

Flow Chart regarding Membership Records and Letters¹

Scenario	Member Responsibility	Sending (leaving) Church Responsibility	Receiving Church Responsibility
The pastor knows a member is moving to another community (¶236)		Pastor encourages member to transfer membership to a church; assists member in finding churches in area of move	
Transfer to another United Methodist Church (¶239) OR Transfer to another denomination (¶240)	Notify church where he/she wants to transfer membership of two things: 1. Desire to join by transfer 2. Name of church where membership currently held	1. Send an "Acknowledgment of Transfer of Membership" to receiving churches 2. Sent a "Notice of Transfer of Membership" to member	Notify sending church of the transfer through a "Request for Transfer of Membership"
Transfer from another denomination	Notify church where he/she wants to transfer membership of two things: 1. Desire to join by transfer 2. Name of church where membership currently held	Since it is not a United Methodist Church, there is no procedure for ensuring this occurs. You can enter the transfer based on the information provided by the member.	Notify sending church of the transfer through a "Request for Transfer of Membership"
Withdrawn without notice (¶241)		If a pastor is informed that a member has united with another church (UM or otherwise) without notice: 1. Make diligent inquiry 2. If the report is confirmed, enter "withdrawn" in the membership record.	

For procedures regarding restoration of membership, see paragraph 242 of *UMBoD*.

¹ Gleaned from paragraphs 235-242 of the 2016 Book of Discipline, pages 169-171.