

Guidelines for Diocesan Sabbatical Applications

Dear Clergy,

The purpose of the sabbatical is to strengthen the ministry of clergy (priests and deacons) and the congregation through renewal and reflection.

Please find enclosed information and application materials for the process leading to partial funding of a sabbatical by the Episcopal Diocese of Oklahoma. Presuppositions to this application include:

1. A minimum of two weeks per year of service in this parish for Sabbatical Leave, to be available after the fifth year, and cumulative through the seventh year, as outlined in the diocesan policies for clergy sabbaticals. Unused sabbatical time will be forfeited.
2. Clergy must have the intention of remaining at their present cure for at least one (1) year beyond the completion of their sabbatical. This continuation of service expresses loyalty and appreciation to the Diocese and the supporting congregation, while avoiding the perception of using this time away for a search for another call or for lengthening the cleric's retirement at the congregation's expense. Should the cleric depart within the first year after their sabbatical, they are required to return the proceeds received from the Diocesan sabbatical.
3. The Diocesan sabbatical is only to provide supplemental assistance for the clergy's sabbatical, and the clergy should seek their primary financial sabbatical needs elsewhere. The maximum amount awarded by the Diocese will be up to \$2,000.
4. The deadline for sabbatical applications will be September 1 of the year prior to the anticipated sabbatical.
5. In the case of priests, the congregation is expected to cover the cost of the supply priest during the sabbatical, as well financially contribute to a sabbatical fund, with the contributions including any unused portion of any continuing education funds.

The deadline for the sabbatical applications is September preceding the year of the taken sabbatical.

Please find additional information and criteria attached.

Blessings on your path of renewal in His holy work.

The Rt. Rev. Poulson C. Reed, Bishop of Oklahoma

SABBATICAL PLANNING QUESTIONS

FOR USE WITH THE SABBATICAL PLANNING COMMITTEE

The following questions are provided as a guide in sabbatical planning. This form is to be used by the priest or deacon and his/her sabbatical committee for planning purposes. Please copy and paste each question and type your responses on separate pages.

For the Priest or Deacon:

1. What are your sabbatical plans?
2. What excites you about these plans?
3. What anxieties, worries, fears, do you have about these plans?
4. If the first-choice sabbatical plan doesn't work out, what other ideas or choices do you have for a sabbatical? (That is, is there a back-up plan?)
5. What do you hope to gain from this sabbatical?
6. How will the priest or deacon hold the congregation accountable for the sabbatical plan?

For the Congregation:

1. In what activities will the congregation engage for their own renewal and rejuvenation during the sabbatical?
2. How will the congregation hold the priest or deacon accountable to the sabbatical plan?
3. What do you as a congregation (or institution) hope to gain from this sabbatical plan?

For the Sabbatical Committee:

1. How will this sabbatical be financed? Please name each sabbatical activity and its timeframe, along with associated costs. Provide a narrative describing how all costs will be covered.

Activity	Timeframe	Costs
(Please use as many table rows as needed for your response.)		

Narrative regarding how costs will be covered:

2. If the priest or deacon is married, how will the children and/or spouse be included in the sabbatical?
3. What are the plans for delegating the priest or deacon's responsibilities while he/she is away? Consider making a list of those duties (e.g., Sunday Worship, Visitation of the Sick, Teaching, etc.) and identify who will cover each duty.
4. How will accountability regarding adherence to the sabbatical plan and its goals be ensured?
5. Name persons involved in this sabbatical planning.
6. Please provide a letter of support from the Senior Warden/Bishop's Warden or other institutional official.