

Potomac Highlands District UMC
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Romney, WV 26757
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District Website: www.phdumc.org (find this memo & forms here under "Resources")

TO: Pastors/Chairpersons of Pastor/Staff-Parish Relations Committees
FROM: West Virginia United Methodist Conference Cabinet,
Rev. Dr. Joseph S. Kenaston, Dean of the Cabinet
RE: GUIDELINES for Annual Appointment Process
DATE: November 1, 2018

Matching ministerial leadership and local church leadership needs is a crucial and complicated process. While the deployment of Pastors is ultimately the responsibility of the Bishop and Cabinet, Pastors and Pastor/Staff-Parish Relations Committees play a critical consultative role in appointment making. *The 2016 Book of Discipline* says that the PPR Committee is "to confer with the pastor and/or other appointed members of the staff if it should become evident that the best interests of the charge and pastor(s) will be served by a change of pastor(s). The committee shall cooperate with the pastor(s), the district superintendent, and the bishop in securing clergy leadership. Its relationship to the district superintendent and the bishop shall be advisory only." ¶258.2.g(11)

Consultation is an ongoing process involving the S/PPRC, the Pastor, and the District Superintendent. Please remember that consultation incorporates items such as charge conferences, annual interviews, church visits, and informal and formal meetings. The Committee and Pastor should meet regularly, at least quarterly, throughout the year to plan, evaluate, counsel and advise regarding effectiveness of ministry. The Pastor and District Superintendent shall also share in regular consultation. The District Superintendent is available to consult with Pastors and PPR Committees throughout the year.

All ministers under appointment share in a covenant of itinerant ministry and are subject to appointment annually. Conversation regarding pastoral moves may be initiated by the Cabinet, the Staff-Parish Relations Committee, or the Pastor. Any change in pastoral leadership needs to follow much prayer and thoughtful consultation.

Please note the policy regarding requests for a conversation with the District Superintendent regarding move requests. Both Pastors and PPR Committees are to send a response form to their District Superintendent, giving the reasons for a conversation regarding a move request. **The form must be signed by both the Pastor and the Chairperson of the PPR Committee and returned no later than December 15th. Please mail this form to the Potomac Highlands District Office UMC, 97 Goldsborough Ave., Romney WV 26757. This process does not include voting by congregations or PPR committees.** It does require conversation between the Pastor and the PPRC. When a written request is made, I will contact the Pastor and/or the PPRC regarding this request.

If a pastor is planning to retire at the next session of the Annual Conference, letters indicating retirement should be sent to the Bishop, the Conference Treasurer, Rev. Dr. Jay Parkins (the chairperson of the Board of Ordained Ministry), Rev. Dr. Bonnie MacDonald (Directory of Leadership), and Rev. Scott E. Ferguson, District Superintendent by December 31st.

As you may be aware, our conference is currently experiencing a shortage of pastors. There may be changes made in configurations of charges to help churches retain thriving pastoral leadership. Your help in raising spiritual leaders that discern a call into ministry is greatly appreciated.

Thank you for your ministry, whether lay or clergy. Thank you also for your participation in the itinerant appointive process of The United Methodist Church. We pray for God's guidance for you as you prayerfully discern the pastoral leadership for your charge.

Dean of the Cabinet
Rev. Dr. Joseph S. Kenaston

Potomac Highlands District Superintendent
Rev. Scott E. Ferguson

Return form to (BY DEC 15TH)::
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97 Goldsborough Avenue
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