



SABBATICAL

guidelines



© 2022 The Navigators. All rights reserved. Written permission required for any reproduction or adaptation of this material.

tdc@navigators.org | tdc.navigators.org

P.O. Box 6000
Colorado Springs, CO 80934

– REVISED JULY 2022 –

BEFORE YOU CONTINUE



July 2022

Dear Navigator,

STOP! Does the sheer size of this document make you feel tired?

You're holding in your hands a copy of The Navigators' Sabbatical Process, which over the last ten years has been shaped by hundreds of Nav staff who experienced life-changing sabbaticals. We're aware that if you think it might be time for a sabbatical, you're probably already tired.

Instead of saying joyfully, "Oh, how nice of these people to send me all this information!" you're likely leaning more toward, "Do I have to read the whole thing?"

We created these suggestions to give you both the big picture and some details as you consider a sabbatical. If you like knowing details up front, feel free to go all the way to the appendix. If you just want an idea of what taking a sabbatical could mean for you, you might want to read through page 12 and then browse until you've seen enough.

Feel free to renew in your own way. No two sabbaticals will look exactly alike. The guidelines in this document are up for grabs, according to each person's needs. The "what" and "why" of taking a sabbatical stand on a solid foundation of truth; the "how" has a great deal of flexibility.

If you're considering a sabbatical, here's a good way to get started:

1. Discuss your desires with your supervisor so you're both on the same page.
2. Contact the TDC office so we can get you well launched for your sabbatical.

May God continue to bless and guide you as you consider this wonderful opportunity.

Magnificently marked by my Master,

Mark Looyenga

DIRECTOR OF CARE INITIATIVES AND STAFF SABBATICALS
Train – Develop – Care (TDC)
TDC@navigator.org





CONTENTS

Letters of Introduction

- 01 To those starting Sabbatical
- 02 To Sabbatical Advisors

Sabbatical Overview

- 04 What is a Sabbatical?
- 04 Why take a Sabbatical?
- 04 When to take a Sabbatical?
- 04 What will you do during your Sabbatical?
- 05 Getting Started
- 05 Primary Players
- 06 Sabbatical Care Interview
- 06 Selection of Sabbatical Advisor
- 06 Sabbatical Support Group
- 06 Guidelines for Sabbatical Support Group Members
- 07 Idea for Sabbatical Support Group
- 07 Sabbatical Orientation Workshop
- 08 A Word to Spouses
- 08 Spiritual Transformation
- 08 Reassignment Process
- 09 Helpful Tips and Lessons Learned

Sabbatical Phases & Checklists

- 12 **PHASE ONE:** *Release and Relinquish*
- 14 **PHASE TWO:** *Rest and Recovery*
- 16 **PHASE THREE:** *Reflect and Refocus*
- 18 **PHASE FOUR:** *Realignment and/or Reassignment*
- 20 **PHASE FIVE:** *Re-Entry and Re-Engagement*
- 21 **CHECKLIST:** *Sabbatical Initiation*
- 23 **CHECKLIST:** *During Sabbatical*
- 25 **CHECKLIST:** *Post-Sabbatical*

Sabbatical Resources

- 28 Additional Opportunities
- 29 Online Sabbatical Resources

TO THOSE STARTING SABBATICAL



January 6, 2022

Dear Staff,

If you're reading this, you're probably considering a sabbatical. Let me encourage you in your decision. We're committed to practicing and promoting development at every level in the Navigators, and we believe that you, our field staff, are our greatest resource. Taking a 3-6-month sabbatical every 7-10 years is an important aspect of staff development.

Your decision to set aside time from your normal ministry responsibilities, to rest, reflect and realign with God's calling on your life, is a significant one that will pay you dividends for years to come.

I want you to know that not only do you have our permission to take the time to experience this sabbatical process, we greatly encourage it as you refuel and re-enter ministry. Also, if you're married, there is a great benefit in including your spouse as much as possible in this process.

Although you will be disconnected from ministry responsibilities for a season, you are still a valued part of our Navigator community, and we would love to serve you in any way that we can.

May God bless and encourage you during this important time.

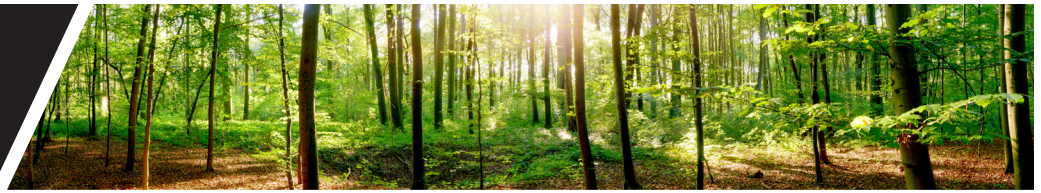
Marvin Campbell

U.S. DIRECTOR
marvin.campbell@navigator.org
(719) 594-2385 OFFICE
(719) 757-8008 CELL
navigator.org



*To know Christ, make Him known,
and help others do the same™*

TO SABBATICAL ADVISORS



July 2022

Dear Sabbatical Advisor:

A sabbatical is a unique and powerful opportunity to hear from God, but potential “downsides” do exist. During sabbatical, people have experienced discouragement, loneliness, isolation, and loss of perspective. A significant part of the solution is a friend...**a spiritual friend**. That’s a good way to describe a sabbatical advisor. The sabbatical advisor doesn’t do much teaching. He doesn’t do much directing. He takes the initiative to **come alongside** and listen, clarify, suggest, and possibly protect. **A sabbatical advisor shepherds the staff through the sabbatical process, helping them achieve their God-directed goals.**

The following pages will guide you in being the best possible friend to the staff on sabbatical. If you’ll apply the process described in these guidelines and make sure the checklist for each phase is completed, you’ll make a significant contribution into the life of another. Successes and lessons learned from many staff who’ve experienced a sabbatical have shaped these guidelines. When they’re faithfully applied, staff return to ministry with renewed excitement, creativity, and passion.

Not long ago one of our advisors was helping a staff couple prepare for their sabbatical. As they discussed priority needs and action steps to meet these needs, the advisor noticed tears in the husband’s eyes. He stopped and asked if everything was okay. The man paused and then replied, “Yes, I’m fine...it’s just that someone cares.”

