

**For: Full Connection Elders and Deacons and Provisional Members  
from Other United Methodist Conferences**

**On Loan Process (§346.1)**

1. All requests are referred to the Director of the Center for Leadership Development.
2. The Director of the Center for Leadership Development works with the representing district superintendent to determine what information is needed from the elder/provisional member (i.e. resume, recommendation of current district superintendent, supervisory file, etc.).
3. The Director of the Center for Leadership Development presents the possible on loan elders/provisional members to the cabinet during the appointment process.
4. If the Bishop determines to request the elder/provisional member's appointment, the Bishop also requests a copy of the personnel file, which is given to the Board of Ordained Ministry through the Center for Leadership Development, and a copy of the supervisory file which is given to the district superintendent of the district to which appointed.
5. The names of those appointed would be presented to the Executive Committee of the Board of Ordained Ministry for recommendation of "voice" in the annual conference. The Board may request additional background information for the personnel file.
6. If the on loan appointment is a provisional member, the Board of Ordained Ministry consults immediately with the provisional member regarding participation in the North Texas Conference Provisional Process.
7. Usually being appointed for two years on loan is required prior to transfer.

**Transfer Process (§347.1)**

1. The on loan elder/provisional member who has served two years on loan in the North Texas Conference submits the Request for Transfer form to the Bishop of the home conference and the Bishop of the North Texas Conference with a copy to their North Texas district superintendent and the Board of Ordained Ministry.
2. The North Texas district superintendent submits a narrative evaluation, including performance, leadership skills, and effectiveness in ministry, to the Board of Ordained Ministry.
3. Additional required documents are submitted by the clergyperson.
4. The clergyperson is interviewed by the Transfer Committee of the Board of Ordained Ministry. The Board reports its recommendations to the Bishop.
5. The Bishop determines if a request for transfer to the home conference Bishop will be made.
6. If the transfer is a provisional member, the Board determines any further requirements related to the Provisional Process.
7. In special circumstances, if the elder/provisional member has not been serving on loan for two years, and the Bishop desires to transfer in, the Bishop requests the elder/provisional member's personnel and supervisory files from the home conference. The Bishop gives the personnel file to the Board of Ordained Ministry through the Center for Leadership Development. The North Texas district superintendent submits missional rationale for the transfer. The Board reviews, interviews, and reports a recommendation to the Bishop. Following the transfer, the Board would complete the personnel file, if necessary.