

CHARGE CONFERENCE FORM #11: Annual Report of Clergy On Leave

WORKSHEET FOR PREPARATION – COMPLETE FORM ONLINE at http://www.calpacumc.org/ccf11_clergyonleave

ABOUT LEAVES OF ABSENCE

The following policies are in effect for clergy on leave (elders, deacons, associate members, local pastors) (BOM Handbook, Chapter 8, Candidacy and Candidacy Forms, Form 108):

- Clergy members requesting an extension to their leave must do so by written request (§354.1).
- 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 (§354.11) (by January 1, prior to July 1 appointments).
- When clergy members do not request an extension of the leave of absence annually, or do not indicate willingness to itinerate at the end of the five-year period, provisions of location (§359) or the complaint procedures of §363 may be invoked.

WHY THIS REPORT IS REQUIRED FROM CLERGY ON A LEAVE OF ABSENCE DURING THIS CALENDAR YEAR

This report is to serve as Form 108 as published by the General Board of Higher Education and Ministry (GBHEM).

WHO COMPLETES THIS REPORT

This form is to be completed by every clergy member who was appointed to a leave of absence at any point of the calendar year.

WHEN THIS REPORT SHOULD BE COMPLETED

Complete and sign at least one week before your charge conference meets, or on the timeline of the lead pastor at your charge conference church.

RESOURCES YOU MAY NEED

The following documents may be needed to complete the work in this report.

- Previous reports if you have been on leave of absence for more than one year
- This Worksheet to prepare to complete the form (PDF)

DISTRIBUTION OF REPORTS: The following individuals receive a copy of the report. You do not need to email your form separately to any of the individuals named below.

- **Clergy Member** who is on leave or was on leave during the calendar year
- **Pastor-in-Charge**, Lead Pastor, or equivalent
- **Church Office**, if email is provided
- **District Office** for District Superintendent
- **Episcopal Office Senior Executive Assistant** Margaret Irwin for Bishop Dottie Escobedo-Frank
- **Associate Director of Lay and Clergy Credentialing and Development** Cathy Wilson
- **Chair of Conference Relations** Rev. Joy Yun
- **Conference Data Services** for archiving and record updates

REPORT YEAR	
ABOUT YOU	
A. CLERGY MEMBER NAME	
B. PRIMARY EMAIL	
C. PRIMARY PHONE	
D. BUSINESS PHONE	
E. MOBILE PHONE	
F. HOME PHONE	
G. RESIDENTIAL ADDRESS	
H. BUSINESS ADDRESS	
I. PREFERRED MAILING ADDRESS	Choose BUSINESS ADDRESS or RESIDENTIAL ADDRESS.
i. ABOUT YOUR CAL-PAC RELATIONSHIP	
J. CONFERENCE MEMBERSHIP	Choose DEACON IN FULL CONNECTION, ELDER IN FULL CONNECTION, PROVISIONAL DEACON, PROVISIONAL ELDER, ASSOCIATE MEMBER, or LOCAL PASTOR.
K. CHARGE CONFERENCE DISTRICT	Choose EAST, HAWAII, NORTH, SOUTH, or WEST.
L. CHARGE CONFERENCE CHURCH	
M. PASTOR-IN-CHARGE AT CHURCH	
N. EMAIL OF PASTOR-IN-CHARGE	
O. CHURCH OFFICE EMAIL	
ii. REQUEST FOR NEXT APPOINTMENT YEAR	
1. DO YOU REQUEST AN END TO YOUR LEAVE OR REQUEST AN EXTENSION OF YOUR LEAVE FOR THE COMING APPOINTMENT YEAR?	Choose REQUEST AN END TO LEAVE or REQUEST AN EXTENSION OF LEAVE.
2a. IF YOU REQUEST AN END TO YOUR LEAVE OF ABSENCE, THEN MAKE A STATEMENT OUTLINING THE REASONS FOR YOUR REQUEST	

2b. IF YOU REQUEST AN EXTENSION OF YOUR LEAVE OF ABSENCE, THEN MAKE A STATEMENT OUTLINING THE REASONS FOR YOUR REQUEST	
iii. ABOUT YOUR LEAVE OF ABSENCE	
3. DISTRICT OF LAST APPOINTMENT	Choose EAST, HAWAII, NORTH, SOUTH, WEST, or OTHER (for extension ministries)
4. SITE OF LAST APPOINTMENT	
5. TYPE OF LEAVE	Choose FAMILY LEAVE (FML), MEDICAL LEAVE (IL), PERSONAL LEAVE (PL), SABBATICAL LEAVE (SL), or TRANSITIONAL LEAVE (TL).
6. NUMBER OF YEARS ON LEAVE OF ABSENCE (INCLUDING THIS YEAR)	
7. PRESENT OCCUPATION	
8. PROVIDE A REPORT REGARDING PERFORMANCE OF MINISTERIAL DUTIES TO SHARE	