

IOWA ANNUAL CONFERENCE BOARDS AND AGENCIES

Descriptions & Membership Guidelines

**Iowa Conference Nominations Coordinating Committee
October 2016**

Administrative Boards and Agencies

(nominated by Districts, elected by Annual Conference)

C5. Council on Finance and Administration

Membership: six clergy, seven laity, one youth and one young adult. At least one clergy and one laity must be from churches under 200 members. It is strongly recommended that at least three of the laity be women, and one person be from an ethnic group, with the goal of having membership from each district.

Expertise desired in agency membership: Persons with desire to analyze and align financial resources with the overall missional purpose and direction of the Iowa Annual Conference.

Regular meeting schedule: Thursdays, four to five times a year; lunch meeting during Annual Conference.

Current chair: Jon Disburg, 202 E 4th St, Ottumwa 52501-2907 641-684-5451 jdisburg@gmail.com

C6. Board of Trustees (2012 UM Discipline and Restated Articles of Incorporation)

“...the board shall consist of twelve persons, and it is recommended that one third be clergy, on third laywomen, and one third laymen.... They shall be elected by the conference for terms of four years.”

The Board shall appoint from its membership one consultant to each district Board of Church Location and Building and shall assume the expenses of sending the representative to the respective boards.

Primary Task: To manage and administer the physical assets of the Annual Conference and insure proper insurance coverage for the assets and activities of the Annual Conference.

Expertise desired in Board membership: Business, real estate, insurance

Regular meeting schedule:

Bimonthly (Jan, Mar, May, July, Sep, Nov), usually the 2nd Friday, 10:00 - 3:00
As needed by phone or e-mail

Current chair: Duane Daby, 7238 Cody Dr, West Des Moines 50266 515-249-3250(o) 515-223-5467(h)
cell: 515-249-3250 ddaby12@gmail.com

C7. Board of Pensions (Pensions Articles of Incorporation allows 30 members)

a. Membership: shall consist of not more than 24 persons. Each member shall be elected for a term of eight years. The Conference Treasurer and the Conference Benefits Officer shall be ex-officio members of the executive committee, without vote, and a representative of the CFA shall be a consultant. It is recommended by the Discipline that the membership consist of one-third laywomen, one-third laymen, and one-third clergy.

Primary Task: The Board provides and finances pension, disability and health insurance programs for all clergy (active and retired) and all employees of the Iowa Annual Conference. The Board must make decisions concerning annuity rates, disability coverages, health and pharmaceutical benefits, and insurance premiums, manage third party administrators and preferred provider organizations, and manage the investment portfolio held by the Board for the benefit of retirees. The Board also has a wellness program to enhance the health and well-being of all participants.

Expertise desired in Board membership: Several members of the Board must be knowledgeable in one or more of the following areas: pensions, health insurance, finance, accounting, investments, health, self-care and the communication of complex information. In addition we need persons familiar with issues related to local churches and their benefit packages and with clergy and their family needs.

Regular meeting schedule: Usually the 4th Thursday in Feb, May, & Aug; 2nd Thursday in Nov.

Current Chair: Beverlee Bell, 12321 Hickman Rd, Urbandale 50323-1810 515-270-9226(o) bev@whumc.org

C8 Commission on Archives and History ¶641) 10 members

Membership shall be the chairperson, eight at-large persons selected for their expertise and interest, and one college-aged (age 18-25) young adult. The vice chairperson/financial secretary and secretary shall be selected from the general membership.

Primary Task

- Maintaining and overseeing the Iowa UM Archives at the Chadwick library, Iowa Wesleyan College, Mount Pleasant, Iowa, in order to gather, file, and preserve appropriate records in accessible form.
- Leadership development through scheduled Local Church Historian Workshops and/or District Leadership Events and Church Secretary Workshops.
- Related activities include a booth at Annual Conference, producing and distributing "The Historian" newsletter annually, and participation in Jurisdictional and General Conference convocations and training events.

Expertise desired in Board/Agency membership: An interest in historical work and study is needed; a willingness to attend meetings and work for our Conference is needed; past experience with historical projects is beneficial.

Regular meeting schedule: Thursdays or Fridays (August, October, January)

Current Chair: Carl Bengel, PO Box 446, Morning Sun, IA 52640-0446 319-868-4120 (wk); ckbengel@umc777.org

C9. Commission on Equitable Compensation

The Commission on Equitable Compensation shall consist of ten persons. It is recommended that membership include two laymen, two laywomen, one youth, one young adult and five clergy. A member of the CFA may serve as a consultant.

Primary Task: To recommend conference standards for pastoral support; administer funds to be used in base compensation supplementation; and provide counsel and advisory material on pastoral support to district superintendents and committees on pastor-parish relations.

Expertise desired in Board/Agency membership:

- Understanding of the mission of the Conference
- Understanding of the salary requirements of the Conference

Regular meeting schedule: Tuesdays in February or March & September. Three additional conference phone call meetings, typically at 10:00 a.m.

