

PASTOR'S SABBITCAL LEAVE PLANNING WORKSHEET

See Section VI. Ministerial, Subsection D. Sabbatical Leave in the East Michigan District Standing Rules for Guidelines of Pastoral Sabbatical Leave

PASTOR: _____

CHURCH: _____

HIRE DATE: _____ YEARS SERVED AT YOUR CHURCH: _____

PLANNING FOR YOUR PASTOR'S SABBITCAL LEAVE:

TIMING	TASK	DATE COMPLETED
12 mo prior	Pastor requests Sabbatical Leave	
	*Apply for grant from Lilly Endowment Clergy Renewal www.cpx.cts.ed/renewal for church & pastors expenses	
	*If money has not been designated in your budget for expenses related to the Sabbatical Leave, begin setting aside a portion of the budget now	
	Notify the District Superintendent of the request for Sabbatical Leave	
	After reviewing the church calendar, agree on starting and ending dates for the leave (see <i>District Standing Rules for criteria & recommendations VI:M</i>)	
	Start date: _____ End date: _____	
9 mo prior	Begin setting plans in place for:	
	Pastor's goals for Sabbatical Leave	
	Church's goals for during the Sabbatical	
	Travel plans for pastor & family	
	Coverage of church ministries:	
	Sunday worship	
	Midweek programming	
	Funerals	
	Hospital & shut-in visitation	
	Weddings	
	Holidays	
	All-church events	

	Lawn/snow care and other maintenance needed for parsonage	
	Administrative tasks	
	Statistical & other reporting	
	Bulletin, newsletter & other	
	Plan for welcoming back from leave	
	Determine chain of command & communication plan for day-to-day decisions and protocol for urgent matters	
	Other:	
6 mo prior	Review plans began at the 9 month mark and finish what is still incomplete	
	Submit plans & goals to the District Superintendent for approval	
5 mo prior	Upon District Superintendent's approval of the Sabbatical Leave, begin communicating to membership & congregation of planned Sabbatical	
4 mo prior	Have all-church events, small group meetings, and other gatherings to discuss with the congregation what is coming and where they are needed to help	
1 mo prior	Communicate through email, newsletter, and other appropriate methods to the congregation what is happening and what the plan details include	
1 wk prior	Have a season on prayer to send your pastor and his family off on a season rest	

PREPARING FOR THE EXPENSES OF YOUR PASTOR'S LEAVE*

EXPENSES TO CONSIDER	FUNDING SOURCE	AMOUNT
Pastor's regular compensation pkg		
Parsonage expenses		
Travel & retreat costs for Pastor		
Pulpit supply		
Office Worker for Admin tasks		
All-church events for planning		
Welcome celebration for pastor & family's return		
Special events (holiday, etc.)		
Costs of mailing & extra printing to help congregation prepare for the leave & welcome back celebration		