Thank you for being someone who cares!

If you run into problems or find something confusing, please contact me. If you have ideas to make this process better, please let us know. We welcome suggestions from a friend.

Together for His glory,

Bob Sheffield

LEAD SABBATICAL ACTIVATOR
Train – Develop – Care (TDC)
Lamentingbob@gmail.com



An aerial photograph of a dense evergreen forest, likely spruce or fir, with a rich green color palette. The trees are packed closely together, creating a textured, layered appearance. In the top right corner, there is a white graphic element consisting of three parallel diagonal lines that cut across the image. The overall lighting is soft, suggesting a slightly overcast day or a shaded forest environment.

*SABBATICAL
OVERVIEW*

SABBATICAL OVERVIEW



The U.S. National Leadership Team made a decision in 1998 to strongly encourage every Navigator staff to take a 3-6 month sabbatical every 7-10 years. This sabbatical process is a result of that decision.

WHAT IS A SABBATICAL?

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**. Eugene Peterson’s paraphrase of MATTHEW 11:28-30 in *The Message* captures this thought:

Are you tired? Worn out? Burned out on religion? Come to me. Get away with me and you’ll recover your life. I’ll show you how to take a real rest. Walk with me and work with me—watch how I do it. Learn the unforced rhythms of grace. I won’t lay anything heavy or ill-fitting on you. Keep company with me and you’ll learn to live freely and lightly.

This is a time to quiet the noise of life and hear the voice of Jesus.

WHY TAKE A SABBATICAL?

- **Corporately:** The U.S. Navigators want our staff to plan for a sabbatical every 7-10 years. Although this is counter to our culture, we think it will pay weighty dividends to the individual and to the Kingdom of God.
- **Practically:** In the ministry, the messenger is the message. The messenger must embody the message. When that is no longer true, it could be time to consider a sabbatical.
- **Biblically:** Taking a sabbatical is an application of the biblical principle of rest - times we deliberately trust God with the unfinished. As an act of faith, we disengage from our regular work for the purpose of worship, rest, renewal, and repair.

WHEN TO TAKE A SABBATICAL?

Here are some great times to consider a sabbatical:

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

WHAT WILL YOU DO DURING YOUR SABBATICAL?

1. **Release and Relinquish:** During this first phase you disengage from the ministry and leadership responsibilities, and you establish a plan for your sabbatical. This sabbatical plan is an initial framework for direction and reflects priority needs.
2. **Rest and Recovery:** “Rest” in the second phase of the sabbatical doesn’t mean ceasing from all activity. Rather, you stop ministry activities and, where possible, other areas of stress. You consider what restores you emotionally and feeds you spiritually. During this phase, be sensitive to feelings of isolation or lack of significance. You should be out of regularly scheduled ministry activity but not out of fellowship. At the end of this phase the Ken Larson (ken.larson@navigator.org) will be in contact with you and your supervisor, if you are desiring a change of mission.
3. **Reflect and Refocus:** During this phase, you should be asking the question, “Lord, is there anything You want to say to me?” Consider how God has spoken to you in the past and posture yourself to hear His voice. Scheduling extended time alone with God is a priority.
4. **Realignment and/or Reassignment:** “Father, what changes in life and ministry would you like me to make as a result of hearing from You?” This doesn’t necessarily imply a change of roles but be willing

to hold your current ministry in an open, surrendered hand. During this phase of the sabbatical, it's important to review and reaffirm your calling. The goal is to experience maximum contribution in this next season of life, which may or may not mean changing jobs.

5. Re-Entry/Re-Engagement: In this phase you transition back into ministry. Expect emotional stresses, pace issues, spiritual warfare, and struggles in working out desired changes in life and ministry. Also expect the joy of being refreshed physically, reaffirming His vision for you, and gaining renewed perspective!

GETTING STARTED

A sabbatical may be initiated by you, by a supervisor, or at the suggestion of someone from Train – Develop – Care. (TDC). TDC will send a copy of Sabbatical Guidelines to interested parties.

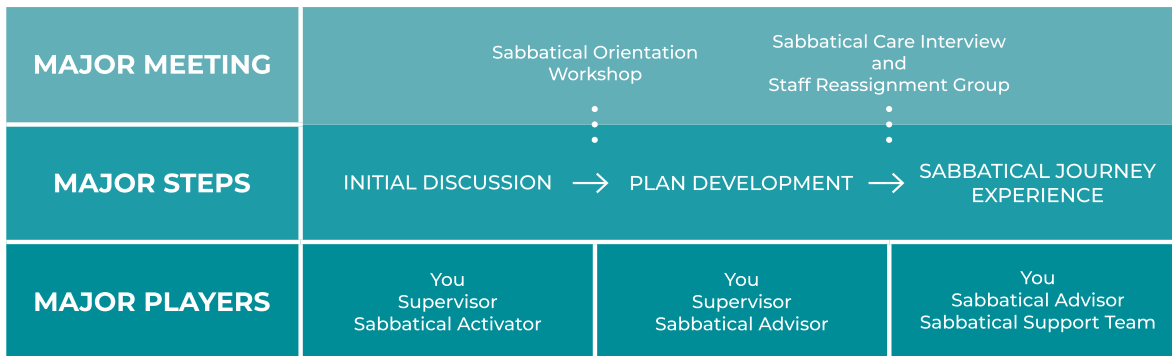
Our vision is for sabbaticals to become a normal aspect of every Navigator career. The timing should be set according to your ministry/family needs and in consultation with your supervisor.

A typical sabbatical is 3-6 months. You, your supervisor, and your sabbatical advisor should agree on the length. (This can later be extended, if necessary.) Any extensions should be coordinated with current supervisor and sabbatical advisor.

When you and your supervisor have agreed on your taking a sabbatical, the Sabbatical Activator, should be notified so you can get plugged into the process, a sabbatical advisor can be chosen, and your sabbatical will be well launched.

PRIMARY PLAYERS

Who are the primary players in your sabbatical experience?



