



THE LOUISVILLE INSTITUTE

Sabbatical Grant for Pastoral Leaders

Sabbatical... a season for rest and renewal

For academics, a sabbatical is a break from teaching and administrative responsibilities in order to pursue research projects. For pastoral leaders, a sabbatical provides time apart from the persistent obligations of daily parish life, an opportunity for renewal and reflection. A sabbatical is *not a vacation*, but a season for exploring and pondering, for regaining enthusiasm and creativity for ministry, for rededicating oneself to God as the source and summit of vocation and life abundant.

Sabbatical is rooted in *Sabbath*, the day on which the Creator rested from labor. Wise pastors acknowledge their need to keep Sabbath as *a regular rhythm in ministry*, an alternate tempo established by ceasing labor, resting, feasting, and embracing loved ones. Ideally, a sabbatical leave is an extension of this recurrent, weekly practice of receiving and enjoying God's gift of time.

Sabbatical proposals take many forms. Some include pilgrimage and travel, while others stay close to home. Some honor the body through recreation and exertion, while others seek deep rest in meditation and stillness. Some anticipate retreats for solitude, while others look forward to special visits with family and friends. The best sabbatical proposals combine several of these elements in a balanced and sensible plan. Summaries of successful sabbatical proposals from previous years are featured on The Louisville Institute website.

Sabbatical... slowing down, paying attention, falling in love again

This year, The Louisville Institute is pleased to offer up to forty sabbatical grants to pastoral leaders. Award amounts, deadlines, eligibility rules, and proposal guidelines are detailed in following pages. Conversations with colleagues, confidantes, and spiritual directors will aid your discernment process as you craft your proposal. A good sabbatical plan seeks to take care of that which takes care of you. That is, it seeks to replenish the wells from which you draw sustenance for your service to Jesus Christ.

Best wishes as you plan for your sabbatical. Whether or not your proposal is funded, we trust that this application process will benefit you and those who support you in your ministry. Please contact us by phone or email if you have any questions. We look forward to receiving and reviewing your completed proposal!

Blessings,

Don C. Richter
Associate Director
Phone: (502) 992-5431
Email: drichter@louisville-institute.org
Web: www.louisville-institute.org

Completed proposals must be postmarked no later than September 1, 2011. Sabbaticals shall be taken during a continuous eight-week or twelve-week period between March 1, 2012 and August 31, 2013.

The Louisville Institute is a Lilly Endowment-funded program based at Louisville Seminary supporting those who lead and study American religious institutions.



Granting Pastors A Time Apart...

Eligibility and Application Requirements

The Louisville Institute will award Sabbatical Grants for Pastoral Leaders of \$10,000 (eight weeks) and \$15,000 (twelve weeks). These grants will provide the time and occasion for as many as 40 pastoral leaders to devote an extended season to prayer, rest, and reflection for the renewal of their vocations.

Eligibility

The program is open to Christian clergy, church staff members, denominational staff, and others regularly employed in recognized positions of pastoral leadership, ordained and lay. Seminary administrators and faculty members are not eligible for this grant program. In past years, most successful applicants have at least five years of pastoral experience, and anticipate five or more years of active ministry after the sabbatical.

The program is open to pastoral leaders in the United States and Canada. Past recipients of Louisville Institute Sabbatical Grant for Pastoral Leaders (SGPL), Study Grant for Religious Leaders (SGRL), and Research Grant for Religious Leaders (RGRL) awards for pastoral leaders are not eligible. Applicants may not submit applications to more than one Louisville Institute grant program within the same grant year (June 1-May 31).

A note to Doctor of Ministry degree and other degree candidates: While those enrolled in a particular degree program are welcome to apply for a Sabbatical Grant for Pastoral Leaders, provided they meet eligibility criteria, any degree program is incidental to the application. Grants are awarded exclusively for sabbatical leaves; SGPL funds may not be used for tuition or any other expense related to the completion of any degree program.

No Residency Requirements

Grantees are not required, nor expected, to be in residence at The Louisville Institute or Louisville Seminary. However, all grantees will be required to attend the annual SGPL Consultation, February 27-29, 2012, at The Louisville Institute's expense.

