



REPORT OF CLERGY ON LEAVE OF ABSENCE

Due NOVEMBER 15th each year

¶ Leave of Absence (2016 Book of Discipline)

- "...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." (¶ 353.8)
- Clergy members requesting an extension to their leave must do so by written request. (¶ 353.3)
- 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. (¶ 353.11)
- When clergy members do not request an extension of the leave of absence annually (¶ 353.12), 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 (¶ 363)

<i>FULL NAME (First Middle Last, Suffix)</i>			<i>Conference Membership Status</i>
<i>Cell Phone Number</i>	<i>Office Telephone Number</i>	<i>Home Telephone Number</i>	<i>Conference Email</i>
<i>Mailing Address</i>			<i>Location of your Charge Conference</i>
<i>City</i>	<i>State</i>	<i>Zip</i>	<i>District in which last appointment was served</i>
<i>Voluntary Leave Of Absence Type</i>	<i>First Year VLOA Granted</i>	<i>Total Years (including current on VLOA)</i>	<i>Present Occupation</i>

Do you desire to request an end to or an extension of your leave at the next session of Annual Conference for the coming appointment year? _____
 If requesting an end to your LOA provide a statement outlining your reasons. Include how the circumstances for the VLOA have been resolved. If requesting an extension of your LOA outline 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:** _____

Send copies to: DS Office File
 Clergy Services, 4908 Colonial Dr., Suite 122, Columbia, SC 29203 (or email: clergyservices@umcsc.org)