

1 **GUIDELINES FOR SERVING AS A DELEGATE FROM WESTERN PENNSYLVANIA**  
2 **CONFERENCE TO GENERAL AND JURISDICTIONAL CONFERENCES**  
3

4 Election as a delegate to General and Jurisdictional Conference is both an honor and a  
5 responsibility. It is an honor because colleagues in ministry (both clergy and lay) have discerned in the  
6 delegates the gifts and graces needed to serve The United Methodist Church by helping it address a wide  
7 variety of issues which will affect the future of the denomination around the world. It is a responsibility  
8 because delegates have committed themselves to serve in positions of leadership throughout the  
9 quadrennium. Throughout this quadrennium there will be times for conferences, meetings, dialogue and  
10 debate and also times of prayer, discernment and study.

11 These guidelines outline the process from nomination, through election, to the fulfillment of the  
12 delegate's commitment and the delegation's responsibility. This document includes information to assist  
13 potential delegates as they discern whether to offer themselves, their gifts, their time and their service. The  
14 guidelines will also help those who will be nominating and electing delegates as they discern who they  
15 believe is called to serve in this capacity.

16 **NOMINATION PROCESS**

17 In the process of discerning whether to become a nominee, it will be important to make a commitment to  
18 all of the expectations of a delegate described later in this document. In the process of discerning whom to  
19 nominate, it will be important to consider all the responsibilities expected of those elected.

20  
21 In the Conference Rules, there are three ways to be nominated to serve as a lay delegate to General and  
22 Jurisdictional Conference.  
23  
24

25 • Nomination from the floor of Annual Conference (year prior to election)

26 In June 2014 any member of Annual Conference may make nominations from within the Bar of the  
27 Conference. Lay members will nominate laity. Clergy members in full connection will nominate clergy  
28 during the Clergy Session.  
29

30 • Nomination by Petition

31 In 2014, any lay person has the opportunity to be nominated by petition. A lay member must obtain the  
32 names and signatures of 25 laity. Each individual will forward the completed petition to the  
33 Conference Secretary by January 1, 2015 for inclusion with the biographical statements from the  
34 GC2016 Nominee Information Sheets in the Pre-Conference Journal 2015.

35 The names of those with completed petitions received by the Conference Secretary by May 1, 2015  
36 will be included with the list of names of those with biographical statements in the Pre-Conference  
37 Journal. However, petitions completed after January 1, 2015 will not include the biographical  
38 statements in the Pre-Conference Journal. An exception to the January 1, 2015 deadline is made for  
39 youth and young adult nominations to be lay delegates to General/Jurisdictional Conference. The  
40 Conference Council on Youth Ministry and the Conference Council of Young Adult Ministry may  
41 make nominations of lay delegates and submit those nominations along with the appropriate Personal  
42 Data Sheets by April 1, 2015.  
43

44 • Nomination by Write-In

45 In 2015, during the election process at Annual Conference, any lay person has the opportunity to be  
46 nominated as a "write-in" additional nomination on the first ballot.  
47 No biographical statements will be included.  
48

49 **Timeline Summary**

|                     |  |
|---------------------|--|
| 50 April 1, 2014    | GC2016 Nominee Information Sheet Posted on Conference Website      |
| 51 June 5-8, 2014   | Annual Conference  |
| 52 January 1, 2015  | GC2016 Nominee Information Sheet to Conference Secretary           |
| 53 April 1, 2015    | Post Biographical Statements for Pre-Conference Journal on Website |
| 54 May 1, 2015      | Last date for petitions to be received for listing of name         |
| 55 June 1, 2015     | Pre-Conference Journal mailed                                      |
| 56 June 11-14, 2015 | Election of Jurisdictional and General Conference delegates        |

1 **PERSONAL DATA SHEET**

2 Laity receiving the nomination by the Conference **or** by petition and clergy, (all nominees) will download  
3 the GC2016 Nominee Information Sheet. Go to [www.wpaumc.org](http://www.wpaumc.org) for a copy of the file *Personal Data*  
4 *Sheet.doc*. Space is provided for a statement of 150 words or less and a digital photo. The forms must be  
5 emailed as an attachment by January 1, 2015 for inclusion in the Pre-Conference Journal.  
6

7 The Conference Secretary shall assemble the information from the personal data sheets with the nominees  
8 listed in alphabetical order and a photo of the nominee. The nominee will have opportunity to review and  
9 approve the edited statements. The edited and approved personal data sheets will be published and  
10 distributed to all members of the Annual Conference in the Pre-Conference Journal. (Conference Rules  
11 2.3.10.1.1 and 2.3.10.2.1)  
12

13 **ELECTION PROCESS**

- 14 • All delegates to General and Jurisdictional Conference will be elected at the Annual Conference  
15 session preceding the General Conference. Lay members will elect lay delegates; clergy members will  
16 elect clergy members.  
17 • On the first ballot, all individuals receiving votes will have their names and number of votes reported  
18 in the plenary session. On subsequent ballots, only those individuals receiving 25 or more votes will be  
19 added to the report.  
20 • Nominees are elected when they receive a majority vote on the valid ballots cast.  
21 • When the balloting for General Conference delegates is completed, voting continues with the voting  
22 for Jurisdictional Conference.  
23

