

HOSPITALITY GUIDE

FOR CONFERENCE LEADERS:

CONFERENCE CENTER RESOURCES AND INFORMATION

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Mission Statement:

Inspire, equip and connect communities of faith to cultivate world-changing disciples of Jesus Christ.

Vision Statement:

God's hope for the world made real through faithful leaders, fruitful communities, and fire-filled people.

Wildly Important Goal:

All United Methodist Churches in Iowa will have a process of intentionally forming disciples of Jesus Christ for the transformation of the world by the year 2020.

Strategic Priorities of the Iowa Annual Conference

To live out our vision and mission, we believe as the Iowa Conference we must focus on these strategic priorities:

- 1. Creating World-Transforming Communities of Faith**
 - a. Establishing new communities of faith
 - b. Increasing vitality in existing communities of faith
- 2. Equipping Ourselves and Others as Transformational Leaders**
 - a. Equipping lay leadership to disciple others and transform the world
 - b. Equipping clergy leadership to disciple others and transform the world
- 3. Directing Our Resources to Our Common Goals**
 - a. Developing and implementing an effective communications ministry
 - b. Aligning organizational structures and staffing resources for the sake of the mission and vision
 - c. Increasing the financial health of the Iowa Conference

ALIGNING SUPPORT AND ACCOUNTABILITY

The following questions are to help us better discern God's purposes as we engage in ministry as the Iowa Conference of The United Methodist Church. All leaders, congregations, staff, ministries, and organizations of the Iowa Conference will be asked these questions on a regular basis for support, accountability, and alignment around our strategic priorities.

Creating World-Transforming Communities of Faith

1. How do our efforts support communities of faith in their disciple-making work?
2. How do our efforts support communities of faith in their work of transforming the world?
3. How do our efforts build new relationships in new places?
4. How do our efforts lead disciples into the world for transformation, both of themselves and others?
5. Where is the Holy Spirit leading us? What risks are involved in answering that call?

Equipping Ourselves and Others as Transformational Leaders

1. How do our efforts deepen the discipleship of its participants? How is worship, study, prayer, and service a part of our work?
2. How do our efforts help disciples embrace and live out their calling?
3. How do our efforts help disciples to hold one another accountable?
4. What risks are we taking in our effort to further the mission of the Church?
5. What did we do that failed? What can we learn from that failure? What is God calling us to do next?

Directing Our Resources to Our Common Goals

1. What is the financial sustainability of our ministry?
2. How have we been good stewards of our resources and gifts for ministry?
3. How are we communicating our ministry and inviting others to join in?
4. How have our efforts reached out to multiple generations?
5. How do our efforts help us to build trust and relationships across the connection?

YOUR RESPONSIBILITIES AS A BOARD OR AGENCY OFFICER

The mission of The United Methodist Church is to make disciples of Jesus Christ for the transformation of the world. You are charged with giving leadership to the board or agency of which you are an officer, so that the work of your group is directed toward activities and ministries which fulfill the mission of the church.

The officers of boards and agencies are responsible to:

- Work with members of the Connectional Ministries Council on visioning, planning and equipping your board/agency for its ministry
- Set meeting dates in consultation with your board/agency members
- Work collaboratively with the Support Staff person who relates to your board/agency
- Build agendas for meetings and lead your board/agency through the agenda
- Assure that board/agency members are reimbursed for their mileage and expenses when they attend meetings by following [reimbursement procedure](#).
- Share information about how the ministries and activities of your board/agency are developing and maturing disciples and transforming the world in the name of Jesus Christ
- Communicate and coordinate the work of your board/agency with that of other boards/agencies in the annual conference
- Plan, in consultation with your board/agency members, budgets and programming and submit those for consideration to Program Review, CCMC and the Annual Conference Session
- Work with your board/agency members to assure that programming and ministry activities are evaluated regularly
- Understand and interpret your board/agency's financial reports to assure faithful stewardship of apportioned funds
- Assure that accurate written minutes are kept of all meetings and accurate membership records are maintained and distributed to all members and Support Staff

Thank you for your willingness to serve in leadership; you have been and will continue to be equipped by the One who has called you to this service.

HOW CAN YOUR CONFERENCE SUPPORT STAFF ASSIST YOU?

- Coordinate Meetings (scheduling and reserving rooms at the conference center, ordering meals, etc.)
- Set Up Conference Calls
- Update Conference Website
- Voucher Reimbursements and Other Committee Expenditures
- Maintain Board/Agency Roster
- Supply Equipment Rentals
- Assist with Special Needs and Projects
- ...and more

Contact your Support Staff with any questions you might have about how they can assist.

