The Episcopal Diocese of Montana GUIDELINES FOR CLERGY SABBATICALS

**Eligibility**: A priest who has served a minimum of 7 consecutive years of employment in a congregation within the Diocese of Montana. Grant Amount: Partial financial support, up to $4,000 of Continuing Education monies, is available to one-two priests planning a sabbatical annually. The funds are generally disbursed the year prior to the sabbatical. (Grants for less than full-time employment will be prorated.) Compensation: is continued to the eligible person during the sabbatical leave, and shall be paid as established by the then current practice and rate. The sabbatical leave is a continuation of fulltime service and in no way alters the clergy salary package. Study should be a prescribed course at an institution; and must be structured, job related and accounted for (with receipts and within two months) to be non-taxed. Grants to read books at home or to explore Europe, for example, constitute taxable income.

**Matching Requirement**: Sponsoring congregation must match at least 1/2 of total cost. Each congregation shall maintain a sabbatical fund as a line item in their annual budget to facilitate this requirement. Recipient should provide 1/2 of total cost.

**Other Requirements**: The purpose of a sabbatical leave is for both professional and spiritual growth. It is a specified time of up to 3 months in which a well-planned order of travel, study, and rest are anticipated. The application should demonstrate how the sabbatical will make the clergy person’s ministry more effective and how it will benefit the church. A sabbatical leave should be designed well in advance, with the application submitted to the COM a minimum of one year in advance. The interest of the clergy family and the local congregation are to be taken into consideration. Tight finances should not be a reason for overlooking the sabbatical leave. A written report of the sabbatical experience is to be filed with the Commission on Ministry within 90 days of its completion. This report should be an accounting of time, finances, achievements, and experiences. The priest must complete a full year of employment in the sponsoring congregation directly following the sabbatical. Failure to do so will require a full refund of monies from the priest to the congregation and the diocese. Approval for the sabbatical leave must be obtained from the Vestry of the congregation, the Commission on Ministry, and from the Bishop.

A subcommittee of the Commission on Ministry will oversee any Continuing Education grants and awards if they should become available.

Revised by the Commission on Ministry 5-11-18

**Application for a Clergy Sabbatical Diocese of Montana**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of canonical residence in Diocese\_\_\_\_\_\_\_\_\_\_\_\_ Date service began at present position\_\_\_\_\_\_\_\_\_\_\_\_\_ Church\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please answer the following questions. Use a separate page, if necessary.

1. Describe the proposed sabbatical you wish to undertake. Attach any appropriate brochures or itineraries.

2. How will this sabbatical make your ministry more effective?

3. How will this sabbatical be of benefit to the Diocese and to your local church community?

4. What arrangements will be made to provide clerical and pastoral coverage to your congregation?

5. Is a financial plan in place to cover this? Explain.

6. Is the sponsoring congregation aware that the following (check those applicable) will be covered by the congregation at the current level during your sabbatical leave?

[ ] Salary [ ] Housing allowance [ ] Car allowance [ ] Insurance [ ] Pension [ ] Other\_\_\_\_\_\_\_\_\_\_\_\_ Proposed Sabbatical Budget: Estimated Cost: Funds provided by:

Travel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tuition \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room/Board\_\_\_\_\_\_\_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funding amounts provided by:

Self\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parish\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*Other\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This proposal was presented to the Vestry on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and was approved. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Priest, Warden, or Clerk

COM Action: Approved/Disapproved Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount \_\_\_\_\_\_\_\_\_\_\_\_ (CE Funding)

COM Chair Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return form to: The Diocese of MT, PO Box 2020, Helena, MT 59624

\*NOTE: If any Diocesan Funding is available, that grant amount would be distributed by check to the institution or provider of service by the Diocesan Financial Officer.