



Additional Guidelines & Resources for Sabbatical Planning

Purpose:

Sabbatical leave is a carefully planned period of time, usually three months after the first seven years service in a diocesan-related ministry, in which the lay professional or clergy is granted leave away from normal duties in order to spend an extended period of time in study, reflection, and renewal.

Sabbatical leave is not a vacation, nor is it only continuing education; it is to promote spiritual, intellectual and emotional renewal and growth. Sabbaticals are also a time to reflect on one's life, ministry, mission, call and goals for the future, in order to be a more effective minister of the Gospel and shepherd God's people.

Eligibility:

See current EDOMI Employee Handbook Guidelines for details.

Following a sabbatical leave, the individual is expected to commit to a minimum of one (1) more year of service in their present position. Specifically, sabbatical is not to be used as a period of time to discern and/or pursue alternative employment opportunities and doing so may result in a requirement to reimburse the congregation or ministry granting the sabbatical leave.

Financing:

- The costs typically covered during a sabbatical include*:
- Continued full salary and benefits for the individual on sabbatical.
- Costs incurred during sabbatical including travel, books, tuition as mutually agreed upon by leadership prior to the engagement of the sabbatical.
- Cost of supply clergy.

Most of these issues are more easily dealt with when:

- The sabbatical leave is agreed upon in the initial Letter of Agreement, and
- Money is escrowed on a regular (annual) ongoing basis to cover sabbatical costs.

*Financial costs of a sabbatical can vary widely depending on the ministry setting, the expectations of a congregation and the finances of a congregation or ministry. Financial support for a sabbatical is an additional benefit and should be regarded as such rather than a right or necessarily an expectation. Early and intentional planning will assist all involved to ensure that the individual proposing a sabbatical will be fully supported and encouraged to make plans that refresh the body, mind and soul benefitting the whole of the ministry and not just the individual.

There have been instances in the diocese where a time of sabbatical leave has been granted in portions over an elongated period of time; an example includes a month of study and refreshment over the course of three consecutive years allowed for a cleric to use the time and not burden the operating budget beyond the church's ability to sustain such a leave.

Planning a Sabbatical:**Pre-sabbatical:**

Not less than a year prior to the sabbatical, the individual should meet with the Senior Warden (or other leadership if not a parochial setting) to discuss issues and questions involving a sabbatical leave.

The bishop likewise must be informed of these intentions.

The sabbatical proposal needs to address:

1. The reason for taking sabbatical.
2. A description of the proposed activities during sabbatical, not limited to but including opportunity for retreat and for study.
3. Ministry benefits from the sabbatical.
4. A plan through which the duties of the clergy or lay professional will be met during sabbatical including:
 - a. Appropriate staffing during the sabbatical
 - b. Concerns about the life of the congregation/ministry during the sabbatical
 - c. Needs of the clergy or lay professional's family during sabbatical
5. A financial plan for funding the sabbatical and the possible extra expense of hiring supply clergy or additional personnel
6. A description of the way in which the sabbatical time will be assessed at its conclusion for its fruitfulness.
7. Six months prior to the sabbatical, the vestry (or other leadership if not a parochial setting) should have a negotiated plan in writing so that appropriate planning may take place. The plan must also be submitted to the Bishop's office for information and review as necessary.

During Sabbatical:

- The wardens meet weekly with staff or other clergy as appropriate.
- Communication with the priest on sabbatical will be limited to those regarding significant pastoral concerns. The communication will take place through ecclesial channels, not through the cleric's family.
- The wardens (or other leadership if not parochial) will communicate regularly and intentionally with the congregation/ministry.
- During sabbatical leave, the wardens will remain in office until the return of the priest.

Post Sabbatical:

- A reflection upon the sabbatical is written by the priest and submitted to the vestry.
- The wardens and vestry evaluate the congregation's experience and submit this report to the priest.

Conclusion:

These guidelines are provided as a basic template for incorporating a sabbatical plan into a parish ministry. The following resources may prove helpful in further developing that plan. For further assistance, please contact the Diocesan office.

Resources:

There are many resources currently available to assist an individual in thoughtfully and intentionally planning time away as well as introducing the benefits and logistics to a congregation/ministry.

Clergy Renewal- the Alban Guide to Sabbatical Planning, Alban Institute, ISBN#1-56699-223-0, 89 pages.

Grant & Scholarship Sources for Sabbatical Leave:

The Lilly Endowment, Inc.-National Clergy Renewal Program

2801 N. Meridian St.

Indianapolis, IN 46208

317/916-7350

www.lillyendowment.org

Recognizing the importance and necessity for busy pastors to have an opportunity to take an extended break for renewal and refreshment, Lilly Endowment in 2000 introduced a new competitive grants program. The program awards grants to congregations that offer a program for the renewal of their pastor and, at the same time, give the congregations themselves an opportunity to better themselves as vital places of worship and mission.

In the National Clergy Renewal Program, the Endowment annually provides as many as 120 grants of up to \$45,000 each directly to Christian congregations for the support of a renewal program for their pastor. The master of divinity degree is the basic minimal educational requirement to apply for a grant. Deadlines for proposals are generally in May, with announcements of recipients generally made in October.

Louisville Institute

1044 Alta Vista Rd.

Louisville, KY 40205

502/992-5432

www.louisville-institute.org

In late 1990, Lilly Endowment, Inc. (an Indianapolis-based private philanthropic foundation) launched the Louisville Institute, based at the Louisville Presbyterian Theological Seminary. Created in 1937 by three members of the Lilly family through gifts of stock in their pharmaceutical business, Eli Lilly and Company, the Endowment supports the causes of religion, education, and community development. The Religion Division of Lilly Endowment works with people and institutions of promise to generate knowledge, communicate insights, nurture practices, and renew and sustain institutions that help to make accessible and effective the religious resources upon which a flourishing and humane society depends. As a program of Lilly Endowment, the Louisville Institute builds upon the Endowment's long-standing support of both leadership education and scholarly research on American religion, including American Catholicism, American Protestantism, the historic African-American churches, and the Hispanic religious experience.

The Sabbatical Grants for Pastoral Leaders Program provides pastoral leaders with sustained periods of time for reflective engagement with their life and work and issues related to contemporary religious leadership. Grants of \$10,000 or \$15,000 support sabbaticals of eight or twelve weeks respectively. Application Deadline is September 1st.

Other Resources for Planning a Sabbatical:

The Lincoln Theological Institute
 University of Sheffield (United Kingdom)
 36 Wilkinson St.
 Sheffield S10 2GB
 Phone: 01142226399
Lincoln@Sheffield.ac.uk

Institute for the study of religion and society. Enquiries are welcome for designated periods of study or sabbaticals. Please apply in writing to the Administrator.

Ripon College Cuddlesdon, Oxford
 Contact: Dr. Natalie K. Watson
 Development Office
 Ripon College Cuddlesdon
 Oxford OX449EX
nwatson@riponcuddlesdon.ac.uk

Clergy may stay up to ten weeks and use the library at Oxford.

St. Deiniol's Residential Library, Hawarden, North Wales, UK
 St. Deiniol's Library, established by the estate of William Gladstone, provides opportunities for sabbaticals, especially involving study or research.
 For information, contact the Rev. Dr. Peter J. Jagger, Warden and Chief Librarian, at deiniol.visitors@beinternet.com

St. George's College, Jerusalem
 St. George's is an Anglican institution in East Jerusalem which offers a variety of programs for pastors and laity, varying from 12 to 28 days. For up-to-date information, check their website: www.stgeorgescollegejerusalem.org
 Note: there are many other places where sabbaticals and retreats are possible for clergy, including many monasteries.