



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

**Application for**  
**"ON LEAVE FROM CALL STATUS"**

*This form must be filed with the synod office within 45 days of the last day of active ministry. On Leave from Call status is not official until approved by the synod council.*

**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:**

**Cell phone:**

Word and Sacrament

**Home phone:**

Word and Service

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

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

**Congregation/agency where you last served under call:**

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

**Beginning and ending dates of service:**

to

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Name

Last day of active ministry in the congregation/agency:

What type of leave are you requesting?

Undesignated      Family Leave      Graduate Study

Graduate study requires a separate application once you are enrolled in a specific graduate studies program.

**Reason/s for going on leave from call** *(if you are requesting family leave, please include the names and ages of children or dependent(s) – spouse – parents – in your care):*

What are your plans for being available for a call in the future?

When do you see this availability beginning (give date):

What are your abilities and willingness to provide ministry services at the direction of the bishop while on leave from call:

What are your plans for continuing education during the coming year? *(List areas of study and reasons):*

Name

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In what congregation do you currently have membership?

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

What is your involvement there?

What is your current involvement on the synod/conference level?

What other activities have you participated in that benefit the ELCA and the Metropolitan Chicago Synod?

Have you completed a Rostered Leader Profile (RLP)? Yes      No

Date submitted:

Signature:

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

**INSTRUCTIONS:**

- (1) Review ELCA "On Leave from Call" guidelines (link at bottom of page).
- (2) Complete and submit application.
- (3) Submit annual reports to the synod office (available online or by request from the synod office).

Please forward all required documents to:

Mary Richardson, Executive Assistant to the Bishop  
Metropolitan Chicago Synod  
1420 W. Dickens Avenue  
Chicago, Illinois 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)**