



## CLERGY ABSENCE LONGER THAN 4 DAYS

INFORMATION TO BE PROVIDED TO THE REGIONAL ARCHDEACON

Name: \_\_\_\_\_ Parish/Organisation: \_\_\_\_\_

Dates away From: \_\_\_\_\_ To: \_\_\_\_\_

### Arrangements for Services

Date: \_\_\_\_\_ Taken by: \_\_\_\_\_

Date: \_\_\_\_\_ Taken by: \_\_\_\_\_

Date: \_\_\_\_\_ Taken by: \_\_\_\_\_

Date: \_\_\_\_\_ Taken by: \_\_\_\_\_

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 an 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.*