

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

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

17
18 **NOMINATION PROCESS**

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

22
23 In the Conference Rules, there are four ways to be nominated to serve as a clergy or lay delegate to General
24 and Jurisdictional Conference.

- 25
- 26 • Nomination by District Conference (year prior to election)
27 In the spring of 2010, each district may utilize a process they have developed to nominate at least
28 2 clergy and 2 laity. The clergy members nominate clergy and the lay members nominate laity.
29 However, since the "may" language in the Conference Rules is permissive and not mandatory we
30 recommend in order for the nomination process to be consistent across the conference that all
31 nominations will be taken at annual conference. If this district process is utilized, contrary to the
32 recommendation, then these names will be submitted by the District Secretary to the Conference
33 Secretary by May 1, 2010 for inclusion in the Pre-Conference Journal 2010 and the biographical
34 statements from the GC2012 Nominee Information Sheets will be included in the Pre-Conference
35 Journal 2011.
 - 36
37 • Nomination from the floor of Annual Conference (year prior to election)
38 In June, 2010 any member of Annual Conference may make nominations from within the Bar of
39 the Conference. Lay members will nominate laity. Clergy members in full connection will
40 nominate clergy during Clergy Session.
 - 41
42 • Nomination by Petition
43 In 2010, any clergy or lay person has the opportunity to be nominated by petition. A clergy
44 member must obtain the names and signatures of 25 clergy and a lay member must obtain the
45 names and signatures of 25 laity. Each individual will forward the completed petition to the
46 Conference Secretary by January 1, 2011 for inclusion with the biographical statements from the
47 GC2012 Nominee Information Sheets in the Pre-Conference Journal 2011.
48 The names of those with completed petitions received by the Conference Secretary by May 1,
49 2011 will be included with the list of names of those with biographical statements in the Pre-
50 Conference Journal. However, petitions completed after January 1, 2011 will not include the
51 biographical statements in the Pre-Conference Journal.
 - 52
53 • Nomination by Write-In
54 In 2011, during the election process at Annual Conference, any clergy or lay person has the
55 opportunity to be nominated as a "write-in" by receiving 25 votes.
56 No biographical statements will be included.

1		
2	Timeline Summary	
3	April 1, 2011	GC2012 Nominee Information Sheet Posted on Conference Website
4	April 25, 2010	District Conferences
5	June 10-13, 2010	Annual Conference
6	January 1, 2011	GC2012 Nominee Information Sheet to Conference Secretary
7	March 1, 2011	Post Biographical Statements for Pre-Conference Journal on Website
8	May 1, 2011	Last date for petitions to be received for listing of name
9	June 1, 2011	Pre-Conference Journal mailed
10	June 9-12, 2011(Tentatively)	Election of Jurisdictional and General Conference delegates

11
12 **PERSONAL DATA SHEET**

13 After receiving the nomination by the Conference **or** by petition, all nominees will download the GC2012
14 Nominee Information Sheet. Go to www.wpaumc.org for a copy of the file *Personal Data Sheet.doc*. Space
15 is provided for a statement of 150 words or less and a digital photo. The forms must be emailed as an
16 attachment by January 1, 2011 for inclusion in the Pre-Conference Journal.

17
18 The Editing Committee shall assemble the information from the personal data sheets with the nominees
19 listed in alphabetical order and a photo of the nominee. The nominee will have opportunity to review and
20 approve the edited statements. The edited and approved personal data sheets will be published and
21 distributed to all members of the Annual Conference in the Pre-Conference Journal. (Conference Rule
22 2.3.10.2.3)

23
24 **ELECTION PROCESS**

- 25 • All delegates to General and Jurisdictional Conference will be elected at the Annual Conference
26 session preceding the General Conference. Lay members will elect lay delegates; clergy members will
27 elect clergy members.
- 28 • On the first ballot, all individuals receiving votes will have their names and number of votes reported
29 in the plenary session. On subsequent ballots, only those individuals receiving 25 or more votes will be
30 added to the report.
- 31 • Nominees are elected when they receive a majority vote on the valid ballots cast.
- 32 • When the balloting for General Conference delegates is completed, voting continues with the voting
33 for Jurisdictional Conference.

