

**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	\$ _____
<b>TOTAL:</b>	<b>\$</b>

**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: \_\_\_\_\_

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**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