

## Instructions for **Trustee Petition Forms...**

MSWord Document: **Please print these forms when you receive.** They have been provided to you in Windows Microsoft Word document and can be completed on the lines provided (be sure the *underline* “U” --formatting toolbar is highlighted; click a few spaces on the line and enter the information--you will have to delete the added line space). In no way change the wording of these documents except to enter correct “church/charge” and “date”. If the wording is changed the judge will not receive them. You will need to submit, with “Exhibit A”, a copy of the signed minutes that lists the election of the Trustees.

The attached forms are to assist you in having your local trustees appointed by the Circuit Court of your area, according to Section 57-8 of the Code of Virginia. By completing these forms carefully, you should be able to present these to the Clerk of Court in your county. (There is a fee. Please check with your local circuit court for the amount). You will probably not need the services of an attorney.

- (I) **Petition**, to be completed and signed by the pastor (be sure to specify whether the trustees are of a church or charge)
- (II) **“Exhibit A”**, to be attached to the Petition, certifies the election of trustees by the Charge Conference. Always indicate whether trustees are new, and whom they are elected to replace.
- (III) **Order**, to be completed and ready for the signature of the presiding judge. You may check with the Clerk to verify that this order is satisfactory with the judge in your county.

(Please feel free to reproduce these forms as needed)

# PETITION

**VIRGINIA: IN THE CIRCUIT COURT OF** \_\_\_\_\_

In RE: Appointment of Trustees for \_\_\_\_\_

United Methodist Church or Charge \_\_\_\_\_ Virginia.

## PETITION

Your petitioner, \_\_\_\_\_ (pastor of  
\_\_\_\_\_ Church or Charge), respectfully  
shows unto this Honorable Court the following facts:

That heretofore at a Charge Conference of \_\_\_\_\_  
United Methodist \_\_\_\_\_ (church or charge) in session  
\_\_\_\_\_ (date), the following were duly elected as Trustees of said church or  
charge located at \_\_\_\_\_, Virginia.

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### **See Exhibit "A"**

Your petitioner prays that by proper order of this Court, the above be appointed as the  
Trustees of said Church or Charge will all powers provided by law.

\_\_\_\_\_  
Minister

\_\_\_\_\_  
Date

**EXHIBIT "A"**

(1) This is to certify that the Charge Conference of \_\_\_\_\_  
United Methodist \_\_\_\_\_ (Church or Charge), in  
session \_\_\_\_\_ (date), elected the following as new trustee(s) of the  
\_\_\_\_\_ United Methodist \_\_\_\_\_  
(church or charge):

(2) \_\_\_\_\_ who succeeds \_\_\_\_\_  
(deceased, resigned, term expired, etc.) \_\_\_\_\_,  
who succeeds \_\_\_\_\_ (deceased, resigned,  
term expired, etc.) \_\_\_\_\_, who succeeds  
\_\_\_\_\_ (deceased, resigned, term expired, etc.)

(3) These new trustees are to serve together with \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_ and \_\_\_\_\_, (insert the names of the rest of your trustees),  
previously elected and confirmed as trustees of the United Methodist Church (church  
or charge).

(4) Circuit Court of \_\_\_\_\_ city or county.

(5) Signed \_\_\_\_\_  
District Superintendent or  
Presiding Officer

Signed \_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

# ORDER

**VIRGINIA: IN THE CIRCUIT COURT OF** \_\_\_\_\_

In Re: Appointment of Trustees for \_\_\_\_\_  
United Methodist Church or Charge, \_\_\_\_\_, Virginia

It appearing to the Court from petition and exhibit filed herewith that the Charge Conference of \_\_\_\_\_ United Methodist Church or Charge, on \_\_\_\_\_ (date), elected the following as new trustees of the \_\_\_\_\_ United Methodist Church or Charge, located in \_\_\_\_\_, Virginia: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

It is hereby **ORDERED** that the aforesaid trustees, be and they hereby are duly appointed as Trustees of the said \_\_\_\_\_ United Methodist Church or Charge, \_\_\_\_\_, Virginia; with all powers provided by law to serve with the other presently existing trustees.

Nothing further remaining to be done herein, it is **ORDERED** that this matter be stricken from the docket.

I ask for this:

\_\_\_\_\_

Minister

Enter:

\_\_\_\_\_

Judge