

## SABBATICAL ROTATION PLAN EXAMPLE

Dear Supervisor,

The NLT encourages Navigator Staff to take a 3-6 month Sabbatical every 7-10 years. When we use the word “sabbatical,” we’re not talking about a vacation, but:

*a guided process where we deliberately trust God for the unfinished as we disengage from normal ministry and leadership involvement to allow for serious evaluation of life and ministry.*

### **How could you lead the staff you supervise to experience this gift?**

One way is to set up a Sabbatical Rotation Plan. A Sabbatical Rotation Plan gives your staff hope and helps set expectations. The attached form is one example to help you plan. You are encouraged to plan out a rotating 10-year window for the staff you supervise. You could prepare a draft plan yourself, draft the plan together with your staff during a meeting, or some other way that fits your situation. This plan does not have to be concrete and can be modified as you and your team see fit. An annual review of the rotation plan could be helpful, as well as including the planned sabbatical in each staff’s PPR.

### **When should your staff take a sabbatical?**

We would like staff to include a sabbatical in their normal Train-Develop-Care cycle. This opportunity should be encouraged by you and communicated as a positive opportunity. Some great times to consider a sabbatical:

- When they are facing or considering a transition in life or ministry.
- When they are struggling with burnout or resenting their calling.
- If they haven’t had a sabbatical in the last 7-10 years.

I hope these suggestions are helpful. If you have any questions on this, please feel free to contact me.

Thank you for your commitment to leading your staff well. When will you plan to take your sabbatical?

Jim Lee  
Director of Sabbaticals  
Train – Develop – Care  
TDC@Navigators.org  
[TDC.navigators.org](http://TDC.navigators.org)