24 **CONSIDERATIONS FOR NOMINATION AND ELECTION**

- 25 • Laity: Lay delegates shall be elected by lay members of the annual conference without regard to age,  
26 provided nominees have been professing members of The United Methodist Church for at least two  
27 years, active participants for four years and are members of the annual conference electing them at the  
28 time of holding the General and Jurisdictional Conferences. (*Book of Discipline, 2012*, ¶36)  
29 • Clergy: Clergy delegates shall be elected by the ordained ministerial members in full connection.  
30 (*Book of Discipline, 2012*, ¶35)  
31 • Annual Conference standards affirm that the people elected as delegates should evidence a strong  
32 understanding of faith and should show a clear sense of openness to discerning the work of the Holy  
33 Spirit in the church. (Conference Rule 2.3.10.3)  
34 • Throughout the nomination and election processes, care needs to be given to elect a delegation which  
35 reflects the church's inclusive nature with regard to giftedness, theological diversity, race, ethnicity,  
36 age, gender and disability.  
37 • General qualities considered to be important in delegates:  
38 ○ a commitment to be a prayerful and reflective participant in the delegation and the Conferences to  
39 which the person has been elected  
40 ○ an ability to consider and seek discernment on a wide variety of issues and concerns facing The  
41 United Methodist Church  
42 ○ a willingness to understand and respect a variety of perspectives regarding issues and concerns,  
43 including those which may differ from the positions held by the delegate  
44 ○ an openness to discern God's leading when the best decision for The United Methodist Church as  
45 a whole may not be the most favorable direction for the delegate's annual conference  
46 ○ a willingness to discern when to vote according to one's personal conscience and when to cast a  
47 vote consistent with one's constituency  
48 ○ an understanding of the mission, polity and Areas of Focus of The United Methodist Church  
49 ○ active participation in local church, district and conference activities  
50 ○ a commitment to the connectional nature of The United Methodist Church  
51 ○ a willingness to commit the time necessary to prepare for General and Jurisdictional Conferences  
52 by reading hundreds of pages of pre-conference materials, and  
53 ○ an ability to attend and participate fully in the very challenging schedules of General and  
54 Jurisdictional Conferences. At times, General Conference can include 14-hour days over a two-  
55 week period; Jurisdictional Conference could include 20 hour days over a one- week period.

1                   **KEY INFORMATION FOR GENERAL AND JURISDICTIONAL DELEGATES**

- 2     • Attendance
- 3         ○ **A delegate is expected to attend and participate in the Conference(s) to which the delegate**
- 4         **has been elected.** General Conference is held in April and/or May; Jurisdictional Conference is
- 5         held in July. General Conference delegates are expected to attend both; this may require additional
- 6         vacation time and/or time away from family.
- 7         ○ If a nominee is unable to make the necessary time commitment, the nominee should withdraw and
- 8         allow other nominees who can make the needed time commitment the opportunity to serve. This is
- 9         an important consideration as the members of Annual Conference discern the make up of the
- 10         delegation.
- 11         ○ If a delegate becomes aware of a situation which will interfere with attendance at either General
- 12         Conference or Jurisdictional Conference, the chairperson of the delegation should be notified as
- 13         soon as the problem is known so that arrangements can be made for an alternate to fill the
- 14         vacancy.
- 15         ○ During General Conference or Jurisdictional Conference, if absence from plenary or committee
- 16         sessions is necessary, the chair of the delegation is to be notified so that an alternate can be seated.
- 17
- 18     • Selection of Legislative Sections/Seating
- 19         ○ Seating at General Conference is by order of election.
- 20         ○ General Conference Legislative Sections are selected by General Conference delegates in the
- 21         order of election. If the delegation has more delegates than the number of Legislative Committees,
- 22         then the delegation must ensure that at least one delegate has selected each Committee. The
- 23         selection of the Legislative Sections is finalized at the first meeting of the delegation which is held
- 24         before delegates leave Annual Conference.
- 25
- 26     • Registration/Expenditures
- 27         ○ A few months before General Conference, General Conference delegates receive a packet from the
- 28         Commission on the General Conference which describes hotels, travel, the daily per diem, etc.
- 29         Each delegate is expected to make travel and housing arrangements using the forms in the packet
- 30         and through the travel service(s) designated by the Commission on the General Conference.
- 31         ○ Each delegate and the first lay and clergy reserves to General Conference will receive a per diem
- 32         which is determined by the Commission on the General Conference. The per diem may not cover
- 33         all expenses (i.e. if the delegate chooses not to have a roommate, gives to special offerings, and
- 34         participates in any gifts presented to the Bishop at the delegation dinner).
- 35         ○ Expenses for the delegates and first and second reserves to Jurisdictional Conference are covered
- 36         by the Jurisdiction
- 37         ○ If the Annual Conference chooses to send lay and clergy second reserves to General Conference
- 38         and/or decides to send more than two reserves to Jurisdictional Conference, their expenses are
- 39         paid by the Annual Conference at the per diem and travel rates.
- 40     • Materials
- 41         ○ General Conference materials are usually received two to three months before General
- 42         Conference. These books of hundreds of pages include a directory of delegates, a delegation
- 43         seating chart, General Conference Rules of Procedure, the Convention Center layout, the reports
- 44         and plans of various general church agencies, financial reports and legislation. The legislation
- 45         includes petitions from across the denomination to change the Constitution and the *Book of*
- 46         *Discipline* and proposed resolutions for the *Book of Resolutions*. These materials need to be read
- 47         with a spirit of discernment to broaden the delegate's understanding and participation in legislative
- 48         discussion and cast informed votes.
- 49         ○ Jurisdictional Conference materials are typically received two to three weeks before Jurisdictional
- 50         Conference. This mailing includes biographical information regarding the episcopal candidate(s)
- 51         nominated by annual conferences and approved caucus groups, reports from Jurisdictional
- 52         agencies, legislation, and financial reports. Since the Jurisdictional Nominating Committee meets
- 53         just before the Conference convenes, the report of that group will be distributed at Jurisdictional
- 54         Conference.
- 55
- 56

