

**Mountain Sky Annual Conference
Disaffiliation Application and Process
For Disaffiliation at the June 2023 Annual Conference
Book of Discipline ¶2553**

The Mountain Sky Annual Conference and Board of Trustees are committed to working with local churches seeking disaffiliation in a grace-filled process based on the Book of Discipline ¶2553. Churches who seek disaffiliation at the June 2023 MSC Annual Conference session must complete this application form and return by January 13, 2023 and meet all further deadlines throughout this process. Churches who cannot meet deadlines will not be considered for disaffiliation at the June annual conference session.

1. Before January 13: Inform your District Superintendent of intent to begin the disaffiliation process

Clergy person or church leader informs the District Superintendent of the local church's desire to begin the disaffiliation process and requests a Church Conference meeting for the purpose of disaffiliation, in accordance with ¶248. The DS sends the local church information regarding disaffiliation, including the application paperwork and requirements.

2. Before January 13: Majority vote of Administrative Council to begin disaffiliation process

A majority vote approval of the local church Administrative Council (or equivalent body) is required to submit an application for disaffiliation with the Annual Conference. The Administrative Council vote must include the following language: "The (name of local church) Administrative Council approves applying for disaffiliation from the Mountain Sky Conference of the United Methodist Church 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" (Book of Discipline ¶2553).

3. January 13: Submit the Application for Disaffiliation

Send the application with attachments, by email, to the Chief Financial Officer and District Superintendent by January 13, 2023. Include the following documents:

- Minutes of Ad Council meeting with approval requesting potential disaffiliation.
- Year-end financial reports for 2021 and 2022. This information is used to determine mission shares and apportionment figures.
- Current list of professing members.
- The scheduled date for the Church Conference meeting, to be held no later than March 31, 2023.

4. January 31: The local church is provided necessary information

The Chief Financial Officer will provide the local church:

- Estimated Retirement Obligation amount – this amount is subject to change based on the most recent quarter's data. A final amount will be provided at the close of the third quarter.



- Mission Shares amount – Mission Shares due for 2022 and an additional 12 months.
- Outstanding Arrearages.
- Disaffiliation forms – Disaffiliation agreement and exhibits.

A member of the MSC Board of Trustees will be assigned to each local church as a representative for the purpose of contact and communication during the negotiation process; your District Superintendent will remain your main point of contact.

5. March 17: Additional information provided by the local church

The local church will provide the following information to the District Superintendent, Trustee Rep and Chief Financial Officer no later than March 17, using the appropriate Disaffiliation Agreement exhibit forms:

- If not already included in year-end statements, provide information regarding all checking accounts, savings accounts, and endowments.
- Provide information regarding loans, mortgages or liens on church property, along with information regarding any cemetery or columbarium.
- Provide information regarding property appraisals or tax assessments for last 12 months, if known.
- Provide copies of all property deeds.
- Property Inventory.

6. March 31: Church Conference approval of disaffiliation resolution by a 2/3 majority vote

- At least two-thirds (2/3) of the professing members present at a church conference of local church must vote to disaffiliate from The United Methodist Church.
- The Church Conference must use the following language from the Book of Discipline ¶2553: *“The (name of local church) approves disaffiliation from the Mountain Sky Conference of the United Methodist Church 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.”*
- The church conference vote must be certified and reported to the annual conference no later than April 7 using the appropriate disaffiliation agreement exhibit.

7. April 7: Local Church Conference submits voting results of Church Conference

- Local church to submit to the District Superintendent the minutes of Special Church Conference, including the vote tally and record of attendees, together with the Certificate of the Church Secretary on Exhibit A to the Disaffiliation Agreement.
- DS will forward the materials to the MSC Trustees and the Conference Chief Financial Officer.

8. April 10: MSC Board of Trustees Communicate conditions for release of trust clause to District Superintendent

- The District Superintendent and Church Vitality Superintendent will complete and submit assessments of continued ministries to the Board of Trustees by February 28, 2023.



- The Board of Trustees will use the assessment and the results of the Church Conference vote to determine the appropriate terms for the release of the trust clause. Trustees communicate the conditions for release of the trust clause to the DS, who communicates with local church, by April 10, 2023.
- Trustees also communicate any provisions relating to continued access to or maintenance of cemetery or columbarium, if any, and to any retained intellectual property.

9. April 17: Property Negotiations completed

- The local church may request different terms for the lease of trust deed. Trustees may, but are not obligated to, agree to alter the proposed terms.
- If an agreement cannot be reached by April 17, 2023, disaffiliation will not be considered at the June 2023 Annual Conference.

10. April 21: Agreement with exhibits delivered to local church for signature and finalization

- The Chief Financial Officer will deliver the final Disaffiliation Agreement Form to the local church.
- The District Superintendent will work with the Trustee Rep and Local Church contact person with needed editing, revisions, etc.

11. May 1, 2023: Local church to make historical documents and records available to the MSC for copying

- District Superintendent to coordinate.

12. May 5: Final unsigned property transfer documents delivered to local church

- Trustees will sign any deed or other property transfer documents only after the disaffiliation has been approved at Annual Conference.

13. May 11: Annual Conference Petition deadline

- Petition is finalized and submitted by the District Superintendent.
- Final Disaffiliation Agreement with all Exhibits and any (unsigned) deed must be received by the Conference by this date.

14. June 7: Local Church to complete formation of new corporate entity to which legal liability will be transferred

- Local church must complete its formation of new corporate entity, and notify conference of new name.

15. June 7: Payment in full received by the Annual Conference

If funds have not been received, the disaffiliation petition will not be voted on at the June 2023 Annual Conference session.

Payments include:

- Retirement Obligation.
- Mission Shares paid in full for 2023 and one additional year.
- Any outstanding arrearages.
- Repayment of grants received in prior ten years.
- Any payment required for release of the trust clause.



16. June 22: Annual Conference approval of disaffiliation

- The disaffiliation petition is presented at the Annual Conference session, June 22-24, 2023 (dates estimated). Majority approval of the annual conference is required to finalize disaffiliation.
- Trustees will sign, notarize and deliver any new property documents to the Conference Chief Financial Officer.

17. June 26: Final Release of Trust agreement delivered

- If all MSC requirements are satisfied, new property documents delivered for recording and to local church.

