

# Sabbatical Guidelines



## A Season of Renewal

*FREEDOM TO RENEW  
YOUR WAY*



REVISED FEBRUARY 2019



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February 1, 2011

Dear Navigator,

STOP!

Does the sheer size of this document make you feel tired?

You're holding in your hands a copy of The Navigators' Sabbatical Process, which over the last ten years has been shaped by hundreds of Nav staff who experienced life-changing sabbaticals. We're aware that if you think it might be time for a sabbatical, you're probably already tired. Instead of saying joyfully, "Oh, how nice of these people to send me all this information!" you're likely leaning more toward, "Do I have to read the whole thing?"

We created these suggestions to give you both the big picture and some details as you consider a sabbatical. If you like knowing details up front, feel free to go all the way to the last appendix. If you just want an idea of what taking a sabbatical could mean for you, you might want to read through page 14 and then browse until you've seen enough.

**Feel free to renew in your own way.** No two sabbaticals will look exactly alike. The guidelines in this document are up for grabs, according to each person's needs. The "what" and "why" of taking a sabbatical stand on a solid foundation of truth; the "how" has a great deal of flexibility.

If you're considering a sabbatical, here's a good way to get started:

1. Discuss your desires with your supervisor so you're both on the same page.
2. Call or contact one of us Steve's or the SDC office so we can get you well launched for your sabbatical.

May God continue to bless and guide you as you consider this wonderful opportunity.



Magnificently marked by my Master,

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## I. LETTERS OF INTRODUCTION

### ☞TO THOSE STARTING SABBATICAL☞

March 20, 2009

Dear Staff:

If you're reading this, you're probably considering a sabbatical. Let me encourage you in your decision. We're committed to practicing and promoting development at every level in the Navigators, and we believe that you, our field staff, are our greatest resource. Taking a 3-6 month sabbatical every 7-10 years is an important aspect of staff development.

Your decision to set aside time from your normal ministry responsibilities to rest, reflect and realign with God's calling on your life is a significant one that will pay you dividends for years to come.

I want you to know that you have our permission to take the time to experience this sabbatical process. Let me encourage you, if you're married, to include your spouse as much as possible in this process.

May God bless and encourage you during this important time.

Yours in Christ,

A handwritten signature in black ink that reads "Doug". The letters are cursive and fluid.

Doug Nuenke  
U.S. Director

**↳ TO SABBATICAL ADVISORS ↳**

February 1, 2011

Dear Sabbatical Advisor:

A sabbatical is a unique and powerful opportunity to hear from God, but potential “downsides” do exist. During sabbatical, people have experienced discouragement, loneliness, isolation, and loss of perspective. A significant part of the solution is a friend...a **spiritual friend**. That’s a good way to describe a sabbatical advisor. The sabbatical advisor doesn’t do much teaching. He doesn’t do much directing. He takes the initiative to **come alongside** and listen, clarify, suggest, and possibly protect. **A sabbatical advisor shepherds the staff through the sabbatical process, helping them achieve their God-directed goals.**

The following pages will guide you in being the best possible friend to the staff on sabbatical. If you’ll apply the process described in these guidelines and make sure the checklist for each phase is completed, you’ll make a significant contribution into the life of another. Successes and lessons learned from many staff who’ve experienced a sabbatical have shaped these guidelines. When they’re faithfully applied, staff return to ministry with renewed excitement, creativity, and passion.

Not long ago one of our advisors was helping a staff couple prepare for their sabbatical. As they discussed priority needs and action steps to meet these needs, the advisor noticed tears in the husband’s eyes. He stopped and asked if everything was okay. The man paused and then replied, “Yes, I’m fine...it’s just that someone cares.”

Thank you for being someone who cares!

If you run into problems or find something confusing, please contact me. If you have ideas to make this process better, please let us know. We welcome suggestions from a friend.

Together for His glory,

Steve Foley  
Sabbatical Co-Director  
Staff Care & Development

Steve Brown  
Sabbatical Director  
Staff Care & Development



## II. OVERVIEW

The U.S. National Leadership Team made a decision in 1998 to strongly encourage every Navigator staff to take a 3-6 month sabbatical every 7-10 years. This sabbatical process is a result of that decision.

### ✧ WHY TAKE A SABBATICAL? ✧

Corporately – The U.S. Navigators want our staff to plan for a sabbatical every 7-10 years. Although this is counter to our culture, we think it will pay weighty dividends to the individual and to the Kingdom of God.

Practically – In the ministry, the messenger is the message. The messenger **must** embody the message. When that is no longer true, it could be time to consider a sabbatical.

Biblically – Taking a sabbatical is an application of the biblical principle of rest - times we deliberately trust God with the unfinished. As an act of faith, we disengage from our regular work for the purpose of worship, rest, renewal, and repair.

### ✧ WHEN TAKE A SABBATICAL? ✧

Here are some great times to consider a sabbatical:

- When you're facing or considering a transition in life or ministry.
- When you're struggling with burnout or resenting your calling.
- If you haven't had a sabbatical in the last 7-10 years.

### ✧ DEFINITION OF A SABBATICAL ✧

When we use the word “sabbatical,” we’re not talking about a vacation but a **guided process** where we deliberately trust God for the unfinished as we **disengage from normal ministry and leadership involvement to allow for serious evaluation of life and ministry**. Eugene Peterson’s paraphrase of Matthew 11:28-30 in *The Message* captures this thought:

*Are you tired? Worn out? Burned out on religion? Come to me. Get away with me and you'll recover your life. I'll show you how to take a real rest. Walk with me and work with me—watch how I do it. Learn the unforced rhythms of grace. I won't lay anything heavy or ill-fitting on you. Keep company with me and you'll learn to live freely and lightly.*

This is a time to quiet the noise of life and hear the voice of Jesus.