34
35 **CONSIDERATIONS FOR NOMINATION AND ELECTION**

- 36 • Laity: Lay delegates shall be elected by lay members of the annual conference without regard to age,
37 provided nominees have been professing members of The United Methodist Church for at least two
38 years, active participants for four years and are members of the annual conference electing them at the
39 time of holding the General and Jurisdictional Conferences. (*Book of Discipline, 2008*, ¶36)
- 40 • Clergy: Clergy delegates shall be elected by the ordained ministerial members in full connection.
41 (*Book of Discipline, 2008*, ¶35)
- 42 • Annual Conference standards affirm that the people elected as delegates should evidence a strong
43 understanding of faith and should show a clear sense of openness to discerning the work of the Holy
44 Spirit in the church. (Conference Rule 2.3.10.1)
- 45 • Throughout the nomination and election processes, care needs to be given to elect a delegation which
46 reflects the church’s inclusive nature with regard to giftedness, theological diversity, race, ethnicity,
47 age, gender and disability.
- 48 • General qualities considered to be important in delegates:
 - 49 ○ a commitment to be a prayerful and reflective participant in the delegation and the Conferences to
50 which the person has been elected
 - 51 ○ an ability to consider and seek discernment on a wide variety of issues and concerns facing The
52 United Methodist Church
 - 53 ○ a willingness to understand and respect a variety of perspectives regarding issues and concerns,
54 including those which may differ from the positions held by the delegate

- 1 ○ an openness to discern God’s leading when the best decision for The United Methodist Church as
- 2 a whole may not be the most favorable direction for the delegate’s annual conference
- 3 ○ a willingness to discern when to vote according to one’s personal conscience and when to cast a
- 4 vote consistent with one’s constituency
- 5 ○ an understanding of the mission, polity and Areas of Focus of The United Methodist Church
- 6 ○ active participation in local church, district and conference activities
- 7 ○ a commitment to the connectional nature of The United Methodist Church
- 8 ○ a willingness to commit the time necessary to prepare for General and Jurisdictional Conferences
- 9 by reading hundreds of pages of pre-conference materials, and
- 10 ○ an ability to attend and participate fully in the very challenging schedules of General and
- 11 Jurisdictional Conferences. At times, General Conference can include 14-hour days over a two-
- 12 week period; Jurisdictional Conference could include 20 hour days over a one- week period.

13
14 **KEY INFORMATION FOR GENERAL AND JURISDICTIONAL DELEGATES**

- 15 • Attendance
 - 16 ○ **A delegate is expected to attend and participate in the Conference(s) to which the delegate**
 - 17 **has been elected.** General Conference is held in April and/or May; Jurisdictional Conference is
 - 18 held in July. General Conference delegates are expected to attend both; this may require additional
 - 19 vacation time and/or time away from family.
 - 20 ○ If a nominee is unable to make the necessary time commitment, the nominee should withdraw and
 - 21 allow other nominees who can make the needed time commitment the opportunity to serve. This is
 - 22 an important consideration as the members of Annual Conference discern the make up of the
 - 23 delegation.
 - 24 ○ If a delegate becomes aware of a situation which will interfere with attendance at either General
 - 25 Conference or Jurisdictional Conference, the chairperson of the delegation should be notified as
 - 26 soon as the problem is known so that arrangements can be made for an alternate to fill the
 - 27 vacancy.
 - 28 ○ During General Conference or Jurisdictional Conference, if absence from plenary or committee
 - 29 sessions is necessary, the chair of the delegation is to be notified so that an alternate can be seated.
 - 30
- 31 • Selection of Legislative Sections/Seating
 - 32 ○ Seating at General Conference is by order of election.
 - 33 ○ General Conference Legislative Sections are selected by General Conference delegates in the
 - 34 order of election. If the delegation has more delegates than the number of Legislative Committees,
 - 35 then the delegation must ensure that at least one delegate has selected each Committee. The
 - 36 selection of the Legislative Sections is finalized at the first meeting of the delegation which is held
 - 37 before delegates leave Annual Conference.
 - 38
- 39 • Registration/Expenditures
 - 40 ○ A few months before General Conference, General Conference delegates receive a packet from the
 - 41 Commission on the General Conference which describes hotels, travel, the daily per diem, etc.
 - 42 Each delegate is expected to make travel and housing arrangements using the forms in the packet
 - 43 and through the travel service(s) designated by the Commission on the General Conference.
 - 44 ○ Each delegate and the first lay and clergy reserves to General Conference will receive a per diem
 - 45 which is determined by the Commission on the General Conference. The per diem may not cover
 - 46 all expenses (i.e. if the delegate chooses not to have a roommate, gives to special offerings, and
 - 47 participates in any gifts presented to the Bishop at the delegation dinner).
 - 48 ○ Expenses for the delegates and first and second reserves to Jurisdictional Conference are covered
 - 49 by the Jurisdiction
 - 50 ○ If the Annual Conference chooses to send lay and clergy second reserves to General Conference
 - 51 and/or decides to send more than two reserves to Jurisdictional Conference, their expenses are
 - 52 paid by the Annual Conference at the per diem and travel rates.
 - 53
 - 54

