



SABBATICAL  
GRANT APPLICATION

2019



## SABBATICAL GRANT

Ministry is a high call but one with a high price. The responsibilities are continual; the pace and demands can be relentless. Even the most dedicated, driven pastor must make space for refreshment and renewal in order to regain energy and strength for ongoing ministry. Life-giving experiences in the form of building (or rebuilding!) crucial relationships, traveling to new destinations, exploring unfamiliar ways of thinking, or finding joy in learning, allow ministers to refill their “passion bucket” and return to ministry with renewed enthusiasm and love for the journey.

The Pacific Conference Sabbatical grant provides grants up to \$7,000 each directly to the congregation for the support of a sabbatical for their pastor. The costs associated with family members who accompany a pastor may be included in the amount requested for the pastor. Requests can and should include funds to help the congregation fulfill pastoral duties during the minister’s absence.

The pastor and congregation will work together to design the sabbatical. They will agree on 1) the length of the program (minimum of six weeks, no longer than three months), 2) the pastor’s activities during the time away, 3) a plan for the church while the pastor is away.

The program for the sabbatical is intentionally undefined. Possible activities might include extended time for study and reading, quiet time for rest and prayer, special visits with family and friends, travel to religious sites or for other purposes. Some pastors find value in defining a theme for their time, giving them a sense of integration and purpose among the diversity of the unusual activities. The best proposals combine several of these elements in the way that makes most sense for the pastor.

The Sabbatical Grant program of the Pacific Conference is a competitive grant program open to assigned ministers of the Pacific Conference; lead pastors must have been assigned for a minimum of seven years, continuous, as lead pastor; assistants must have been assigned for a continuous ten years. Funds will be awarded to the most outstanding applications at the discretion of the Sabbatical Grant Panel. Congregations with more than one assigned pastor may submit a grant for only one pastor in a calendar year.

A congregation must continue the pastor’s salary and benefits during the sabbatical leave. The pastor and the chairperson of the Pastor Parish Relations Committee need to certify the pastor’s intent to remain in the congregation at least one year after completing the program.

Applications will be considered as they are received but must be submitted a minimum of three months before the Sabbatical begins.

Be sure to save the document to your local drive. Choose “save as” and name with church name.

# GRANT APPLICATION



## Application Elements

Fill out and return this form. (6 pages)

Write a Proposal Narrative that provides the following information.

### A - Program Rationale and Design

1. Begin with a summary statement describing the purpose of the proposed leave.
2. Provide a clear rationale for engaging in the program. Give careful thought to the connection between the purpose, the proposed activities, and your rationale. Programs that are coherent, well-integrated, and possess a degree of thematic unity often are the most compelling. Also include a discussion about why this is an appropriate time for the pastor and congregation to participate.
3. Present a narrative description of the pastor's activities and the timeline for the program. Include a brief description and a rationale for each of these activities. Use the Outline of the Sabbatical Program (p. 5) to list the activity and dates in sequence.
4. Describe the plans for the congregation in the pastor's absence and any activities or programs to be held in conjunction with the sabbatical leave. Include a *Welcome Back Celebration* to conclude the Sabbatical.

### B - Budget Rationale and Design

1. Enclose a budget narrative that explains how the figures were calculated and gives a complete explanation for each item or activity.
2. Enclose a budget narrative that explains the process for the congregation, similar to B-1.

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## Congregation & Pastor

(Please type or print clearly)

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Name of Church

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Telephone Number

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Email Address

---

Name of Pastor

---

Telephone Number

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Email Address

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Name of Pastor Parish Chairperson

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Telephone Number

---

Email Address

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\$

Total Amount Requested

# GRANT APPLICATION



## Sabbatical Commitments

- We commit to maintain the pastor's salary and benefits with no penalty for sabbatical time. Vacation days and other time out of the office as required by the Conference will be unaffected by the sabbatical.
- We have talked and planned together regarding the purpose and the outcome of the Sabbatical for the Pastor, staff, and congregation.
  - Goals for the Pastor:
    - 1.
    - 2.
    - 3.
  - Goals for the Congregation:
    - 1.
    - 2.
    - 3.

## Signatures

I am duly authorized to submit this proposal on behalf of the congregation and affirm that to the best of my knowledge the information contained in the proposal is accurate. This signature indicates that the congregation is fully aware of this proposal, approves its submission, and is prepared to accept a grant from The Pacific Conference if selected. If a sabbatical grant is awarded, the congregation commits to continue the salary and benefits of the pastor during the renewal program. The pastor agrees to serve at least one full calendar year after their Sabbatical at their current assignment. We understand the application must be submitted a minimum of 90 days prior to proposed departure date.

