

Clergy Change Form for Data Changes or Appointment Changes

Check off and complete all of the sections that apply: (Place an "X" mark in box on left of each section that applies)

Submit Date:		Effective Date:		District #	
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Section I – *Data changes (Current Pastor Only)*

Clergy Name:	
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Use for **CHANGE OF ADDRESS, PHONE, OR E-MAIL** for currently appointed Pastor

	New Address:	
	Check the box to the left if address/phone changes apply to both parties if this involves a <i>CLERGY COUPLE</i>	
	New Email:	New Phone #:

Use for **CHANGE IN STATUS** for currently appointed Pastor

	Full Connection		Retired
	Associate Member		Leave of Absence
	Provisional Member		Incapacity Leave
	Less than Full Time		Terminated
	PTLP (MS)		Surrender of Credentials
	Local Pastor		No Record of Appointment
	Part Time Local Pastor		New LP (ad interim)
	Lay Speaker / Assigned Supply		Other (please specify)
	Discontinued Local Pastor		Deceased (provide date)

Use for **CHANGE IN MARITAL STATUS** (Please provide first *and* last name of spouse)* Please remind clergy in your District that marital changes must be reported to the General Board *Directly by Participant* to keep pension record current!

	Clergy Name:	
	Separated/Spouse Name:	Separation Date:
	*Divorce/Spouse Name:	Date Final:
	*Marriage/Spouse Name:	Marriage Date:
	Deceased Spouse/Name:	Date of Death:

Section II – *Appointment Change Information*

CHARGE NAME (Required Information):

Church Name	Church #	Church Name	Church #

FOR APPOINTMENT CHANGES

Prev. Pastor:	New Pastor:
Address:	Address:
	Phone Number (H):
	Phone Number (C):
	Email Address:
	Clergy Status:

** (A new Salary Sheet is required for every Appointment Change! (This includes Supply Pastors) Please send to Conference Treasurer's Office)

Email: pkooontz@wvumc.org; kdamron@wvumc.org; jkenaston@wvumc.org; crldgway@wvumc.org