



**Metropolitan Chicago Synod**  
**Evangelical Lutheran Church in America**  
 God's work. Our hands.

**Annual Report and Request for Renewal**  
**ON LEAVE FROM CALL STATUS - GRADUATE STUDY**

**Name:**

**Address:** (include city, state, and ZIP code)

Is this a new address?                      **Yes**      **No**

**E-mail address:**

Is this a new e-mail address?              **Yes**      **No**

**Roster:**

Word and Sacrament

Word and Service

**Cell phone:**

**Home phone:**

**Date of Ordination/Consecration/Commissioning:**

**Effective date of On Leave from Call status:**

**Congregation of membership?**

**Address:** (include city, state, and ZIP code)

**Where are studying?**

**Address:** (include city, state, and ZIP code)

**Continue to next page**

Name

Advisor or supervisor:

E-mail address of advisor or supervisor:

Degree or certificate program:

Field of specialization:

Name the academic year your studies began.

What is your current status?

Full-time

Part-time

If part-time, are you 1/2

or 3/4

?

Expected date of completion?

Has this date changed?

Yes

No

What is your involvement at your congregation of membership?

Are you committed to being available for a letter of call within the ELCA upon completion of your graduate study? Include date you see availability beginning.

Describe the academic progress made in the past year.

Continue to next page

Name

What purpose do you currently see this field of study assisting you in serving as a rostered person in the ELCA?

What have you done in the past year to keep current with and engaged in the mission and ministry of the Evangelical Lutheran Church in America?

What have you done in the past year to keep current with and engaged in the mission and ministry of the synod/conference?

Date submitted:

Signature of student and advisor

*If submitting this application via e-mail, your typed name and advisor's name will serve as confirmation that you are the applicant and advisor submitting this request.*

**INSTRUCTIONS:**

- (1) Review ELCA "On Leave from Call" guidelines (link at bottom of page).
- (2) Submit annual reports as you progress through the graduate program (available online or by request from the synod).

Please forward to:

Mary Richardson, Executive Assistant to the Bishop  
 Metropolitan Chicago Synod, ELCA  
 1420 W. Dickens Ave.  
 Chicago, IL 60614-3004

OR you may e-mail the form as an attachment to the synod office to [mrichardson@mcselca.org](mailto:mrichardson@mcselca.org).

Please review ELCA guidelines for On Leave from Call status available on the synod webpage at

[www.mcselca.org/congregation/admin/forms/index.php](http://www.mcselca.org/congregation/admin/forms/index.php).