

Policy for Extended Ministerial Development Leave arising from Ministerial Development Review

1. Purpose

Extended Ministerial Development Leave (EMDL) is a three-month period away from the parish or sphere of ministry. (Periods of time less than this do not qualify for EMDL as the whole point of this is that it is *sabbatical*. The full benefit cannot be enjoyed if the period is shorter, though CMD grants may be available for shorter periods)

Extended Ministerial Development Leave should combine the following elements:

- study
- space for self and God
- refreshment
- personal and professional development & learning
- reflection

It is **NOT**:

- extra holiday
- time in which to look for a new post
- recovery time from prolonged illness or stress

The overall focus is that it should be of help to your ministry, directly (if the emphasis on study and skills), and indirectly (if the emphasis is more on personal development).

2. Eligibility

Full time, stipendiary clergy are eligible *to apply* for Extended Ministerial Development Leave to the CMD officer providing:

1. They have completed at least 10 years' full time stipendiary ministry, after completing their title post (Curacy).
2. They have not had a similar period of EMDL in the previous 10 years, in this or another diocese.
3. They have been at least 3 years in their present post.
4. They have not had a grant for a Major Academic Course within the previous 3 years.
5. They are not within 5 years of retirement in the year in which EMDL is taken.
6. The Church Wardens are in agreement.

It *may* be available to self-supporting ministers who are, to all and intents and purposes, making a full-time commitment to the ministry of the diocese. Funding may or may not be available and will be judged on a case-by-case basis

3. Factors to be considered

- family and personal circumstances
- the needs of the parish or ministerial context
- the deanery's/colleagues' ability to cope with cover, etc

(Please note that it is the responsibility of the person requesting EMDL to arrange cover in discussion with the wardens, rural dean and archdeacon).

4. Planning

The following elements need to be addressed satisfactorily during the planning process:

- clarification of aims (e.g. what is to be done, and why)
- timing
- place(s)
- main topics for study/research/experience
- other activity including the retreat element of the EMDL
- reporting back/outcomes

It is important to consult with the CMD officer from the outset. Do not commit to any expenditure before your EMDL has been confirmed and the components approved.

5. Process

1. Identification for Extended Ministerial Development Leave will normally be a direct result of the Ministerial Development Review Process and needs to be applied for 12 months before the expected time. (If there are more applicants than grants and we are unable to find extra funding, we will make a decision based on length of service, time since last EMDL and need.)
2. Requesting an application form from the CMD officer, completing it and returning to the CMD administrator. There may be follow up at this point to clarify activities and outcomes.
3. The approval of the application must be given by the Bishop of Chichester before any action can be taken.
4. CMD administrator will notify applicant on the outcome.

6. Finance

Each year, a limited number of grants of up to £800 are available. It is hoped that parishes will also be prepared to make a contributions to the cost where an approved scheme is likely to cost more than the basic grant.

(There are some grant-making bodies: WCMET (for women only), The Boniface Trust (for sabbatical/refreshment/relaxing activities), Sons of the Clergy, EiG's Ministry Bursary Awards.) contact CMD officer for more details.

Full receipts will be required before any monies can be paid. We will sanction payment for costs of approved professional/academic/developmental courses, appropriate accommodation, travel expenses but if you are in doubt, please check with CMD officer before signing up or making a payment.

Although we are very supportive of some part of the EMDL (no more than 2 weeks) being spent on recreational activities, we will not fund these from the EMDL budget.

7. Beyond the First EMDL grant

Seven years after the first EMDL, clergy may apply for a 4-week period of Ministerial Development Leave (MDL) in which to pursue a particular piece of developmental work. There will be no major funding available for this, but clergy may use their CMD personal allowance and apply for external grants. OR, 10 years after the first EMDL, clergy may *apply* for a further 3-month period of EMDL with the potential of a full grant, providing they have not had any extended period of ministerial development leave within the period.