- During the *Initial Discussion* of your sabbatical, you should talk with your supervisor, family, team, and the Sabbatical Activator to determine the timing of your sabbatical.
- During the *Plan Development* for your sabbatical, your supervisor and your sabbatical advisor should help you identify direction and focus for your sabbatical.
- During your *Sabbatical Journey*, you should be interacting with your sabbatical advisor and your sabbatical support team for feedback and community.

I can state without wavering that the single greatest need of the church today is the restoration of ministers. What is required is a quite different approach to their life and work. It is a matter of leading them into a massive shift of the dynamics of their personality under God, and one that cannot be done by more books and conferences. They need to be taken out of the circulation for a sufficiently long time to re-vision and re-structure their lives in communion with Jesus and his kingdom.

– Endorsement by Dallas Willard on back of brochure for Hilltop Renewal Center, Brea, CA

- During the Realignment/Reassignment phase of your sabbatical you should be interacting with your Supervisor, Sabbatical Advisor and your Sabbatical Support Team, as you consider your design, your role fit, and your options. If you desire to change missions, you should also be interacting with the Ken Larson (ken.larson@navigator.org).

SABBATICAL CARE INTERVIEW

When your sabbatical is confirmed, the Sabbatical Activator should be notified so a sabbatical care interview can be set up with a pastoral care specialist. Just as you take an annual physical to check your body, the beginning of sabbatical is a great time for a spiritual and emotional checkup. The pastoral care specialist will meet with you and, where applicable, with your spouse. The interview takes 2-4 hours per person. Before your sabbatical care interview, you (and your spouse) should complete and turn in the following inventories:

- **ONLINE SABBATICAL RESOURCE:** Role Fit Inventory, Burnout Inventory, Personal and Marital Survey. Email to TDC@navigator.org.
- **ONLINE SABBATICAL RESOURCE:** Sabbatical Information Form (SIF). Email to TDC@navigator.org.

The inventories and survey are kept confidential and seen only by the pastoral care specialist. The interview will result in suggested “priority needs” (typically 2-4) and a list of possible resources to help meet those needs. Your pastoral care specialist will give you a copy of these suggestions. You should discuss these with your sabbatical advisor so the issues and possible action steps can be incorporated into the sabbatical plan (see **SABBATICAL RESOURCES**). The Sabbatical Information Form will be shared with Ken Larson (ken.larson@navigator.org).

SELECTION OF SABBATICAL ADVISOR

The choice of a sabbatical advisor is a collaborative effort between you, your supervisor, and the Sabbatical Activator. Where possible, a sabbatical advisor is selected from staff who:

- Have completed a sabbatical.
- Live in the same geographic region.
- Understand the critical role of a sabbatical advisor.
- Are willing to take the initiative and commit the time necessary to serve.

The role of a sabbatical advisor is to shepherd you through the sabbatical process. Staff from TDC are available to train and mentor sabbatical advisors.

SABBATICAL SUPPORT GROUP

Anyone taking a sabbatical is in danger of experiencing lack of community, loss of perspective, and a sense of isolation. While we all need times alone, we live and minister in community. To meet this need for community, everyone on sabbatical is encouraged to establish a sabbatical support group.

Ideally, this group consists of 3-5 couples for married staff or 3-5 people for singles (both Navigator and non-Navigator where possible) who have a good relationship with you. This group meets with you (and your spouse) each month to help process your journey in a safe environment. You facilitate the meetings, sharing first your current progress and then asking for input. (When possible, your sabbatical advisor will participate in the group.) Ideally, people in the sabbatical support group should meet the following criteria:

- Have your best interest at heart.
- Willing to speak truth to you.
- People with whom you're willing to be transparent and vulnerable.
(Transparent = open and honest about yourself. Vulnerable = invite others to speak into your life.)
- Willing to meet monthly for the duration of the sabbatical.

GUIDELINES FOR SABBATICAL SUPPORT GROUP MEMBERS

Thanks for serving the staff on sabbatical! Here are some guidelines to help define your role as a member of the sabbatical support group:

Guidelines

1. Provide community for the staff on sabbatical and help offset isolation.
 - Help them be fully known and fully accepted (GENESIS 2:25).
 - Help them feel cared for and understood (PHILIPPIANS 2:20).

2. Keep their best interest at heart.
3. Speak truth to them.
4. Meet monthly with them as a group.
 - Beware of canceling an SSG meeting because a few people will be absent.
5. Help them work through their sabbatical plan.
6. Expect and encourage them to be transparent and vulnerable with you.
7. Pray regularly for them.

Illustration of your role

1. Speak to the timing of moving from one phase to the next. You may see a need to extend or change a phase.
2. Speak to issues they're working through.

SAMPLE AGENDA FOR FIRST MEETING - 2 HOURS -
<ol style="list-style-type: none"> 1. You lead the meeting 2. Each person introduces himself. 3. Staff shares sabbatical plan and expectations for SSG. 4. Question-and-answer time. 5. Schedule next few SSG meetings. 6. Close in prayer.

SAMPLE AGENDA FOR FUTURE MEETINGS - 2 HOURS -
<ol style="list-style-type: none"> 1. You lead the meeting 2. Give an update and bring any issues. 3. Give SSG opportunity to express their thoughts. 4. Spend some time in prayer. 5. Have refreshments and a time of fellowship.

IDEA FOR SABBATICAL SUPPORT GROUP

Sabbatical Notebook: At your sabbatical kickoff event (lunch, dessert, etc...) meeting with your sabbatical team, give them a notebook/journal and a pen so they can record observations about you during the meetings and write down thoughts they may have in-between meetings or group phone calls. Include a note on the first page that is something like this:

Dear Phil,

Thank you for being willing to be a part of our sabbatical team. We really appreciate it.

Please use this journal to record:

- *Observations about us*
- *Questions you have*
- *Questions you want to ask us*
- *Team calls to discuss where we are in the process*
- *Etc...*

Thank you once again for entering into this journey with us. Your investment of time into our lives means so much to us!

Sincerely,

Joe

SABBATICAL ORIENTATION WORKSHOP

To help you make the most of your sabbatical, TDC conducts a three-day workshop every February and July for those starting a sabbatical, their spouses, and their sabbatical advisors. Plan to come 3–18 months before your sabbatical starts. The retreat includes instruction and discussion in the following areas:

- **Calling:** the simple but profound process of clarifying God's direction for you.
- **Healing Prayer:** allowing God to heal our wounds and speak truth into lies we've learned to believe about life.

