

TO: Roanoke District Pastors
FROM: Stephen C. Hundley, District Superintendent
DATE: November 22, 2011
SUBJECT: 2012 Appointment Preference Form

It is time to begin the process of determining the recommendations of pastors and Pastor-Staff Parish Relations Committees relative to pastoral appointments. The Virginia Conference has recommended that at a January meeting of the P-SPRC the appointed clergy respond to the following questions:

1. What are the needs for clergy leadership in this congregation at this time?
2. What are my gifts and skills that are needed most in this congregation at this time?
3. Do I want to be engaged in meeting the defined needs of this congregation in the coming year?
4. What are the areas of growth that are needed within myself that would help the church fulfill its mission and ministry?
5. Am I willing to continue to develop these skills for the coming year in serving this congregation?

The Pastor's Preference Form which needs to be completed, signed by you and the P-SPR Committee chairperson and returned to me by January 25, 2012 is available from the district website www.roanokeumc.org. Click on Resources and go to Clergy. The P-SPR Committee's form is due on that same date, so you will need to work with the chairperson of your P-SPR Committee to schedule the meetings necessary to complete this work. For your information, you can also find a copy of the materials that are available to your P-SPRC chairperson by going to Resources and Pastor/Staff Relations Committee on the district website. In this material I informed your P-SPRC chairperson that **although the old and the new P-SPR Committees may meet together, only the incoming class can vote and sign the final preference determination on behalf of the church.**

Please note that it is vitally important that your Pastor Profile be up-to-date. In the collaborative process of appointment-making, these profiles are heavily utilized as important sources of data and perspective. The deadline for profile changes is January 15, 2012. Please encourage the laity of your church(es) to update the Church and Community profiles also by January 15, 2012.

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Let me remind those of you who are planning to retire that requests for retirement must be stated in writing to the bishop with a copy of the letter going to the district superintendent, the board of pensions and the board of ordained ministry at least one-hundred-twenty days prior to the retirement date. The latest date in 2012 is February 15. Also, please include in this letter whether you are requesting mandatory retirement because of age or volunteer retirement with (a) twenty years of service, (b) thirty years of service or at age sixty-two, or (c) forty years of service or at age sixty-five. (See *The Discipline*, 2008, par. 358.)

If I may be of assistance to you at any time, please let me know. May God's richest blessings be yours during this Advent, Christmas season and throughout the New Year.

SCH:cm