



United Methodist Endorsing Agency

General Board of Higher Education & Ministry Division of Ordained Ministry

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Maintaining the Connection Beyond the Local Church

With UMEA

Send the United Methodist Endorsing Agency (UMEA) a digital copy of your annual report. If you are not required to submit a report to your annual conference, send UMEA a short update about your life and ministry. Keep your contact information current with UMEA, even after you retire.

Send UMEA a report of Pastoral Acts (baptisms, professions of faith, reception into membership) when you cannot provide these directly to a home congregation. These are entered into the General Roll of the Church. Baptized children remain on role to age 18, or until transferred to a local church. Professions of faith remain for 8 years, or until transferred to a local church.

Volunteer to serve on endorsement interview committees when asked.

Attend gatherings of UMEA endorsed clergy in your area or at professional association meetings.

With your Annual Conference

Attend annual conference as often as possible. The same goes for other conference and district events.

Submit your annual "Appointment to and Extension Ministry" or "Report of the Deacon" to your annual conference in the format and on the schedule it directs. If you are appointed outside your annual conference, send a copy of your report to the bishop and district superintendent where you are appointed.

Invite your bishop and/or district superintendent to visit your place of ministry. Get face time with your district superintendent and conference leaders when you can. Maintain your network of colleagues in the conference.

Subscribe to conference and district newsletters.

If located in or near the bounds of the conference, volunteer to serve on the Board of Ordained Ministry or other conference/district committees.

Keep your district superintendent informed about your plans after your extension ministry / appointment beyond the local church. Arrange for a face-to-face meeting well before transitioning out of your endorsed setting.