

Bishop Robert F. Humphrey
Virginia Synod, ELCA
P.O. Box 70
Salem, VA 24153

Dear Bishop Humphrey and members of the VA Synod Council:

By this letter, I hereby request that as of _____ (date), you **change my status** on the ELCA Roster to **On Leave from Call** for ONE (1) year. My reason for On Leave from Call status is:

- On Leave from Call (maximum 3 years; renewal requested annually by Rostered Minister)
- Family Leave (maximum 6 years; renewal requested annually by Rostered Minister)
- Study Leave (maximum 6 years; renewal requested annually by Rostered Minister)

On Leave from Call status is approved by Synod Council for ONE (1) year and can be requested annually from Synod Council by the Rostered Minister. **I understand that it is my responsibility to request a change in status to On Leave from Call within 45 days of the termination of my current call and that, if I do not request and receive a change to On Leave from Call status, then I am no longer on the ELCA roster.** I further understand that it is my responsibility to request a renewal of my On Leave from Call status within 45 days of its expiration and that, if I do not request and receive a renewal, then I am no longer on the ELCA Roster.

Wishing still to serve on occasion in a public way (e.g. as a supply pastor, visitation pastor, Bible Study leader, assisting minister, etc.) in the life of the Church, I continue in my promise to abide by my ordination vows, to live in full accord with the conduct of rostered ministers as outlined in *Vision and Expectations*, and to remain current in my boundary training and certification. In whatever ELCA congregation that I join or visit, I also give assurance that I will respect, guard, and support the rights and privileges of the pastor under call by that congregation.

Faithfully yours,

Signature

Printed information:

Name

Street Address

City, State, Zip

Please complete your request **AND** On Leave from Call information form, and email **both** documents to both Rebecca Walls at walls@vasynod.org and Lenae Osmondson at osmondson@vasynod.org. You may also mail your request to the Office of the Bishop at P.O. Box 70, Salem VA 24153.

**Virginia Synod, ELCA
Information for On Leave From Call Status**

Full Name: _____

Current address: _____ Phone Number: _____

Date of Ordination/Consecration: _____ Current or most recent call/parish: _____

Nature of On Leave from Call status requested: Normative Family Study

Type of request: initial request renewal

Commencement Date requested for On Leave from Call status: _____

Have you ever been on leave from call before? No Yes

If yes, list dates of previous leaves and reason(s) for them: _____

Please state the reason(s) you are requesting On Leave from Call status:

Please state how the granting of your request for On Leave from Call would serve the interests of the Synod and the Church:

What plans or goals do you have for the period you are on leave?

Will you be available to serve as a supply pastor during your leave? Yes No

What are your employment plans for the period you are requesting On Leave status?

Where do you intend to reside during your leave? _____

What plans do you have for maintaining contact with the Bishop and ministerium of this Synod during your leave?

How long do you anticipate being On Leave from Call? _____

Are you a defendant in any pending civil or criminal litigation? No Yes

Have you been convicted of any criminal offense in the past 2 years? No Yes

Has anyone threatened to sue you within the past 2 years? No Yes

If you answered yes to any of these last 3 questions, please state the nature, date & circumstances surrounding this conviction or threatened or pending litigation.

Additional comments or information you believe would be helpful to the Synod Council in determining whether to grant you On Leave from Call status.

Date: _____

Signature: _____