

## **In the event church votes to disaffiliate: Disaffiliation Process After Approval – Church**

### **Church responsibilities:**

1. Church provides Minutes and ballots/ballot listing to Superintendent.
2. Church provides point of contact to Superintendent and attorney information if applicable.
3. Conference Chancellor contacts congregation's legal counsel or point of contact to help facilitate actions needed to proceed.
4. Church provides records to Conference Treasurer (digital preferred)
  - a. Membership
  - b. Financial records
  - c. Historical documents
  - d. Archives
  - e. Other documents
    - i. Funerals
    - ii. Weddings
    - iii. Baptisms
  - f. Minutes
    - i. Trustee
    - ii. Ad Council
    - iii. Other Committees
5. Church to provide list of its subsidiaries, affiliates, and restricted assets per Disaffiliation Agreement.
6. If the Church has a cemetery, the cemetery agreement will need to be executed.
7. Church provides copy of Articles of Organization of newly formed entity to which property will be transferred to the Chancellor.
8. Church is responsible for legal fees and costs for transfer of property
  - a. Indiana Conference Chancellor will bill church (typically will not exceed \$5,000)
  - b. Congregation legal counsel will bill separately
9. If the pastor is also disaffiliating (i.e., following the church) he/she will need to relinquish his/her credentials, if any, on the Disaffiliation date of December 1<sup>st</sup>. The Board of Ordained Ministry or DCOM will oversee this process.
10. Payment due to the Indiana Conference under Paragraph 4 of the Disaffiliation Agreement will either need to be paid to the Indiana Conference or put in escrow with Meridian Title.
11. To the extent the church wants to obtain a title policy and/or a formal closing, it also may do so at its own expense. Otherwise, our intent is to issue a quitclaim deed of the Conference's interest in the property on or before December 1.
  - a. The Conference Chancellor will need either:
    - i. A copy of the deed by which the church took title of the property
    - ii. Or recent title work as well as a description of any personal property to be transferred. Note that under the template Disaffiliation Agreement the local church is representing and warranting that it is providing a true and accurate legal description for the real estate that is to be transferred
12. In order to disaffiliate at the 2022 Called Conference all records must be provided by **October 15<sup>th</sup>**!