- *Establishing a Sabbatical Support Group*: how to benefit from this lifeline of friends who will help keep you on track.
- *Developing Your Sabbatical Plan*: those who report a positive sabbatical also report having begun with an accurate assessment of priority needs and a realistic sabbatical plan.
- *Learning God's Lessons from Life Experiences*: crystallizing life experiences into life lessons that will instruct and motivate you in life and ministry. (More time is devoted to this in Reflection Phase of your sabbatical)
- *Personal Contribution Assessment Process*: discovering the importance of understanding, developing and employing your God-given design and desires.
- *Soul Care*: practical suggestions for nurturing your soul.

The cost of the workshop covers the cost of materials, breaks, and lunches (contact TDC for current cost). Spouses are strongly encouraged to attend together. Contact TDC@navigator.org for the latest schedule.

A veteran staff of 30 years described his Sabbatical Orientation Workshop as “...the most intimate, personal, refreshing experience with God and other staff I have ever had in The Navs.”

A WORD TO SPOUSES

“When do I get **my** sabbatical?” is a sentiment often expressed by spouses of staff on sabbatical. This is especially true for a spouse, in our ministry often the wife, whose main ministry is parenting and maintaining a household. That work continues and may even increase when the spouse on sabbatical is at home. The sabbatical might limit one spouse's opportunity to rest, reflect, and refocus. (See **SABBATICAL RESOURCES**)

When putting together the sabbatical plan, a sabbatical advisor should acknowledge the spouse's workload, encourage husband and wife to examine parental and household responsibilities, and consider how the load can be lifted or shared during this sabbatical so both can participate as much as possible.

SPIRITUAL TRANSFORMATION

Spiritual transformation is a major focus during sabbatical. Experiencing inner freedom and more Christ-like character occurs as we allow the Holy Spirit, the Word, and others to speak to our inner person.

Surely you desire truth in the inner parts; you teach me wisdom in the inmost parts.
PSALM 51:6

The heart of the discerning acquires knowledge; the ears of the wise seek it out.
PROVERBS 18:15

Spiritual growth does not occur by changing our behavior, but by changing what we believe.
DALLAS WILLARD

As we come to understand what we believe about God, the world, ourselves, and others, and as we allow Jesus to touch those beliefs, we become more transformed into the image of God and experience more of the freedom of the Gospel.

The *Reflection Phase* is a good time to look at issues like lack of brokenness, false identity, unresolved sin and woundedness, addictions, performance, perfectionism, hiddenness, shame, fears, guilt, pride, anger, etc. Dealing with these below-the-line issues in our lives helps us move from living from the heart of flesh to living from the heart Jesus gave us. Let us know how we can help you!

REASSIGNMENT PROCESS

The reassignment process helps staff find a good ministry fit. Reassignment should meet the strategic directions and priority needs of the U.S. Navigators, as well as the staff's design and desires. Ken Larson (ken.larson@navigator.org) oversees this process. The policy, process, and flow chart are in **SABBATICAL RESOURCES**.



HELPFUL TIPS AND LESSONS LEARNED

1. If you have school-aged children, consider taking a sabbatical during the school year rather than summer.
2. Collegiate staff often begin sabbatical after spring break and finish in time to start the following school year.
3. It's okay to sleep more.
4. Don't make any presumptions about your future ministry roles and involvements. God may want you to let go of some things in order to take hold of other things.
5. This is not a sabbatical from life. Expect to spend time on family responsibilities, Workday expense reports, updating your supervisor, interacting with Ken Larson, etc.
6. Expect to feel stress as you transition into the rest phase—change is stressful.

Please forward to TDC any sabbatical resources, helpful tips, or lessons you've found helpful. We'll include them in future revisions of the Sabbatical Guidelines.



*SABBATICAL PHASES
AND CHECKLISTS*

phase one

RELEASE AND RELINQUISH



EXITING FROM LEADERSHIP ROLES AND MINISTRY RESPONSIBILITIES

During this first phase, you disengage from ministry and leadership responsibilities, get needed funding, and draw up a plan for your sabbatical. Typically, this phase starts 3-5 months before the sabbatical begins. If possible, you, your spouse, and your sabbatical advisor should attend a Sabbatical Orientation Workshop. (Contact TDC for the latest schedule.)

At the beginning of Phase I, your sabbatical advisor helps you and your spouse develop a sabbatical plan. Begin by meeting with your supervisor to get his input. Your plan revolves around priority needs identified by your supervisor, the sabbatical care interview, and the following inventories:

- Role Fit Inventory
- Burnout Inventory (as needed)
- Personal & Marital Survey
- Sabbatical Information Form

Once you (and your spouse) identify your priority needs, your sabbatical advisor works with you to come up with possible resources and action steps. You then create a sabbatical plan draft that includes your funding plan, priority needs, action steps, and other resources. Your sabbatical advisor and supervisor read the draft and give you input and suggestions.

The sabbatical plan is an initial framework for direction, based on your priority needs. It's a dynamic tool that can be tweaked throughout the sabbatical process. Early phases often have more detail than later phases. A copy of the finalized sabbatical plan should be sent to your supervisor, your sabbatical advisor, and the Sabbatical Activator.

If you are desiring a change of mission, then the Sabbatical Information Form (located in **SABBATICAL RESOURCES**) should be emailed to TDC@navigator.org.

QUESTIONS SABBATICAL ADVISORS SHOULD ASK DURING THIS PHASE

1. How are you feeling about disengaging from the ministry?
2. Are you worried about losing financial support while on sabbatical? How's your funding? Have you contacted Staff Funding for help in coming up with a strategy for funding your sabbatical?
3. How have other staff and friends reacted when they learned about your sabbatical?
4. How does your spouse (children?) feel about your sabbatical?
5. Since drawing up your sabbatical plan a couple of weeks ago, have you had any further thoughts? Do you still believe it reflects your priority needs and desires?
6. What are your thoughts about returning to your role after sabbatical? Are you seeking change?
7. Does the starting date for *Phase II: Rest and Recovery* still seem realistic to you?
8. What excites you most about your sabbatical?
9. What are your priorities for the next couple of weeks?
10. What can I do to help you?
11. What can I be praying for you?