Current Chair: Brad McDowell, 480 6th St SE, Primghar 51245 712-957-8770 bjbemcd4@tcaexpress.net

C10. Annual Conference Session Planning Committee

Membership:

(1) Eight at-large members nominated by the District Nominations Committees, plus one youth (CCYM chair), and one young adult elected by the Annual Conference. (See Journal for additional information on Organization and Function)

Primary Task: To plan and facilitate the Annual Conference session.

Expertise desired in Agency membership: Creativity, follow-through, knowledge of what occurs at the Annual Conference session

Regular meeting schedule: Four meetings per year: Jan, April, June or July, Sept or Oct, alternating between weekdays & Saturdays.

Current Chair: Bishop Laurie Haller, Conference Center, 515-974-8902

Contact person: Bill Poland, Assistant to the Bishop, Conference Center 515-974-8903

C11. Annual Conference Human Resources Committee

Membership: The membership shall include:

One member from each district and up to four (4) at-large members whose nominations shall be coordinated by the Conference Nominations Coordinating Committee through the district nominations committees and elected by the annual conference. In the selection of these persons, consideration shall be given to expertise in personnel related issues and policies.

Officers of the Annual Conference Human Resources Committee shall be the chair, vice-chair and secretary, all to be elected from the membership of the committee.

The Commission on Ministry with Persons with Disabilities, the Commission on Religion and Race and the Commission on Status and Role of Women shall each appoint one representative to be resource persons for this committee. These resource persons may be called upon as necessary to lend the committee their expertise, but these resource persons will have no vote.

(See the 2016 Journal, pg 326 for additional information on membership and function.)

Primary Task:

- Function as an advisory committee to the Director of Human Resources in the development, review and implementation of policies affecting conference staff at all levels and in assisting with strategic planning for the HR Department
- Create and nurture a spirit of unity among all employees.
- Advise and assist the Director of Human Resources in the development of policy pertaining to conference employment, recruitment and hiring, compensation, performance management, and training and development.
- Provide an employment policy handbook for all conference employees, and review, recommend and approve updates to the policy handbook on a regular basis.

Expertise desired in agency membership:

Some of the following experience is preferred in the membership of the HR Committee:

- Human Resources experience
- Management or supervisory experience
- Benefits administration experience

Regular meeting schedule: quarterly, usually on a Saturday; occasional workgroup meeting during the week

Current Chair: Linda Shoop, 2823 White Oak Dr, Ames 50010 515-292-3619 lshoop808@msn.com

C12. Committee on the Episcopacy

The committee will have 15 members, including the Conference lay leader, Iowa's representatives on the Jurisdictional Episcopacy Committee, one youth and one young adult nominated by the Nominations Coordinating Committee, and three members named by the bishop. The additional members will be nominated by districts according to the matrix provided by the Conference Nominations Coordinating Committee and elected by the annual conference, immediately following General Conference, for a term of four years, as specified by the *Book of Discipline*.

In addition to the lay and clergy members of the jurisdictional committee on episcopacy, who shall be ex-officio members with vote, it is recommended that the committee consist of the following: one-third laywomen, one-third laymen, and one-third clergypersons, provided that one layperson shall be the conference lay leader. Special attention shall be given to the inclusion of racial and ethnic persons, youth, young adults, older adults, and people with disabilities. No member of the staff of the annual conference or any of its agencies, nor an immediate family member of such staff, shall serve as a member of the committee except that a member of the jurisdictional committee on episcopacy or the conference lay leader shall not be disqualified from membership as a result of this provision.

The functions of the conference committee on episcopacy shall be:

- a) To support the bishop of the area in the oversight of the spiritual and temporal affairs of the Church...*
- b) To be available to the bishop for counsel.*
- c) To assist in the determination of the episcopal needs of the area and to make recommendations to appropriate bodies.*
- d) To keep the bishop advised concerning conditions within the area as they affect relationships between the bishop and the people of the conference agencies.*
- e) To interpret to the people of the area and to conference agencies the nature and function of the episcopal office.*
- f) To engage in annual consultation and appraisal of the balance of the bishop's relationship and responsibilities to the area and annual conferences, the jurisdiction, general Church boards and agencies, and other areas of specialized ministry, including, at all levels, concern for the inclusiveness of the Church and its ministry with respect to sex, race, and national origin, and understanding and implementation of the consultation process in appointment-making.*
- g) To report needs for episcopal leadership to the jurisdictional committee on episcopacy through the duly elected conference members of that committee.*

Expertise desired in Board/Agency membership: Persons in touch with needs of Annual Conference. Wide range of ages needed.

Regular meeting schedule: Saturdays face-to-face or phone; weekdays via phone (dependent on Bishop's schedule)

This committee meets on average four times per year for consultation with the Bishop – June/July, September/October, January/February, April/May – with adjustments due to church year calendar, special circumstances, and the availability of both the committee members and the Bishop.

Current Chair: Brenda Hobson, 1036 7th St, Nevada 50201-1907 515-382-3341 Hobster58@gmail.com

C13. Committee on Pastoral Care and Counseling

The committee shall have primary responsibility for the programs and functions of the Director of Pastoral Care and Counseling of the Iowa Annual Conference. The committee shall be composed of six members elected for four-year terms in two classes, and one youth, and one young adult.

