

### **How to Change your Charge Conference as a Retired Member:**

1. Contact the Pastor of the church you wish to hold your Charge Conference. **If you need help locating a receiving Charge Conference Rev. Jenni Hendrix or your DS will help you.**
2. Email your District Superintendent, the receiving pastor and Ministerial Services ([jenni@awfumc.org](mailto:jenni@awfumc.org))
3. Jenni will send notification that your change has been updated in the database.

### **How to Change your Charge Conference as a Certified Candidate in the SAME District:**

1. Contact Ministerial Services ([jenni@awfumc.org](mailto:jenni@awfumc.org)) to let Jenni know you are starting this process.
2. Contact the Pastor of the church you wish to hold your Charge Conference. **If you need help locating a receiving Charge Conference Rev. Jenni Hendrix or your DS will help you.**
3. Interview with the receiving church's SPRC.
4. Email your District Superintendent, your DCOM Chair, the receiving Pastor and Ministerial Services ([jenni@awfumc.org](mailto:jenni@awfumc.org)). You can find the current chairs here: <https://www.awfumc.org/dcomchairsandregistrars>
5. Jenni will send notification that your change has been updated in the database and BAC as needed.

### **How to Change your Charge Conference as a Certified Candidate to a DIFFERENT District:**

1. Contact Ministerial Services ([jenni@awfumc.org](mailto:jenni@awfumc.org)) to let Jenni know you are starting this process.
2. Contact the Pastor of the church you wish to hold your Charge Conference. **If you need help locating a receiving Charge Conference Rev. Jenni Hendrix or your DS will help you.**
3. Interview with the receiving church's SPRC.
4. Contact the Chair of the District Committee on Ministry (DCOM) into which you want to transfer. Set up a transfer interview with that DCOM.
5. Email both District Superintendents, both DCOM Chairs, the receiving Pastor and Ministerial Services ([jenni@awfumc.org](mailto:jenni@awfumc.org)). You can find the current chairs here: <https://www.awfumc.org/dcomchairsandregistrars>
6. Jenni will send notification that your change has been updated in the database and BAC as needed.