

IMPLEMENTATION OF CLERGY SABBATICAL POLICY

I. PRE-SABBATICAL

- A. Not less than a year prior to the sabbatical, the priest desiring to take sabbatical time forms a committee of members of the congregation to help formulate a proposal to be given to the vestry, bishop's committee or other granting body.
- B. The sabbatical proposal needs to address:
- 1) reason for taking sabbatical
 - 2) a description of the proposed activities during sabbatical, not limited to but including opportunity for retreat and for study
 - 3) benefits from the sabbatical for the congregation
 - 4) a plan through which the pastoral duties of the clergy will be met during sabbatical including:
 - a) appropriate staffing during the sabbatical
 - b) concerns about the life of the congregation during the sabbatical
 - c) needs of the cleric's family during sabbatical
 - 5) a financial plan for funding the sabbatical and the possible extra expense of hiring supply or interim clergy
 - 6) a description of the way in which the sabbatical time will be evaluated by both the Priest and the congregation
- C. Six months prior to the sabbatical, the vestry or other granting body will have a negotiated plan in writing so that appropriate planning may take place.

II. DURING SABBATICAL

- A. The wardens meet weekly with staff.
- B. Communication with the priest on sabbatical will be maintained by him/her and those in charge of the congregation regarding significant pastoral concerns. The communication will take place through ecclesial channels, not through the cleric's family.
- C. The wardens communicate regularly and intentionally with the congregation.
- D. During sabbatical leave, the wardens will remain in office until the return of the priest.

III. POST-SABBATICAL

- A. An evaluation of the sabbatical is written by the priest and submitted to the vestry or granting body, to the bishop, and to the Committee on Clergy Sabbaticals.
- B. The wardens and vestry or granting body evaluate the congregation's experience and submit this report to the priest, to the bishop and to the Committee on Clergy Sabbaticals.