

Discipline Information Related to CFA

The Conference Council on Finance and Administration

¶ 611. In each annual conference there shall be a conference council on finance and administration, hereinafter called the council, or other structure to provide for the functions of this ministry and maintain the connectional relationships (¶ 610.1).

¶ 612. The council's purpose, membership, organization, and relationships shall be as follows:

1. Purpose—The purpose of the council shall be to develop, maintain, and administer a comprehensive and coordinated plan of fiscal and administrative policies, procedures, and management services for the annual conference.

2. Membership—
a) Each annual conference shall elect, at its session next succeeding the General Conference or jurisdictional conference, a conference council on finance and administration, or other structure to provide for the functions of this ministry. It is recommended that it be composed of not less than five nor more than twenty-one members; it is recommended that there be at least one layperson more than clergy included on the voting membership of the council.⁴⁹ Persons shall be nominated for membership in a manner determined by the conference in accordance with ¶ 610.5. It is recommended that churches of less than two hundred members be represented on the conference council on finance and administration. The term of office shall begin with the adjournment of the annual conference session at which they are elected and shall be for a period of four years and until their successors are elected.

b) No member or employee of any conference agency and no employee, trustee, or director of any agency or institution participating in the funds of any conference budget shall be eligible for voting membership on the council.⁵⁰ Any vacancy shall be filled by action of the council until the next conference session, at which time the annual conference shall fill the vacancy.

c) The following shall be ex officio members of the council in addition to the number set by the annual conference under ¶ 612.2a:

(1) the conference treasurer/director of administrative services, without vote; (2) any members of the General Council on Finance and Administration who reside within the bounds of the conference, with vote unless voting membership is in conflict with another provision of the Book of Discipline, in which case their membership shall be without vote; in either case, they shall not be eligible to serve on an agency receiving funding; (3) the presiding bishop, without vote;

(4) a district superintendent chosen by the cabinet, without vote; and

(5) the director of connectional ministries or equivalent, or another representative of the conference council on ministries, without vote.

d) The executive director of the conference or area United Methodist foundation may be included in the membership, without vote.

3. Officers—The council shall elect from its voting membership a president, a vice president, a secretary, and such other officers as it may deem necessary. Consideration shall be given to inclusiveness (§§ 124, 139). The conference treasurer/director of administrative services (§ 615.4) shall be the treasurer of the council. The treasurer/director of administrative services shall not be eligible for voting membership on the council and shall not be eligible for election to any of those offices that are to be filled by voting members of the council.

4. No member of the council shall vote on or take part in deliberations on significant matters directly or indirectly affecting her or his business, income, or employment, or the business, income, or employment of his or her immediate family.

5. Organization—a) Whether the conference chooses to organize the council as provided in § 612 or to assign its functions to another structure as authorized in § 611, the restrictions set forth in § 612.2b, .4 shall apply to the members of any conference structure that has responsibility for the following functions:

- (1) Preparing annual conference budgets or other funding recommendations.
- (2) Nominating the annual conference treasurer/director of administrative services or other officer having the functions described in § 619.
- (3) Having authority and supervision over the work of the conference treasurer/director of administrative services.
- (4) Having fiscal oversight responsibilities, such as are described in §§ 613.5 through 613.11, and 616-618, for annual conference funds.

b) The council may establish committees and task forces and define their duties and authority as it deems necessary for fulfilling its purpose and responsibilities.

c) The annual conference may enact bylaws governing meetings, quorum, and other matters of procedure for the council, or it may authorize the council to enact such bylaws; in any event, such bylaws shall not be in conflict with the Book of Discipline.

d) If deemed necessary for the fulfillment of its functions and if so authorized by the annual conference, the council may be incorporated.

6. Amenability—The council shall be amenable and report directly to the annual conference.⁵¹

7. Relationships—a) The council and the annual conference council on ministries shall cooperate in the development of the conference benevolences budget (§ 614.3).

b) In the interest of developing and implementing coordinated annual conference policies in the areas of fiscal management and administrative services, the council shall serve in a liaison role among conference agencies with responsibilities in these areas. It shall be authorized to convene representatives of annual conference administrative and clergy support agencies for the purpose of consulting on matters of mutual concern, such as the coordination of fiscal management, fundraising activities, and administrative services in the annual conference.

