

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

*This form must be typed or
completed online.*

**Application for
"ON LEAVE FROM CALL STATUS"**

This form must be filed with the synod office within 45 days of the last day of active ministry. On Leave From Call status is not official until approved by the synod council.

Name: Clergy

Address: Lay Professional

Office Phone: Home Phone:

E-mail:

Date of Ordination/Consecration/Commissioning:

Congregation/agency where you last served under call:

Last day of active ministry in the congregation/agency:

What type of leave are you requesting? Undesignated Family Leave

Reason/s for going on leave from call *(if you are requesting family leave, please include the names and ages of children or dependent(s) in your care):*

What are your plans for being available for a call in the future?

When do you see this availability beginning (give date)
Please review ELCA guidelines for On Leave from Call status by clicking the link on page 2 of this application.

Describe your ability and willingness to provide ministry services at the direction of the bishop while on leave from call:

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

Continue to next page

Name:

In what congregation do you currently have membership?

What is your involvement there?

What is your current involvement on the synod level?

What other activities have you participated in that benefit the ELCA and Metropolitan Chicago Synod?

Date submitted:

Signature:

If submitting this application via e-mail, your typed name will serve as confirmation that you are the applicant submitting this request.

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 forms as an attachment to the synod office by pressing "Send."

Links to ELCA "On Leave From Call" Guidelines:

[Rostered Lay Leaders](#)

[Ordained Ministers](#)