

E. 11A – Procedures for Sabbatical or Renewal Program

- A sabbatical experience is granted to a Brother for two reasons:
 - The development of his professional and ministerial skills or the preparation for a new ministry (application to the Assistant for Education); and/or
 - For spiritual renewal and development (application to the Assistant for Religious Life)
- A sabbatical usually lasts from four months to one year. A sabbatical is possible at any appropriate moment in a Brother's continuing formation as determined by the individual in consultation with the Provincial Council. Ordinarily, a member of the Province takes a sabbatical, which has a significant spiritual renewal component five to ten years after perpetual profession. Another appropriate time for a sabbatical would be at the time of a transition into a new ministry or into the time of late adulthood. During a sabbatical, an individual will participate in an organized program, at least for part of the time.
- The individual, the Provincial Council and/or the local community can take the initiative for a sabbatical. The member should consult the local community concerning the timing of a sabbatical. Normally, the Provincial Council tries to give Brothers sufficient time to plan for a smooth transition from the ministry in which they are involved.
- Applications for a sabbatical should be submitted to the appropriate Provincial Assistant by January 1 or at least six months before the sabbatical is to begin.
- Applications should include:
 - all details available to the person concerning the proposed program including goals or aims of the sabbatical and how the proposed program of the sabbatical will respond to these goals;
 - a statement of the way the Brother envisions using the knowledge and skills acquired for service in the Province and the Church, as well as concrete plans for future ministry directions;
 - a proposed budget, to include the cost of professional and/or religious development programs, transportation, room and board, and personal expenses. In the process of preparing the budget, stewardship of our resources and our commitment to simplicity of life is seriously considered. Where local funding is available, it is to be used. Budgets for sabbaticals are approved by the appropriate provincial officer;
 - a short description with dates of past sabbatical experiences.
- In planning a sabbatical, consultation and dialogue should be made with the place of ministry. If a member intends to continue in the same ministry after sabbatical, arrangements are made with the administration of the ministry to assure continuity.
- The Provincial Council should ensure that opportunities for a sabbatical are made equitably available to all members of the Province. The Assistant for Religious Life keeps a record of sabbaticals granted to Province members to ensure equity from one administration to the next.