- 1 • Materials
- 2 ○ General Conference materials are usually received two to three months before General
- 3 Conference. These books of hundreds of pages include a directory of delegates, a delegation
- 4 seating chart, General Conference Rules of Procedure, the Convention Center layout, the reports
- 5 and plans of various general church agencies, financial reports and legislation. The legislation
- 6 includes petitions from across the denomination to change the Constitution and the *Book of*
- 7 *Discipline* and proposed resolutions for the *Book of Resolutions*. These materials need to be read
- 8 with a spirit of discernment to broaden the delegate's understanding and participation in legislative
- 9 discussion and cast informed votes.
- 10 ○ Jurisdictional Conference materials are typically received two to three weeks before Jurisdictional
- 11 Conference. This mailing includes biographical information regarding the episcopal candidate(s)
- 12 nominated by annual conferences and approved caucus groups, reports from Jurisdictional
- 13 agencies, legislation, and financial reports. Since the Jurisdictional Nominating Committee meets
- 14 just before the Conference convenes, the report of that group will be distributed at Jurisdictional
- 15 Conference.
- 16
- 17 • Delegation Organization/Roles
- 18 ○ Leadership: Typically, the delegation elects a chairperson, a vice chairperson and a secretary.
- 19 These three individuals typically become the leadership committee of the delegation. The
- 20 chairperson and vice chairperson alternate quadrennium-by-quadrennium between lay and clergy.
- 21 ○ Meetings
- 22 ■ Generally, the delegation conducts its organizational meeting at the seat of Annual
- 23 Conference after all delegates have been elected. This usually falls after the last plenary
- 24 session. At the organizational meeting, the leadership is elected, the two members of the
- 25 Jurisdictional Episcopacy Committee are elected, the first meeting date is selected and the
- 26 General Conference delegates finalize their legislative committee choices.
- 27 ■ Expectations are that the delegation meets a minimum of four times prior to General
- 28 Conference and occasionally meets an additional time prior to Jurisdictional Conference
- 29 ■ The meeting schedule usually takes the following form:
- 30 ➤ June - Organizational meeting at the seat of Annual Conference
- 31 ➤ Fall - Organize working committees. Delegates should be prepared to serve on one
- 32 of the working committees
- 33 ➤ Winter - Select Episcopal candidate(s) for Annual Conference
- 34 ➤ Spring - Review General Conference legislation
- 35 ■ Daily meetings of the delegation take place at General Conference and Jurisdictional
- 36 Conference.
- 37 ○ Roles
- 38 ■ In Western Pennsylvania, the delegation plays a key role in the Episcopal nomination process.
- 39 The delegation determines the process it will use to solicit possible episcopal candidates from
- 40 across the Annual Conference and to select the candidate(s) who will be passed to Annual
- 41 Conference in June 2012. Annual Conference receives the name(s) from the delegation, can
- 42 receive additional names from the floor and then votes on the candidates. Those who receive
- 43 votes on at least 50% of the valid ballots cast will be considered nominees to the
- 44 Jurisdictional Conference in July 2012.
- 45 ■ The delegation also has a key role in guiding the process of identifying candidates for general
- 46 and jurisdictional agencies to the jurisdictional pool which the Jurisdictional Nominating
- 47 Committee uses to nominate individuals to serve on various agencies.
- 48 ■ The delegation is elected for the quadrennium. It is the responsibility of the delegation to
- 49 interpret the actions of the General and Jurisdictional Conferences to our Annual Conference
- 50 ■ Members of the delegation are expected to provide legislative section leadership at Annual
- 51 Conference throughout the quadrennium.
- 52 ■ Any questions regarding this set of guidelines should be referred to one of the members of the
- 53 Western Pennsylvania delegation to the 2008 General and Jurisdictional Conferences. The
- 54 names of the delegates can be found in the 2009 Conference Journal, page 397.
- 55

