



**53<sup>rd</sup> Annual Meeting**  
**Illinois South Conference**  
**October 21, 2017**  
**8:30 am – 4:30 pm**

**This is the official notice to gather your Delegates!**

*It is important to identify your church's Lay Delegates **as soon as possible** so that they will receive all of the information prior to the meeting and can plan accordingly. **Email addresses** will be important for us to communicate with them.*

**These Delegates will have voting rights:**

- ♥ Lay Delegates from local churches
- ♥ All authorized ministers of the Conference
- ♥ Elected members of the Conference Council

**The following information is enclosed:**

- ♥ Delegate Selection Report for your Church
- ♥ Delegate information from the ISC Bylaws, showing the number of Delegates allowed per church.
- ♥ Conference Delegate Role and Responsibilities (please copy & distribute to your Delegates).

**Pre-annual meeting gatherings** for the purpose of Delegate orientation, budget recommendations and other annual meeting matters. You may attend any of these locations.

<b>September 17, 2017</b>	– (Regions 3, 4, 5) Salem UCC, Alhambra	3 pm – 5 pm
<b>September 21, 2017</b>	– (Regions 2, 8, 9) St. Paul UCC, Columbia	7 pm – 9 pm
<b>September 24, 2017</b>	– (Regions 1, 6, 7) Church of the Good Shepherd, Carbondale	3 pm – 5 pm

**Deadlines for submitting items to the Conference office:**

**June 12, 2017** – Delegate Selection Report due to Conference office.

**September 15, 2017** – Deadline for lodging reservations at Doubletree by Hilton. **Discounts disappear after this date.**

**October 3, 2017** – Completed registration forms due to Conference office.

**October 9, 2017** – Deadline for registration payments.

**Registration Material will come in June** to local churches, all authorized ministers, and local church Lay Delegates identified by the church including:

- ♥ Registration materials
- ♥ Agenda
- ♥ Budget
- ♥ Housing Options & Map to Conv.Ctr.

**If the church has not identified Delegates by the deadline, it will be the responsibility of each local church to forward all information to individual church Delegates and visitors.**

Yours in Christ

Rev. Shana Johnson, Conference Minister

Rev. Kevin Strobe, Conference Moderator

*Diverse Minds, Covenant Hearts, Made One in the Body of Christ*



## Conference Delegate Role and Responsibilities

Thank you for agreeing to serve as one of the Delegates to the Illinois South Conference of the United Church of Christ. This is an important office in the life of your local church. Through your service, the mission and ministry of your local church and the entire United Church of Christ will be enhanced and strengthened. We are confident that you will find your role as a Conference Delegate a joyful and meaningful way to serve the Gospel of Jesus Christ.

There are a number of ways that you can approach this task to make the most out of this opportunity.

1. **Attend all meetings** of the Conference during your term of service. Over the course of one calendar year, there are three regularly scheduled meetings:
  - a. *A Day of Discipleship*. This is an opportunity to network with leaders of other churches, to gain practical skills, and learn about resources for building up and strengthening your local church. The meeting is usually held in February or March.
  - b. *Pre-annual meeting gatherings* for the purpose of Delegate orientation, conversation about the resolutions, budget recommendations and other annual meeting matters.  
(Attend one of the following.)

<b>September 17, 2017</b>	– (Regions 3, 4, 5) Salem UCC, Alhambra	3 pm – 5 pm
<b>September 21, 2017</b>	– (Regions 2, 8, 9) St. Paul UCC, Columbia	7 pm – 9 pm
<b>September 24, 2017</b>	– (Regions 1, 6, 7) Church of the Good Shepherd, Carbondale	3 pm – 5 pm
  - c. *The Conference Annual Meeting*. This is the annual gathering of the Illinois South Conference for worship, fellowship and deliberation necessary for our shared life and ministry. The annual meeting is held in October.  
In addition to these regularly scheduled gatherings of the Conference, Local Church Delegates attend:
    - d. *Region Meetings*. Regions meet periodically throughout the year according to their individual schedules and planned activities.
    - e. *Ecclesiastical Councils*. These special meetings are called to examine and approve persons for the Ordained or Commissioned Ministries of the church.
    - f. *Special Meeting*. A special meeting will be convened when necessary to call a Conference Minister or address an emergency concern.It is the role of a Conference Delegate to attend all of these meetings to ensure the full participation of your local church in the life of the Conference.
2. **Maintain communication** between your church and the Conference throughout your term.
  - a. *Listen and learn* about the issues, concerns and missions of the Conference and share these with your local church. Participate in your local church so you are fully informed and familiar with its life, mission and ministry.
  - b. *Share and interpret* the actions of Illinois South Conference Delegates with your local church members and leaders. Speak about the concerns and celebrations of your local church at meetings of the Illinois South Conference.
3. **Deliberate and decide** those matters that come before the Illinois South Conference for action. Your church has asked you to enter into the discussion and empowered you to discern the leading of the Holy Spirit. As a Delegate, you are expected to participate fully in the deliberation, both listening to the views of others and sharing your own faith and convictions. You vote as a faithful follower of Jesus Christ, an informed participant in your local church, and a discerning member of the United Church of Christ.



