

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.