



# West Virginia Conference

The United Methodist Church

PO Box 2313  
Charleston, WV 25328

TO: Pastors/Chairpersons of Pastor-Parish Relations Committees  
FROM: West Virginia United Methodist Conference Cabinet,  
Rev. Amy Shanholtzer, Dean of the Cabinet  
RE: Annual Appointment Process  
DATE: November 1, 2023

As we prepare for the 2024-2025 appointment year, the Bishop and Cabinet request your assistance in prayerful discernment for the pastoral leadership of your church/charge. The deployment of pastors is a shared responsibility of the Bishop and Cabinet, involving consultation with pastors and Pastor-Parish Relations Committees (PPRC).

Our guiding document is the 2016 Book of Discipline, which states that the PPRC should engage with the pastor and other appointed staff members should it become evident that a change of pastor(s) would be in the best interests of the charge and pastor(s). The committee's role is to collaborate with the pastor(s), the superintendent, and the bishop in securing clergy leadership. Its relationship with the superintendent and the bishop is advisory (§258.2. g(11)).

Ongoing consultation encompasses various events such as charge conferences, annual interviews, church visits, as well as informal and formal meetings. Additional information is gathered from statistical and charge conference reports. The Conference Superintendent and Pastors maintain regular communication, and the Superintendent is available to consult with Pastors and PPRC throughout the year. It's important to note that the requests at this stage signify the need for further conversation and do not automatically imply a pastoral move.

A covenant of itinerant ministry binds elders and many Local Pastors under appointment. All pastors are subject to annual appointments. The Cabinet, the PPRC, or the Pastor can initiate the discussion regarding pastoral moves. We request your assistance in this process:

- Please schedule a PPRC meeting to discuss the enclosed forms. The deadline for submission is **December 10, 2023**.
- Pastors and PPRC are to submit a response form to their Superintendent, explaining the reasons for requesting a conversation regarding a pastoral move. The Pastor and the PPRC Chairperson should sign the enclosed forms (2) and return them no later than December 10, 2023, by mailing them to the appropriate District Office.
- It is important to note that this process does not involve voting by congregations or PPRCs. It does, however, necessitate a conversation between the Pastor and the PPRC. When a written request is submitted, the Superintendent will reach out to the Pastor and/or the PPRC regarding this request.
- You will also notice a section on the church form related to recommendations of candidates for ministry or missionary service as outlined in §258.9. We urge the PPRC to take this responsibility seriously, identifying others in the church with a calling to mission and ministry.

Pastors contemplating retirement should carefully review the additional instructions on the Pastor's Request Form, as a letter of request must be sent to their District Superintendent to initiate the retirement process.

We extend our gratitude for your ministry and your participation in the itinerant appointive process of The United Methodist Church. We pray for God's guidance as you prayerfully discern the pastoral leadership for your charge.

Pastor's Appointment Request For 2024-2025 Conference Year  
(1 of 2 forms to be returned to District Office by December 10, 2023)

Completed by PASTOR in conversation with PPRC

Charge:  
Pastor:

- I would like for the Bishop and Cabinet to consider reappointing me to my present charge.
- I would like for the Bishop and Cabinet to consider appointing me to a new charge.
- I do not wish to be considered for an appointment for the 2024-25 conference year.  
Please explain:

I plan to retire at the 2024 session of the Annual Conference. **A letter with your signature requesting a retired relationship must be sent to your supervising superintendent by Dec. 31, 2023.**

**GIVE REASONS FOR THE REQUEST YOU ARE MAKING. BE SPECIFIC.**

**If a change of appointment is made, the pastor and the Pastor-Parish Relations Chairperson (or representative from the committee) are expected to participate in the mandatory Beginning Well Seminar for new appointments in 2024.**

\_\_\_\_\_  
\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Pastor-Parish Relations Committee Chairperson

\_\_\_\_\_  
Date Signed

PPR Committee's Appointment Request For 2024-2025 Conference Year  
(2<sup>nd</sup> of 2 forms to be returned to the District Office by December 10, 2023)

Completed by PPRC

CHARGE:

PASTOR:

Date of PPRC meeting:

PPRC members in attendance:

- We would like for the Bishop and Cabinet to consider reappointing the pastor to our charge for another year.
- We request a conversation with the district superintendent regarding a possible change of pastors at the 2024 session of the Annual Conference.

**GIVE REASONS FOR THE REQUEST YOU ARE MAKING. BE SPECIFIC.**

The Book of Discipline gives responsibility to the PPRC to enlist, interview, evaluate, review, and recommend annually to charge conference lay preachers and candidates for ordained ministry and missionary service (BOD 2016, para. 258.9). Please list potential candidates this committee is nurturing below:

**If a change of appointment is made, the pastor and the Pastor-Parish Relations Chairperson (or representative from the committee) are expected to participate in the mandatory Beginning Well Seminar for new appointments in 2024.**

\_\_\_\_\_  
Pastor-Parish Relations Committee Chairperson

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date Signed