¶ 613. Responsibilities—The council shall have authority and responsibility to perform the following functions:

1. To recommend to the annual conference for its action and determination budgets of anticipated income and proposed expenditures for all funds that provide for annual conference clergy support, annual conference administrative expenses, and annual conference benevolence and program causes (¶ 614).⁵²
2. To receive, consider, report, and make recommendations to the annual conference regarding the following prior to final decision by the annual conference: (a) any proposal to raise capital funds for any purpose; (b) funding considerations related to any proposal that may come before the conference; (c) any requests to conduct a special conference-wide financial appeal, whether by special collections, campaigns, or otherwise in the local churches of the conference.
3. To recommend to the annual conference for its action and decision the methods or formulas by which apportionments to churches, charges, or districts for duly authorized general, jurisdictional, conference, and district funds shall be determined (¶ 615.4).⁵³
4. To consult and cooperate with the commission on communication in providing district superintendents, pastors, and appropriate officers of the local churches and charge conferences with interpretive aids or other materials to assist in gaining understanding and support of the conference budget and other approved conference causes. This shall include the theology and discipline of financial giving.
5. To develop policies governing the investment of conference funds (except for pension funds as provided in ¶ 1508), whether in debt or equity, short-term or long-term instruments, with the aim of maximizing funds available for mission in a manner consistent with the preservation of capital, the Policies Relative to Socially Responsible Investments (¶ 716), and the Social Principles of the Church. A statement of such policies shall be printed in the conference journal at least once in each quadrennium.
6. To recommend to the annual conference procedures for funding local churches, including the theology of financial giving.
7. To assist local churches in making their church buildings, facilities, and programs accessible.
8. To recommend to the annual conference for its action procedures for dealing responsibly with situations in which budgeted funds, as approved by the annual conference, are inadequate to meet emerging missional needs or unforeseen circumstances.⁵⁴
9. To review at least quarterly and to account to the annual conference for the disbursement of funds in accordance with budgets approved by the conference.
10. To recommend to the annual conference for its action and determination the conditions under which it may borrow funds for current expense purposes and the maximum amount of such borrowing.

11. To have authority and supervision over the conference treasurer/director of administrative services subject to ¶ 619; to establish policies governing the treasurer/director's work.
12. To work in cooperation with other annual conference agencies for the design and implementation of a plan by which the annual conference may designate the conference treasury as a central treasury for funds designated for any or all conference agencies participating in conference funds.
13. To establish uniform and equitable policies and practices in the employment and compensation of personnel, in consultation and cooperation with other conference agencies that employ staff, unless the annual conference has designated another agency to carry this responsibility. These policies and practices shall be in accordance with the Social Principles (¶ 162 A, E, F, and I). In addition, the council shall recommend that the annual conference provide, effective on and after January 1, 2006, 100 percent vested pension benefits of at least three percent of compensation for lay personnel of the annual conference who work at least 1040 hours per year, are at least 21 years of age, and have at least one year of permanent service. The annual conference shall have authority to provide such pension benefits through either a denominational pension program administered by the General Board of Pension and Health Benefits or another pension program administered by another pension provider.
14. To cooperate with the General Council on Finance and Administration and with the General Board of Discipleship in promoting and standardizing the financial recording and reporting system in the local churches of the conference.
15. In cooperation with the General Council on Finance and Administration, related annual conference agencies and institutions, and local churches, to make recommendations to the annual conference regarding the development, promotion, and review of a broad general program of insurance protection, except for employee benefit programs.
16. To cooperate with the General Council on Finance and Administration in order to provide leadership, training, and encouragement in the areas of church business administration for individuals and organizations of The United Methodist Church by: (1) distributing information regarding certification as a church business administrator; and (2) listing in the council's report to the annual conference the names of persons certified as church business administrators by the General Council on Finance and Administration who are employed within the bounds of the annual conference.
17. To make recommendations to the annual conference for its action and determination regarding plans to initiate or cause to be organized a foundation or similar organization for the purpose of securing, conserving, or expending funds for the direct or indirect benefit or support of the annual conference, or of any conference agency, or any of its programs or work. The council shall have opportunity to make its recommendations regarding such plans if the foundation or similar organization is: (1) proposed to be organized by the annual conference itself, whether acting alone or in concert with other annual conferences; (2) proposed to be organized by any conference council, board, commission, committee, or other agency; (3) to

make use of the name United Methodist in its title or solicitation; or (4) proposed for the purpose of soliciting gifts primarily from the United Methodist constituency.