SABBATICAL ADVISORS CHECKLIST: *Release and Relinquish Phase*

- Staff has attended a Sabbatical Orientation Workshop in Colorado Springs.
- Staff has communicated the sabbatical to donors/mailling list and current ministry
- Staff has completed or shifted ministry and leadership responsibilities.
- Sabbatical support group has been established.
- Sabbatical Care Interview with individual (and spouse) has been completed.
- Staff has requested input from his supervisor.
- Sabbatical plan, based on priority needs, has been approved by supervisor.
- Copy of the approved sabbatical plan has been sent to the supervisor, sabbatical advisor, and Sabbatical Activator
- Staff, if applicable, has emailed copy of the Sabbatical Information Form to TDC@navigator.org.

REST AND RECOVERY



ESTABLISHING MARGIN AND MANAGING PACE OF LIFE

It isn't unusual for staff on sabbatical to have trouble letting go of the ministry. Some don't quite believe it's really okay to step out. It's important that you and your sabbatical advisor make sure ministry commitments have been handed off or finished. During this phase, be sensitive to feelings of isolation or lack of significance. Often, staff who are no longer "doing ministry" struggle with their identity. You should be out of regularly scheduled Navigator ministry but not out of fellowship.

It's also common for staff to treat their sabbatical as another Type-A frenzied activity. As you consider the inevitable ministry opportunities that will pop up during a sabbatical, the guiding principle is, "Keep the sabbatical the focus." Can you attend the meeting or prepare and deliver the workshop without losing the focus of the sabbatical? "Extra opportunities" should be examined individually and cautiously. Generally, we suggest you make a full break from ministry activities.

"Rest" in this phase doesn't mean ceasing from all activity. Rather, you pull back from ministry activities and (where possible) other areas of stress. This gives you room to explore and discover what relaxes you and what restores you emotionally.

TDC recommends the book *Isolation, A Place of Transformation in the Life of a Leader* (Shelley Trebesch), and *Buy a Cabin* (Robert Franck) to you and to your sabbatical advisor.

WHAT OTHERS HAVE DONE DURING THIS PHASE TO REST

- Duck hunting
- Read novels
- Started fly-fishing
- Slept more
- Played softball
- Gardened
- Home projects
- Travel

QUESTIONS SABBATICAL ADVISORS COULD ASK DURING THIS PHASE

1. How would you define or explain rest?
2. Do you feel that you're resting? What rests you?
3. Are you experiencing any obstacles to rest?
4. Have you noticed significant changes in your eating or sleeping habits?
5. What things are stressful for you right now? Can anything be done to remove or reduce them?
6. How's your relationship with your spouse? With your children?
7. What are your thoughts about your last meeting with your sabbatical support group? What kind of feedback are you getting from them? Do you think they understand you?
8. Is your sabbatical going the way you expected? How so?
9. Have you given your supervisor an update recently?
10. What are your priorities for the next two weeks?
11. Is there something I can do to help you?



SABBATICAL ADVISORS CHECKLIST: *Rest and Relax Phase*

- Staff has pulled back from ministry and leadership responsibilities.
- Action steps have been taken to promote rest.
- Isolation has been read and discussed.
- Sabbatical support group has met at least once each month.
- Staff has contacted supervisor at least once with an update.
- Staff has attended a *Becoming One Retreat* or a *Galatians 6:6 Intimacy Retreat*.

NOTE: These phases are based on a six-month sabbatical model.

phase three

REFLECT AND REFOCUS



EXPERIENCING GOD AND SELF IN NEW OR DEEPER WAYS

This is the work phase of the sabbatical. During this phase, you should be asking the question, Lord, is there anything You want to say to me? God speaks to us in a variety of ways. You should consider how God has spoken to you in the past and position yourself to hear His voice. Extended time alone with God for reflection is the focus of this phase. This is the time to go after whatever it is you want to pursue.

The concept of Learning God's Lessons from Life Experiences is introduced during the Sabbatical Orientation Workshop. This process should be completed during this phase.

WHAT OTHER STAFF HAVE DONE DURING THIS PHASE TO REST

- Extended times alone with God.
- Getaway to a retreat center.
- Completed the **Personal Contribution Assessment** process.
- Developed a Partnering Plan: How will we team together in significant ministry outside the home?
- Focused on Emotional Healing.
- Completed Learning God's Lessons from Life Experiences.
- Read books of interest.
- Crystallized personal passions.

QUESTIONS SABBATICAL ADVISORS COULD ASK DURING THIS PHASE

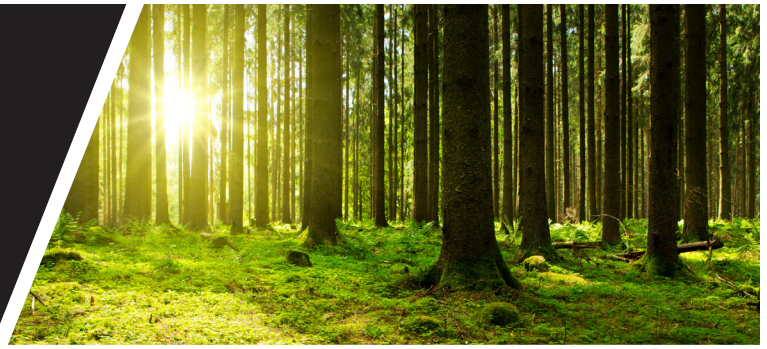
1. Are you aware of anything that would hinder God from speaking to you during this phase? (Busyness, unforgiving spirit, conflict, unconfessed sin, etc.)
2. Is there anything I've missed that would be helpful to discuss?
3. What things are currently stressful for you? Can anything be done to remove or reduce them?
4. How's your relationship with your spouse/children?
5. Tell me about your last meeting with your sabbatical support group. What kind of feedback are you getting from them? Do you think they understand you? Are they speaking into your life?
6. Is your sabbatical going the way you expected? How so?
7. When did you last give your supervisor an update?
8. What are your priorities for the next two weeks?
9. Is there something I can do to help you?
10. Have you completed your Life Lessons? How can I help you get them completed?
11. Is God stirring in you a new vision or desire to change missions? When will you contact ken.larson@navigator.org?



