

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

(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 leave of absence (including this year):

First Year Granted LOA:

Present Occupation _____

Do you desire to request an **end to your leave** of absence 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** of absence 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 is limited to your Charge Conference and with permission of the Pastor.)

Signature _____ Date _____

Note: **On Leave Par. 354:** "The **exercise of their ministry** shall be **limited to the charge conference** in which their membership is held and with the written permission of the pastor in charge unless special permission is granted by the bishop of the conference where membership is held. They shall report all marriages performed, baptisms administered, funerals conducted and other ministerial activities to the charge conference, pastor in charge, and board of ordained ministry, and they shall be held amenable to the annual conference for their conduct and the continuation of their ordination rights. In case of failure to report to the board of ordained ministry, the clergy session of the annual conference may locate or terminate the clergy member without further process."

1. Clergy members requesting an extension to their leave must do so by **written request**. (354.a)
2. Members seeking to end their leave of absence with an appointment by the Bishop must submit their written request to the Board of Ordained Ministry and Cabinet **six months prior** to the session of the annual conference. (354.4)
3. When clergy members do not request an extension of the leave of absence annually, or do not indicate willingness to itinerate at the **end of the five-year period**, the Board of Ordained Ministry may recommend **location or termination** of conference membership. (354.5)
4. In contrast to Leave of Absence, **Honorable Location (Par. 360) permits the exercise of ministerial functions with permission**. If you desire to consider Honorable Location, contact your District Superintendent

WEB 2008

Form108

Send copies to: DS Office File

Clergy Services, 4908 Colonial Dr., Ste., 122Columbia, SC 29203 (or email: clergyservices@umcsc.org)