

CHARGE CONFERENCE FORM #8: Clergy Appointment Request

WORKSHEET FOR PREPARATION – COMPLETE FORM ONLINE at http://www.calpacumc.org/ccf8_apptrequest

WHY THE APPOINTMENT REQUEST FORM IS REQUIRED FOR APPOINTED CLERGY & ASSIGNED LPAS

The report communicates the Clergy Member's request and related information to the District Superintendent. This appointment request is for the 2027-2028 appointment cycle. The Bishop and the Cabinet take this information into consideration as one of the factors in the appointment process. The information submitted in this request is a request only.

WHO COMPLETES THIS REQUEST

This report is to be completed by **all Clergy and Lay Persons Assigned who are assigned or appointed by the Bishop to a local church**, and by clergy wishing to return to an appointment in the local church.

WHEN THIS REQUEST SHOULD BE COMPLETED

Complete at least one week before charge conference or by November 30, 2026, whichever is sooner.

IMPORTANT WHAT HAPPENS TO THE REQUEST

This form is **not a public document and shall not be published or shared with the church membership**. Because this is a confidential form, an option to send the church office is not included. In addition, this form does not record answers live. If you abandon the form, or save it and leave it for 30 days without submitting, your work will be gone. This policy is in place to limit access to information you are entering into the form. The form is delivered only to the District Superintendent & District Office. If the Clergy Member submitting the form loses or deletes the personal copy, please contact your District Office.

RESOURCES YOU MAY NEED

The following documents may be needed to complete the work in this report.

- Many questions on this request form are repeated each year, so a previous request will be useful to completing this one.
- This worksheet to prepare to complete this form as a Word version or a PDF version. Completing the worksheet does not complete this online form. You must still enter the answers in the online form and complete the signature portion in order to finish the report.

DISTRIBUTION OF REPORTS: The information submitted in this report is, in general, not accessible by conference staff with the exceptions noted here. When a clergy person submits this form, the following individuals receive a copy of the report and a PDF attachment with the included information. You do not need to email your form separately to any of the individuals named below.

- **Clergy Member or Lay Person Assigned** submitting the form.
- **District Superintendent & District Office**
- This form is **not archived** by the conference.

REPORT YEAR	
ABOUT YOU AS A PASTOR This form is not a public document. Do NOT include it in the Charge Conference packet for distribution.	
A. PASTOR / LPA NAME	
B. PRIMARY EMAIL	
C. PRIMARY PHONE	
D. CLERGY RELATIONSHIP	Choose from UMC ELDER IN FULL CONNECTION (FE or OE), UMC DEACON IN FULL CONNECTION (FD or OD), UMC PROVISIONAL ELDER (PE or OP), UMC PROVISIONAL DEACON (PD or OP), UMC ASSOCIATE MEMBER (AM), APPOINTED LOCAL PASTOR (FL, PL, or OL), AFFILIATE MEMBER (AF), MEMBER OF OTHER DENOMINATION (OF), LAY PERSON ASSIGNED (LPA)
i. APPOINTMENT REQUEST	
1. FOR THE NEXT APPOINTMENT YEAR, MY REQUEST IS TO	Choose from RETURN (I would like the Bishop to reappointment me to this position.), MOVE (I would like the Bishop to appointment me to a different position.), EITHER (I would be open to being moved or returned by the Bishop), EXTENSION MINISTRY APPOINTMENT, LEAVE OF ABSENCE (Personal or Family), SABBATICAL LEAVE, MEDICAL LEAVE, SCHOOL OR SABBATICAL LEAVE, RETIRE, OTHER (and Specify)
2. DESCRIBE THE BASIS FOR THIS REQUEST.	
3. HAVE YOU INFORMED THE STAFF-PARISH RELATIONS COMMITTEE(S) OF YOUR REQUEST?	Choose YES, NO, OTHER (and Explain)

