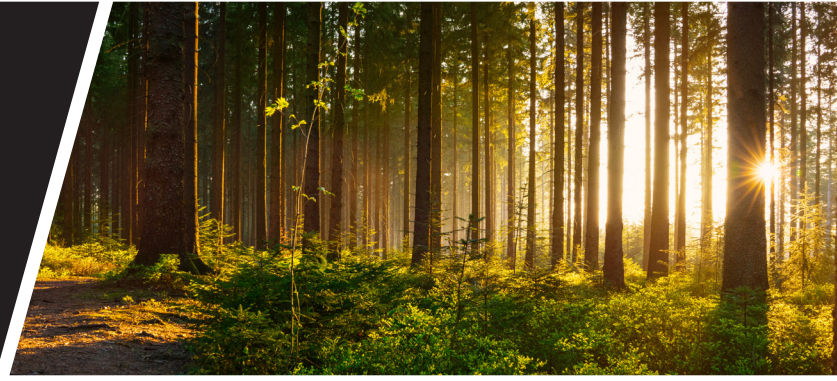


# SAMPLE SABBATICAL PLAN WORKSHEET

Blank worksheet available on [TDC.Navigators.org](http://TDC.Navigators.org)



**NAME:** Joe and Jane Staff

**POSSIBLE SABBATICAL DATES:** March to August

**SABBATICAL ADVISOR:** Ben Johnson

## SABBATICAL SUPPORT TEAM MEMBERS

- Person 1: contact info
- Person 2: contact info
- Person 3: contact info
- Person 4: contact info
- Person 5: contact info
- Person 6: contact info

**POSSIBLE PRIORITY ISSUES:** From Sabbatical Care Interview, input for others, own prayers

**NOTE:** Normally a list would not be this long

- Ministry overload, over commitment, overwork
- Perfectionism
- Partnering in ministry
- Disappointment
- Self-Doubt
- Critical spirit
- Anger
- Fear
- Role-fit
- Marriage

## AGREEMENTS

1. Keep my sabbatical a priority focus.
2. Regular journaling.
3. Bi-monthly day alone with God.
4. Jane will participate as appropriate.
5. Take initiative to stay current with sabbatical advisor and supervisors.
6. Limit ministry activities and travel as agreed with sabbatical advisor.
7. Be transparent and vulnerable.
8. Consider becoming a sabbatical advisor for another in the future.

## SUGGESTED COMMUNICATION/ACCOUNTABILITY PLAN

- Bi-monthly meetings/phone calls with sabbatical advisor
- Monthly meeting with sabbatical team
- Once per Phase update supervisors

## MISCELLANEOUS

- Confirm schedule with sabbatical advisor.
- Define possible role with \_\_\_\_\_.
- Resolve conflict with \_\_\_\_\_.

# SAMPLE SABBATICAL PLAN WORKSHEET

## PHASE ONE: *Release and Relinquish*

DATES: 5-8 Months Before Sabbatical Begins

- Complete Sabbatical Care Interview.
- Complete assessment inventories and develop sabbatical plan with sabbatical advisor.
- Send completed Sabbatical Plan to Sabbatical Advisor, Sabbatical Activator, and supervisor.
- Communicate sabbatical to donors/mailling list and ministry.
- Transfer or complete ministry/leadership responsibilities.
- Establish sabbatical support group:
  1. Jeff and Sue Smith
  2. Peter and Joan Wilson
  3. Paul and Marie Jones
- Attend Sabbatical Orientation Workshop.
- Complete fundraising for sabbatical.
- Complete Sabbatical Information Form and email to TDC@navigators.org.

## PHASE TWO: *Rest and Recovery*

DATES: March–April

- Read: *Isolation*, Shelley Trebesch
- Read: *Abba's Child*, Brennan Manning
- Read: *The Overload Syndrome*, Dick Swenson
- Finish projects around house
- Play in softball league
- Go to Bed & Breakfast with Jane
- Attend *Becoming One* Retreat

## PHASE THREE: *Reflection and Refocus*

DATES: May–June

- Read: *Connecting*, Larry Crabb
- Read: *Reaching for the Invisible God*, Philip Yancey.
- Attend Bill Thrall seminar on leadership.
- Take two extended prayer retreats asking God if he wants to say anything to me.
- Meet with supervisors, Jim and Gary, to clarify perceived issues.
- Complete *Life Lessons*
- Complete *Personal Contribution Assessment*
- Crystallize *Personal Passions*
- Develop a *Partnering Plan*
- Discuss future options with supervisor and dialogue with Ken Larson (ken.larson@navigators.org).

## PHASE FOUR: *Reassignment or Realignment*

DATES: July–August

- Clarify my calling.
- Confirm God's direction for realignment in current role.
- Get counsel from supervisors, Jim and Gary.
- Engage with Ken Larson (ken.larson@navigators.org), if planning to change missions.
- Complete Sabbatical Debriefing Questions and send to supervisors, advisor, and Sabbatical Activator.

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

DATES: September–October

- Determine right pace to re-engage.
- Communicate to supervisor and team my desires and expectations for re-entry.