WHAT IS THE ROLE OF THE 'CONSULTANT' TO MY BOARD/AGENCY?

The consultant is a staff person who is either assigned to your agency because the *Discipline* or Rules of Order require it, or because they have expressed a specific interest in your agency's work because of its connection to our conference's priorities.

The consultant's responsibility is to help you dream, to provide technical information, to refer you to useful resources, to bring your perspective from other parts of the Conference system, and generally to challenge you to work as effectively as you can. Not all agencies have a consultant assigned to them. If your agency does not have a consultant and you wish to have assistance in any of the areas mentioned, contact Jerry E. Oakland, Transitional Director of Connectional Ministries (joakland@iaumc.org) and he will work with you to assure that you receive the help you need.

The consultant should **not** determine your agenda, conduct your meetings, be a spokesperson for your group, or substitute for internal leadership.

CCMC SUPPORT STAFFING CONFIGURATION

<u>Responsibilities</u>	<u>Support Staff</u>	
Academy for Spiritual Formation	Shannon Bardole-Foley	
Action Alert Emails	Felicia Coe	
Advocacy Team	Felicia Coe	
Annual Conference Session Coordinating	DeeDee Sobotka	
Assistant to Director of Clergy & Leadership Excellence	Felicia Coe	M 10:00AM – 3:00PM
Assistant to Director of Camps & Retreats	Shannon Bardole-Foley	T 10:00AM – 3:00PM
Assistant to Director of New Communities of Faith	Dee Dee Sobotka	W 10:00AM – 3:00PM
Assistant to of Director of Congregational Excellence	Barb Mann	T 10:00AM – 3:00PM
Background Checks	Shannon Bardole-Foley	F 10:00AM – 3:00PM
Board of Camps	Shannon Bardole-Foley	
Board of Church and Society	DeeDee Sobotka	
Board of Discipleship	Shannon Bardole-Foley	
Board of Global Ministries	DeeDee Sobotka	
Board of Higher Education	DeeDee Sobotka	
Board of Laity / Lay Servant Ministry	Barb Mann	M 7:00AM – 3:00PM
Camp Hope	Shannon Bardole-Foley	T 7:00AM – 3:00PM
Camp Registrar / Customer Service	Shannon Bardole-Foley	W 7:00AM – 3:00PM
CCMC Council	Felicia Coe	T 7:00AM – 3:00PM
Christian Education	Shannon Bardole-Foley	F 7:00AM – 3:00PM
CIM (Community and Institutional Ministries)	DeeDee Sobotka	
Commission on Ministry for Persons with Disabilities	Barb Mann	
Commission on Religion and Race (CORR)	Felicia Coe	
Commission on Status and Role of Women	Barb Mann	
Council on Christian Unity & Interreligious Concerns	Felicia Coe	
Disaster Preparedness and Response Ministries	Felicia Coe	M 8:00AM – 3:30PM
Disaster Recovery	DeeDee Sobotka	T 8:00AM – 3:30PM
Discipler	Shannon Bardole-Foley	W 8:00AM – 3:30PM
Healthy Church Initiative	Barb Mann	T 8:00AM – 3:30PM
Hispanic/Latino Ministries Committee	DeeDee Sobotka	F 8:00AM – 3:30PM
Ingathering	Shannon Bardole-Foley	
JFON (Justice for Our Neighbors)	DeeDee Sobotka	
Mission Education Committee (Rainbow Covenant)	DeeDee Sobotka	
Natural Church Development survey requests	DeeDee Sobotka	
Parish Development, Unified Grant Applications	DeeDee Sobotka	
Planning and Research	DeeDee Sobotka	
Pre-Conference Manual: copy editor	Felicia Coe	M 8:30AM – 4:30PM
Program Review	Felicia Coe	T 6:30AM – 2:30PM
School for Lay Ministry	Barb Mann	W N/A
Social Media & Website Management	Felicia Coe	T 8:30AM – 4:30PM
VIM (Volunteers in Mission)	DeeDee Sobotka	F 6:30AM – 2:30PM

