.