

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

Name _____

Address _____
Street City State Zip

Home Phone (____) _____ Office Phone (____) _____

E-mail Address _____

Conference _____ District _____

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

- _____ Discontinuance as a Local Pastor
- _____ Discontinuance as a Probationary Member
- _____ Appointment to Less than Full-Time Service
- _____ Appointment to Extension Ministry
- _____ Sabbatical Leave
- _____ Leave of Absence
- _____ Family Leave
- _____ Maternity/Paternity Leave
- _____ Incapacity Leave
- _____ Retirement
 - _____ Between Sessions of the Annual Conference
 - _____ With 20 Years of Service
 - _____ With 35 Years of Service or at Age 62
 - _____ With 40 Years of Services or at Age 65
- _____ Honorable Location

Signature _____ Date _____

Information on further required documentation on reverse side of this page.

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 Probationary Member (§327.6)

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

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 cabinet

Appointment to Extension Ministry (§344.1d)

- 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

Leave of Absence (§354)

- 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

Family Leave (§355)

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

Maternity/Paternity Leave (§356)

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

Incapacity Leave (§358)

- A statement on the nature of the disability and the reasons for the request of a disability leave
- A report from a medical doctor, psychiatrist, or psychologist on the nature of the disability and the reasons for granting a disability leave
- The recommendation of the Joint Committee on Disability
- The recommendation of the Board of Pensions

Retirement (§359)

- 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 (§360)

- 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