Felicia Coe
felicia.coe@iaumc.org
 515-974-8911

Part-Time
 M 10:00AM – 3:00PM
 T 10:00AM – 3:00PM
 W 10:00AM – 3:00PM
 T 10:00AM – 3:00PM
 F 10:00AM – 3:00PM

Barb Mann
barb.mann@iaumc.org
 515-974-8905

Full-Time
 M 7:00AM – 3:00PM
 T 7:00AM – 3:00PM
 W 7:00AM – 3:00PM
 T 7:00AM – 3:00PM
 F 7:00AM – 3:00PM

Shannon Bardole-Foley
shannon.bardole-foley@iaumc.org
 515-974-8946

Full-Time
 M 8:00AM – 3:30PM
 T 8:00AM – 3:30PM
 W 8:00AM – 3:30PM
 T 8:00AM – 3:30PM
 F 8:00AM – 3:30PM

DeeDee Sobotka
deedesobotka@iaumc.org

515-974-8912
 Part-Time
 M 8:30AM – 4:30PM
 T 6:30AM – 2:30PM
 W N/A
 T 8:30AM – 4:30PM
 F 6:30AM – 2:30PM

HOW TO REACH US

Your Support Staff is your first point of contact. Please contact your Support Staff with any questions regarding event or meeting details, requests for materials, meeting minutes and further contact information.

Conference Connectional Ministries Council

2301 Rittenhouse Street, Des Moines, Iowa 50321

Jaye Johnson

Director of Congregational Excellence

jaye.johnson@iaumc.org

515-974-8931

Bryan Johnson

Director of Camps and Retreats

bryan.johnson@iaumc.org

515-974-8913

Bill Poland

Director of New Communities of Faith

bpoland@iaumc.org

515-974-8926

Lanette Plambeck

Director of Clergy and Leadership Excellence

Lanette.Plambeck@iaumc.org

515-974-8932

Felicia Coe

Administrative Assistant

felicia.coe@iaumc.org

515-974-8911

Dee Dee Sobotka

Administrative Assistant

deedee.sobotka@iaumc.org

515-974-8912

Barb Mann

Administrative Assistant

barb.mann@iaumc.org

515-974-8905

Shannon Bardole-Foley

Camp Registrar

Shannon.Bardole-Foley@iaumc.org

515-974-8946

FACILITATING A WEEKDAY MEETING

Set meeting dates as far in advance as possible.

Inform your Support Staff of the meeting as soon as it is scheduled, with a **minimum of one-week notice**.

The Support Staff will:

- Post your committee's meeting dates for the next calendar year on the conference website calendar.
- Reserve a meeting room.
- Order a meal from a caterer*.
- Send meeting notices prior to the meeting that includes an RSVP request and/or a menu to select from.**
- Provide name tags if they are requested.
- Make photocopies of agendas, etc., before the meeting as requested.
- Make coffee, tea, etc.
- E-mail minutes to members of the board/agency after the meeting.

** **If your group is 10 persons or less** and there are no other groups meeting that day, your group will need to eat offsite at a local restaurant. Meal receipts for the meeting can be submitted for reimbursement through your Support Staff. There is a \$15 per meal limit.*

*** If your committee members do not respond there will not be a meal available for them on the day of the meeting.*

FACILITATING A WEEKEND/EVENING MEETING

Note: The Conference Center is not available for meetings on holidays or holiday weekends.

Set meeting dates as far in advance as possible.

Inform your Support Staff of the meeting as soon as it is scheduled, with a **minimum of one-week notice**.

The Support Staff will:

- Post your committee's meeting dates for the next calendar year on the conference website calendar.
- Reserve a meeting room.
- Order a meal from a caterer. *
- Send meeting notices prior to the meeting that includes an RSVP request and/or a menu to select from.*
- Provide name tags if they are requested.
- Make photocopies of agendas, etc., before the meeting if requested. *(This must be arranged with the Support Staff prior to the meeting day and during regular work hours. Copies cannot be made on evenings and weekends.)*
- Arrange access to the building on evenings and weekends when the building is locked.
- E-mail minutes to members of the board/agency after the meeting.

** **If your group is 10 persons or less** and there are no other groups meeting that day, your group will need to meet offsite. Meal receipts for the meeting can be submitted for reimbursement through your Support Staff. There is a \$15 meal limit.*

*** If your committee members do not respond there will not be a meal available for them on the day of the meeting.*

A host will be present for weekend/evening meetings. Their responsibilities include unlocking the conference doors for meeting guests and assisting caterers.

Your Responsibilities for Weekend / Evening Meetings:

- Make coffee, tea, etc. ([Instructions here](#))
- Assist caterer with meal set up if needed
- Return coffee pots to the kitchen and empty them
- Refrigerate leftovers or take them with you
- Clean and wipe down tables
- Make sure all trash is removed from the building and places in the dumpster located in the East parking lot.
- Turn out all lights
- Erase all white boards
- Clean up any spills. If there is a significant spill on the carpets that will require further attention, please leave a voice mail with your Support Staff
- Return tables and chairs to the placement that you found them

ARRANGING A CONFERENCE CALL

To arrange a conference call, contact your Support Staff

[CCMC Support Staff Configuration](#)

The information needed when setting up a conference call:

- Date and time of your meeting
- An email list of those participating on the call

EQUIPMENT LOAN

Contact your Support Staff to arrange for use of conference equipment

Equipment available for the use of agencies, boards, committees and leadership includes:

- LED computer/video projectors
- Notebook computer
- TV's
- Wireless microphones (for use in the Wesley rooms of the Conference Center)
- Digital camera
- DVD player (which can be used in conjunction with a projector)

MAIL SERVICES

Your Support Staff can help coordinate mail services; however, the conference center no longer has an "in house" mail center. All mass mail jobs will be done by a third party. Contact your Support Staff for assistance.

