

THE BISHOP QUIN FOUNDATION
SABBATICAL GRANT PROGRAM GUIDELINES

Adopted June, 2014

A sabbatical is defined as a clergyperson taking at least three months away from their primary ministry: for rest, refreshment, recreation, travel, reading, study, hobbies and the renewal of personal relationships.

The mission of The Bishop Quin Foundation is to help build the Church.

This mission is facilitated by the clergy of the Diocese of Texas taking sabbatical time, resulting in the holistic care, growth and development of its excellent clergy.

The Bishop Quin Foundation shall make grants to the congregations and institutions of the Diocese of Texas to assist in the funding of sabbaticals for their clergy.

Sabbatical grants shall be available for all clergy who are canonically resident in the Diocese of Texas, including bishops, priests and deacons.

A total of \$7,500 (or less, if so requested and approved) may be awarded to a congregation or institution for the benefit of funding one sabbatical for one clergyperson.

Sabbaticals by clergy may certainly be taken and funded by a congregation or institution, without benefit of this grant program.

The Diocese of Texas requires that Letters of Agreement between clergy and their congregations or institutions include provision for sabbaticals. In addition, the bishops of the Diocese of Texas also encourage the availability and application process of the Bishop Quin Foundation Sabbatical Grant Program.

The Bishop Quin Foundation Sabbatical Grant Program is to be administered by the Bishop Suffragan who serves as the Executive to Pastoral Ministry.

The Bishop Suffragan shall submit a written summary report to the Bishop Quin Foundation regarding the activity of the program in the previous year, no later than January 31.

The Bishop Quin Foundation recommends that the grants under this program be awarded under the following terms and conditions:

1. To be eligible for this program, the clergyperson:
 - a. must have been canonically resident in the Diocese of Texas for at least 7 years, or will have been by the time of the sabbatical; and
 - b. must have been in his/her current position for at least 3 years, or will have been by the time of the sabbatical; and
 - c. shall not have been on a sabbatical for at least 7 years in this or any other diocese; and
 - d. the Bishop Suffragan may make exceptions to the above, based on specific pastoral considerations.

2. The grant will be divided between the clergyperson and the congregation or institution in a manner to be agreed upon by each clergyperson and his/her congregation or institution, as long as the clergyperson receives benefit of at least 60% of the grant. If there is disagreement regarding the division of funds, the Bishop Suffragan shall work with the parties to resolve.
3. The congregation or institution shall use its share of the grant to continue all or a portion of the clergyperson's usual duties during his/her absence.
4. The clergyperson shall use his/her share of the grant to fund travel, lodging, tuition, books or any other expenses incurred in taking a sabbatical.
5. This grant may also fund travel and related expenses of an accompanying spouse.
6. Grants under this program are for clergy who intend to return to active ordained ministry at the conclusion of the sabbatical. Any exceptions to this must be approved by the Bishop Suffragan.
7. The Bishop Suffragan shall make available an application for this grant which includes information that he/she needs to make a determination. The application shall include signatures by the clergyperson planning a sabbatical and the senior warden in the congregation (or other appropriate person).
8. The Bishop Suffragan shall sign the completed application as evidence of approval of the grant to be awarded.
9. After the grant is approved by the Bishop Suffragan, the clergyperson will be notified promptly and funding will occur in advance of the clergyperson's departure on sabbatical.
10. Grants shall be awarded based on the following priority:
 - a. Judgment of the Bishop Suffragan;
 - b. Length of time since any previous sabbatical;
 - c. Length of time canonically resident in the Diocese of Texas;
 - d. Date the application is received by the Bishop Suffragan.

*Approved by the
Board of Trustees of the
Bishop Quin Foundation
June 12, 2014*