

Writing a Sabbatical Proposal

Here's a checklist and suggested template, designed particularly for clergy.

Aim to produce about two pages in total.

Introduction *(a couple of short paragraphs)*

Remind us how long you have been ordained and how long in your current role. If you have previously had a sabbatical (in this or any other diocese), indicate when that happened.

Explain why you are requesting a sabbatical and why this particular time (ie the period requested, about 18 months from now) would be a suitable opportunity for you to take a sabbatical.

Likely dates *(one sentence)*

Indicate which three month period would be suitable (precise dates are not essential at this stage).

Likely components *(a few paragraphs)*

Explain how you would like to spend the sabbatical period. Create a mixture which should refresh you in a holistic way: physically, emotionally, spiritually, intellectually. This might well include:

- some holiday or quality time with close family/friends;
- some physical exercise;
- a retreat/pilgrimage, with opportunity for personal reflection about your spiritual journey;
- some intentional learning, such as reading;
- a structured way to reflect on ministry: what have you learned over recent years? What wisdom have you been developing? How might this be used fruitfully in the future?

Include an outline of the likely timescale: what will you do when during these three months?

Likely costs *(a paragraph)*

Approximate figures will be sufficient at this stage.

Mention other grant-making bodies which you might approach (particularly if your needs will exceed the diocesan sabbatical grant). Likely examples would be Whirlow Grange, the Sheffield Burgesses (if you live within their remit), Ecclesiastical Insurance, St George's Trust and WCMET – see [OMD Grants & Learning Grants - The Diocese of Sheffield](#)

Cover during your absence *(a paragraph)*

If you are in parish ministry you will need to consider how Sunday services and occasional offices will be resourced during your absence. At this stage, please just confirm that you have spoken with your Area Dean and AA-TE about your hope to take a sabbatical and the need for cover to be arranged. They will be happy to work with you in due course to ensure that adequate cover is in place.