

A Study Leave Proposal and Certification
_____ Presbyterian Church, _____, VA

Name: _____

Proposed Dates: _____

This proposal shall be submitted to the Session as a part of the planning for each study leave. A copy of the completed form, with Session certification, shall be submitted to the Personnel Ministry Team of the Session, and the Moderator of the COM.

- I. What are your goals for your Sabbatical?**
- II. How do you plan on meeting those goals?**
- III. Describe the expected benefit to the congregation.**
- IV. What benefits do you anticipate from this Sabbatical?**
- V. Location of Sabbatical:**
- VI. Dates:** _____

VII. Anticipated Expenses Total Cost: _____

Travel	\$
Books/Equipment	\$
Room/Board	\$
Tuition	\$
Other Costs	\$ _____
TOTAL:	\$

VIII. Sabbatical time now accumulated:

IX. Study Leave Funds now accumulated:

Study Leave Funds available:
Personal Funds available:
TOTAL: \$

- X. ADDITIONAL NOTES:**
- XI. COVERAGE**

Signed: _____ Date: _____

Sabbatical Certification by the Session and COM

The Session of _____ Presbyterian Church supports the Sabbatical proposal of the Reverend _____ as described above. We will provide pulpit supply during the Pastor's absence.

Signed:

Clerk of the Session

Date

Moderator, COM

Date