

**METROPOLITAN CHICAGO SYNOD, ELCA**  
1420 W. Dickens Avenue  
Chicago, IL 60614-3004

*This form must be typed or  
completed online.*

**Annual Report and Request for Renewal of  
"ON LEAVE FROM CALL"**

Name:   Clergy  
Address:   Lay Professional  
Office Phone:  Home Phone:   
E-mail:

Is the above a new address?  Yes  No Effective date "On Leave" status:  / /

Congregation of membership?

What is your involvement there?:

Are you participating in a conference or cluster of rostered leaders?  Yes  No

Are you currently available for call?  Yes  No

Do you have current mobility papers on file with the synod office?  Yes  No

In the past year, have you been or are you now involved in a call process?  Yes  No

If yes, what has been the result?

What have been your biggest challenges/frustrations while on leave from call?

What have you done in the past year to keep yourself current with and engaged in the mission and ministry of the Evangelical Lutheran Church in America?

Name:

**What have you done in the past year to keep yourself current with and engaged in the mission and ministry of the Metropolitan Chicago Synod?**

**Describe your plans for continuing education during the coming year? *(list areas of study and reasons):***

**What have you learned about yourself, your faith, or your sense of call while on leave from call?**

**I hereby request that the Synod Council of the Metropolitan Chicago Synod renew my on leave from call status for one year.**

Date

Signature:

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**INSTRUCTIONS:**

- (1) Review ELCA "On Leave From Call" guidelines (links at bottom of page).
- (2) Complete and submit application.
- (3) Submit annual reports to the synod office (available online or by request from the synod office).

Please forward all required documents to: Mary Richardson, Executive Assistant to the Bishop  
Metropolitan Chicago Synod  
1420 W. Dickens Avenue  
Chicago, Illinois 60614-3004

OR you may e-mail the form as an attachment to the synod office by pressing "Send."

**Links to ELCA "On Leave From Call" Guidelines:**

[Rostered Lay Leaders](#)

[Ordained Ministers](#)