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## THE BOARD OF TRUSTEES

February 23, 2023

To the Disaffiliating Congregations of the New Mexico Annual Conference:

By now, many of you have voted to disaffiliate from the United Methodist Church. It is time to begin preparation to finalize this work. Attached is a revised copy of Appendix C to the Disaffiliation Policy. Please use it in the weeks ahead as a step-by-step guidebook for the finalization of disaffiliation. The following changes have been made to help your congregation in this task:

1. Forms 3, 4, and 5 were mis-numbered in the original Appendix. The mistake has been corrected.
2. The process is now timed in preparation for the May 20 called Annual Conference. A deadline of May 6 is included in which the local church must be prepared if they wish to be included in the ratification vote of the Conference.

By May 6, the local church must:

- Have all material submitted, including FORMS 3, 4, and 5 as well as original membership books from the local church.
- All withdrawal liabilities must be received by the Annual Conference. You will receive Form 3 as a record of payment for the withdrawal liabilities.
- The church must be renamed and all references to the “United Methodist Church” or “UMC” must be removed from signage, publications, websites, etc.

Once all steps are complete, the Board of Trustees will certify in writing that the local church’s Disaffiliation Agreement is prepared for ratification at the called Annual Conference. The Trustees will submit a resolution to the called Conference for ratification.

If a local church does not submit all material and payment by May 6, the Trustees will not certify and the local church will have to wait until a future Annual Conference ratification vote. **Furthermore, we recommend that churches submit all materials and payment earlier than May 6<sup>th</sup> if possible.** We will work to certify as we receive materials from local churches. If there are errors or problems with the materials, we will work with the local church to remedy the problem in time for the May 20 vote. All of this will go smoother if churches don’t wait until the deadline but rather finalize everything early.

If your congregation has questions, you may contact the District Superintendent or you may contact me at (915) 228-8864 or [pastorjosh@mesaviewumc.org](mailto:pastorjosh@mesaviewumc.org).

Respectfully,

Josh Kouri, Chair of Trustees