Partner Program

The Louisville Institute works closely with the National Clergy Renewal Program offered by Lilly Endowment. While eligibility and financial requirements differ between the two programs, some applicants are able to frame their proposals to fit both sets of program criteria. *Applicants may submit proposals to both programs, but can receive a grant from only one.* In addition, neither program will offer grants to support pastors who have been supported by a grant in the other program in the five years preceding the current application.

Awards will be announced on or before December 15, 2011.

Timeline Options

To encourage a successful sabbatical experience, eight-week and twelve-week sabbaticals shall be taken in a single time segment. The Louisville Institute recognizes that in some extraordinary circumstances this may not be possible. A waiver may be negotiated after a grant is awarded. All proposals should be developed based on a single time segment.

Recipients of a Sabbatical Grant for Pastoral Leaders shall take their sabbatical in a single time segment, during an 18-month period between March 1, 2012 and August 31, 2013. Applicants who wish to take a sabbatical after that time period should apply in 2012.



A Completed Application Must Include the Following:

- Applicant information form (page 6)
- Proposal summary form (page 8)
- Proposal narrative (outline on the next page; also see “Suggestions for a Successful SGPL Proposal” on page 5)
- Résumé (two page maximum). The résumé should include educational experience, including dates of graduation, ministry experience, including dates of service, and other information about the applicant that will help the selection committee become better acquainted with the applicant (e.g., ministerial standing and date of ordination, community service and leadership, and any awards and publications).
- A Brief Description of Your Context of Ministry (Tell us about your congregation or organization and your role in it. Two pages, double-spaced, maximum.)
- Post-Sabbatical Service Form signature (page 9)
- One letter of recommendation (page 10). The letter should be from a colleague, ministry supervisor, or mentor, who is able to assess candidly your sabbatical plan and your readiness to complete it.
- An “Institution Support” form (page 11) signed by the appropriate representative of your church or organization verifying that you will be able to utilize a grant if awarded. The Institutional Support form may, but need not be, signed by the person writing the letter of recommendation.



Proposal Elements and Instructions

The Sabbatical Grant for Pastoral Leaders is a highly competitive program. Applicants must communicate as effectively as possible why they are applying, what they will do during their sabbatical, and how they, their family, and their place of ministry will benefit from the proposed sabbatical plan. We recommend that applicants share a version of their proposal narrative with a colleague in ministry or a mentor – ideally the one asked to write the letter of reference – to receive feedback and suggestions prior to submitting the application. Only well-written proposals are likely to be funded.

In crafting a proposal, first clarify the unifying theme that will structure your time and plans; then orient the proposal around that theme. Successful proposals show how all sabbatical activities focus around a clearly articulated central theme, and how the overall design is well suited to the time frame in view.

We encourage and welcome proposals on a wide range of topics and interests. The following are offered only as suggestions, to stimulate your imagination as you develop your own topic. A good guiding question, or “little quest,” is often at the heart of a compelling sabbatical plan:

- **Getting grounded** – In this age of fluid attachments, how might pastors ground themselves physically as well as spiritually? What can they learn from communities that cultivate fidelity to place? By immersing their hands in pottery clay or in the fertile humus of a community garden?
- **Reconnecting to roots** – What gives rise to the yearning among pastors to revitalize long-standing friendships? To return to places where they experienced a call to ministry? To explore sites significant to their family heritage?
- **Seeking wisdom** – Given the glut of communication and information devices, how do pastors discern and heed reliable sources of wisdom?
- **Contemplating beauty** – What can pastors learn of God by pondering fierce landscapes or vast seascapes? Beholding a great work of art? Navigating the moral world of a novel? Savoring every morsel of a feast?

Proposal Details

Proposal Summary (*form enclosed*): A description, in 200 words or less, of the theme and outline of your proposal and sabbatical plan.

