

**DUE NOVEMBER 15**  
**THE UNITED METHODIST CHURCH**  
**ANNUAL REPORT OF CLERGY MEMBER ON FAMILY LEAVE**

(Please change data, if incorrect)

**Full Name & Address:**

Office Phone:

Home Phone:

Email:

Charge Conference:

Conference Membership: Deacon in Full Connection \_\_\_\_\_ Elder in Full Connection \_\_\_\_\_

Probationary Member \_\_\_\_\_ Associate Member \_\_\_\_\_

Last appointment served on what district \_\_\_\_\_

Number of years on FAMILY LEAVE (including this year) \_\_\_\_\_ First Year granted:

Present Occupation \_\_\_\_\_

Do you desire to request an **end to your leave** at the next session of annual conference? \_\_\_Yes \_\_\_No

If yes, attach a statement outlining your reasons. Include how the circumstances for the Leave have been resolved.

**OR:**

Do you desire to request an **extension of your leave** for the coming appointment year? \_\_\_Yes \_\_\_No

If yes, outline below your reasons for this request:

Please attach a copy of your annual report to the Charge Conference regarding performances of ministerial duties.  
(Note: Performance of ministerial duties shall be reported to your Charge Conference.)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: **On Family Leave Par. 355 (This is a portion of the paragraph, please review entire paragraph 355):**

“This relationship shall be **approved annually upon written request** of the probationary, associate, or full member and shall **not be granted for more than five years in succession**, except by a two-thirds vote of the clergy members in full connection. The **written request for this relationship shall be made at least ninety days prior to annual conference**. This leave shall not count as a part of the six-year limit for probationary members unless the board of ordained ministry recommends otherwise. After consultation and with the written consent of the pastor in charge, and with the approval of the district superintendent and the staff-parish relations committee of a local church, ordained ministers on family leave shall designate a charge conference in which they shall hold membership and to which they **shall submit an annual report**. Outside their charge conference, under the supervision of the district superintendent, the ordained clergy on family leave **may preach, teach, perform marriages and baptisms, and administer the sacraments**. They shall **report all ministerial functions performed to their charge conference**. They shall be held amenable for their conduct and the continuation of their ordination rights to the annual conference.”

WEB 2008

Form108a

Send copies to: DS Office File

Clergy Services, 4908 Colonial Drive, Suite 122, Columbia, SC 29203 (or email: [clergy@umcsc.org](mailto:clergy@umcsc.org))