1 *Nomination Process for Delegates to General Conference 2012*
2 *And Jurisdictional Conference 2012*
3

4 Our 2010 Session of Annual Conference is at Grove City College on June 10-13. One of the agenda items
5 will involve the election process of clergy and lay delegates to serve at the General Conference held on
6 April 24-May 4, 2012 in Tampa, Florida and Jurisdictional Conference held on July 16-20, 2012 in
7 Charleston, West Virginia. We may be electing as many as 8 clergy & 8 laity to General Conference and an
8 additional 8 clergy & 8 laity to serve, along with the General Conference delegates, to Jurisdictional
9 Conference.

10
11 According to our 2008 *United Methodist Book of Discipline* any lay person who has been a professing
12 member of a United Methodist Church for at least two years preceding their election (or since June 2009)
13 and has been an active participant in the UMC for at least four years preceding his/her election (or since
14 June 2007) and is a member within the Western Pennsylvania Annual Conference may be elected to serve
15 at General and/or Jurisdictional Conference (Article V, 2008 *Discipline*, page 32-33).

16
17 Any ordained ministerial member in full connection in the Annual Conference may be elected to serve at
18 General and/or Jurisdictional Conference (Article IV, 2008 *Discipline*, page 32).

19
20 According to our Annual Conference Rules (2009 *Journal* page 412-13 Rules 2.3.10.2.1 & 2.3.10.3.1),
21 each district may nominate at least two laity and two clergy as potential delegates to be considered for
22 election at Annual Conference. The goal of the process outlined in this document is for all Districts to use
23 the same process for consistency across the conference. So that Western Pennsylvania Conference is
24 represented by quality leadership, the recommendation of the cabinet is that all nominations take place at
25 the seat of annual conference.

26
27 Conference Secretary Responsibilities

- 28 ○ Prepare a clergy ballot in another color with names of all eligible clergy
- 29 ○ Have extra copies of the *Guidelines for Serving as Delegate.pdf* available
- 30 ○ Offer copies of the GC2012 Nominee Information Sheet for nominees from the floor

31
32 Responsibilities of the District Conference

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

- 37 • District Conference may discuss the *Guidelines for Serving as Delegate.pdf*
 - 38 ▪ qualities needed to be an effective delegate
 - 39 ▪ responsibilities
 - 40 ▪ spiritual discernment
 - 41 ▪ the need for diversity of race, gender, age, disability is important
- 42 • Publicly note: All official information about nominees will be posted at www.wpaumc.org.
- 43 • Pre-conference voting solicitations are inappropriate.

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

1 GUIDELINES FOR LOCAL CHURCHES/CHARGES

2 • Responsibilities for the local church/charge prior to Annual Conference

- 3 • The local Pastor and Local Lay Leader/Lay Member of Annual Conference should distribute
4 the *Guidelines for Serving as Delegate.pdf* to qualified individuals from the congregation
5 who:
6 o Have been professing members with the UMC for at least two (2) years prior to
7 election (or since 2009)
8 o Have been active participants in a UMC for at least four (4) years (or since 2007)
9 o Are local church members within Western Pennsylvania Annual Conference
10 • Forward all notices to individuals attending the Annual Conference
11 • Send prepared representatives to the Annual Conference
12 • Encourage Clergy and Lay Members of Annual Conference to read and discern information in
13 the pre-conference booklet and online prepared by the Quadrennial Election Process (QEP)
14 Team about the nominees
15 • Pray for the elections
16

