



SABBATICAL APPLICATION FORM

(Please type or print legibly)

Refer to the “*EDoA Guidelines & Resources for Sabbatical Planning*” for assistance in filling out this form.

NAME: _____ DATE OF APPLICATION: _____

ADDRESS: _____

EMAIL: _____ MOBILE PHONE: _____

HOME PHONE: _____

PARISH OR CURRENT PLACEMENT: _____ YEARS OF SERVICE: _____

ANTICIPATED START DATE OF SABBATICAL: _____ END DATE: _____

AMOUNT OF GRANT REQUEST: _____

12 MONTHS BEFORE SABBATICAL STARTS

Date: _____

Notify Senior Warden (or supervisor) of intentions Date of Notification: _____

Notify EDoA Bishop of intentions Date of Notification: _____

6 MONTHS BEFORE SABBATICAL STARTS

Date: _____

Submit a negotiated plan signed by priest and one warden, in writing to the Sabbatical Committee for approval. Plan should include the following:

- This form
- Sabbatical Plan, to include, but not limited to, the following
 - Reason for the Sabbatical
 - Description of proposed activities
 - The plan for covering your duties while you are away (to include any Diocesan responsibilities)
 - Appropriate staffing (to include parish supply coverage)
 - Parish life assignments

- Your needs while on Sabbatical
- Plans for the Wardens, Vestry, key volunteer meetings and responsibilities
- Protocols for handling unforeseen, major events in the life of the congregation
- Plans for communication, if any, with you during sabbatical
- Plans for Warden/Leadership communication with the congregation during the sabbatical

- Commitment that Wardens will remain in office until sabbatical ends
- A detailed financial plan for funding the sabbatical to include personal and parish expenses along with the breakdown of how much the parish will cover, you will cover, and the grant will cover
- A description of assessing the sabbatical at its conclusion

NOTE: If your sabbatical needs are unique to your setting, please do not hesitate to contact the members of the Committee to discuss these guidelines.

AFTER RECEIPT OF SABBATICAL PLANS

The Sabbatical Committee will

- Review submitted plans, request adjustments or further information if needed
- Approve or deny request within 1 week of final proposal including submission of above-mentioned adjustments or further information being submitted
- Update the Bishop on status of Sabbatical application