# DELEGATE INFORMATION

We urge each local church to have Delegates present at the 2017 Annual Meeting, October 21, 2017, at Gateway Convention Center, Collinsville, Illinois. The rules defining the qualifications for voting Delegates and the number of Delegates allowed from each local church are outlined in the Bylaws as written below.

## FROM THE BYLAWS OF THE ILLINOIS SOUTH CONFERENCE UNITED CHURCH OF CHRIST

### ARTICLE II VOTING MEMBERSHIP

#### Section 1. – Lay Delegates:

- A. Every local congregation holding membership in the Conference shall be entitled to representation at the annual meeting, special meetings of the Conference and Ecclesiastical Councils, based on membership at the end of the previous calendar year as follows:
  - 1. Up to 299, two lay delegates
  - 2. 300 to 599, three lay delegates
  - 3. 600 to 899, four lay delegates
  - 4. 900 to 1199, five lay delegates
  - 5. 1200 to 1499, six lay delegates
  - 6. For churches with larger membership follow the pattern established above of one additional lay delegate for each additional 300 members.
- B. In designating delegates, local churches shall be aware of the composition of their membership so as to provide for broad representation.
- C. Each local church may appoint or elect alternate delegates who shall be designated by the church as its voting delegate(s) in the event the regular delegate(s) cannot be in attendance at the annual meeting, special meetings or Ecclesiastical Councils of the Conference.

**Policy for the Resolution Process**

A. **Resolution:** A resolution is a motion that requires a decision and includes a recommended action. All resolutions presented to the Annual Meeting must be submitted to the Conference Council for review and classification as follows:

1. **Prudential Resolution:** a resolution that addresses the Conference's policies, structure, or procedures; authorizes programs; proposes directions or mandates. A Prudential Resolution requires a majority vote.
2. **Resolution of Witness:** a resolution that addresses moral, ethical or religious concerns in the church, nation or world. The purpose of a Resolution of Witness is to guide the churches, and the ministries of the Illinois South Conference toward a faithful Christian witness in the world. If a vote is called for, it requires a 2/3<sup>rd</sup> majority.

A Resolution of Witness will be addressed through a process of discernment and consensus building in the Conference\*. The intention of this process is to ensure that all voices are heard and valued, to enable all persons to "stay at the table," while simultaneously honoring Christ's call for all to be one, and acknowledging differences that inevitably occur in God's diverse creation.

The Illinois South Conference is called to give prophetic voice and express the faithful witness of the majority of UCC local churches, ministers and members, while honoring the diversity of faith and witness in the United Church of Christ.

\* Delegates were instructed in the discernment and consensus building process at the pre-annual meeting gatherings.

3. **Emergency Resolution:** a resolution, either Prudential or of Witness, that is submitted for consideration after the ninety (90) day deadline, and it is of an "emergency" nature: i.e., the concern is of major importance, and pertinent information was not known or available prior to the deadline.

