**Sabbaticals for Clergy**

**in the Diocese of Durham**



**Guidelines for Sabbaticals for Clergy**

**in the Diocese of Durham**

1. As part of the CMD provision, the Diocese offers a limited number of sabbaticals for clergy each year.

**A ‘sabbatical’ is a period of three months in which the minister is freed from duties in order that s/he will seek personal and spiritual and thus ministerial renewal in Christ.**

Clergy live lives deeply shaped by our roles. A sabbatical is a chance to step out of role, reconnect with ourselves, as well as family and friends – and in this process of reconnection, to rediscover our call to be ourselves in Christ, in relationship and in vocation. (See Francis Dewar *Live for a Change*).

So a sabbatical will include some period of direct spiritual renewal but this might also happen through travel, study, writing, creative activity, time with family/friends. There may be a clear topic for the sabbatical or it might be at a time of transition and reflection.

A sabbatical will also include rest and recreation. Some of the sabbatical itself can be taken as holiday, as well as simply space to slow down.

**Our hope and prayer is that the minister returns from sabbatical rested, renewed, recreated in Christ.**

1. **Candidates for sabbaticals will normally be nominated through the ‘Ministerial Development Review’ scheme.** So **a sabbatical will be orientated by the MDR,** e.g. a time of renewal after a sustained period of ministry; a focus on a particular personal and/or ministerial issue; a specific time of reflection preparing for a transition.
2. A sabbatical should include **an explicit time of spiritual renewal**, e.g. a conference, a retreat, a course.
3. **Nominations must be endorsed by the relevant Archdeacon**, or equivalent.
4. Clergy interested in a sabbatical should first contact the **Clergy Development Adviser,** the Revd Canon Dr Alan Bartlett:

Alan.Bartlett@durham.anglican.org or 0191 374 6012 or 07384 214 576 or

Cuthbert House, Stonebridge, Durham, DH1 3RY.

**Notes**

1. The sabbatical application process is overseen by the CDA and clergy are required to submit a draft plan, final plan and post-sabbatical theological reflection. The CDA is very happy to have an initial conversation covering ideas and possibilities. A useful book is A.R.Bullock and R.J.Bruesehoff *Clergy Renewal* (The Alban Institute 2000). Copies are available from the CDA. The sabbatical is finally approved by the Bishop of Durham.
2. Sabbaticals are not holidays and so the three month period is over and above annual leave.
3. The minister is responsible for arranging **ministerial cover** during the sabbatical and for ensuring that her/his colleagues, lay officers and Area Dean are kept **fully informed.**
4. A diocesan grant of **up to** £750 is paid to all who are awarded sabbaticals. Currently the budget allows for 5 grants per year. It is possible that some clergy can be self-financing. In these circumstances it may be possible to negotiate an increase on this ceiling. Nonetheless Clergy are **STRONGLY** encouraged to apply for further grants. A list of possible funders is available from the CDA. This process can take many months so clergy are advised to start early.
5. Clergy serving as chaplains will require the support of their employer but the Diocese stands ready to offer support.

**Useful areas to consider prior to pursuing an application include:**

* 1. Personal background in ministry – length of service (at least ten years full time, including 3 years in this diocese) and ministry record. Clergy are not normally granted a sabbatical within 2 years of retirement.
	2. Proposed dates – lead time is important, it is never too early to plan! As a minimum, **agreement** for a sabbatical should be in place by June of the year before that of the sabbatical.
	3. Any specific goals, hopes, agendas.
	4. So an early indication of how time will be spent.
	5. An indication of how the grant will be spent and what further funding will be sought in the form of a Special Clergy Development Grant from the CMD Grants Panel **or other grant making trusts.**
	6. Assurance that family, Churchwardens, colleagues, Area Dean, etc. would be supportive and that ‘cover’ can be provided.
	7. Commitment to the sabbatical application requirements and a willingness to share any ongoing learning outcomes with the wider diocese.

May 2018

**SECTION 1**

**PREPARING FOR SABBATICAL**

|  |  |
| --- | --- |
| Name: |  |
| Date of deaconing/priesting and diocese |  |
| Current role and date started: |  |
| **Brief** summary of ministerial career, including additional responsibilities. |  |
| Start/end date for sabbatical: |  |
| Any previous sabbatical and topic: |  |

**What would you like to use the sabbatical for?**

|  |
| --- |
|  |

**Objectives for sabbatical:**

|  |  |
| --- | --- |
| i. Personal |  |
| ii. Ministerial |  |

**Likely impact (e.g. personal, diocesan, national, international)**

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| --- |
|  |

**SECTION 2**

**WHAT DO I NEED TO DO?**

1. **Submit draft plan**

Within six weeks of conversation with Alan. This gives a rough outline of dates, grant applications and content.

1. **Final draft**

One month before sabbatical leave submit a detailed plan of sabbatical,

e.g.:

February 23rd.-28th. “wind down” time; March 1st – 31st - 30 day IGR at St Beuno’s; April 1st – 8th Holy Week and Easter in Spring Harvest/Walsingham (delete as applicable); April 8th – May 8th walking a part of the Camino/staying in a cottage to write/residential study in a college, overseas trip; May 9th – 20th visiting distant family; May 21st -23rd “wind down and wind up” time.

1. **Post Sabbatical Reflection**

Approx. 1,000 words

Theological reflection on the time spent, what the key aspects were and how it will affect your continuing ministry.

**Grant applications considering?**

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**Next steps:**

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| --- |
|  |

**Checklist:**

|  |  |
| --- | --- |
| i. Financial support |  |
| ii. Specific outcome |  |
| iii. Communication |  |
| iv. Preparation |  |
| v. Vaccinations for travel, if relevant |  |
| vi. Prayer |  |

**APPENDIX *(For office use only)***

**Sabbatical Progress Sheet**

|  |  |
| --- | --- |
| **Name of applicant:** |  |

|  |  |  |
| --- | --- | --- |
| (1) | Date of enquiry: |  |
| (2) | Book sent: |  |
| (3) | Appointment made: |  |
| (4) | Progress made at appointment: |  |
| (5) | Plan submitted to Alan: |  |
| (6) | Second appointment if needed: |  |
| (7) | Diocesan grant paid: |  |
| (8) | Final draft submitted: |  |
| (9) | Report submitted: |  |
| (10) | Sabbatical debrief took place: |  |

Take, Lord, and receive all my liberty,
my memory, my understanding,
and my entire will,
All I have and call my own.

You have given all to me.
To you, Lord, I return it.

Everything is yours; do with it what you will.
Give me only your love and your grace,
that is enough for me.

*St Ignatius of Loyola*