



HIGHER EDUCATION & MINISTRY

General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

Voluntary Status Change							
2016	Status	Purpose	Initiation	Timeline	Limits	Required Approval	Return From
350.3	Formational and Spiritual Growth	For Formational or Spiritual Growth	Clergy	Negotiated w/ appt setting	Serving FT appt for at least 6 yrs. May last up to 6 mos.	S/PPRC, Church Council, DS	As planned
351	Sabbatical	Program of study or travel	Clergy	Request 6 mos prior to annual conf	AM, FD, or FE w/ 6 yrs FT service or equivalent	Bishop appt, BOM rec, Clergy Session approve	Appt by Bishop
353.2a)	Voluntary Leave of Absence - Personal	Temporarily unable or unwilling to continue in appt	Clergy	Request through BOM, w/ copy to Bishop and DS, 90 days prior to annual conference	PM, AM, FD, FE; 5 yrs. except w/ 2/3 vote of Clergy Session; not an option if charges or complaints pending	Annual, by BOM and Clergy Session (majority approval up to 5 yrs; 2/3 approval after 5 yrs)	Request 6 mos prior to AC; ad interim request thru Bishop, Cabinet w/ approval by BOM Exec Comm
353.2b)	Voluntary Leave of Absence - Family	Unable to serve b/c of family member's need for full-time care	Clergy	Same as personal leave	Same as personal leave	Same as personal leave	Same as personal leave
353.2c (1)	Transitional Leave – PD or FD	Needs to seek an appointment	Provisional or Ordained Deacon	At least 90 days prior to AC session	Up to one 12 mos period	Bishop, BOM Exec Comm	Upon appointment
353.2c (2)	Transitional Leave – AM, PE, FE	Moving to/from Extension Min. and Local Church Ministry	Assoc. Member, Provisional or Ordained Elder	At least 90 days prior to annual conference session	Up to one 12 mos period	Bishop, BOM Exec Comm	Upon appointment
355	Maternity or Paternity	For birth or arrival of a child into home for adoption	Clergy	90 days before start of leave	LP, PM, AM, FD, FE; up to 1/4 yr w/ compensation for no less than 1st 8 wks	Bishop, Cabinet, BOM Exec Comm	As approved



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357.2	Voluntary Retirement	Clergy seeking retirement and meeting requirements	Clergy	Written request to Bishop/Cabinet/BOM at least 100 days before effective date unless waived by Bishop and Cabinet	Varies - see ¶357.2	Bishop, Cabinet, BOM rec, Clergy Session	May receive appt while retired; may return to effective relationship
358	Honorable Location	Clergy seeking to discontinue service in appointive ministry	Clergy	Not stated	FD, FE, AM in good standing; retain ordination; surrender membership; restrict ministerial functions; may serve ad interim	BOM rec, Clergy Session approval	dCOM, BOM, Cabinet rec; Clergy Session approval, minimum 1 yr service as LP (for FE/AM's) or in approved setting (FD) (¶366)
360.1	W/draw to Unite w/ Another Denomination	Desire to unite with another denomination	FD or FE	Not stated	Ordained in good standing; surrender membership credentials; keep ordination credentials	Clergy Session	dCOM, BOM, Cabinet rec; Clergy Session approval; 2 yrs as LP (for FE/AM's) or in approved setting (FD) (¶366)
360.2	W/draw from the Ordained Ministerial Office	Desire to leave ministerial office and w/draw from conference	Ordained member	Not stated	Ordained in good standing; surrender membership and ordination credentials; transfer to local church membership	Clergy Session	dCOM, BOM, Cabinet rec; Clergy Session approval; at least 2 yrs as LP (for FE/AM's) or in approved setting required (FD) (¶366)



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Involuntary Status Change							
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354	Involuntary Leave of Absence	a) Complaint unresolved w/in 90 days or b) Action re. Admin Location (§363) req. to address allegations	Bishop, DS	Not stated	PM, AM, FD, FE ; 3 yr. limit; Must follow Fair Process (§363, §361)	Bishop, DS, CRC rec, BOM rec, 2/3 annual approval of Clergy Session	Written request by Bishop, DS at least 6 mos prior to AC, BOM rec for end, after 3 yrs a permanent status must be granted
357.3	Involuntary Retirement	To retire clergy w/ or w/o clergy consent	Cabinet or BOM recommendation	Written notice 180 days prior to annual conference	Clergy members; Fair Process must be followed	CRC rec, BOM rec, 2/3 approval of Clergy Session	Rec by BOM, Bishop, Cabinet, 2/3 vote of Clergy Session from granting annual conference (§ 367)
359	Administrative Location	When AM, FD, or FE is ineffective	Bishop and District Superintendents; BOM if occurring at the end of Invol Leave of Absence (this is exceptional)	Not stated	Surrender membership credentials, retain ordination credentials, limited ministerial service	CRC rec, BOM rec, majority approval of Clergy Session	dCOM, BOM, Cabinet rec; Clergy Session approval, may require 1 yr service as LP (for FE/AM's) or in approved setting (FD) before membership returned (§365)
360.3	W/draw under complaints or charges	When clergy is a named respondent and wishes to w/draw	Clergy	Immediate	Membership, Ordination credentials deposited w/ conference secretary	Clergy Session	dCOM, BOM, Cabinet rec; Clergy Session approval, at least 2 yrs service as LP (for FE/AM's) or in approved setting (FD) before membership returned (§366)
362.1d	Suspension	When complaint filed; to protect complainant, congregation, Annual Conference, clergy, Bishop	Bishop	Immediate	90-day limit; one 30-day extension allowed; suspended from responsibilities but not from appt	BOM Exec Comm	When complaint is resolved or clergy is place on different status



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Status Changes that could be Voluntary or Involuntary							
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320.1	Discontinue Local Pastor (LP)	To discontinue LP appt. relationship; for those who are not PMs	LP retirement; LP not approved; LP severs relationship; bishop discontinues appt;	Not stated	Surrender license and credentials to the DS for deposit with conference secretary	Varies, Fair Process Hearing not required	Through dCOM with appt. from the bishop; LP receives a license if appointed after retirement
327.6	Discontinue Prov Membership (PM)	To discontinue PM in annual conference	PM or BOM rec (w/o consent of PM)	Not stated	PM may request a Fair Process Hearing; credentials surrendered if discontinued	CRC rec, BOM rec, majority approval of Clergy Session	May be approved as LP or readmitted by AC where they left w/ rec of dCOM, BOM, Cabinet, and Clergy Session approval (§364)
356	Medical Leave Due to Medical and Disabling Conditions (Either Voluntary or Involuntary)	Unable to perform ministerial duties due to medical and disabling conditions	Clergy or Cabinet	Not stated	When involuntary, clergy has right to Fair Process Hearing; may not be used solely for medical conditions	Joint Committee on Clergy Medical Leave, CRC rec (if involuntary), BOM rec, majority approval of Clergy Session	Provide medical evidence of sufficient recovery; Approval of Cabinet, Joint Comm or CRC, BOM Exec Comm
357.1	Mandatory Retirement	At age 72 on or before July 1	Automatic	120 days prior to effective date, unless waived by the Bishop and Cabinet	Varies - see §357	Bishop, Cabinet, BOM rec, Clergy Session approval	May receive an appt in retired status