**Diocese of New Jersey**

**2023-2024 Sabbatical Fund Application Form**

**Introduction**

As our Diocesan Sabbatical Policy (approved by Council on January 17, 2017) states, “Sabbatical Leave is a period of planned time of intensive enhancement of ministry and mission. It is not a vacation, but a renewal period for a cleric’s sense of vocation. A balanced renewal program includes opportunities for exploration, education, reflection, rest, and recreation. A well-designed sabbatical enables the strengthening or even re-discovery of enthusiasm and creativity in ministry.” The Bishop strongly recommends and encourages all eligible Priests to make time for this important renewal.

The Policy also makes clear that “Letters of Agreement for all clergy in charge of congregations shall contain a provision for Sabbatical Leave at the rate of two weeks for every year of service, available beginning at the 5th year and cumulative through the 7th. We strongly encourage that letters of agreement for assisting clergy also include this sabbatical provision.” Those who serve as Priest-in-Charge or Interim are eligible for sabbaticals and may accrue sabbatical time over more than one contract; see the Policy for details. The Sabbatical Fund Committee is aware that not all Letters of Agreement may yet reflect this 2017 diocesan policy. If necessary, a Letter of Agreement should be revised with the policy in mind.

The policy also states that “the congregation and cleric should expect to continue to serve together for a minimum of 18 months” after the conclusion of the sabbatical. Exceptions may be made for priests-in-charge who normally serve for a specified contracted period.

As you begin to prepare your proposal, please take time to pray and reflect on the questions “What kind of sabbatical leave would make your heart sing?” The Sabbatical Fund Committee also recommends that applicants create a Sabbatical or Renewal Leave Team in your contexts to support your reflection and application process.

**To be eligible to apply for a grant** from the Diocesan Sabbatical Fund, a priest must:

1. be canonically resident in the Diocese of New Jersey or have been licensed to serve and are actively serving in this diocese for four or more years as of the time of your application, and
2. have never before been on sabbatical.

**If you would like assistance** with your application, with engaging your congregational leadership or anything else in support of you taking a sabbatical, please contact one of the members of the committee so that we can help.

**APPLICANT INFORMATION**

**Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Home/Cell Phone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work Phone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Ordination to the Priesthood**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Current ministry (congregation(s) and location(s))**:

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**Date started current ministry**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Has the priest ever been to a CREDO conference (sponsored by The Episcopal Church)?** *Circle one:* Yes No

**Has this congregation ever had a priest go on sabbatical?** *Circle one:*  Yes No

**If so, who and when?**

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**Are you applying or have you applied for a Lily Grant or any other sabbatical grants?** *Circle one:* Yes No

**If so, when do you expect to hear back from them?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submission of this application guarantees that the applicant understands that if he/she/they receive a Lily Grant, they will no longer be eligible to receive the Diocesan Sabbatical Fund Grant.**

**Proposed Dates of Sabbatical:\*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*Sabbatical must begin no sooner than four months after the application is submitted.*

**SHORT ANSWER QUESTIONS**

*Please respond to these questions in typewritten, double-spaced form, including the number of each question in the response.*

1. Please explain the rationale for the sabbatical, the intended renewal activities for the priest (which can include time for prayer, rest, contemplation and recreation), and the planned renewal activities for the congregation during the sabbatical. (No more than two pages.)
2. Please itemize the anticipated expenses, including any or all of the following: air fare, auto expenses, other ground transportation, meals and lodging, tuition or fees, books, equipment and supplies, other (such as passports, visas, inoculations); clergy supply coverage; and expenses for special congregational activities.
3. What amount of money can the church pledge towards the cost of the sabbatical? (This may include rolling over budgeted but unspent Continuing Education funds or professional expenses funds, special parish fund appeals or fund-raisers, donations of personal frequent flyer miles, for example.)
4. What arrangements has the church made for clergy coverage during the time of the proposed sabbatical?
5. For the Vestry to write: Please list some of the activities the congregation plans for its own renewal during the sabbatical (not more than one page).

**Other requirements:**

* Please include a copy of the sabbatical policy portion of the Priest’s Letter of Agreement with this application.
* A letter of support from the Priest’s wardens.
* Applicants who receive grants will be expected to meet with the Sabbatical Fund Committee after their return from sabbatical for a de-briefing, intended to help us help future applicants.

*\*\*Funds received from the Diocesan Sabbatical Fund Committee must only be used for sabbatical purposes only. If the sabbatical is canceled, the funds must be returned.\*\**

**WHILE YOU MAY SUBMIT YOUR APPLICATION AT ANY TIME, SABBATICAL APPLICATIONS ARE ONLY PROCESSED DURING THE FOLLOWING DATES:**

**January 2 - February 11, 2024**

**April 7 - June 30, 2024**

**September 1 - November 24**

**DECISIONS ON GRANTS WILL BE MADE BY THE SABBATICAL FUND COMMITTEE WITHIN EIGHT WEEKS OF RECEIPT OF APPLICATION.**

**APPLICATIONS SHOULD BE SENT TO**

The Rev. Joanna Hollis, Chair, Sabbatical Fund Committee, rector@christchurchnewbrunswick.org

Phone: 732-545-6262

*IF YOU HAVE ANY QUESTIONS BEFORE YOU FILE YOUR APPLICATION, PLEASE FEEL FREE TO CONTACT ANY MEMBER OF THE COMMITTEE:*

Canon Morris Anderson [morrisok@verizon.net](mailto:morrisok@verizon.net)

Mrs. Becky Foster [becky@boidem.org](mailto:becky@boidem.org)

Ms. Wendy Hallstrom [whhallstrom@gmail.com](mailto:whhalstrom@gmail.com)

The Rev. Joanna Hollis [rector@christchurchnewbrunswick.org](mailto:rector@christchurchnewbrunswick.org)

The Rev. Dr. Francis A. Hubbard [therevfah50@hotmail.com](mailto:therevfah50@hotmail.com)

The Rev. Paul Shoaf Kozak *(se habla espanol)* [pkozak04@jcu.edu](mailto:pkozak04@jcu.edu)

Application submitted by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Signature Date

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Application Name (print)

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Warden Signature Date

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Warden Name (print)

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Parish Treasurer Signature Date

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Parish Treasurer Name (print)