

SABBATICAL PROJECT PLANNING SHEET

Submitted by Pastor:

To the (name of Church) Board and The District Superintendent

Date of Submission:

Proposed Date of the Sabbatical

Beginning Date:

Ending Date:

Goals and Plans

Outline what personal enhancement or study project you will undertake. Also outline how it will be reported.

Delegation of Ministry Responsibilities

Outline what ministry responsibilities (local, district, national) need to be cared for, the key lay person who will care for them and how and to whom they will report.

Re-Entry Plan

Outline the steps to be taken for the minister to re-enter and re-establish ministry.

Date of Sabbatical Report Session

Set the date when the minister, church board and key lay leaders will report to each other on the results of the Sabbatical.

Sabbatical Agreement

By signing this document, both the pastor and the church board agree that the pastor will remain at the church for at least 12 months after returning from the sabbatical. In the event the pastor chooses to leave prior to this time period, the sabbatical will be considered to fulfill all vacation requirements and no further vacation time or pay will be granted. If the pastor leaves as a result of either a regular or special review, earned vacation will be provided.

Approval

Prior to presenting the Sabbatical plan to the church board, the pastor will seek approval of the plan from the District Superintendent. When submitting the plan to the church board; the Pastor will sign two copies of the request. The Secretary of the church board will sign when the board has approved the sabbatical. The District Superintendent will sign following board approval.

Pastor

Secretary of Church Board

District Superintendent

Date

Date

Date

SABBATICAL PROJECT PLANNING SHEET