

 <p>ARCHDIOCESE OF SAINT PAUL & MINNEAPOLIS</p>	Effective Date: 1/30/2017	Number: 310
	Subject: Priest Sabbatical Scope: <input checked="" type="checkbox"/> Archdiocese <input type="checkbox"/> Parishes <input type="checkbox"/> Schools	
	Reference:	
	Archbishop Signature: <i>+ Bernard A. Hebba</i>	

Purpose

The purpose of the Priest [Sabbatical](#) Policy is to provide the criteria for eligibility of a priest to take an approved [Sabbatical](#) program. The policy provides an initial application and a form to be completed upon approval for the program.

Policy

The [Sabbatical](#) Program is administered by the [Archbishop](#). A [Sabbatical](#) is an assignment that must be approved through a formal process.

I. PURPOSE OF A SABBATICAL

[Sabbaticals](#) may be used for spiritual, pastoral, educational, theological, and ministerial enrichment, as well as a chance to be renewed through rest and a change of pace. It is not meant to be an extended vacation, sick leave, assigned academic studies, or a leave of absence.

II. LENGTH

[Sabbaticals](#) vary in length depending on the program. Given the potential impact on the [Parish](#)/institution, requests for [Sabbaticals](#) longer than four months may require additional planning and consultation with the [Archbishop](#).

III. ELIGIBILITY

A priest incardinated in the [Archdiocese](#) of Saint Paul and Minneapolis is eligible to apply for a [Sabbatical](#) upon completion of a total of 7 years of ministerial service, and every 7 years after a [Sabbatical](#) is completed. [Sabbaticals](#) will be granted after age 65 on an exceptional basis.

For priests assigned as [Pastors](#) at the time of their [Sabbatical](#), a [Parochial Administrator](#) will usually be appointed for the duration of the [Pastor's](#) time on [Sabbatical](#).

[Sabbaticals](#) will not be approved to be taken between assignments.

IV. PROGRAM

[Sabbaticals](#) must conform to the program as requested on the application and approved by the [Archbishop](#). Priests are encouraged to conduct thorough research prior to submitting an application. The Office of Clergy Services can assist with ideas of programs that have been approved and successful in the past.

V. COVERAGE RESPONSIBILITIES

Priests are responsible for arranging for coverage of their responsibilities of their assignment during the [Sabbatical](#). The substitute priest must be eligible for ministry in the [Archdiocese](#) and legal to work in the United States.

VI. FINANCIAL ARRANGEMENTS

The following are typical financial arrangements, subject to change depending on specifics of the approved [Sabbatical](#):

- 1) [Archdiocese](#) provides reimbursement for expenses up to \$500/year of ministerial service since previous [Sabbatical](#), as well as coverage for substitute priests at the [Parish](#) of assignment. For example, a priest with 10 years of service who has not taken a [Sabbatical](#) is eligible for a grant up to \$5,000 (10 years x \$500 = \$5,000). [Archdiocese](#) reimbursement policies must be followed for reimbursement of qualified expenses.
- 2) [Parish](#)/institution provides priest salary, benefits, and professional expenses, according to the current Compensation Schedule for Clergy.
- 3) Priests are responsible for all other expenses. Priests are encouraged to apply for grants and scholarships that may help enhance their [Sabbatical](#) experience. The priest may use his professional expenses from the [Parish](#) or institution of assignment toward his [Sabbatical](#) expenses.

Any exceptions to these financial arrangements must be approved by the [Archbishop](#).

The [Sabbatical](#) program is funded by [Parishes](#) and institutions contributing \$500 annually for each assigned priest. The money in the [Sabbatical](#) fund is restricted for the purpose of funding approved [Sabbaticals](#) for priests. An update on the [Sabbatical](#) fund is to be provided annually to the [Presbyteral Council](#).

VII. FOLLOW UP

Upon completion of the [Sabbatical](#), the priest is to provide a report to the [Archbishop](#) and the [Parish](#)/institution of assignment, with an evaluation of the [Sabbatical](#) program and how it did or did not meet the intended goals.

Application Process

I. APPLICATION

[Sabbaticals](#) are approved after the priest submits an application through the ordinary process. [Sabbatical](#) applications are due by November 1 of the year prior to the [Fiscal Year](#) in which the [Sabbatical](#) is requested to occur.

- 1) A priest requesting a [Sabbatical](#) submits an Initial [Sabbatical](#) application to the Director of Clergy Services by November 1 prior to the [Fiscal Year](#) of the proposed [Sabbatical](#). For example, if the [Sabbatical](#) is requested for June through August of FY 2018-2019, the application is due by November 1, 2017.
- 2) The Director of Clergy Services reviews all initial [Sabbatical](#) applications and provides a recommendation to the [Archbishop](#), who makes the final decision of approval. Recommendations and approval will be based on the number of applicants, amount of funds available, seniority by years of ordination, number of [Sabbaticals](#) approved in the past, order of applications received, and the needs of the priest, [Parish](#), and the [Archdiocese](#).
- 3) By January, all applicants will be notified if their request has been approved. Those approved will be asked to complete the [Sabbatical](#) Information and Ministry Needs form and return it to the Office for [Parish](#) and [Clergy](#) Services.

All projected expenses must be submitted to the Director of Clergy Services by March 1 so they may be included in the budget for the next [Fiscal Year](#).

Initial Sabbatical Application



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Date Submitted:

Date Received:

Name:

Requested Dates of Sabbatical:

Dates of Previous Sabbatical(s) if any:

Describe your objectives for this Sabbatical, including 1) specific growth goals; 2) activities designed to attain these goals; 3) expected benefits to you and your ministry; and 4) why you are seeking a Sabbatical at this time (use separate sheet of paper if necessary).

Describe the coverage that will be needed for your current responsibilities, and your plans to arrange for that coverage. Include all regular ministerial and administrative duties:

Estimated expenses and funds for this Sabbatical	Travel/Transportation	Program Fees	Room and Board
	Books/Resources	Calculate funding (years of ministerial service since last Sabbatical x \$500) =	

Return to the Director of Clergy Services by November 1 to apply for the next Fiscal Year

Sabbatical Information and Ministry Needs

(Completed After Sabbatical Application Has Been Approved)



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Name:

Dates of Sabbatical:

Current Assignments:

Email and Phone Contact During the Sabbatical:

Approved Sabbatical Plan

Location	From (Dates)	To (Dates)

Estimated Expenses and Approved Funding

Travel/Transportation	Program Fees
Room and Board	Books/Resources
Funding Available from the Archdiocese	Funding Available from Other Sources

Responsibilities Coverage Plan

Complete as It Relates to Your Current Assignment

Indicate at least two people who may be contacted in your absence regarding your responsibilities:

Name	Position	Phone / Email