18. To perform such other administrative and fiscal functions and services as the annual conference may assign.

19. To ensure that no apportioned conference funds are expended for the use of alcoholic beverages.

20. To ensure that no annual conference board, agency, committee, commission, or council shall give United Methodist funds to any gay caucus or group, or otherwise use such funds to promote the acceptance of homosexuality or violate the expressed commitment of the UMC “not to reject or condemn lesbian and gay members and friends” (§ 161.F). The council shall have the right to stop such expenditures. This restriction shall not limit the Church’s ministry in response to the HIV epidemic, nor shall it preclude funding for dialogs or educational events where the Church’s official position is fairly and equally represented.

¶ 614. Budgets—The council shall recommend to the annual conference for its action and determination budgets of anticipated income and proposed expenditures for all funds to be apportioned to the churches, charges, or districts.⁵⁵

Prior to each regular session of the annual conference, the council shall make a diligent and detailed study of the needs of all the conference agencies and causes asking to be included in the budget of any conference fund. The chairperson of each conference agency, or other duly authorized representative, shall have opportunity to represent the claims of that agency before the council.

1. Clergy Support Budgets—a) It shall be the duty of the council, unless otherwise provided, to estimate the total amount necessary to furnish a sufficient and equitable support for the district superintendents of the conference, including base compensation, travel, staff, office, and housing. The council shall report specific recommendations to the annual conference for conference action (§ 423.2, 668.4a).⁵⁶

b) The council shall report to the annual conference at each session the percentage approved by the General Conference as the basis for the Episcopal Fund apportionment to the annual conference and shall include in its recommended clergy support budget the amount determined by the treasurer of the General Council on Finance and Administration as necessary to meet this apportionment.

c) Based on recommendations from the episcopal residence committee (§ 638.4), the council shall recommend the amount to

be raised as the annual conference share of the cost of the bishop’s housing.

d) After consultation with the conference board of pensions, the council shall report to the annual conference the amounts computed by that agency as necessary to meet the needs for pensions and benefit programs of the conference. Such amounts need not be derived solely from apportionments.

e) It shall recommend to the annual conference an amount determined in consultation with the commission on equitable compensation to be used for compliance with the approved schedule of

equitable base compensation for pastors (§ 625.3).

f) It shall recommend to the annual conference estimates of the amounts needed for any other programs of clergy support the conference may adopt, such as a Sustentation Fund (§ 626) or provision for the moving expenses of pastors.

2. Administration Budget—**a)** The council shall recommend to the annual conference estimates of the amounts needed for administrative expenses of the conference, including its own expenses and those of the conference treasurer's office. It shall consult with the conference agencies and officers to be included in the administrative budget regarding the estimated budgets of their expenses and base its conference administration budget recommendations on information thus received.

b) It shall include in its estimates recommendations regarding the conference's share of an area expense fund, if any, and apportionments for administration properly made by the jurisdictional conference and the General Conference (§ 811.4).

3. Conference Benevolences Budget—**a)** In preparing the conference benevolences budget, the council, working together with the conference council on ministries or alternative structure as provided in § 614.3b, shall make diligent effort to secure full information regarding all conference benevolence and service causes that none may be neglected, jeopardized, or excluded. Basing its judgment of needs upon the information secured, the council shall recommend to the annual conference for its action and determination the total amount to be apportioned for the conference benevolences budget. After receiving the recommendations of the conference council on ministries or alternative structure, the council shall also recommend the amount or the percentage of the total of the conference benevolences budget that shall be allocated to each cause included in the said budget. Such recommendations should reflect agreement with the conference council on ministries or alternative structure on program agency allocations as specified below.⁵⁷

b) The council on finance and administration and the annual conference council on ministries shall work together to establish and follow a procedure that shall preserve the following principles:

(1) It is the responsibility of the conference council on finance and administration to establish the total amount to be recommended to the annual conference as the conference benevolences budget and, within that amount, the total sum to be recommended for distribution among the conference program agencies. It is likewise the responsibility of the council to study the budget requests for any agencies or causes to be included in the conference benevolences budget other than the conference program agencies, including the requests of the conference council on ministries, and to give the chairpersons or other authorized representatives of such agencies and causes opportunity to represent their claims before the council.⁵⁸

(2) It is the responsibility of the conference council on ministries to study the budget requests of the conference program agencies and to recommend to the conference council on finance and administration amounts to be allocated from the conference benevolences budget to each such agency, within the total established by the conference council on finance and administration.⁵⁹

