

APPOINTMENT-MAKING
(See *2008 Discipline*, Paragraphs 430-435)

**CALIFORNIA-NEVADA ANNUAL CONFERENCE
OF THE UNITED METHODIST CHURCH**

I. SOME PRINCIPLES & ASSUMPTIONS

“Clergy shall be appointed by the bishop, who is empowered to make and fix all appointments in the Episcopal area of which the annual conference is a part. Appointments are to be made with consideration of the gifts and evidence of God’s grace of those appointed, to the needs, characteristics, and opportunities of congregations and institutions, and with faithfulness to the commitment to an open itinerancy. Open itinerancy means appointments are made without regard to race, ethnic origin, gender, color, marital status, or age, except for the provisions of mandatory retirement. The concept of itinerancy is important, and sensitive attention should be given in appointing clergy with physical challenges to responsibilities and duties that meet their gifts and graces. Through appointment-making, the connectional nature of the United Methodist system is made visible.” (*2008 Discipline*, Para. 430.1)

The Cabinet intends to use the process of consultation in the making of appointments. As defined in the *2008 Discipline* (Para. 431): “Consultation is the process whereby the bishop and/or district superintendent confers with the pastor and staff-parish relations committee, taking into consideration the criteria of Para. 432, a performance evaluation, needs of the appointment under consideration, and mission of the Church. Consultation is not merely notification. Consultation is not committee selection or call of a pastor. The role of the committee on pastor-parish relations is advisory. Consultation is both a continuing process and a more intense involvement during the period of change in appointment.”

Throughout the year, in every contact of a district superintendent with the pastor and with members of the Staff-Parish Relations Committee, the consultation process is being carried out.

Consideration of a change in appointment may be initiated by a pastor, a Staff-Parish Relations Committee, a district superintendent, or a bishop.

Although every United Methodist appointment is made each year and opportunity is provided annually for input from each of the parties involved, it is expected that once a new appointment is made it will be renewed for a period of at least several years. We recognize the value of longer pastorates.

II. THE CONSULTATION PROCESS

A. INFORMATION GUIDE

1. Information-gathering by the district superintendent is a continuing process: worshiping with the congregation, meeting with committees, leading the Annual Church Conference, reading the newsletters and other mailings, and conferring with the pastor and members of the Staff-Parish Relations Committees.
2. Each fall, forms are sent to each pastor and to every Staff-Parish Relations Committee from the district superintendent. These forms are to be completed and returned by December 15. The forms ask for assessment of pastoral leadership in the context of local church priorities and goals, the conference mission, and for recommendation regarding pastoral appointment, and for information regarding the work of the Staff-Parish Relations Committee.

Pastoral Profile and Local Church Profile forms are to be kept updated for use by the district superintendent. Pastors and committees are urged to have a profile completed and revised at least every three years.

3. The superintendent is to meet annually with each committee and every appointed pastor. “When a change in appointment has been determined, the district superintendent should meet together or separately with the pastor and the committee on staff-parish relations where the pastor is serving, for the purpose of sharing the basis for the change and the process used in making the new appointment.” (*2008 Discipline*, Para. 433.3)
4. Information-gathering by the superintendent in staff/team/partnership positions shall include consultation with appointed and professional staff who are a part of the basic staff leadership team.
5. The superintendent is responsible for hearing and taking into account “family needs of the pastor.” (Para. 432.2.e; 433.2 & .4) Openness or desire to move to a new appointment by a pastor is a time to clarify values and expectations between the pastor and the pastor’s family, and also with the superintendent. Not all needs, even some significant ones, may be fulfilled in a new appointment. While the Cabinet carefully considers pastoral family needs, there is no guarantee that all, or any, can be fulfilled.

B. INFORMATION-SHARING

1. Each superintendent reports to the bishop and the Cabinet the response and advice received from every Staff-Parish Relations Committee, the request received from every pastor, and the superintendent's recommendation about every appointment. Information about compensation, church membership, average worship attendance, evidence of disciple-making and other transforming ministries, and payment of apportionments for every church is reported as well.
2. On the basis of the information received, the bishop and Cabinet consider: the pastor's request to "return", be "moved", or "either"; the recommendation of the Staff-Parish Relations Committee regarding the pastoral appointment for the coming year, and; the recommendation of the superintendent.

