



DIOCESE OF TRURO

DISCOVERING GOD'S KINGDOM
GROWING THE CHURCH

Planning Your Extended Ministerial Development Leave

Revised October 2022

Why Study Leave

In 2001 the national CMD Review, *Mind the Gap*, recommended that 'all licensed ministers (lay and ordained, stipendiary and non-stipendiary) should be given the opportunity of a sabbatical, i.e. a time of rest, renewal and recreation, whether or not a financial contribution is made by the diocese'.

The Diocese of Truro sets a high priority on clergy wellbeing, and upon clergy availing themselves of this opportunity. Extended Ministerial Development Leave (EMDL) should be regarded as an essential part of the pastoral care of the self and of the stewardship of one's gifts. It is an integral part of each individual's commitment to ministry. EMDL is a normal expectation for all licensed clergy.

This leaflet suggests some things that you will want to consider whilst planning your EMDL. It is not designed to be exhaustive, but to give ideas and practical hints that you may find helpful. It sets out what an EMDL is and then reflects on four key areas

1. The Project
2. Sharing Your Plans
3. Money Matters
4. Returning and Reporting

What is EMDL?

EMDL, or Sabbatical Leave as it was previously called, is an opportunity to step back from the normal demands of ministry and take time to reflect on your current ministry and look to what the future may be. As you plan your EMDL you should seek to incorporate times for learning, retreat, relaxation and travel.

Usually an EMDL will be of three months duration. It is expected that annual leave will not be counted as part of this time.

Am I eligible for EMDL?

Clergy who have been ordained for at least ten years are eligible to apply for EMDL, and they may apply again every seven years thereafter. Clergy must have been in their present post for at least two years prior to taking EMDL. Clergy who are within the first 12 months of taking on a curate will not be granted EMDL. Those within three years of retirement will not normally be granted EMDL.

Readers are also eligible once they have been licensed and admitted for at least ten years.

The expectation is that in any one year up to five people may be granted EMDL. If this is something that you are interested in please make contact with your Archdeacon and/or the Head of Ministry in the first instance.

The First Step

Once you have established that you are eligible for EMDL you will need to think about how you will spend the time. The form enclosed with this leaflet provides a starting point for your thinking, and can be used to help you prepare a more detailed proposal. Once you have an initial proposal then it would be appropriate to share your thoughts with the Head of Ministry who acts as ‘consultant’ to all those planning EMDL. It is not our intention to make this an overly bureaucratic process, but the Head of Ministry can be used as a sounding board, and may also be able to offer specialist help or signposting with particular projects.

The Project

It is never too soon to start planning as there is much that needs to be considered alongside the project itself. In reality it may take a year or more before you actually begin your EMDL. As you embark on the process of planning your EMDL the following may help you to develop the project that you will undertake. Over time you will need to develop a detailed plan so asking yourself some simple questions may be helpful. Not all the following questions may be relevant to your situation, but they may help you to define a worthwhile project.

- What excites and enthuses me?
- What would help me grow as a person? (It is suggested that we cannot guide others further than we have gone ourselves. You may want to explore new areas of spirituality, consider where you can be vulnerable or open, or where you might take risks.)
- What skills or abilities do I need now as a minister? What is happening in the parish/benefice/deanery? Is there something that I could explore that would enable me to be more effective in my current post?
- Is there any form of ministry, service or Christian experience that I have always wanted to know more about?
- Are there any insights or skills which I would like to read about and study in more depth and possibly reflect on with others in order to deepen my knowledge and understanding?
- Where might be an appropriate place to do, learn, or experience this? Travel may be an important part of the project. The opportunity to step away from your current situation enables the possibility of renewal and refreshment, as well as gaining a wider perspective. It may be appropriate to consider the possibility of spending time in a community, or a residential period at a theological college or institution, e.g. Sarum College
<https://www.sarum.ac.uk/> or <https://www.gladstoneslibrary.org/>

The opportunity to be creative and imaginative is an important part of the planning process, and the EMDL itself, but an element of realism is also important, including taking account of your family’s needs which may effectively limit your options to a greater or lesser extent. You may like to consider whether or not your spouse is able

to accompany you for some or all of the time. You may also consider planning your EMDL around school holidays.

