



Rocky Mountain Conference Of The United Methodist Church

SAMPLE

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APPOINTMENT ADVISORY FORM INFORMATION

May God's grace be with you. We are at the season for completing the annual Appointment Advisory Forms for Clergy. There is a form for the Staff/Pastor Parish Relations Committee to complete and a form for the pastor to complete. The forms are included with this email and are also found on the Rocky Mountain Conference website in the forms section.

The completed forms are due to the District Office by December 1, 20__. The forms may be completed any time during October or November. It is preferred that the completed forms be submitted as an attachment to an email or FAXed. (US mail only as needed.)

CHANGE FOR THIS YEAR: Appointment Advisory Forms are not necessary for pastors and their churches where pastors have served less than four years in the 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.

Clergy and SPR committees are to fill out the advisory forms separately. They should meet afterward to discuss. Churches: Please use your spring clergy evaluations to inform your response.

Pastors will need to provide a letter to the Bishop's office, the District Office and the Board of Ordained Ministry to request a change of status for retirement, leave or other special categories. The United Methodist Discipline provides the advance notice time period and any other requirements for each category. If you would like more information regarding the Appointment Advisory form process, please contact your District Superintendent (email is preferable).

Thank you for your discernment, helpful feedback, encouragement, accountability, expectations clarification, appreciation and prayer.

The Cabinet of the Rocky Mountain Conference