- 1 • Delegation Organization/Roles
- 2 ○ Leadership: Typically, the delegation elects a chairperson, a vice chairperson and a secretary.
- 3 These three individuals typically become the leadership committee of the delegation. The
- 4 chairperson and vice chairperson alternate quadrennium-by-quadrennium between lay and clergy.
- 5 ○ Meetings
- 6 ▪ Generally, the delegation conducts its organizational meeting at the seat of Annual
- 7 Conference after all delegates have been elected. This usually falls after the last plenary
- 8 session. At the organizational meeting, the leadership is elected, the two members of the
- 9 Jurisdictional Episcopacy Committee are elected, the first meeting date is selected and the
- 10 General Conference delegates finalize their legislative committee choices.
- 11 ▪ Expectations are that the delegation meets a minimum of four times prior to General
- 12 Conference and occasionally meets an additional time prior to Jurisdictional Conference
- 13 ▪ The meeting schedule usually takes the following form:
- 14 ➤ June - Organizational meeting at the seat of Annual Conference
- 15 ➤ Fall - Organize working committees. Delegates should be prepared to serve on one
- 16 of the working committees
- 17 ➤ Winter - Select Episcopal candidate(s) for Annual Conference
- 18 ➤ Spring - Review General Conference legislation
- 19 ▪ Daily meetings of the delegation take place at General Conference and Jurisdictional
- 20 Conference.
- 21 ○ Roles
- 22 ▪ In Western Pennsylvania, the delegation plays a key role in the Episcopal nomination process.
- 23 The delegation determines the process it will use to solicit possible episcopal candidates from
- 24 across the Annual Conference and to select the candidate(s) who will be passed to Annual
- 25 Conference in June 2016. Annual Conference receives the name(s) from the delegation, can
- 26 receive additional names from the floor and then votes on the candidates. Those who receive
- 27 votes on at least 50% of the valid ballots cast will be considered nominees to the
- 28 Jurisdictional Conference in July 2016.
- 29 ▪ The delegation also has a key role in guiding the process of identifying candidates for general
- 30 and jurisdictional agencies to the jurisdictional pool which the Jurisdictional Nominating
- 31 Committee uses to nominate individuals to serve on various agencies.
- 32 ▪ The delegation is elected for the quadrennium. It is the responsibility of the delegation to
- 33 interpret the actions of the General and Jurisdictional Conferences to our Annual Conference
- 34 ▪ Members of the delegation are expected to provide legislative section leadership at Annual
- 35 Conference throughout the quadrennium.
- 36 ▪ Any questions regarding how this set of guidelines applies inquiry should be referred to one
- 37 of the members of the Western Pennsylvania delegation to the 2012 General and
- 38 Jurisdictional Conferences. The names of the delegates can be found in the 2013 Conference
- 39 Journal, page 354.
- 40

41 ***Nomination Process for Delegates to General Conference 2016***  
 42 ***And Jurisdictional Conference 2016***

43  
 44 Our 2014 Session of Annual Conference is at Grove City College on June 5-8. One of the agenda items will  
 45 involve the election process of clergy and lay delegates to serve at the General Conference held on May 10-  
 46 May 21, 2016 in Portland, Oregon and Jurisdictional Conference held in July 2016 in Lancaster,  
 47 Pennsylvania. We will be electing 6 clergy & 6 laity to General Conference and an additional 6 clergy & 6  
 48 laity to serve, along with the General Conference delegates, to Jurisdictional Conference.

49  
 50 According to our *2012 United Methodist Book of Discipline* any lay person who has been a professing  
 51 member of a United Methodist Church for at least two years preceding their election (or since June 2013)  
 52 and has been an active participant in the UMC for at least four years preceding his/her election (or since  
 53 June 2011) and is a member within the Western Pennsylvania Annual Conference may be elected to serve  
 54 at General and/or Jurisdictional Conference (Article V, *2012 Discipline*, page 35).  
 55

1 Any ordained ministerial member in full connection in the Annual Conference may be elected to serve at  
2 General and/or Jurisdictional Conference (Article IV, *2012 Discipline*, page 34).

#### 3 4 Conference Secretary Responsibilities

- 5 ○ Prepare a clergy ballot in another color with names of all eligible clergy
- 6 ○ Have extra copies of the *Guidelines for Serving as Delegate.pdf* available
- 7 ○ Offer copies of the GC2016 Nominee Information Sheet for nominees from the floor

#### 8 9 Responsibilities of the District Conference

10 Place time on the agenda of the District Conference to explain the Quadrennial Election Process,  
11 including recommendation that formal nominations will be made only at annual conference. Explain that  
12 since the “may” language in the Conference Rules is permissive and not mandatory to ensure consistency  
13 in the process that all nominations should be taken at annual conference.

