



MEMORANDUM OF UNDERSTANDING

Appointment of a Minister to a Non-Home District

Name of Minister:

Ministerial Status:

Home District:

District of Appointment:

Church and Position of Appointment:

Term of Appointment:

This Memorandum of Understanding (“MOU”) for the Appointment of a Minister to a Non-Home District is effective as of _____ (date) on behalf of the above-named Minister who has requested appointment to the above-named church and position within a Wesleyan Church District other than his/her Home District. As an appointment to a position in another District is an unusual circumstance, it is important to provide clear guidelines for the working relationships of everyone involved so as to ensure a smooth transition and positive ministerial experience. This MOU serves to establish these important guidelines. The signatories below understand and agree to this appointment and shall abide by these guidelines and supervisory responsibilities as listed below.

Minister: The Minister shall:

- Complete and file an Annual Service Report (as defined in *The Discipline*) with his/her Home District.
- Fulfill all his/her requirements for the Home District as to continuing education, attendance at District meetings, reporting or interview requirements, background checks, etc. unless expressly waived in writing by the Home District.
- Fulfill all the requirements of a minister in a like position in the District of Appointment, such as obtaining a background check.
- Be responsive to the Local Board of Administration, Pastor and District Superintendent as is expected of all ministers in like positions in the District of Appointment in all matters related to the Minister’s Position of Appointment.



- If the Minister is engaged in ministerial training or development at the time of his/her appointment to another District, requirements for such training must be fulfilled by the Minister in his/her Home District.

District of Appointment: The District of Appointment shall:

- Provide supervision, guidance, assistance and discipline to the Minister as would be provided by the District for a Minister serving in a like position in that District.
- Communicate with the District Superintendent of Minister's Home District for any concerns that arise related to the Minister.
- Add further guidelines to this MOU if the need arises during the Term of Appointment.
- List the Minister's appointment as Ordained Minister – Supply Pastor, on loan from (OM-PL). Do not include this person on the District Secretary's Annual Statistical Report on Personnel and Churches.

Home District: The Minister's Home District shall:

- Continue to provide training services to the Minister if the Minister is actively engaged in a training or development process as of the Effective Date written above, unless waived by the Home District.
- Perform any follow-up related to the Annual Service Report submitted by the Minister. If areas of concern are noted, share those with the District of Appointment.
- Share the Minister's employment file with the District of Appointment, if requested.
- List the Minister's appointment as Ordained Minister – Special Service (OM-SS). List this person on the District Secretary's Annual Statistical Report on Personnel and Churches as an Appointed Ordained Minister.

By my signature below, I agree to abide by the above listed requirements, guidelines and supervisory relationships, as well as any additional guidelines that may be added during the term of this Appointment. Submit to office@thegl.org

Signature of Appointed Minister

Date

Signature of DS of Home District of Minister

Date

Signature of DS of District of Appointment

Date