



## Funding for Sunday Supply during a Sabbatical

The United Church of Canada/L'Église Unie du Canada

The Sabbatical Policy for Ministry Personnel in Pastoral Relationships ([www.united-church.ca/minstaff/pastoral/sabbatical](http://www.united-church.ca/minstaff/pastoral/sabbatical)) came into effect on January 1, 2006. It allows eligible ministry personnel a sabbatical of at least three consecutive months unencumbered by their customary responsibilities, while still receiving their usual remuneration and benefits.

The benefits to ministry personnel themselves are obvious: The daily practice of ministry may involve the pressure of many tasks compressed into too few hours, leaving little opportunity for reflective, prayerful time. In the context of ministry, sabbatical time is for learning through reflection, revitalization, and recreation. It is, therefore, personal and individual in nature. It may include study, spiritual retreat, and rest and will probably be a blend of all of these.

The benefits to pastoral charges may seem less obvious, but most who have gone through the process describe it as a significant positive turning point in the life of their congregations.

- Lay leadership skills develop throughout the sabbatical period and normally continue to make a difference once the sabbatical is over.
- Many congregations have used the time for their own revisioning and revitalization, so that there was more energy for the pastoral charge's mission among members of the congregation after the sabbatical was over.
- Ministry personnel who take sabbaticals are more likely than those who don't to stay longer in their pastoral relationships, and continue to be able to offer dynamic leadership without the danger of "burn-out" or simply getting dull. Given that a typical Search process often creates 18 months of leadership uncertainty, there are clear advantages to longer-term pastorates (provided the ministry personnel themselves can stay spiritually grounded and excited about their work).

Pastoral charges are required to continue to provide full salary, housing, and benefits, and 40 percent of what they have been paying for travel expenses, throughout the sabbatical period. For many this will not be a great problem. Sabbaticals are often scheduled to happen in the less busy times of year, and lay leaders can be invited to take on many of the routine tasks of ministry. Further, pastoral charges are encouraged to set aside monies in each annual budget so a fund is available to pay for services that cannot be undertaken by volunteers.

To assist pastoral charges that would be subject to undue financial difficulty in funding supply ministry during the sabbatical time, the General Council has created Sabbatical Grants to Pastoral Charges. These grants are administered by the Congregational, Educational, and Community Ministries (CECM) Unit. Budget limitations may result in grants that are less than the amount requested.

### Criteria

1. Pastoral charges on Mission Support may receive a grant for up to 100 percent of the cost of Sunday Supply ministry while their ministry personnel is/are on sabbatical, to a maximum of \$1,800.
2. All other pastoral charges may receive a grant for up to 50 percent of the cost of Sunday Supply ministry during the period that their ministry personnel is/are on sabbatical, upon demonstration of financial need, to a maximum of \$900.
3. Applications must be accompanied by certification of the Presbytery Pastoral Oversight Committee and/or Presbytery Secretary.

### Procedures

1. Application deadlines are **15 January**, **15 April**, and **15 June**.
2. Complete the application form that follows and mail it to  
Funding for Sunday Supply during a Sabbatical  
CECM Unit  
The United Church of Canada  
3250 Bloor St. West, Suite 300  
Toronto, ON M8X 2Y4
3. Or fax to: 416-231-3103, Attn: CECM



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## Pastoral Charge Information

Name of Pastoral Charge \_\_\_\_\_

Address \_\_\_\_\_

Street Address

City/Town

Province

Postal Code

Contact Person \_\_\_\_\_

Name

Position

Phone

Dates of Sabbatical \_\_\_\_\_

Does this pastoral charge receive Mission Support?  Yes  No

Amount requested: \$ \_\_\_\_\_

*I certify that the information in this application is true, and the attached financial statement is correct.*

Signature

Name

Date

Role in pastoral charge

## Presbytery Approval

Name of Presbytery \_\_\_\_\_

Presbytery Chair of Pastoral Oversight \_\_\_\_\_

Name

Phone

*I certify that the ministry personnel in the above-named pastoral charge will be on sabbatical on the dates shown. On recommendation from our Presbytery Pastoral Oversight Committee, this presbytery and/or its executive concurs that this pastoral charge would be subject to undue financial difficulty in funding Sunday Supply ministry during the sabbatical time.*

Secretary of Presbytery \_\_\_\_\_

Signature

Name

Date

## Instructions

1. This application and accompanying financial statement must be completed by the pastoral charge and forwarded to the Presbytery Pastoral Oversight Committee.
2. Attach a copy of a recent financial statement (see simplified form below).
3. Upon presbytery approval, forward the application to:

Funding for Sunday Supply during a Sabbatical  
 CECM Unit  
 The United Church of Canada  
 3250 Bloor St. West, Suite 300  
 Toronto, ON M8X 2Y4  
 Fax: 416-231-3103, Attn: CECM

## Funding for Sunday Supply during a Sabbatical Simplified Financial Statement

For January 1, 20\_\_\_\_ to December 31, 20\_\_\_\_  
Start of year End of year

<p><b>Income</b></p> <p>Local givings Rental income Fundraising projects Other (list)</p>	<p><b>Expenses</b></p> <p>Ministry personnel salaries and benefits Other salaries and benefits Property maintenance Property – capital improvements Mortgage and debt servicing Program and administration costs Other (list)</p>
<p><b>Total Income</b></p>	<p><b>Total Expenses</b></p>
<p><b>Operating Surplus (Deficit)</b> <b>Total Income less Total Expenses:</b></p>	
<p><b>Assets</b></p> <p>Property (list)</p> <p>Funds in trust (list)</p>	<p><b>Liabilities</b></p> <p>Debts (list)</p>
<p><b>Total Assets</b></p>	<p><b>Total Liabilities</b></p>

*Note:* For Trust Funds that include restrictions on how the monies may be disbursed, please include a list of the terms and restrictions. Attach separate pages as necessary.