

DUE NOVEMBER 15, 2010
THE UNITED METHODIST CHURCH
ANNUAL REPORT OF CLERGY MEMBER ON LEAVE OF ABSENCE
(Please change data, if incorrect)

Full Name & Address:

Office Phone:
Email:
Charge Conference:

Home Phone:

Conference Membership: Deacon in Full Connection _____ Elder in Full Connection _____
Provisional Member _____ Associate Member _____

Last appointment served on what district _____

Indicate category of Voluntary Leave of Absence:
_____ Personal Leave _____ Family Leave _____ Transitional Leave

Number of years on leave of absence (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: Par. 354.8:

"The exercise of this 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. With the permission of the bishop of the conference where membership is held, under the supervision of the district superintendent, the clergy member may preach, teach, perform marriages, and, if holding sacramental privileges, administer the sacraments outside of the charge where membership is held."

1. Clergy members requesting an extension to their leave must do so by **written request**. (§ 354.3)
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. (§354.11)
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 invoke "the provisions of location (§ 359) or the complaint procedures of (§ 361)