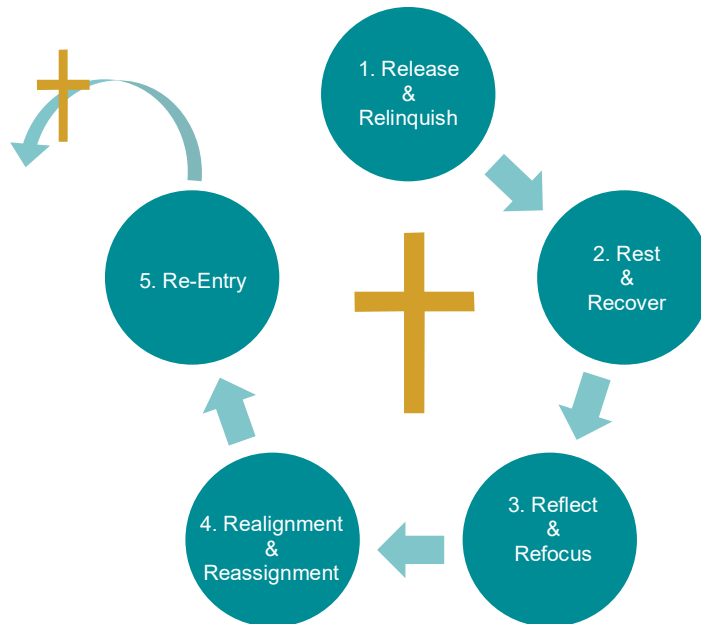


Helpful Tips for Supervising Someone on Sabbatical

First off, thank you for being an excellent supervisor and trusting in the Lord to create space and time for the people you lead to be blessed by a sabbatical, so they can stay strong for a lifetime of fruitful ministry for God’s glory and purposes.

Navigator staff are highly encouraged to take a 3- to 6-month sabbatical every 7 to 10 years, and here are the phases of our guided sabbatical process:



Please keep these tips in mind:

- Staff receive approval for their sabbatical from you, their supervisor.
- We’ve prepared three short, excellent online videos that explain the sabbatical process. You can find them here: [Sabbatical \(tdcresourcehub.org\)](https://tdcresourcehub.org) (toward bottom of page)
- Staff should reach out to TDC’s sabbatical director for prayerful planning before taking a sabbatical (currently, Jim Lee: jim.lee@navigators.org), and submit their top-level plan, via a *Sabbatical Information Form* (also found on the TDC website), to you and to tdc@navigators.org
- Staff should select a sabbatical advisor, someone (typically not their supervisor) with whom they have a high-trust relationship who will walk with them through sabbatical. They’ll also need a sabbatical support team, typically 3-5 couples/singles.
- You as their supervisor should reach out to them approximately once per phase to let them know you care and better know how they are during this time
- We offer a Sabbatical Orientation Workshop to help people plan for their sabbaticals twice a year. It’s either a three-day hybrid (online/in-person) event in February and July, or a digital learning experience on LearnUpon. Please encourage your folks to take part in both of these.
- Consider having a sabbatical rotation plan for staff you lead, including you! Samples can be found on TDC.navigators.org.