Once you have had some initial thoughts you may choose to look at your desired outcomes. What is it that you want to happen or want to achieve during this period? By finding a goal it may be easier to set objectives and develop a strategy.

Getting the most from your EMDL

Please consider the following when preparing for your EMDL.

1. **Learning** - This is the element of professional and ministerial development which might well take the greatest part of your three months, involving some element of study and theological reflection. It should be designed to widen horizons or deepen thinking in a particular area, rather than simply revisiting familiar territory. Most people have some idea of what they want to do with this time, but it is good to ensure that it is something which benefits a variety of needs including your own ministry now and in the future and the wider work of the church.
2. **Retreat** - The EMDL should include some time which is by nature of retreat, for some people that may mean going on a "Retreat". But there are other ways of retreating. The principle is that sometime of your EMDL should be set aside for you and your own relationship with God. This means retreating from church, work, family and responsibility to refresh your own personal spiritual life in a way which is best for you. Careful discussion with your spouse/dependants (if any) is essential. A spouse should not be expected to run the parish(es) in your absence. It is also wise to discuss this retreat element of your EMDL with your spiritual director if you have one.
3. **Relaxation** - EMDL is not a holiday. Nonetheless it is appropriate and necessary that the three months include some time of physical rest and refreshment.
4. **Location** - EMDL will typically be taken away from the your normal ministry location and away from the vicarage/rectory for at least part of the period. If part of the period is spent at home you should make arrangements to worship elsewhere rather than at the parish church. It is expected that most ministers should be able to be away for a substantial part of the period.

N.B: If your application is successful and you live in a Diocesan property which during the period of EMDL is to be left vacant for any time, you should contact the Property Department to ensure that this fact is noted for insurance purposes.

Deferral

EMDL applications that are approved but then deferred for a year will not be automatically carried over. You will have to update and re-submit your application form and obtain the relevant approvals again. Priority may be given to other applications that year that have not been deferred.

Sharing Your Plans

As you embark on your planning it is important to remember that your plans should be developed with others in the parishes you serve. This may mean conversations with clergy colleagues, churchwardens, PCC(s) and lay ministers. They may have thoughts to offer, and you may consider establishing a local support group to help you with your planning.

Sharing your plans locally is also vital because of the implications of your study leave for the parishes. This is not only an opportunity for your growth, but may also be an opportunity for others to grow as new people take on responsibilities and leadership roles, enabling them to grow in confidence and experience. At the most basic level plans will need to be put in place to cover services, occasional offices and pastoral emergencies. You will need to seek the agreement of the PCC(s) to cover the costs of retired clergy and Readers from outside the parishes who provide cover while you are away. You are responsible for ensuring that cover is in place, and you may need to liaise with your Rural Dean and perhaps the Archdeacon, but you are not responsible for paying the costs of cover. The fact that you are not claiming expenses from the parishes while you are away should help offset these costs.

Arrangements may also need to be made in relation to the vicarage/rectory telephone to be supplemented by provision for a switch-through facility. This ensures that the family does not take over the administrative duties while you are away and also that ministry calls and mail are not left unanswered.

It is clear that the minister and parish must keep proper accounts in respect of an EMDL period so that all financial proprieties are fully observed.

Money Matters

The question of finance should not prevent you from considering the possibility of an EMDL. Your stipend continues to be paid during your study leave, but there may be additional expenses. As part of the planning process you should prepare a budget taking into account such things as travel, accommodation, insurance, fees, books etc. All licensed clergy and Readers are eligible for a grant of up to £750. In addition there are a number of other sources of EMDL funding, and the following list may be helpful. When planning the timing of your EMDL you may need to bear in mind that applying for grants can take time and you will need to factor this into your time frame.

