



# HIGHER EDUCATION & MINISTRY

General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

## THE UNITED METHODIST CHURCH APPLICATION FOR CHANGE IN CLERGY RELATIONSHIP TO THE ANNUAL CONFERENCE Form 106

Name:

\_\_\_\_\_

First Middle Last

Address:

\_\_\_\_\_

Street City State Zip

Cell Phone: (\_\_\_\_) \_\_\_\_\_ Other Phone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ Birth Date: \_\_\_\_\_

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 (§351)
- \_\_\_\_\_ Voluntary Leave of Absence – Personal (§353.2a)
- \_\_\_\_\_ Voluntary Leave of Absence – Family (§353.2b)
- \_\_\_\_\_ Transitional Leave of Absence (§353.2c)
- \_\_\_\_\_ Maternity/Paternity Leave (§355)
- \_\_\_\_\_ Medical Leave (§356)
- \_\_\_\_\_ Retirement (§357)
  - \_\_\_\_\_ Between Sessions of the Annual Conference
  - \_\_\_\_\_ Mandatory Retirement (§357.1)
  - \_\_\_\_\_ With 20 Years of Service (§357.2a)

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**URL** gbhem.org  
**ADDRESS** 1001 19th Avenue, South  
 Nashville, TN 37212



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- \_\_\_\_\_ With 30 Years of Service or at Age 62 (§357.2b)
- \_\_\_\_\_ With 40 Years of Services or at Age 65 (§357.2c)
- \_\_\_\_\_ Honorable Location (§358)
- \_\_\_\_\_ Withdrawal to Unite with Another Denomination (§360.1)
- \_\_\_\_\_ Withdrawal from the Ordained Ministerial Office (§360.2)
- \_\_\_\_\_ Withdrawal Under Complaints or Charges (§360.3)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **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 (§351)

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

#### Voluntary Leave of Absence—Personal Leave (§353.2a)

- 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 (§353.2b)

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

#### Transitional Leave of Absence (§353.2c)

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

#### Maternity/Paternity Leave (§355)

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

#### Medical Leave Due to Medical and Disabling Conditions (§356)

- 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



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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 (¶357)

- 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*

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