



Sabbath Sabbatical Support Application

Make sure to obtain the necessary approval from both your congregation and your presbytery before submitting this form.

Due to current circumstances, DO NOT mail this form to the Board of Pensions.
To avoid delays in processing, email your completed form to memberservices@pensions.org. If you need assistance emailing this form, please contact the Board at 800-773-7752 (800-PRESPLAN).

Applicant		
Name		
Address		
City	State	ZIP
Phone	Email	
Have you previously taken a sabbatical? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, give the date(s) and the length of time.		

Congregation		
If you serve more than one congregation, attach a separate sheet for additional information.		
Name		
Address		
City	State	ZIP
Phone	Email	

Authorization		
Has the Session of your congregation approved your sabbatical leave? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Clerk of Session signature	Date (mm/dd/yyyy)	
Name	Phone	

Presbytery		
Name		
Contact person		
Position		
Phone	Email	

Authorization		
Does your presbytery have a sabbatical policy? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Authorized signature	Date (mm/dd/yyyy)	

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Sabbath Sabbatical proposal

Please attach your Sabbath Sabbatical proposal to this application (250 words or less).

First time submitting a proposal?

Refer to the guidelines listed below.

Previously submitted a sabbatical proposal to a corresponding organization?

You may attach your previously submitted proposal.

A successful proposal will clearly:

- identify a theme or intention that runs through your proposed activities
- describe specifically how those activities will help you realize that theme or intention
- explain why these activities are important and how they will renew you spiritually in your calling as a minister

Your proposal should also include the following:

- Summary statement: Describe the nature and purpose of your proposed sabbatical.
- Sabbatical narrative: Provide a clear rationale for your sabbatical proposal. Keep in mind the definition of sabbatical from the Office of the General Assembly as "this 'extended time' is qualitatively different from 'vacation' or 'days off.' It is an opportunity for the individual to strategically disengage from regular and normal tasks so that ministry and mission may be viewed from a new perspective because of a planned time of focus."
- Timeline, travel, and funding: Detail the activities and timeline for your sabbatical. Include a brief description and a rationale for each of these activities. List in sequence the proposed date(s) for each activity and the names of any family members or associates who will attend or travel with you as a part of your sabbatical. Include estimated total sabbatical cost, budget, and all funding sources. Note: If you have existing funding that exceeds \$25,000, you will not be eligible for a grant.
- Mutual benefit: Describe how this time will benefit you and your congregation.

Applicant authorization

I agree to abide by the terms and guidelines of the Sabbath Sabbatical Support Program, and I authorize the Board of Pensions to discuss and share details of this proposal as it determines.

I also agree to provide a post-sabbatical summary report to my congregation's session, my presbytery, and the Board of Pensions' Assistance Program.

Applicant signature	Date (mm/dd/yyyy)
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