



**The United Church of Canada
L'Église Unie du Canada
Financial Assistance Committee
Ministry and Employment Unit**

3250 Bloor St. West, Suite 200, Toronto, ON M8X 2Y4
Attention: Angie Musonza, Program Assistant

**Application for Sabbatical Leave for Interim Ministers
and Funding from the Interim Ministry Sabbatical Leave Fund**

Currently serving interim ministers who have served 60 months of interim ministry over the past eight years are eligible to apply for Sabbatical Leave for Interim Ministers. Please note that this funding is not available to ministry personnel who have served as interim ministers in the past, but who are now serving a pastoral charge, mission, or community ministry on a non-interim basis.

Full name _____ Date of application _____

Address _____

Telephone _____ E-mail _____

Pension number _____ Social Insurance Number _____

Category of ministry personnel:

Designated Lay Minister Diaconal Minister Ordained Minister

Current increment category and cost-of-living group, according to the comprehensive salary: _____

Current increment category for those living in a manse: _____

Pastoral charge currently being served (if applicable) _____

Presbytery _____ Conference _____

End date of current appointment (if applicable) _____

Dates of all previous sabbatical leaves (if applicable) _____

Has application for Sabbatical Leave for Interim Ministers been made previously? yes no

If yes, when? _____

Step 1: Dates of Interim Ministry Service

List all periods of service as an interim minister, including the full period of the current appointment as an interim minister, if applicable. To be eligible for Sabbatical Leave for Interim Ministers, 60 months of interim ministry are required over the past eight years.

List most recent dates first.

| From | To | Number of Months |
|------|----|------------------|
| | | |
| | | |
| | | |
| | | |

Total number of months _____

- Proceed to Step 2 only if the months of interim ministry completed in the past eight years total **60 or more**, or will total 60 or more at the conclusion of this pastoral year.
- *Note:* If completion of the full current appointment as an interim minister is needed to achieve the 60-month requirement, and the full current appointment is not completed by the time of the sabbatical, the applicant will not be eligible for Sabbatical Leave for Interim Ministers.

Step 2: Proposed Sabbatical Leave Plan

The proposed sabbatical leave must be for period of no more than three consecutive months.

Proposed dates of sabbatical leave: Start date _____ End date _____
Month Day Year Month Day Year

On separate page(s), identify the nature of the proposed study or experience and how it relates to the practice of ministry. Also identify the anticipated outcomes. Attach the page(s) to this application prior to submission of the form to the Conference Interim Ministry Committee.

If other denominations or faith communities will be contacted as part of the sabbatical experience, identify those denominations or communities:

Step 3: Applicant's Agreement

I, _____, agree that if my application for
Print name

Sabbatical Leave for Interim Ministers is approved, at the conclusion of my leave I will provide a brief written (and if requested, oral) report on the sabbatical to the Conference Interim Ministry Committee. I further agree that for the duration of the sabbatical, I will receive minimum salary for my increment category and cost of living group, as outlined in the Financial Assistance Committee Terms of Reference.

Finally, I agree that I will remain available to serve in active ministry for a period of one year following the conclusion of my sabbatical leave.

Signature Month Day Year

- After completing the application form to this point, the applicant forwards it to the Conference Interim Ministry Committee. Committee meeting dates vary from Conference to Conference. The applicant should consult the Conference Interim Ministry Committee to obtain meeting date information to ensure the application will be received in sufficient time for consideration.
- The committee will consider the application and, if it approves the application, will forward it to the Financial Assistance Committee via the Ministry and Employment Unit, General Council Office at least six months prior to when the proposed sabbatical leave is to be taken.

Step 4: Conference Interim Ministry Committee

Has the applicant completed the required 60 months of service as an interim minister during the past eight years or, alternatively, will the applicant have completed the required 60 months of service as an Interim Minister by the completion of the current pastoral year?

yes no

Is the proposed sabbatical leave a period of no more than three consecutive months?

yes no

Will the proposed leave be taken at a time when the applicant is not in an appointment to an interim ministry position, so that no interim ministry appointment will be interrupted?

yes no

Does the Conference Interim Ministry Committee approve the proposed sabbatical leave plan?

yes no

Has the applicant signed the application form, indicating acceptance of the agreements set out in Step 3?

yes no

- If the Conference Interim Ministry Committee answers “yes” to the above questions, it will approve the application for referral to the Financial Assistance Committee via the Ministry and Employment Unit, General Council Office. Sign below and forward the application to the Financial Assistance Committee at least six months prior to when the proposed sabbatical leave is to be taken.
- If the Conference Interim Ministry Committee does not approve the application for referral to the Financial Assistance Committee, it shall inform the applicant in writing of the reason(s) the application was not approved for referral.

Approval: The Conference Interim Ministry Committee hereby approves this application for referral to the Financial Assistance Committee via the Ministry and Employment Unit, General Council Office.

Printed name
Authorized signature
Month Day Year

Note: Interim ministers do not meet the “function test” of the Canada Revenue Agency to claim the Clergy Residence Deduction for the period of the sabbatical.