*Each section heading contains generic content provided as an example for what a clergyperson might include in their sabbatical proposal. Be sure the clergyperson removes that content and replaces it with their own.*

Replace highlighted Sabbatical Proposal information at the top of the page.

Find and replace CHURCH NAME with the name of your church.

Find and replace DATE/DATES with the appropriate sabbatical dates.

Find and replace OTHER CLERGY with appropriate clergy from your church.

Find and replace VESTRY with equivalent entity in your church.

Find and replace highlighted amount of $5000 and replace with appropriate amount approved by your church’s vestry.

# Sabbatical Proposal

# Clergy Title and Name

# Sabbatical Dates

# Reason for Sabbatical

# As per CHURCH NAME’s Sabbatical policy, I am eligible for a twelve-week sabbatical beginning DATE.

* Primarily, as outlined in the CHURCH NAME’ Sabbatical Policy, this sabbatical is timely and necessary as part of the normal rhythm of rest and refreshment for the Rector and clergy.
* In addition, the last few years of pastoral ministry have been uniquely challenging due to the extraordinary pressures from the pandemic and related political unrest.

# Locations and Travel

As allowed per the policy we will use one week of vacation to join family for a week-long reunion before sabbatical begins. We will leave for vacation on DATE immediately following the morning service and return from sabbatical on DATE.

Dates of vacation/sabbatical: DATES

Following some research and good advice, we will think about Sabbatical in three parts.

1. Physical Rest (DATES)
   * In his book *Sabbath,* Abraham Joshua Heschel suggests that to find physical rest, one who works predominately with their mind should rest by using their hands and one who works predominately with their hands should find rest by using their mind.
   * Following this good advice, I will spend the first part of our sabbatical near Cayuga Lake in Ithaca, NY where I will hike, rest, picnic, and boat.
   * Then I will spend one week boating and camping along the Rideau Canal from Kingston to Ottawa in Ontario, Canada. I will visit a retreat center this same week.
2. Spiritual Renewal (DATES)
   * We will spend these weeks in Ireland, Scotland, and perhaps other parts of Great Britain.
   * I will pray the Daily Office in total - Morning Prayer, Midday Prayer, Evening Prayer, and Compline - each day taking my time and allowing the Holy Spirit to minister to my soul.
   * I am working with my Spiritual Director to schedule sessions one time per week during this time.
3. Preparing to Re-enter (DATES)
   * This time will be used to turn our attentions toward thinking, praying, and working as I look forward to returning from sabbatical.
   * I plan to spend a week at a Christian retreat center near Rochester that I have stayed at before. This is a soft landing for thinking and praying about the tasks, strategy, and vision that will need attention upon first returning to the office.
   * I will then spend a week at home getting the house ready to live and host guests in October.
   * I will hold a clergy meeting near the end of the last week of sabbatical to connect relationally and get a report on how CHURCH NAME has done, where the staff needs refreshment and support, and anything that needs immediate attention upon my return.

# Anticipated Ministry Benefits

Other than the rest, refreshment, and rejuvenation that should be normative to any successful sabbatical, I am considering one of the following areas to focus my reading, study, prayer, and reflection. The idea here is not to produce anything during sabbatical but to be formed by the exercise. If there is to be any production or development of materials, teaching, etc., it would happen after my return from Sabbatical as part of my on-going ministry at CHURCH NAME.

1. Using Christ as the example, what are the characteristics that people should see in any leader before following? Humility, Gentleness, Submission, Authority, Connectedness, Generosity, Service. Others?
2. Further study on six topics - The Church Must be Clear, Image of God in Humanity; Sin is both Personal and Corporate; Generational Judgement and Personal Consequences; Biblical Justice Instead of Culture-War Christianity; Practicing Faithful, Non-Anxious Presence in the Public Square.
3. Read and study the four-volume work of Dutch theologian Herman Bavinck, *Reformed Dogmatics.*

# Plan for meeting Pastoral Duties

* + It should be assumed that what is happening currently will continue during sabbatical. For example, other clergy will continue to attend VESTRY meetings, the staff and clergy will continue performing most of their duties modified to allow for extra preaching, Children’s Ministry will take their usual summer break and resume in the fall, etc.
  + OTHER CLERGY will lead the day-to-day operations, mission, and ministry of the church.
  + OTHER CLERGY will minister in the Rector’s role while I am away, working with the OTHER CLERGY and the staff to ensure that the church is operating at a high level.
  + OTHER CLERGY will communicate, launch, and provide pastoral care for the fall triads and assist in getting at least one Alpha Group running.
  + OTHER CLERGY will preach and manage the preaching calendar.
  + OTHER CLERGY will minister pastoral care in normative and extraordinary circumstances including hospital visits, officiating weddings, and presiding at funerals.
  + We will rely on volunteers to help lead worship at least once or twice per month.
  + The VESTRY will meet one time per month with OTHER CLERFY to plan the agenda for the three meetings during sabbatical and to get an update on the operations of the church and the well-being of the staff. The VESTRY Chair will preside over the three VESTRY meetings. The VESTRY Chair will schedule three members of the VESTRY to lead the prayer and reflection times for the meetings that RECTOR is away.

# Financial Plan

* + I will use the entire $5,000 allotted in the budget for sabbatical.
  + Flights have graciously been covered by frequent flier miles.
  + I have received a few (non-tax deductible) personal gifts or promised gifts from friends.
  + The remainder of the expense will be out of personal finances.