## ↻ WHAT WILL YOU DO DURING YOUR SABBATICAL? ↻

1. **Release and Relinquish** – During this first phase you disengage from the ministry and leadership responsibilities, and you establish a plan for your sabbatical. This sabbatical plan is an initial framework for direction and reflects priority needs.
2. **Rest and Recovery** – “Rest” in the second phase of the sabbatical doesn’t mean ceasing from all activity. Rather, you stop ministry activities and, where possible, other areas of stress. You consider what restores you emotionally and feeds you spiritually. During this phase, be sensitive to feelings of isolation or lack of significance. You should be out of regularly scheduled ministry activity but not out of fellowship. At the end of this phase the Staff Reassignment Group will be in contact with you and your supervisor, if you are desiring a change of mission.
3. **Reflect and Refocus** – During this phase, you should be asking the question, “Lord, is there anything You want to say to me?” Consider how God has spoken to you in the past and posture yourself to hear His voice. Scheduling extended time alone with God is a priority.
4. **Realignment and/or Reassignment** – “Father, what changes in life and ministry would you like me to make as a result of hearing from You?” This doesn’t necessarily imply a change of roles but be willing to hold your current ministry in an open, surrendered hand. During this phase of the sabbatical, it’s important to review and reaffirm your calling. The goal is to experience maximum contribution in this next season of life, which may or may not mean changing jobs.
5. **Re-Entry/Re-Engagement** – In this phase you transition back into ministry. Expect emotional stresses, pace issues, spiritual warfare, and struggles in working out desired changes in life and ministry. Also expect the joy of being refreshed physically, reaffirming His vision for you, and gaining renewed perspective!

## ↻ GETTING STARTED ↻

A sabbatical may be initiated by you, by a supervisor, or at the suggestion of someone from Staff Care & Development. (SDC). SDC will send a copy of *Sabbatical Guidelines* to interested parties.

Our vision is for sabbaticals to become a normal aspect of every Navigator career. The timing should be set according to your ministry/family needs and in consultation with your supervisor.

A typical sabbatical is 3-6 months. You, your supervisor, and your sabbatical advisor should agree on the length. (This can later be extended, if necessary.)

When you and your supervisor have agreed on your taking a sabbatical, the Sabbatical Director (SD), should be notified so you can get plugged into the process, a sabbatical advisor can be chosen, and your sabbatical will be well launched.



## PRIMARY PLAYERS

### MAJOR MEETING

SABB ORIENTATION WORKSHOP

SABB CARE INTERVIEW  
&  
STAFF REASSIGNMENT GROUP

### MAJOR STEPS

INITIAL DISCUSSION

>

PLAN DEVELOPMENT

>

SABB JOURNEY EXPERIENCE

### MAJOR PLAYERS

YOU  
SUPERVISOR  
SABB DIRECTOR

YOU  
SUPERVISOR  
SABB ADVISOR

YOU  
SABB ADVISOR  
SABB SUPPORT TEAM

Who are the primary players in your sabbatical experience?

- During the *Initial Discussion* of your sabbatical, you should talk with your supervisor, family, team, and the Sabbatical Director to determine the timing of your sabbatical.
- During the *Plan Development* for your sabbatical, your supervisor and your sabbatical advisor should help you identify direction and focus for your sabbatical.
- During your *Sabbatical Journey*, you should be interacting with your sabbatical advisor and your sabbatical support team for feedback and community.

*I can state without wavering that the single greatest need of the church today is the restoration of ministers. What is required is a quite different approach to their life and work. It is a matter of leading them into a massive shift of the dynamics of their personality under God, and one that cannot be done by more books and conferences. They need to be taken out of the circulation for a sufficiently long time to re-vision and re-structure their lives in communion with Jesus and his kingdom.*

- Endorsement by Dallas Willard on back of brochure for Hilltop Renewal Center, Brea, CA

- During the Realignment/Reassignment phase of your sabbatical you should be interacting with your Supervisor, Sabbatical Advisor and your Sabbatical Support Team, as you consider your design, your role fit, and your options. If you desire to change missions, you should also be interacting with the Staff Reassignment Group (SRG).



## SELECTION OF SABBATICAL ADVISOR

The choice of a sabbatical advisor is a collaborative effort between you, your supervisor, and the Sabbatical Director. Where possible, a sabbatical advisor is selected from staff who:

- Have completed a sabbatical.
- Live in the same geographic region.
- Understand the critical role of a sabbatical advisor.
- Are willing to take the initiative and commit the time necessary to serve.

The role of a sabbatical advisor is to shepherd you through the sabbatical process. Staff from SDC are available to train and mentor sabbatical advisors.

## SABBATICAL CARE INTERVIEW

When your sabbatical is confirmed, the Sabbatical Director (SD) should be notified so a sabbatical care interview can be set up with a pastoral care specialist. Just as you take an annual physical to check your body, the beginning of sabbatical is a great time for a spiritual and emotional checkup. The pastoral care specialist will meet with you and, where applicable, with your spouse. The interview takes 2-4 hours per person. Before your sabbatical care interview, you (and your spouse) should complete and turn in the following inventories:

- Appendix F – Role Fit Inventory, Burnout Inventory, Personal and Marital Survey. Email to [pastoral.care@navigators.org](mailto:pastoral.care@navigators.org).
- Appendix E – Sabbatical Information Form (SIF). Email to [carol.rugg@navigators.org](mailto:carol.rugg@navigators.org).

The inventories and survey are kept confidential and seen only by the pastoral care specialist. The interview will result in suggested “priority needs” (typically 2-4) and a list of possible resources to help meet those needs. Your pastoral care specialist will give you a copy of these suggestions. You should discuss these with your sabbatical advisor so the issues and possible action steps can be incorporated into the sabbatical plan (see Appendix D). The Sabbatical Information Form will be shared with the Staff Reassignment Group.

## SABBATICAL SUPPORT GROUP

Anyone taking a sabbatical is in danger of experiencing lack of community, loss of perspective, and a sense of isolation. While we all need times alone, we live and minister in community. To meet this need for community, everyone on sabbatical is encouraged to establish a sabbatical support group.

