

1 *Proposed*  
2 **OPERATING GUIDELINES FOR THE CHAPLAINS SECTION**  
3 **UNITED METHODIST ASSOCIATION OF HEALTH AND WELFARE MINISTRIES**  
4

5 **ARTICLE I. *Name***  
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7 The name of this Membership Section shall be the Chaplains Section of the United  
8 Methodist Association of Health and Welfare Ministries (UMA), hereafter referred to as  
9 Chaplains Section.  
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11 **ARTICLE II. *Authority***  
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13 The Chaplains Section derives its authority from the Board of Directors, and Bylaw Article  
14 IX of the UMA, and as such is accountable to the Board of Directors of the UMA.  
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16 **ARTICLE III. *Purpose***  
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18 Segment 1. The Chaplains Section is the organization of UMA member Chaplains and  
19 Pastoral Caregivers through which opportunities and problems of mutual  
20 interest and concern are identified and discussed.  
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22 Segment 2. The Chaplains Section provides a means of interchange of expressed  
23 interests, experiences, needs and desires that promote a better  
24 understanding of the functioning of member Chaplains and Pastoral  
25 Caregivers.  
26

27 Segment 3. The Chaplains Section provides collegiality, fellowship, leadership training,  
28 and development for its members in order to assure quality ministry to those  
29 persons receiving services through Chaplains and Pastoral Caregivers.  
30

31 Segment 4. The Chaplains Section promotes and encourages inclusion of a spiritual life  
32 dimension throughout the ministry of each UMA member institution by  
33 working to establish chaplaincy programs and other faith based programs  
34 and activities that reflect Wesleyan Christian values.  
35

36 Segment 5. The Chaplains Section cooperates with the UMA, the Section of Chaplains  
37 and Related Ministries (General Board of Higher Education and Ministry,  
38 Division of Ordained Ministry), and the Health and Relief Unit (General  
39 Board of Global Ministries), and other General Boards and Agencies of The  
40 United Methodist Church as need or opportunity permits. The purposes of  
41 this cooperation are to foster the continued growth of the members of the  
42 Chaplains Section and to support UMA goals to maintain/enhance shared  
43 ministry between the UMA and the United Methodist denomination.  
44

45 **ARTICLE IV. *Membership***  
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47 Segment 1. Membership in the Chaplains Section consists of individuals identified by the  
48 following categories:  
49

50 (a) Chaplains and Pastoral Caregivers whose primary job is to provide  
51 pastoral care, and who are employed by or are a member of a UMA Member  
52 organization. Members shall have the right to exercise one (1) vote in the  
53 determination of Chaplains Section business.

54  
55 (b) United Methodist clergy serving in capacities other than pastoral care and  
56 who are employed by or are a member of a UMA Member organization.  
57 Members shall have the right to exercise one (1) vote in the determination of  
58 Chaplains Section business.

59  
60 (c) Individual United Methodists and non-United Methodists who work in  
61 institutions which are not institutional members of the UMA who reflect  
62 similar ministry philosophies and whose primary job is to provide pastoral  
63 care and who hold active individual membership in the UMA. Members shall  
64 have the right to exercise one (1) vote in the determination of Chaplains  
65 Section business.

66  
67 Segment 2. An annual business meeting shall be held to conduct elections and to transact  
68 other business during the Annual UMA Meeting. Other regular or special  
69 meetings of the Chaplains Section may be called by the Chairperson, upon  
70 one week's advance notice. The members of the Chaplain Section present at  
71 any regular or special meeting shall constitute a quorum for voting purposes.  
72 Each member shall have one (1) vote.

73  
74 Segment 3. Educational and training events for members of the Chaplains Section will be  
75 conducted during the Annual UMA Convention. These events will be  
76 coordinated with the UMA Training Committee.

77  
78 Segment 4. Other educational and training events may be conducted during other times  
79 of the year if supported by interest of the Chaplains Section Executive  
80 Committee and/or Chaplains Section membership in consultation with the  
81 UMA. These may be in connection with other pastoral type groups and/or  
82 organizations on a national, regional and/or local level. Workshops may be  
83 held jointly with other UMA sections.

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85 **ARTICLE V. *Officers***

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87 Segment 1. The officers of the Chaplains Section shall be the Chairperson, the  
88 Chairperson-Elect, the Secretary and the Immediate Past Chairperson.  
89 Other officers may be elected by the Chaplains' Section as deemed necessary  
90 according to Article VII, Section 1 of these Guidelines.

91  
92 Segment 2. The duties of the Section Chairperson shall include serving as member of the  
93 Board of Directors of the UMA, to provide leadership for the Section, to serve  
94 as a member of the UMA Leadership Recruitment and Nominations Standing  
95 Committee, approve disbursements for the Section and others duties as  
96 assigned by the UMA Board of Directors [see Article IX, Sections 3 & 4 of the  
97 UMA Bylaws]. The Chairperson shall rise to this office after serving as  
98 Chairperson-Elect, and shall serve a two year term.

