



The United Church of Canada
L'Église Unie du Canada
Financial Assistance Committee,
Human Resources Unit
 3250 Bloor St. West, Suite 300
 Toronto, ON M8X 2Y4

**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

Annual salary (from current or most recent appointment; full-time rate) _____

25% of FT annual salary (in lieu of housing) _____

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, 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, beginning no earlier than July 1 of the pastoral year following the year of this application.

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 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 of the Human Resources Unit, General Council Office by **November 15** of the year prior to the pastoral year in which 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 of the Human Resources Unit, General Council Office. Sign below and forward the application to the Financial Assistance Committee for receipt no later than **November 15** of the year prior to the pastoral year in which the 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 of the Human Resources Unit, General Council Office.

Printed name

Authorized signature

Month Day Year

Step 5: Financial Assistance Committee

Financial assistance for the funding of Sabbatical Leaves for Interim Ministers is limited to a maximum of three sabbaticals per pastoral year. If the Financial Assistance Committee has received more than three applications for funding from the Interim Ministry Sabbatical Leave Fund for the next pastoral year, it will take the following into consideration:

Note: Preference for funding is given to those who have not previously taken sabbatical leave.

Has this applicant ever taken sabbatical leave before? yes no

Note: Priority for funding of Sabbatical Leave for Interim Ministers is given by seniority, beginning with those with the longest service in interim ministry.

How long has this applicant served as an Interim Minister? Months served _____

Approval: The Financial Assistance Committee **hereby approves** the awarding of funding from the Interim Ministry Sabbatical Leave Fund to

_____ for the period from _____ to _____.
Name of ministry personnel Start date (Month/Day/Year) End date (Month/Day/Year)

During the period of the approved sabbatical leave, the applicant will be receive salary and benefits (on a full-time basis) at the salary rate at which the Interim Minister was being paid immediately prior (or most recently prior) to the commencement date of the leave.

_____ _____ _____
Printed name Authorized signature Month Day Year

Denial of Approval: The Financial Assistance Committee **does not approve** the awarding of funding from the Interim Ministry Sabbatical Leave Fund to

_____ for the period from _____ to _____.
Name of ministry personnel Start date (Month/Day/Year) End date (Month/Day/Year)

_____ _____ _____
Printed name Authorized signature Month Day Year

Completed Application Form Distribution

The Financial Assistance Committee will make two copies of the completed application form and its attachments. The Committee will retain the originals and distribute the copies, by no later than **February 28** of the year prior to the pastoral year in which the sabbatical leave will be taken, as follows:

- Original and attachments retained by the Financial Assistance Committee
- One copy to the Conference Interim Ministry Committee
- One copy to the applicant