

Appendix A – An Excerpt from the United Church of Canada Manual - 2007

CONTINUING EDUCATION OF MINISTRY PERSONNEL

039 Study Leave. Ministry Personnel and others in Presbytery Accountable Ministries are entitled to and are expected to take advantage of three (3) weeks study leave per year. This study time is to be arranged in consultation with the Ministry and Personnel Committee of the Official Board or Church Board or Church Council and the appropriate Presbytery and Conference. Funding for such leave shall be a shared responsibility of the Pastoral Charge or employer and the individual. Funding for continuing education shall be included in the terms of each call, settlement, or appointment of Ministry Personnel. (2007)

039.1 Sabbatical Leave. All full- or part-time Ministry Personnel settled in or appointed to a Pastoral Charge, other than those appointed as an Interim Minister, are entitled to and are encouraged to take advantage of Sabbatical Leave. (2007)

(a) Provision for Sabbatical Leave shall be included in the terms of each call, settlement, or appointment of Ministry Personnel, other than those appointed as an Interim Minister. (2007)

(b) Sabbatical Leave is in addition to vacation and study leave, and may be taken in conjunction with vacation, study leave, and additional unpaid leave of absence, in consultation with the Ministry and Personnel Committee of the Official Board or Church Board or Church Council. (2007)

(c) Each Ministry Personnel taking a Sabbatical Leave shall have a detailed plan of study, which must be related to the practice of ministry. (2007)

(d) Sabbatical Leave shall commence not earlier than after the fifth anniversary of the commencement of continuous service to the Pastoral Charge. (2007)

(e) Sabbatical Leave shall commence not earlier than twelve (12) months after the Ministry Personnel has notified the Ministry and Personnel Committee of their desire to take a Sabbatical Leave. (2007)

(f) Sabbatical Leave shall be not less than three (3) consecutive months in duration. (2007)

(g) The nature of the study or experience being proposed and the outcomes anticipated, the date of commencement, the duration, and other specifics of the Sabbatical Leave shall require the approval of the Ministry and Personnel Committee not later than six (6) months before the proposed date of commencement of the Sabbatical Leave. The Ministry and Personnel Committee shall report the nature of the study or experience being proposed and the outcomes anticipated, and other specifics of the Sabbatical Leave, to the Official Board or Church Board or Church Council. The date of commencement and the duration of the Sabbatical Leave shall require the approval of the Official Board or Church Board or Church Council not later than six (6) months before the proposed date of commencement of the Sabbatical Leave. (2007)

(h) Not later than six (6) months before the proposed date of commencement of the Sabbatical Leave, the Pastoral Charge shall notify the Presbytery of the date of commencement and the duration of the Sabbatical Leave. The Presbytery may decide to appoint a Pastoral Charge Supervisor to the Pastoral Charge for the duration of the Sabbatical Leave. (2007)

(i) During the Sabbatical Leave, the Ministry Personnel shall be entitled to the salary and allowances being paid by the Pastoral Charge at the time of the commencement of the Sabbatical Leave. (2007)

(j) After the Sabbatical Leave has concluded, the Ministry Personnel shall provide brief written and oral reports to both the Ministry and Personnel Committee and the Official Board or Church Board or Church Council. (2007)

(k) Normally, neither the Pastoral Charge nor the Ministry Personnel shall request a change in pastoral relationship with an effective date earlier than twelve (12) months after the conclusion of the Sabbatical Leave. (2007)

Sabbatical Proposal

I propose, with the support of the Ministry and Personnel Committee that we as Highland Hills Pastoral Charge apply the UCC Sabbatical policy to enable me to take some extended time for learning, reflection and revitalization. Due to several circumstances, I have waited an additional year beyond the 5 year minimum of continuous service to consider taking a Sabbatical. After much consideration and consultation with the M&P Committee, we have developed a creative plan that meets both the needs of our congregations and my needs in a way that is superior to a typical 13 week Sabbatical. The creative solution that we have agreed upon in principle is to divide the Sabbatical in half and spread it over two years; 6 consecutive weeks beginning anytime after June 11th, 2009 and then another 6 consecutive weeks in 2010. Due to the advance notice required to set the process in motion, all the details cannot be finalized at this time. These details will be made known as soon as possible. My intention is to take a course from either Queen's, Emanuel or some other UCC sponsored learning event during each section of the Sabbatical and using the remainder of the time for reading and revitalization. Below are the web address links of a few different options that I am interested in pursuing if available again in the future. Also, there may be others that come to my attention in the future that I may prefer. I am interested in taking a preaching type course but so far have been unable to find a specific one.

Queen's offers a program called, "The Shaw Transformational Leadership Program" This program would help me to understand my leadership style and better enable me and our church navigate the changes that the future holds.

http://www.queensu.ca/theology/Cont_Ed/Shaw_Page.shtml

http://www.queensu.ca/theology/Cont_Ed/PDFs/QTC%20Shaw%20Brochure%2020081.RB.v9.pdf

Emmanuel offers several courses that interest me and hopefully, similarly interesting courses will be offered in the future. One that I am interested that I believe happens each year is a course on Ministry with Dying and Grieving Persons. This course will help me be more aware of feelings, desires and needs that arise around the end of life. This course will help me to be better prepared to minister with our members as they lose loved ones or deal with death themselves.

<http://www.vicu.utoronto.ca/Assets/Emmanuel/Course+Offerings.pdf>

<http://www.vicu.utoronto.ca/Assets/Emmanuel/Course+Outlines/EMP+3559HF.pdf>

A course that has come to my attention is called, "Some Are Called To Be". It includes a series of workshops on a variety of stewardship related topics which also includes preaching. Dates are July 15th-19th, 2009. University of Guelph, Kemptville Campus, Ottawa, ON. For Questions? Contact Eileen Lavigne: eileen.lavigne@gmail.com