Proposal Narrative: In approximately five pages (12-point font and double-spaced) describe your proposal in detail, using the following outline:

1. **Theme** – What is the unifying theme or topic for your proposal?
2. **Rationale** – Why is the proposed topic important to you and to the Church?
3. **Plan** – How do you intend to explore this topic? (Be as specific as you can be at this time as to bibliography, conferences, or events you expect to share in, travel important for your exploration, etc.)
4. **Benefit** – How do you anticipate this time apart for prayer, reflection, and rest will bring renewal to your vocation, ministry, and relationships?
5. **Timeline** – What do you expect will be your sabbatical schedule and timeline? List where you plan to be and the dates you will be there. Indicate your typical daily schedule. Keep in mind the following:
 - a. You must be released from all work duties during the time of your sabbatical.
 - b. Sabbatical leaves of eight or twelve weeks shall be taken in a single time segment. Apply only for a sabbatical period you can take in a single time segment. (In extraordinary circumstances this may not be possible. A waiver may be negotiated with The Louisville Institute after a grant is awarded.)
 - c. Your chance of receiving an award is not affected by whether you apply for an eight-week or a twelve-week grant.
 - d. All Sabbatical Grants for Pastoral Leaders awarded in 2011 shall be taken between March 1, 2012 and August 31, 2013
6. **Other** – Please share other plans or possibilities (writing, presentations, etc.) you hope will be a part of or emerge from your proposed sabbatical.

The use of the award is left to the discretion of the grantee. Potential uses of funds include the purchase of books, salary replacement, research materials (including computer hardware and software), travel (including meals and lodging), conferences or seminars, etc.

Completed proposals must be postmarked by September 1st.

Post Grant Reporting

Grantees submit an online summary report to The Louisville Institute at the conclusion of their grant period. In addition, one copy of any published article and three copies of any published book produced during or as a result of the grant period should be sent to The Louisville Institute.



Suggestions for a Successful SGPL Proposal

Preparing a successful SGPL proposal takes time — time to reflect on the nature, purpose, and goals of your sabbatical; time to draft your proposal; time to seek comments and suggestions on your draft; and time to polish a concise, literate, and compelling narrative. Taking time to prepare the best possible proposal will enhance your chance for selection, as will careful attention to the following suggestions.

Focus

Like a good sermon, a good SGPL proposal will be well-focused. In your proposal narrative, explain clearly **why** you want to take a sabbatical, and **how** the plan you are proposing will meaningfully address that “why.” For example, a “why” rooted in the need for a season of rest and solitude ought not lead to a “what” of travel and conferences.

Integration

A compelling SGPL proposal develops the central theme of your sabbatical in a carefully integrated way. Each element of the plan and the proposal relate clearly to the theme. The books in the bibliography, any travel plans, possible conferences, workshops or seminars, even the daily schedule — all fit together seamlessly and relate appropriately to the central theme of the sabbatical.

Balance

Recipients of a Sabbatical Grant for Pastoral Leaders have a wonderful opportunity to address the need for more balance in their lives, and to practice new and more balanced habits of heart and life during the eight or twelve weeks of their sabbatical leave. Successful SGPL proposals balance rhythms of exertion and rest, study and play, solitude and community. Sabbatical rhythms, when sustained, will uphold one through a lifetime of ministry.

Benefit

A sabbatical season benefits many people. This truth should be articulated in the proposal. Your application should clearly state what benefits/blessings you anticipate for yourself, and also for persons to whom you minister, for your family, and for other significant relationships.

Successful SGPL proposals will be focused, integrated, and balanced, reflecting a focused, integrated and balanced sabbatical *plan*. Benefits to yourself and others should be clearly expressed.

Your completed SGPL proposal will be reviewed by a selection committee of Louisville Institute staff, board members, and pastors. Last year we received over 400 applications for 40 possible grants. We say this not to discourage you from applying, but to encourage you to take the time to craft a clear, concise, and persuasive proposal!

A Note About Travel

Travel can be a valuable part of a pastoral sabbatical. Travel can also detract from a successful sabbatical. Grantees frequently underestimate the time, wear and tear, and expense of extensive travel. Applicants who include a significant travel component in their sabbatical plan — particularly foreign travel — must clearly relate their travel plans to the focus of their sabbatical, and must integrate travel plans into the overall plan in a compelling fashion. Travel for its own sake is rarely a persuasive part of a successful application for a Louisville Institute Sabbatical Grant for Pastoral Leaders.