B. **Process:**

1. The Conference Council will receive and process all resolutions prior to presenting them to a called meeting of the Illinois South Conference.
2. A resolution may be submitted to a called meeting of the Illinois South Conference by the following:
  - a. a church council or consistory
  - b. a congregation of the Illinois South Conference that has approved a resolution at a regular or special meeting
  - c. the Illinois South Conference Council
  - d. a committee or team of the Conference
  - e. a recognized Council for Health and Human Service Ministries (CHHSM) agency within the boundaries of ISC.
3. All resolutions must be received at least 90 days prior to the Annual Meeting to be considered, and shall be referred to the Conference Council for classification as a Prudential Resolution or Resolution of Witness. The following deadlines apply:
  - a. A copy of the resolution must be sent to the Moderator of the Conference Council at the Conference Office at least 90 days prior to the Annual Meeting. (July 23, 2017)
  - b. An Emergency Resolution must be emailed ([pastorkls@frontiernet.net](mailto:pastorkls@frontiernet.net)) or presented to the Business Committee (defined as the Executive Committee, one regional convener, and the chair of the Conference Gatherings Team) no later than 12:00 noon on the day preceding the Annual Meeting. The Business Committee will determine if the resolution is truly of an "emergency" nature. An Emergency Resolution must comply with the rules that govern the submission of a Prudential Resolution or a Resolution of Witness. The burden of proof that the resolution is an "emergency" lies with the presenter. If the Business Committee determines that the resolution meets the criteria as an Emergency Resolution, the presenter will be responsible for

providing 300 copies of the Emergency Resolution to the Business Committee.

Revised 4/25/2017

### Guidelines for Making Amendments

While we have provided considerable guidance to churches and delegates regarding motions and resolutions, we have not given guidance to delegates about making amendments. Here is a brief guide.

An amendment is made in order to make a change in a resolution or a motion.

- The amendment must be related to the motion or resolution
- It cannot be designed to reverse the focus or direction of the main motion or resolution.
- Amendments may be offered to the main motion or resolution. Such amendments may be amended in turn, but secondary amendments may not be further amended.
- Amendments are debatable if the main motion is debatable.
- Amendments require a second
- Amendments are more productive when they are clear, concise and have one point to make.
- If the amendment contains multiple points, someone may request that the points be considered individually. This is called “moving to divide the question.”

Amendments may:

- Insert words
- Strike words
- Add words at the end
- Substitute wording for the entire motion.

A **Friendly Amendment** is created when the person making the main motion and the one who seconded it agree with the amendment. This does not require a vote.

**Resolutions** contain both a “Whereas . . .” section laying groundwork (the “preamble”) and a “Be it resolved “section (the resolution itself) that states a position or calls for action. The “Be it resolved . . .” section must be amended before the “Whereas . . .” section can be amended.

To amend a motion, the speaker goes to the microphone and says:

“I offer an amendment. I move \_\_\_\_\_.”\*\*

- a. To strike the word (s) \_\_\_\_\_.
- b. To insert the word(s) \_\_\_\_\_.

c. To add at the end the words \_\_\_\_\_.

d. A substitute wording \_\_\_\_\_.

Example:

Main motion: To establish the first Sunday of March each year as Sunday School Day.

- a. I move to strike the words “each year”.
- b. I move to insert after “each year” the words “beginning 2017”
- c. I move to add at the end the words “and give Sunday School teachers a gift.”
- d. I move to replace the motion with these words: To recommend to our churches that they establish the fourth Sunday of Lent each year as Church School Day.

\*\*Persons making amendments are requested to give the chair a copy in writing **if the amendment is lengthy.**

Revised 4/25/2017



Please return by Monday, June 12, 2017

### CONFERENCE DELEGATE SELECTION REPORT

*(This is not registration. It is only to identify the Lay Delegates for your church.)*

53<sup>rd</sup> Annual Meeting  
Illinois South Conference  
United Church of Christ  
Gateway Convention Center, Collinsville, Illinois  
October 21, 2017

***It is extremely important to include email addresses!***

**Church:** \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Delegate:** \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Delegate:** \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Delegate:** \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Delegate:** \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Delegate:** \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Delegate:** \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Please complete (please print clearly) and **return by Monday, June 12, 2017** to:  
*Illinois South Conference Office, 1312 Broadway, Highland, IL 62249*

PLEASE USE BACK FOR ADDITIONAL NAMES

**Delegate:** \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Delegate:** \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Delegate:** \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Delegate:** \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Visitors Anticipated Attending:**

Name: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Please complete (please print clearly) and **return by Monday, June 12, 2017** to:  
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