SABBATICAL ADVISOR CHECKLIST: *Reflect & Refocus Phase*

- Completed Life Lessons.
- Sabbatical support group has met at least once each month.
- Staff has contacted supervisor at least once with an update.
- Completed **Personal Contribution Assessment** process.
- Staff has crystallized his personal passions.
- Staff has connected with ken.larson@navigator.org if envisioning a change of mission.
- Staff has developed a “Partnering Plan” (if married)

REALIGNMENT AND/OR REASSIGNMENT



EMPOWERING FOR MAXIMUM CONTRIBUTION

At the beginning of this phase, it is IMPORTANT that you contact your supervisor and/or mission leadership to learn their plans/desires for you after sabbatical. If you are anticipating changing missions, Ken Larson (ken.larson@navigator.org) will serve as a liaison in negotiating a job adjustment or change. TDC is also available to assist.

Don't make any presumptions about your future ministry roles and involvements.

This is the application phase of the sabbatical. During this phase you want to answer the question, "What changes in life and ministry should I make as result of hearing from God in the Reflection Phase?" This might involve changing your ministry role; in that case, consider going through the Staff Reassignment Process. Or you may want to change how you've been handling your current ministry role – what realignments do you need to consider?

WHAT OTHER STAFF HAVE DONE DURING THIS PHASE TO REST

- Reviewed and reaffirmed their calling
- Updated their resume
- Received input from supervisor, sabbatical advisor, and TDC
- Interacted with Ken Larson (ken.larson@navigator.org)
- Received counsel from friends and staff
- Visited possible ministry locations
- Entertained options with various entities
- Completed Debriefing Questions
- Developed a plan for what to do differently in their role

QUESTIONS SABBATICAL ADVISORS COULD ASK DURING THIS PHASE

1. With what you've learned in the last phases, do you see any adjustments you need to make in your life or ministry to more accurately reflect your design and desires?
2. What do you sense God has for your future?
 - Realignment?
 - Reassignment?
3. If you lack clarity about the future, what specific steps might you take to see more clearly?
4. Can you describe your perfect job? Be sure to include elements or functions you consider essential. Also pinpoint those that should NOT be your primary responsibility.
5. Does your sabbatical support group think you've completed your sabbatical? Do they affirm your job selection and job description?

SABBATICAL ADVISOR CHECKLIST: *Realignment & Reassignment Phase*

- Staff has contacted supervisor and discussed their future role.
- Staff has contacted Ken Larson, if necessary.
- Met with sabbatical support group at least two times.
- Staff and supervisors agree on Realignment or Reassignment.
- Debriefing questions (listed below or on page 25) were completed and discussed, and a copy sent to supervisor, sabbatical advisor, and Sabbatical Director.

SABBATICAL DEBRIEFING QUESTIONS

It's very important for you to take time to reflect on the sabbatical and capture major lessons in writing. After you complete the debriefing questions below, you'll discuss them with your sabbatical advisor and supervisor. A written copy of the completed questions should be sent to your supervisor, sabbatical advisor, and the Sabbatical Activator.

Personal Questions

1. Are there some major words from God regarding you and/or your future?
2. What is your final decision on your ministry assignment?
3. What are the hopes and desires God has given you for your next contribution?
4. What are some major lessons learned and what are you going to do differently in this next chapter of life and ministry as a result of your sabbatical time and time with God?
5. How would you rate your sabbatical from 1-10? (1 is low, 10 is high)
6. Do you have any emotional healing or relational healing issues you want to work on? What's your next step?

Process Questions

1. What activities were most helpful during each phase of your sabbatical?
2. What activities were least helpful during each phase?
3. What would you do differently?
4. Would you consider being a sabbatical advisor to another staff?
5. Do you have ideas, suggestions, or comments to help us improve the sabbatical process?

phase five

RE-ENTRY AND RE-ENGAGEMENT



ENGAGING AT THE RIGHT PACE

At the beginning of this phase, be aware that your pace of life will increase, and that transition is stressful. Expect emotional disorientation and spiritual warfare as you re-engage.

WHAT OTHER STAFF HAVE DONE DURING THIS PHASE

- Resumed ministry responsibilities half time for the first month.
- Take 2-4 weeks to move from Sabbatical Pace to full time Ministry Pace.
- Set up accountability relationships to help with changes they want to make in life and ministry.
- Coached ministry and teammates on their desired changes.
- Scheduled no major responsibilities for at least the first 4 months.

QUESTIONS SABBATICAL ADVISORS COULD ASK DURING THIS PHASE

1. What changes have you experienced as you've re-engaged?
2. How can we help you as you re-enter ministry?

SABBATICAL ADVISOR CHECKLIST: *Re-Entry & Re-Engagement Phase*

- Staff has communicated and worked out with their supervisor and team their desires and expectations for re-entry.
- Staff is maintaining a good pace.
- Staff has continued involvement with Ken Larson (ken.larson@navigators.org), if necessary.

SABBATICAL INITIATION

Things to think through as you consider a Sabbatical



RESPONSIBILITIES

- *Staff and spouse*: Give themselves to the sabbatical process and experience all God has for them.
- *Sabbatical Advisor*: Shepherd staff through the sabbatical process.
- *Supervisor*: Authorize the sabbatical and give feedback on issues,
- *Sabbatical Support Group (SSG)*: Provide community for staff and help staff process issues in a safe environment.
- *Sabbatical Activator*: Oversee and give strategic direction to the process.
- *Sabbatical Process Assistant (SPA)*: Assist the Sabbatical Activator.
- *Ken Larson (ken.larson@navigator.org)*: Guides staff through Reassignment Process.

CHECKLIST

Initiation

- Process can be initiated by staff, supervisor, or TDC.
- Staff and supervisor view Sabbatical Guidelines on NavCentral.
- Supervisor approves the sabbatical.
- Staff or supervisor informs the Sabbatical Activator of the impending sabbatical.
- Staff begins thinking about who could be in their Sabbatical Support Group.
- Staff and spouse consider how to maximize one another's involvement in the sabbatical.

