

APPLICATION FOR LEAVE OF ABSENCE

Leave of Absence is a ministerial standing for Ordained Ministers experiencing a prolonged life season when they are neither seeking nor engaged in professional ministry. Such a season might include family leave to care for a new child or an aging parent, study leave to begin an academic program, vocational discernment when a person reassesses their professional path, sick leave following a serious accident or health crisis, or other reasons. This document is a way to establish the granting of such standing and outlines the roles, rights and responsibilities during this time. Leave of Absence is transferable across Associations and may be renewed annually for up to five years.

Name: _____

Home Mailing Address: _____

Home Telephone: (____) _____ Mobile Telephone: (____) _____

E-mail Address: _____

I prefer not to have my home contact information listed in the Yearbook and Access UCC: _____

*(check which information should **not** be listed):* Address _____ Telephone _____ Email _____

My most recent ministry setting was:

Name of Ministry Setting: _____

Ministry Setting Address: _____

Position Title: _____

Date Service Began: _____ Date service ended: _____

My local membership is with: _____

(Name of Local Church)

I hold ministerial standing in: _____

(Association and Conference)

I am requesting to be on a Leave of Absence because I am not currently engaged in nor seeking a call that would require a three- or four-way covenant. Right now, I am:

- Focusing on a life event (such as: birth/adoption of a child, care of a sick family member, recovering from illness or injury, etc.)
- Working in another field
- Taking time to discern my future in ordained ministry
- Other (*please share*) _____

I understand that I am still subject to the care and oversight of a Committee on Ministry, and am required to do the following:

- maintain an active membership of a UCC congregation;
- continue to embody the ethics of the UCC Ministerial Code
- be responsive to communication from the Association and Conference;
- participate in the ongoing oversight of the Committee on Ministry, including annual Information Reviews, Periodic Vocational Support, Situational Support Consultations, and Fitness Reviews (when necessary); and
- communicate at least annually with the Committee on Ministry regarding the Leave of Absence.

Additionally, in conversation with the Committee on Ministry, I may engage in some limited acts of ministry during a Leave of Absence, including (check all that apply):

- Provide occasional Pulpit Supply;
- Preside over sacraments;
- Officiate at weddings and funerals;
- Serve on boards or committees of the Association, Conference, National or global settings of the church;
- Continue to complete necessary boundary training, diversity training, continuing education, etc.;
- Attend the annual meeting of the Association and Conference when possible;
- Other (*please identify*) _____

I covenant to refrain from engaging in pastoral activities save for what is indicated above, and from serving in an ongoing pastoral position (even if temporary) during a Leave of Absence. If I wish to seek or serve in a ministry position, I covenant to meet with the Committee on Ministry to return to active ministerial standing.

If I relocate while on a Leave of Absence and join a Local Church in my new location, I may request a transfer to standing to the new Association. Because a Leave of Absence is a form of good standing, the originating Association will work to facilitate that transfer, and the receiving Association may receive that transfer.

The Association covenants to continue to communicate with me regarding all required oversight processes; opportunities for boundary training and continuing education; Association and Conference annual meetings; other business of the Association. I will meet with the Committee on Ministry at least annually to review my Leave of Absence standing.

Please sign, date, and return this form to the appropriate Committee on the Ministry, Conference and/or Association where you hold ministerial standing. This covenant will be reviewed and updated annually for the duration of the Leave of Absence.

Signature of Authorized Minister

Date

Signature of Committee on Ministry Representative

Date

Always contact your Association and/or Conference when:

- ✓ **Your call, address, or other contact information changes.**
- ✓ **You have personal or professional concerns and need support.**