- 14 • District Conference may discuss the *Guidelines for Serving as Delegate.pdf*
  - 15 ▪ qualities needed to be an effective delegate
  - 16 ▪ responsibilities
  - 17 ▪ spiritual discernment
  - 18 ▪ the need for diversity of race, gender, age, disability is important
- 19 • Publicly note: All official information about nominees will be posted at [www.wpaumc.org](http://www.wpaumc.org).
- 20 • Pre-conference voting solicitations are inappropriate.

21 The quadrennial process of electing delegates to represent the Western Pennsylvania Conference at the  
22 General Conference of The United Methodist Church is a holy time. Through an intentional season of  
23 prayerful discernment, the Annual Conference seeks to elect the most representative and inclusive  
24 delegation possible. Therefore, it is not appropriate to “campaign” for or against any nominee/candidate in  
25 any manner; including, but not limited to, the generation and/or circulation of “anonymous” letters  
26 endorsing or opposing a particular candidate or slate of candidates. Such efforts only serve to undermine  
27 our process and violate a spirit of “holy conferencing.” Through corporate prayer, individual soul searching  
28 and discovery a delegation can be elected that represents the wide scope and diversity of the Western  
29 Pennsylvania Conference.

#### 30 31 GUIDELINES FOR LOCAL CHURCHES/CHARGES

- 32 • Responsibilities for the local church/charge prior to Annual Conference
  - 33 • The local Pastor and Local Lay Leader/Lay Member of Annual Conference should distribute  
34 the *Guidelines for Serving as Delegate.pdf* to qualified individuals from the congregation  
35 who:
    - 36 ○ Have been professing members with the UMC for at least two (2) years prior to  
37 election (or since 2013)
    - 38 ○ Have been active participants in a UMC for at least four (4) years (or since 2011)
    - 39 ○ Are local church members within Western Pennsylvania Annual Conference
  - 40 • Forward all notices to individuals attending the Annual Conference
  - 41 • Send prepared representatives to the Annual Conference
  - 42 • Encourage Clergy and Lay Members of Annual Conference to read and discern information in  
43 the pre-conference booklet and online prepared about the nominees
  - 44 • Pray for the elections

#### 45 46 GUIDELINES FOR INDIVIDUAL NOMINEES (LAY and CLERGY)

- 47 • Responsibilities for an individual nominee
  - 48 • Read and discern the *Guidelines for Serving as Delegate.pdf*. Go to [www.wpaumc.org](http://www.wpaumc.org) for a  
49 copy of the file.
  - 50 • Interested and qualified individuals ought to complete a GC2016 Nominee Information Sheet  
51 available at [www.wpaumc.org](http://www.wpaumc.org). Submit to the Conference Secretary by January 1, 2015.
  - 52 • Anyone interested in offering themselves in service for consideration as delegate to General  
53 or Jurisdictional Conference has three options

- 1                   ○ Have a member of annual conference (clergy nominate clergy and laity nominate
- 2                   laity) put forward your name from the bar of the conference during the scheduled
- 3                   nomination process.
- 4                   ○ If you are a member of annual conference, you may offer your own name in
- 5                   consideration for nomination during the scheduled nomination process.
- 6                   ○ Laity may submit a petition with twenty-five signatures to the Conference Secretary
- 7                   by May 1, 2015.

8

9     • Responsibilities for an individual nominee at the Annual Conference

- 10           • Open nominations will be taken from the floor. All nominees must be aware of the *Guidelines*
- 11           for *Serving as Delegate.pdf* and be willing to commit to the requirements
- 12           • Individuals making nominations must first check with the individual they want to nominate to
- 13           find out preferred contact information and their willingness to enter into consideration.
- 14           • At the scheduled opportunity (during Clergy Session for Clergy and most likely Thursday
- 15           afternoon for Laity), individuals may come to the designated microphone to present a name
- 16           for nomination. Once recognized by the Bishop, state the name of the nominee and provide
- 17           written contact information to the page collecting the paper work.
- 18           • At the scheduled time, self nomination is permissible. Both nominees from the floor as well as
- 19           nominees who have petitions with twenty-five (25) names should complete a GC2016
- 20           Nominee Information Sheet and may be asked to share with the Conference.
- 21           • GC2016 Nominee Information Sheet must be sent to the Conference Secretary. Go to
- 22           www.wpaumc.org for a copy of the file *Personal Data Sheet.doc*.
- 23           • Conference on Youth Ministry and the Conference Council of Young Adult Ministry may
- 24           make nominations of lay delegates and submit those nominations along with the appropriate
- 25           GC2016 Nominee Information Sheets to the Conference Secretary no later than April 1st of
- 26           the year of the election.

27

28     • Responsibilities of the individual nominee following the Conference

- 29           • Prepare for any informational exchanges that may be scheduled by requests. Complete the
- 30           GC2016 Nominee Information Sheet by January 1, 2015.
- 31           • Individuals not nominated by the Conference may be nominated by petition
- 32           ○ Gather 25 signatures supporting your nomination. Laity must collect 25 form Laity.
- 33           ○ Complete the GC2016 Nominee Information Sheet
- 34           ○ Send the above Sheet and signatures to the Conference Secretary by May 1, 2015.
- 35           • All official information about nominees will be posted at www.wpaumc.org.
- 36           • Pre-conference voting solicitations are inappropriate.

