



Sabbatical Leave and Continuing Education Guidelines Diocese of Huron

1. General – Sabbatical Leaves

- A. The final authority for the approval of Leaves of any kind rests with the Diocesan Bishop of the Diocese of Huron. For those clergy serving in parishes within the Diocese of Huron, the parish does not grant approval for sabbatical leave. The Bishop, prior to the granting of Leave will consult with the wardens of the parish involved, but it is clear that the Bishop will give final consent or refusal regarding any application or necessary modification of these guidelines. In the case of clergy serving in institutions where the institution is the primary salary source, consent must be given by the institution involved e.g. Hospitals, prisons, and schools.
- B. Leaves shall be of two kinds, Paid and Unpaid. This document will address only those policies and procedures that apply to Paid Sabbatical Leave for those clergy holding Letters of Appointment by the Bishop of Huron. All other Leaves must be negotiated with the Bishop of Huron.
- C. Clearly, Sabbatical Leave is not a right but a privilege offered to the leadership of the church. The Bishop encourages and indeed, expects, all clergy to seriously consider taking advantage of this privilege in order that their service to the church may remain vibrant, contemporary and fresh through learning and self-care.
- D. The Bishop of the Diocese will convene an advisory committee that will assist him/her to determine the merits of all sabbatical proposals.
- E. In order to ensure a clear understanding of the Diocese's policies regarding Continuing Education and Sabbatical Leaves, a copy of this document will be attached to all Letters of Appointment that are signed by Bishops, wardens and clergy effective July 1, 2002.
- F. The Human Resources Officer will maintain a supply of all available information provided by the National Church and other related institutions regarding funding, and available course offerings.

2. General – Continuing Education

- A. The Diocese continues to support the practice that individuals are responsible, on their own, to organise, finance and coordinate short-term education following a conversation with their wardens or salary source e.g. 1-2 week study or retreat which does not constitute holiday time.
- B. The Bishops expect that all clergy holding a licence to a “full-time” appointment will regularly engage Continuing Education throughout their ministry in the diocese.

3. **Terms - Sabbatical Leave:**

- A. Definition: Sabbatical Leave is a paid Leave granted for the purposes of scholarly activity, professional/pastoral training, research, spiritual growth and/or personal development.
- B. Terms: Sabbatical Leave may not exceed 6 months; in addition, one additional month for vacation will be added to the total time away from normal responsibilities – 7 months in total. Leaves that extend beyond 7 months, must be negotiated with the Bishop and parish separately and do not fall within the terms or direction of this document.
- C. Individuals on Sabbatical Leave will be paid 100% of stipend, housing and benefits. Individuals on Sabbatical Leave will not be expected to vacate the rectory. The parish will pay the cost of pastoral coverage.
- D. It is understood that upon return from a sabbatical leave, a minimum of one full calendar year of employment in the parish from which one was on leave, will be offered.
- E. Persons eligible for Sabbatical Leave must have been ordained Priest for not less than 5 full years from the date of ordination and they must have served in their current full time appointment for not less than 3 full years. Clergy who have been approved and have taken a Sabbatical Leave will qualify to reapply for another leave in 5 years providing they meet the requirements noted in items D. and E. Clergy involved in appointments that are not “full time” as commonly understood by the church, will make Leave arrangements with the Bishop separate from this document.
- F. An applicant for Sabbatical Leave must submit to the Bishop of the Diocese not less than 8 months in advance of their anticipated date of departure, the following (in duplicate):
 - a. A detailed, written sabbatical plan including all aspects that directly relate to the applicant’s anticipated learning and/or training. This document must include letters of admission to any formal program or, appropriate letters from those individuals who will offer the applicant instruction and/or supervision.
 - b. Copies of applications forwarded to other agencies for the purposes of financing the sabbatical e.g. scholarship funds, bursaries.
 - c. Copies of applications made to the National Church for continuing education funds and sabbatical grants.
 - d. A written outline of all arrangements made to ensure adequate pastoral coverage during the applicant’s absence from the ministry to which they have been licensed.
 - e. Copy of a letter to the parish wardens informing them that an application for Sabbatical Leave will be forwarded to the Bishop’s office which will include the term of the Leave and a detailed description of the course of study, research or training, and, an outline describing how pastoral coverage will be implemented.
 - f. The written response by the Wardens to the applicant regarding the proposed Leave.

4. **Terms – Continuing Education**

- A. A record of all Continuing Education activity will be attached to the resume of all licensed clergy. A tally of credit hours earned will show on the resume that will be forwarded to parishes or placements seeking full-time ministry.
- B. It is expected that all licensed, full time clergy will engage in regular Continuing Education.
- C. Credits: The method the diocese will use to track and record continuing education credits:
 - a. University credits will be recorded in the typical manner utilized by the university attended.
 - b. Non-university courses will be recorded as real-time hours e.g. a one-day (8 hour) workshop, seminar or course will be awarded 8 hours credit. A weekend (16 hour) workshop, seminar, or course would be awarded 16 hours credit.