**SABBATICALS AND RENEWALS**

**POLICY**

A member of the province who has served in ministry may apply for a sabbatical or other renewal opportunity as part of individual responsibility for on-going renewal and holistic living. A Sister may request permission to attend an existing program or may design a sabbatical experience appropriate to her desires or dreams.

**SABBATICAL DEFINITION AND RATIONALE**

The sabbatical is an extended period away from current ministry and responsibility for the purpose of ministerial, personal, spiritual, and theological development and enrichment. The sabbatical is distinguished from a vacation for which the primary purpose is rest, relaxation and recreation; from a sick leave for the primary purpose of gaining one’s physical or mental health; and from academic study, which is a distinct preparation for a degree and/or a specific position or ministry. A sabbatical is not considered a leave from ministry, but a personal and professional renewal for ministry.

A sabbatical allows time, space and opportunity to search for deeper meaning and fullness of life in view of achieving a harmonious integration of personal development and fruitful ministry.

**PROCEDURES**

1. After prayerful discernment concerning the need for a sabbatical, a sister:

 a. Converses with her Leadership Team Liaison.

 b. Converses with her employer, as needed.

 c. Receives specific information regarding programs and costs through the

 Congregation’s administrative staff.

 d. Completes an Intent to Apply Form which must be submitted one fiscal year

 (July 1-June 30) prior to the intended start of the sabbatical.

1. When the Sabbatical Advisory Board receives an Intent to Apply Form, a Sister will receive a Sabbatical Application Form and a meeting will be scheduled. The

 Sabbatical Advisory Board will review the request and make recommendations

 to the Leadership Team. The Leadership Team will forward a response to the

 applicant.

1. In order to educate, promote and assist others in planning for a sabbatical, a Sister is requested to share her experience in some creative way. This may be done through writing, speaking to her local community, illustrating through various media, or using another way by which she can communicate the benefits both personally and ministerially.