37 The quadrennial process of electing delegates to represent the Western Pennsylvania Conference at the

38 General Conference of The United Methodist Church is a holy time. Through an intentional season of

39 prayerful discernment, the Annual Conference seeks to elect the most representative and inclusive

40 delegation possible. Therefore, it is not appropriate to “campaign” for or against any nominee/candidate in

41 any manner; including, but not limited to, the generation and/or circulation of “anonymous” letters

42 endorsing or opposing a particular candidate or slate of candidates. Such efforts only serve to undermine

43 our process and violate a spirit of “holy conferencing.” Through corporate prayer, individual soul searching

44 and discovery a delegation can be elected that represents the wide scope and diversity of the Western

45 Pennsylvania Conference.

46

1 *Directions for Completing the 2016 General Conference Nominee Form*

2  
3 Download a form from the Conference Website [www.wpaumc.org](http://www.wpaumc.org)

4 Complete the form using a simple 10 pt font.

5 Arial works well. The goal is to have all the information remain on one page.

6 A complete description of the spiritual gifts is below.

- 7 • Please read the descriptions and check only those gifts that have been identified. We all have traits of  
8 the various gifts. The ones that should be checked are the dominant, God-given gifts.  
9 • The actual identification/screening device is in Pat Brown's book, *SpiritGifts*, by Abington Press. The  
10 book is available at Cokesbury or perhaps someone in your church has a copy.

11  
12 *To get the word count:*

- 13 • *Highlight the section you want to check.*  
14 • *Under Tools or Review, click on word count. It will tell you how many words you have used.*  
15 • *The questions in the narrative section equals 64 words. The combined total of all three sections is*  
16 *limited to 150 words; you may use less than 150; forms with additional words will be cut off at word*  
17 *150.*

18  
19 *To insert a picture in the picture block:*

- 20 • *Take a picture with a digital camera\*\**  
21 • *Save it to your picture file on your computer ( remember the directory & name)*  
22 • *Go to the form and click the picture block to activate*  
23 • *Go to Insert on menu; select Picture*  
24 • *Select From file*  
25 • *Open file where you stored the picture*  
26 • *Find name and click on it*  
27 • *Size the picture to fit the box using the corner tabs to fit in the box*  
28 • *Save*  
29 • *To "sign" your form: Please put your name on the form...change fonts if you like!*  
30 • *Save your document with your last name in the title.*

31 *Email your form to the Conference Secretary before January 1, 2015.*

32  
33 *\*\*You may want to make the photo into just a headshot. Use your photo shop program to crop the picture*  
34 *so that mostly your head shows. You may want to scan an existing picture into a jpg file. If you have*  
35 *trouble doing any of this, ask any teenager in your church to help you☺ They can do it with their eyes*  
36 *closed and are often most helpful to those of us who are technologically challenged!*

37  
38 **DEFINITIONS OF SPIRITUAL GIFTS**

39 *Patricia D. Brown, SpiritGifts, Abingdon Press, Nashville, 1996. pp. 37-41 participant's book*

40  
41 **Gifts of Word**

42 *Apostleship*

43 The gift of apostleship does not mean that you are to become like one of the original twelve apostles. Instead let's look  
44 specifically to the example of Paul, who was also named an apostle. He was a missionary to the church. As a missionary  
45 apostle he was **called out by God and sent to a specific people**. He was able to **cross cultural boundaries** to reach  
46 people for Jesus Christ and **form new Christian communities**.

47  
48 *Prophecy*

49 This gift does not imply that you should get a nine-hundred number and set up your own psychic hot line or go buy a pack  
50 of tarot cards! The word prophet means "forth-teller." Think of a prophet as one who can **know past history, see present**  
51 **occurrences, and then understand the bigger picture. A prophet is called to instruct, warn, correct, and forecast**  
52 **the end result.**

53  
54 *Evangelism*

55 Get off your soapbox and put away your bullhorn! Think of people, both introverts and extroverts, shy and outgoing, who  
56 can **communicate the gospel message through word and deed**. Are you able to share the good news of Jesus Christ  
57 in ways so that people can see, hear, and accept it? Then you may have the gift of evangelism.

1 *Pastoring*

2 This gift is also referred to as shepherding, but don't go buy a herd of sheep. Instead, pull out your **abilities to be a**  
3 **spiritual guide, to sustain people on their journeys, and to work with those who are at difference places on the**  
4 **discipleship road.**

5  
6 *Teaching*

7 You don't need a college degree to have the gift of teaching. And just because you are capable of teaching doesn't mean  
8 you automatically have the gift. Spiritual teachers have the **ability to clearly explain and effectively apply the truth of**  
9 **Jesus Christ.** Remember, people watch teachers more than others to see if their lifestyles are consistent with their  
10 lessons.

11  
12 *Encouragement*

13 The word used in the Bible is *exhortation*, but a more understanding term for us is the word *encouragement*. **Do you**  
14 **come alongside persons to help? Do you work with the lesser able and undergird people to use and do their very**  
15 **best?** This is not a "fix it" person but one who "travels with" another.

16  
17 *Knowledge*

18 Having the fit of knowledge is not being the champion on the popular TV show *Jeopardy* or a winner at *Trivial Pursuit*.  
19 Instead it is **a supernatural ability to stretch beyond the facts and figures to search, make sense of, and bring**  
20 **together the teachings of God for people's lives.**

21  
22 *Wisdom*

23 Wisdom means putting what you know to work in your daily life and helping others to do the same. It is **being in tune**  
24 **with the heart of God** and then living that way. A person with the gift of wisdom weighs all the circumstances in complex  
25 situations to find the deeper truth.