ii. ABOUT YOUR MINISTRY			
4. YEARS IN PRESENT APPOINTMENT LOCATION(S) AS OF NEXT JUNE 30			
5. TOTAL YEARS IN APPOINTED MINISTRY (EXCLUDE APPOINTMENTS TO SCHOOL)			
6. EXPECTED YEAR OF RETIREMENT			
7. DESCRIBE YOUR CURRENT APPOINTMENT STATUS AS ACCURATELY AS POSSIBLE. <i>You must answer Question 7 before all the questions on the form that apply to you will appear.</i>		Choose from 1 CAL-PAC CHURCH, 2 CAL-PAC CHURCHES, 3 OR MORE CAL-PAC CHURCHES, CHURCH(ES) IN ANOTHER ANNUAL CONFERENCE, EXTENSION MINISTRY, PERSONAL OR FAMILY LEAVE, MEDICAL LEAVE, SABBATICAL LEAVE, SCHOOL, Or OTHER (and Specify). Select all that are applicable.	
8. HOW MANY TOTAL WEEKS OF VACATION OR RENEWAL LEAVE HAVE YOU TAKEN THIS YEAR?		Choose from LESS THAN ONE WEEK, 1 WEEK, 2 WEEKS, 3 WEEKS, or 4 WEEKS OR MORE.	
9. HAVE YOU TAKEN A SPIRITUAL RENEWAL LEAVE DURING THIS APPOINTMENT?		Choose from YES or NO.	
10. SHARE A LIST OF CONTINUING EDUCATION EVENTS AND 'KEY LEARNING(S)' FROM YOUR MOST RECENT LEARNING EXPERIENCE. HOW HAVE YOU UTILIZED OR IMPLEMENTED THIS INFORMATION OR PRACTICE(S) WITHIN YOUR CURRENT MINISTRY CONTEXT?			
11. WHETHER YOU ARE REQUESTING A CHANGE OF APPOINTMENT OR NOT, PLEASE SHARE THE TYPE OF MINISTRY OR ASSIGNMENT YOU WOULD MOST WELCOME IN THE FUTURE.			
If you chose "1 CAL-PAC CHURCH", "2 CAL-PAC CHURCHES", or "3 OR MORE CAL-PAC CHURCHES" in Question #7:			
12. DISTRICT AT LOCAL CHURCH #1		Choose from EAST, HAWAII, NORTH, SOUTH, or WEST.	
iii. ABOUT LOCAL CHURCH APPOINTMENTS IN THE CALIFORNIA-PACIFIC CONFERENCE			
	LOCAL CHURCH #1	LOCAL CHURCH #2	LOCAL CHURCH #3
12. DISTRICT	-----		
13. LOCAL CHURCH			
14. IS THIS CHURCH RECEIVING EQUITABLE COMPENSATION?	Choose YES or NO.	Choose YES or NO.	Choose YES or NO.
15. IS THIS CHURCH RECEIVING CONGREGATIONAL VITALITY FUNDING?	Choose YES or NO.	Choose YES or NO.	Choose YES or NO.
16. IS THIS CHURCH RECEIVING DISTRICT OR OTHER FUNDS FOR SALARY & BENEFITS?	Choose YES or NO.	Choose YES or NO.	Choose YES or NO.
17. IF YES in 14, 15, or 16, DESCRIBE FUNDING RECEIVED FOR SALARY & BENEFITS SUPPORT.			
18. HOW HAS THE CONGREGATION CHANGED OR BEEN TRANSFORMED DURING YOUR TENURE? WHAT HAVE YOU FOUND MOST SATISFYING ABOUT THE APPOINTMENT, COMMUNITY, AND CONGREGATION? WHAT HAS BEEN MOST CHALLENGING?			
iv. CLERGY FAMILY INFORMATION & CONCERNS			
19. MARITAL STATUS	Choose from SINGLE (Never Married, Divorced, or Widowed), SEPARATED, or MARRIED.		
20. NAME OF SPOUSE			
21. IN MY PRESENT APPOINTMENT, THE HOUSING ARRANGEMENT IS	Choose from PARSONAGE, HOUSING ALLOWANCE, WAIVED, or OTHER (Explain).		
22. MY HOME IS A	Choose from RENTAL, PURCHASE, CHURCH-OWNED PARSONAGE, or OTHER (Explain).		

**23. FAMILY & OTHER CONSIDERATIONS THAT
NEED TO BE CONSIDERED.**

List any family considerations which must be taken into account when making appointments. Include information about

- Dependents (living or not living at home, special needs, custody arrangements, etc)
- Job/career considerations for spouse
- Home ownership considerations
- School or other obligations of the clergyperson or family members