17 GUIDELINES FOR INDIVIDUAL NOMINEES (LAY and CLERGY)

18 • Responsibilities for an individual nominee

- 19 • Read and discern the *Guidelines for Serving as Delegate.pdf*. Go to www.wpaumc.org for a
20 copy of the file.
21 • Interested and qualified individuals ought to complete a GC2012 Nominee Information Sheet
22 available at www.wpaumc.org. Submit to the Conference Secretary by January 1, 2011.
23 • Anyone interested in offering themselves in service for consideration as delegate to General
24 or Jurisdictional Conference has three options
25 o Have a member of annual conference (clergy nominate clergy and laity nominate
26 laity) put forward your name from the bar of the conference during the scheduled
27 nomination process.
28 o If you are a member of annual conference, you may offer your own name in
29 consideration for nomination during the scheduled nomination process.
30 o You may submit a petition with twenty-five signatures to the Conference Secretary
31 by May 1, 2011.
32

33 • Responsibilities for an individual nominee at the Annual Conference

- 34 • Open nominations will be taken from the floor. All nominees must be aware of the *Guidelines*
35 *for Serving as Delegate.pdf* and be willing to commit to the requirements
36 • Individuals making nominations must first check with the individual they want to nominate to
37 find out preferred contact information and their willingness to enter into consideration.
38 • At the scheduled opportunity (during Clergy Session for Clergy and most likely Saturday
39 morning for Laity), individuals may come to the designated microphone to present a name for
40 nomination. Once recognized by the Bishop, state the name of the nominee and provide
41 written contact information to the page collecting the paper work.
42 • At the scheduled time, self nomination is permissible. After Annual Conference only
43 nominations by petition are still permissible. Both nominees from the floor as well as
44 nominees who have petitions with twenty-five (25) names should complete a GC2012
45 Nominee Information Sheet and may be asked to share with the Conference.
46 • GC2012 Nominee Information Sheet must be sent to the Conference Secretary. Go to
47 www.wpaumc.org for a copy of the file *Personal Data Sheet.doc*.
48 • Conference on Youth Ministry and the Conference Council of Young Adult Ministry may
49 make nominations of lay delegates and submit those nominations along with the appropriate
50 GC2012 Nominee Information Sheets to the Conference Secretary no later than April 1st of
51 the year of the election.
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- Responsibilities of the individual nominee following the Conference
 - Prepare for any informational exchanges that the Quadrennial Election Process Team requests. Complete the GC2012 Nominee Information Sheet by January 1, 2011.
 - Individuals not nominated by the Conference may be nominated by petition
 - Gather 25 signatures supporting your nomination. Clergy must collect 25 from Clergy and Laity must collect 25 from Laity.
 - Complete the GC2012 Nominee Information Sheet
 - Send the above Sheet and signatures to the Conference Secretary by May 1, 2011.
 - All official information about nominees will be posted at www.wpaumc.org.
 - Pre-conference voting solicitations are inappropriate.

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

1 *Directions for Completing the 2012 General Conference Nominee Form*

2
3 Download a form from the Conference Website 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, 2011.*

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 **DEFINITIONS OF SPIRITUAL GIFTS**

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

39 **Gifts of Word**

40 **Apostleship**

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

45
46
47 **Prophecy**

48 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
49 of tarot cards! The word prophet means "forth-teller." Think of a prophet as one who can **know past history, see present**
50 **occurrences, and then understand the bigger picture. A prophet is called to instruct, warn, correct, and forecast**
51 **the end result.**

52
53 **Evangelism**

54 Get off your soapbox and put away your bullhorn! Think of people, both introverts and extroverts, shy and outgoing, who
55 can **communicate the gospel message through word and deed**. Are you able to share the good news of Jesus Christ
56 in ways so that people can see, hear, and accept it? Then you may have the gift of evangelism.
57
58

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/site/c.lwL4KnN1LtH/b.4443111/k.D720/Four_Areas_of_Ministry_Focus.htm

16
17 **SOURCE DOCUMENTS**

18 *2008 Book of Discipline*

19
20 ¶ 34. Article III.

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

32 ¶ 35. Article IV.

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

36 ¶ 36. Article V.

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

43 *2009 WPA Official Journal*

44 2.3.10.1 **Election of General and Jurisdictional Delegates**
45 (2008 *Discipline* ¶ 34-36)

46 Nominations of Delegates shall be made at the Annual Conference one year prior to the year of election.
47 Nominations shall be made only from the Bar of the Conference. Only lay members may make nominations
48 for lay delegates. An exception is made for youth and young adult nominations to be lay delegates to
49 General/Jurisdictional Conference. The Conference on Youth Ministry and the Conference Council of Young
50 Adult Ministry may make nominations of lay delegates and submit those nominations along with the
51 appropriate Personal Data Sheets by a deadline set by the Editing Committee no earlier than April 1st of the
52 year of the election. Only clergy members in full connection may make nominations for clergy members.