(3) It is the responsibility of the conference council on finance and administration to present the conference benevolences budget recommendations to the annual conference. The recommended

allocations to conference program agencies should reflect agreement between the council and the conference council on ministries or alternative structure.⁶⁰

c) The term conference benevolences shall include those conference allocations and expenditures directly associated with the program, mission, and benevolent causes of annual conference program agencies and institutions. Annual conference program agencies and institutions shall be defined as those agencies with responsibilities parallel to those of the program-related general agencies (§ 703) and institutions whose work is within the field of responsibility of one or more of those agencies. Administrative expenses that are directly related to the program, mission, and benevolent causes of conference program agencies, including the expenses of the conference council on ministries or alternative structure, may also be included in the conference benevolences budget. The term conference benevolences shall not include allocations and expenditures for other conference agencies and officers whose work is primarily administrative. It shall likewise not include annual conference clergy support funds as set forth in §§ 620-628, allocations and expenditures of conference agencies responsible for administering clergy support funds, or apportionments made to the annual conference by the general or jurisdictional conferences.

d) The council, on receiving from the treasurer of the General Council on Finance and Administration a statement of the amount apportioned that annual conference for World Service, may recommend that the conference combine the total World Service apportionment, without reduction for the quadrennium, and the approved conference benevolences budget (§ 614.3a). If combined the sum of these two amounts shall be known as World Service and Conference Benevolences, and the combined budget thus established shall include a statement of the percentage for World Service and the percentage for conference benevolences.⁶¹ (See also § 619.1a(2).)

4. Other Apportioned Causes—The council shall include in its budget recommendations specific amounts recommended for all other funds properly apportioned to the annual conference for the support of duly authorized general or other connectional funds. The budget recommendations shall likewise include any other amounts to be apportioned to the districts, charges, or churches by the annual conference for conference or district causes of any kind.

5. Special Appeals—
a) No annual conference agency or interest, including any related agency or institution such as a school, college, university, hospital, home, housing project, or other service institution, shall make a special conference-wide appeal to the local churches for funds without the approval of the annual conference upon recommendation of the council, except in case of an extreme emergency, when such approval may be given by a two-thirds vote of the district superintendents and of the council, acting jointly. Neither shall special conference-wide appeals to local churches for funds be made by such boards, interests, agencies, or institutions that are not related to the annual conference in which the appeal is to be made, unless approval for such an appeal is granted by the annual conference upon recommendation of the council. The annual conference approvals specified in this paragraph shall not be required for special churchwide financial appeals that have been approved under the provisions of § 818, for solicitations that have been approved under the provisions of § 812.3, or for any other general fund promotion or

appeal authorized by the General Conference or approved and conducted under other provisions of the Book of Discipline.

b) When application is made to the council for the privilege of a special conference-wide financial appeal, whether by special collections, campaigns, or otherwise, the council shall investigate the application and its possible relation to other obligations of the conference and in the light of the facts make recommendations to the conference for its action and determination. If application for privilege of a special appeal is made directly to the conference, the application shall be referred to the council before final action is taken.

c) The council may include in its budget recommendations to the annual conference amounts to be considered as goals for special appeals or other nonapportioned causes.

6. The council shall make its budget recommendations to the annual conference in a format based on guidelines suggested by the General Council on Finance and Administration.

¶ 615. Apportionments—When a change to the apportionment formula or method is proposed, the council should provide for a study of the proposed change's effects. After its study, which may include resources supplied by the General Council on Finance and Administration, the council shall recommend such formula or method to the annual conference for its action and determination which shall include the approved budgeted amounts for clergy support, administration, World Service, Conference Benevolences, and other apportioned causes ([¶ 614.1-4](#)), the sum of which shall be apportioned to the districts, churches, or charges of the conference.⁶²

1. The council, on receiving from the General Council on Finance and Administration a statement of the amount apportioned to the annual conference for the several general funds authorized by the General Conference, shall apportion the same to the several districts, charges, or churches by whatever method the conference may direct, but without reduction.

2. The council shall recommend to the annual conference for its action and determination whether the apportionments referred to in this paragraph shall be made by the council to the districts only or to the churches or charges of the conference. If the apportionments are made to the districts only, then the distribution to the churches or charges of each district shall be made as provided in [¶ 614.3](#). The conference may order that the district superintendents make the entire distribution to all the churches or charges of the conference.

3. Should the annual conference make the apportionments to the districts only, the distribution to the churches or charges of each district shall be made by its district board of stewards, composed of the district superintendent as chairperson and the district stewards elected by the several charge conferences ([¶ 247.14](#)). In that case, the board, meeting on call of the district superintendent as soon as practicable after the adjournment of the annual conference, shall make the distribution to the churches or charges of the district using such methods as it may determine, unless the annual conference shall have determined the method of distribution to the churches or charges.

