**Diocese of Newcastle Sabbatical Application Form**

SECTION 1 – YOUR DETAILS

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| Name |  |
| Address |  |
| Postcode |  |
| Telephone |  |
| E-mail |  |
| Benefice / Post |  |
| Length of service since ordination |  |
| Length of service in Newcastle Diocese |  |
| How long since last Sabbatical (if applicable) |  |
| Desired dates for Sabbatical leave |  |

SECTION 2 – PLANS FOR SABBATICAL

*Please type in the boxes which will expand to fit your answers. If you are filling in the form by hand longer answers can be on a separate piece of paper.*

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| 1. Please describe in a sentence what you would like to do with your Sabbatical | |
| a) What one or two aims (overall intentions) do you have for it?  b) What are the objectives (specific activity or achievement) that will help you achieve these aims? | |
| 2. How will this benefit… | |
| a) … you?  b) … your immediate family?  c) … the wider church? | |
| 3. How will you evaluate whether you have achieved these aims and objectives? | |
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| 4. What has attracted you to this / these particular activities? | |
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| 5. How do your sabbatical proposals fit in with your general development over recent years? | |
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| 6. How do you expect your sabbatical proposals will develop you and your ministry, and resource others in similar roles, in the future? | |
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| 7. Please write, as far as you can, a timeline of how you will spend your sabbatical  *(Please note that up to 2 weeks of your sabbatical can be entirely for rest and recreation, and that the overall period is a maximum of 3 months).* | |
| Dates | How this time will be spent |
|  |  |
| 8. How does this fit in with your current pattern of… | |
| a) … recreation (days off, holidays, recreational activity, etc…)  b) … spiritual patterns or disciplines (daily disciplines, retreats, spiritual direction, etc…)  c) … personal development | |
| 9. In terms of timing in your ministry, how appropriate is it to be away from your normal work for three months? | |
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SECTION 3 – PRACTICAL ARRANGEMENTS

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| What arrangements have you made / do you envisage for your responsibilities to be covered whilst you are on Sabbatical? |
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| Other than the CMD officer who else have you consulted about your Sabbatical proposals? e.g. Churchwardens, MDR reviewer, Spiritual Director, Archdeacon, Area Dean (please note the latter is essential before submitting this form, as regards timing). |
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| Where these arrangements depend on others (for example, the permission of a community to spend time with that community) please list the people concerned and outline what communication has occurred and is planned. |
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SECTION 4 – FINANCIAL IMPLICATIONS

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| Please give costings, so far as you are able, for your proposal. | |
| Travel |  |
| Accommodation |  |
| Courses |  |
| Resources |  |
| Other |  |
| ***Total*** |  |
| The diocese can grant up to £1100 towards the costs of your sabbatical. If you are intending to spend more than that, please give details of how the additional costs will be met in order that we can be confident in the viability of the proposal. | |
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