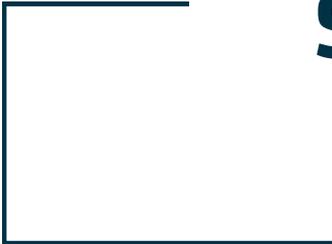




HUMAN RESOURCES



SABBATICAL COACH MANUAL



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JOB DESCRIPTION

Job Title: Volunteer Sabbatical Coach

Reports To: Field Senior Vice President (SVP) and Human Resources

Department: Field

Supervisory (# of staff supervised): Roughly five per year

ESSENTIAL PREREQUISITES FOR ALL STAFF MEMBERS (FROM YOUNG LIFE'S BYLAWS – ARTICLE VII):

Mission/Authority

The sabbatical coach will serve as a comprehensive guide for full-time field ministry staff through the entire sabbatical process (**beginning, middle and end**). The coach ensures a good, full, well-rounded leave with consideration to the full-time field ministry staff person's rest, renewal, and reconnection with family and friends. The coach assists in tailoring a plan that will allow full-time field ministry staff to return to ministry rejuvenated, reenergized and refocused.

"Because of Young Life's exclusive Christian purposes of evangelism and discipleship as set forth in its Articles of Incorporation and in these Bylaws, and to reflect what has always been and will continue to be the position of Young Life, specifically the Christian belief that **each and every employee and volunteer of the corporation should minister as a servant of God with the primary responsibility of proclaiming the Gospel of Jesus Christ and, as such, is an integral part of the Christian mission and ministry of the corporation**, Young Life shall only employ individuals or enlist volunteer leaders who: (a) profess a belief in Jesus Christ as their personal Savior and Lord; and (b) subscribe to the statements and policies required of all Young Life staff, including the Young Life Statement of Faith. Therefore, employees and volunteers of Young Life, during working and nonworking hours, shall: (i) be ready, willing and able to fulfill such ministry functions as may be required by the organization; (ii) refrain from conduct and statements that detract from the biblical standards taught and supported by Young Life, and (iii) abide by all policies and practices of Young Life including, without limitation, those related to religious belief or ministry activities."

Essential Duties:

Beginning (3–6 months prior to sabbatical)

Spiritual Assessment

- With input from the full-time field ministry staff person's supervisor, determine which spiritual needs will be the most important to focus on during the sabbatical.
- Schedule phone conversations with each field staff person to get to know them on a personal and spiritual level.
- Assist in preparing the heart and mind of each field staff person for sabbatical by becoming familiar with the state of their soul, specific concerns, needs and hopes.
- Provide each field staff person with a written spiritual inventory assessment. Apply the results of the assessment to the sabbatical plan.

Area Finances

- Along with the regional director and committee chair, assess the financial status of the area before the sabbatical with the goal of ensuring that the fundraising plan allows for a cash flow surplus through the entire sabbatical and one month following.
- Ensure communication between the field staff person, supervisor and committee chair regarding area financial changes.

Workload Delegation

- Assist each field staff person in creating a plan for ministry preparation and workload delegation, allowing the ministry to thrive in their absence.
- See to it that the field staff person spends sufficient time training fill-in leaders on their roles during the sabbatical.
- Come alongside each field staff person to effectively communicate the delegation plan to the area/regional staff and supervisors so that everyone is certain of who has what responsibilities during the sabbatical.

Tailoring a plan

- Assist in designing goals and tailoring a plan that is focused and specific to the needs of each field staff person, ensuring a good, full and well-rounded sabbatical.
- With input from the supervisor, provide each field staff person with direction and support by setting clear expectations for job training and spiritual development while on sabbatical.
- Along with the committee, take inventory of helpful resources and contacts that may be available for each field staff person to use during the sabbatical.
 - ◇ Helpful resources and contacts could include: classes, counselors, retreat centers, Young Life properties and reading materials.
- Assist each field staff person with decisions about how to best organize his or her time on sabbatical. Discuss classes, job skills trainings and/or counseling sessions that may be included in the plan.
- Act as a vessel of communication between the field staff person, senior vice president, regional director and Human Resources. Ensure that everyone involved is informed of the intended purpose of the sabbatical, sabbatical plan and its progress.

