

## New England Synod Sabbatical Fund Policy

**Purpose:** The purpose of the New England Synod Sabbatical Fund is to provide financial support for New England Synod Rostered Leaders embarking on an approved sabbatical that includes an aspect of mission oriented learning and discovery.

**Awards:** Sabbatical awards range between \$1,000 and \$5,000 depending on various factors related to market activity, contributions to the fund, number of applicants, need and other variables.

### **Qualifications for consideration:**

- Only currently active under Call Rostered Leaders of the New England Synod are eligible
- Rostered leaders must have been approved for a sabbatical by their congregation church council or appropriate governing board.
- Proposals must include a mission oriented learning discovery aspect to the sabbatical. “How will this portion of your sabbatical further the mission of the ELCA here in New England?”
- Rostered leaders, who are members of the Portico Health Plan, must have participated in the health Assessment for the current year, and agree to participate in all future years.
- Rostered leaders must have all appropriate annual reports completed from the prior year, and agree to continue to complete those reports in future years. This includes the annual parochial report of the ELCA, and the annual report to the bishop.

**Application:** Rostered leaders apply to the Synod Council by writing a brief cover letter and a no more than two (2) page proposal outlining their sabbatical plans. In addition, applicants will provide a one page budget for their sabbatical, including how the Synod Sabbatical funds will be used. Applications must be received no later than November 1<sup>st</sup> at midnight. All applications are reviewed and acted upon by the Executive Committee of the Synod council.

**Disbursements:** Upon approval, applicants will be notified of the decision following the November meeting of the Synod Council. A check in the amount of the award will be issued no later than January 31.

**Follow-up Accountability:** All recipients of awards are required to participate in these follow-up activities:

- Announce the award via bulletin information and newsletter article to the congregation, including the amount of the award and the name of the New England Synod Sabbatical Fund.
- Provide a summary of learnings to the congregation, the conference and the bishop’s office using either written, video, photo, in person (or combination) presentation.
- Continue to take the annual Portico Health Assessment survey.