

Appendix C: *Checklist of Requirements for AWFUMC Disaffiliation Process*

Name of Church _____

Stage One: Entering the Disaffiliation Process

- Church Council Minutes with Majority Approval to Enter Disaffiliation Process
 - Date of Church Council Meeting _____
 - Date Received by DS _____
- Eligibility Statement Adopted by Church Council
 - Date of Church Council Meeting _____
 - Date Received by DS _____
- Local Church Begins Discernment Period of at least 75 days
 - Date _____

Stage Two: Local Church Discernment Period

- Discernment Period Must Include:
 - Town Hall
 - Date Announced _____
 - Date Held _____
 - A minimum period of 40 days of congregation-wide prayer and fasting
 - Date Begun _____
 - Date Concluded _____
 - The local church shall provide a complete list with full names, email addresses, and mailing addresses of all full professing members of the local church, preferably electronically and in Excel format.
 - Date Provided to DS _____

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- The distribution of information in writing via email and/or USPS to all members about disaffiliation prepared by the AWF Conference and provided by the District Superintendent.

Date Sent _____

Stage 3: District Superintendent Assessment Period (this stage may run concurrently with Local Church Discernment Period)

- BOD Paragraph 213 assessment

See Appendix D

Stage 4: Church Council Votes to Request Church Conference (Must include how many were present, and how many voted for and against the actions. The church shall also provide all other actions, motions, minutes, and petitions presented to the church council)

- The Church Council must attest to the previously adopted eligibility statement

Date of Church Council meeting _____

Date minutes received by DS _____

- Completed and notarized good faith and fair process form

Date received by DS _____

- Minutes from the Church Council requesting a church conference to consider and vote on the request for ¶2553 disaffiliation

Date of Church Council Meeting _____

Date received by DS _____

Stage 5: Conference Trustees Review

Date of Trustees Meeting when documents were reviewed _____

Did the Trustees name any known potential problem areas?

Stage 6: District Superintendent Decision to Call Church Conference

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- Date when Church Conference Date is given to local church

- Actual date of Church Conference _____

Stage 7: Church Conference and Vote

- The following must be included in the promotional announcements and written notice of the Church Conference to all full professing members of the local church
 - Time and place of the church conference
 - The reason for the Church Conference
 - The specific eligibility statement adopted by the church council
 - An explanation of the decision being made at the Church Conference (*provided by the District Superintendent*)
- The resolutions or motions for approval of the local church's ¶2553 disaffiliation presented at this church conference shall, at a minimum, include the following statements:
 - "The church conference of the local church hereby certifies to the Alabama-West Florida Conference the following: The local church is eligible for disaffiliation under the provisions of ¶2553.1, which reads: 'Basis – Because of the current deep conflict within the United Methodist Church around issues of human sexuality, a local church shall have a limited right, under the provisions of this paragraph, to disaffiliate from the denomination for reasons of conscience regarding a change in the requirements and provisions of the Book of Discipline related to the practice of homosexuality or the ordination or marriage of self-avowed practicing homosexuals as resolved and adopted by the 2019 General Conference, or the actions or inactions of its annual conference related to these issues which follow.'"
 - The specific local church statement of eligibility adopted by the church council at the beginning of the process shall be read aloud and approved by the church conference vote.

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- Changes in the requirements and provisions of the Book of Discipline relating to the practice of homosexuality or the ordination or marriage of self-avowed practicing homosexuals were resolved and adopted by the 2019 General Conference (*see Disaffiliation Policy*)
- The local church shall provide documentation to the District Superintendent that verifies the adoption of the required eligibility statement and resolution by the church conference and the results of the ¶2553 disaffiliation vote taken at the church conference. Such documentation shall be in the form of a certificate of an authorized officer of the local church and shall be included as an exhibit to the agreement to disaffiliate between the local church and the annual conference (“Disaffiliation Agreement”) which shall be provided to the annual conference delegates before the annual conference vote on approval of the disaffiliation and the Disaffiliation Agreement.

Stage 8: Cabinet Approval

- Date of Cabinet meeting _____
- Cabinet approves to send to Trustees

Stage 9: Trustees Approval

- Date of Trustees meeting _____
- Trustees approve to send to AWFUMC for ratification

Stage 10: Disaffiliation Agreement

- The effective date for the ¶2553 disaffiliation (“Disaffiliation Date”) shall be the date that the Disaffiliation Agreement is ratified and approved by the AWFC
- The delegation of the local church shall not be entitled to vote upon any matters coming before the AWFC after such ratification and approval
- The closing date for consummation of the transactions contemplated by the Disaffiliation Agreement shall be a date that is subsequent to, and no more than, 60 days after the date that the Disaffiliation Agreement is ratified and approved by the AWFC.

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- Disaffiliation Agreement is signed by the proper Conference and Local Church Officials

Stage 11: Annual Conference Vote

- No later than fifteen (15) days before the commencement of the annual conference sessions of the Alabama-West Florida Conference the annual conference shall be provided and given access by the AWFC Secretary to
 - The Church Conference Resolution
 - Disaffiliation Agreement,
 - Information described in the previous paragraph
- Date of Commencement of Annual Conference Session _____
- Date of Disaffiliation _____

Stage 12: Required payments within 60 days of the Annual Conference vote

- Unfunded pension liability and post-retirement medical liability as determined by GCFA/AWF formula
- All apportionments since January 1, 2019 plus an additional 12 months of apportionments
- All clergy compensation, housing benefits, and other benefits through the current appointment year (for any appointed clergy who is/are remaining with the AWFUMC)
- Any grants, loans, or gifts from the conference or district received in the last five years

*This checklist is in no way fully representative of the entirety of the Disaffiliation Policy. This is a supporting document to help the Cabinet and local churches navigate the process. The full policy must be read and followed, regardless of what is contained in this checklist.