53 At the session of the Annual Conference prior to the General Conference additional nominations can be
54 made through write ins on the ballot.

55 Delegates to the General Conference shall be elected at the session of the Annual Conference held in the
56 year preceding the session of the General Conference. Election of both clergy and lay delegates shall be by
57 open ballot without nominating speeches. Throughout the nominating process, care shall be given to select a
58 slate of delegates who reflect our inclusive nature in regard to theological diversity, race, age, gender, and

1 disability. Delegates should evidence a strong understanding of faith, and a clear sense of being open to the
2 discernment of the Holy Spirit in the work of the church.

3 2.3.10.1.1 A member must vote for as many candidates as there are delegates then to be elected. A ballot will be
4 considered invalid if it: a) contains more or fewer names than persons to be elected; b) contains name(s) of
5 persons already elected; c) contains names of persons ineligible to be elected. A majority of the valid votes
6 cast shall elect, except when a larger number of members received such a majority than are then to be
7 elected, in which case the person or persons with the highest vote shall be declared elected to the total
8 number of places to be filled. A tie vote between two candidates when only one place remains in either
9 General Conference or Jurisdictional slates shall be disregarded and another vote taken.

10 11 **Nomination of Laity & Clergy for General & Jurisdictional Conferences**

12 2.3.10.2 The procedure for nomination of lay delegates to General and Jurisdictional Conference shall be as follows:

13 2.3.10.2.1 In the year prior to the election (the year of the nomination) the lay members of each district conference may
14 nominate at least two laity to the Annual Conference for election as delegates to the General and
15 Jurisdictional Conference. The procedure for nominations will be in such a manner as each district conference
16 may determine. The district conference shall value the need for inclusion of all people of race, age, gender,
17 and disability. These names must be submitted by the district secretary to the Conference Secretary by May 1
18 in order for these names to be included among the list of nominees provided to the Annual Conference.

19 2.3.10.2.2 Additional nominations may be made on written petition of any twenty-five (25) lay members of local United
20 Methodist Churches of the Western Pennsylvania Annual Conference. These must be submitted to the
21 Conference Secretary by May 1 in order for these names to be included among the list of nominees provided
22 to the Annual Conference.

23 2.3.10.2.3 There shall be an **Editing Committee** consisting of the Conference Secretary, Conference Lay Leader, and
24 Conference Presidents of Men, Women, Young Adults, and Youth. The Conference Secretary shall be the
25 chair of the Committee.

26 This committee shall develop a pertinent Personal Data Sheet and forward it to all nominees no later than
27 November 1st of the year prior to the year of election, with the request that it be filled out and returned to the
28 Chair no later than January 1st of the year prior to General Conference (the year of election).

29 In addition to the pertinent Personal Data Sheet each nominee shall be encouraged to provide the
30 Conference Secretary with a written paragraph of not more than 150 words and only paragraphs 150 words
31 maximum will be printed, concerning his/her name and a brief statement that may include, but is not limited
32 to, the following:

33 (1) A personal statement regarding the nominee's qualifications to serve as a delegate to General and/or
34 Jurisdictional Conference including a list of some of the involvement in the conference connection.

35 (2) Any other information considered important by the nominee such as important issues the church must
36 address, a clear indication of the nominee's position on each of these issues, or qualifications to represent
37 this conference.

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

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

42 2.3.10.2.4 Anyone who receives twenty-five (25) votes shall be considered nominated, but no biographical data shall be
43 officially distributed.

44 2.3.10.3 The procedure for nomination of clergy delegates to General and Jurisdictional Conference shall be as
45 follows:

46 2.3.10.3.1 In the year prior to the election (the year of the nomination) the clergy members of each district conference
47 may nominate at least two clergy to the Annual Conference clergy for election as delegates to the General
48 and Jurisdictional Conference. The procedure for nominations will be in such a manner as each district
49 conference may determine. The district conference shall value the need for inclusion of all people of race,
50 age, gender, and disability. These must be submitted by the district secretary to the Conference Secretary by
51 May 1 in order for these names to be included among the list of nominees provided to the Annual Conference.