Sabbatical Grant for Pastoral Leaders

Grant Application

Guidelines for preparing the sabbatical application are posted on The Louisville Institute website:
<http://www.louisville-institute.org/PDFs/SGPL%20Grant%20Application%20Process.pdf>.

Applicant Information (PLEASE PRINT CLEARLY)

Title: Rev. Dr. Rev. Dr. Sister Father Mr. Mrs. Ms. Other: _____

Name _____

Home Address _____

City _____ State _____ ZIP code _____

Office Address _____

City _____ State _____ ZIP code _____

Where do you prefer to receive mailings? Home Office

Telephone (office) _____ (home) _____

FAX _____ E-mail _____

Website _____

Employer _____

Position _____

Denominational affiliation _____

Title of proposed project _____

Proposed timeline for the project – please check only one box:

8 weeks (\$10,000) 12 weeks (\$15,000)

Anticipated dates of sabbatical leave:

(continued on next page)

Name and address of person writing letter of recommendation for you:

Name _____

Address _____

City _____ State _____ ZIP code _____

Daytime Phone _____

Where did you hear about this program? _____

Applicant's signature _____ Date _____



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Sabbatical Grant for Pastoral Leaders

Proposal Summary

Describe your proposal in one paragraph of 200 words or less (type, print out, or attach in this space). Please send an electronic copy of this to us by email (klichty@louisville-institute.org) or enter it into the appropriate form on our website at http://www.louisville-institute.org/secure/ggrant_application1.aspx.

Before you can access that form, you will be asked to complete a very brief log-in process, to assure that you have a Louisville Institute "account" (there is no money involved) where our website can store your proposal summary.

(PLEASE PRINT CLEARLY)

Name _____ Date _____

Proposal title _____



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Expectations Concerning Post-Sabbatical Service in Your Current Place of Ministry

Many sabbatical policies include a requirement that persons taking a sabbatical promise to continue to serve in their current ministry for a minimum period of one or more years following the sabbatical. While The Louisville Institute does not maintain such a strict requirement, we do require that applicants be upfront with us about any foreseeable changes in their place of ministry, as outlined in the following policy:

- a. Since a sabbatical grant is intended to serve the well-being of ministers for the sake of the organizations they serve, Louisville Institute sabbatical grant recipients are expected to remain in their current place of service for at least one (1) calendar year after the sabbatical's completion.
- b. If sabbatical grant applicants or grantees learn that they may not stay in their current place of ministry for at least one (1) calendar year following the completion of their sabbatical, they shall immediately communicate this information to The Louisville Institute.
- c. The Louisville Institute reserves the right to decommit any grant (a) where the grantee changes ministry location before the sabbatical period begins, or (b) where, before the sabbatical period begins, the grantee enters into an agreement to change ministry location within one (1) calendar year of the sabbatical's completion.
- d. By signing below, the applicant formally acknowledges his/her obligations as set forth in paragraphs a) and b) above and further consents to The Louisville Institute's right to decommit any grant under the terms set forth in paragraph c).

Signature

Date

Printed Name



Sabbatical Grant for Pastoral Leaders

Letter of Recommendation

To be completed by applicant:

Name of applicant _____

Proposal title _____

In 1993, The Louisville Institute launched the Sabbatical Grant for Pastoral Leaders program, convinced that directly supporting the spiritual growth and vocational renewal of pastoral leaders was an important and effective strategy for increasing the vitality and effectiveness of churches and ministries. The Louisville Institute offers pastoral leaders a chance to step out and step back from the pace and pressures of ministry through its Sabbatical Grant for Pastoral Leaders program. We believe that when pastoral leaders have opportunity for learning, growth, and re-creation, they also learn the habits and practices that sustain them in and for meaningful ministry. During a season of personal renewal and disciplined reflection, pastoral leaders embrace the gifts of time and Sabbath for their lives and ministries. As they are renewed and strengthened so are their families and so is the Church. Through its Sabbatical Grant for Pastoral Leaders grant competition, The Louisville Institute will award up to 40 grants for eight-week or twelve-week sabbaticals. During this time recipients will devote themselves to a season of prayer, study, rest, and reflection on their vocations and ministries.

