

Appointment-Related Report Documents Checklist

Due Dec. 15, 2011

ABOUT APPOINTMENTS: The Cabinet meets regularly February through May for the purpose of making appointments. It is essential that pastors be able to be contacted during these months. ***Pastors must leave contact information with their DS during the appointment making months.*** The cabinet policy for appointment making is on the Conference website, as are the forms below (cnumc.org).

I. From the Pastor to the Cabinet

- Pastor's Report to the Cabinet
- Pastor's Request for Appointment
(both of the above reports are confidential between the pastor and the cabinet)
- Mandatory Continuing Education Progress Report
- Clergy Profile *(to be completed annually by the pastor)*

***Note to pastors:** Change in Conference Relationship (Including **retirement and Leave of Absence**) – if you seek a change other than serving a church, please check the Book of Discipline about notification requirements and contact Walter Grubbs, Conference Relations Chair, 5015 Filbert Avenue, Fair Oaks, CA 95628 or phone at: (916) 990-9173; Email: fishweg@yahoo.com

II. From the Staff-Parish Relations Committee to the Cabinet

- SPRC Committee Work Report
- SPRC Recommendation for Appointment
(the above reports are confidential between the SPRC, the Pastor and the Cabinet)
- Local Church Profile *(to be completed and reviewed annually by church leaders - not the Pastor!)*

III. Pastor/SPRC Leadership Assessment:

Shared between SPRC, pastor and the Cabinet

(These reports are confidential between pastor, SPRC and Cabinet)

For 2011, this report is the two forms below as decided in consultation between the SPRC and the pastor.

- Pastor/SPRC Leadership Assessment Form.
- Pastor/SPRC Report