

**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 Northwest Texas 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 at Age 62
  - \_\_\_\_\_ With 40 Years of Services 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