

10/9/2008

Template: Sabbatical Communication to Congregation

Since the reasons for a sabbatical will vary from situation to situation, the following are merely guidelines for the content and flow of written or verbal communication to a congregation.

The elder's board has recently decided to offer a sabbatical leave to *(name of pastor)*. Pastor *(name)* has faithfully served our church since *(time period)*. *(His/Her)* sabbatical will commence on *(date)* and they will return to ministry on *(date)*.

We have decided to grant this sabbatical because *(list reasons – EG:*

- *Further educational or professional development*
- *Spiritual renewal*
- *Crisis/health etc*
- *Etc...*

In the interests of our ongoing vitality and effectiveness as a congregation, we believe it is important that we provide this time for our pastor to strengthen *(him/her)*self as a leader. The timing for this is right *(list any reasons you wish to here)*. We have worked out a sabbatical plan with our pastor to make the time away as meaningful as possible.

During *(name)* absence, the following people will be taking interim leadership: *(name only the pertinent roles the congregation needs to know about)*. We have asked *(name of elder liaison)* to be the key point person between our pastor and the board/congregation during this sabbatical period. It is important that we respect this sabbatical period and not contact our pastor as though he were still at work. If you have any questions or concerns, you may contact the point person. *Name of pastor)* will provide occasionally updates to the elder's board during their sabbatical.

We covet your prayers for *(name of pastor and their family)*, that it will be a great season of refreshing, re-tooling and re-visioning for them. Their desire and ours is that they receive a fresh wind of faith and Spirit-filling for the next phase of their ministry in our church.

We welcome any questions you have. Please contact any member of the Board or our Board member liaison for sabbaticals, *(name of elder)*.

Sincerely;

(if this is a verbal announcement, pause here to pray for the pastor, the church and those who will lead during his/her sabbatical)