

NORTHWEST TEXAS LOCAL CHURCH DISAFFILIATION CHECKLIST

Please record the dates when steps are completed. Each section must be completed before moving to the next.
Those remaining UMC completed steps 1 - 3. Those disaffiliating completed steps 1 - 5.
When completed, return to Jeff Fisher at the Conference Service Center no later than November 15, 2022.
NWTX Conference ATTN: Jeff Fisher 1401 Ave M Lubbock, TX 79401

We highly encourage utilizing Conference Staff and provided resources to help facilitate your meetings.

Church: _____ Person Coordinating Disaffiliation: _____

1. DISCERNMENT PROCESS SECTION START DATE: _____ SECTION COMPLETED ON: _____

- Time of prayer and fasting for church leadership. *Two weeks recommended.* COMPLETED: _____
- Hold a leader meeting(s) to prepare for church discussion meeting(s). COMPLETED: _____
- Church wide discussion meeting(s) to explore options of remaining UMC, join the GMC, join another denomination, or become independent and the time line of disaffiliation. i.e. January 2023, June 2023, or January 2024. COMPLETED: _____
- Church wide time of prayer and fasting. *Two weeks recommended.* COMPLETED: _____

2. CHURCH CONFERENCE SECTION START DATE: _____ SECTION COMPLETED ON: _____

- Church Council requests the District Superintendent to call a formal Church Conference. COMPLETED: _____
- District Superintendent calls the Church Conference. COMPLETED: _____
 - Minimum of 10 days notice provided to all church members of the scheduled meeting. *Paragraph 246.8, 248 are references for a called Church Conference.* DATE: _____
- Record the date the Church Conference was held. DATE: _____
 - Vote was taken and recorded during the called Church Conference. DATE: _____
 - Voting results signed by District Superintendent or Presiding Elder. COMPLETED: _____
 - Ballot Record was attached to the Ballot Packet and given to the District Superintendent. COMPLETED: _____

3. REQUIRED PAPERWORK SECTION START DATE: _____ SECTION COMPLETED ON: _____

- Remaining UMC - Submit this checklist to complete your discernment process to Jeff Fisher at the Conference Office. COMPLETED: _____
- Payment received to the NWTX Conference Office by November 15, 2022 for those disaffiliating on January 2023. COMPLETED: _____
- Church Trustees sign Disaffiliation Agreement and submit to Jeff Fisher at the Conference Office. COMPLETED: _____

4. WINDING UP SECTION START DATE: _____ SECTION COMPLETED ON: _____

- Consult with CPA or attorney for legal changes or needs for your church. COMPLETED: _____

5. APPROVAL SECTION START DATE: _____ SECTION COMPLETED ON: _____

- Confirm that Jeff Fisher has received all required information and they are on the schedule for disaffiliation. COMPLETED: _____
- Required archive materials and records delivered to the NWTX Conference Service Center. COMPLETED: _____