Middle (during sabbatical)

- Ensure field staff persons feel supported by their committees and essential area support staff. Communicate that they are not just leaving but being sent with the full support and trust of their communities and the entire mission of Young Life.
- Act as a sounding board for each field staff person as they enter into a new life rhythm. Listen, assess, talk to and help process what the Lord is doing during the sabbatical.
- Check-in with field staff persons regularly and hold them accountable to following through with the plan. Encourage field staff persons to continue to pursue their sabbatical goals, and provide direction if plans or circumstances change.

End (within the last 1–2 weeks of sabbatical)

- Guide each field staff person in a time of reflection at the end of the sabbatical, solidifying the experience, and preparing them to re-enter the mission field well.
- Aid field staff persons in writing a reflection about the sabbatical. Recount sabbatical experiences, stories, lessons learned and how this time has prepared them for future ministry.
- Along with the supervisor, strategize ways that the area/region can welcome each field staff person back into ministry.

Working Conditions:

- May work remotely as job does not require a location.

Experience Required for the Job:

- Must have significant familiarity with Young Life as a staff person or long-term volunteer.
- Must have a flexible position allowing time to take on all necessary responsibilities.
- Preferably not in a position of authority over field staff persons being coached, unless approved by the SVP.
- Ideally would be someone who has taken a sabbatical through Young Life.

Staff Person:
 Supervisor:
 Committee Chair:
 Sabbatical Dates:

3-6 Months Prior to Sabbatical

- Receive Staff Person from Blaire Abadie
- Initial conversations with Staff Person (Phone call and/or face to face)
 - Assess their current situation on a personal level (spiritually and emotionally)
 - Use assessments to gauge needs (your own or see Spiritual Inventory Assessment)
 - Timing of Sabbatical (No. of weeks? Consecutive or split up?)
- Discuss Area with Staff Person (See Area and Ministry Questionnaire)
 - Finances (*If area is not healthy, sabbatical may need to be postponed)
 - Workload Delegation
- Contact Supervisor of Staff Person
 - Spiritual needs
 - Emotional needs
 - Relational Health (family/community)
 - Areas of opportunity
 - Discuss/confirm timing
- Contact Committee Chair
 - Purpose of Sabbatical (can reference our policy for purpose, timing, etc.)
 - We want to “send” the staff person with full support from their committee. (We don’t want our staff to feel like they have to “sneak away” for their sabbatical.)
 - Explain benefits to the area if the sabbatical is done well (reenergized, rested and prepared for next 5 years of ministry).
- Tailor a Plan (See Sabbatical Plan Worksheet)
 - With the purpose of a Sabbatical in mind, discuss goals and expectations
 - Refer to initial application/plan
 - Refer to conversations with staff person, supervisor and committee chair
 - Spiritual Assessment
 - Resources
 - Books
 - Retreat Centers
 - Counselors
 - Navigators Link (<http://portal.navigators.org/us/ministries/prt/Sabbatical>)
 - Communication during Sabbatical (frequency and mode?)
- Ensure Plan is sent to Staff Person’s Committee Chair and Supervisor

1-2 Months Prior to Sabbatical

- Check in with staff person
 - Anything changed financially?
 - Discuss plan of disengagement prior to sabbatical

During Sabbatical

- Pray for staff person and their area
- Check in with staff person (Refer to your plan for frequency and mode)
 - Hold staff accountable to their plan
 - The Unexpected...how can you support?

End of Sabbatical (1-2 weeks prior to end)

- Debrief with Staff Person (See Sabbatical Debriefing Questions)
- Ensure Staff Person completes a written debrief/update
 - Send to donors, committee and friends of the area
 - Start to reengage ministry

- In this season of ministry, describe the condition of your heart in 2 to 3 words.
- How would you rate the level of pressure you feel to perform and succeed?
- What relaxes and refreshes you?
- How would you evaluate your level of stress on a rating of 1-10 (10 = high stress)? Explain.
- Do you have unresolved conflicts with people that need to be addressed?
- What have you always wanted to do but never had the time?
- In what character areas do you feel the need to grow?

Assess your spiritual intimacy with God by assigning each aspect a number from 1 to 10 (10 = excellent).

- ___ My intimacy with Christ is truly vibrant and growing.
- ___ The Word and Spirit of God are speaking to me and guiding my mind, decisions, and significant relationships.
- ___ I have passages and promises from God for life and ministry that motivate me in my walk with Him.
- ___ In my time alone with God I'm growing in thankfulness, praise, and worship.
- ___ Intercessory prayer tends to be foundational to everything I do.
- ___ I'm praying and believing God for my life, ministry, and significant relationships.
- ___ My spiritual disciplines are strong and consistent.
- ___ My motivation to live a life of devotion to Christ in purity of heart, ministering out of interest in the welfare of others, is strong.
- ___ The joys, hardships, sufferings, and circumstances of my life are drawing me to a deeper love for and dependence on Christ.
- ___ I have a consistent inner sense that God deeply loves me, is present within me, is for me, and is active in my life.

