

Study Leave is available on the same grounds as Extended Ministerial Development Leave (EMDL), i.e., not before ten years in service and not more than every ten years. Study Leave is not the same as time dedicated to personal or formal study that is part of the ongoing formation of all clergy. It is for times when a prolonged period of study is needed for a research degree or when a thesis or book/publication is being written up or a period of study is needed to write a paper that has diocesan or national significance.

Study Leave is not the same as time required for the completion of course work on a taught degree: that would involve setting aside regular short times of study, e.g., a day or half day a week. There is no specific grant available, but an ordinary CMD award (maximum £200) may be provided.

Study Leave is more flexible than an EMDL in length and structuring of time:

- It is available in two-week blocks – from a minimum of two up to a maximum of twelve weeks and over as many as three years (planned and agreed from the outset).

The application procedure is similar to that of an EMDL:

- Discussion during the MDR process
- Contacting the CMD Officer to discuss application
- Completing an application form
- Returning it to the CMD Officer for approval and countersigning by the Diocesan Bishop – obligatory as the bishop's permission must be obtained and adequate cover for ministerial duties guaranteed.
- After approval, authorisation of any grant requested

## Resources

Bullock, R., and Bruesehoff, R.J., *The Alban Guide to Sabbatical Planning*

Clements, D. and Gignac, T., *Escape 101: The four Secrets to Taking a Sabbatical or Career Break Without Losing Your Money or Your Mind*

Cottrell, S., *Critical Thinking Skills: Developing Effective Analysis and Argument*, Palgrave MacMillan, 2005

Cottrell, S., *The Study Skills Handbook*, Palgrave MacMillan, 2008

Dunleavy, P., *Authoring a PhD: How to Plan, Draft, Write and Finish a Doctrinal Thesis or Dissertation*, Palgrave MacMillan, 2003

Levine, R., *Power Sabbatical: the Break That Makes a Difference*

Merrill, T., *Winkies, Toilets and Holy Places: One Family's Story of Life on a Sabbatical- Europe, Istanbul, Bethlehem*

Mitten Ryan, L., *Sabbatical: Resting in the Miraculous Power of Isness*

Oswald, R.M., and Kroeger, O., *Sabbatical Planning*

Petre, M., *The Unwritten Rules of PhD Research*, OUP, 2010

Phillips, E., and Pugh, D.S., *How to Get a PhD*, OUP, 2005

Sevier, M.B., *Journeying Toward Renewal: A Spiritual Companion for Pastoral Sabbaticals*

Spitzer, L.B., *A Summer's Journey: The Journey of a Pastor's Sabbatical in Israel*

Vyhmeister, N.J., *Quality Research Papers: For Students of Religion and Theology*, Zondervan, 2008

Zahorski, K.J., *The Sabbatical Mentor: A Practical Guide to Successful Sabbaticals*

[www.retreats.org.uk](http://www.retreats.org.uk)

## APPENDIX 1

### Trusts Offering Financial Assistance

*If you should find that a trust is no longer in existence, please let the CMD department know*

<p><b>Hockerill Educational Foundation</b>          Contact: C R Broomfield, 3 The Swallows, Harlow, Essex, CM17 0AR  <a href="http://www.hockerillfoundation.org.uk">www.hockerillfoundation.org.uk</a></p>	<p>A trust for those involved in teaching RE in schools (including clergy). UK with some priority given to the dioceses of St. Albans and Chelmsford. Application form and guidelines available with SAE.</p>
<p><b>Cleaver Ordination Candidates Fund</b>          Mr John Hanks, Clerk to the Trustees, Cleaver Ordination Candidates Fund, 50 Thames Street, Oxford, OX1 1SU  <a href="mailto:clerk@cleaver.org.uk">clerk@cleaver.org.uk</a></p>	<p>An academic trust for university graduates who are accepted as candidates for Holy Orders in the Church of England and for ordained clergy taking post-graduate studies.</p>
<p><b>Roxburgh Scholarship for Priests</b>          Contact: Revd Canon Peter Kerr, 01905 620950          Church House, Great Smith St, London SW1P 3NZ</p>	<p>Awarded annually to provide ordained women with opportunities for professional development outside England (lasting at least 6 weeks).</p>
<p><b>St Deiniol's Library</b>          Contact: The Revd Peter Francis, St Deiniol's Library, Hawarden, Flintshire CH5 3DF</p>	<p>Discounts to clergy and students as well as sabbatical rates and a limited number of scholarships and bursaries for those who wish to research read or write at St Deiniol's.</p>
<p><b>General Synod Board of Mission</b>          Contact: The Administrative Secretary, Board of Mission, Church House, Great Smith St, London SW1P 3 NZ</p>	<p>Small grants. More likely to assist with expenses books and travel than with fees.</p>
<p><b>Trust Funds</b>          Contact: The Administrative Secretary, Board of Mission, Church House, Great Smith St, London SW1P 3 NZ</p>	<p>Small grants are made from Trust Funds to members of the Church of England towards the cost of a variety of projects, including periods of sabbatical leave, for the study of mission or mission issues. The closing date for applications for each year is 16 November for projects beginning during the following year.</p>
<p><b>The Greenwood Travelling Fund</b>          Contact: Mr Bernard Moss, 20 The Highway, Sutton, Surrey SM2 5QT</p>	<p>Administered by the Fidelity Trust Ltd for Anglican clergy temporarily disabled or in need of rest or change for the purpose of enabling them to visit the Holy Land, preferably Lower Palestine.</p>