Ideally, this group consists of 3-5 couples for married staff or 3-5 people for singles (both Navigator and non-Navigator where possible) who have a good relationship with you. This group meets with you (and your spouse) each month to help process your journey in a safe environment. You facilitate the meetings, sharing first your current progress and then asking for



input. (When possible, your sabbatical advisor will participate in the group.) Ideally, people in the sabbatical support group should meet the following criteria:

- Have your best interest at heart.
- Willing to speak truth to you.
- People with whom you're willing to be transparent and vulnerable.  
(Transparent = open and honest about yourself. Vulnerable = invite others to speak into your life.)
- Willing to meet monthly for the duration of the sabbatical.

#### IDEA

- Sabbatical Notebook: At your sabbatical kickoff event (lunch, dessert, etc...) meeting with your sabbatical team, give them a notebook/journal and a pen so they can record observations about you during the meetings and write down thoughts they may have in-between meetings or group phone calls.
  - Include a note on the first page that is something like this:



Dear Phil,

Thank you for being willing to be a part of our sabbatical team. We really appreciate it.

Please use this journal to record:

- Observations about us
- Questions you have
- Questions you want to ask us
- Team calls to discuss where we are in the process
- Etc...

Thank you once again for entering into this journey with us. Your investment of time into our lives means so much to us!

Sincerely,

*Joe*



## **GUIDELINES FOR SABBATICAL SUPPORT GROUP MEMBERS**

Thanks for serving the staff on sabbatical! Here are some guidelines to help define your role as a member of the sabbatical support group:

### **GUIDELINES**

1. Provide community for the staff on sabbatical and help offset isolation.
  - a. Gen 2:25 – Help them be fully known and fully accepted.
  - b. Phil 2:20 – Help them feel cared for and understood.
2. Keep their best interest at heart.
3. Speak truth to them.
4. Meet monthly with them as a group.
  - Beware of canceling an SSG meeting because a few people will be absent.
5. Help them work through their sabbatical plan.
6. Expect and encourage them to be transparent and vulnerable with you.
7. Pray regularly for them.

### **Illustration of your role:**

1. Speak to the timing of moving from one phase to the next. You may see a need to extend or change a phase.
2. Speak to issues they're working through.

### **SAMPLE AGENDA FOR FIRST MEETING (2 HOURS)**

1. You lead the meeting.
2. Each person introduces himself.
3. Staff shares sabbatical plan and expectations for SSG.
4. Question-and-answer time.
5. Schedule next few SSG meetings.
6. Close in prayer.

### **SAMPLE AGENDA FOR FUTURE MEETINGS (2 HOURS)**

1. You lead the meeting.
2. Give an update and bring up any issues.
3. Give SSG opportunity to express their thoughts.
4. Spend some time in prayer.
5. Have refreshments and a time of fellowship



## ✧ BECOMING ONE RETREAT ✧

People in ministry often become so involved in giving to others that their personal lives are neglected. They focus on the biblical principal found in Matthew 10:8, *Freely you have received, freely give*, but may not experience another principle from Galatians 6:6 – *Anyone who receives instruction in the word must share all good things with him who teaches.*

Staff Care & Development (SDC) sponsors couples on sabbatical to attend a two-day Becoming One Retreat in Colorado Springs or a Galatians 6:6 Intimacy Retreat. This retreat, designed to help couples better understand and meet each other's emotional intimacy needs, is a time of personal renewal and encouragement exclusively for ministry couples. It's a time to freely receive and to be reminded that the Great Commandment to love others begins at home. (SDC pays the fee for the retreat; transportation cost is your responsibility.)

Contact [leeann.crawford@navigator.org](mailto:leeann.crawford@navigator.org) to register for the Becoming One Retreat, offered twice per year (see the current dates on <https://navteams.navigator.org/>). For the latest schedule of the Gal 6:6 Retreats, contact [www.greatcommandment.net](http://www.greatcommandment.net).

## ✧ SABBATICAL ORIENTATION WORKSHOP ✧

To help you make the most of your sabbatical, SDC conducts a three-and-a-half-day workshop every February and July for those starting a sabbatical, their spouses, and their sabbatical advisors. Plan to come 3 – 18 months before your sabbatical starts. The retreat includes instruction and discussion in the following areas:

- Calling: the simple but profound process of clarifying God's direction for you.
- Healing Prayer: allowing God to heal our wounds and speak truth into lies we've learned to believe about life.
- Establishing a Sabbatical Support Group: how to benefit from this lifeline of friends who will help keep you on track.
- Developing Your Sabbatical Plan: those who report a positive sabbatical also report having begun with an accurate assessment of priority needs and a realistic sabbatical plan.
- Learning God's Lessons from Life Experiences: crystallizing life experiences into life lessons that will instruct and motivate you in life and ministry. (More time is devoted to this in Reflection Phase of your sabbatical)
- Personal Contribution Assessment Process: discovering the importance of understanding, developing and employing your God-given design and desires.
- Soul Care: practical suggestions for nurturing your soul.

Cost of the workshop is \$150 per person. This covers the cost of materials, breaks, and lunches. Spouses are strongly encouraged to attend together. Contact [patti.morrissey@navigator.org](mailto:patti.morrissey@navigator.org) for the latest schedule.

A veteran staff of 30 years described his Sabbatical Orientation Workshop as “...*the most intimate, personal, refreshing experience with God and other staff I have ever had in The Navs.*”



## ~A WORD TO SPOUSES~

“When do I get my sabbatical?” is a sentiment often expressed by spouses of staff on sabbatical. This is especially true for a wife whose main ministry is mothering and maintaining a household. Her work continues and may even increase when her husband is at home. Her opportunity to rest, reflect, and refocus is often limited. (See Appendix C.)

When putting together the sabbatical plan, a sabbatical advisor should acknowledge the spouse’s workload, encourage husband and wife to examine parental and household responsibilities, and consider how the load can be lifted or shared during this sabbatical so both can participate as much as possible.

