

Voluntary Transition Program

Roles and Responsibilities—Conference Checklist

Conference Leadership:

Step 1: **Provide information about the Voluntary Transition Program to the interested clergyperson**
[e.g., *Comprehensive Protection Plan (CPP) Summary Plan Description*, Voluntary Transition Program information sheets, FAQ documents, etc.]

Step 2: Validate clergy eligibility in program

- Clergyperson is in good standing.
- At least five years in full connection (i.e., elder or deacon).
- Active participant in CPP for the five years immediately preceding separation from service.
- Not within two years of being eligible to retire under ¶358.2b of *The Book of Discipline*.

Step 3: Obtain conference approval and obtain signatures on *Participation Agreement Form*

- Approval and signature from the *district superintendent*.
- Approval and signature from the *conference relations committee of the board of ordained ministry*.
- Approval and signature from the *bishop*.

Step 4: Submit completed *Participation Agreement Form* to General Board via mail, fax or e-mail

Step 5: Other benefits (Health, Moving Expenses, etc.)

- Clergyperson was covered in conference-sponsored health plan immediately preceding date of separation.
 - Continuation coverage offered: Complete process to enroll participant in continuation coverage, **or**
 - No continuation coverage offered: Make stipend available for participant to purchase individual health insurance.
- Provide reimbursement of moving expenses, where applicable and subject to the rules and policy of the conference.
- Oversee withdrawal process and surrender of credentials.



General Board

Pension and Health Benefits

Caring For Those Who Serve