

**Process for Withdrawal from the UMC for Clergy
of the Virginia Conference**

1. Following the procedure as outlined by *The United Methodist Book of Discipline* (§360.1) the clergy must submit a written request for withdrawal from membership in The United Methodist Church to the Bishop and copy the Office of the Center for Clergy Excellence, their District Superintendent, and the Office of Pensions and Benefits.
2. Licensed local pastors will have an exit interview with the District Superintendent/District Committee on Ministry. At the time of the interview they will turn in their license. Licensed local pastors may have their license terminated by the District Superintendent/District Committee on Ministry at any time.
3. Provisional members will have an exit interview with the Board of Ordained Ministry's Conference Relations Committee. At the time of the interview they will turn in their license and certificate for provisional membership.
4. Deacons and Elders in full connection are requested to have an exit interview with the Board of Ordained Ministry's Conference Relations Committee. At the time of the interview they will turn in their license and full membership certificate, as well as their ordination credential. Their ordination credential will be inscribed with the following by the Conference Secretary upon reception: "The Virginia Annual Conference of The United Methodist Church recognizes that (name of clergy member) has withdrawn from conference membership and altogether from the ministry of The United Methodist Church on (date of withdrawal)." After their ordination credential is inscribed it will be copied, deposited with the conference secretary, and their original ordination credential will be returned. If an ordination credential no longer exists, a letter should be presented to the clergy member stating the same (signed by the clergy member and conference secretary, and notarized). A copy of the letter will be deposited with the conference secretary.*
5. If any meeting is done virtually, the clergy will be responsible for submitting their license/provisional membership certificate/conference membership certificate/ordination credentials to the Conference Secretary:
Attn: Rev. Claire Miller
Center for Clergy Excellence
PO BOX 5606
Glen Allen, VA 23058

**Process for Withdrawal from the UMC for Clergy
of the Virginia Conference**

6. Upon completion of the interview an action report from the Conference Relations Committee/District Superintendent/District Committee on Ministry will be written and sent to the Office of Clergy Excellence to be filed and placed in the clergy's personnel file. This action report will state the clergy's reasons for withdrawing and their plans for the future. Their membership certificate/provisional membership and commissioning certificate/license/copy of ordination credential with inscription (or if never issued, a letter) will be deposited with the conference secretary along with their written request for withdrawal.
7. All files are the property of the Annual Conference; therefore, will not be given to the clergy or transferred to another denomination (§606.9). For the same reason, copies will not be made of the files.
8. The minutes of the Annual Conference Clergy Executive Session will inform the clergy of the Virginia Conference UMC who is withdrawing to unite with another denomination.

*This addition came from the Council of Bishop's Disaffiliation Task Force recommendations in September 2022.

Approved by the Executive Committee of the Board of Ordained Ministry on September 12, 2022