

## On-Leave-from-Call Request

The Manual of Policies and Procedures for Management of the Rosters states:

*On-leave-from-call status is not automatically granted. It must be requested and a rationale provided by the rostered minister as to why on-leave-from-call status should be granted. A rostered minister seeking on-leave-from-call status shall make a written request to the synodical bishop within 45 days following the termination of a prior call. Failure to do so may result in removal from the roster. In consultation with the Committee of Deans, the bishop of the synod brings recommendations to the Synod Council for action..*

*Prior to the annual anniversary of the effective date of the Synod Council's decision granting on-leave-from-call status, the rostered minister on leave will need to request renewal of the on-leave-from-call status. Annual action by the Synod Council is necessary for the continuation of that status, which is normally three years (six years for approved graduate study).*

In fulfillment of that policy, this document is to be completed and returned to the synod office before \_\_\_\_\_.

1. Please include your rationale for going/remaining on-leave-from call. Include a statement of your commitment to be available for a letter of call and how your gifts and circumstances can contribute to the ministry and mission of this church.

2. What is the anticipated date that you will be available for call?

3. Please describe your ability and willingness to provide ministry services while on-leave-from-call at the direction of the synodical bishop.

4. What is your plan for continuing education while on-leave-from-call?

5. What congregation are you currently involved in? Describe your participation.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_