

Date: October 24, 2008

To: North Georgia Clergy on Leave of Absence or Family Leave

From: John Simmons

Re: **Report to Board of Ordained Ministry**

Enclosed is a report to be used in making your annual report to the Conference Board of Ordained Ministry. The deadline for returning this report is December 12, 2008. Copies should be sent to:

1. Rev. John Simmons, Registrar
Conference Board of Ordained Ministry
4511 Jones Bridge Circle
Norcross, GA 30092
2. Your District Superintendent
3. Dr. Quincy Brown
LaGrange College
601 Broad Street
LaGrange, GA 30240

You need to be aware that a voluntary leave of absence must be **“approved annually upon written request of the clergy and shall not be granted more than five years in succession, except by a two-thirds vote of clergy members in full connection.”** (354.1a) IF THIS IS YOUR FIFTH YEAR OR MORE ON LEAVE AND YOU REQUEST AN EXTENSION, please provide the statement outlining your reasons (as required on the attached form) AND call me so we can discuss your situation.

Please note the important information at the bottom of the report form. Be aware that the Committee on Change of Status and Orders may ask you to meet with the Committee in January, 2009 to discuss your status and plans. If you have already written the Board in regard to your leave, please fill out this form anyway and send copies to the persons listed above.

If you have questions about this, feel free to get in touch with me. Best wishes to you.

Cc: Bishop Mike Watson
Quincy Brown, Chair, Conference Board of Ordained Ministry
Jane Brooks, Chair, Committee of change of Status and Orders

THE UNITED METHODIST CHURCH
ANNUAL REPORT OF CLERGY MEMBER ON LEAVE OF ABSENCE

Name: _____ Phone: _____

Address: _____

Charge Conference: _____

Conference Membership: Deacon if Full Connection _____ Elder in Full Connection _____

Probationary Member _____ Associate Member _____

Last appointment served on what district: _____

Number of years on leave of absence (including this year): _____

Present Occupation: _____

Do you desire to request an end to you leave of absence at the next session of annual conference?

Yes _____ No _____

If yes, attach a statement outlining your reasons for this request.

Do you desire to request an extension of your leave of absence for the coming year? Yes _____ No _____

If yes, attach a statement outlining your reasons for this request.

Please attach a copy of your report to the Charge Conference regarding performances of ministerial duties.

Signature: _____ Date: _____

Note:

1. Clergy members requesting an extension to their leave must do so by written request (354.1a)
2. 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. (354.4)
3. 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, the Board of Ordained Ministry may recommend location or termination of conference membership. (354.5)

Form 108 (2008)