Is there a spiritual discipline that you would like to grow in?

Reflect on the above parameters of your spiritual life, as well as any others that come to mind. Talk to God about them and ask Him to speak to you. Is He putting His finger on some area of your spiritual life, urging you to develop in it? If so, what?

Is there anything else you'd like to discuss or explore?

Have you seen counselors in the past? In what areas did you seek help? Was it helpful to you? If so, how?

Link to Soul Care Self Evaluation (a more in-depth assessment)

<http://www.replenish.net/soul-care-self-evaluation>

Finances

- What is the current financial status of your area?
- What is your strategy to keep your area healthy as we plan for your sabbatical? During? Afterwards?
- Cash Flow? (Is there a cash flow surplus through the entire sabbatical and one month following?)

**If the area is not financially healthy, defer to the Committee Chair and/or Regional Director.

Workload Delegation

(Time of year will impact what is relevant from the list below)

→ Who is filling in and are they trained well?

- Area Fundraisers (Golf Tournament, Banquet, Team YL-Bike Rides, Races, etc.)
- **BUDGET: Please note if staff are taking their sabbatical during the summer, they need to be aware of when budgets are due.**
- Camping (R1 and R2 Deadlines, Parent Meetings, Transportation, Health Forms, Fundraisers, etc.)
- Campaigners
- Club
- Committee Meetings
- Communication with Kids
- Donor Care (Correspondence before, during and after Sabbatical)
- Leader Care
- Leadership Meetings
- Leader Recruitment
- Leader Training
- Other Administrative Tasks



SABBATICAL PLAN WORKSHEET

Staff Person

Possible Sabbatical Dates

From _____ to _____

Objectives/Desires/Goals/Outcomes for Sabbatical

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

Communication/Accountability Plan

Coach

-Best way to communicate (email, phone, text, etc.)

-How often?

Donors

-Before _____

-During _____

-After _____

Possible Priority Issues

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

Resources

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____



BREAKDOWN OF TIME

When	What	Where	How	Why

Plan activities that allow for decompression as you begin your sabbatical. A surprising number report they mainly slept for a few days at the beginning of sabbatical. Avoid plunging right in.

Do something the first day to mark entrance into your sabbatical. If at all possible, launch out during the first week to disorientate from daily routines.

Each sabbatical plan is different, and the one you take may be different than the one you proposed. Plan carefully and revise freely.

Expect adventure and stay flexible: travel less than you imagined; read less than you thought; write less than you intended; focus on one thing at a time and avoid multi-tasking (e.g., savor every bite of a delicious meal).

A Sabbatical is a gift to renew you as a person...marked by deep rest rather than to-do lists, projects, or products.



SABBATICALS CAN BE...

A Time to Receive

Young Life staff give every day; now it is time for them to receive. It is a time to be nurtured, a time to dig deeper into their life and into their relationship with God. It is a time to think about roots, their faith journey, and their own story. A growing YL area has a growing person at the center.

A Time to Stay Home and be with Family

A Sabbatical can be spent at home, at least a portion of it. This allows more time to be spent with family. The YL staff person can spend some time doing their family's activities. If the sabbatical is done at home it is essential that they "unplug". The YL staff person should not even think about their "normal" schedule.

A Time to Study and Write

Academic pursuits may well be incorporated into a Sabbatical. There is a time and place for reading, studying, doing research, writing, and concentrating on new subjects and new interests. This is not the time, however, to work on club talks, banquet talks, leadership material, etc.

A Time to Play

Some playtime should be a part of the sabbatical. Playtime might include long hikes, participation in a favorite sport, unstructured playtime with family, and trips. Playtime is defined by interests.

A Time to Be Quiet

Silence and solitude are important during a sabbatical. It is difficult to really experience Sabbath rest in the midst of the constant noise and activity surrounding everyday living. In order to hear God's voice, there may be a need to get away from all the usual working tools and get into places where silence and quiet times can be experienced. Silence is needed in order to pay attention to the still small voice of God, nudging the conscience, clarifying thoughts, and bringing God's peace into the soul.