## ~REASSIGNMENT PROCESS~

The reassignment process helps staff find a good ministry fit. Reassignment should meet the strategic directions and priority needs of the U.S. Navigators, as well as the staff’s design and desires. The Staff Reassignment Group oversees this process. The policy, process, and flow chart are in Appendix H.

## ~SPIRITUAL TRANSFORMATION~

Spiritual transformation is a major focus during sabbatical. Experiencing inner freedom and more Christ-like character occurs as we allow the Holy Spirit, the Word, and others to speak to our inner person.

*Surely you desire truth in the inner parts; you teach me wisdom in the inmost parts.*  
(Ps 51:6)

*The heart of the discerning acquires knowledge; the ears of the wise seek it out.*  
(Proverbs 18:15)

*Spiritual growth does not occur by changing our behavior, but by changing what we believe.*  
Dallas Willard

As we come to understand what we believe about God, the world, ourselves, and others, and as we allow Jesus to touch those beliefs, we become more transformed into the image of God and experience more of the freedom of the Gospel.

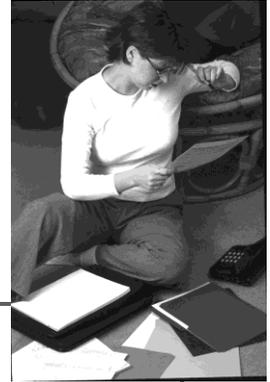
The Reflection Phase is a good time to look at issues like lack of brokenness, false identity, unresolved sin and woundedness, addictions, performance, perfectionism, hiddenness, shame, fears, guilt, pride, anger, etc. Dealing with these below-the-line issues in our lives helps us move from living from the heart of flesh to living from the heart Jesus gave us. Let us know how we can help you!



## PERSONAL CONTRIBUTION ASSESSMENT

“Make a careful exploration of who you are and the work you have been given, and then sink yourself into that. Don’t be impressed with yourself. Don’t compare yourself with others. Each of you must take responsibility for doing the creative best you can with your own life.”

Galatians 6:4-5 (The Message)



### Overview of the Journey

	<b>ADDRESSES THE QUESTION:</b>	<b>TOPICS:</b>	<b>RESULTS:</b>
<b>Inward</b>	How has God designed me?	Preferences Personal Values Spiritual Gifts StrengthsFinder	<b>Summary of Inward</b>
<b>Backward</b>	How has God worked in the past?	Memorial Stones	<b>Summary of themes or life lessons</b>
<b>Outward</b>	How has God motivated me?	Global Concerns Ministry Values Community People	<b>Summary of God-given burdens or concerns</b>
<b>Forward</b>	How is God directing me?	Bucket List/Verses Life purpose/Vision	<b>Summary of your Vision Statement</b>
<b>Upward</b>	How is God speaking through the process?	Directed time alone With God	<b>Seeking God to guide and direct</b>

It is recommended that you attend this workshop/process during the Reflection Phase of your sabbatical to engage in discovering your God-given design and defining the contribution God would have you make in the next chapter of your life. Workshops are scheduled in Colorado Springs. Contact: [patti.morrissey@navigator.org](mailto:patti.morrissey@navigator.org) for more information.



## ⚡SABBATICAL EXPENSE GUIDELINES⚡

Rev 11/08

**General Principle:** Only ministry-related expenses will be allowed during a sabbatical. Some sabbatical expenses (meals, recreation, etc.) are personal expenses. For tax purposes, a sabbatical is a leave of absence with pay and is a self-defined benefit in and of itself.

### General Guidelines

1. You may raise extra ministry funds to meet additional ministry expenses expected during your sabbatical. Extra salary may be raised/approved to cover additional sabbatical expenses that are not ministry-reimbursable. Such funds are taxable compensation and must be approved by a ministry leader.
2. Expenses for rest, relaxation, and recreation are considered personal and not ministry.
3. Going someplace local alone is a personal expense (a movie, a local coffee shop for prayer/reading/reflection).
4. Expenses when you and/or your spouse travel overnight for a prayer/reflection retreat are ministry expenses.
5. Expenses for meals alone are allowed only when you're away from home overnight on ministry business. (Meal - Travel).
6. When reporting sabbatical ministry expenses on Concur, fill in the Ministry Purpose with the "why" of the expense (spiritual/prayer retreat, met with sabbatical support group, professional development, etc.). In the Comments section, include a comment about how this relates to your sabbatical (part of approved sabbatical plan, approved by \_\_\_\_\_, went by myself, also spent 2 nights doing \_\_\_\_\_, etc.).

### Examples of Reimbursable Sabbatical Ministry Expenses

1. Counseling for ministry- related issues
2. Overnight prayer retreats
3. Professional development books/seminars/courses
4. Sabbatical support group meetings
5. Sabbatical Orientation Workshop
6. Becoming One Retreat or Galatians 6:6 Retreat
7. Personal Contribution Assessment Workshop
8. Meeting with sabbatical advisor or supervisor

If you aren't sure whether something is a reimbursable sabbatical ministry expense, please contact [Corporate.Accounting@navigator.org](mailto:Corporate.Accounting@navigator.org).

**RESOURCES****BOOKS****Biblical Foundations**

Buy a Cabin, by Robert L. Franck  
Emotionally Healthy Spirituality, by Peter Scazzero  
Sabbath Keeping, by Lynne M. Baab

**Listening Prayer**

Listening Prayer Workbook  
God Guides  
Can You Hear Me, by Brad Jersak

**Sabbatical Planning**

Sabbatical Guidelines, The Navigators  
Isolation, by Shelley Trebesch  
The Overload Syndrome, by Richard A. Swenson  
The Rest of God: Restoring Your Soul by Restoring Sabbath, by Mark Buchanan

**Community**

Experiencing the Trinity, by Darrell W. Johnson  
Overcoming the Five Dysfunctions of a Team, by Patrick Lencioni  
The Safest Place on Earth, by Larry Crabb  
The Cure, by Bill Thrall