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- 100 Segment 3. The Chairperson-Elect will be elected for a term of two years. Following the  
 101 two year term, the Chairperson-Elect will succeed to the Chairperson position  
 102 for a two-year term.
- 103
- 104 Segment 4. The Chairperson-Elect shall be to preside in the absence of the Chairperson.  
 105 The Chairperson-Elect serves as the Chaplains Section Representative to the  
 106 UMA Training Committee. In the event that the position of the Chairperson  
 107 becomes vacant for any reason, the Chairperson-Elect shall succeed  
 108 immediately to take the office of the Chairperson.
- 109
- 110 Segment 5. The Secretary shall be elected for a term of two years. The Secretary shall  
 111 serve no more than two consecutive terms of office. The Secretary shall be  
 112 responsible for the taking of minutes at all meetings of the Section, of  
 113 maintaining a current Membership list of the Section and coordinates  
 114 correspondence with Chaplains Section membership. In case the Secretary is  
 115 absent at a meeting of the Section, the Chairperson shall designate a person  
 116 from Section members present to record the meeting minutes.
- 117
- 118 Segment 6. The immediate Past-Chairperson shall serve for 2 years as an officer of the  
 119 Chaplains Section following his/her term as Chairperson of the Section. The  
 120 immediate Past-Chairperson shall convene the Chaplains Section Leadership  
 121 Recruitment and Nominations Committee appointed by the Chairperson of  
 122 the Section.

123

124 **ARTICLE VI. *The Executive Committee and Duties***

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- 126 Segment 1. There shall be an Executive Committee that includes the Chairperson, the  
 127 Chairperson-Elect, the immediate Past-Chairperson, the Secretary, the  
 128 Chaplains Section representatives serving on the Professional Development  
 129 Work Center, Member Relations Work Center and Strategic Mapping Work  
 130 Center and any elected UMA Officer who is a member of the Chaplains  
 131 Section. All members of the Executive Committee shall be members of the  
 132 Chaplains Section.
- 133
- 134 Segment 2. The term of office shall begin at the adjournment of the meeting where they  
 135 were elected or appointed, generally held in conjunction with the UMA  
 136 National Convention.
- 137
- 138 Segment 3. The duties of the Chaplains Section Executive Committee will be to provide  
 139 general leadership to the Chaplains Section, the planning of the annual  
 140 meeting, workshops, seminars, and any other events, projects, or duties  
 141 assigned by the UMA Board of Directors or the Chaplains Section  
 142 membership at the business meeting. The Chaplains Section Executive  
 143 Committee will conduct all interim business.
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- 145 Segment 4. The Chaplains Section Executive Committee shall select annually the  
 146 Chaplain of the Year, to be recognized during the UMA National Convention.  
 147 This committee establishes the guidelines and criteria for this recognition.

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149 Segment 5. The Chaplains Section Executive Committee shall have the authority to  
150 establish committees and other task forces as deemed necessary for the work  
151 of the Chaplains Section.

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153 **ARTICLE VII. *Nominations and Elections***

154  
155 Segment 1. The Chairperson will appoint a Chaplain Section Leadership Recruitment  
156 and Nominations Committee, to be chaired by the Immediate Past  
157 Chairperson, or designee. This group shall be alert for possible  
158 Chairpersons-Elect, Secretaries, Representatives to UMA Work Centers,  
159 UMA Standing Committees, UMA Task Forces, and any other positions  
160 deemed necessary by the membership.

161  
162 Segment 2. At the Chaplains Section annual business session, a single slate of nominees  
163 will be presented for those positions that become vacant at the close of the  
164 UMA Annual Meeting. Additional persons may be nominated from the floor  
165 providing permission has been obtained from the person to be nominated.

166  
167 Segment 3. The Chaplains Section Executive Committee shall have the authority to fill  
168 any position that may become vacant between business meetings of the  
169 Section.

170  
171 Segment 4. Officers are elected by a majority vote of the Chaplains Section members  
172 present at a duly constituted meeting where a quorum exists.

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174 **ARTICLE VIII. *UMA Work Center and Standing Committee Representation***

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176 Segment 1. The Chairperson of the Chaplains Section shall be a member of the UMA  
177 Board of Directors and the UMA Leadership Recruitment and Nominations  
178 Standing Committee.

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180 Segment 2. The Chairperson-Elect of the Chaplains Section shall be a member of the  
181 UMA Training Standing Committee.

182  
183 Segment 3. There shall be One (1) member of the Chaplains Section appointed to serve  
184 on each of the following UMA Work Centers: Professional Development Work  
185 Center, Member Relations Work Center and Strategic Mapping Work Center.  
186 These appointments are to be made by the Chaplains Section Executive  
187 Committee.

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189 Segment 4. The length of term of office for Chaplains Section Representatives to the  
190 UMA Work Centers shall be for two years with a limit of two consecutive  
191 terms.

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193 Segment 5. There shall be One (1) member of the Chaplains Section appointed to serve  
194 on each of the following UMA Standing Committees: Bylaws Review, Policy,  
195 Business Practices, Fund Raising, Membership, Resource Promotion, Ethics,

196 Field Consultation and Order of Good Shepherds. These appointments are to  
197 be made by the Chaplains Section Executive Committee.  
198

199 Segment 6. The length of term of office for Chaplains Section Representatives to the  
200 UMA Standing Committees shall be for three years with a limit of two  
201 consecutive terms.  
202

203 Segment 7. The Chairperson or other Chaplains Section Representative shall serve on  
204 the EAGLE Accreditation Committee. The length of term of office shall be for  
205 three years with a limit of two consecutive terms.  
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207 Segment 8. The appointments to the various committees shall be made with respect to  
208 cultural, gender, racial, and geographic diversity.  
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### 210 **ARTICLE IX. *Amendments and Revision***

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212 Segment 1. These guidelines may be amended and revised by a special or regularly  
213 scheduled meeting of the Chaplains Section provided that such proposed  
214 changes are made available to the membership in writing prior to said  
215 meeting.  
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217 Segment 2. The members of the Chaplains Section present at any regular or special  
218 meeting shall constitute a quorum for voting purposes. Each member shall  
219 have One (1) vote. Adoption shall be made by a simple majority affirmative  
220 vote, pending final approval by the UMA Board of Directors.