<p><b>Ecclesiastical Ministry Bursary Awards Scheme</b> Applications can be made online at <a href="http://www.ecclesiastical.com/churchmatters/foryouandyourparish/clergy/mba/index.aspx?">http://www.ecclesiastical.com/churchmatters/foryouandyourparish/clergy/mba/index.aspx?</a> Click on Apply online which is underneath the MBA heading in the upper right of the screen.</p>	<p>Grants awarded to clergy who are full-time and with at least 10 years' stipendiary service. Opportunities to pursue a work-related line of enquiry. Bishop's support required. Closing date 30 September for following year. More information is available at <a href="http://www.ecclesiastical.com/churchmatters/foryouandyourparish/clergy/mba/index.aspx?">http://www.ecclesiastical.com/churchmatters/foryouandyourparish/clergy/mba/index.aspx?</a></p>
<p><b>The Maple Leaf Fellowship</b> <a href="http://www.mapleleaf.org.uk">www.mapleleaf.org.uk</a></p>	<p>Grants to assist the development of links between the Church of England and the Anglican Church in Canada. Will assist clergy who wish to spend time with the Anglican Church in Canada.</p>
<p><b>The Henry Martyn Trust</b> Contact: The Secretary, The Henry Martyn Trust, 11 Carlyle Road, Cambridge CB4 3DN</p>	<p>Enables UK Christians to obtain experience of life and work of the church overseas, but applicants should have some links with Cambridge and be under 40. Applications considered in November each year.</p>
<p><b>US Expanding Horizons</b></p>	<p>Gives grants of up to £500 for clergy visiting churches overseas. Placements of about a month are the norm. There is a simple form to fill in for this programme.</p>
<p><b>Women's Continuing Ministerial Education Trust</b> Further information on <a href="http://www.churchofengland.org">www.churchofengland.org</a> website. Applications usually considered quarterly.  Amounts usually under £500.</p>	<p>Three Trusts formerly known as Central Deaconess House Trust Fund, the St Andrews House Fund and the Church of England Deaconess Fund have been amalgamated to form this new body. The following are eligible to apply - ordained women, female Accredited Lay Workers, Church Army Sisters, religious sisters (lay and ordained).</p>
<p><b>St Boniface's Trust</b> <a href="http://www.stbonifacetrust.org.uk">www.stbonifacetrust.org.uk</a></p>	<p>Grants especially for the provision of education and training of clergy and ministers and lay persons. Sabbaticals that emphasise fallow time and being freed from the demands of the usual daily routine regarded sympathetically. Committee meets February, May, September and November. Particular emphasis currently on overseas projects.</p>
<p><b>The Max Warren Memorial Fund</b> Contact: The Interchange Programmes Adviser, CMS, Partnership House, 157 Waterloo Road, London SE1 8XA.</p>	<p>Makes grants of about £200 to those who wish to prepare themselves for ministry to people of another faith by living for a period in that faith community.</p>

<p><b>The Priscilla Trust</b>  Further details from David Tilley or The Priscilla Trust, 45 Ashley Gardens, Ambrosden Avenue, London SW1P 1QF  Tel:020 7828 8427</p>	<p>Audrey and Tony Pinkney have created a family charity trust which makes available a cottage in the Dordogne for full time clergy undertaking sabbaticals and their families. The accommodation is free and guests are often met on site by the owners and welcomed personally.</p>
<p><b>Resources from USPG/CMS</b>  Where the area to be visited is already known, application should be made to the Society which relates to the Church in that area. Either Society is willing to advise on the choice of a Church to visit appropriate to the objects of the EMDL.</p>	<p>EMDL (Extended Ministry Development Leave) Schemes – USPG and CMS have EMDL schemes to arrange placements with churches abroad for periods of about three months. These include preliminary briefing before departure and debriefing on return. Some help towards costs may be given.</p>
<p><b>Subir Biswas Bursary/The St Augustine Foundation</b>  Contact: The St Augustine Foundation, Cathedral House, the Precincts, Canterbury, Kent. CT1 2EH</p>	<p>The object of the award is to enable a suitable candidate to visit Latin America, Africa, Asia, the Caribbean, or the Pacific, to study the local church in its missionary and other policies and the context within which it works.</p>
<p><b>Chichester Theological Trust</b>  Richard G Chevis  For Chichester Theological Trust  The Manse, Church Hill, Hempstead, Saffron Walden CB10 2PA  rgchevis@btinternet.com  T: 01799 599816 M: 07711852938</p>	<p>The advancement of the theological education and training of the whole people of God, lay and ordained, in the Church of England and other churches in communion with it.</p>
<p><b>St Luke's College Foundation</b>  <a href="http://www.st-lukes-foundation.org.uk/awards.html">www.st-lukes-foundation.org.uk/awards.html</a></p>	<p>UK with some preference to Exeter and Truro. Study courses and research in theology.</p>
<p><b>Torchbearer Trust</b>  Contact: The Secretary 01524 733908  Capernwray Hall, Carnforth, Lancashire. LA6 1AG</p>	<p>Apply in writing – no form required. Evangelical. Usually grants of up to £200</p>
<p><b>Anglican and Eastern Churches' Association</b>  <a href="http://www.aeca.org.uk/grants.html">www.aeca.org.uk/grants.html</a></p>	<p>For study/travel re Orthodox churches</p>