

**THE UNITED METHODIST CHURCH
APPLICATION FOR CHANGE
IN CLERGY RELATIONSHIP TO THE ANNUAL CONFERENCE**

First Name	Middle	Last Name
Address		
Street	City	State Zip
Home Phone (____) _____		School or Office Phone (____) _____
E-mail Address _____		Birthday _____
Conference _____		District _____

I hereby request the following change in my relationship to the annual conference:

- _____ Discontinuance as a Local Pastor (¶ 320.1)
- _____ Discontinuance as a Provisional Member (¶ 327.6)
- _____ Appointment to Less than Full-Time Service (¶ 338.2)
- _____ Appointment to Extension Ministry (¶ 344.1)
- _____ Sabbatical Leave (¶ 352)
- _____ Voluntary Leave of Absence – Personal (¶ 354.2a)
- _____ Voluntary Leave of Absence – Family (¶ 354.2b)
- _____ Transitional Leave of Absence (¶ 354.2c)
- _____ Maternity/Paternity Leave (¶ 356)
- _____ Medical Leave (¶ 357)
- _____ Retirement (¶ 358)
 - _____ Between Sessions of the Annual Conference
 - _____ Mandatory Retirement (¶ 358.1)
 - _____ With 20 Years of Service (¶ 358.2a)
 - _____ With 30 Years of Service or at Age 62 (¶ 358.2b)
 - _____ With 40 Years of Services or at Age 65 (¶ 358.2c)
- _____ Honorable Location (¶ 359)
- _____ Withdrawal to Unite with Another Denomination (¶361.1)
- _____ Withdrawal from the Ordained Ministerial Office (¶361.2)
- _____ Withdrawal Under Complaints or Charges (¶361.3)

Signature _____ Date _____

Information on further required documentation is below.

Further Required Documentation for Change in Clergy Relationship to the Annual Conference

Discontinuance as a Local Pastor (§320.1)

- A statement on the reasons for the request to discontinue as a local pastor

Discontinuance as a Provisional Member (§327.6)

- A statement on the reasons for the request to discontinue as a provisional member

Appointment to Less Than Full-Time Service (§338.2)

- A statement on the nature of the agreement for less than full-time service in one-quarter, one-half, or three quarters increments and the reasons for the request
- A recommendation of the bishop and cabinet

Appointment to Extension Ministry (§344.1)

- A statement describing in detail the proposed setting for ministry, sharing a sense of calling to that ministry, and the intentional fulfillment of ordination vows
- A recommendation of the cabinet

Sabbatical Leave (§352)

- A description of the sabbatical leave including plans for study or travel

Voluntary Leave of Absence—Personal Leave (§354.2a)

- A statement on the reasons for the leave of absence and the charge conference within the bounds of the annual conference where membership will be held

Voluntary Leave of Absence—Family Leave (§354.2b)

- A statement on an immediate family member's need for full-time care

Transitional Leave of Absence (§354.2c)

- A statement describing the need for transitional leave with quarterly substantiation of effort to obtain an appointable position

Maternity/Paternity Leave (§356)

- A statement on the duration of the maternity/paternity leave

Medical Leave Due to Medical and Disabling Conditions (§357)

- A statement on the nature of the medical and disabling conditions and the reasons for the request of a medical leave
- A report from a medical doctor, psychiatrist, or psychologist on the nature of the reasons for granting a medical leave
- The recommendation of the Joint Committee on Medical Leave
- The recommendation of the Board of Pensions
- The recommendation of the Board of Ordained Ministry

Retirement (§358)

- A written request for retirement
- A service record provided by the conference secretary or Board of Pensions which confirms eligibility for retirement under the provisions of the *Discipline*

Honorable Location (§359)

- A statement on the reasons for the request for honorable location, the charge conference where membership will be held, and the written consent of the pastor in charge

Withdrawal to Unite with Another Denomination (§361.1)

- Written request to terminate membership with reasons for request
- Deposit request and certificate of conference membership with the conference secretary

Withdrawal from the Ordained Ministerial Office (§361.2)

- Written request to withdraw with reasons for request
- Deposit request and certificates of ordination and conference membership with the conference secretary

Withdrawal Under Complaints or Charges (§361.3)

- Written request to withdraw with reasons for request
 - Deposit request and certificates of ordination and conference membership with the conference secretary
 - Write “withdrawn under complaints” or “withdrawn under charges” on face of the credentials
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