

## Sabbatical Transitioning Plan

This planning guide covers BOTH the transition out and the re-entry strategy for the pastor on sabbatical

### Sabbatical Role Assignments:

The current roles & responsibilities of the pastor will be allocated to others as follows:

<b>Pastors' Current Role</b>	<b>Primary responsibility during sabbatical</b>	<b>Secondary responsibility during sabbatical (if needed)</b>

### Ongoing strategic initiatives (if needed)

The following areas of ongoing strategic initiative are those which the pastor wishes the church to continue to pursue in his absence:

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### Miscellaneous initiatives (if needed):

General initiatives the pastor wishes to have pursued in his absence:

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### Communication plan to Staff & Congregation:

- Discussions with staff regarding purpose and sabbatical responsibilities
- Announcement to congregation (see sample *Communication to Congregation*)
  - Purpose of sabbatical
  - Dates
  - Key components of the transition plan

10/9/2008

Re-entry Planning:

- Week one – 50% load
  - No preaching/teaching responsibility
  - Participate in all staff/ministry meetings with interim leaders continuing to lead
  - Meetings with staff and lay leadership to **hear** updates. (KEY is to hear only – no directives/advice to be given)
  - Meet with board designate to discuss any redefinition of roles/responsibilities
  - Report to the board and staff
- Week two – 75% load
  - Prepare for re-engaging with preaching/teaching in week three
  - Allow interim leaders to close out their leadership responsibilities. Publicly thank them.
  - Meet individually with leaders who took on your roles to thank them and receive any updates
  - Clarify any new or redefined roles and responsibilities and discuss with the board
- Week three – 100% load
  - Communicate with staff any changes in your role/responsibility
  - Resume preaching/teaching ministry & schedule
  - Resume full working hours