



**Metropolitan Chicago Synod**  
**Evangelical Lutheran Church in America**  
 God's work. Our hands.

**Application for**  
**"ON LEAVE FROM CALL STATUS - GRADUATE STUDY"**

**Name:**

**Address:** (include city, state, and ZIP code)

Is this a new address?                      **Yes**      **No**

**E-mail address:**

Is this a new e-mail address?              **Yes**      **No**

**Roster:**

Word and Sacrament

Word and Service

**Cell phone:**

**Home phone:**

**Date of Ordination/Consecration/Commissioning:**

**Effective date of On Leave from Call status:**

**Congregation of membership?**

**Address:** (include city, state, and ZIP code)

**Where will you be studying?**

**Address:** (include city, state, and ZIP code)

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Name

Advisor or supervisor:

E-mail address of advisor or supervisor:

Degree or certificate program:

Field of specialization:

Academic year you will begin your studies?

Will you be full-time or part-time?

Full-time

Part-time

If part-time, will you be  $\frac{1}{2}$  or  $\frac{3}{4}$  ?

Expected date of completion?

Do you intend to seek a letter of call/appointment in the ELCA upon completion of your studies?

Yes

No

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

When do you see availability beginning (give date)?

What are your abilities and willingness to provide ministry services at the direction of the bishop while on leave from call:

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Name

What is your involvement in your congregation of membership?

What is your involvement with the synod/conference?

Date submitted:

Signature of student and advisor

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

**INSTRUCTIONS:**

- (1) Review ELCA "On Leave from Call" guidelines (link at bottom of page).
- (2) Complete and submit application.
- (3) Submit a statement describing the program of study you are beginning and your expectations for the coming year.
- (4) Submit a letter from your advisor/supervisor indicating that you have been accepted in a program of graduate study and stating the date when your studies at that institution begin. Please include your advisor/supervisor's e-mail address.
- (5) Submit annual reports as you progress through the graduate program (available online or by request from the synod).

Please forward to:

Mary Richardson, Executive Assistant to the Bishop  
Metropolitan Chicago Synod, ELCA  
1420 W. Dickens Ave.  
Chicago, IL 60614-3004

OR you may e-mail the form as an attachment to the synod office to [mrichardson@mcelca.org](mailto:mrichardson@mcelca.org).

Please review ELCA guidelines for On Leave from Call status available on the synod webpage at [www.mcelca.org/congregation/admin/forms/index.php](http://www.mcelca.org/congregation/admin/forms/index.php).