Selection of Sabbatical Advisor

- Supervisor, staff, and Sabbatical Activator determine who could be a Sabbatical Advisor.
- Staff links with the Sabbatical Advisor.
- SA takes initiative to meet with staff to understand their situation and sabbatical timeframe, desires, and objectives.
- Begin drafting Sabbatical Plan.

Sabbatical Care Interview

- Director of Pastoral Care determines the best pastoral care specialist for the Sabbatical Care Interview.
- Pastoral care specialist contacts staff to set up Sabbatical Care Interview.
- Sabbatical Process Assistant (SPA) emails Sabbatical Questionnaires/Inventories to the staff.
- Staff completes questionnaires and forwards answers to TDC@navigator.org.
- Pastoral care specialist meets with staff, then prepares Sabbatical Care Interview Feedback, addressing recommendations and identifying priority issues for staff individually or as a couple. Pastoral Care Specialist distributes the report to staff and keeps a copy in a confidential file.

Sabbatical Orientation Workshop

- Staff plans to attend a Sabbatical Orientation Workshop (SOW) during *Release and Relinquish Phase*.
- Sabbatical Activator adds the staff's name to the SOW Invitation List.



Becoming One Retreat/Galatians 6:6 Intimacy Retreat

- Staff contacts TDC (TDC@navigator.org) for the schedule of *Becoming One* or *Gal 6:6 Intimacy Retreats* and determines the retreat (time and location) best for them.
- Staff tells the TDC's Sabbatical Process Assistant (SPA) which retreat they prefer.
- SPA provides *Becoming One Retreat* registration link or *Intimate Life Ministries* schedule, and pays retreat fee.
- Staff makes travel arrangements to the retreat.

checklist

DURING SABBATICAL

Once the Sabbatical decision is made



PHASE ONE: *Release and Relinquish*

Exiting from leadership and ministry responsibilities

- Staff disengages from leadership and ministry responsibilities (usually takes 5-8 months).
- Staff gets input/feedback from supervisor for the sabbatical.
- Staff attends Sabbatical Orientation Workshop.
- Staff has completed Sabbatical Care Interview and Sabbatical Information Form.
- Sabbatical Advisor and staff draft Sabbatical Plan.
- Staff sends a copy of Sabbatical Plan to supervisor, Sabbatical Advisor, and Sabbatical Director.
- Staff tells current ministry and support team about the sabbatical.
- Staff does fundraising to fund the sabbatical.
- Staff establishes a Sabbatical Support Group and meets with them at least once this phase.

PHASE TWO: *Rest and Recovery*

Establishing margin and managing the pace of life

- Sabbatical Advisor makes sure staff has pulled back from ministry and leadership responsibilities
- Sabbatical Advisor helps staff keep the sabbatical their focus.
- Sabbatical Advisor ensures that action steps have been taken to promote rest.
- Staff, spouse, and Sabbatical Advisor have read *Isolation* and discussed it.
- Sabbatical Advisor has met with staff at least twice per month.
- Staff has met with Sabbatical Support Group at least once per month.
- Staff has contacted supervisor at least once with an update.
- Staff has attended a *Becoming One* or *Galatians 6:6 Intimacy Retreat*.

PHASE THREE: *Reflect and Refocus*

Experiencing God and self in new or deeper ways

- Staff has experienced extended time alone with God.
- Staff has completed Life Lessons.
- Staff has completed **Personal Contribution Assessment** process.
- Sabbatical Advisor has met with staff at least twice per month.
- Staff has met with Sabbatical Support Group at least once per month.
- Staff has contacted supervisor at least once with an update.
- If necessary, staff has contacted Ken Larson (ken.larson@navigator.org)
- If needed, staff has experienced Healing Prayer.
- Staff has read books of interest.
- Staff has identified personal passions.
- If married, staff has developed a "Partnering Plan."



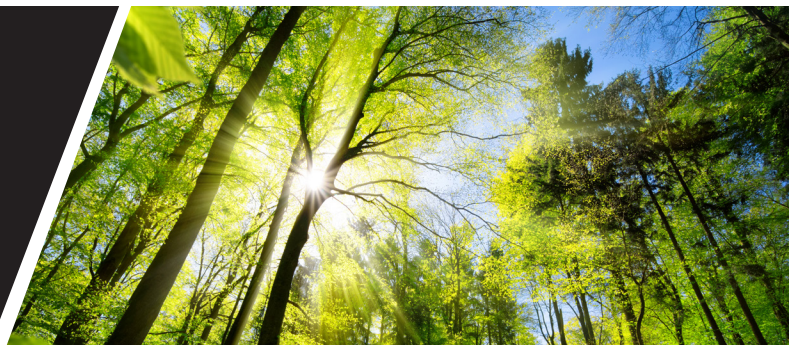
PHASE FOUR: *Realignment and/or Reassignment*

Empowering for maximum contribution

- Staff contacts supervisor to discuss plans and desires for his future role. Sabbatical Advisor can serve as liaison for negotiating a job adjustment or change.
- Staff clarifies/reaffirms his calling.
- If applicable, staff has participated in the Reassignment Process.
- Sabbatical Advisor has met with staff at least twice per month.
- Staff and supervisor have agreed on Realignment or Reassignment.
- If, applicable, staff has interacted with Ken Larson (ken.larson@navigator.org).
- Staff completed and discussed debriefing questions. Copies sent to supervisor, Sabbatical Advisor, and Sabbatical Activator.

POST-SABBATICAL

Once the Sabbatical is completed



DEBRIEFING/CLOSURE QUESTIONS

It's very important to take time to reflect on the sabbatical and capture major lessons in writing. The staff should complete the debriefing questions and discuss them with their sabbatical advisor and supervisor.

A written copy of the completed questions should be sent to the individual's supervisor, sabbatical advisor, and Sabbatical Activator.

Personal Questions

1. Are there some major words from God regarding you and/or your future?
2. What is your final decision on your ministry assignment?
3. What are the hopes and desires God has given you for your next contribution?
4. What are some major lessons learned and what are you going to do differently in this next chapter of life and ministry as a result of your sabbatical time and time with God?
5. How would you rate your sabbatical from 1-10? (1 is low, 10 is high)
6. Do you have any emotional healing or relational healing issues you want to work on? What's your next step?