**Life Lessons**

Windows of the Soul, by Ken Gire

**Healing Prayer**

Healing Prayer Guidebook  
A Guide for Listening and Inner Healing Prayer, by Rusty Rustenbach  
Life of the Beloved: Spiritual Living in a Secular World, by Henri J. Nouwen  
Living from the Heart Jesus Gave You, by James Friesen, et al

**Soul Care**

Embracing Soul Care, by Stephen W. Smith  
Soul Keeping, by John Ortberg  
Abba's Child, by Brennan Manning  
Intimacy with the Almighty, by Charles Swindoll

**Personal Contribution Assessment**

It's Your Call, by Gary Barkalow  
Let Your Life Speak: Listening for the Voice of Vocation, by Parker J. Palmer  
Personal Contribution Assessment Workbook  
Prayer & Temperament, by Chester Michael & Marie Norrisey



## RETREAT CENTERS

*Some places are free, inexpensive, for donation, or programs with a counseling fee.  
Items marked with “\*\*” indicate programs which include intensive counseling.*

### ARIZONA

**\*\*Tucson:** Arizona Center for Hope and Transformation, John and Patti Cepin, 5210 E Pima Rd, Tucson, AZ 85712, 520-795-8960

### CALIFORNIA

**San Diego:** The Cottage, [www.coronadocottage.org](http://www.coronadocottage.org); [waltbecker@aol.com](mailto:waltbecker@aol.com); 619-435-7791

**\*\*San Jose:** Pastoral Care School, [www.pastoralcareschool.org](http://www.pastoralcareschool.org); [info@pastoralcareschool.org](mailto:info@pastoralcareschool.org); 408-280-1021

**Pasadena:** Providence Mission Homes, Inc., [pmhomes1@juno.com](mailto:pmhomes1@juno.com); 626-398-2487

**Riverside:** Rancho de la Paz, A place where God’s workers find rest, relaxation, and restoration; [www.across2u.com/rancho.html](http://www.across2u.com/rancho.html); [rancho@across2u.com](mailto:rancho@across2u.com); 951-245-4082

### COLORADO

**Beulah:** Easy Yoke Ranch, [www.ezyoke.org](http://www.ezyoke.org); [sandy@ezyoke.org](mailto:sandy@ezyoke.org); 719-485-4800

**Buena Vista:** Trail West, Young Life, [www.trailwest.yl.org](http://www.trailwest.yl.org); 719-395-2477

**Spring Canyon Conf. Center** (Officers Christian Fellowship), [www.springcanyon.org](http://www.springcanyon.org); 888-663-1417

**\*\*Cimarron:** Sonrise Mountain Ranch, [www.sonrisemountainranch.org](http://www.sonrisemountainranch.org); [info@sonrisemountainranch.org](mailto:info@sonrisemountainranch.org); 970-249-5774

**Colorado Springs:** Hospitality ministry; recently remodeled home with several spare bedrooms in a very comfortable upstairs setting overlooking the mountains; Erv Bontrager, [ebontrag@comcast.net](mailto:ebontrag@comcast.net), (719) 465-1521

**Colorado Springs:** Franciscan Retreat Center, [www.franciscanretreatcenter.org](http://www.franciscanretreatcenter.org), [frc@stfrancis.org](mailto:frc@stfrancis.org); 719-955-7025.

**Colorado Springs:** Shelter Ministries, [www.shelterpines.org](http://www.shelterpines.org); [contact@shelterpines.org](mailto:contact@shelterpines.org); 719-522-1487

**\*\*Denver:** Quiet Waters, [www.qwaters.org](http://www.qwaters.org); [info@qwaters.org](mailto:info@qwaters.org); 866-592-8377

**Divide:** Potter’s Inn, [www.pottersinn.com](http://www.pottersinn.com); [pottersinnadmin@msn.com](mailto:pottersinnadmin@msn.com); 719-687-3158. Offers soul care retreats as well as cabins to rent for personal get-aways. To see pictures & prices of cabin rentals: <http://www.aspenridgetretreat.com/reservations.html>.

**Divide:** Rocky Mountain Mennonite Camp, <http://www.rmmc.org/>; 719-687-9506.

**Divide:** Elk Meadow Ranch, [elkmeadowranch@gmail.com](mailto:elkmeadowranch@gmail.com); 402-440-5984. For those in full-time Christian ministry. Minimum 3nights stay required. Maximum 7 nights. Only charge is a cleaning fee.

**Durango:** Rocky Mountain Renewal, [info@rockymountainrenewal.org](mailto:info@rockymountainrenewal.org); 970-259-7778, fax: 970-259-6222

**Elizabeth:** Unbridled Acts, [www.unbridledacts.org](http://www.unbridledacts.org); 800-646-3138 (Doud House)

**Florissant:** Christ Haven Lodge, [admin@christhaven.net](mailto:admin@christhaven.net); 719-687-3425 or 866-878-6483

**Florissant:** The Son’s Place, [Watkins@theSonsplace.org](mailto:Watkins@theSonsplace.org); 719-748-1150

**Glenwood Springs:** Operation Vacation, [www.operationvacation.org](http://www.operationvacation.org) – free to military personnel

**Lake George:** Rock River Retreat, Contact Doug Lagasse by texting or email: 719-659-7911  
[TheRockRiverRetreat@gmail.com](mailto:TheRockRiverRetreat@gmail.com);

**Larkspur:** SonShine Ranch & Guest Home, [www.sonshineranchguesthome.com](http://www.sonshineranchguesthome.com); contact: [info@SonShineRanchGuestHome.com](mailto:info@SonShineRanchGuestHome.com); 303-685-2505.

**\*\*Marble:** Marble Retreat Center, [www.marbleretreat.org](http://www.marbleretreat.org); [ministrycare@marbleretreat.org](mailto:ministrycare@marbleretreat.org); 888-216-2725

**Monument:** The Haven, daily donation \$25, 5 bedroom, and designed for couples and families with multiple aged children, including infants (crib provided); contact Bob or Donna Bayne, [rbayne74@yahoo.com](mailto:rbayne74@yahoo.com), (931) 261-8428.

