

North Alabama Conference Appointment/Status Change Form

Today's Date: _____

Effective Date: _____

Conference ID: _____

Pastor's Name: _____

ACTION SECTIONS

OLD APPOINTMENT

District: _____ Clergy Status: _____

Church Number(s): _____

Church Name(s)/ATEM: _____

Position/Title: _____

NEW APPOINTMENT

District: _____ Clergy Status: _____

Church Number(s): _____

Church Name(s): _____

Position/Title: _____

OTHER ACTION

District: _____ Clergy Status: _____

ATEM/Other: _____

Charge Conference: _____

TOTAL COMPENSATION* \$

CHARGE REALIGNMENT OR SPECIAL INSTRUCTIONS

- ALL contact information MUST be correct in Brick River prior to submitting this form.
- Any change or addition to SSN must be telephone into Conference Finance, 205.226.7990

INSTRUCTIONS:

The Appointment/Status Change Form is used to notify the Conference of clergy changes. This form begins a process to modify the association of a clergy person to a church or Appointment to Extended Ministries (ATEM) appointment. Below are definitions of critical fields to successfully complete this form prior to sending it to the Conference Treasurer's Office for internal Conference distribution:

Effective Date — The date when the clergy person assumed the new appointment as detailed in either the New Appointment section or Other Action section. If the appointment action occurred as part of the mid-year (January) or Annual Conference (June) appointments process, the date should be the first of that month. However, if the appointment does not coincide with the Annual Conference or mid-year appointment process, use the date the clergy person reported to the new appointment.

Conference ID — The Conference ID number as found in the People table of Brick River for the clergy person. If there are multiple listings of names for a specific clergy person, use the record that contains a clergy status and appointment history.

Action Sections — Use these sections, Old Appointment, New Appointment, Other Action to denote the changes in appointment and/or status. Use the following case conditions for successfully completing these sections:

If only change of clergy status, supply the old clergy status on the appropriate line of the Old Appointment section and then give the new clergy status on the appropriate line of the New Appointment section. Remember to provide dollar amount on the Total Compensation line.

If no previous appointment, put "no previous appointment" on the Old Appointment Church Name and then complete all information in the either the New Appointment Section for a church appointment or Other Action for any other appointment type.

If moving from one church to another, complete each field in the Old Appointment and new Appointment sections. Use the charge realignment section to indicate the breaking apart, merging or creating a new multi-point charge alignment for the new appointment.

If moving from an ATEM appointment to a church appointment, give the ATEM position title in the Church Name(s)/ATEM field. Also give the district and clergy status. Complete all fields of the New Appointment section.

If moving from an old appointment to an ATEM, leave, retirement or other position, complete the Old Appointment section and then complete the Other Action section. In the Other Action section, please be sure to provide their home church in the Charge Conference field.

Position/Title — The name of the position the clergy person is or is going to fill. These titles, when not an ATEM position, are limited but not exclusive to Senior Pastor, Associate Pastor or Executive Pastor. The clergy may take a different title when reporting to the church such as Pastor of Missions; but, they may be re-assigned duties while at the church, therefore, a generic position, as mentioned above, is preferred.

Total Compensation — All appointment and status changes require a total compensation amount. If there is not planned compensation for the position, then the total compensation is \$0. Please provide whole dollar amounts. **Housing in lieu of receiving a parsonage for the clergy person to live in should not be included in the dollar amount given for the total compensation.* Family health insurance, if provided by the Conference, should be included.

Charge Realignment or Special Instructions — Use this section to redefine, merge, create and delete multi-point charges. Also use this section to denote if the church a clergy person was serving is now TBS (which means no one currently appointed to the church). You may also use this section to include any special notes or instructions regarding the appointment or status change.

Please note that in all changes except when there isn't a new appointment, a **Compensation Profile** form must follow this form. It must be completed and signed by the clergy person and then sent to the Conference Treasurer's Office for Conference internal distribution and record keeping.