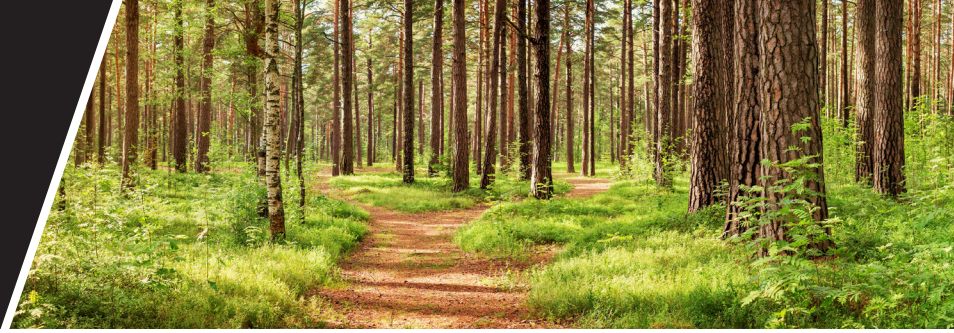


SABBATICAL CARE INTERVIEW PROCESS



OVERVIEW

The purpose of a Sabbatical Care Interview is to determine priority emotional or spiritual issues that should be dealt with during the sabbatical. This interview should be scheduled as early as possible – preferably during the Release and Relinquish Phase.

PROCESS

1. The Director of Pastoral Care finds the closest, most available Pastoral Care specialist and coordinates with him or her about doing the interview.
2. The Director of Pastoral Care has questionnaires emailed to the staff.
3. The pastoral care specialist and staff set a time for the interview.
4. The staff sends their questionnaire results to TDC@navigator.org.
5. The questionnaires are emailed to the pastoral care specialist, along with a sample Sabbatical Care Interview Feedback form.
6. The pastoral care specialist interviews the staff and prepares feedback, giving recommendations, identifying priority issues, and including any follow-up plan, if necessary. He or she keeps a copy and forwards one to the staff.
7. The staff and sabbatical advisor make sure appropriate issues and possible action steps are included in the Sabbatical Plan.
8. The pastoral care specialist follows up as necessary.