

## **Elder Board Sabbatical Planning Checklist**

- \_\_\_ Pastors'/Pastoral staff members' sabbatical proposal received
- \_\_\_ Proposed period of sabbatical: \_\_\_\_\_
- \_\_\_ Proposal aligns with elders' sabbatical policy
- \_\_\_ Assignment of a point person/liaison with the pastor for planning and communication purposes (to board, congregation and District Coach)
- \_\_\_ Budget considerations:
  - Strategies for covering 100% of salary during sabbatical period
    - Potential application to the District
  - Other considerations:
    - Tuition/education
    - Travel
    - Honoraria for guest speakers
    - Funding temporary or interim staff
- \_\_\_ Communication:
  - Assignment of point person for contact with pastor during the sabbatical
  - Frequency of reports from pastor to point person during sabbatical
  - Communication to congregation prior, during and post-sabbatical
  - Expectation for length of service required of pastor post-sabbatical
- \_\_\_ Accountability:
  - Assignment of peer cohort (SPN) or board committee
  - Follow up meeting to report on sabbatical outcomes to
    - Board
    - Congregation
    - To Western Canadian District :
      - Summary report provided to District Coach on link between the pastors personal development plans and the churches' ongoing effectiveness
      - Accountability during the sabbatical
      - Final report on sabbatical outcomes
      - In the case of sabbaticals due to crisis, ongoing reports to the District as per the instructions of the District Coach.
- \_\_\_ Leadership Continuity
  - Plans in place to cover the pastors' leadership and ministry responsibilities while on sabbatical (see *Sabbatical Transitioning Plan*)