**Nathrop:** Mount Princeton Hot Springs, [www.mtprinceton.com](http://www.mtprinceton.com); 888-395-7799

**Ouray:** Eagles Nest Ministries, <http://eaglesnestrm.com/>; 719-351-8959

**Sedalia:** Sacred Heart Jesuit Retreat House, [www.sacredheartretreat.org](http://www.sacredheartretreat.org); 866-930-1181, x122. Offers guided or self-directed solitude and silence retreats. Cost: \$100/night with all meals included. Private rooms with common



bathrooms on each floor/wing. Excellent food. 260 acres of property for long walks. There is no talking the entire time other than when you would meet with your spiritual director. Highly recommended.

**Westcliffe: Living Water Ranch**, 719-783-2485

## FLORIDA

**Brandenton Beach: Beside Still Waters**, [www.beside-stillwaters.org](http://www.beside-stillwaters.org); 877-608-0999 – Free

**St. Petersburg: D&D Missionary Homes**, [www.DDMissionaryHomes.com](http://www.DDMissionaryHomes.com); contact: Jerry Trask: [jtrask@DDMissionary.com](mailto:jtrask@DDMissionary.com); 727-522-0524.

## HAWAII

**Maui: Brewsters Rest Haven**, contact Karen Meyer: Snail mail only. *Contact address Oct-April: Brewsters Rest Haven, 3139 Makamae Place, Kihei, Maui, Hawaii 96753; Contact address May-Sept: P. O. Box 92226, Anchorage, AK 99509*

## IDAHO

**Salmon River: Allison Ranch**, June-Sept.: [www.replace.com/allison](http://www.replace.com/allison); 208-377-3005

**Garden Valley: Ebenezer Lodge**, Contact Paul & Faye Spence: 208-462-5437 or [pspence@yd.org](mailto:pspence@yd.org)

## ILLINOIS

**Elizabeth: Triple Creek Ranch**, [gneece1@juno.com](mailto:gneece1@juno.com); 815-858-2435

## KANSAS

**Sharon Springs: Mt. Sunflower B&B**, [www.mtsunflowerbandb.com](http://www.mtsunflowerbandb.com); [melbab@fairpoint.net](mailto:melbab@fairpoint.net) or [ballpen2@yahoo.com](mailto:ballpen2@yahoo.com); 785-852-4004; *free for personal prayer retreat*

## MICHIGAN

**\*\*Richland: Alongside**, [www.alongsidecares.net](http://www.alongsidecares.net); [info@alongsidecares.org](mailto:info@alongsidecares.org); 269-671-4809

**Upper Michigan (Huron City & Eagle): Elim Retreats**: [www.barnabas.org/elimretreats](http://www.barnabas.org/elimretreats); [eliminquiry@barnabas.org](mailto:eliminquiry@barnabas.org); 815-395-1335; *free*

## MINNESOTA

**Cambridge: Lakeside Christian Church Prayer cabins**, Gorgeous furlough apartment on a lake in Minnesota hosted by people with warm hearts; [www.chadashchay.com](http://www.chadashchay.com), [lakeside@usfamily.net](mailto:lakeside@usfamily.net), 763-689-3649. (Also Prayer Cabins – Stay during the day or overnight for a small suggested donation.)

## MISSISSIPPI

**Biloxi: Tux Creek Inn**, <http://tuxcreekinn.com/>; [info@TuxCreekInn.com](mailto:info@TuxCreekInn.com), 228-324-3104

## MISSOURI

**Crossville (east of Knoxville): EdenRidge Retreat Center**, [www.edenridge.org/reservations](http://www.edenridge.org/reservations); 931-783-1626. *As of 7/1/13, an endowment fund will cover missionaries' cabin rates for up to two weeks.*

## MONTANA

**Fortine: Meadow Creek Retreat**, Home available July-Sept.: Jerry & LuAnn Broekhuis, [lubroekhuis@fnwusers.com](mailto:lubroekhuis@fnwusers.com); 269-751-5706; *must stay 5-7 nights*

## NEBRASKA

**Sidney**: [www.prairieschoolretreat.com](http://www.prairieschoolretreat.com); [donrcruise@yahoo.com](mailto:donrcruise@yahoo.com), 308-249-5353; 2806 Rd. 111, Sidney, NE 69162

## NEW MEXICO

**Pecos: Pecos Benedictine Monastery**, [www.pecosmonastery.org](http://www.pecosmonastery.org); 505-757-6415

## NEW YORK

**Silver Bay: Silver Bay YMCA - Brookside Community House and Trinity House**, 87 Silver Bay Road, Silver Bay, NY; [www.silverbay.org](http://www.silverbay.org); [pastoralrespite@silverbay.org](mailto:pastoralrespite@silverbay.org); 518-543-8833, ext. 261; No fee for pastors and lay leaders involved in ministry. Available from Labor Day to early June.



## NORTH CAROLINA

**Snow Camp:** Siloam Homes, [www.siloamhomes.org/about.htm](http://www.siloamhomes.org/about.htm); 877-914-3721

## OHIO

**Lewisburg:** Innkeeper Ministries, [www.innkeeperministries.org](http://www.innkeeperministries.org); [bob@innkeeperministries.org](mailto:bob@innkeeperministries.org); 937-962-8312

## PENNSYLVANIA

**New Albany:** The Haft, [www.thehaft.org](http://www.thehaft.org); [thehaft@epix.net](mailto:thehaft@epix.net); 570-363-2189

**Liverpool:** Heartstream Resources: [www.heartstreamresources.org](http://www.heartstreamresources.org); [heartstream@compuserve.com](mailto:heartstream@compuserve.com); 717-444-2374

**Manns Choice:** White Sulpher Springs Conf. Center (Officers Christian Fellowship); [www.whitesulphursprings.org](http://www.whitesulphursprings.org); 814-623-5583

