

Consultation Forms Instructions

For this year's annual clergy consultation with your district superintendent, please follow the instructions below. These instructions apply to pastors under appointment to local churches. District superintendents will work with those who are in extension ministry to determine which forms are needed. Deacons can obtain their consultation form from their district offices.

There are three forms that relate to your consultation. Please review all three for accuracy and updating. You will complete the first two forms online and print a copy of your completed forms to bring with you to your consultation.

All of these are accessed through your login on the Holston.org website. The tab to log in is in the upper right corner of the home page. The instructions to log in are on the log in page. These three forms are available only to clergy through your conference website log in.

The first two are available for completion through March 1, 2018. If you have difficulties obtaining the forms, please contact your current district office within the twelve-district alignment.

- 1) The Clergy Consultation Profile Form** – This form will appear as it was completed for your 2017 consultation. Please review this information and make any necessary adjustments to give the most accurate and up-to-date responses. This is the form that indicates your personal assessment of your gifts for ministry and your desires as appointments are projected for the coming conference year. This is the information that your superintendent will use to represent you. Please answer carefully and prayerfully.

There is one new section on the consultation form. This set of questions concerns your participation in clergy small groups. One component of the conference strategy adopted at the 2017 Annual Conference concerns clergy support through small group participation. This information is submitted to the district superintendent to provide information that will be utilized to assist all clergy to participate in one or more small groups for spiritual and emotional support and accountability to your calling.

This form must be completed prior to your in-person consultation with your district superintendent. It will be open for completion through March 1, 2018.

- 2) The Advisory Information on Itinerary Form** – This form will appear as it was completed for your 2017 consultation. Please review this information and make any necessary adjustments to give the most accurate and up-to-date responses. This information provides more detailed description of personal needs that are important for your superintendent to know during the projection of appointments for the coming conference year. This is the information that your superintendent will use to represent you. Please answer carefully and prayerfully.

This form must also be completed prior to your in-person consultation with your district superintendent. It will be open for completion through March 1, 2018.

- 3) Ministerial Profile for Bishop and Cabinet** – This form will appear as it was completed for your 2017 consultation. Please review this information and make any necessary adjustments to give the most accurate and up-to-date responses. This information provides basic biographical information for clergy. Please attach a photo if you have not already done so. **If you did not complete this form in a prior year, please complete it this year and take it with you to your consultation.** If your information has not changed, you do not need to bring a copy to your consultation.

This form is available for updating on an as-needed basis throughout the year. Please make sure that this information is updated online no later than March 1, 2018.

When any of these three forms is completed and submitted, you will receive an email confirmation. Your current district office and current district superintendent under the twelve-district alignment will automatically receive an email with your submitted material.

Your consultation will be held with your district superintendent under the new nine-district alignment. You will receive an invitation to schedule your consultation time from this superintendent.

Local Church Consultation with the Staff/Pastor-Parish Relations Committee

The 2018 Chairperson of the Staff/Pastor-Parish Relations Committee for each charge will receive a letter of instruction requesting that the committee meet during January of 2018 to provide information for the superintendent regarding pastoral appointments for the coming conference year. One paper form and two online forms will be reviewed by the committee during this meeting. The online forms are available through the pastor's log in or through the log in of any other person related to the church who has been designated to the district office as approved for online Form Entry.

The following paper form is to be completed and returned to the current district office by January 31, 2018.

- 1) **The S/PPRC Response Form** – This form provides thoughtful feedback to the district superintendent regarding the gifts and ministries the pastor shares with the congregation. It also serves to notify the district superintendent if the committee desires to discuss the pastor's appointment to the charge.

The following two forms are to be updated and completed online between January 1 and March 1, 2018.

- 1) **Local Church Profile for Bishop and Cabinet** – This form provides a summary of the ministries of the local church, its appointment history, and a few basic pieces of statistical information. If you completed this form in 2017, then the information will only need to be updated with any desired modifications and the statistical information on questions 7 and 8 updated with information from your 2017 year-end reports.

- 2) **Parsonage/Church-Owned House Information Form** – This form provides a summary description of parsonages or church-owned houses that may not be in use as a parsonage at the current time. If you completed this form in 2017, then the information will only need to be updated with any desired modifications.

The S/PPRC information request will be sent by the current district office in the twelve-district alignment. The response sheets will be sent to the current district office in the twelve-district alignment. The current DS and district administrative assistant will forward the completed forms if the church has a new superintendent in the nine-district alignment.

The district superintendent that relates to the church under the nine-district alignment will meet with those Staff/Pastor-Parish Relations Committees requesting meetings with the district superintendent.