



## **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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