## TENNESSEE

**Morristown:** First Baptist Church of Morristown, The Prophet's Chamber, close to Gatlinburg, TN, and Cherokee Lake (NE of Knoxville, TN); 423-586-0522, 8 am to 5 pm M-F (2 hours ahead of Colorado Springs) - *can stay for free 1 week*

**Knoxville:** Lake House, [goljim@covenanttransport.com](mailto:goljim@covenanttransport.com); 423-240-5364

**Roan Mountain:** Fairhaven Ministries, [www.fairhavenministries.net](http://www.fairhavenministries.net), [info@fairhavenministries.net](mailto:info@fairhavenministries.net); 423-772-4269

## TEXAS

**Comfort:** Haven River Inn, Beautiful bed and breakfast on the Guadalupe River offers two nights free to pastors and missionaries, and with 14 rooms, plus a separate 3-bedroom cottage. Lovely setting for a group retreat as well. [www.havenriverinn.com](http://www.havenriverinn.com), [haven@hctc.net](mailto:haven@hctc.net), 888-995-7200

## WASHINGTON

**Usk:** Cabin available; Bruce Rutherford: 509-445-1328; 792 Penny Lane, Usk, WA 99180

## NATIONWIDE

**Christian Hospitality Network:** 700 B&Bs; [www.christianhospitalitynetwork.org](http://www.christianhospitalitynetwork.org); [info@christianlodging.org](mailto:info@christianlodging.org); 865-376-7546 - (Paul Cowell, Founder) *free overnight to missionaries*

**Hospitality Homes:** [www.hospitalityhomes.org](http://www.hospitalityhomes.org)

**Life Impact Oregon:** The Oasis, AK, FL, KS, MI, MT, NY, OR, SD; [www.lifeimpactoregon.org](http://www.lifeimpactoregon.org); 541-593-7415

**Servant Care:** List of ministries, retreats, services to missionaries and pastors: [www.servantcare.com](http://www.servantcare.com), [icare@servantcare.com](mailto:icare@servantcare.com); 334-616-0206

**Women of the Harvest:** Retreats for women on furlough: [www.womenoftheharvest.com](http://www.womenoftheharvest.com); [retreats@womenoftheharvest.com](mailto:retreats@womenoftheharvest.com) – *free*

## INTERNATIONAL

**ARGENTINA, BRAZIL, CANADA, COSTA RICA:** Life Impact Oregon: The Oasis; [www.lifeimpactoregon.org](http://www.lifeimpactoregon.org); 541-593-7415

**AUSTRIA:** Barnabas Zentrum: Millstatt; provides a counseling retreat ministry for missionaries and pastors. Retreats are in English and run for one and two weeks with a maximum of 8 persons. BZ desires to minister to those who equip others both spiritually and emotionally: [www.thebarnabasministries.org](http://www.thebarnabasministries.org); [barnabaszentrum@juno.com](mailto:barnabaszentrum@juno.com).

**UNITED KINGDOM:** Mission Encouragement Trust: Retreats for singles; [officeMET@aol.com](mailto:officeMET@aol.com); [www.missionencouragementtrustuk.org.uk](http://www.missionencouragementtrustuk.org.uk)

*(Notes: If you visit one of these places, please give us your feedback on the accommodations and suitability for personal retreats. Also let us know of other retreat places so we can let others know about them. Thanks!)*



## ↻ **HELPFUL TIPS AND LESSONS LEARNED** ↻

1. If you have school-aged children, consider taking a sabbatical during the school year rather than summer.
2. Collegiate staff often begin sabbatical after spring break and finish in time to start the following school year.
3. It's okay to sleep more.
4. Don't make any presumptions about your future ministry roles and involvements. God may want you to let go of some things in order to take hold of other things.
5. This is not a sabbatical from life. Expect to spend time on family responsibilities, Concur expense reports, updating your supervisor, interacting with the Staff Reassignment Group, etc.
6. Expect to feel stress as you transition into the rest phase—change is stressful.

*(Please forward to SDC any sabbatical resources, helpful tips, or lessons you've found helpful. We'll include them in future revisions of the Sabbatical Guidelines.)*



### III. SABBATICAL PHASES

#### ↻ SABBATICAL PHASE I – RELEASE AND RELINQUISH ↻

##### EXITING FROM LEADERSHIP ROLES AND MINISTRY RESPONSIBILITIES

During this first phase, you disengage from ministry and leadership responsibilities, get needed funding, and draw up a plan for your sabbatical. Typically, this phase starts 3-5 months before the sabbatical begins. If possible, you, your spouse, and your sabbatical advisor should attend a Sabbatical Orientation Workshop. (Contact SDC for the latest schedule.)

At the beginning of Phase I, your sabbatical advisor helps you and your spouse develop a sabbatical plan. Begin by meeting with your supervisor to get his input. Your plan revolves around priority needs identified by your supervisor, the sabbatical care interview, and the following inventories:

- Role Fit Inventory
- Burnout Inventory (as needed)
- Personal and Marital Survey
- Sabbatical Information Form

Once you (and your spouse) identify your priority needs, your sabbatical advisor works with you to come up with possible resources and action steps. You then create a sabbatical plan draft that includes your funding plan, priority needs, action steps, and other resources. Your sabbatical advisor and supervisor read the draft and give you input and suggestions.

The sabbatical plan is an initial framework for direction, based on your priority needs. It's a dynamic tool that can be tweaked throughout the sabbatical process. Early phases often have more detail than later phases. A copy of the finalized sabbatical plan should be sent to your supervisor, your sabbatical advisor, and the Sabbatical Director.

If you are desiring a change of mission, then the Sabbatical Information Form (Appendix E) should be emailed to [carol.rugg@navigator.org](mailto:carol.rugg@navigator.org).

