**Sabbaticals - Guidelines for Clergy**

* The Diocese of Derby funds up to 3 sabbaticals in each calendar year.
* The process set out below must be followed irrespective of whether funding is applied for as clergy still require the Bishop’s permission to be absent from their post.

**The purpose of a sabbatical:**

A sabbatical is an expression of Sabbath. It is an extended period of time which is neither work nor holiday but an opportunity to live life differently, to study explore, to look again at ministry, work and lifestyle, to let God speak to you afresh.

**How long can it last?**

The normal period for a sabbatical is three months. (minimum of six weeks – maximum 12 weeks). These periods should be seen as over and above annual holiday.

 **Eligibility:**

Clergy of incumbent status are eligible to apply if:

* they have been in orders for at least 10 years
* it is at least 10 years since any previous sabbatical or period of Study Leave
* They have been in their current post for at least 3 years
* They are at least 3 years from retirement

A sabbatical is of greatest benefit to those in active and healthy ministry; it is not the right course for those who are recuperating or recovering from any kind of crisis; it would also be inadvisable for a minister to plan a sabbatical during a time of parish upheaval or when an important decision is being made or major project being undertaken. In such circumstances the Diocese will offer alternative support and provision. If you are supervising a curate in training, the proposed period of the sabbatical should not fall within the first 2 years of the supervision of the curacy.

 **The shape of a sabbatical:**

 A sabbatical plan should include significant elements of three transforming aspects:

**A**  **Personal and vocational renewal** – the space to reconnect deeply with God, to refresh spiritual roots, to renew your calling in ministry, and to consider markers for the future. For some this may take the form of a retreat or a pilgrimage or living in a community. A retreat at the beginning is a good way to mark the transition into a Sabbatical.

**B Ministry-related study and experience** – this is the time and space to equip you further in ministry, making the most of opportunities that you may not find in ordinary work time. It could relate to your present role, to a parallel interest, or something you’d like to explore with future ministry in mind. For example: a self-determined research project, a short study course, or a ministry placement in an unfamiliar environment. Whatever is chosen, it should be designed to widen horizons or deepen thinking rather than simply revisiting familiar territory.

**C Recreation and play** – time and space simply to do what brings you well-being, joy, fulfilment, with no immediate link or outcome in your ministry; especially perhaps something you wouldn’t be able to consider in the normal pattern of work and life. For example: taking up painting, gardening, cookery, sailing, playing a musical instrument or even a challenge such as cycling from Land’s End to John O’Groats.

**Process:**

It is recommended that sabbaticals are planned **at least 18 months in advance**, to secure an allocation in the budget and to enable sufficient time for planning, preparation and additional fundraising (if required). Applications for sabbaticals are usually dealt with at the first meeting of the Bishops Staff after 30th April in the preceding year of the proposed sabbatical. Proper planning before submission is key.

1 **The first step** is for you to contact the Continuing Ministerial Development Officer, the Revd Canon Matt Barnes to arrange a meeting to discuss ideas and possibilities. (email matt.barnes@derby.anglican.org or tel 01332 388692) appointments can also be arranged through Matts’ PA Marietta Forman email marietta.forman@derby.anglican.org tel 01332 388673). *You might also consider talking through ideas about the sabbatical with your Spiritual Director*.

**2** Following the meeting you will be asked to supply the CMD officer with a draft of the application that will eventually be submitted to the bishop for authorisation*.* (Form A).

Your draft must:

* Include all three elements above
* approval from the Churchwarden(s) or any appropriate other/s
* what the arrangements for cover will be in your absence, this will involve consultation with the Area Dean and work colleagues. It is very important that throughout the period of the sabbatical you have no significant contact with your church, so we would encourage you to spend a significant amount of the sabbatical period away from the vicarage (particularly in the early part of the time) and to arrange for all work-related phone calls to be redirected elsewhere. It is not appropriate to expect other family members living in the vicarage to deal with all enquiries during your absence.
* a plan of the proposed sabbatical with a schedule and itinerary.
* where funding is applied for, a budget indicating the costs of its various elements, but also to ascertain whether you will need to look to other sources of funding.

