

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

*This form must be typed or  
completed online.*

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

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?

Congregation/Agency where you last served under call:

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?

If you are not currently available for call, what are your plans for being available for a call in the future?

When do you see this availability beginning (give date)?

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

How do you see an extension of your leave as consistent with the ministry and mission needs of this synod?

Name:

**What challenges/frustrations have you experienced while on leave from call?**

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

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

**What is your involvement in your congregation?**

**What is your current involvement on the synod level?**

**What particular circumstances support an exception to the three-year limitation of your leave?**

**In what ways will continuing your leave contribute to the mission and ministry of the ELCA?**

**Date**

**Signature:**

**PROCESS FOR EXTENDING ON LEAVE FROM CALL STATUS BEYOND 3 YEARS:**

- (1) Complete and submit application for extension.
- (2) Application is reviewed by bishop then Bishop's Advisory Group.
- (3) Advisory group may request an interview with applicant.
- (4) Advisory group makes recommendation to Synod Council; Synod Council makes recommendation to Conference of Bishops.

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

Links to ELCA "On Leave From Call" Guidelines: [Rostered Lay Leaders](#) [Ordained Ministers](#)