Planning and Funding

The person taking the Professional Development Leave will continue to receive stipend and other benefits during the time of the Leave, including the normal Continuing Education allowance if it has not already been used.

It is the responsibility of the congregation to provide for clergy presence as needed, whether that be as little as Sunday supply or full time. Neither the congregation nor individual members of the congregation will be responsible for any additional funding.

The Commission on Ministry may be contacted for information regarding supplemental Continuing Education Grants.

PDL guidelines, Vestry forms, proposal forms, evaluation forms, and Continuing Education Grant application forms can be found on our website at www.episcopalct.org.

The Episcopal Church in Connecticut
Amber Page Gehr
Administrator for Transitions & Clergy Support
290 Pratt Street, Box 52
Meriden, CT 06450

Tel: 203-639-3501, ext. 131
Fax: 203-235-1008
apagegehr@episcopalct.org
PROFESSIONAL DEVELOPMENT LEAVE

In recent years, the Diocesan Convention has adopted policy statements to help provide clergy and other full-time professional church staff with opportunities for professional training and personal growth.

The two-fold plan adopted by the Convention recommends that church professionals be freed from their regular duties:
(a) for at least one week each year for continuing education and
(b) three months every five years for Professional Development Leave (Sabbatical).
While such short and longer leaves are encouraged, they are not mandatory.

This brochure includes an outline of requirements for Professional Development Leaves (PDL) to be requested in The Episcopal Church in Connecticut.

Guidelines

1. The time norm for PDL’s will be three consecutive months (in addition to vacation). Exceptions must be approved by the Bishop’s office.

2. There is to be documented lead time of at least 12 months prior to the date of departure for preparation and conversation with the Vestry, and the congregation (or other church institution).

3. The applicant must develop specific goals, determine the means for reaching those goals in academic, spiritual, and personal areas, present them to the Vestry, and develop mutual expectations which will be certified in writing as part of the application. This “plan” should be shared with the Administrator for Transitions & Clergy Support for approval by the Bishop’s office.

4. A post PDL evaluation report will be prepared and submitted in writing to the Vestry (or other employing body), and to the Administrator for Transitions & Clergy Support on behalf of the Commission on Ministry. This report is to reflect the stated goals of the PDL and the effectiveness in achieving those goals. Reports will be filed at Diocesan offices.

Professional Development Leaves include three components:

1. **Academic**
   a. advanced degree program,
   b. extended period of residence in an academic institution, or
   c. independent study, which can be measured, and has an impact on the life of work of the applicant in the context of current ministry

2. **Spiritual**
   Enabling perspective about one’s own spiritual growth and development of others’

3. **Personal**
   Provision for an opportunity for personal refreshment and for strengthening of personal and family relationships

These components are designed to address and strengthen competence in any of a wide range of skills and experiences for the purpose of contributing to successful leadership of Church institutions in a changing world and to enhance the life of a congregation (or institution) in which the applicant serves.