



THE LOUISVILLE INSTITUTE

Sabbatical Grant for Pastoral Leaders

Grant Application

Dear Pastoral Leader,

A sabbatical. An opportunity for rest, reflection, study and renewal. How often have you thought about it, only to conclude that sabbaticals were for someone else? Or perhaps you concluded that it was not the right time or season in your ministry, or that you were too busy to take a sabbatical. The Louisville Institute believes that all pastoral leaders benefit from a sabbatical and is pleased to announce that this year our Sabbatical Grant for Pastoral Leaders program will award up to sixty grants for either eight-week (\$10,000) or twelve-week (\$15,000) sabbaticals.

Included in this packet are guidelines, suggestions, and forms. But before you start filling out forms and printing your résumé, I want to share with you a few things we have learned about sabbaticals, and about what the selection committee looks for in a proposal.

First, pastoral sabbaticals differ from academic sabbaticals in important and essential ways. To oversimplify, academic sabbaticals are about the product while pastoral sabbaticals are about the person. That is, while a professor uses a sabbatical for research and writing, usually intending to publish a book or series of articles, most (though not all) pastoral leaders have different needs and priorities. A pastoral sabbatical, therefore, centers on personal and vocational renewal, and while reading, research, and sometimes writing play a part, publishable material need not result for the sabbatical to be a success.

Second is the importance of balance in a pastoral sabbatical. On the one hand, successful pastoral sabbaticals rarely include

eighty hours each week at the library. But time at the library is important. Nor do they consist of twelve weeks at the beach or lake, though time for rest and renewal is essential. Instead, successful pastoral sabbaticals blend reading and study, retreat and recreation, prayer and play.

Finally, be aware that such balance comes only as the result of good planning, and as much advance planning as possible. The hours spent in planning will yield days and weeks of benefit during the sabbatical itself. The application process affords the opportunity to focus and shape sabbatical plans, and articulate them in a compelling way to the selection committee. Remember that this is a competitive process, so plan to devote enough time to know that you submit the best possible application.

While we have tried to make the application materials self-explanatory, if you are like many other applicants, you will have questions. That is what we are here for. So feel free to call or email us when questions arise, be it about eligibility, the theme or focus of your sabbatical, particular aspects of your plan, or just about anything else. We will do our best to answer promptly and fully.

Blessings and best wishes,

William F. Brosend II
Associate Director
Phone: (502) 992-5431
E-mail: wbrosend@louisville-institute.org
Web: www.louisville-institute.org

*Completed proposals must be postmarked by September 15th.
Sabbaticals shall be taken during an 18-month period beginning March 1st
of the year following the year of application.*

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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 60 pastoral leaders to devote an extended season to prayer, study and reflection for the renewal of their vocations.

Eligibility

The program is open to Protestant and Roman Catholic clergy, church staff members, denominational and diocesan staff, and others **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 (SGPL), study (SGPL), and research (RGRL) awards for pastoral leaders are not eligible.**

A note to Doctor of Ministry degree and other degree candidates - While those engaged in a particular degree program are welcome to apply, provided they meet the criteria listed above, the fact that you are working toward a degree will neither add to nor detract from your chance to receive a Sabbatical Grant for Pastoral Leaders. Because grants are awarded for pastoral leaders to take sabbaticals, any course of study is incidental to the application.

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 in February.

Awards will be announced on or before November 30th.

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 beginning March 1st of the year following the year of application. Applicants who wish to take a sabbatical after that time period should apply the following year.

A completed application must include the following:

- Applicant information form (page 7)
- Proposal summary form (page 9)
- Proposal narrative (outline on the next page; also see "Suggestions for a Successful SGPL Proposal" on page 4)
- Résumé (two page maximum). The résumé should include educational experience, including dates of graduation, ministry experience with 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.
- One letter of recommendation (page 11). The letter should be from a colleague, ministry supervisor, or mentor, who is able to candidly assess the applicant's sabbatical plan and her or his readiness to complete it.
- An "Institution Support" form (page 13) 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

Because the Sabbatical Grant for Pastoral Leaders is a competitive program, applicants must take special care to 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. It is recommended that applicants share a version of their proposal narrative with a colleague in ministry or a mentor – ideally the one asked to write a letter of reference – to receive feedback and suggestions prior to submitting the application.

