

UNITED METHODISTS

OF GREATER NEW JERSEY

1 Policy Recommendations from Council on Finance and Administration

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3 *The Book of Discipline ¶ 608.4; 610.1b; 612.1; 612.5 a)(4) gives CFA the ability to issue fiscal policies to include the*
4 *following.*

5 **Bank Accounts**

6 No GNJ staff person may open a bank account for any aspect of ministry within GNJ without the approval of the
7 council on finance and administration. All GNJ ministry related bank accounts overseen, supervised, influenced
8 or managed by a GNJ staff person will be audited by a CFA approved auditor.

9 Any group of GNJ clergy together or with laity who desire to open and/or manage a bank account that is not part
10 of a congregation's ministry shall seek the district superintendent's approval and when a superintendent is
11 involved, the bishop's approval. When there is a request to open a bank account, the district superintendent
12 shall notify the cabinet and the GNJ treasurer.

13 **Grants, Loans and Bequests**

14 The conference treasurer and district superintendent are to receive prompt notification from the pastor or
15 appropriate church official, within 30 days of the receipt of any external (non-conference) grants, loans and
16 bequests received by a region, district or congregation. The treasurer, superintendent and connectional
17 ministries director will be sent copies of all documents and terms of these external grants.

18 Only the Director of connectional ministries in consultation with the grants committee can amend any of the
19 terms or conditions of the local church grants. Specifically, only the director of connectional ministries can
20 authorize to change the recipient and/or manager of local church grants.

21 **Complaints and Just Resolutions**

22 Any resolution of a supervisory or misconduct matter involving a GNJ clergy person or GNJ official that has
23 financial implications shall be reviewed by the council on finance and administration and any resolutions that
24 presently or in the future may require GNJ to provide financial payments or settlement shall be approved by the
25 council on finance and administration.

26 **GNJ Emails, Documents, Files, Computers, Tablets and Phones**

27 All electronic documents, files and emails for GNJ staff including district superintendents' computers, tablets and
28 phones are the property of the conference. As such, these electronic materials are to remain intact, never to be
29 deleted from the conference server without the approval of the Bishop, treasurer and appropriate district
30 superintendent. When a staff person or district superintendent completes employment or an appointment with
31 GNJ, computers, tablets and phones are not to be erased clean but turned in with their documents.

32 **Falsifying Information on GNJ Documents or Legal Documents**

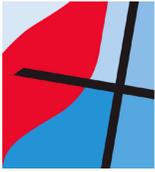
33 No district superintendent, GNJ staff member, committee, clergy person, lay leader or local church is to falsify
34 any information on documents.

35 *The Book of Discipline ¶ 420 gives the Cabinet the ability to set policies to include the following.*

36 **Clergy Gifts**

37 Any GNJ clergy person or family member who receives a gift of \$1000 or more in cash, property or goods, or
38 \$2500 or more over a 10 year period of time, from a current or former member or attendee of a congregation to
39 which he or she is or has been appointed shall report the amount of the gift to the SPRC chairperson and the
40 district superintendent, who will inform the cabinet of the gifts. The cabinet will follow up as appropriate.

41 Any congregation that considers giving a cash, property, or other type of gift from their budget or reserves in the
42 amount of \$2500 or more shall report to the district superintendent their intention to determine if a special
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charge conference should be held to treat such a gift as income based on IRS guidelines. Congregations may receive an offering for a clergy person as a special gift in honor of their retirement and provide the clergy person with one check in the amount that was received from individuals.

Complaints and Just Resolutions

The general nature of all complaints filed against clergy will be shared with the chairperson of the Board of Ordained Ministry along with the disposition of the complaint, including any just resolution. The chairperson of the board will inquire yearly of the bishop the progress on just resolutions until a resolution has been fulfilled.

The cabinet shall maintain a log of all complaints and resolutions of the complaint and the dean of the cabinet shall share with a new dean of the cabinet a log of all complaints and just resolutions with the status of those complaints and just resolutions. Further the dean of the cabinet will share with a new bishop a log of complaints and just resolutions and status of those complaints and just resolutions.

Outgoing bishops are strongly urged to share with their successor each complaint handled during her/his tenure and the status of those complaints and just resolutions.

Cabinet Documents

Superintendents are not to share cabinet documents or confidential clergy information with other clergy or laity unless approved by the cabinet. Any clergy person or lay person who receives cabinet documents that are not released by the cabinet or bishop or documents that contain information about another clergy person from any superintendent or GNJ staff member shall notify the bishop immediately.

GNJ Appointments and Assignments

Any clergy person or congregation who believes they are not appropriately represented by their district superintendent or asked to do things by their district superintendent that seem inappropriate, is to contact the bishop immediately.

No district superintendent or GNJ staff member may unilaterally assign her/himself as the representative for the conference to GNJ or outside entities unless assigned by The Book of Discipline, or the bishop or elected by the cabinet or elected by the annual conference.