COMMUNICATION SERVICES

Your Support Staff person will assist you by coordinating any Communication needs that you might have.

Iowa Annual Conference website – www.iaumc.org
The official electronic presence of the Conference.

Presentation Graphics

Special graphic presentations for events and major meetings can be prepared and/or members of agencies, boards, committees and leadership can be coached to create their own presentations. Two programs, *PowerPoint* and *ProPresenter*, are particularly effective.

Streaming Video

Live streaming, via the Internet, of major events and presentations is available. A streamed event can be seen as it happens by people, worldwide, over the Internet.

Video Production

The Communications Ministry Team is available to produce effective and engaging video. Pre-production planning, videotaping, editing and final distribution – by posting on the website or on DVD's, are all offered.

Audio Production

Audio recordings can be made of major presentations, such as key presenters at the Annual Conference Session or guest lecturers at special events. The edited recording can be posted on the website or made available on CD. *

Photography

Whether a news event, major presentation or individual photograph, images can be taken, edited, and printed, in small and large format. *PowerPoint* and video presentations from photographs are frequently requested and can be prepared. *

Print Publications

The main publication is the *Iowa Conference Edition of the United Methodist Reporter*. Printed on a bi-weekly basis, the *Reporter* contains current news, promotion, features and a message from the Bishop. Distributed to more than 7,000 local church and Conference leaders, the *Reporter* also includes denominational news and features. *

* Be sure you secure permission before recording presentations or reproducing others' materials. Obtain any necessary copyright or other intellectual property permissions before posting anything.

REQUESTING CHECKS AND REIMBURSEMENTS

Rule of Order VII, C states, "Each annual conference agency receiving funds through the Conference budget shall have a credit account with the Conference Treasurer, against which check requests shall be drawn by the person so authorized by the agency; checks shall be drawn directly to the credit of the payee."

Check requests must be sent to your [Support Staff](#) by the close of the business day on Monday for the check to be written by Wednesday.

Your Support Staff will process all necessary vouchers and check requests for the work of your agency.

Check/Reimbursement requests must be accompanied by:

1. An **itemized receipt** or invoice from the vendor, supplier or service provider
2. Copy of **meeting minutes** authorizing the grants or purchase
3. The recipient's tax identification number such as Social Security number or a W-9 form*

**Applicable when check requests are for payments for professional service, honoraria, or other such payments that are taxable income.*

Sometimes there are delays in payments and reimbursements. They occur most often for these reasons: (1) check requests that lack documentation; (2) insufficient funds in an account; (3) the payee has not been assigned a vendor number; (4) when waiting for a W-9 for a new vendor; or (5) when work flow, Treasurer's Office staff vacations and holidays require adjustment.

Notification through the E-mail system will be given when a delay in payment is anticipated. If you have not received your reimbursement or payment within three weeks of submitting the expense, contact your Support Staff.

FINANCIAL STATEMENTS

Financial statements are updated monthly for the boards/agencies to view and run reports. You may view them by following the link below.

<https://www.iaumc.org/financialstatements>

TRANSFERRING FUNDS TO/FROM CONFERENCE ACCOUNTS

There will be times when you will want to transfer funds from one Conference program to another. This type of transaction is known as an interfund transfer.

Please contact your Support Staff for assistance with this.

Be prepared to send your Support Staff the appropriate documentation approving the transfer.

- Meeting minutes showing approval of transfer
- or -
- An email chain showing a voting approval of the transfer

MILEAGE/LODGING/CHILDCARE REIMBURSEMENTS

The Treasurer's office has provided a [form \(see example on next page\)](#) that can be taken to each meeting and completed by those who are in attendance to request mileage.

The Conference pays **15 cents per mile** for one round trip to each agency meeting and allows **\$90 per diem for overnight expense**. Persons requesting reimbursement should complete the form and be sure to include a complete address, the round-trip mileage and if applicable, request the per diem.

The Conference will reimburse up to \$50 per day for childcare for members attending an agency meeting.

The chairperson of the agency should return the form to their conference Support Staff who will obtain the appropriate signature and submit the form for reimbursement.

