



## Application for Approval and Reimbursement of Costs for Sabbatical Leave



### 1. Those eligible for Sabbatical grants

Ministers of Word and Sacraments (MWS) and Church Related Community Workers (CRCWs) on the United Reformed Church payroll (referred to from this point forward as ministers) may apply for a sabbatical term of up to three months every ten years. Ministers from other denominations, who apply to the United Reformed Church, are not eligible for a sabbatical until they have completed at least five years' service as ministers of the United Reformed Church, after which, up to five years' service in their previous denomination may be 'credited' for sabbatical purposes. (For example, a minister who has served their denomination for six years and the United Reformed Church for five is eligible to apply for a sabbatical).

Sabbatical grants are available to:

- Ministers on the payroll
- Ministers who are in active ministry after retirement.
- United Reformed Church ministers working in ecumenical posts and paid ecumenically, where the comparable Sabbatical is not available. (In this eventuality, permission to take sabbatical leave would need to be approved by the employer).
- Non-Stipendiary ministers in appointments recognised by the Synod.

It is recognised that there will be people who are not included in the above list. Such people will receive grants at the discretion of the synod officer responsible for EM3 in consultation with the Education & Learning EM3 officer.

### 2. What can Sabbatical grants be used for?

- Grants can only be given for educational/vocational purposes. The purpose of EM3 is to develop ministry through work related practical training, educational, spiritual, and professional development and grants can only be given for these purposes. It is also important that sabbaticals retain an appropriate balance.
- Sabbatical programmes must be approved by the synod officer responsible for EM3 and accepted by synod, after consultation with the local church. In the case of Assembly appointed staff, approval should be sought from the Secretary for Education and Learning after endorsement by the Deputy General Secretary and consultation with the Committee Convenor.

### 3. Grants

You may claim the full cost of your sabbatical, including travel, books and equipment up to £1,200. Sabbaticals of less than three months' duration will receive a proportionately lower grant, (eg. For a two-month sabbatical, the maximum grant will be £800).

#### 4. Other sources of support

Other sources of support may be available and should be applied for before making an application to the United Reformed Church EM3 Fund. Provision is made for ministers taking sabbaticals at Westminster College, Cambridge, by the Cheshunt Foundation. Other trusts are the Coward Trust, and, for sabbaticals involving travel outside Britain, the United Reformed Church's Mission department administers the *Belonging to the World Church Programme*.

Details of other support may be available from the synod officer responsible for EM3.

#### 5. How are grants paid?

Grants authorised by the synod officer responsible for EM3 are paid by the synod in two different ways. Either a) directly upon presentation of invoices (for example a bill from a training institution or from a travel agent) or b) by reimbursement to the minister upon presentation of proof of payment relating to expenditure made. Sometimes you may not be able to get evidence, such as a receipt or invoice, for cash expenses, especially where the amounts are small. If this happens, make a brief note as soon as you can of the amount you spent, when you spent it and what it was for. The Revenue have agreed that receipts for expenditure will not be necessary for train travel of under £20 on any one journey or out of pocket expenses such as car parking or subsistence of under £10.

The Assembly element may then be claimed back by the synod from the Education and Learning Committee, through the Education & Learning Office (Church House).

#### 6. How to apply

- a. Applications should normally be made six months before the beginning of the Sabbatical.
- b. Applications should be made on the attached form and sent to the synod officer responsible for EM3.

#### 7. Reports and Records

The completion of a sabbatical report will be expected when the sabbatical is completed. It should be made according to the guidelines laid out by the Education and Learning Committee and should be sent in the first instance to the synod officer responsible for EM3, who will forward them to Westminster College where they will be kept. If the report is not completed no grant may be made in the following year. The synod officer responsible for EM3 will keep a record of the training & education of each minister and the Education & Learning EM3 officer will monitor the grants.

#### 8. Pulpit fees

If the sabbatical is for a period of more than 4 weeks, your church is entitled to have pulpit fees reimbursed from the Maintenance of the Ministry Fund. Claim forms can be obtained by the church treasurer from the MoM Office at United Reformed Church House, 86 Tavistock Place, London WC1H 9RT.

## APPLICATION FOR APPROVAL AND REIMBURSEMENT OF COSTS FOR SABBATICAL STUDY LEAVE

**The application should be submitted to the synod officer responsible for EM3, normally six months in advance of the beginning of the proposed sabbatical leave.**

**Grants are available only for sabbatical programmes approved by the synod officer responsible for EM3. The maximum grant is £1,200.**

MINISTER:

Name:
Address:
E-mail:
Tel. No.:
Synod:
PASTORATE (or other appointment)

SYNOD:

DATE OF ORDINATION OR LAST SABBATICAL:
DATE OF BIRTH:
PERIOD OF SABBATICAL LEAVE: from: to:

**SABBATICAL PROGRAMME (Give details on separate sheet if necessary)**

1) What is the subject of your sabbatical programme?

2) What do you hope to do? How will this apply to your ministry? Give details of the programme.

3) With whom have you consulted?

4) Who is your sabbatical supervisor?

5) Where will you be staying? Please give details of your accommodation.

6) If you are travelling please give details of all your travel plans, including, where possible, dates, method of travel etc.

Signed:

Date:

## ENDORSEMENTS

**SYNOD PASTORAL COMMITTEE'S ENDORSEMENT**

(Or in the case of Assembly Appointments the Deputy General Secretary after there has been consultation with the Committee Convenor).

I confirm that the above minister has the support of the Designated Synod Committee.

Signed:

Date:

**SYNOD EM3 OFFICER'S ENDORSEMENT**

(Or in the case of Assembly appointments the Secretary for Education and Learning)

I declare that I (or my representative) have discussed this proposal with the applicant minister.

We have covered

- The main area of study
- Time for reflection
- Reading
- Accommodation needs
- Travel

I feel that the proposed sabbatical is relevant to the minister's needs, is well planned, that the arrangements are good, and that someone is in place who will monitor progress during the sabbatical.

I will debrief the minister after the sabbatical to discuss the benefits and how learning will be taken into the ministers' life and work.

Signed

Date

## COSTS

*To be completed by minister**To be completed  
by synod officer*

Grant Assistance Details		£	Payments made £
Course fee(s)			
Accommodation			
Travel (non-car)			
Mileage (car travel)	miles at * p/mile		
Books			
Other costs (give details)			
<b>TOTAL</b>			

\* Lower Inland Revenue rate – please ask if necessary.

<b>Details of assistance sought from other possible sources</b>		
Name of source	Amount requested £	Amount agreed £
Local Church		
Belonging to the World Church fund		
Trust Funds and other sources (please give details)		
<b>TOTAL</b>		

Signed:	Date:
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\*\*\* Please return this form to your synod officer responsible for EM3 \*\*\*

*To be completed by the synod officer responsible for EM3*

I support this application and recommend a grant of		£	Synod reference <div></div>
Synod Proportion		%	
Contribution or Fixed Amount		£	
Signed:		Date:	

*To be completed by synod finance officer*

I confirm that payments have been made as recorded above totalling:	£
Amount to be claimed by synod from the Education & Learning Office (House):	£
Signed:	Date:

Please copy this form for your records and send the original to the Education & Learning Office,  
The United Reformed Church, 86 Tavistock Place, London, WC1H 9RT