



**Administrative Fair Process**

**Section I – Fill in the blanks from the words below. Use each word only once.**

*1. Administrative Fair Process*

- Holy covenant that protects the \_\_\_\_\_ and the \_\_\_\_\_.
- Used when there is a request for:
  - \_\_\_\_\_ Location
  - Involuntary \_\_\_\_\_ of a Provisional Member (upon request)
  - Involuntary \_\_\_\_\_ of Absence
  - \_\_\_\_\_ Retirement
  - Involuntary \_\_\_\_\_ Leave (see ¶356)

*2. Fair Process Hearings*

- The bishop or bishop’s designee and the respondent shall have a right to be heard \_\_\_\_\_ any final action is taken.
- Notice of any hearing and its purpose shall be given not less than \_\_\_\_\_ days prior to the hearing.
- Respondent shall have a right to be accompanied to any hearing by a \_\_\_\_\_ who is in full connection of the respondent’s annual conference. The accompanying clergyperson \_\_\_\_\_ have the right of \_\_\_\_\_.
- All \_\_\_\_\_ issues must be discussed only when all parties are present.
- The respondent has access to all records relied upon at least \_\_\_\_\_ days prior to the hearing.
- In the event that a clergyperson fails to appear for supervisory interviews, refuses mail, refuses to \_\_\_\_\_ personally with the bishop or district superintendent, or otherwise fails to respond to supervisory request or request from official administrative committees, such actions or inactions \_\_\_\_\_ be an excuse to delay or avoid the process. The process \_\_\_\_\_ continue without the individual.

*3. Conference Relations Committee (CRC)*

- Each BOM shall establish a conference relations committee with at least \_\_\_\_\_ members.
- Hears \_\_\_\_\_ status change requests and other matters assigned to it.
- District superintendents \_\_\_\_\_ serve on the conference relations committee.

Administrative  
Before  
Church  
Clergyperson  
Communicate

Discontinuance  
Individual  
Involuntary  
Involuntary  
Leave

May  
Medical  
Seven  
Shall  
Shall not

Shall not  
Substantive  
Three  
Twenty  
Voice



**Section II – Respond true or false to the question. The first statement is a statement of fact.**

**Fact:** District superintendents are not allowed to participate in BOM discussions or CRC deliberations related to involuntary discontinuance.

**Question:** However, because the district superintendent who the bishop assigns to the BOM is a member of the board, that district superintendent is allowed to participate in any BOM conversation related to involuntary discontinuance of a provisional, associate, or full member.

**Answer True or False:** \_\_\_\_\_

**Section III – Indicate the responsible party for the following steps in Administrative Fair Process**

- A – Bishop/District Superintendent
- B – Board of Ordained Ministry
- C – Conference Relations Committee
- D – Administrative Review Committee
- E – Clergy Session

- \_\_\_\_\_ Request status change
- \_\_\_\_\_ Report the recommendation for status change to the clergy session
- \_\_\_\_\_ Examine process and make recommendation to correct any errors
- \_\_\_\_\_ Preside at the Fair Process Hearing
- \_\_\_\_\_ Present reasons for request at the Fair Process Hearing
- \_\_\_\_\_ Report on the fairness of the process to the Clergy Session
- \_\_\_\_\_ Make final decision about clergy status