



## **Sabbatical Program Policy for Priests**

### **Definition of a Sabbatical**

A Sabbatical is rooted in the biblical notion that the land should lie fallow every seventh year. Mere productivity should give way to quiet, “unproductive” expectancy so that the rest from toil, the land can become even more fruitful.

In human terms, a sabbatical means interrupting one’s round of duties for a period of extended reflection and renewal. A sabbatical is an extended period of time away from the normal assignment of a priest incardinated in the Archdiocese of Portland under a planned and approved program of study and reflection for the purpose of increasing his theological understanding, his pastoral skills, or his spiritual development.

Defined in that way, a sabbatical should be distinguished from an extended vacation or period devoted primarily to relaxation or recreation; a personal leave or a leave of absence for purposes of health; a relatively short workshop or conference for priests; a post-graduate studies program or a “special studies” program which prepares one for a special ministry within the Archdiocese, for example, obtaining a degree in Canon Law, counseling, or the like, or a program of language studies.

### **Eligibility**

The granting of a sabbatical is not automatic. Those who have been ordained and in service at least 10 years are eligible to apply for 3-4 months of sabbatical study in either a pastoral renewal program or privately-designed sabbatical which is subject to approval of the Archbishop. “Service” is defined as full-time, satisfactory ministry on behalf of the Archbishop of Portland.

### **Priest Coverage**

The individual applying for the sabbatical, with the assistance of the Office of the Vicar of Clergy, will ensure that the people with whom and for whom he ministers are adequately served during the sabbatical. Arrangements for such coverage must be detailed in the application form. There are no exceptions to this requirement.

### **Finances**

- Tuition, room, board, travel, fees, and books, i.e., costs directly related to an approved sabbatical, are funded by the Continuing Education Program for Priests of the Office of the Vicar for Clergy (80%) and the applicant himself (20%). *(Please note: Since there are currently no Archdiocesan funds available to help cover sabbatical expenses, priests are encouraged to plan well ahead for a sabbatical and to apply through the Lilly Foundation for sabbatical funding. If you plan on applying to Lilly Foundation, please anticipate at 12-18 months for application process and approval. The Lilly Foundation has been very generous.)*

- Salary, mileage, and housing allowances and health and welfare premiums due during the priest's sabbatical come from the priest's usual source of salary previous to the sabbatical. The salary paid to the priest while on sabbatical will be the same as his salary in his current or previous assignment.
- The salary of a replacement shall be paid in this ratio: 50% by the parish and 50% by the Archdiocese from funds in the current year's priest continuing education budget. The priest is responsible for finding his own replacement. The Office of Vicar of Clergy shall serve as a resource person for this endeavor.

### **How to apply for a sabbatical**

1. Design your plan: The Director of the Continuing Education and the Office of the Vicar of Clergy is available to assist you in identifying the program that serves your goals. Attached is a list of pastoral renewal program or language program that have been used and approved.
2. Begin application process by July 1 of the fiscal year preceding the sabbatical, e.g., for a sabbatical that takes effect July 1, 2016 or beyond then begin process by July 1, 2015.
3. Apply to a program: Be sure to indicate that your participation in the program you have selected depends on the approval of your sabbatical application.
4. If you are applying to receive funds from the Lilly Foundation (see below for process which may take up to 12-18 months for approval)
5. Application and proposal due by February 1 to Director of Continuing Education. The Continuing Education Board will review application and proposal and present to Vicar of Clergy.
6. Vicar of Clergy submits proposals to the Archbishop for final approval by April 1.
7. Archbishop approves the proposal by May 1.

### **How to apply to the Lilly Foundation**

1. Go to: <http://www.cpx.cts.edu/renewal/apply/national-program>
2. Download the Request for Proposals (RFP) (Please note: the RFP form for the following year is not released until Fall).
3. RFP can be submitted online by creating a login and password.
4. Download: "What makes a high-quality proposal?" in order to give yourself an idea of the format and structure of how to describe your proposal.

### **Evaluation**

Upon his return, the priest shall write an account for the Office of the Vicar of Clergy indicating what he gained from the sabbatical, how he can implement what he has learned, and how he might share his professional growth with other priests and with his people. (An evaluation form from the Director of Continuing Education will be provided.)



# ARCHDIOCESE OF PORTLAND IN OREGON

## CONTINUING EDUCATION/SABBATICAL APPLICATION FORM

(Please submit this completed form to the Director of Continuing Education for Clergy at the address below.)

Name \_\_\_\_\_ Tele: \_\_\_\_\_

Parish / Address \_\_\_\_\_

Check: EXTENDED PROFESSIONAL LEAVE

\_\_\_\_\_ Institutes of two weeks or more (open to all clergy)

\_\_\_\_\_ Pastoral renewal program (Must be ordained at least 10 years)

\_\_\_\_\_ Privately-designed sabbatical (3 to 4 months; must be ordained at least 10 years & approved by the Archbishop)

\_\_\_\_\_ Degree program (The needs of the Archdiocese will be the paramount consideration.)

Year of Ordination \_\_\_\_\_ Date of Application \_\_\_\_\_

Name of Program \_\_\_\_\_ Dates of Program \_\_\_\_\_

Outline of Program \_\_\_\_\_

(If possible, include a brochure or synopsis of the program. Use additional paper if necessary.)

