

Virginia Conference Joint Committee on Clergy Medical Leave

Process for Changing From Medical Leave to Another Status

If you are notified by Wespeth that your disability benefits will end before retirement, immediately initiate the following contacts:

- a. One with your district superintendent
- b. One with Virginia United Methodist Pensions, Inc.
- c. One with Clergy Excellence

If you are considering returning to active ministry and discontinuing your disability benefits, please take the following steps:

1. Before notifying Wespeth, initiate the following “consultation sessions”:
 - a. One with your district superintendent to discuss returning to ministry;
 - b. One with Virginia United Methodist Pensions, Inc. regarding the impact on the status of your benefits in returning to ministry.
2. Send a letter to the Bishop, with a copy to your district superintendent, Clergy Excellence, and the Virginia United Methodist Pensions, Inc., requesting an appointment for the up-coming conference year, including a statement indicating the progress you have made regarding your capability for active ministry.
3. Request your physician or counselor to send a report to the VA Conference Board of Ordained Ministry providing medical evidence that you have recovered sufficiently to resume ministerial work (*2020/2024 Book of Discipline*, ¶357.3). This report shall be submitted on the *Virginia Conference Request for Consideration to End Medical Leave* Form.
4. Request a letter of evaluation from your district superintendent to the VA Conference Board of Ordained Ministry.
5. Have an in-person interview with the Joint Committee on Clergy Medical Leave for a recommendation to end clergy medical leave.
6. A recommendation from the Joint Committee on Clergy Medical Leave will be sent to the Board of Ordained Ministry regarding your conference relationship (¶652). If you are not recommended to end Medical Leave and are recommended to remain on Medical Leave without your consent, reasonable accommodation shall be offered whenever possible, and you are ensured of fair process per the guidelines for administrative hearings in ¶362.2.
7. The effective date of terminating Medical Leave is July 1 following the request, unless the Bishop appoints between sessions of the annual conference, in which case the Bishop determines the effective date of the appointment.