26  
27 **Gifts of Deed**

28 *Assisting*

29 This gift should carry a warning: "This is not the business of the things we think we *should* do." But if you are one who  
30 **assists and lends a helping hand in times of need**, this may be your gift. Do you feel called to give leadership in the  
31 distribution of supplies in a disaster area, do the legwork for a group project, or make needed deliveries? Then you may  
32 have this gift of assisting and helping others.

33  
34 *Giving*

35 Don't think that if you don't have this gift it means you can ignore the offering plate the next time it's passed! We all are  
36 commanded to give. We all have received so much from God that we can't help wanting to give in return. But those with  
37 the giving gift **give freely, with a special measure and delight to further God's work in the world.** You also don't have  
38 to be rich to have the gift. Remember the Bible story about the widow's mite [Mark 12:41-44]?

39  
40 *Leadership*

41 If you are controlling, domineering, and *need* to be a leader, this gift is not for you! Some Bible translations use the word  
42 *government* to name this gift. These gifted individuals are able to **share information and power.** They **enable those**  
43 **around them to realize and accomplish their goals.** They are good managers and administrators. These persons take  
44 leadership roles to equip the church, the Christian community, to work in ways that bring about *God's will*.

45  
46 *Compassion*

47 There are many of us who easily show emotion, but the **ability to empathize with others, stand in their shoes, and**  
48 **then act in ways that help them on their journey** is the essence of the gift of mercy and compassion.

49  
50 *Faith*

51 The Spirit-given **ability to daily see God's will, coupled with the confidence to do it**, is the gift of faith. It is living one  
52 day at a time even when life seems out of control. To live fully in faith is to live each day as best you can for who you are  
53 in that moment and to trust the rest to God.

54  
55 **Gifts of Sign**

56 *Discernment*

57 This is a special ability to **distinguish between truth and error, justice and injustice, what is authentic and genuine**  
58 **and what is phony.** You are able to "see through" people or circumstances to know what is real and what is an illusion,  
59 and you have the wisdom and courage to speak or reveal the truth.

60  
61 *Miracles*

62 Are you ready for a miracle? Those with this Spirit-given power are able to **act contrary to natural law or use natural**  
63 **law in extraordinary ways.** This gift is displayed when God's hand miraculously intervenes in your presence in  
64 extraordinary ways.

65  
66 *Healing*

67 This is the ability to allow God to work through you **as an instrument for the healing of illness and the restoration of**  
68 **persons' physical, mental, and spiritual health.** [Note of caution: The cure does not depend on the receiving person's  
69 faith or the healer's amount of faith.]



1 *Tongues*

2 The sign should read, "NOT FOR CHARISMATICS ONLY." The book of Acts in the New Testament records that on the  
3 Day of Pentecost, the tongues spoken were **different languages that normally would not have been spoken** by the  
4 people [Acts 2:6]. Other times tongues are understood **as verbal utterances that praise God but are not understood**  
5 **by human ears**. Whichever it is, it is a gift to be prized.

6  
7 *Interpretation*

8 Linguistics might be your bag! The gift of interpretation is **the ability to translate when a foreign language is uttered. In**  
9 **a time when we must cross all cultural and language boundaries, this is an invaluable gift.** In the case of ecstatic  
10 utterances, as when someone is speaking in tongue, the gift of interpretation can mean to **interpret the nonlinguistic**  
11 **sounds so that the message is understood.**

12  
13 **FOUR AREAS OF FOCUS**

14 Further information on the Four Areas of Focus may be found on the following web page:

15 <http://www.umc.org/how-we-serve/four-areas-of-focus>

16 **SOURCE DOCUMENTS**

17 *2012 Book of Discipline*

18  
19 ¶ 34. Article III.

20 The annual conference shall elect clergy and lay delegates to the General Conference and to its  
21 jurisdictional or central conference in the manner provided in this section, Articles IV and V. The persons  
22 first elected up to the number determined by the ratio for representation in the General Conference shall be  
23 representatives in that body. Additional delegates shall be elected to complete the number determined by  
24 the ratio for representation in the jurisdictional or central conference, who, together with those first elected  
25 as above, shall be delegates in the jurisdictional or central conference. The additional delegates to the  
26 jurisdictional or central conference shall in the order of their election be the reserve delegates to the  
27 General Conference. The annual conference shall also elect reserve clergy and lay delegates to the  
28 jurisdictional or central conference as it may deem desirable. These reserve clergy and lay delegates to the  
29 jurisdictional or central conferences may act as reserve delegates to the General Conference when it is  
30 evident that not enough reserve delegates are in attendance at the General Conference.

31 ¶ 35. Article IV.

32 The ordained ministerial delegates to the General Conference and to the jurisdictional or central conference  
33 shall be elected by and from the ordained ministerial members in full connection with the annual  
34 conference or provisional annual conference.

35 ¶ 36. Article V.

36 The lay delegates to the General and jurisdictional or central conferences shall be elected by the lay  
37 members of the annual conference or provisional annual conference without regard to age; provided such  
38 delegates shall have been professing members of The United Methodist Church for at least two years next  
39 preceding their election, and shall have been active participants in The United Methodist Church for at least  
40 four years next preceding their election, and are members thereof within the annual conference electing  
41 them at the time of holding the General and jurisdictional or central conferences.