III. DETERMINING APPROPRIATE APPOINTMENTS

A. SELECTING THE MOST APPROPRIATE PASTOR

1. When the bishop and Cabinet decide that a pastoral change is indicated, or a clear opening exists, the superintendent involved describes the ministry and mission as well as needs of the local church (*the Local Church Profile is a major resource in this sharing*).
2. The superintendent, the bishop and the rest of the Cabinet recommend pastors they believe should be considered.
3. Descriptions of the pastors named are shared among and by Cabinet members. The Clergy Profiles are a major resource in this sharing.
4. The bishop and Cabinet agree upon the pastor to be contacted.
5. In a multi-staff church, after the bishop and Cabinet agree on a staff member to be contacted about an appointment, the senior/lead pastor is contacted by his/her superintendent about the selected staff member. This step is confidential between the senior/lead pastor and the Cabinet.

B. CONSULTING WITH A SELECTED PASTOR

1. The selected pastor is contacted by his/her superintendent. If the appointment to be made is within that district, the superintendent names and describes the parish and present situation.

If the appointment to be made is in a different district, that superintendent is introduced to the selected pastor. He/She then names and describes the parish and present situation.

NOTE: This step is confidential between the selected pastor and the Cabinet. No outside contacts are to be made, nor should a visit to the church or community be made without permission of the superintendent.

2. The superintendent of the open appointment invites the selected pastor to respond to the possibility of that appointment. A definite time to respond is established.
3. After prayer and family consultation (a single pastor may consult with a confidant), the selected pastor contacts the superintendent of the district in which the appointment is located with his/her response at the time previously established.
4. If there are compelling reasons why the pastor cannot accept the appointment, and these compelling reasons are accepted by the bishop and Cabinet, the process is repeated until the bishop, Cabinet, and a pastor agree that he/she should be presented to the Staff-Parish Relations Committee of the open appointment.
5. When a staff/team/partnership position is being considered, the superintendent of the open appointment invites the selected staff member and the senior/lead pastor to consult with each other about the possibility of that appointment. A definite time for both the senior/lead pastor and selected staff member to respond is established by the superintendent. If there are compelling reasons why the appointment process should not continue, these reasons shall be shared with the superintendent for a Cabinet response. If necessary, the process is repeated until both a selected staff member and the senior/lead pastor agree to the next step of meeting with the Staff-Parish Relations Committee.

C. MEETING THE SELECTED PASTOR

1. The superintendent of the open appointment contacts the chairperson of the Staff-Parish Relations Committee, indicating that a pastor has been selected. The selected pastor's name is not revealed.
2. A meeting is called by the superintendent for the purpose of introducing the selected pastor to the committee. The meeting is divided into three parts:
 - a. The superintendent meets with the Staff-Parish Relations Committee without the selected pastor present, although there may be instances when the selected pastor will be introduced at the beginning of the meeting. The appointment process is reviewed and the description of the selected pastor is shared with the committee. The selected pastor is encouraged to bring a one-page resume or biographical sketch.

- b. The selected pastor is brought in and introduced to the committee. The committee members and the selected pastor have an opportunity to get acquainted with one another, discussing the needs and expectations of the parish, community, Christ's mission, and the selected pastor and family.
 - c. The selected pastor leaves the room, allowing opportunity for the committee to share its thoughts and feelings with the superintendent.
No vote is taken.
- 3. The bishop and Cabinet do not consider race, age, gender, or marital status, in and of themselves, as adequate reasons for objecting to an appointment.
 - 4. When a senior/lead pastor is being introduced as the selected pastor, a meeting will be held with those appointed and professional staff members who expect to be a part of the new staff leadership team. The superintendent shall guide the getting-acquainted process.
 - 5. When a new senior/lead pastor is presented as the selected pastor, other members of the staff shall not participate in the Staff-Parish Relations Committee meeting. This procedure may be modified by the superintendent when a co-pastorate is being created.
 - 6. When a staff/team/partnership member is being appointed to a staff leadership team, a meeting with the senior/lead pastor, new staff member, and superintendent shall be held just prior to the Staff-Parish Relations Committee meeting.
 - 7. If other appointed and professional staff are a part of that church's staff leadership team, they may be invited to meet with the proposed new staff member. This meeting may be after the senior/lead pastor's meeting the selected pastor, or at the same time. The exact procedure shall be determined by the superintendent after consultation with the senior/lead pastor, the staff, and the Staff-Parish Relations Committee Chair. **No vote is taken by the staff during this process.**
 - 8. When a new staff member is presented as the selected pastor to the Staff-Parish Relations Committee, the senior/lead pastor shall meet with the Staff-Parish Relations Committee and the superintendent. When deemed appropriate by the superintendent, other staff members may also be included in the meeting with the selected pastor.

