

## **Appendix 40: Sabbaticals for Priests**

In recognition of the desire for priests to continue their formation after ordination, the Bismarck Diocese requires priests to attend fall and spring conferences arranged by the diocese (Statute 21 §1) as well as an annual retreat (Statute 19). Each priest also may utilize up to \$500 for continuing education, such as books, etc. In addition to these means of ongoing formation, however, and in order to offer more substantial opportunities, the diocese also offers sabbaticals to its priests.

### **BASIC POLICY**

Each priest working within the diocese (i.e. with a formal assignment by the Diocesan Bishop) is eligible for a one (1) or two (2) month sabbatical every five (5) years. A priest who takes his first sabbatical after ten (10) years of ordination can be eligible for a three (3) month sabbatical.

### **FINANCES**

1. The salary and health insurance of the priest on sabbatical is to be paid by the parish(es) or institutions(s) to which he is assigned.
2. The salary of the substitute will also be paid by the parish or institution to which the priest on sabbatical is assigned.
3. All transportation is to be paid by the priest himself.
4. Tuition, board and room will be paid by the parish(es) or institution(s) to which the priest on sabbatical is assigned.
5. If a priest on sabbatical is “between assignments”, his salary and health insurance will be paid by the parish or institution last served by him unless exceptional circumstances dictate otherwise.

### **APPLICATION PROCEDURE**

1. The applicant contacts in writing the Episcopal Vicar for Clergy.
2. The Episcopal Vicar for Clergy advises the applicant about programs and procedures. Sabbaticals are to be done only in formal and established programs.
3. Written petition is made through the Episcopal Vicar for Clergy to the Diocesan Bishop for approval of program outlined.
4. If approval is given by the Diocesan Bishop or his delegate, the applicant works out specific arrangements for substitute help and notifies the Episcopal Vicar for Clergy of the final plans.