



The *South Georgia* Conference
of The United Methodist Church

November 1, 2018

To the Clergy of the South Georgia Conference:

Thank you for your faithful response to God's call upon your life. Each year the appointment making process is undertaken with a spirit of humility before God as we seek to be faithful to our churches and institutions as well as to our clergy and their families. That is why *The Book of Discipline* says: "Appointments are to be made with consideration of the gifts and evidence of God's grace of those appointed, to the needs, characteristics, and opportunities of congregations and institutions, and with faithfulness to the commitment to an open itineracy. Open itineracy means appointments are made without regard to race, ethnic origin, gender, color, disability, marital status, or age, except for the provisions of mandatory retirement."

It is inspiring to see the devoted leadership being given by laity and clergy throughout the South Georgia Conference. Thank you especially for your caring response to those areas most damaged by Hurricane Michael.

Listed below is information about important items such as: the **clergy compensation form**, the **appointment preference form**, the **review of your appointment information**, and **orientation for moving pastors**. Thank you for giving your full attention to these items so that the cabinet and I can be equipped to give our full attention to the appointment making process.

I am glad to be Alive Together in Christ with you.

Lawson Bryan

Important Information for Clergy

Below is important information regarding forms, meeting dates and timelines related to the appointment making process. Also included are announcements about our 2019 Annual Conference Session, apportionments and statistical tables.

Appointment Making Process Related Information

Each year the Cabinet utilizes a tool called the "Master Move Book" in order to help facilitate the appointment making process. This year they are also utilizing an online appointment making tool. The forms below are used to populate these tools and ensure accurate information is used as the Cabinet discusses clergy appointments. Your help in completing these forms in a timely manner is appreciated.

Compensation Form

Deadline to complete: December 6, 2018

Clergy Serving a Local Church: www.sgaumc.org/dashboard

Clergy Serving in an Extension Ministry Position: www.sgaumc.org/emdashboard

Clergy serving a local church will utilize the Church Dashboard to complete their compensation form (link above). This form is filled out as part of the Charge Conference packet.

Extension Ministers will utilize the Extension Ministry Dashboard to complete their compensation form (link above). The narrative form is also available through the dashboard if it has not previously been completed.

The last day to make updates or complete the compensation form is **December 6**. Any changes made after this date must be made through the District Office.

Appointment Preference: Report to the Bishop and Cabinet

Form sent by: January 2, 2019 | Deadline to return: February 1, 2019

No later than **January 2**, the District Office will mail to each clergyperson a form entitled "Report to the Bishop and Cabinet" where information relative to the appointment process for 2019 will be recorded. The District Office will also mail a similar report to each SPRC chairperson that solicits similar information. Each party is to sign the other's form after it is completed prior to returning to the District Office. Please remember, the deadline to return forms to the District Office is Friday, **February 1**.

Appointment Information Review

Review form made available: January 18, 2019 | Deadline to complete review: January 23, 2019

Clergy Serving a Local Church: www.sgaumc.org/dashboard

Clergy Serving in an Extension Ministry Position: www.sgaumc.org/emdashboard

In order to provide one last snapshot for clergy to review their information prior to the printing of the "Master Move Book," clergy will be asked to login to their dashboard (links above) between **January 18 and January 23**. There is nothing to complete; it is simply a one-page sheet to review. If there are any changes that need to be made clergy will need to contact their District Office. There are 5 sections to review:

- Charge Membership Information for 2018 (pulled from the December Discipleship Report)
- Charge Apportionment Information for 2018 (pulled from the Administrative Services Office)
- Appointment Information as of 7/1/2018 (pulled from the Conference Database)
- Compensation Information for 2019 (pulled from the Clergy Compensation Form)
- Sexual Ethics Workshop Last Attended (pulled from the Conference Pastoral Counselor Office)

Again, if there are any changes that need to be made please contact your District Office. Please note that the Charge Membership and Apportionment Information will be blank for Extension Ministers. The deadline to review this form, and to request changes to be made, is **January 23**.

Cabinet Appointment Making Sessions

The Appointive Cabinet will meet on the following dates. Consultation is a year-round process, and District Superintendents will continue consultations with Pastors and SPRC as needed throughout the appointment making process.

- Appointment Making Session #1 - February 11-15
- Appointment Making Session #2 - March 6-8
- Appointment Making Session #3 - March 11-15
- Appointment Making Session #4 - March 18-22
- Appointment Making Session #5 - April 1-5
- Anticipated release of appointments - April 7

Orientation for Moving Pastors

Bishop Bryan and the Appointive Cabinet will host a workshop on **May 22** for full-time moving clergy.

Superintendents will release the location and time for this event in in the Spring. Please remember that this is a mandatory meeting for all moving pastors.

Preaching Schedule & Moving Day

In an effort to encourage clergy to take a Sabbath break, the Bishop and Appointive Cabinet invite all clergy, especially those who are projected to move to a new appointment, to observe the following:

Preach in Local Churches as Scheduled – **June 2, 2019**

For Clergy moving to a new appointment, you are encouraged to make this your final preaching Sunday in your current appointment.

Pulpit Supply Sunday – **June 9, 2019**

Clergy are encouraged to coordinate with their SPRC to have retired clergy or lay supply fill the pulpit to preach this Sunday. All clergy are invited to participate in this Sabbath break but clergy on the projected move list are strongly encouraged to do so. We realize this is Pentecost Sunday. What an exciting opportunity for the laity of the church to be involved in planning and leading worship so that pastors can have a Sabbath break.

Moving Day – **June 12, 2019**

Annual Conference Session Information

Annual Conference Meeting Dates

The 2019 session of the South Georgia Annual Conference will meet **June 2-5** at the Columbus Convention Center, during which Bishop Bryan will fix the appointments for 2019-2020. The 2019 Annual Conference will begin with the Opening Worship Service on Sunday evening, June 2, and go through Wednesday afternoon, June 5. All Annual Conference information can be found at www.sgaumc.org/annualconference.

Annual Conference Materials

All Annual Conference materials for the 2019 session will be placed on the conference and district websites to download and print or save to an electronic device prior to Annual Conference. *The Book of Recommendations* will also be available to order at a minimal cost through lulu.com. All clergy for whom we have an email address will receive a notification when Annual Conference materials are available. If an email address was entered during Charge Conference season for the lay member to Annual Conference from your church that person will receive an email as well. However, clergy are requested to check with the church's lay member to Annual Conference to make sure they receive all of the Annual Conference materials. Information will also be included in the district newsletter and conference communications.

Please make note of these procedures for Annual Conference materials. The process remains the same as last year. If printing out the materials, downloading them to an electronic device or ordering from lulu.com presents a hardship please let your District Office know by **April 3**.

Apportionments

Thank you for your continued faithfulness in giving to the mission and ministry of The South Georgia Conference and The United Methodist Church. The final day to make payments on your local church's 2018 apportionments is **January 11**. Payments must be turned into the Administrative Services Office by this date. As a reminder, there are electronic means available in which to pay apportionments. Also, the 2019 "Budget At a Glance," which explains the various apportionments, is available at www.sgaumc.org/conferencebudget.

Statistical Tables Information

The Statistical Tables will launch on **January 28** and must be completed by **March 5**. Statistical tables will be filled out through the Ezra website (ezra.gcf.org/login.aspx). Login information will be emailed to the pastor and treasurer/financial secretary in early January.