

## Sabbatical Leave

Sabbatical Leave is normally granted to clergy, on application to the Bishop, following a period of at least five years in licensed ministerial service in this Diocese. There is a distinction to be made between sabbatical leave and leave applied for on medical grounds (such as exhaustion). Such leave is not to be thought of as 'holiday' or as 'reward for hard work.' Rather it should be seen as part of ministerial development. The kinds of circumstance that often call for sabbatical leave would be, for example:

- Preparation for ministry in a new context
- Reflection on events that have been part of current ministry
- The opportunity to produce new resources useful to ministry in the Diocese
- Opportunity to be part of a named course that would help personal development in ministry.

This list is by no means exhaustive but gives a flavour of the kinds of application that would be likely to receive a positive response. A positive response is not inevitable. The Bishop reserves the right to determine the conditions of sabbatical leave.

If sabbatical leave is granted, the applicant will be invited to discuss the proposal with the appropriate archdeacon or the Bishop.

The length of such leave will vary, but should not exceed three months. During the period of absence, arrangements agreed by the archdeacon should be made for the maintenance of ministry in the parish involved. If the Chaplain continues to be paid during the leave, it is his/her responsibility to reimburse any interim ministers their expenses, subject always to negotiation with the local church. The Diocese has no Sabbatical Fund.

A Letter of Application should be sent to the Bishop, in the first instance. This will set out the exact nature of the case being made, in terms of its benefits to the Diocese, the wider church or the minister involved. The proposed dates should be stated, and the details of where the leave will be spent. Details should also be included of any previous sabbatical leave. Assurance will be given as to the maintenance of ministry in the parish.

If leave is granted, the applicant will be expected to write a full report upon return, making reference to the expectations set out in the application and how, or whether, they were met. Examples of work produced may be included.