

## **Texas Annual Conference (TAC) Disaffiliation Timeline**

*For churches considering requesting disaffiliation through ¶2553  
to be considered at the regular session of the TAC on **May 30, 2023***

### **Begin a Period of Discernment**

A pastor or a lay leader may invite a local church council (or equivalent body) to consider beginning a period of discernment. If church council (or equivalent body) agrees to begin a period of discernment, local church should contact District Superintendent (DS) and begin an appropriate period of discernment. (See DS or [txcumc.org](http://txcumc.org) for discernment resources.)

### **Request Estimate of Disaffiliation Costs**

Once discernment begins, DS or church may contact Treasurer's office by email [disaffiliation@txcumc.org](mailto:disaffiliation@txcumc.org) to ask for calculation of estimated disaffiliation costs. Estimate will be shared with DS asap, usually within a few weeks. Estimates will be recalculated every quarter until estimated costs become actual costs on the church conference vote date.

### **Schedule Church Conference**

After discernment period is completed, if church decides to move forward and vote, church must contact DS to schedule a church conference (every professing member votes).

**By 4/21/2023**

**Announce Church Conference** in two ways (for example: pulpit + church newsletter or pulpit + email).

### **Write Disaffiliation Resolution**

Write a simple disaffiliation resolution to be considered at the church conference (sample resolutions available at [txcumc.org](http://txcumc.org)) and, if possible, share resolution with church members before the church conference and print hard copies for church members attending the church conference.

**By 5/1/2023**

**Vote at Church Conference** (during which every professing member votes, and quorum = professing members present). Vote should be in writing, for or against written resolution. **2/3 majority required for disaffiliation through ¶2553.** Minutes should include list of members present and ballot count and should be signed by secretary elected by church conference (like annual charge conference). If resolution is approved, send to Conference Treasurer's office by email [disaffiliation@txcumc.org](mailto:disaffiliation@txcumc.org)

1. Resolution
2. Signed minutes with list of members present and ballot count
3. List of all legal church property descriptions
4. List of all church debts, loans, and liabilities

- By 5/8/2023**                    **Complete and Sign Disaffiliation Agreement** (available at [txcumc.org](http://txcumc.org))
1. Complete ¶2553 Disaffiliation Agreement and obtain signatures from DS, Church Council chair (or chair of equivalent body) and church Board of Trustees chair.
  2. Send signed completed agreement by email to [disaffiliation@txcumc.org](mailto:disaffiliation@txcumc.org)
- By 5/15/2023**                    FYI, by 5/15/23, the **TAC Board of Trustees** will meet to consider the disaffiliation request. Pastor will be notified after the meeting.
- By 5/22/2023**                    **Deliver Disaffiliation Funds** to Conference Treasurer’s office:  
Texas Annual Conference  
5215 Main Street  
Houston, Texas 77002  
Or contact Rochelle Cebrun [rcebrun@txcumc.org](mailto:rcebrun@txcumc.org) to pay online.  
Pastor will be notified when funds arrive.
- 5/30/2023**                        **Regular session of the TAC** will consider the disaffiliation request.  
Pastor will be notified after the meeting.
- 6/30/2023**                        **Disaffiliation Date**  
By Disaffiliation Date, deed (releasing trust clause) is signed by TAC officer and sent to church (via Fed X or UPS), and disaffiliation is completed.  
Church contacts county courthouse to record deed.  
Church ceases use of “United Methodist Church” and cross and flame.  
Church ceases use of group tax exemption ruling.  
Church changes articles of incorporation and by-laws (and other documents) to reflect new organization name.