



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

3250 Bloor St. West, Suite 200, Toronto, ON M8X 2Y4

Attention: Angie Musonza, Program Assistant

[officeofvocation@united-church.ca](mailto:officeofvocation@united-church.ca)

## **Application for Sabbatical Leave for Intentional 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.

### **Terms of Assistance**

A successful applicant is paid at the salary rate at the time of application. If this rate is less than their average salary over the qualifying 54 months, they are paid at the average salary over that 54 months. They will be on the General Council Office payroll for the duration of the sabbatical. Regular pension and group insurance premiums will continue during the leave, including disability provisions. They will receive a continuing education grant, calculated as 25 percent of the annual minimum continuing education amount. They will also receive a travel allowance, calculated as 40 percent of the monthly average of the last six months of travel reimbursement paid and a telephone allowance.

Applications are to be submitted to the Office of Vocation four months before the start of the proposed sabbatical.

An applicant cannot exceed two sabbaticals in 120 months under appointment. If funds are limited, applicants who have not had sabbatical are given preference.

### **Criteria**

Once the application is submitted to the Office of Vocation, the Credentialing Committee reviews it using the following criteria:

- The applicant has completed the required 54 months of service as an interim minister during the past eight years, or alternatively, the applicant will have completed the required 54 months of service as an Intentional Interim Minister by the completion of the current appointment.
- The proposed sabbatical leave is no more than three consecutive months.
- The proposed leave is to be taken at a time when the applicant is not in an appointment to an intentional interim ministry position (or any pastoral relationship), so no intentional interim ministry appointment will be interrupted.
- The proposed sabbatical leave plan contains elements of education and spiritual nurture, but also rest and renewal.

- The application form indicates acceptance of the agreements outlined on the form.

Applications that meet the criteria will be referred to staff in the Ministry and Employment Unit who are authorized to approve applications. All applicants will receive a response in writing, including when the application is not approved.

**Application**

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	No. 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 appointment.
- 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 a 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), outline your proposal for the sabbatical time. It is to include time for rest, education, spiritual nurture, and renewal. What is the proposed study or experience? How does it relate to the practice of ministry?

**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 understand 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 Policy. I am also aware that intentional 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. Because of this, I am aware that the General Council Office will not complete part B (Conditions of Employment) on the T-1223 CRA form.

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 by e-mailing [officeofvocation@united-church.ca](mailto:officeofvocation@united-church.ca).