42 *2013 WPA Official Journal*

43 **2.3.10.1 Nomination of Laity for General & Jurisdictional Conferences**

44 Nominations of Delegates shall be made at the Annual Conference *one* year prior to the year of election. In  
45 the year before election, lay members may nominate lay delegates at each district conference and from the  
46 Bar of the Conference. Only lay members may make nominations for lay delegates. An exception is made for  
47 youth and young adult nominations to be lay delegates to General/Jurisdictional Conference. The Conference  
48 Council on Youth Ministry and the Conference Council of Young Adult Ministry may make nominations of lay  
49 delegates and submit those nominations along with the appropriate Personal Data Sheets by a deadline set  
50 by the Conference Secretary which shall be no earlier than April 1st of the year of the election.

51 **2.3.10.1.1 WRITTEN PARAGRAPHS.** The Conference Secretary shall develop a Personal Data Sheet to request contact  
52 information and demographic data which the General Conference asks of all delegates, such as gender,  
53 race, birthdate, et cetera. This form will be made available to all nominees no later than November 1st of the  
54 year prior to the year of election, with the request that it be filled out and returned to the Conference  
55 Secretary no later than January 1st of the year of election.

56 In addition to the Personal Data Sheet each nominee shall be encouraged to provide the Conference  
57 Secretary with a written statement of not more than 150 words; if it is longer than 150 words, only the first

150 words will be printed. In addition to the nominee's name, this brief statement may include, but is not limited to, the following:

(1) A personal statement regarding the nominee's qualifications to serve as a delegate to General and/or Jurisdictional Conference including a description of the nominee's service within the United Methodist connection.

(2) Any other information considered important by the nominee - such as issues the church must address, a clear indication of the nominee's position on each of these issues.

Personal data information shall be assembled with the nominees listed in alphabetical order and a photo of the nominee. This information shall be distributed to all Annual Conference lay members after the nominee approves the completed and edited entry to be published with the *Pre-Conference Booklet*.

This information shall be distributed by the Conference Secretary in a timely manner.

2.3.10.1.2 Additional nominations may be made on written petition of any twenty-five (25) lay members of local United Methodist Churches of the Western Pennsylvania Annual Conference. These must be submitted to the Conference Secretary by May 1 in order for these names to be included among the list of nominees provided to the Annual Conference.

2.3.10.1.3 **ADDITIONAL NOMINATIONS.** At the session of the Annual Conference during which delegates will be elected, additional nominations can be made through write-ins on the first ballot.

#### 2.3.10. 2 **Nomination of Clergy for General & Jurisdictional Conferences**

All ordained ministerial members in full connection who are eligible for election to General & Jurisdictional Conferences (2012 *Book of Discipline* ¶35) are considered as nominees.

2.3.10.2.1 All clergy will be encouraged to submit a Personal Data Sheet to assist in the election process. The Conference Secretary shall develop a Personal Data Sheet to request contact information and demographic data which the General Conference asks of all delegates, such as gender, race, birthdate, et cetera. This form will be made available to all eligible clergy no later than November 1<sup>st</sup> of the year prior to the year of election, with the request that it be filled out and returned to the Conference Secretary no later than January 1<sup>st</sup> of the year of election.

In addition to the Personal Data Sheet each clergy submitting a Personal Data Sheet shall be encouraged to provide the Conference Secretary with a written statement of not more than 150 words; if it is longer than 150 words, only the first 150 words will be printed. In addition to the nominee's name, this brief statement that may include, but is not limited to, the following:

(1) A personal statement regarding the clergyperson's qualifications to serve as a delegate to General and/or Jurisdictional Conference including a description of the service in the United Methodist connection.

(2) Any other information considered important by the clergyperson - such as issues the church must address, a clear indication of the person's position on each of these issues.

Personal data information shall be assembled with the clergypersons listed in alphabetical order and a photo of the nominee. This information shall be distributed to all Annual Conference clergy members after the nominee approves the completed and edited entry to be published with the *Pre-Conference Booklet*.

This information shall be distributed by the Conference Secretary in a timely manner.

#### 2.3.10.3 **Election of General & Jurisdictional Conference Delegates** (2012 *Discipline* ¶34-36)

Delegates to the General Conference shall be elected at the session of the Annual Conference **held in the year preceding the session of the General Conference**. Election of both clergy and lay delegates shall be by open ballot without nominating speeches. Throughout the election process, care shall be given to select a slate of delegates who reflect our inclusive nature in regard to theological diversity, race, age, gender, and disability. Delegates should evidence a strong understanding of faith, and a clear sense of being open to the discernment of the Holy Spirit in the work of the church.

2.3.10.3.1 A member must vote for as many candidates as there are delegates then to be elected. A ballot will be considered invalid if it: a) contains more or fewer names than persons to be elected; b) contains names of persons already elected; c) contains names of persons ineligible to be elected. A majority of the valid votes cast shall elect, except when a larger number of members received such a majority than are then to be elected, in which case the person or persons with the highest vote shall be declared elected to the total number of places to be filled. A tie vote between two candidates when only one place remains in either General Conference or Jurisdictional slates shall be disregarded and another vote taken.

#### **Organization of General and Jurisdictional Conference Delegation**

2.3.10.4 The General and Jurisdictional Conference delegation shall meet prior to the adjournment of the Annual Conference session at which they were elected. The meeting shall be convened by the chairperson of the

1 previous delegation and the chairperson, vice-chairperson and secretary of the delegation shall be elected at  
2 that meeting and the delegation may take up such other business as it chooses.