We would appreciate your candid assessment of the applicant's capacity to carry out the sabbatical program of reflection and renewal she/he has proposed. **Please sign and attach this form to your letter of recommendation to the address below, postmarked by September 1, 2011.**

Signature _____ Date _____

Name (print) _____

Send to:

SGPL Selection Committee
Sabbatical Grant for Pastoral Leaders
The Louisville Institute
1044 Alta Vista Road
Louisville, KY 40205-1798

For Questions, Contact:

Keri Liechty
Phone: (502) 992-5431
E-mail: kliechty@louisville-institute.org



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Sabbatical Grant for Pastoral Leaders

Institution Support

To be completed by applicant:

Name of applicant _____

Organization _____

Address _____

Date of Sabbatical _____

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On this form you are asked, as the appropriate official in the applicant's place of ministry, to verify support of the applicant's supervisory committee (pastoral relations, pastor/parish, personnel, etc.) for this application to the Sabbatical Grant for Pastoral Leaders program. **Please sign and return this form to the applicant.**

On behalf of _____ (name of institution)

I certify that _____ (name of applicant) has discussed with and has the support of _____ (name of committee) in making this application to the Sabbatical Grant for Pastoral Leaders program.

Signed _____

Name (print) _____

Title _____

Date _____



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Grant Application Check List

Guidelines for preparing the sabbatical application are posted on The Louisville Institute website:
<http://www.louisville-institute.org/PDFs/SGPL%20Grant%20Application%20Process.pdf>.

Mail the complete application packet to:

Sabbatical Grant for Pastoral Leaders
The Louisville Institute
1044 Alta Vista Road
Louisville, KY 40205-1798

If you need further clarification, please contact:

Don C. Richter
Associate Director
Phone: (502) 992-5431
E-mail: drichter@louisville-institute.org

All application materials must be postmarked by September 1, 2011.

Please make sure you enclose the following in this order:

- Applicant information form
- Proposal summary form
- Proposal narrative
- Résumé
- Brief description of your Context of Ministry
- Signed Post-Sabbatical Service form
- "Institution Support" form

Reminder:

The Letter of Recommendation must be returned directly from the recommender to The Louisville Institute, postmarked by September 1, 2011.

Please paper clip your application – do not bind or staple. All materials other than the Applicant Information and Institution Support forms should be single-sided on paper no heavier than 24#.

What Is The Louisville Institute?

In late 1990, Lilly Endowment Inc. (an Indianapolis-based private philanthropic foundation) launched The Louisville Institute based at Louisville Seminary. Created in 1937 by three members of the Lilly family through gifts of stock in their pharmaceutical business, Eli Lilly and Company, the Endowment supports the causes of religion, education and community development. Lilly Endowment's Religion Division supports people and organizations striving to generate knowledge, communicate insights, nurture practices, and renew and sustain institutions that provide the religious resources upon which a flourishing and humane society depends.

As a program funded by the Lilly Endowment, The Louisville Institute builds upon the Endowment's long-standing support of both leadership education and scholarly research on American religion, focusing on North American Christianity, the historic African-American churches, and the Hispanic religious experience.

The Executive Director, James W. Lewis, and Associate Director, Don C. Richter, guide the work of The Louisville Institute and work closely with the Religion Division of Lilly Endowment. The Board of Directors assists by reviewing grants proposals and setting policies.

In order to advance our understanding of the character, problem, contributions and prospects of American religion, The Louisville Institute encourages research and leadership education in ways that are mutually beneficial to both academics and religious leaders:

- by providing grants to academics, religious leaders, academic institutions, church bodies and selected other non-profit organizations;
- by convening conferences and other opportunities for conversation among religious leaders and researchers.



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