



South Carolina Conference
The United Methodist Church

CONSENT TO RELEASE INFORMATION FROM THE SOUTH CAROLINA CONFERENCE
Clergy files are the property of the Annual Conference. Clergy have the right to view them, but not the right to a copy of them. In the event that your files are requested the following information will be shared: Your pastoral record, whether you are in good standing or not, dates of certification, licensure, associate/provisional/full membership, commissioning/ordination, and retirement.

Clergy Contact Information:

Full Name: _____ Birthday: _____
 Mailing Address: _____
 Telephone: _____ Email: _____

I request and consent to the release of my professional information contained in my files (personnel/supervisory) from the South Carolina Annual Conference to the _____. I understand that the information available to be shared is the following data: A copy of my pastoral record as found in the most up-to-date journal, a listing of the year I was certified, became a local pastor became an associate/provisional/full member, the year of my retirement and if I am in good standing or not with the Conference and United Methodist Church.

please share with (electronic or paper):

Name: _____
 Address: _____

I, the undersigned, understand that I may revoke this consent at any time except to the extent that action has been taken in reliance upon it. This consent will expire sixty (60) days your receipt of it unless another date is specified. I understand that the information requested may be disclosed from records whose confidentiality is otherwise protected by federal as well as state law.

This is NOT a request to transfer, only to share my records.

Arrangements will need to be made directly with the medical doctor, the psychological testing group, or the background screening company if you wish for them to share the medical, psychological or criminal and credit check reports.

Signature of Clergy: _____ Date: _____

Signature of Witness: _____ Date: _____

Return completed document to: Rev. Melton Arant, Coordinator of Clergy Services (clergyservices@umcsc.org), 4908 Colonial Drive, Suite 122, Columbia, SC 29203 Office: (803) 786-9486 Fax: (803) 735-8777.