

Sabbatical Application

Name: _____

Church: _____

Dates Included: _____

Are the following completed?

Worship speakers? Yes _____

Prayer meeting speakers? Yes _____

Funeral assignments? Yes _____

Visitation Assignments? Yes _____

Boards and committees? Yes _____

Bible studies? Yes _____

Family Involvement? Yes _____

Expense? Yes _____

Conference administration approval? Yes _____

Write 300 to 500 words what your proposal is. Be sure to include: (1) How this will be a renewal experience; (2) Benefits to you; (3) Benefits to the congregation; (4) How it will impact your family.

Worship Speakers During Sabbatical

Worksheet

<u>Date</u>	<u>Worship Speakers</u>	<u>Their Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Pastor's Signature _____

Head Elder's Signature _____

Funerals During Sabbatical

Worksheet

In case of a funeral, who is available to conduct the service?

<u>Name</u>	<u>Phone</u>	<u>Have they been contacted?</u>	
1. _____	_____	Yes _____	No _____
2. _____	_____	Yes _____	No _____
3. _____	_____	Yes _____	No _____

Pastor's Signature _____

Head Elder's Signature _____

Visitation During Sabbatical

Worksheet

People Available to Visit

Laypeople:

<u>Name</u>	<u>Phone</u>	<u>Have they been contacted?</u>
1. _____	_____	Yes _____ No _____
2. _____	_____	Yes _____ No _____
3. _____	_____	Yes _____ No _____

Retired Ministers

<u>Name</u>	<u>Phone</u>	<u>Have they been contacted?</u>
1. _____	_____	Yes _____ No _____
2. _____	_____	Yes _____ No _____
3. _____	_____	Yes _____ No _____

Practicing Ministers

<u>Name</u>	<u>Phone</u>	<u>Have they been contacted?</u>
1. _____	_____	Yes _____ No _____
2. _____	_____	Yes _____ No _____
3. _____	_____	Yes _____ No _____

Pastor's Signature _____

Head Elder's Signature _____

Boards and Committees During Sabbatical

Worksheet

Who is in charge of:

Church Boards:

	<u>Date</u>	<u>Name</u>	<u>Phone Number</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Other Committees:

	<u>Date</u>	<u>Name</u>	<u>Phone Number</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Pastor's Signature _____

Head Elder's Signature _____

Bible Studies During Sabbatical

Worksheet

<u>Name</u>	<u>Person Responsible for</u>	<u>Phone Number</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

Pastor's Signature _____

Head Elder's Signature _____

Family Involvement During Sabbatical

Worksheet

It is crucial that family members be included in the sabbatical plans and concur with them. Any change in scheduling, such as a sabbatical, will impact on other members of the family system.

We have discussed the sabbatical as a family and I concur with the proposal.

(Statement by spouse of how he/she will be involved.)

Spouse's Signature _____

Expenses for Sabbatical

Worksheet

What are the costs incurred in the sabbatical?

Expenses:

Sources of Funding:

Pastor's Signature _____

Head Elder's Signature _____