

Pastor/Church Annual Appointment Response Form

North Alabama Conference

2022

(Note: One copy of this form needs to be downloaded, printed, and manually signed by every pastor and SPRC members. It must be received by your District Superintendent's office by the stated deadline.)

This form will be used annually by the Bishop and Cabinet for all pastors in active service to determine any changes to appointments. The United Methodist Book of Discipline reminds us that it is the task of the Bishop and Cabinet to review the needs of all pastors, churches, and the Annual Conference to determine moves each year. The appointment-making season begins in January and continues through Annual Conference in June of each year. **Every pastor and church are expected to consult together and turn in only one signed copy of this form (with signatures) to your District Superintendent by Thursday, January 13, 2022.**

¶ 338 The United Methodist Book of Discipline

The itinerant system is the accepted method of the United Methodist Church by which ordained elders, provisional elders, and associate members are appointed by the bishop to fields of labor. All ordained elders, provisional elders, and associate members shall accept and abide by these appointments. Bishops and cabinets shall commit to and support open itineracy and the protection of the prophetic pulpit and diversity.

Section I (Pastor's Profile)

Pastor: Have you updated your personal profile? This is due by February 1, 2022, and can be found under "SPRC Forms: Pastor Profile" on the North Alabama Conference website.

_____ I have or will complete this form by February 1, 2022.

Section II (To be completed by Staff-Parish Relations Committee)

Staff-Parish Committee: Have you completed your church profile? This is due by February 1, 2022, and can be found under "SPRC Forms: Church Profile" on the North Alabama Conference website.

_____ We have or will complete this form by February 1, 2022.

C. Clergy Care and Support

_____ Is the (S)PRC aware of the team's role in clergy care and support, and how are you involved?

¶ 258.2g The United Methodist Book of Discipline

The duties of the committee shall include the following:

(3) To confer with and counsel the pastor(s) and staff on the matters pertaining to the effectiveness of ministry; relationships with the congregation; the pastor's health and self-care, conditions that may impede the effectiveness of ministry; and to interpret the nature and function of the ministry.

(8) To consult with the pastor and staff concerning continuing education, work-life balance, dimensions of personal health and wellness, and spiritual renewal, to arrange with the church council for the necessary time and financial assistance for the attendance of the pastor and/or staff at such continuing education, self-care, and spiritual renewal events as may serve their professional and spiritual growth, and to encourage staff members to seek professional certification in their fields of specialization.

1. Vacation

_____ Is the S(PRC) aware of the current North Alabama Conference policy on vacation? (See Below)

North Alabama Conference Equitable Compensation Report No. 4: Guidelines for Vacation Time

Pastors in all classifications (including those receiving Equitable Compensation grants) shall receive annual paid vacation with the charge responsible for pulpit supply. Time devoted to continuing education shall not be considered as vacation time.

Equitable Compensation (Section 4.1:) Full-Time Pastors

Full-time Pastors in all classifications shall receive the following annual paid vacation with the charge responsible for pulpit supply:

0-4 years: 2 weeks including 2 Sundays

5-10 years: 4 weeks including 4 Sundays

11 years and above: 5 weeks including 5 Sundays

Section 4.2 Part-time Pastors

Part-time pastors in all classifications shall receive the following annual paid vacation with the charge responsible for pulpit supply (2 weeks, including 2 Sundays)

_____ Is the pastor/ S(PRC) working to be sure that the pastor takes her or his vacation time?

2. Continuing Education (Full-time pastors)

_____ Is the SPRC aware of Continuing Education leave for full-time pastors? (See below)

¶ 350 The United Methodist Book of Discipline

Continuing Education and Spiritual Growth — 1. Throughout their careers, clergy shall engage in continuing education for ministry, professional development, and spiritual formation and growth in order to lead the church in fulfilling the mission of making disciples for Jesus Christ. This shall include carefully developed personal programs of study augmented periodically by involvement in organized educational and spiritual growth activities. These practices embody the Wesleyan emphasis on lifelong growth in faith, fostered by personal spiritual practices and participation in covenant communities. Each annual conference, through the chairs of the Clergy Orders and Fellowship or other leaders designated by the bishop, shall provide spiritual enrichment opportunities and covenant groups for deacons, elders, and local pastors.

2. A clergy member's continuing education and spiritual growth program shall include professional formation leaves at least one week each year and may include at least one month during one year of every quadrennium. Such leaves shall not be considered as part of the ministers' vacations and shall be planned in consultation with their charges or other agencies to which they are appointed as well as the bishop, district superintendent, and annual conference continuing education committee.

3. Renewal Leave (Full-Time pastors)

_____ Is the SPRC aware of renewal leave for full-time pastors? (See below)

¶ 350 The United Methodist Book of Discipline

3. A clergy member may request a formational and spiritual growth leave of up to six months while continuing to hold an appointment in the local church. Such leaves are available to clergy members who have held full-time appointments for at least six years. Such a leave shall be with the approval of the committee on pastor-parish relations, the church council, and the district superintendent. Annual conferences are encouraged to assist with pulpit supply and other temporary support for such leaves.

D. Church's Preferences

After prayerful discussion and consideration, please select one option by consensus of the Staff-Parish relations Committee:

_____ We request a conversation with our District Superintendent.

_____ **MOVE:** We believe that it would be in the best interest of the church that our pastor moves in July. (Or our pastor plans to retire)

_____ **OPEN:** Although we would prefer for our pastor to stay, we are understanding and accepting of this possibility in support of the connectional system.

_____ **RETURN:** Due to the following reasons, we feel that our pastor needs to return.

_____ **EITHER:** We are understanding of our pastor's potential to move but will also welcome them back if a move does not occur.

In the event that your pastor is appointed to another charge and you receive a different pastor, what leadership and ministry skills would be needed for the effective ministry of your local church?

E. Pastor's Preferences

Pastors, please prayerfully consider your options and select one:

_____ I would like to have a conversation with my District Superintendent.

_____ **MOVE:** I wish to be considered for a change of appointment or am planning to retire or take some form of leave.

_____ **OPEN:** Although I prefer to remain, I would be open to consideration for a move.

_____ **EITHER:** I am willing to move or stay

_____ **RETURN:** I wish to be considered for reappointment for the following reasons*:

(*In certain cases, a Limited Itinerary Form may be requested by the Bishop and Cabinet)

SPRC/Pastor Annual Appointment Response Form Signature Page

Date of Meeting: _____

Name of Church: _____

Name Of Pastor: _____

We have read, prayerfully discerned, and discussed all of the information included on this form as well as all attachments included.

Signatures:

Committee on Staff-Pastor Relations

_____, Chair

SPRC committee members:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Pastor's Signature

This entire form is due in the hands of your District Superintendent no later than January 13, 2022.
Thank you.