

GUIDELINES FOR SABBATH LEAVE GRANTS

I. Sabbath Leave Applications

About Sabbath Leave

In the Diocese of Pennsylvania, Sabbath Leave is seen as a period of 3 to 6 months set aside to refresh, energize and bring new perceptions to the tasks of life's work.

Sabbath Leave provides full-time ordained ministers a period of reflection and retreat for renewal and growth in ministry.

1. Goals for Sabbath Leave are:
 - a. to provide extended, continuous leave for renewal of ministry of both the minister and congregation;
 - b. to provide for an extended period of reflection and deepening of the minister's understanding of his/her own direction and purpose in ministry;
 - c. to help clergy and congregation articulate a vision for the congregation's future and plan together a mutually beneficial Sabbath Leave.
2. Application Conditions
 - a. Sabbath Leave application must be submitted and approved by the Vestry or Mission Committee of the congregation and then directed to the Diocesan Committee for Continuing Education and Sabbath Leave.
 - b. A Sabbath Leave applicant is expected to return to the institution from which Sabbath Leave was taken for at least one year of service after the completion of leave. (Hence, no applications will be accepted from retired clergy or those planning immediate retirement)
 - c. That a contribution be made by the congregation toward the expenses of the Sabbath Leave.
 - d. That there is a contribution that reflects a financial commitment made by the applicant.

II. Other Considerations

1. Review:

In the event of disapproval of an application for Sabbath Leave, the applicant may contact Church House to schedule a meeting with the Chair of the Continuing Education and Sabbath Leave Committee.
2. Applications that may not be fundable:
 - a. A course work outside of normal theological, biblical, or pastoral skills; programs that lead to academic and professional degrees.
 - b. Multiple applications from the same person in the same year.
3. Grants do not cover the expenses of spouses or partners.

For more information, please contact:

Rev. Canon Arlette Benoit Joseph, Canon for
Transition Ministry (O) 215.627.6434 ext. 102
abenoitjoseph@diopa.org

SABBATH LEAVE APPLICATION

Episcopal Diocese of Pennsylvania

Please Note: This application must be submitted prior to Sabbath Leave in time for consideration at a regularly scheduled Continuing Education and Sabbath Leave Committee Meeting. Meeting dates of the Committee can be found on the Diocesan Calendar (www.diopa.org).

PERSONAL DATA _____ Application Date _____

Name _____

Full Address _____

Email Address _____

Daytime Telephone Number (including area code) _____

Date(s) of Proposed Sabbatical _____

Date of Last Sabbatical _____

Number of years served in your present congregation _____

Funding Request is for: _____ Program, project, and associated expenses
_____ Supply Priest
_____ Other (please describe)

Please describe intended program in detail. Attach a copy of program brochures with application.

(USE AN ADDITIONAL SHEET OF PAPER IF NECESSARY)

Total Cost of Proposed Sabbatical, attach budget

Less Other Funding: From Parish \$ _____
From Self \$ _____
From Other \$ _____
- Less Funding Sources \$ _____
BALANCE NEEDED \$ _____

Applications must reflect the financial commitment of both applicant and congregation. If contributions from either would be a hardship, please provide an explanation.

What aspect of your congregation's vision for its future will be reflected in your Sabbath Leave?

(USE AN ADDITIONAL SHEET OF PAPER IF NECESSARY)

How will the time be used to equip both priest and congregation for this vision? Be specific.

(USE AN ADDITIONAL SHEET OF PAPER IF NECESSARY)

What are the implications for the development of clergy and lay leadership in your parish?

(USE AN ADDITIONAL SHEET OF PAPER IF NECESSARY)

How will you and your congregation share your experiences when the sabbatical is over?

(USE AN ADDITIONAL SHEET OF PAPER IF NECESSARY)

PAYMENT INFORMATION

Make check payable to:

Send check to:

ENDORSEMENT OF PARISH WARDENS:

Please return this application to: Assistant to the Canon for Transition Ministry, Diocese of Pennsylvania, 3717 Chestnut Street, Suite 300, Philadelphia, PA 19104, or fax: 267/900-2928