

Sabbatical Proposal

Purpose:

The sabbatical policy is designed to support the well-being, spiritual renewal, and long-term effectiveness of the executive team and full-time directors. It provides a dedicated time of rest, reflection, and spiritual renewal, enabling leaders to return refreshed and equipped to fulfill their leadership responsibilities.

Eligibility:

Executive team members and full-time directors are eligible for:

- 6 weeks of sabbatical every 3.5 years, or
- 12 weeks of sabbatical every 7 years.

In addition, those taking a sabbatical leave may choose to add 10 days of paid time off either before or after their sabbatical, assuming they have time off to use.

Purpose of Sabbatical:

The primary purpose of a sabbatical is rest and spiritual renewal, intentionally setting aside work for a season of reflection and deep renewal. Secondly, it provides an opportunity to reset and recalibrate a leader's sense of calling and ministry rhythms.

We encourage members of the executive team and directors to proactively plan their sabbaticals during seasons that will be most beneficial and rejuvenating, rather than waiting until burnout occurs, and at times that align well with the rhythms and calendar of the organization.

Stipend:

A stipend of up to \$1500 can be requested to supplement expenses related to sabbatical coaching and counseling, as well as books or other materials aimed at promoting spiritual growth and well-being during the sabbatical.

Process:***Sabbatical Request and Plan Submission:***

A detailed sabbatical plan must be submitted to the staff's supervisor, the executive director over their division, and then to the board of directors, at least 6 months in advance. A shorter submission time will be considered for emergencies or special circumstances. This sabbatical plan should outline the intended focus, goals, any specific activities or resources (such as coaching, retreats, etc.), and any financial assistance requested (up to \$1500).

Board Approval:

The board will review and approve sabbatical requests based on the sabbatical policy, the needs of the staff member, and the timing of the specific request.

Post-Sabbatical Summary:

Upon returning, the individual must submit a short post-sabbatical summary to the board. This summary should reflect on the time away, noting key insights, spiritual growth, and how the experience will impact their leadership and ministry moving forward.

Additional Details

- Only one staff member at a time may take a sabbatical unless an exception is made by the board of directors.
- Sabbatical time is in addition to vacation days. Those applying for a sabbatical may request to add their vacation days on the front or back end of their sabbatical time.
- Those who take a sabbatical leave are expected to continue working for X for no less than one full year post-sabbatical.

This policy reflects the organization's commitment to sustainable leadership and spiritual vitality, acknowledging that well-rested and spiritually renewed leaders are best positioned to serve effectively.