



**The United Church of Canada  
L'Église Unie du Canada  
Financial Assistance Committee  
Ministry and Employment Unit**

3250 Bloor St. West, Suite 200, Toronto, ON M8X 2Y4  
Attention: Angie Musonza, Program Assistant

**Application for Sabbatical Leave for Interim Ministers  
and Funding from the Interim Ministry Sabbatical Leave Fund**

Currently serving interim ministers who have served 54 months of interim ministry over the past eight years are eligible to apply for Sabbatical Leave for Interim Ministers. Please note that this funding is not available to ministry personnel who have served as interim ministers in the past, but who are now in a call or a long-term appointment to a community of faith.

Full name \_\_\_\_\_ Date of application \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Pension number \_\_\_\_\_ Social Insurance Number \_\_\_\_\_

Category of ministry personnel:

- Designated Lay Minister     Diaconal Minister     Ordained Minister

Current comprehensive salary: \_\_\_\_\_

Pastoral charge currently being served (if applicable) \_\_\_\_\_

Regional council \_\_\_\_\_

End date of current appointment (if applicable) \_\_\_\_\_

Dates of all previous sabbatical leaves (if applicable) \_\_\_\_\_

Has application for Sabbatical Leave for Interim Ministers been made previously?     yes     no

If yes, when? \_\_\_\_\_

**Step 1: Dates of Interim Ministry Service**

List all periods of service as an interim minister, including the full period of the current appointment as an interim minister, if applicable. To be eligible for Sabbatical Leave for Interim Ministers, 54 months of interim ministry are required over the past eight years.

List most recent dates first.

From	To	Number of Months

Total number of months \_\_\_\_\_

- Proceed to Step 2 only if the months of interim ministry completed in the past eight years total 54 or more, or will total 54 or more at the conclusion of this pastoral year.
- Note: If completion of the full current appointment as an interim minister is needed to achieve the 54-month requirement, and the full current appointment is not completed by the time of the sabbatical, the applicant will not be eligible for Sabbatical Leave for Interim Ministers.

**Step 2: Proposed Sabbatical Leave Plan**

The proposed sabbatical leave must be for period of no more than three consecutive months.

Proposed dates of sabbatical leave: Start date \_\_\_\_\_ End date \_\_\_\_\_  
Month Day Year Month Day Year

On separate page(s), identify the nature of the proposed study or experience and how it relates to the practice of ministry. It is expected that the proposal will include time for education, spiritual nurture, and personal time.

**Step 3: Applicant's Agreement**

I, \_\_\_\_\_, agree that if my application for  
Print name

Sabbatical Leave for Interim Ministers is approved, at the conclusion of my leave I will provide a brief written (and if requested, oral) report on the sabbatical to the Credentialing Committee of the Office of Vocation. I further agree that for the duration of the sabbatical, I will receive a salary at the same rate as at the time of my application or at the average salary over the qualifying 54 months, as well as additional allowances, as outlined in the Financial Assistance Committee Terms of Reference.

Finally, I agree that I will remain available to serve in ministry for a period of one year following the conclusion of my sabbatical leave.

\_\_\_\_\_  
Signature Month Day Year

- After completing the application form to this point, the applicant forwards it to the Credentialing Committee of the Office of Vocation for review.
- The committee will consider the application and, if it approves the application, will forward it to the Financial Assistance Committee via the Ministry and Employment Unit, General

Council Office at least four months prior to when the proposed sabbatical leave is to be taken.

**Step 4: Credentialing Committee**

Has the applicant completed the required 54 months of service as an interim minister during the past eight years or, alternatively, will the applicant have completed the required 54 months of service as an Interim Minister by the completion of the current pastoral year?

yes       no

Is the proposed sabbatical leave a period of no more than three consecutive months?

yes       no

Will the proposed leave be taken at a time when the applicant is not in an appointment to an interim ministry position (or any pastoral relationship), so that no interim ministry appointment will be interrupted?

yes       no

Does the Credentialing Committee approve the proposed sabbatical leave plan?

yes       no

Has the applicant signed the application form, indicating acceptance of the agreements set out in Step 3?

yes       no

- If the Credentialing Committee answers “yes” to the above questions, it will approve the application for referral to the Financial Assistance Committee via the Ministry and Employment Unit, General Council Office. Sign below and forward the application to the Financial Assistance Committee at least four months prior to when the proposed sabbatical leave is to be taken.
- If the Credentialing Committee does not approve the application for referral to the Financial Assistance Committee, it shall inform the applicant in writing of the reason(s) the application was not approved for referral.

*Approval:* The Credentialing Committee hereby approves this application for referral to the Financial Assistance Committee via the Ministry and Employment Unit, General Council Office.

\_\_\_\_\_

Printed name

Authorized signature

Month      Day      Year

**Note:** Interim ministers do not meet the “function test” of the Canada Revenue Agency to claim the Clergy Residence Deduction for the period of the sabbatical.