Those people who do not wish to seek reimbursement do not need to sign the mileage form. The documentation they need to claim this as a charitable contribution is a copy of the meeting minutes stating their attendance.

GROUP MILEAGE REIMBURSEMENT FORM

Iowa Annual Conference of the United Methodist Church

People who attend Conference meetings and do not want to be paid mileage reimbursement may still claim the mileage as a charitable deduction. The documentation you need to claim the contribution is a copy of the meeting minutes stating date, place, and your attendance.

Board, Agency, or Group ABCD

Account# _____

Authorizing Signature *(leave blank, authorized conference staff sign)*

Date 01/01/2018

NAME, ADDRESS, ZIP CODE	MILEAGE			OVERNIGHT EXPENSE (\$90 LIMIT)	CHILDCARE EXPENSE (\$50 LIMIT)	TOTAL
	1 PERSON @ 15¢	2 PERSONS @ 25¢	3+ PERSONS @ 35¢			
Jane Doe 123 Peace Ave. Des Moines, IA 50321	30 miles				\$35	\$39.50
		PASSENGER NAMES				
Janice Doe 1515 Joy Dr. Des Moines, IA 50321		50 miles				\$12.50
		PASSENGER NAMES John Doe				
Jessica Doe 321 Happiness Ave. Des Moines, IA 50321			300 miles	\$84.00		\$189
		PASSENGER NAMES Jake Doe / Jimmy Doe				

HOW TO MAKE COFFEE



Coffee carafes are kept in the cupboard above the coffee maker in the kitchen for the Wesley Rooms.



Black lids on the coffee pots designate regular coffee and orange lids designate decaffeinated coffee.

Regular coffee is kept in the lower cupboard to the left of the sink. There are two discs/filters of coffee in each packet. One disc equals one pot of coffee.

A disc of the decaffeinated coffee will be laid out on either a tray or on the decaffeinated pot with the orange lid.



Place the disc in coffee pot's black basket.



Press the start button ONCE.

If you push it more than once it will create spillage of the coffee.

PLEASE DO NOT PRESS ANY OTHER BUTTONS.



Please do not remove this cap from the coffee maker. Our coffee makers are attached to separate water lines and **do not** need to have water added at any time.

Please DO NOT add water to this opening!



Water pitchers are also available. These pitchers are in the upper left-hand cupboard.

Ice is available in the freezer portion of the refrigerator.

Drinking water is available from the water cooler located to the right of the refrigerator in the John and Charles Wesley kitchenette.

Enjoy your meeting!

ACRONYM GUIDE

Acronyms Used in CCMC* Work

ACE –Associate for Congregational Excellence
ADA – Americans with Disabilities Act
AME – African Methodist Episcopal denomination
AME – ZION – African Methodist Episcopal – Zion denomination
AU – Africa University
BMCR – Black Methodists for Church Renewal
BOCS – Board of Church and Society
BOGM – Board of Global Ministries
BoOM – Board of Ordained Ministry
* CCMC – Conference Connectional Ministries Council
CCUIC – Commission on Christian Unity and Interreligious Concerns
CCW – Church & Community Worker (e.g. JFON staff)
CFA – Council on Finance and Administration
CIM – Community & Institutional Ministries
CORR – Commission on Religion and Race
COSROW – Commission on the Status and Role of Women
CT – Connectional Table
DCMC – District Connectional Ministry Council
GBGM – General Board of Global Ministries
GBHEM – General Board of Higher Education and Ministry
GBOD – Discipleship Ministries (formerly General Board of Discipleship)
GC – General Conference
GCFA – General Council on Finance and Administration
GCORR – General Commission on Religion and Race
GCOSROW – General Commission on the Status and Role of Women
H/L – Hispanic/Latino
HCI/HSCI – Healthy Church Initiative/Healthy Small Church Initiative
IAC – Iowa Annual Conference
iACE – Interim Associate for Congregational Excellence
IACJ – Iowa Annual Conference Journal
IAUMC – Iowa United Methodist Church (Iowa Annual Conference)
INP – Iowa-Nigeria Partnership
IUMF – Iowa United Methodist Foundation
JFON – Justice for Our Neighbors
NCJ – North Central Jurisdiction
PR – Program Review Committee of the CCMC
SLI – Spiritual Leadership Inc.
SLM – School for Lay Ministry
SPRC/SPPRC – Staff Parish Relations Committee/Staff Pastor Parish Relations Committee
UMCOR – United Methodist Committee on Relief
UMM –United Methodist Men
UMPH – United Methodist Publishing House
UMW – United Methodist Women
VIM – Volunteers in Mission