A Time for Spiritual Direction and/or Counseling

Some may have the need to work with a spiritual director or meet with a counselor. A spiritual director should have good listening skills and have the willingness and ability to provide good feedback. Again, YL staff spend much of their time providing spiritual direction and counsel to others, and rightfully so, but there is also the need for them to receive spiritual direction and counsel.

A Time to Enjoy the Beauty of Life

Beauty in nature offers many benefits. Very beautiful scenes are often in quiet places. Beauty stimulates the senses. In such a setting, it is easy to get in tune with the Creator. An awareness of the presence of God fills the soul at such times. Enjoyment of nature is a worshipful experience, but it also makes a person feel better physically, emotionally, and spiritually.

A Time for Bible Study and Prayer

This is a very important part of rest. It can take place along with some of the other experiences at times (as in nature). This is a time to read those things that focus on praising God: inspirational books, poems, and hymns. This is a time to spend in meditation and reflection.

Time for Travel

Travel can be an important aspect of a sabbatical. Travel takes one away from home base, away from the everyday reminders and to inspiring and energizing new places. Travel depends on one's own interests, needs, budget, and family schedule.

A Time for a Retreat

Time spent at a retreat center may be a good choice to begin and/or end the sabbatical. The YL staff person is accustomed to being the leader, being in the center of things, and being the one who gives to others. A retreat center allows the staff person to be fed and nourished, to examine his or her calling and spiritual journey, and it provides a supportive community.

A Time to Dream and Choose

Dream about and choose new routines for daily life. Focus on renewal and personal growth. Through personal Bible study, reading, prayer time, and meditation, the stage is set for greater ministry.

Sabbatical Debriefing Questions

- How are you feeling about re-engaging/re-entry into ministry?
- What major lessons did you learn and how do you anticipate these lessons making a difference in your future?
- How would you rate your sabbatical? 1-10? (1=low, 10=high)
- How has God spoken to you during your sabbatical?
- What activities were most helpful during your sabbatical? Least helpful?
- What would you do differently?
- Discuss ways to continue the Sabbath lifestyle after their sabbatical.

*Do you have any suggestions, ideas or comments to help us improve the sabbatical process?

Some thoughts for staff to remember as they return...

- You will likely experience grief at the end of your sabbatical, so anticipate it about two weeks prior to re-entry.
- Process your experience of grace and despair *before* you return to ministry.
- Allow space and time for the grief of significant others (esp. family members), and prepare for the grief of those who have been covering for you while you have been on sabbatical. Be gentle with yourself and avoid expectations of “repaying the debt” that you may encounter internally and from others.
- Keep calendar clear of major commitments first week back, but do schedule several dates with friends and key supporters.
- Share highlights of what you learned.
- Thank appropriate persons as you return.

Books

Replenish, By Lance Witt (A gift sent to staff before their sabbatical.)

Emotionally Healthy Spirituality, By Peter Scazzero (A gift sent to staff before their sabbatical.)

Boundaries, By Dr. Henry Cloud and Dr. John Townsend

Becoming a Pastor, By Jaco Hamman

Potter's Inn

www.pottersinn.com

Divide, CO

Soul Care Intensive Experience

Potters Inn has been providing Soul Care Intensives for many years for men and women in ministry and the marketplace. A Soul Care Intensive is a week long experience where a couple (both husband and wife attending is preferred) or a single person spends five days at Aspen Ridge, Potters Inn retreat located in Divide CO. During these five days they meet each day with a Potters Inn staff for three hours each day. This is a 360 degree walk around one's life and soul.

Contact: Joe Walters (former YL staff), joe@pottersinn.com

*Brochures available through Blaire Abadie

Refuge Foundation

<http://www.refugefoundation.org/>

Billings, Montana

Currently serving men in ministry

Who We Are

Refuge exists to serve people who serve people. We offer renewal, revitalization and recalibration for leaders of churches and non-profit organizations. Through educational awareness, personalized mentoring, relationship building and outdoor experiences, we curtail leadership burnout for leaders of churches, missions' organizations and others. We firmly believe that investing in healthy leaders to lead healthy organizations will have a significant and lasting impact on our world.

What We Do

For the benefit of leaders, Refuge offers a unique outdoor Montana experience that serves as the launching point for "getting-well." During the visit, an experienced mentor assists each leader and helps them develop a plan for maintaining holistic health. Each mentor is accountable to participants for an extended period of time, coaching and guiding as needed. The atmosphere of the outdoor experience creates a venue for meaningful and accountable relationships that help the leader avoid isolation, and build camaraderie and teamwork.

