

The DML receives the sabbatical application and the grant application (if requested), and emails both Archdeacons to indicate any concerns.

The DML discusses the application with the applicant.

Recommended

Not recommended

The DML suggests other options to consider, or invites the applicant to re-apply.

The DML formally recommends the application to the Bishop.

The PA to the Bishop writes to the DML and Mission & Discipleship Team Administrator to inform them of the Bishop's decision, and informs the Bishop's Core Staff, and the Diocesan Board of Education.

Grant Requested

Grant Not Requested

The DML considers and approves the grant application and writes to the applicant to inform them that the sabbatical has been agreed and that any grant will be paid.

The DML writes to the applicant to inform them that the sabbatical has been agreed.
The MDTA updates the sabbaticals spreadsheet and no further action is required.

The DML informs the MDTA of the decision by email and authorises payment of the grant and the MDTA passes to Finance for payment and updates the sabbaticals spreadsheet.

If the dates of the sabbatical change after approval is given the PA to the Bishop **will** decide if the Bishop should be asked to reconfirm his decision.

Applicants for a sabbatical should normally:

- Have been ordained Deacon at least 7 years
- Have spent at least 3 years in their current post
- Not have had a sabbatical in the last 7 years
- Show a wise and cogent plan for the sabbatical – including rest, retreat, recreation, and renewal
- Show that they have considered how to include family in the sabbatical
- Show that they have given consideration to the support that will be in place in their parish/context
- Have spoken to their Area Dean
- Not intend to retire within 2 years of the end of the sabbatical *

If the applicant is a Training Minister their curate should have been in post for at least 18 months.

** If an applicant fulfils the other criteria but intends to retire within 2 years they are encouraged to talk to the Archdeacon Pastor. The Bishop may consider it appropriate to offer them a 4 – 6 week mini-sabbatical, to be taken in the penultimate year before retirement.*

If the Bishop does offer a mini-sabbatical, the applicant will be eligible for a £300 sabbatical grant. They should apply for this through a separate process.