



Clergy Absence / Leave Longer than 4 Days

Information to be provided to the Regional Archdeacon

Name:

Parish or Organisation:

Dates away: From _____ To _____

Arrangements for Sunday services

Date: _____ Taken by: _____

(Please add a phone contact if any of these services are taken by an LLM)

Please complete the following checklist

- I have notified the Regional Archdeacon and clergy in adjoining parishes of my leave dates and the arrangements for Sundays, funerals and emergency calls.
- I have notified funeral directors of my absence and to contact:

- I have notified the hospital(s) of my absence and to contact:

- The phone has been diverted or a message to ring another number has been left on a reliable answering machine.
Name and number of the person who will answer these calls:

- I have arranged for someone to regularly collect mail delivered to the residence and parish mailbox(es).
- I have asked the collector to open and deal with all mail except that marked private, personal, or confidential
- I have arranged for parish bills to be passed to the treasurer without delay.
- I have arranged for somebody to regularly check emails sent to the parish, and deal with them accordingly.
- I have notified the school(s) of my absence and arrangements, if any, for SRE classes.

Emergency Contact

In case of emergency I may be contacted on:

Mobile: _____

Other: _____

A person who has my contact and next of kin details and who may enter the residence is:

Please forward the completed form to the Registry Office.