



SABBATICAL LEAVE PROPOSAL

Church: _____

Name: _____

Date: _____

1. Purpose of sabbatical leave:

Briefly state the purpose of your sabbatical leave.

2. Details of proposed plan:

Include all activities, projects, research, itinerary, study, employment, expected outcomes, relationships with current ministry responsibilities, etc. connected with your proposed leave.

3. Prepared resources:

List any articles and books that you will read, any scheduled mentorship or counseling, etc. that will be used to aid the goal of the sabbatical.

4. Timeline:

Show how the activities in your plan will be completed within the time frame of the proposed Sabbatical leave. Be specific with dates and locations.

5. Contribution to professional development and connection to my ministry assignment:

Explain how you expect this sabbatical will aid you individually in your professional development and ministry assignment.

6. Benefit to the local church:

Explain how you expect this sabbatical will directly benefit the local church you would be taking temporary leave from, as a whole.

7. Tangible products:

List and describe any specific, tangible products you will bring to the church board after you return to your assignment. Include a specific due date to be agreed upon with the church. (Suggested: Do not plan submission for any more than 90 days after you return).

8. Sharing the outcomes of my sabbatical with the church board and community:

Describe suggested plan on how you will share the outcomes of your proposed Sabbatical leave with other interested parties upon your return.

9. Additional Sources of Sabbatical Funding & Employment earnings:

(Only if applicable) Disclose any additional Sabbatical funding possibilities beyond the church budget for the proposed leave (Sabbatical grants, etc.) and any additional sources of employment earnings during the proposed Sabbatical leave.

Signature of Pastor Applicant

Date Submitted