



EPISCOPAL
CHURCH OF NH

Refresher Leaves Overview

Who is eligible?

Refresher Leaves are available to active clergy serving in the Church of New Hampshire who have been canonically resident for at least five years prior to the date of application, having served in their present position at least three years. A limited number of Refresher Leave Grants are made available each year for parochial clergy who qualify for a refresher leave.

How is leave time to be spent?

Refresher Leaves are intended to benefit the individual involved, and to contribute to his or her growth and well-being. There are many options as to how to spend the time: travel, extended study or perhaps even focusing on some area of passion entirely unrelated to your current ministry, time to reflect and write, or simply to be. We only ask that an applicant show that his or her leave time will contribute ultimately to the well-being of the mission of the church.

What about planning the leave?

Planning is essential to getting the maximum benefit from a Refresher Leave. Planning should begin a year before the leave. The first step is schedule a meeting with the Bishop. Begin to talk with colleague and family about what your Refresher Leave might look like. Envision a time of year that might work best for you and your intended area of focus. See out resources to assist in the planning process

What is the duration of a leave?

Typically, a leave lasts for 3 consecutive months. However, there may be creative ways to break up the Refresher Leave over an extended period of time depending upon the circumstances and funds available.

Are grants available?

There are finite funds available each calendar year to be awarded as grants. These funds are intended to supplement the funding that an applicant receives from their parish, other grant sources and their own resources.

How does one apply for a grant?

A completed application for a Refresher Leave should be sent to the chair of the Continuing Education Committee 3-6 months prior to the date in which the leave is to begin. Application forms Application Forms are available on the diocesan website: www.nhepiscopal.org (For Clergy -> Continuing Education).

Who makes the final decision about grants?

The Grants for Continuing Education of the Clergy Committee of the Diocese, in cooperation with the Bishop's Office, makes the final decisions about funding Refresher Leaves.

Are there other requirements?

Yes, a written report to the Con Ed Committee within three months after completing a Refresher Leave.



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Refresher Leave Checklist

One year in advance...

...Begin planning and let people know your intentions

- ☐ Let the Bishop know your intentions well in advance and ask for input and advice.
- ☐ Let your vestry know your intentions well in advance. It might be necessary for you to do some education here and include them in the planning process.
- ☐ Let the chair of the Con Ed Clergy committee know that you are thinking seriously about applying for a Refresher Leave.
- ☐ Consider whether you wish to apply for other Grants (such as the Lilly Endowment).

Six – Nine Months in advance...

... Decide what you want to do

- ☐ Do some research about the purpose and structure of a Refresher Leave.
- ☐ Find out who has been on leave recently, and ask them about their experience.
- ☐ Plan what you want to do with your time. Develop a calendar and a brief narrative.
- ☐ Arrive at a tentative budget.
- ☐ Form a Refresher Leave Team

Three – Six Months in advance...

... finalize your plans

- ☐ With help from the Diocesan Staff, finalize replacement clergy coverage.
- ☐ Gather Vestry / Bishop Committee approval
- ☐ Complete the Refresher Leave application and email it to the Continuing Education Committee chair.
- ☐ Make formal plans.

Weeks in advance...

... Last minute details

- ☐ Review contingency plans with Refresher Leave Team
- ☐ Get Excited!