In constructing a proposal, applicants are encouraged to first clarify the unifying theme that will structure their time and plans, and orient the proposal around that theme. Proposals most likely to be funded will be those in which all sabbatical activities are well focused around a clearly articulated central theme, and whose overall design is well suited to the time frame in view.

We encourage and welcome proposals on a wide range of topics and interests. However, many applicants appreciate topic suggestions, both for possible consideration and as a stimulus to the development of their own topics. The following topics are offered only as suggestions:

- **Spiritual Practices** – What are the distinctive spiritual practices vital to Christian faith and life, and how may they be best cultivated for sustaining Christian ministry?
- **Pastoral Imagination** – How does the ongoing encounter with scripture, theology and tradition nurture the pastoral imagination necessary for a flourishing pastoral ministry?
- **Worship** – How may churches create and adapt patterns of Christian worship that meaningfully engage successive generations of believers and seekers while remaining faithful to Christian tradition?
- **Changing face of ministry** – How may pastoral leaders renew their vocations and sustain their gifts in response to the ever-increasing pace of change in the life of the Church and the expectations of ministry?

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 (typed 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 study will bring renewal to your vocation, ministry and relationships?
5. **Timeline** – What do you expect will be your schedule and timeline for your sabbatical? Keep in mind the following:
 - a. You must be released from all duties during the time of your sabbatical.
 - b. Eight- and twelve-week sabbaticals shall be taken in a single time segment. Applicants should therefore consider applying only for a sabbatical of a length they may take in a single 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 therefore be developed based on a single time segment.
 - c. All Sabbatical Grants for Pastoral Leaders awarded in the current year shall be taken during an 18-month period, beginning March 1st of the year following the year of application.
6. **Other** – Please share other plans or possibilities (writing or publishing, presentations, etc.) 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 15th.

Post Grant Reporting

Grantees will submit an online summary report to The Louisville Institute at the conclusion of their grant period. Grantees without online access may do so in print. 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

The Louisville Institute Sabbatical Grant for Pastoral Leaders program recognizes that foremost among the many things in short supply for pastors is time. Nevertheless, a successful SGPL proposal will take 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 enough time to prepare the best possible proposal will enhance your chance for selection, as will careful attention to the following suggestions.

Focus

We have all heard – and may have preached – a sermon that was about everything and nothing at the same time. The preacher had so much to say about so many very important things the congregation got lost. Because the preacher did not focus, the congregation could not.

Like a successful sabbatical, a successful SGPL proposal will be well-focused. Before you start to write your proposal narrative be able to clearly explain **why** you want to take a sabbatical, and **what** is in the sabbatical plan you are proposing that will meaningfully address that “why.” For example, a “why” rooted in the need for a season of prayer, study and reflection ought not lead to a “what” of travel and conferences.

Integration

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

For example, the theme of your sabbatical might focus on the renewal of pastor and people through the renewal of worship. Your sabbatical plan would then center on experiencing, examining, and reflecting upon renewing occasions of worship. In well-integrated detail you will spell out plans to participate in meaningful worship experiences, offer a significant bibliography on liturgy and worship, and identify lectures, conferences, etc. you plan to attend. Assembling this information requires preliminary research on the applicant’s part, but makes an important contribution to the effectiveness of the proposal.

Balance

Pastors, on balance, have a problem with balance. Trying to do too much for too many people does that. Recipients of a Sabbatical Grant for Pastoral Leaders have a wonderful opportunity to address the need for more balance in their lives, and during the eight or twelve weeks of the sabbatical experience learn new and more balanced habits of heart and life.

Successful SGPL proposals will incorporate an integrated and focused balance into the sabbatical plan. Rhythms of prayer, study and worship will balance opportunities of exploration and discovery. A sabbatical is not a vacation; but it is also not cramming for final exams. Above all a sabbatical may be an invitation to cultivate the habits of heart and life that, when sustained, will sustain one through a lifetime of ministry. Integrating such balance into the proposal is an important first step.



Benefit

From time to time we hear from church officials who do not understand why their pastor should be permitted a sabbatical. The benefits appear to accrue only to the one “on” sabbatical. In fact, of course, a sabbatical benefits many people. This truth should be articulated in the proposal. The applicant should clearly state what benefits are anticipated for her or himself from the experience, and also an awareness of the benefits to family and other significant personal relationships. Also important are the learnings and practices that will benefit the grantee’s place of ministry and the wider Church. Some of the benefits are tangible, some are not.