3 2.3.10.5 Two alternate laity and two alternate clergy delegates shall attend the General and Jurisdictional Conferences. if  
4 their expenses are not borne by the General or Jurisdictional Conferences, their expenses in connection  
5 therewith will be reimbursed by the Annual Conference to the same extent as are the expenses of delegates.

6 2.3.10.6 Following the election of all General Conference delegates, the delegation shall caucus and nominate one lay  
7 person and one clergy person for election by the Jurisdictional Conference to the Jurisdictional committee on  
8 episcopacy. (2012 *Discipline* ¶ 524)

9 **Procedure for Episcopal Endorsement and Nomination**

10 2.3.10.7 The procedure for nomination by the Annual Conference of Episcopal candidates to the Jurisdictional Conference  
11 as permitted by ¶ 405 of the 2012 *Discipline* shall be as follows:

12 The Annual Conference's nominee(s) for the episcopacy shall be selected by ballot. The General and  
13 Jurisdictional Conference delegation shall have the privilege to place nominees before the Annual  
14 Conference. Others shall be considered nominees who receive votes on the first ballot. No other formal  
15 nominations shall be in order. The members of the Annual Conference shall have the right to vote in favor of  
16 one of these or to vote a blank ballot.

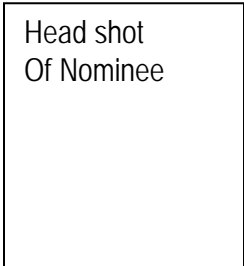
17 Upon any person being named on not less than 50% of the valid ballots cast, that person shall be considered  
18 to be an Episcopal nominee of the Annual Conference. Ballots will continue until: at least two ballots have  
19 been taken, there is a motion to discontinue balloting, or the third ballot has been taken and there has been  
20 no nomination. If no person has been named on 50% of the ballots cast on any of the first three ballots taken,  
21 then no person shall be considered to have been nominated by the Annual Conference. Only the person(s)  
22 selected in the foregoing manner shall be deemed the nominee(s) of the Western Pennsylvania Annual  
23 Conference, but this procedure shall not foreclose efforts by individuals or groups to encourage or promote  
24 the candidacy for the Episcopacy of other members of the conference.

25  
26  
27 Prepared by the 2011 Quadrennial Election Process Committee  
28 Harry Barbus; Andy Blystone; Donna Burkhart; Ken Blinn; Ben Todd;  
29 Amy E. Bentz; Thomas J. Bickerton; Willim (Skip) Bowyer; Karen B. Enos;  
30 Lisa A. Grant; Tracy R. Merrick; Kenneth G. Miller; Arnold A. Rhodes,  
31 John R. Wilson; Joan E. Reasinger; Faith Geer; Andi Heasley; Robert Higginbotham  
32

33 Revised by John R. Wilson, Conference Secretary 2/19/2014  
34

# GC2016 Nominee Information Sheet WPA United Methodist Church

Use 10 point type font to keep document to one page. Email completed form to conference.secretary@wpaumc.org



Name \_\_\_\_\_ District/Church \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Email \_\_\_\_\_ Primary Phone \_\_\_\_\_ Cell \_\_\_\_\_

Ethnic Identity \_\_\_\_\_ Gender \_\_\_\_\_ Birthdate \_\_\_\_\_

Appointment/Occupation \_\_\_\_\_

Check the Spiritual gifts God has given to you: (definitions on website)

- |                                      |                                     |  |                                      |   |
|--------------------------------------|-------------------------------------|--|--------------------------------------|---|
| <input type="checkbox"/> Apostleship | <input type="checkbox"/> Prophecy   | <input type="checkbox"/> Evangelism    | <input type="checkbox"/> Faith       | <input type="checkbox"/> Tongues        |
| <input type="checkbox"/> Pastoring   | <input type="checkbox"/> Teaching   | <input type="checkbox"/> Encouragement | <input type="checkbox"/> Discernment | <input type="checkbox"/> Interpretation |
| <input type="checkbox"/> Knowledge   | <input type="checkbox"/> Wisdom     | <input type="checkbox"/> Assisting     | <input type="checkbox"/> Miracles    | <input type="checkbox"/> Other _____    |
| <input type="checkbox"/> Giving      | <input type="checkbox"/> Leadership | <input type="checkbox"/> Compassion    | <input type="checkbox"/> Healing     | <input type="checkbox"/> Administration |

List **Leadership** Experience in the church (Local, District, Conference, Jurisdictional & General) (recommend using bullets)

The answers to the following three questions are limited to combined total of **150 words** (Conference Rule 2.3.10.1.1).

**Section I:** How will your Spiritual gifts and leadership experience enable you to serve as an effective delegate?

**Section II:** Identify issues facing the church (for example the Four Areas of Focus). Include your views on the issues and how you will help the church resolve those issues?

**Section III:** Why you feel called to place your name in nomination to be a delegate?

**Section IV:** By signing below, if elected, you agree to the following Covenant:

- to read and follow the WPA Delegate Guidelines as periodically revised and posted on the conference website
- to commit to attend **all** pre-conference delegation meetings
- to adhere to the rigorous schedule by participating in the entire session of the 2016 General Conference on May 10-**May 20, 2016 in Portland, Oregon, with Departure on May 21.**  
**and** ("or" if elected only) to the entire session of Jurisdictional Conference on July, 2016 in Lancaster, Pennsylvania
- to return to the Conference and share information in follow-up activities as needed

Signature \_\_\_\_\_

Date \_\_\_\_\_