

# 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*