IV. FINALIZING AND ANNOUNCING THE APPOINTMENT

A. FINAL DECISION IS MADE

1. If there are no compelling reasons to reconsider the appointment, the superintendent affirms the bishop's intention to appoint the selected pastor to the church. The superintendent reports the affirmation of the appointment to the bishop and Cabinet. The appointment is set only when the bishop fixes it at the Annual Conference Session.
2. In churches with multiple staff, the superintendent will inform appointed and professional staff of the confirmed appointment.
3. If either the selected pastor or the committee has compelling reasons why the appointment should not be made, these should be shared with the superintendent.
4. The superintendent will report any compelling reasons to the bishop and Cabinet for their consideration and final decision. As soon as a decision is made by the bishop and Cabinet, both the selected pastor and Staff-Parish Relations Committee will be informed of that decision.
5. The compensation package which has been discussed and agreed to by the superintendent, new pastor(s), and Staff-Parish Relations Committee will be reviewed by the Finance Committee, Church Council, and voted at a Special Charge/Church Conference before the new pastor's appointment begins.

B. ANNOUNCING THE APPOINTMENT

1. The superintendent, or the selected pastor of the new appointment, will inform the Staff-Parish Relations Committee of the present appointment that a pastoral change is being made.
2. In consultation with the superintendent involved, announcements will be made to the appropriate congregations.
3. The bishop will fix and read the appointment at the Annual Conference Session. In most instances, the appointment is effective July 1.

C. ADDITIONAL ITEMS WHEN THERE IS AN APPOINTMENT CHANGE

1. It is recommended that the exiting pastor: (1) provide the entering pastor with written materials such as Annual Church Conference reports, church newsletters, and pictorial directories for purposes of study and; (2) host the entering pastor at the church for a get-acquainted orientation to the facility and current staff. The entering pastor may not initiate or accept additional contacts with the designated church without consultation and consent of the district superintendent. The exiting pastor may initiate further preparatory contacts in consultation and with the consent of the district superintendent.

2. The Transition Workshop should be discussed and the members of the Staff-Parish Relations Committee and the entering pastor should be encouraged to attend, with the church paying the cost.
3. The Staff-Parish Relations Committee should review the Cabinet policy on Clergy Ethics and Courtesy with the exiting pastor and then later with the new pastor when the new appointment begins.

PRINCIPLES GUIDING MULTI-STAFF APPOINTMENTS

1. The bishop and Cabinet affirm their intention to begin working on associate/staff/team/partnership openings as early in the appointment process as feasible.
2. The bishop and Cabinet affirm that those persons serving as associate pastors or as a member of a staff/team/partnership ministry shall be given equal consideration with other pastors in the appointment-making process. However, associate pastors usually shall not be considered for the senior/lead pastor position in the church where the associate is currently serving.
3. The bishop and Cabinet affirm that an appointment change of a senior/lead pastor may result in a change in the associate pastor appointment. When an associate pastor's appointment does not change when a new senior/lead pastor is appointed, the first year following a new senior/lead pastor appointment shall be a year of evaluating the effectiveness of the new staff/team/partnership by the Staff-Parish Relations Committee, the superintendent, and the Cabinet.
4. The bishop and Cabinet will maintain a list of pastors willing to serve in staff/team/partnership ministries. After consultation with the bishop and Cabinet, senior/lead pastors may be given clearance to hold exploratory conversation with potential staff/team/partner members. Such conversations and their results shall be shared with the superintendents(s) of each pastor involved in order to keep the Cabinet informed. There may be occasions when the bishop and Cabinet shall request that exploratory conversations include one or more superintendents.
5. The bishop and Cabinet expect churches to consult with their superintendent and the Cabinet before appointed positions are opened, closed, or modified to make certain that viable options are considered, such as clergy couples, less-than-full-time appointments, employing deacons, diaconal ministers, or other lay persons.
6. The bishop and Cabinet expect churches to consult with their superintendent prior to requesting an additional clergy staff position and/or employing lay professional staff in order that appointment considerations, effective employment of staff resources, financial implications, and missional concerns are adequately addressed.
7. The bishop and Cabinet expect Staff- Parish Relations Committees and churches which desire to add a staff position, whether appointed or employed, to consider the financial impact of such a decision on the full payment of apportionments.

8. The bishop and Cabinet expect Staff-Parish Relations Committees to endeavor to plan for appointment changes at least two years in advance so there is adequate time for appointment, training, and building and putting into place strong staff/team/partnership ministries.