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Pastor Parish Chair (please print)

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Signature

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Date

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Senior Pastor (if not the applicant)

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Title

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Signature

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Date

\*The signature must be that of the congregation's authorized lay leader (for example, Chair of Pastor Parish Relations Committee or chosen Lay Member) and not an employee of the church. Signatures of relatives of the pastor are not acceptable.

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Pastor/Staff who will engage in sabbatical

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Title

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Signature

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Date

# GRANT APPLICATION



## Outline of Sabbatical Program

Use the following format to present a chronological outline of the proposed activities

A. Proposed dates for the overall program: \_\_\_\_\_  
(include month and year - for example, from January 1, 2019 - March 31, 2019)

B. Outline of events and activities (use additional pages if necessary). Please account for all time to be used as sabbatical; do not leave gaps in your timeline. Provide details for your sabbatical program in your answer to Proposal Narrative Part A-3. If the Conference Midwinter Retreat falls during the proposed Sabbatical and the Pastor is available, please plan to attend.

<b>Dates</b> Month/Day/Year	<b>Events or Activities</b> Traveling companions whose expenses are included	<b>Purpose</b>

# GRANT APPLICATION



## Expenses & Budget: Pastoral Budget Expenses Worksheet

**Important: Please enclose a budget narrative (in addition to this worksheet)** that explains how the figures were calculated and gives a complete explanation for each item or activity. Be sure the budget specifically reflects particular activities, the number of people, and the amount of time that is covered by each budget item. (B-1)

### Travel

Airfare \$ \_\_\_\_\_

Automobile Expenses: \$ \_\_\_\_\_

    Personal Car Mileage \$ \_\_\_\_\_

    Car Rental Costs & Gasoline \$ \_\_\_\_\_

    Other ground transportation \$ \_\_\_\_\_

Meals and Lodging \$ \_\_\_\_\_

Tuition or Fees \$ \_\_\_\_\_

Books \$ \_\_\_\_\_

Telephone \$ \_\_\_\_\_

Postage \$ \_\_\_\_\_

Equipment and Supplies \$ \_\_\_\_\_

Other (passports, inoculations, entrance fees, etc.) \$ \_\_\_\_\_

**PASTORAL EXPENSE  
SUBTOTAL**

\$

Enter this amount on page 7.

**Note:** Sabbatical funds may not be used for purchase of personal items (eg, souvenirs, clothing, petfood, etc.) Nor may they be used to reimburse wages lost by accompanying a Pastor on the sabbatical.

# GRANT APPLICATION



## Expenses & Budget: Congregational Budget Expenses Worksheet

In the space below, please provide a line item budget that addresses how the congregation will pay for the pastoral functions during the pastor's absence. Be sure to include not only Sunday worship, but also other activities such as pastoral care, weddings, funerals, and so forth. Also address costs relating to the pastor's leave-taking and return and/or costs related to congregational sabbatical activities. Additionally, please include costs for a return celebration for the full congregation.

**Important: Please enclose a budget narrative (in addition to this worksheet)** that explains how the figures were calculated and gives a complete explanation for each item or activity. (B-2)

Pulpit Supply &/or Interim Staff

Honorariums \$ \_\_\_\_\_

Travel and Lodging: \$ \_\_\_\_\_

Benefits \$ \_\_\_\_\_

Congregational Events \$ \_\_\_\_\_

This should include costs for any events related to the pastor's leave-taking and return and/or congregational sabbatical activities. Please explain fully in Proposal Narrative, Part A, and in budget narrative, B-2.

Pastor's Return Celebration (*This is required.*) \$ \_\_\_\_\_

**CONGREGATIONAL EXPENSE  
TOTAL**

**PASTORAL EXPENSE  
TOTAL (FROM PAGE 6)**

**TOTAL REQUESTED**


Signature of Pastor

Signature of Treasurer

Date

Signature

\_\_\_\_\_  
Title (must be responsible officer of the congregation)

\_\_\_\_\_  
Print Name

## Application Elements

Attach Proposal Narrative here. The proposal should take no more than 10 double-spaced pages with 1-inch margins using only one side of the paper and a readable font and type size (eg. 12 pt. Times New Roman or Helvetica). Be sure to number the questions and provide the information fully. Number all pages consecutively. These pages should be placed after pp. 2-7 when you submit your proposal.