

**December 1, 2011**

**TO: Chairs of the 2012 Staff/Pastor-Parish Relations Committee, RM District Charges**

**FROM: Rocky Mount District Office**

**RE: Pastoral Appointments, Advisory Recommendation**

As we United Methodists begin a New Year in 2012, we know it is an important time in the itinerancy and appointment process. In years gone by, committees were asked to fill out and sign a form declaring whether or not they thought the re-appointment of a pastor was advisable. This process was changed in 2006. We felt it important to share with you how the Cabinet will proceed.

Please consider the following process:

1. In the month of January have your S/PPRC meet to consider whether a change in pastoral leadership is advisable. You will want to have your pastor meet with you for a portion of your time to get a sense of how he or she feels about returning to this charge in June of 2012.
2. If there is any change to be considered, we will need to have this in a letter from you by January 31, 2012. If you do not anticipate a change, no action is necessary.
3. We will be happy to arrange a meeting with your S/PPRC, if there are questions or if you want to discuss issues related to re-appointment. A meeting is not required, of course, but you may find it helpful. Call the District Office and Fran will note your desire for a meeting.
4. Enclosed you will find a copy of the Charge Profile for 2012. This form needs to be completed and returned to the District Office by January 16, 2012. Your pastor will be receiving a Pastor Profile for 2012 that should be completed by the pastor and also returned to the District Office by January 16, 2012.

The work you do is so important for the Kingdom of God and your local church(es). Please know that Reverend Caswell Shaw, District Superintendent, will be available to discuss issues that you feel are important in your setting. The District Office phone is (252) 443-5540.

cc: All Rocky Mount District Pastors