

The Mission and Discipleship team administrator (MDTA) receives applications, and asks both Archdeacons to indicate any concerns by email.

The Acting Archdeacon Pastor discusses the application with the applicant.

Recommended

Not recommended

The Acting Archdeacon Pastor suggests other options to consider, or invites the applicant to reapply.

The Acting Archdeacon Pastor formally recommends the application to the Bishop.

The PA to the Bishop writes to the Acting Archdeacon Pastor and MDTA to inform them of the Bishop's decision, and informs the Bishop's Core Staff, and the Diocesan Board of Education.

The Acting Archdeacon Pastor writes to the applicant to tell them the Bishop's decision. They inform the applicant that they may be invited to apply for a grant, but should contact the MDTA to discuss this separate process.

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 her 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.