52 2.3.10.3.2 Additional nominations may be made on written petition of any twenty-five (25) clergy members of The
53 Western Pennsylvania Annual Conference. These must be submitted to the Conference Secretary by May 1
54 in order for these names to be included among the list of nominees provided to the Annual Conference.

55 2.3.10.3.3 There shall be an Editing Committee consisting of the Conference Secretary, Conference Lay Leader, and
56 Conference Presidents of Men, Women, Young Adults, and Youth. The Conference Secretary shall be the
57 chairperson of the Committee.

1 This committee shall develop a pertinent Personal Data Sheet and forward it to all nominees no later than
2 November 1st of the year prior to the year of election, with the request that it be filled out and returned to the
3 Chair no later than January 1st of the year prior to General Conference (the year of election).

4 In addition to the pertinent Personal Data Sheet each nominee shall be encouraged to provide the
5 Conference Secretary with a written paragraph of not more than 150 words and only paragraphs 150 words
6 maximum will be printed, concerning his/her name and a brief statement that may include, but is not limited
7 to, the following:

8 (1) A personal statement regarding the nominee's qualifications to serve as a delegate to General and/or
9 Jurisdictional Conference including a list of some of the involvement in the conference connection.

10 (2) Any other information considered important by the nominee such as important issues the church must
11 address, a clear indication of the nominee's position on each of these issues, or qualifications to represent
12 this conference.

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

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

17 2.3.10.3.4 Anyone who receives twenty-five (25) votes shall be considered nominated, but no biographical data shall be
18 officially distributed.

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

20 2.3.10.4 The General and Jurisdictional Conference delegation shall meet prior to the adjournment of the Annual
21 Conference session at which they were elected. The meeting shall be convened by the chairperson of the
22 previous delegation and the chairperson, vice-chairperson and secretary of the delegation shall be elected at
23 that meeting and the delegation may take up such other business as it chooses.

24 2.3.10.5 Two alternate laity and two alternate clergy delegates shall attend the General and Jurisdictional
25 Conferences. If their expenses are not borne by the General or Jurisdictional Conferences, their expenses in
26 connection therewith will be reimbursed by the Annual Conference to the same extent as are the expenses of
27 delegates.

28 2.3.10.6 Following the election of all General Conference delegates, the delegation shall caucus and nominate one lay
29 person and one clergy person for election by the Jurisdictional Conference to the Jurisdictional committee on
30 episcopacy. (2008 *Discipline* ¶ 524)

31 **Procedure for Episcopal Endorsement and Nomination**

32 2.3.10.7 The procedure for nomination by the Annual Conference of Episcopal candidates to the Jurisdictional
33 Conference as permitted by ¶ 406 of the 2008 *Discipline* shall be as follows:

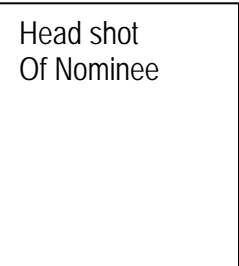
34 The Annual Conference's nominee(s) for the episcopacy shall be selected by ballot. The General and
35 Jurisdictional Conference delegation shall have the privilege to place nominees before the Annual
36 Conference. Others shall be considered nominees who receive votes on the first ballot. No other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

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

47
48
49 Prepared by the Quadrennial Election Process Committee
50 Harry Barbus; Andy Blystone; Donna Burkhart; Ken Blinn; Ben Todd;
51 Amy E. Bentz; Thomas J. Bickerton; Willim (Skip) Bowyer; Karen B. Enos;
52 Lisa A. Grant; Tracy R. Merrick; Kenneth G. Miller; Arnold A. Rhodes,
53 John R. Wilson; Joan E. Reasinger; Faith Geer; Andi Heasley; Robert Higginbotham
54

GC2012 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 _____

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 | _____ |

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 2.3.10.2.3).

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 2012 General Conference on April 24-May 4, 2012 in Tampa, FL **and** ("or" if elected only) to the entire session of Jurisdictional Conference on July 16-20, 2012 in Charleston, WV
- to return to the Conference and share information in follow-up activities as needed

Signature

Date