

## **The Associate Appointment Process**

### **For the potential Associate:**

1. When meeting with your District Superintendent regarding appointment, let them know you are open to being placed on the associate lists. After meeting with your District Superintendent, you must email the Assistant to the Bishop [ATB] of your openness to being placed on the associate list at [stevesummers@vaumc.org](mailto:stevesummers@vaumc.org). Please copy your District Superintendent on this email.
2. If you are new to being appointed in this conference, please submit to your DS and the ATB a resume (including where to reach you by email and phone). *You may also be asked to answer pastor profile questions and other documents and submit them to your District Superintendent and ATB.*
3. If you are already a Virginia Conference Pastor, we will submit your pastor profile as part of your associate package, so please make sure that is updated.
4. This must all be completed (your DS meeting and your paperwork submitted to your DS and ATB if needed) by January 17, 2025.
5. Your name and profile will be shared with prospective churches by the ATB on January 20, 2025, and you may receive phone calls or emails for interviews until February 7.
6. You should interview with all those who call you; remember your covenant to itinerancy.
7. By February 14, you must submit your rank ordering of your interviews to the Assistant to the Bishop. Note that all interviews must be ranked.
8. In the February Cabinet Meeting, associate appointments will probably be completed. If you are appointed to a charge as an associate, your DS will let you know at the conclusion of that Cabinet meeting. If you are not appointed as an associate, you will be eligible for an appointment as a solo pastor in another church, either at that Cabinet meeting, or at another one in the appointment season.

### **For the Senior Pastor of a Church needing an Associate**

1. If you need an associate, and the position has changed or is new, you will need to submit a job description to your DS and the Assistant to the Bishop [ATB] by January 1, 2025. This job description will need to be approved by the Cabinet prior to January 17 2025.
2. If you need an associate to fill an existing position, please let your DS and ATB know this by January 1, 2025 as well, but you will not need the job description approved.
3. In either case, new or continuing, you will need to give your DS and ATB the salary for the position and housing (allowance amount or parsonage) for the full-time associates.
4. On January 22, 2025 you will receive a list of 3 available associates and their profiles. Some of them may be new to the conference, taking their first appointment, or existing as a solo or associate pastor in our conference. Their contact information should be on this communication from the ATB.
5. Please interview all three candidates.

6. You can partner with your SPRC chair to do the interviews, but remember this is a clergy appointment, and not simply a staff position. This partnership with the SPRC chair may be especially important if you are a NEW Senior pastor to the church, and there is a need for a new associate. (An exiting pastor should not be the one interviewing the associates)
7. On February 19, 2025, please submit your rank ordering of provided candidates to the ATB, copying your District Superintendent. If you do not find an associate that meets your needs, you may decline to have the position appointed. You are not required to take an associate.
8. At the February Cabinet meeting, associates will be appointed. Expect to hear from your DS at the end of the Cabinet meeting with the associate matched with your church. Occasionally, we will not have an associate available to appoint to your church (if several churches all ask for the same candidates, for example).

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