St Boniface Trust <http://www.stbonifacetrust.org.uk/grants.html> The Trust is a small charity (Registration Number 309500) established to advance the Christian Religion in accordance with the principles of the Anglican faith in all parts of the world, especially for the provision of education and training of clergy and lay people by the award of scholarships and maintenance allowance or any purpose concerning their spiritual or temporal welfare.

Exeter Cathedral Minor Trusts <http://www.exeter-cathedral.org.uk/about-us/minortrusts.ashx> There are a number of Minor Trusts which are administered by Exeter Cathedral. These are almost all restricted to clergy or their dependents, or choristers at the Cathedral. The Trusts and a brief description of the terms under which they are able to support grant applications are listed below. Applications for each of the trusts are made usually in May each year and are considered by the Chapter who are the Trustees in their July meeting. The successful applications will be contacted shortly afterwards. Once the award has been made it must be drawn down by August the following year or it is lost. For further information please email pastor@exetercathedral.org.uk

Philpott Boyd Education - Educational trust - support for clergy - especially for those taking higher degrees (clergy in the Diocese of Truro are also eligible).

St George's Trust <https://fsje.org.uk> The Trust gives grants to Anglican clergy, seminarians and students. The awards are currently worth up to £350. Each year the Trustees set a budget for the total amount that can be awarded and distribution is made until the limit is reached. We therefore encourage application early in the calendar year.

Women's Continuing Ministerial Education Trust

<https://www.churchofengland.org/more/diocesan-resources/ministry/wcmet> The object of the WCMET is to further the Continuing Ministerial Education of women in the Church of England and the Scottish Episcopal Church by means of grants to ordained women, female Accredited Lay Workers (including Church Army sisters) religious sisters (Lay or Ordained) who, in the opinion of the Trustee, are in need of financial assistance.

All Saints Educational Trust <http://www.aset.org.uk/index.html> not for Ordinands

Hockerill Educational Foundation

<http://www.hockerillfoundation.org.uk/Grants.aspx> not for Ordinands

The Saint Gabriel's Trust: <https://www.cstg.org.uk/grant-giving/grants/>

St Luke's College Foundation: <http://st-lukes-foundation.org.uk/>

Jerusalem Trust: <http://www.fundingforall.org.uk/funds/the-jerusalem-trust/>
General Clergy support is available here: <https://www.clergysupport.org.uk/>

Returning and Reporting

The expectation of an EMDL is that you write a report for the Head of Ministry and the Bishop of St Germans, who will use it as the basis for a time with you to help evaluate what you have done and the best way in which benefits can be shared with others. This report should include reference to what has been gained through the different elements of the EMDL and your own theological reflections and personal learning arising from the time. In addition to this brief report, some people will wish to prepare a longer more detailed report of their work for the benefit of others. This is fine. It is good to give some consideration to ways in which what has been learned from your EMDL may be of use and benefit to the wider church in the Deanery or the Diocese. If your EMDL has arisen out of your MDR, then the report will also be placed with the MDR papers.

It is important that you do not lose the value of this time through the busyness of parish life when you return. It may be helpful for the parishes to keep a diary of what has happened while you are away. This may make it easier to re-integrate into parish life on your return.

As you plan for your time away, so it is important that you plan for your return. It will be important to pace yourself, and parishes should be discouraged from putting everything on hold to await your return. You may also consider planning a lighter service load for a week or two after your return. Give space both to people you need to see and to yourself, think about how you can reflect on the experiences you have had and how to share them with people locally and integrate them into the life of the parishes.

The Next Step

Once you have formulated your initial proposal and discussed it with the Head of Ministry you will be asked to write a more detailed proposal setting out the area of study, what you are hoping to achieve and how you will attain your goals. The Head of Ministry will consult with the Bishop of St Germans on behalf of the Episcopal College. If the Bishop is satisfied with your proposal your application will be approved.

Contacts

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