Contact: Brian Carpenter, brian@refugefoundation.org

Cross Ministry Group

<https://crossministrygroup.org/>

Based out of Denver, Colorado

Offers weekend experiences (in Colorado and Kentucky) for men, women and couples

Mission Statement: It is the mission of The Cross Ministry Group to serve the Body of Christ through providing weekend events, seminars and original resources designed to lead God's people into an experience of His truth in their lives. It is our passion to help men and women become alive to God's love and power within them. We endeavor to live authentically and to create a safe and sacred space for all to come and explore the wonders of God's grace.

Contact: 303-725-7132; info@crossmg.org

CrossRoads Counseling

<http://www.crossroadscounseling.net/>

Buena Vista, CO

Intensive Counseling for Individuals, Couples and Families

CrossRoads Counseling of the Rockies offers a concentrated and focused format, which provides in-depth understanding of your problems, as well as tools to deal with them more effectively at home. At CrossRoads Counseling we promote both emotional and spiritual growth by integrating biblical principles with evidence-based treatment methods. Clients are amazed at how much ground is covered and the progress that is made in their intensive counseling experience at CrossRoads Counseling.

Contact Information: 719.395.4673; info@crossroadscounseling.net

Young Life Camps

<http://www.younglife.org/Locator/Pages/default.aspx?SearchBy=Properties>

Various places across the country.

A great option for solitude retreats.

If you need help contacting a camp, please let me know.

Marriage Counseling

Various programs

Strengthen Marriage

Marriage in Crisis

Romantic Adventure

Contact Blaire Abadie for more information on these programs and options for our staff.

EXAMPLE OF SABBATICAL UPDATE

Dear Friends and Family,

Just three weeks ago, the family and I returned from a great 2 month sabbatical that was in between my previous role as Area Director of Newport Mesa, and now coming on staff with the Southcoast Region. I wanted to give you an update on how our sabbatical was, along with what is already happening in my new role!

First off here is a summary of sabbatical and some great highlights:

- We got to see both of our families for a good amount of time
- Got to officiate the wedding of one of my favorite club kids/leaders from Texas.
- Lauren and I were able to get away for a few days why Mama Cheryl and Papa Jim watched the kiddos.
- Our family of four, did our first camping tour of the Eastern Sierras in California (Mammoth, Tahoe, and Yosemite)
- Ryan got to go with 12 men to a "Wild at Heart" retreat and experience some amazing "fly-fishing" (his favorite!)
- Ended sabbatical with Ryan taking 5 days in a cabin in Utah completely by himself with times for reading, journaling and planning for the new role.

LOWLIGHT

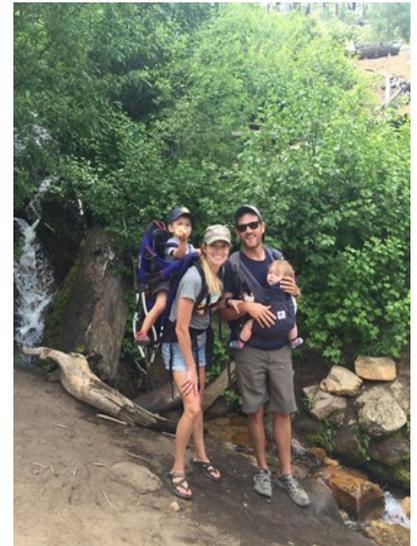
- Sadly, came home to our house having a major leak and having to gut most of the house (we have stayed with great families for the last 7 weeks waiting for the repair to finish...whew). Besides, the house-leak, the time was extremely refreshing, rejuvenating for our bodies and our souls. I read some great books, took some great hikes, and soaked in all the insight I could. I am extremely thankful to the many families who have helped us during sabbatical and after.

I really enjoyed the special time with our family, and especially with just the four of us as we adventured through the Sierras.

During the "Wild at Heart" Men's Retreat, I was able to meet some really great men and now friends, who gave me a fresh perspective on what it means to be a man, life, career, husbandry, and fatherhood.

I am extremely grateful and thankful to be given the time by Young Life, to take this sabbatical and recharge myself physically, emotionally and most importantly, spiritually. As John Muir once said, "In every walk with nature one receives far more than he seeks."

Thanks for praying for us during this time!





Please contact **Blaire Abadie** with any questions.

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