4. If the council recommends an apportioned fund that combines two or more general apportioned funds with one another, or that combines one or more general apportioned funds with funds other than a general apportioned fund, the recommendation and consequent annual conference actions shall include: (1) a statement of the amount of each general fund apportionment included in the combined fund, and (2) a statement of the percentage of the combined fund total that corresponds to each general fund apportionment.

5. If an annual conference establishes an apportioned fund that combines funds subject to proportional payment under ¶ 622 with funds not subject to proportional payment, it shall establish procedures to ensure that the proportional payment provisions of ¶ 622 are observed.

6. If an annual conference establishes an apportioned fund that combines support for several distinct causes, it shall make available to local churches information identifying the causes supported by the fund.

¶ 616. Depository—The council shall be responsible for designating a depository or depositories for conference funds.

¶ 617. Auditing—The council shall have the following authority and responsibility with respect to the auditing of the financial records of the conference and its agencies:

1. To have the accounts of the conference treasurer for the preceding fiscal year audited by a certified public accountant within 150 days after the close of the conference fiscal year and to receive, review, and report such audit to the annual conference.⁶³

As a part of the audit, the accountant shall confer with the presiding bishop of the annual conference and the president of the council.

2. To require and review at least annually audited reports, in such detail as it may direct, from all conference agencies and from all agencies, institutions, and organizations receiving any financial support from conference funds or from any authorized conference-wide appeal.

3. To require and review at least annually, in such detail as it may direct, compiled or audited reports of all funds received or administered by districts or district agencies, including funds held or administered by treasurers or officers other than the conference treasurer. Based on its review of such audits, the council may make such recommendations to the annual conference as it deems appropriate.

4. The council may establish an audit review committee to review all of the reports and audits required by ¶ 617.1, .2. If the council chooses to establish such a committee, at least half of its members should be persons who are not members of the council and who are chosen for their expertise in areas related to the work of the committee. Consideration shall be given to inclusiveness (¶¶ 124, 139) in the selection of persons to serve on the committee.

¶ 618. Bonding—The council shall have the following authority and responsibility with respect to the bonding of conference and conference agency officers and staff whose responsibilities include the custody or handling of conference funds or other negotiable assets:

1. The council shall provide for the fidelity bonding of the conference treasurer and other staff under its authority and supervision in amounts it judges to be adequate.

2. In the case of those agencies, institutions, and organizations for which the conference treasurer does not serve as treasurer, the council shall have authority to require fidelity bonding of their treasurers in such amounts as it deems adequate and to withhold payment of the allocation of any such agency, institution, or organization until evidence of the required bonding has been submitted.

3. The council may provide, or require any conference agency to provide, directors' and officers' liability insurance in amounts it judges to be adequate.

4. The council shall require compliance with the policies established as provided by this paragraph and shall report annually to the annual conference on such compliance.

¶ 619. Conference Treasurer/Director of Administrative Services—Each annual conference, on nomination of its council on finance and administration, shall at the first session of the conference after the quadrennial session of the General Conference or jurisdictional conference, or at such other times as a vacancy exists, elect a conference treasurer or conference treasurer/director of administrative services.⁶⁴ The treasurer or treasurer/director shall serve for the

quadrennium or until a successor shall be elected and qualify. If a vacancy should occur during the quadrennium, the council shall fill the vacancy until the next session of the annual conference. After consultation with the bishop in charge, the council may remove the treasurer or treasurer/director from office for cause and fill the vacancy until the next session of the conference. The treasurer/director shall be directly amenable to the council. The treasurer/director may sit with the council and its committees at all sessions and have the privilege of voice but not vote.

1. As conference treasurer, this officer shall have the following functions:

a) The conference treasurer shall receive and disburse, in accordance with the actions of the annual conference and the provisions of the Book of Discipline, remittances from local church treasurers for all duly authorized general, jurisdictional, annual conference, and district causes.⁶⁵

(1) Local church treasurers shall remit monthly to the conference treasurer all amounts contributed in each local church for:

(a) the World Service Fund and the Conference Benevolences fund, whether apportioned separately or as one combined fund; (b) all other funds authorized by the General Conference and apportioned to the annual conferences by the General Council on Finance and Administration; (c) all other jurisdictional, annual conference, and district funds or causes apportioned in accordance with ¶ 615, unless otherwise directed by the annual conference; (d) special Sunday offerings (¶ 262); (e) special appeals (¶¶ 614.5, 818); (f) Advance Special Gifts (¶ 821); (g) World Service Special Gifts (¶ 819); (h) Youth Service Fund (¶ 1208); and (i) all other general, jurisdictional, annual conference, and district funds not otherwise directed.

