



The United Methodist Church  
Eastern Shore District, Virginia Conference

Tammy L. Estep, District Superintendent  
Connie M. Owens, Administrative Assistant

November 17, 2011

To: Eastern Shore District Pastors

From: Tammy L. Estep, District Superintendent

Re: Profiles, Appointment Preference Forms, Statistical Tables

**PASTOR, CHURCH AND COMMUNITY PROFILES:** As most of you know, we are preparing to move into the appointment season. This process will begin a little early due to General Conference in April. As the cabinet sits around the table to discern the gifts and graces of each pastor and attempt to match them with the mission and ministries of each church, we seek the wisdom and guidance of the Holy Spirit, the pastors and the churches involved. One of our greatest resources in our discernment process is the Church, Community and Pastoral Profiles. The Staff/Pastor Parish Relations Committee is responsible for preparing the information on the Church Profile and Community Profile. The committee may ask for input from you and other lay leadership but it is your Committee's responsibility to do the final profile. As pastor, it is your responsibility to make sure the Church and Community Profiles accurately reflect the settings and missional needs of the congregation, *but you are not to write the profiles yourself.*

It is absolutely essential that every Pastor, Church, and Community Profile be reviewed and updated every year, *even if an appointment change is not anticipated.* Sometimes, for the good of the larger Body of Christ, the Bishop and Cabinet make a move that a pastor and congregation are not expecting. When this happens, we literally look at the Church, Community, and Pastoral Profiles on our laptop computers to discern the possibilities for appointments. Know that your appointment will be based on the information you have given us through the Pastor Profile.

To access these profiles, you will need a computer. If you are not computer literate and don't have anyone in your church who is, contact us here at the District Office for assistance.

To access your profile:

1. Go to the Virginia Conference Website ([www.vaumc.org](http://www.vaumc.org))
2. Under the "Administrative Services" tab, click on "COLTS" (Church Online Tracking Service)
3. **IMPORTANT:** Read the instructions provided on the COLTS web.
4. Use the link "Click here to log on COLTS" and enter your Pastor ID and your password. If you cannot remember your ID and password, contact the District Office.
5. You have until **Sunday, January 15, 2012** to enter and edit your Profiles. After that date the Profiles will be locked by the Cabinet.

Our Vision Statement:

"We envision churches where  
all God's people are welcomed  
at table, nurtured and  
transformed to be Christ to  
others in the world"

18291 Jones Ave, P.O. Box 317  
Parksley, Virginia 23421

(757) 665-6295

(757) 665-5070 fax

esdsumc@verizon.net

I cannot emphasize to you how important this process is for every church and every pastor, whether a move is anticipated or not. Please give this your faithful attention and honor the **January 15th deadline**.

**APPOINTMENT PREFERENCE FORM:** Included in this mailing is the Appointment Preference Form for you as well as the Appointment Review guidelines to assist you and your committee in its discernment. You will need to meet with the Staff/Pastor Parish Relations Committee in December or January concerning your preference and the Committee's preference. Please include your incoming class of 2012 Staff/Parish Relations Committee members in this meeting. If you meet in January, you are encouraged to include the outgoing class of 2011 in the discussion process but they may not vote. The incoming class of 2012 may participate in the discussion *and* vote only in the January meeting, not the December meeting. Remember that your preference form should be completed and in my office no later than **Sunday, the 15th, 2012**. Do not fill out or sign your Committee's Preference form until it has checked its preference and signed it.

Let me remind you that all preferences by clergy and Staff/Pastor Parish Relations Committees are advisory to the Bishop and the Cabinet (see Guidelines for Appointment-Making and ¶ 431 2008 Book of Discipline). We seek to be faithful to the needs of the local church, the gifts and graces of each pastor, and the ministry of the Body of Christ as a whole. Sometimes that means a requested move doesn't happen, and sometimes it means a requested stay becomes a move because of a greater need elsewhere. Whenever a move is anticipated, I will schedule a meeting with the Staff/Pastor Parish Relations Committee so we can discuss the missional needs and desires of the church. I will be meeting with each of you during the month of December and January, no matter what preference you check.

Thank you for all you do to serve the Body of Christ and to offer the Gospel of Jesus Christ outside the walls of your church. If you have any questions or need assistance, please don't hesitate to call me or Connie. Blessings to each of you and the work you are doing. I wish you grace upon grace.

**ENTERING STATISTICAL TABLES INFORMATION:** The deadline for Statistical Table I is Sunday, **January 15, 2012**. Tuesday, **January 31, 2012** is the deadline for entering Statistical Tables II and III. The information is entered at the denominations' General Council on Finance and Administration website at <http://eagle.gcfa.org/Login.aspx>. Call our office if you have forgotten your ID and password in order to logon.

*FYI: Your current (2011) S/PPRC Chair has been sent a letter concerning the Preference Forms and the Church and Community profiles along with the church logon and password. (Remember, in order to complete the Pastor Profile you need your Pastor Logon and Password. To complete church and community profiles you need church logon and password.*

**ENCLOSURES:**

- ✓ Preference Form for the Pastor and Staff/Pastor Parish Relations Committee
- ✓ Appointment Review Guidelines
- ✓ Guidelines for Appointment-Making

**Our Vision Statement:**

"We envision churches where all God's people are welcomed at table, nurtured and transformed to be Christ to others in the world"

18291 Jones Ave, P.O. Box 317  
Parksley, Virginia 23421

(757) 665-6295  
(757) 665-5070 fax  
esdsumc@verizon.net