

Rocky Mountain Conference of The United Methodist Church

October 6, 2014

Clergy Colleagues and SPRC Chairs:

This year we are asking each church and each pastor to complete Profile forms to update our records for appointment making. The attached Profile forms are very important for us as we make decisions on your behalf.

Attached you will also find the Appointment Advisory Forms. Once again, these forms are <u>not</u> required for pastors and churches where pastors have served less than four years in a current appointment. (However, Superintendents, pastors or local church SPRC chairpersons may request that these forms be completed under special circumstances, when clergy have served less than four years.) Please note that these forms serve only as advisory recommendations to the Bishop and the Cabinet, who retain the authority to make appointments. Clergy and SPR committees are to fill out the advisory forms separately, and meet afterward to discuss.

Those Elders, Provisional Elders, or Associate Members who feel they are unable to itinerate are asked to submit the Limited Itinerancy Form (also attached). Pastors will need to provide a <u>letter</u> to the Bishop's office, the District Office and the Board of Ordained Ministry to request a <u>change of status for retirement, leave, or other special categories</u>. Our Book of Discipline provides the advance notice time period and any other requirements for each specific category.

All of the completed forms are due in the District office by <u>December 1, 2014</u>. It is preferred that they be submitted as an attachment to an email or faxed, but US mail is also fine.

Thank you for your assistance, accountability, and shared commitment to providing outstanding leadership for the church of Jesus Christ.

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Mountain Sky Area

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