(2) The World Service Fund and the Conference Benevolences Fund—(a) If apportioned as one combined fund, the treasurer shall each month divide the total amount received from local churches for World Service and Conference Benevolences, setting aside the proper amount for World Service and the proper amount for conference benevolences, according to the ratio of each established by the annual conference in the total World Service and Conference Benevolences budget (¶ 614.3c).

(b) Whether apportioned separately or as one combined fund, the treasurer shall, from the share received for conference benevolences, credit monthly the accounts of the several agencies or causes included in the conference benevolences budget or make monthly remittances to the treasurers of such agencies or causes according to the rightful share and proportion of each (§ 614.3a) or according to a payment schedule approved by the conference council on finance and administration, which shall provide that the total allocated to each agency or cause during the year shall be equal to the rightful share and proportion of each.

(c) Whether apportioned separately or as one combined fund, the treasurer shall remit each month to the treasurer of the General Council on Finance and Administration the total share received during the month for World Service. When the share so designated for World Service during a year exceeds the amount apportioned to the annual conference, the entire share contributed for World Service shall be remitted in regular order to the treasurer of the General Council on Finance and Administration before the end of the fiscal year.⁶⁶

(d) If an annual conference establishes an apportioned fund which combines two or more general funds with one another, or which combines one or more general church funds with funds other than general church funds, the conference treasurer shall allocate to the general church funds amounts at least equal to the percentage of receipts set under § 614.3-.5. Amounts so allocated shall be remitted at least monthly to the treasurer of the General Council on Finance and Administration.

(3) The treasurer shall, as far as practicable, remit monthly to the several district superintendents the amount due each of them (§ 614.1a).

(4) The treasurer shall likewise credit or remit each month all funds received and payable for other jurisdictional, annual conference, and district causes in accordance with budgets adopted by the annual conference.

(5) The conference treasurer shall remit each month to the treasurer of the General Council on Finance and Administration the amounts received during the month for the General Administration Fund, the Episcopal Fund, the Interdenominational Cooperation Fund, the Black College Fund, the Ministerial Education Fund, World Service Special Gifts, Advance Special Gifts, general Church special Sunday offerings (§ 262), special churchwide appeals (§ 818), and all other general causes not otherwise directed.

b) The conference treasurer may serve as treasurer for any or all agencies served by a conference central treasury (§ 613.11). The treasurer shall enter the proper credits to each at the end of each month's business. Disbursements from funds allocated to any conference agency shall be made only on proper order from the agency.⁶⁷

c) The treasurer shall prepare at regular intervals such financial statements and reports as may be required for the bishop in charge, the district superintendents, the annual conference, the council, the agencies served by the conference central treasury and its officers, and the treasurer of the General Council on Finance and Administration.

(1) The treasurer shall make each month a full report of all general funds handled to the treasurer

of the General Council on Finance and Administration and to the presiding bishop of the conference.

(2) The treasurer shall prepare annually a report of all receipts, disbursements, and balances of all funds under his or her direction, which report shall be printed in the conference journal.

d) The treasurer may be authorized by the council to invest funds in accordance with policies and procedures established by the council (§ 613.5). A listing of securities held shall be printed annually in the conference journal.

e) The treasurer shall provide counsel and guidance to local church business administrators, treasurers, financial secretaries, and committees on finance in the development of standardized financial recording and reporting systems (§ 613.13).

f) The treasurer shall perform such other staff services as the council may require in the fulfillment of its functions and responsibilities.

2. As director of administrative services, this officer may have responsibility in one or more of the following areas: office management; payroll and personnel services; the provision of administrative services for annual conference officers and agencies; property management with respect to property owned by the annual conference or any of its agencies; and such other responsibilities of an administrative nature as the council, by mutual agreement with other annual conference officers and agencies, may assign. The director shall be present when the cabinet considers matters relating to conference administration related to the conference treasurer's or conference treasurer/director of administrative services' responsibilities, and other matters as the cabinet and director may determine. The director shall not be present during the cabinet discussions on matters related to the making of appointments.

3. The council shall have authority and supervision over the director and shall, after consultation with those annual conference officers and agencies for whom the director might be expected to perform services, define his or her specific responsibilities and do regular evaluation.