

Ministerial Transfer Procedure Checklist

In compliance with 3100:1 in *The Discipline of The Wesleyan Church*, the following is a provided procedure checklist for all parties involved in the transfer of a minister from one district to another, including the General Superintendent (GS), District Superintendent (DS), General Superintendent's Office (GSO), and the Communication & Administration Division (C&A). All correspondence regarding transfer is preferred electronically.

Minister Desiring Transfer

There are only two steps for a minister desiring transfer to initiate, and The Discipline outlines them both as the responsibility of the minister to request.

STEP 1 – Request that the GS approve of the transfer by emailing transfer@wesleyan.org. Also include the receiving DS in the "TO" line of this email and copy your sending DS in the "CC" line. In order for a transfer to be possible, include all of the following information:

- Name**
- Status** (ordained or licensed)
[Ministerial students do not need the GS's permission to transfer. They should notify Education & Clergy Development (E&CD) at education@wesleyan.org].

- Current Mailing Address**
- District Transferring From**
- District Transferring To**
- New Assignment**

[e.g. "I have accepted a call to serve as _____ (pastoral position) at _____ Wesleyan Church in City, State" OR "I am moving to City, State and intend to join _____ Wesleyan Church"].

STEP 2 – Request directly to your sending district that a letter of transfer be sent from your sending DS to your receiving DS, pending the approval of the GS and receiving DS.

Receiving District

- STEP 1** – Reference call to the sending DS prior to candidacy and election at a church.
- STEP 2** – If there are any concerns regarding an *Initial Notification* (such as a request for transfer without your authorization), notify the GSO within one week.
- STEP 3** – Notify ministers desiring transfer into your district of the process they need to initiate with the GS outlined above and in *The Discipline* 3100:1.
- STEP 4** – Reply to all who were sent the *Transfer Request GS Decision* with the approval or denial of your district for the transfer.
- STEP 5** – List transferred ministers in your District Conference Journal only after confirmation of the transfer from the sending district is obtained. At this point the process is complete and no more correspondence is required.

General Superintendent's Office

- STEP 1** – Forward transfer request to the sending and receiving DSs and District Secretaries as *Initial Notification* [Neither district will be expected to reply to this notification, but if there are any possible concerns regarding this transfer they are asked to reply in one week. If not, the processing will move on].
- STEP 2** – Consideration of transfer situation, any sending DS concerns, and minister's history by the GS.
- STEP 3** – Decision by the GS.
- STEP 4** – *Transfer Request GS Decision* emailed to:
 - Minister requesting transfer
 - Sending DS and District Secretary
 - Receiving DS and District Secretary
 - C&A and E&CD
 - If transfer denied by GS, the process ends here
 - If approved, process requires receiving DS approval and sending DS confirmation
- STEP 5** – Forward final email confirmations of transfer from districts to C&A and E&CD.

Sending District

- STEP 1** – If there are any concerns regarding an *Initial Notification* (such a minister that has a difficult track record, who has not been a team player, or is not in good standing in your district) reply to the GSO within one week.
- STEP 2** – After the approval of the receiving district, reply to all who were sent the *Transfer Request GS Decision* with your confirmation of transfer after approval of the receiving district to the following.
 - Minister requesting transfer
 - Sending DS and District Secretary
 - Receiving DS and District Secretary
 - C&A
 - E&CD
- STEP 3** – Send a letter of transfer to receiving District Superintendent.
- STEP 4** – Continue to list ministers in District Conference Journals as "Pending Completion of District Transfer" until confirmation.

The Discipline of The Wesleyan Church 3100:1

If a minister desires to accept a pastoral call from a church within the bounds of another district, or if a minister not serving as a pastor desires to transfer ministerial membership to another district, **the minister must first obtain the written permission of the General Superintendent and the district superintendent over the district into which transfer is desired** (313:6; 1310:18). When such has been obtained, the minister shall ask the district superintendent for a letter of transfer (6440; cf. 1310:25) to be sent directly to the district superintendent of the district into which transfer is desired (cf. 3055:3). The minister shall continue to be considered as a member of the former district until a reply has been received from the district to which application has been made stating that the minister has been duly enrolled as a member of the district conference (6450; cf. 1310:25). To avoid dual listings, ministers receiving appointment by the receiving district conference prior to completion of enrollment shall be listed in that district conference journal as an ordained, commissioned or licensed minister Pending Completion of District Transfer (1240:I:F; 1240:II:D; 1240:III:C).

SAMPLE CORRESPONDENCE FROM MINISTER DESIRING TRANSFER
(Email letter to transfer@wesleyan.org)

TO: (General Superintendent and receiving DS)

CC: (Sending DS)

RE: *Transfer Request*

Dear (General Superintendent *and* receiving DS),

I am an (indicate whether ordained or licensed) minister of The Wesleyan Church. My current mailing address is ##### Street, City, State, Zip.

I am writing to request a transfer from the (Sending) District of The Wesleyan Church. I request to be transferred to the (Receiving) District of The Wesleyan Church.

I have accepted a call to serve as _____ (pastoral position) at _____ Wesleyan Church in City, State" *OR* "I am moving to City, State and intend to join _____ Wesleyan Church.

Sincerely,

Pastor (your full name)
Email address