Successful Sabbatical Grant for Pastoral Leaders proposals, then, should be focused, integrated and balanced, reflecting a focused, integrated and balanced sabbatical plan. Benefits to the grantee and others should be clearly expressed.

In writing the final draft of the proposal narrative, keep in mind that your proposal will be read by a selection committee of The Louisville Institute staff, board members and pastors. You want to be clear, concise and persuasive, because the SGPL program is a competition – we receive 300 applications each year and award up to 60 grants. We say this not to discourage you from applying, but to encourage you to take the time needed to write a successful proposal!

A Note About Travel

Travel can be a valuable part of a pastoral sabbatical. Travel can also detract from a successful sabbatical – the time, effort and expense of extensive travel is frequently underestimated by grantees, to the detriment of their sabbatical experience. 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.

A Word About Degree Programs

The Louisville Institute frequently receives requests from pastors for scholarship assistance for Doctor of Ministry and other degree programs. No such assistance is available. Pastors enrolled in degree programs may apply for a Sabbatical Grant for Pastoral Leaders provided they meet all eligibility requirements. But the fact that an applicant is enrolled in a degree program is immaterial to the application – awards are granted for compelling **sabbatical** proposals.

An excerpt from:

The Summer Day

*...I don't know exactly what a prayer is.
I do know how to pay attention, how to fall down
into the grass, how to kneel down in the grass,
how to be idle and blessed, how to stroll through the fields,
which is what I have been doing all day,
Tell me, what else should I have done?
Doesn't everything die at last, and too soon?
Tell me, what is it you plan to do
with your one wild and precious life?*

From *House of Light* by Mary Oliver
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Sabbatical Grant for Pastoral Leaders

Grant Application

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 (study period number of weeks) – please check only one box:

8

12

Anticipated dates of sabbatical leave:

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

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:

William F. Brosend II
Associate Director
Phone: (502) 992-5431
E-mail: wbrosend@louisville-institute.org

All application materials must be postmarked by September 15th.

Please make sure you enclose the following in this order:

1. Applicant information form
2. Proposal summary form
3. Proposal narrative
4. Résumé
5. Brief description of your Context of Ministry
6. "Institution Support" form

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#.

Reminder:

The Letter of Recommendation must be returned directly from the recommender to The Louisville Institute, postmarked by September 15th.



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Sabbatical Grant for Pastoral Leaders

Grant Application: Proposal Summary

Describe your proposal in one paragraph of **200 words or less** (type, print out, or attach in this space).

(PLEASE PRINT CLEARLY)

Name

Date

Proposal title



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Sabbatical Grant for Pastoral Leaders

Grant Application: 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 clergy was an important and effective strategy for increasing the vitality and effectiveness of churches and ministries. The Louisville Institute offers clergy 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 clergy 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, study and reflection, clergy 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 60 grants for eight-week or twelve-week sabbaticals. During this time recipients will devote themselves to a season of prayer, study, renewal 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 prayer, study and reflection she/he has proposed. **Please sign and attach this form to your letter of recommendation to the address below, postmarked by September 15th.**

Signature _____ Date

Name (print) _____ Title

Send to:

William F. Brosend II
Sabbatical Grant for Pastoral Leaders
The Louisville Institute
1044 Alta Vista Road
Louisville, KY 40205-1798
Phone: (502) 992-5431
E-mail: wbrosend@louisville-institute.org



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Sabbatical Grant for Pastoral Leaders

Grant Application: Institution Support

To be completed by applicant:

Name of applicant

Organization

Address

Date of Sabbatical

In 1993, The Louisville Institute launched the Sabbatical Grant for Pastoral Leaders program convinced that directly supporting the spiritual growth and vocational renewal of clergy was an important and effective strategy for increasing the vitality and effectiveness of churches and ministries. The Louisville Institute offers clergy 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 clergy 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, study and reflection, clergy 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 60 grants for eight-week or twelve-week sabbaticals. During this time recipients will devote themselves to a season of prayer, study, renewal and reflection on their vocations and ministries.

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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Louisville, Kentucky 40205-9924

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 of 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 American Protestantism, American Catholicism, the historic African-American churches and the Hispanic religious experience.

The Executive Director, James W. Lewis, and Associate Director, William F. Brosend, 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 scholars and religious leaders:

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

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