

PROCEDURES TO FOLLOW WHEN RESIGNING FROM YOUR LOCAL CHURCH

Listed below are some standard practice procedures to be followed when a pastor is beginning the process of resigning his current pastorate to accept a call to another parish.

1. Before you initiate any public or private announcement of your intentions, discuss your plans with the District Superintendent. He will work with you to establish a proper strategy to follow in meeting with your local Church Board, and in making your public announcement.
2. Submit a "brief" written request to the District Superintendent, asking for:
 - A. Release from your current pastoral assignment. (See *2001/2005 Manual*, Par. 119.)
 - B. Release from all district committee and district board assignments.
 - C. Transfer of your "district ministerial membership" to the receiving district, concurrent with the date of your final day of service in your local church. (NOTE: Your "district" membership is not synonymous with your "local church" membership.)
3. Meet with your local Church Board early in the week (preferably on Monday or a Tuesday) to offer them your written resignation (*2001/2005 Manual*, par. 119). Make sure that the resignation is formally accepted by the vote of the board and is made a part of the official minutes of the board meeting.
4. As required by the *2001/2005 Manual* (par. 119.1) you will need to prepare a correct and current list of all church members, including addresses. A copy of this list is to be given to the Church Board Secretary and conveyed to the pastor who will succeed you, and a copy of this list is to be forwarded to the District Superintendent.
2001/2005 Manual paragraph 119.1 reads as follows:
"The pastor who resigns shall, in cooperation with the secretary of the church board, prepare a correct list of the church membership roll with current addresses. This roll must correspond numerically with the last published district minutes showing deletions and additions for the current year."
5. If you are now enrolled in the Home Course of Study as a Licensed Minister, or if you are enrolled in the Home Course of Study by virtue of some other district credential, you should contact the Secretary of the Northwestern Ohio District Ministerial Studies Board and request that the transcript of your Home Study course be forwarded to the Secretary of the Ministerial Studies Board of the receiving district. (See *Manual* 432.1)
6. The transfer of the "local church" membership of the pastor to his new church is automatic (*2001/2005 Manual*, par. 419). This is not the case, however, with the members of the pastors' family. Before you leave your present assignment, you should prepare Letters of Transfer for all family members who wish to be so transferred, and "hand carry" them with you to your new assignment.