**3** When your outline is ready you will meet with the CMD officer again to go through the details with you to make sure that the application correctly reflects your proposals and nothing has been omitted. A final application form will then be signed and submitted with any supporting documentation to the CMD officer who will present it along with their report to the Bishop for approval. You will be notified by the CMD officer whether your application has been successful.

**Funding:**

* A sabbatical grant of up to £900 is available.
* In addition, any unused CMD allocation can be used for specific retreats courses etc but not for travel.
* Please use Form A1 to apply for your sabbatical grant. Please support your application with receipts and invoices.
* These funds can be applied for before or after your Sabbatical but they must be claimed no later than 30th November of the year in which you take your Sabbatical.
* Stipendiary clergy continue to receive their stipend during the time of the sabbatical.

**Supervision:**

The CMD officer will be available for consultation as required.

Together with the CMD Officer you may, should you wish to, appoint/ designate a supervisor to help you plan/ resource your proposed sabbatical.

Any charges that a designated supervisor may make will need to be budgeted for within your application and will need to be supported by invoice. Your CMD allowance cannot be used for this purpose.

You must keep the CMD Officer informed should there be any change in your circumstances that would impact on your proposed sabbatical.

**Post Sabbatical**

After the sabbatical, clergy meet again with the CMD Officer to debrief and evaluate the time. They are asked to submit a brief report which should be no more than one side of A4 and should contain a brief report on what was done on the sabbatical indicating how the experience is going to be applied both personally and professionally so that good ideas can be made available to others.

**Study Leave: Guidelines for Clergy**

* The Diocese funds up to 2 applications for Study Leave in each calendar year.
* The process set out below must be followed irrespective of whether funding is applied for as clergy still require the Bishop’s permission to be absent from their post.

**The purpose of Study Leave:**

Study Leave is for times when a prolonged period of study is needed for a further degree or for a writing project/ book/publication or for a research project. It is not the same as the time dedicated to personal or formal study that is part of the ongoing formation of all clergy and especially those who are studying for further degrees with the approval of the CMD Officer. In these cases, it will be expected that in order to complete the degree for which the CMD office is expending funds, the priest concerned will take appropriate time to study routinely (eg a half day or a day a week and a few days together each year). Study Leave remains a time apart from the rigours and demands of daily working life, and proper assurance will be sought as with Sabbaticals that adequate cover would be arranged before grants could be disbursed.

**Eligibility:**

 Clergy are eligible to apply if:

• they have been in orders for at least 10 years

• it is at least 10 years since any previous SabbaticalorStudy Leave.

• They have been in their current post for at least 3 years

• They are at least 3 years from retirement

**How long can it last?**

The normal period for Study Leave is three months. (minimum of six weeks – maximum 12 weeks). These periods should be seen as over and above annual holiday.

Study Leave is more flexible than a sabbatical in length and structuring of time. It is available in two week blocks from a minimum of two weeks up to a maximum of twelve weeks and over as many as three years.

**Process:**

The first step is for you to contact the Continuing Ministerial Development Officer, the Revd Canon Matt Barnes (email matt.barnes@derby.anglican.org or tel 01332 388692) and arrange a meeting to discuss ideas and possibilities.

Following the meeting you will be asked to supply the CMD officer with a draft of the application that will eventually be submitted to the bishop for authorisation. (Form B).

Your draft must:

* set out a directed level of study with clearly defined outcomes
* indicate a timetable
* include approval from the Churchwarden/s or any appropriate other/s
* what the arrangements for cover for your usual daily work will be in your absence, this will involve consultation with the Area Dean and work colleagues.
* where funding is applied it must include a budget indicating the costs of its various elements, but also to ascertain whether you will need to look to other sources of funding.

**Funding:**

* The present grant for Study leave is up to £900 which can be divided over two or three years.
* In addition, any unused CMD allocation can be used for specific retreats courses etc but not for travel.
* Please use Form B1 to apply for your grant for study leave. Please support your application with receipts and invoices.
* These funds can be applied for before or after your Study Leave but they must be claimed no later than 30th November of the year in which you take your Study Leave.
* Stipendiary clergy continue to receive their stipend during the time of Study Leave.

You must keep the CMD Officer informed should there be any change in your circumstances that would impact on your proposed period/s of study leave so that where appropriate adjustments can be made.

At the conclusion of your period of study leave you should meet with the CMD officer to report on progress made.