Primary Task: Oversight of the Office of Pastoral Care and Counseling, functioning somewhat like an SPRC. Committee makes decisions on building lease, office space, etc.

Regular meeting schedule: Saturdays in Des Moines, 2 to 3 times a year

Current Chair: Kirk Manchester, 12 Elmwood Dr, Mapleton 51034 712-882-1298cell -712-840-1835
kirkmanchester@netins.net

C15. Conference Nominations Coordinating Committee 13 members

a. Membership.

(1) Shall consist of one person from each district, nominated by the district nominations committee and elected at the district conferences, and one representative each from the Commission on Ministry with Persons with Disabilities, the Commission on Religion and Race and the Commission on Status and Role of Women, one youth, and one young adult. The chair shall be elected from within the committee.

(2) There shall be an Executive Secretary of the Conference Nominations Coordinating Committee... The executive secretary shall not be a voting member of the Conference Nominations Coordinating Committee.

(3) No current member of the Conference Nominations Coordinating Committee may be nominated for any Annual Conference agency or position for which the committee has coordinating responsibility until one year has elapsed since the person left the membership of the committee. If the person is completing his or her sixteenth consecutive year on two or more Conference agencies, four years must then elapse before this person is eligible for membership on any Conference agency.

(4) No members of the same family shall serve concurrently as members of the Conference Nominations Coordinating Committee. No person or immediate family member of a person employed as a staff member of the Annual Conference or in any capacity by an agency of the Annual Conference, nor any person holding membership on any conference agency shall be eligible for membership on the Nominations Coordinating Committee. If a member of the committee is appointed to the superintendency or the position of Administrative Assistant, Conference Treasurer/Director of Administrative Services or Director of the Conference Council on Ministries, he/she shall cease being a member of the committee. See 2009 Journal pp. 389-392 for functions of the Committee.

Expertise desired in Board/Agency membership: Persons who know the leadership potential within their District; nominating committee members should be leaders in their own district who know people across the district.

Regular meeting schedule: Saturday in Sept or Oct, e-mail, phone calls, & during Annual Conference

Co-Chairs: Erica Shannon Stueve, 8590 143rd Ave, Indianola 50125 cell 712-579-5701 erica.l.shannon@gmail.com
Fred Lewis, 516 Kellogg Ave, Ames 50010 515-232-2750/2635 fred@fumcomes.org

C16. Conference Resolutions Committee 9 members

a. Membership: shall consist of nine members including at least one clergy and one laity from churches under 200 members, one youth, and one young adult.

Functions: (see Annual Conference Journal)

- Receive all resolutions submitted to the Annual Conference in the form specified by the Conference Resolutions Committee.
- Review and study each resolution to determine compliance with Conference Resolutions policy and procedures....
- Submit the resolutions in proper form to the editor of the *Pre-Conference Manual*....
- Instruct the editor of the Pre-Conference Manual to coordinate related program items and resolutions in the manual and in assignment to the Legislative Committees so that they are presented and debated sequentially.
- Promote and interpret the resolution process at all levels of the Annual Conference.
- Be responsible for the content of a biennial Book of Resolutions to be published by the Journal Publication Committee in conjunction with the *Iowa Annual Conference Journal*.
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Primary Task: To examine all resolutions before they appear on the annual conference floor.

Expertise desired in Board/Agency membership: Members should have a working knowledge of the Social Principles and the United Methodist Discipline, or a desire to learn about those documents; a willingness to read and discuss resolutions as needed.

Regular meeting schedule: Early January and as needed by conference call or e-mail. Committee members are members of Annual Conference

Current Co-Chairs:

Olivia (Ollie) Pleggenkuhle, 21942 210th St. Hawkeye 52147-8208 563-380-3374 dnopleg@netins.net
Rose Marie Calderon-Khan, 847-791-6558 Rosecalderon504@gmail.com

C17. Committee on Rules of Order

(1) The membership shall consist of nine members including one youth, one young adult, and one ethnic minority, if possible.

Primary Task: To revise the Rules of Order for the Conference with appropriate word usage, (gender sensitivity, inclusiveness, etc.), careful phrasing, good grammar, and less chance to misinterpret. Rules of Order changes, clarification, or new items are accepted from individuals, groups, agencies, task forces, local churches, etc. These are reviewed to make certain that proposals are not in conflict with the Discipline or other parts of the Rules of Order and then included in the pre-conference manual for Annual Conference action.

Expertise desired in Board/Agency membership: Knowledge of the Rules of Order and a willingness to be a part of this necessary process. Members are expected to attend Annual Conference.

Regular meeting schedule: One meeting per year, in March. Other meetings as needed; conference phone calls

Current Chair: Brian Oliver, 1201 Oswego St, Tama, IA 52339; 563-219-5499(*cell*) 641-484-2204 (*wk*); 641-484-4685 (*hm*); pastorbko@gmail.com