

The DML receives the sabbatical application and the grant application (if requested), and emails both Archdeacons to indicate any concerns.

The DML discusses the application with the applicant.

Recommended

Not recommended

The DML suggests other options to consider, or invites the applicant to re-apply.

The DML formally recommends the application to the Bishop.

The PA to the Bishop writes to the DML and Ministry & Leadership Officer to inform them of the Bishop's decision, and informs the Bishop's Core Staff, and the Diocesan Board of Education.

Grant Requested

Grant Not Requested

The DML considers and approves the grant application and writes to the applicant to inform them that the sabbatical has been agreed and that any grant will be paid.

The DML writes to the applicant to inform them that the sabbatical has been agreed.
The MLO updates the sabbaticals spreadsheet and no further action is required.

The DML informs the MLO of the decision by email and authorises payment of the grant and the MLO passes to Finance for payment and updates the sabbaticals spreadsheet.

If the dates of the sabbatical change after approval is given the PA to the Bishop **will** decide if the Bishop should be asked to reconfirm her decision.

'For six years you shall sow your land and gather in its yield; but the seventh year you shall let it rest and lie fallow, so that the poor of your people may eat; and what they leave the wild animals may eat.' Exodus 23:10-11

'Sabbatical' is rooted in the ancient Israelite intention to let farmland lie fallow for one year in every seven. This instruction was not only good practice for agriculture, community provision and biodiversity, it articulated the deeper concept of 'Sabbath', the idea that timely rest and recreation are, in themselves, godly.

As fallow land reverts to its own God-given balance, a well planned sabbatical can give you freedom to be yourself and rediscover yourself to be loved and valued by God.

Sabbaticals are a gift of time and financial resource; they are not a right. In assessing sabbatical applications, we look for intentions that will bring renewal of **heart, soul, body and mind**, that will be a blessing, not only to the applicant, but also to their family, their ministry and to the communities around them.

Applicants for a sabbatical should normally:

- have been ordained Deacon at least 10 years
- have spent at least 3 years in their current post
- not have had a sabbatical in the last 10 years
- give consideration to the support that will be in place in their parish/context *
- have spoken to their Area Dean
- not intend to retire within 2 years of the end of the sabbatical **

Applications for a sabbatical should normally:

- show a wise and cogent plan that will bring renewal of **heart, soul, body and mind**
- show intention for the sabbatical to be a blessing to the applicant's family – **heart**
- include time set aside for 'retreat' – **soul**
- allow for restoration of mental, emotional and physical health – **body**
- include opportunity for theological nourishment and engagement - **mind**

* If the applicant is a Training Minister, their curate should have been in post for at least 18 months.

** If an applicant intends to retire within 2 years, they are encouraged to talk to the Archdeacon Pastor. The Bishop may consider it appropriate to offer them a 4 – 6 week mini-sabbatical, to be taken in the penultimate year before retirement. If the Bishop does offer a mini-sabbatical, the applicant will be eligible for a £300 sabbatical grant. They should apply for this through a separate process