

**Texas Annual Conference**  
**Transfer Process**  
*as of December 3, 2009*

**Please note: All transfers are made at the discretion of the bishop; are within the bishop's authority; and are subject to the bishop's prerogative.**

**1. Application for Transfer.** All candidates and clergypersons (including clergypersons serving in the Texas Annual Conference under the provisions of paragraph 346.1) and clergypersons from other denominations) seeking transfer into the Texas Annual Conference (hereafter referred to as "transfer candidates") must complete an Application of Transfer as a first step in the transfer process. The Associate Director of the Center for Clergy Excellence reviews applications and is authorized to respond and/or proceed with transfer candidates on behalf of the Bishop.

**2. Permission from Bishop.** After review of Applications of Transfer, if the Conference chooses to proceed and begin a conversation concerning transfer with a UM certified candidate or a UM commissioned or ordained minister, that transfer candidate must receive permission from his or her bishop before conversation may proceed.

If the Conference chooses to proceed and begin a conversation concerning transfer and the transfer candidate's bishop gives permission to proceed, the transfer candidate will be invited to forward the following documents (by mail, fax or email) to the Associate Director of the Center for Clergy Excellence:

- 3. Resume**
- 4. Three letters of recommendation**
- 5. Letter to Bishop Huie requesting transfer**

**6. Interview.** After application, resume, references, and the letter to Bishop Huie requesting transfer are received, if transfer candidates meets recruitment criteria (or at the Bishop's request) the transfer candidate may be offered an interview with at least three members of the Transfer Task Force.

**Transfer Task Force:**

Bishop  
Director, Center for Clergy Excellence  
Director, Center for Congregational Excellence  
District Superintendent (selected by Bishop)  
Member of the Executive Committee of the Board of Ordained Ministry  
(selected by Bishop)  
Associate Director, Center for Clergy Excellence  
Center for Congregational Excellence designee (selected by Director)

**7. DISC Personality Profile.** When interviews are scheduled, each transfer candidate will receive a DISC personality profile via email to complete and bring to the interview.

After each interview, the Transfer Task Force makes a recommendation to the Bishop.

If the Bishop chooses to accept a transfer candidate into the Texas Annual Conference, the Bishop will contact the transfer candidate's bishop and request his or her transfer. The Bishop will then assign the transfer candidate to a District Committee on Ministry, the Conference Board of Ordained Ministry, and/or an appointment within the Texas Annual Conference.

Note: Fully ordained ministers from other Annual Conferences over age 40 and fully ordained ministers from other Annual Conferences age 40 and under who choose not to apply for transfer may still be appointed in the Texas Annual Conference if they retain their current Annual Conference membership. (See 2008 *Discipline* ¶ 346.1.)

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