

## MATTERS PERTAINING TO PRIESTS/SEMINARIANS

### VII. Priest's Sabbatical

- A. Priests are invited to a sabbatical every seven years. The length of the sabbatical is to be negotiated with Continuing Education Committee and approved by the Bishop.

The purpose of a sabbatical is to enhance one's priestly life and ministry. Such purposes may include: continuing education; spiritual formation; personal growth and/or appropriate rest.

To prepare for a sabbatical the applicant should submit a written proposal to the Continuing Education Committee at least one year in advance of the proposed absence. The written proposal shall contain the following information: the desired period of absence; the program to be pursued; the location and costs of the program; and assurance that arrangements will be made to cover one's pastoral or other responsibilities. (Please see pg. 152 A of this manual for a form to guide your application.)

The Committee will then submit the proposal to the Bishop for his approval.

- B. Payment for the sabbatical will be shared by the priest, the diocese, and the parish or the office which is being served by the priest.

Board, room, and tuition will be paid for from the diocesan funds as allowed in the budget of the Continuing Education for Priests Committee

The salary and benefits of the priest, as well as the salary and mileage costs (see Diocesan Policy Manual, p. 147 for current mileage rates) for the substitute will be paid by the parish.

Travel to and from the place of sabbatical, books and all other living and sabbatical costs will be paid for by the priest himself.

## PRIEST'S SABBATICAL APPLICATION FORM

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

Proposed dates of sabbatical time:

Departure from parish - \_\_\_\_\_

Return to parish: - \_\_\_\_\_

**(Please feel free to use separate paper for your answers to the following questions.)**

The purpose of a sabbatical is to enhance one's priestly ministry. Please describe in what way(s) you would like your sabbatical to enhance your priestly life and ministry.

Please describe what sabbatical "program" you propose which will help bring about the above goal(s).

Please list in some detail the anticipated costs of the total sabbatical including the "program" detailed above.

What questions or possibilities do you have concerning arrangements for pastoral replacement during your sabbatical?

Please submit this proposal to the chairperson of the Continuing Education Committee. You may expect a member of the committee to be in touch with you for further clarifications?