My purpose in attending the program \_\_\_\_\_

### EXPENSES

### PAYMENT SCALE

	<u>PROGRAM COSTS FOR:</u>	<u>ARCHDIOCESE</u>	<u>IMMEDIATE EMPLOYER</u>	<u>PRIEST</u>
Tuition, Fees, Books	\$ _____			
Room and Board	\$ _____			
Transportation	\$ _____			
<b>SUB TOTAL</b>	\$ _____	\$ _____ (80%)		\$ _____ (20%)
Cost of Replacement	\$ _____	\$ _____ (50%)	\$ _____ (50%)	\$ _____
<b>TOTAL</b>	\$ _____	\$ _____	\$ _____	\$ _____

**Method of providing replacement** – Options: Priests available within one’s own vicariate, religious order priests, retired priests (local or national). Consult with the Personnel Board if further assistance is needed in finding replacement.

• FOR OFFICE USE ONLY •

### PERSON/GROUP

### DATE

### RECOMMENDATION

- |                                  |       |       |
|----------------------------------|-------|-------|
| 1. Archbishop                    | _____ | _____ |
| 2. Continuing Education Director | _____ | _____ |
| 3. Personnel Board               | _____ | _____ |
| 4. Vicar for Clergy              | _____ | _____ |

**DEADLINE FOR APPLICATION IS FEBRUARY 1<sup>ST</sup> FOR THE FOLLOWING FISCAL YEAR**

**Copies to:** Applicant, Archbishop, Vicar of Clergy, Director of Continuing Education, Business Office

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## Sabbatical Programs

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<b>Catholic University of America</b> (Washington DC) Canon Law	Divine Word College  Rev. Joseph Baccellieri Rev. Carl Flach Rev. Kelly Vandehey	2 summers followed by 1 complete year
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<b>Center for Christian Spirituality</b> (Randwick, Australia) Self directed study	3 months  Rev. Donald Buxman Rev. Tom Farley Rev. Charles Lienert Rev. Paul Peri	Sabbatical 8 wks – 16 wks
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<b>Center for Development in Ministry</b> (Mundelein, IL) Spiritual Program	Rev. Joseph McMahon	4 weeks
Courses on various topics (& Loyola U.)	Rev. Elwin Schwab	

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<b>Aquinas Institute of Theology</b> Graduate Certificate in Spiritual Direction	Rev. Jonathan Decker	33 weeks(St. Louis, MO)
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<b>Cardinal Newman Studies</b> (Oxford, England) Visiting Scholar	Rev. James Mayo	4 weeks
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<b>CTU (Catholic Theological Union)</b> (Israel) Guided exploration of biblical sites Israel Study Program scripture study	Rev. John Kerns Rev. Jack Mosbrucker Rev. Michael Sprauer	12 weeks
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<b>Oxford University (Summer School of Religion at Oxford)</b> (Oxford, England)	Rev. Thomas J. Whelan, OSA	40 hours of lectures by top theology teachers
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<b>Pastoral Leadership Program (PLP)</b> (Seattle, WA) Seattle University	Rev. Todd Molinari	18 days 2 days/month
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<b>Summer Institute for Liturgy and Worship</b>		2 weeks +
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(Seattle, WA)  
Seattle University

Rev. Dave Gutmann

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**MACC – Mexican-American Cultural Center**

3 weeks

National Catholic Institute for Pastoral  
Education and Language Study (San Antonio, TX)  
Intensive Pastors English plus tutoring

Rev. Victor Perez

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**Marianella Center**

12 weeks

(Dublin, Ireland)  
Pastoral Ministry Renewal

Rev. Ed Coleman

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**Hawkstone Hall**

12 weeks

Marchamley, Shreusbury, England  
3 month pastoral renewal program

Rev. Michael Johnston

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## Spanish Immersion Programs

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**Seminario Hispano** 2 weeks  
(Ciudad Mexico, Mexico)  
Spanish Immersion Rev. William Hammelman

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**Mexican American Cultural Center** 10 days  
(San Antonio, TX)  
Spanish Immersion Rev. Michael Johnston

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**Benedictine Monastery** Extended leave  
(Cuernavaca, Mexico) 4 weeks  
Spanish immersion and retreat Rev. John Kerns

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**Academia de Español Probigua** 10 days  
(Guatamela)  
Spanish Rev. Robert Krueger

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**CICLA Center for Language and Latin American Culture** Extended leave  
(Cuernavaca, Morelos, Mexico) 4 weeks  
Spanish Language Immersion and Study  
Rev. Agnelo Gomes  
Rev. William Holtzinger  
Rev. Michael Maslowsky  
Rev. Michael Patrick  
Rev. Patrick Walsh  
Rev. Jack Wells

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**Catholic University of Avila** Extended leave  
(Avila, Spain) 4 weeks  
Spanish Beginning/Culture & Civilization Rev. Cosmas White, OSB

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**Monasterio Benedicto** Extended leave  
(Cuernavaca, Mexico) 6 weeks  
Hispanic Immersion Rev. Louis Urbanski

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**Center for International Resources, Inc. (CRIMEX)** 3-4 weeks  
(Ciudad Mexico, Mexico) Rev. Patrick McNamee  
One on One Intensive Spanish Language Rev. Michael Walker

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