Process Questions

1. What activities were most helpful during each phase of your sabbatical?
2. What activities were least helpful during each phase?
3. What would you do differently?
4. Would you consider being a sabbatical advisor to other staff?
5. Do you have ideas, suggestions, or comments to help us improve the sabbatical process?

- Staff emails his responses to the sabbatical advisor, supervisor, and Sabbatical Activator.
- Sabbatical Advisor and Sabbatical Activator discuss the answers and determine action steps to improve the process.

SABBATICAL PHASE FIVE: *Re-Entry and Re-Engagement*

Engaging at right pace

- Staff re-engages at a pace beneficial for him (and spouse).
- Staff talks with his team about his expectations and desires for re-entry into his ministry role.

FOLLOW-UP: *3-6 Months after Sabbatical*

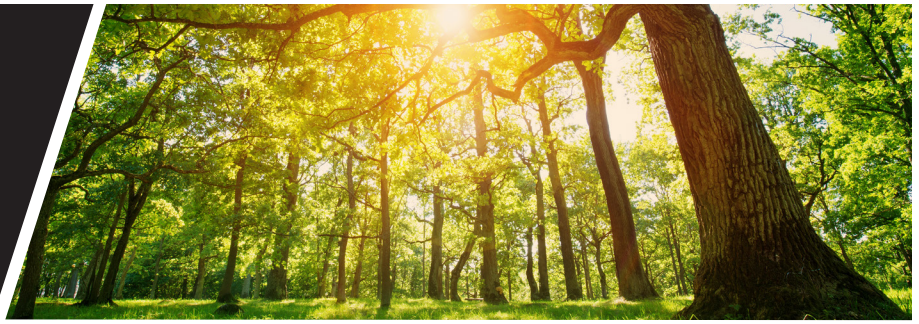
TDC calls the staff and asks:

1. How's it going?
2. What changes have you experienced?
3. What has been the impact of your sabbatical?
4. Is there anything we can do for you?



*SABBATICAL
RESOURCES*

ADDITIONAL OPPORTUNITIES



BECOMING ONE RETREAT

Train – Develop – Care (TDC) sponsors Navigator staff couples on sabbatical to attend a two-day *Becoming One Retreat* in Colorado Springs or a *Galatians 6:6 Intimacy Retreat*. This retreat, designed to help couples better understand and meet each other’s emotional intimacy needs, is a time of personal renewal and encouragement exclusively for ministry couples. It’s a time to freely receive and to be reminded that the Great Commandment to love others begins at home. (TDC pays the fee for the retreat; transportation cost is your responsibility.)

Contact TDC@navigator.org to register for the *Becoming One Retreat*, offered twice per year (see the current dates in the events section on TDC.Navigators.org). For the latest schedule of the *Gal 6:6 Retreats*, contact www.greatcommandment.net.

PERSONAL CONTRIBUTION ASSESSMENT

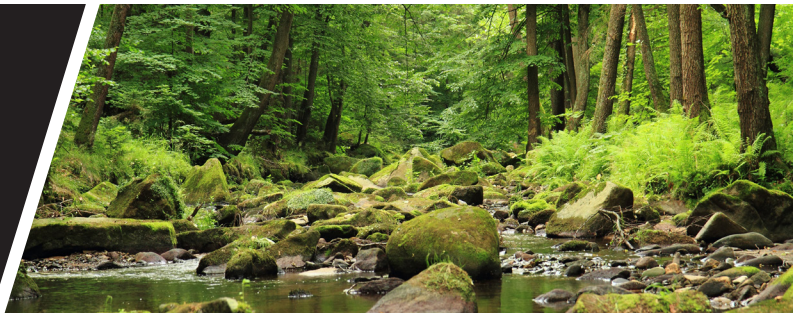
Make a careful exploration of who you are and the work you have been given, and then sink yourself into that. Don't be impressed with yourself. Don't compare yourself with others. Each of you must take responsibility for doing the creative best you can with your own life.

GALATIANS 6:4-5 MSG

	Addresses the Question	Topics	Results
Inward	How was God designed me?	Preferences Personal Values Spiritual Gifts StrengthFinder	Summary of Inward
Backward	How has God worked in the past?	Memorial Stones	Summary of themes or life lessons
Outward	How has God motivated me?	Global Concerns Ministry Values Community People	Summary of God-given burdens or concerns
Forward	How is God directing me?	Bucket List/Verses Life Purpose/Vision	Summary of your Vision Statement
Upward	How is God speaking through the process?	Directed time alone with God	Seeking God to guide and direct

It is recommended that you attend this workshop/process during the Reflection Phase of your sabbatical to engage in discovering your God-given design and defining the contribution God would have you make in the next chapter of your life. Workshops are scheduled in Colorado Springs. Contact: TDC@navigator.org for more information.

ONLINE SABBATICAL RESOURCES



INTRODUCTORY FORMS

- Sabbatical Information Form
- Sabbatical Plan Worksheet
- Sample Sabbatical Worksheet
- Role Fit Inventory
- Burnout Inventory
- Marital Survey

HELPFUL INFORMATION

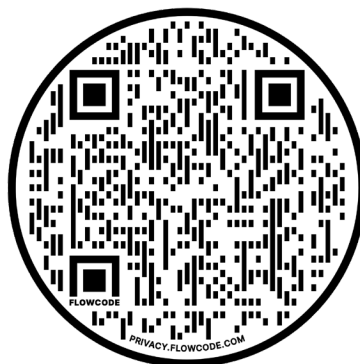
- Sabbatical Care Interview Process
- Expense Guidelines
- Retreat Centers
- The Difference Between Vacation and Sabbatical

DONOR COMMUNICATION

- Communicating about Sabbatical
- Will people give to me when I go on Sabbatical? (with sample funding letters)

BOOKS AND ARTICLES

- Recommended Book List
- *Rest for the Weary: Renewal for Women through Mini-Sabbatical Events*
- *Melting the Icebergs: Uncovering Six Key Areas that can Sink Your Leadership*



RESOURCES AVAILABLE AT:
tdc.navigators.org/program/sabbaticals