

**ANNUAL CONFERENCE** - Annual conferences are the normative Free Methodist organization at the regional level that provides for reasonable spans of care for ministers and congregations, as well as the structure for effective kingdom expansion. Each annual conference in the Free Methodist Church shall be a member of a general conference. (Excerpt Book of Disciple 2019, para 200A)

**BOARD OF ADMINISTRATION (BOA)** – General Conference Level

Organization:

A. The Board of Administration shall meet immediately at the close of the General Conference to organize itself by electing a chair, vice chair and the Nominating Committee, from its membership. The incoming Board of Bishops will nominate the chair and vice-chair of the Board of Administration.

B. A Nominating Committee of not less than six persons, including two bishops and consisting of equal lay and clergy representation shall be elected by the Board of Administration to subsequently nominate the members and chairs of the committees and task forces of the Board. In the selection process, sensitivity to regional, ethnic and gender diversity should be demonstrated.

C. The Nominating Committee shall nominate a person who is not a member of the Board of Administration to serve as secretary of the General Conference. This person shall also serve as the secretary of the Board. The Board shall elect the secretary, who shall serve with voice but no vote, unless his/her vote is needed to establish lay-clergy balance.

D. It shall be the secretary’s duty to make a full report of the proceedings of the Board of Administration to the General Conference.

E. The Board of Administration may employ a general church secretary as a denominational executive who shall then assume all the responsibilities and authority of the secretary of the General Conference and other duties as may be assigned by the Board.

F. Termination of membership in the Free Methodist Church shall automatically terminate membership on the Board of Administration.

G. No General Conference officer other than the bishops and the secretary may be a member of the Board of Administration.

H. The Board shall assign its work to committees and boards as it shall determine and may elect an Executive Committee. The Board may determine the rules and regulations for the conduct of its business.

**BOARD OF ADMINISTRATION (BOA)** –Regional Level

The Board of Administration (BOA) acts as the executive committee of the conference in the interim between annual conferences. The BOA is responsible for administration, church planting/revitalization, assisting at-risk churches, supporting fruitful ministries and all the duties as described in the Free Methodist of the Book of Discipline. (Book of Discipline, Para 5200)

1. The Board of Administration shall oversee all church property (Book of Discipline Para 6400).
2. The Board of Administration shall have the power to establish the time and place for the meeting of the Annual Conference. It shall make appropriate arrangements for the Annual Conference.
3. Offices of the BOA and executive team are comprised of: Chair (Conference Superintendent), vice chair, secretary, & assistant Superintendent.
4. BOA Composition: 6 ministerial & 6 lay people making up 3 classes on staged 3-year terms.
5. Members may serve 2 successive 3 year terms, then may serve again after at least 1 year off the board

F. Financial Reporting

1. The Nominating Committee will nominate and the Annual Conference will elect an auditor to annually review the financial records of the Conference. The auditor will make an annual report in writing to the Board of Administration with recommendations, if any.

2. The proper officers shall publish in the Yearbook annually full and detailed statements of the assets, liabilities, net worth and financial standing of the General Church and its corporations.

**CONFERENCE FINANCE TASK FORCE**– Regional Level

The role of the Conference Finance Task Force is to prepare the budget for action and submit it to the BOA for review. Once the BOA ratifies a budget it will then go to Annual Conference for a vote and approval. Conference Finance Task force is created by Conference BOA and reports directly to the BOA.

**MINISTERIAL EDUCATION & GUIDANCE BOARD (MEG)** – Regional Level

The MEG is responsible for guiding, training, ordaining, supporting, disciplining & appointing pastors and all the duties as described in the Free Methodist of the Book of Discipline.

1. Officers of the board- Chair, Vice Chair, secretary, Superintendent & assistant Superintendent.
2. The chair is elected by the MEG (unless area Bishop is present, who would then serve as chair)
3. Composition: 6 ministerial & 6 lay people
4. Members may serve 2 successive 3 year terms, then may serve again after at least 1 year off the board.

**MINISTERIAL APPOINTMENTS COMMITTEE (MAC)-** Regional Level

The MAC is responsible to appoint and monitor the progress of lead and staff pastors to the churches of the Harvest Conference and to perform all the duties as described in the Free Methodist of the Book of Discipline.

1. The composition of the committee shall be the area bishop who serves as chair, the superintendent as vice chair, the assistant superintendent, an additional elder and three lay persons.
2. The additional elder and the three lay persons shall be members from the MEG Board.
3. Members may serve 2 successive 3 year terms, then may serve again after at least 1 year off the board.

**NOMINATING COMMITTEE** – Regional Level

1. Each annual conference will have a standing Nominating Committee approved by the annual conference of not less than six members, giving consideration to equal representation of ministerial and lay members.
2. Nominating Committee members are nominated by the BOA.
3. The Nominating Committee is responsible for recruiting gifted & spiritual pastors and lay persons for the conference BOA, MEG, General Conference and all the duties as described in the Free Methodist of the Book of Discipline.
4. Officers of the board- Chair (Conference Superintendent), Vice Chair, secretary, & assistant Superintendent.
5. Composition: 4 ministerial & 4 lay people
6. Members may serve 2 successive 3-year terms, then may serve again after at least 1 year off the board.

**ELECTRONIC VOTING -** Regional Level

Votes of Conference boards and committees may be taken between scheduled meetings by electronic means. Electronic voting must include a voting option to delay the vote until the next scheduled or added in person meeting. If two or more board or committee members request waiting until the next in person meeting, the electronic vote will be suspended.