In November 2015, each District Superintendent will include this schedule in his/her District Newsletter or in other mailings to inform all Clergy and Pastor/Staff-Parish Relations Committee Chairs of the appointment process timeline for 2016. This communication will be transmitted on behalf of Bishop James R. King, Jr.

1. **Report to the Bishop and Cabinet Form** (to be completed by the Pastor and the PPRC)

On **Tuesday, January 5, 2016**, the District Office will mail to each clergyperson a **Report to the Bishop and Cabinet Form** upon which information relative to the appointment process for 2016-2017 will be recorded.

Also, on **Tuesday, January 5, 2016**, the District Office will mail to each Pastor/Staff-Parish Relations Committee Chairperson a **Report of the Pastor/Staff-Parish Relations Committee Form**. This form solicits information from this Committee relative to the appointment of a Pastor for 2016-2017.

Both the Clergy and the Committees are to **return their forms no later than Tuesday, February 2, 2016**. Each party is to sign the other's form after it is completed prior to returning to the District Office.

**District Superintendents will be scheduling consultation conversations with all clergy and all Pastor-Parish Relations Committees. Conversations are desired with each clergy under appointment and each Pastor-Parish Relations Committee, regardless of whether a change in appointment is anticipated.**

2. **Cabinet Information Form** (To be completed by all clergy appointed to a local church.)

By **Tuesday, January 05, 2016**, the Cabinet Information Form will be available online on the Conference website (**www.sgaumc.org**) within the Church or Extension Ministry Dashboard.

**Clergy Serving a Local Church**

Clergy serving local churches will access the form through their Church Dashboard, which was used during the Charge Conference season. Once you log in to your church dashboard, click on the link for cabinet information report. If you are serving a multiple church charge you can use your lead church's username and password to complete the report for all churches on the charge.

Clergy should complete their reports by **Tuesday, February 2, 2016**.

**It is critically important for all clergy and SPR Committees to submit all their forms by the February 2, 2016, deadline. The Appointive Cabinet will be working with this information soon thereafter. Your assistance in submitting all information is appreciated.**

3. **Extension Ministers**

New this year, Extension Ministers will utilize the Extension Ministry Dashboard to complete their Compensation Form. The Narrative Form will also be available through the dashboard.

Information on how to log in to the Extension Ministry Dashboard will be sent separately by the district.

By **November 20, 2015**, the Extension Ministry Dashboard will be available online on the Conference website (**www.sgaumc.org**). Extension ministers will complete their reports by **December 15, 2015**.

4. **Meeting Schedule**

The Appointive Cabinet will meet on **Monday, February 22, 2016 (2:00 p.m.) through Wednesday, February 24, 2016**, at Epworth by the Sea to begin the appointment-making process. The Cabinet will meet on these dates:

- Tuesday - Thursday, March 15-17, 2016
- Monday-Wednesday, April 4-6, 2016
- Tuesday, May 24, 2016
- Monday-Wednesday, February 29 - March 2, 2016
- Tuesday - Thursday, March 29-31, 2016
- Tuesday-Thursday, April 12-14, 2016
- Tuesday, May 24, 2016
5. Projected Appointments

Appointment making is an intensive process involving consultation, prayer, discernment, collaboration and more prayer. Clergy and laity at the local church level join Bishop King and the Appointive Cabinet in this complex work most intensely during the initial phase of consultation (see number 1 above). Ultimately, the Bishop and District Superintendents seek to prayerfully discern the anointed pastor for each appointment. Once a decision to make a change in pastoral appointment is made, the clergyperson and Pastor-Parish Chairperson are notified of the projected appointment. Following time for the announcement to be made in the local church, the projected appointments will be posted on the Conference website (www.sgaumc.org). These appointments are considered firm projections, still subject to change, until the Bishop finalizes them at the Annual Conference Session.

6. Orientation for Moving Pastors

Bishop King and the Appointive Cabinet will host an orientation session for full-time moving clergy. Superintendents will release the date, location, and time for this event as information is firmed up.

7. 2016 Annual Conference Materials

At the 2015 Annual Conference Session members voted that only those clergy and lay members to Annual Conference who choose to opt-in to receive conference AC materials will receive paper material. Therefore, all AC materials will be placed on the conference and district websites to download and print or save to an electronic device. 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 for 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 new procedures for Annual Conference materials. 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 1, 2016.

8. Annual Conference Session

The South Georgia Conference will meet June 8-11, 2016, in Tifton, during which Bishop King will fix these appointments for 2016-2017. Moving Day will be Wednesday, June 15.


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 do the following:

June 5, 2016 – Preach in Local Churches as Scheduled (For Clergy on the Move List – This is your final preaching Sunday in your current appointment)

June 12, 2016 – Bishop and Appointive Cabinet declare this Sunday, “Pulpit Supply Sunday.” Clergy are encouraged to coordinate with SPRC Committees to have retired clergy or lay supply fill the pulpit to preach this week. All clergy are invited to participate in this Sabbath break but clergy on the projected move list are strongly encouraged to do so.

***June 15, 2016 – Moving Day ***

June 19, 2016 – First Sunday in New Appointment