



Indiana Conference of The United Methodist Church
The Office of Leadership Development
301 Pennsylvania Parkway, Suite 300,
Indianapolis, IN 46280

Application for Continuing Education, Formational and Spiritual Growth Leave

OVERVIEW

A clergy member's continuing education and spiritual growth program should include leaves at least one week each year and at least one month during one year of every quadrennium. Such leaves shall not be considered as part of the ministers' vacations and shall be planned in consultation with their charges or other agencies to which they are appointed as well as the bishop, district superintendent, and annual conference continuing education committee (Book of Discipline ¶1350.2).

A clergy member may request a Formational and Spiritual Growth Leave of up to six months while continuing to hold an appointment in the local church. Such leaves are available to clergy members who have held full-time appointments for at least six years. Such a leave shall be with the approval of the committee on pastor parish relations, the church council, and the district superintendent. Annual conferences are encouraged to assist with pulpit supply and other temporary support for such leaves (Book of Discipline ¶1350.3).

PROCESS

The Indiana Conference is committed to ensure our clergy are developing as fruitful leaders. In support of this commitment, Indiana UMC clergy are encouraged to take advantage of opportunities as outlined by the *Book of Discipline* for Continuing Education or Formational and Spiritual Growth Leave.

The Continuing Education or Formational and Spiritual Growth Leave must be planned well in advance. Each leave must have at least a 60- day notice for Continuing Education and a 6-month notice for Formational and Spiritual Growth Leave to both the local Staff Parish Relations Committee and District Superintendent by submitting the appropriate application.

All signed and approved applications will be sent to the Office of Leadership Development, Ministerial Services to maintain consistent clergy record keeping.

The details and further planning for pulpit supply and other support of the leave, shall be conducted in consultation with the Pastor, Staff Parish Relations Committee, and District Superintendent.



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Application for Continuing Education or Formational and Spiritual Growth Leave

1. Name: _____

2. Mailing Address: _____

3. Contact Phone & E-mail _____

1. Clergy Status (check one): Certified Candidate Licensed Local Pastor Provisional Member
 Full Member Associate Member Diaconal Minister

2. Appointment Status: Full Time Part Time Local Church Extension

3. Leave Request: Continuing Education Formational and Spiritual Growth

4. Current Appointment & Location: _____

5. Indiana Annual Conference District: _____

6. Please prepare a supplementary statement on how this Leave will be of value to your ministry and how it will support your goals.

7. Requested Date(s) of Leave: _____

Applicant Signature: _____ **Date:** _____

SPRC Chair Signature*: _____ **Date:** _____

District Superintendent Signature*: _____

Send Signed and Approved Applications to:

Mail: Office of Leadership Development, Ministerial Services: 300 Pennsylvania Parkway, Suite 300,
Indianapolis, IN 46280

E-Mail: ministerialservices@inumc.org

* Note: For applicants in Extension Ministries, obtain signature of your supervisor. Signatures of SPRC Chair are not needed for applicants in Extension Ministries. E-mail correspondence from a DS or Supervisor indicating approval of the application is acceptable.