

## Missio Nexus Sabbatical Policy

*“Are you tired? Worn out? Burned out on religion? Come to me. Get away with me and you’ll recover your life. I’ll show you how to take a real rest. Walk with me and work with me—watch how I do it. Learn the unforced rhythms of grace. I won’t lay anything heavy or ill-fitting on you. Keep company with me and you’ll learn to live freely and lightly.”* Matthew 11:28-30, The Message

### Overview

Sabbatical leave is an extension of the biblical concepts of the Sabbath day and Sabbath year. It is an act of faith that God will lead you through a time of personal renewal. Practically speaking, a Sabbatical includes the following five components<sup>1</sup>:

1. **Release and Relinquish:** The first phase involves disengaging from the direct ministry and leadership responsibilities.
2. **Rest and Recovery:** “Rest” in this context does not mean ceasing from all activity. It does mean moving from ministry engagement to the activities you consider will restore you emotionally, feed you spiritually and contribute developmentally. A Sabbatical does include disengagement from regularly scheduled ministry; it does not include disengagement from body life.
3. **Reflect and Refocus:** This phase emphasizes hearing from God and often includes extended times of solitude. It may also involve a spiritual director, retreats, and the active pursuit of God via your “sacred pathways.”
4. **Realignment and/or Reassignment:** Sabbaticals do not presume a change of roles but often include a review and reaffirmation of one’s calling with a focus on seeking the maximum contribution to the kingdom in the next phase of life.
5. **Re-Entry/ Re-Engagement:** The final phase is the transition back to active ministry, which often combines the joy of refreshment with issues of pace, emotional stress and possibly spiritual warfare.

### Eligibility

A three to six-month Sabbatical leave is available to staff members of Missio Nexus who have served a minimum of six continuous years as an exempt employee.

### Process

A Sabbatical may be initiated by the employee, the employee’s supervisor or the Board of Directors. The process begins when a Sabbatical Proposal is submitted for review. Submissions should be made in the budget (calendar) year prior to the desired Sabbatical. The purpose of a sabbatical is to return to ministry refreshed and ready for multiple years of service. By taking a sabbatical, it is assumed that no transition out of the organization is being contemplated.

The Sabbatical Proposal must include the following items: a) overview of the purpose (What outcomes do you have in mind?) b) timeline (When will you begin and for how long?), c) work-flow reassignment (How will your core duties be covered?) d) plan (How will you achieve the outcomes you have identified?) e) funding (How will you fund sabbatical expenses?) f) oversight (Who will you work with to monitor your progress?)

Sabbatical proposals will be reviewed/approved by the president. The Board of Directors will approve a Sabbatical proposal submitted by the president.

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<sup>1</sup> Adapted from *Sabbatical Guidelines*, People Resources Team, A Ministry of The Navigators, pg 4