

Clergy Change Form

Clergy Name:			
District:		Submit Date:	
Charge Name:		Effective Date:	

Check Off All The Following Sections That Apply:
 (Place an "X" mark in box on left of each section that applies and complete the required information.)

USE ONLY FOR CHANGE OF ADDRESS, PHONE, OR E-MAIL			
	New Address:		
	Check the box to the left if address/phone changes apply to both parties if <i>CLERGY COUPLE</i>		
	New Email:		New Phone #:

APPOINTMENT CHANGES ONLY	
	**New Pastor:
	Address:
	Phone Number:
	Email Address:
	Social Security Number:
	**Previous Pastor:
	Address:

CHARGE NAME (Required Information):			
	Church Name	Church #	
	Church Name	Church #	

** (A new Salary Sheet is required for all Appointment Changes. Please send to Conference Treasurer's Office)

CLERGY STATUS (for Appointment Change) or CHANGE IN STATUS (Current Pastor)			
	Pastor's Name:		
	Full Connection		Retired
	Associate Member		Leave of Absence
	Provisional Member		Incapacity Leave
	Less than Full Time		Terminated
	PTLP (MS)		Location
	Local Pastor		Surrender of Credentials
	Part Time Local Pastor		No Record of Appointment
	Lay Speaker / AS		New LP (ad interim)
	Discontinued Local Pastor		Other: (please specify)

CHANGE IN MARITAL STATUS (Please provide first <i>and</i> last name of spouse)			
	Clergy Name:		
	Separated/Spouse Name:		Separation Date:
	*Divorce/Spouse Name:		Date Final:
	*Marriage/Spouse Name:		Marriage Date:

***Special Note:** Participants must send a letter along with appropriate documentation to the General Board of Pensions directly for these changes to be made with their records. This is very important for pension and beneficiary purposes!