##### QUESTIONS SABBATICAL ADVISORS SHOULD ASK DURING THE RELEASE AND RELINQUISH PHASE:

1. How are you feeling about disengaging from the ministry?
2. Are you worried about losing financial support while on sabbatical? How's your funding? Have you contacted Staff Funding for help in coming up with a strategy for funding your sabbatical?
3. How have other staff and friends reacted when they learned about your sabbatical?
4. How does your spouse (children?) feel about your sabbatical?
5. Since drawing up your sabbatical plan a couple of weeks ago, have you had any further thoughts? Do you still believe it reflects your priority needs and desires?
6. What are your thoughts about returning to your role after sabbatical? Are you seeking change?



7. Does the starting date for Phase II: Rest and Recovery still seem realistic to you?
8. What excites you most about your sabbatical?
9. What are your priorities for the next couple of weeks?
10. What can I do to help you?
11. What can I be praying for you?

**SABBATICAL ADVISORS CHECKLIST: RELEASE AND RELINQUISH PHASE**

- Staff has attended a Sabbatical Orientation Workshop in Colorado Springs.
- Staff has communicated the sabbatical to donors/ mailing list and current ministry
- Staff has completed or shifted ministry and leadership responsibilities.
- Sabbatical support group has been established.
- Sabbatical Care Interview with individual (and spouse) has been completed.
- Staff has requested input from his supervisor.
- Sabbatical plan, based on priority needs, has been approved by supervisor.
- Copy of the approved sabbatical plan has been sent to the supervisor, sabbatical advisor, and Sabbatical Director
- Staff, if applicable, has emailed copy of the Sabbatical Information Form to [carol.rugg@navigator.org](mailto:carol.rugg@navigator.org).



## ☞PHASE II – REST AND RECOVERY☞

### ESTABLISHING MARGIN AND MANAGING PACE OF LIFE

It isn't unusual for staff on sabbatical to have trouble letting go of the ministry. Some don't quite believe it's really okay to step out. It's important that you and your sabbatical advisor make sure ministry commitments have been handed off or finished. During this phase, be sensitive to feelings of isolation or lack of significance. Often, staff who are no longer "doing ministry" struggle with their identity. You should be out of regularly scheduled Navigator ministry but not out of fellowship.

It's also common for staff to treat their sabbatical as another Type-A frenzied activity. As you consider the inevitable ministry opportunities that will pop up during a sabbatical, the guiding principle is, "Keep the sabbatical the focus." Can you attend the meeting or prepare and deliver the workshop without losing the focus of the sabbatical? "Extra opportunities" should be examined individually and cautiously. Generally we suggest you make a full break from ministry activities.

"Rest" in this phase doesn't mean ceasing from all activity. Rather, you pull back from ministry activities and (where possible) other areas of stress. This gives you room to explore and discover what relaxes you and what restores you emotionally.

SDC will send the book, *Isolation, A Place of Transformation in the Life of A Leader*, by Shelley Trebesch, to you and to your sabbatical advisor. The two of you should discuss this book.

#### WHAT OTHERS HAVE DONE DURING THIS PHASE TO REST

- Duck hunting
- Read novels
- Started fly-fishing
- Slept more
- Played softball
- Gardened
- Home projects
- Travel

#### QUESTIONS SABBATICAL ADVISORS COULD ASK DURING THIS PHASE

1. How would you define or explain rest?
2. Do you feel that you're resting? What rests you?
3. Are you experiencing any obstacles to rest?
4. Have you noticed significant changes in your eating or sleeping habits?
5. What things are stressful for you right now? Can anything be done to remove or reduce them?
6. How's your relationship with your spouse? With your children?
7. What are your thoughts about your last meeting with your sabbatical support group? What kind of feedback are you getting from them? Do you think they understand you?
8. Is your sabbatical going the way you expected? How so?
9. Have you given your supervisor an update recently?
10. What are your priorities for the next two weeks?
11. Is there something I can do to help you?

**SABBATICAL ADVISORS CHECKLIST: REST AND RELAX PHASE**

- Staff has pulled back from ministry and leadership responsibilities.
- Action steps have been taken to promote rest.
- Isolation* has been read and discussed.
- Sabbatical support group has met at least once each month.
- Staff has contacted supervisor at least once with an update.
- Staff has attended a Becoming One Retreat or a Galatians 6:6 Intimacy Retreat.

**NOTE:** These phases are based on a six-month sabbatical model.



## ☞PHASE III – REFLECT AND REFOCUS☜

### EXPERIENCING GOD AND SELF IN NEW OR DEEPER WAYS

This is the work phase of the sabbatical. During this phase, you should be asking the question, *Lord, is there anything You want to say to me?* God speaks to us in a variety of ways. You should consider how God has spoken to you in the past and position yourself to hear His voice. Extended time alone with God for reflection is the focus of this phase. This is the time to go after whatever it is you want to pursue.

The concept of Learning God's Lessons from Life Experiences is introduced during the Sabbatical Orientation Workshop. This process should be completed during this phase.

#### WHAT OTHER STAFF HAVE DONE DURING THIS PHASE

- Extended times alone with God.
- Getaway to a retreat center.
- Completed the Personal Contribution Assessment Process.
- Developed a Partnering Plan – How will we team together in significant ministry outside the home?
- Focused on Emotional Healing.
- Completed Learning God's Lessons from Life Experiences.
- Read books of interest.
- Crystallized personal passions.

#### QUESTIONS SABBATICAL ADVISORS COULD ASK DURING THIS PHASE

1. Are you aware of anything that would hinder God from speaking to you during this phase? (Busyness, unforgiving spirit, conflict, unconfessed sin, etc.)
2. Is there anything I've missed that would be helpful to discuss?
3. What things are currently stressful for you? Can anything be done to remove or reduce them?
4. How's your relationship with your spouse/children?
5. Tell me about your last meeting with your sabbatical support group. What kind of feedback are you getting from them? Do you think they understand you? Are they speaking into your life?
6. Is your sabbatical going the way you expected? How so?
7. When did you last give your supervisor an update?
8. What are your priorities for the next two weeks?
9. Is there something I can do to help you?
10. Have you completed your Life Lessons? How can I help you get them completed?
11. Is God stirring in you a new vision or desire to change missions? When will you contact the Staff Reassignment Group?

**SABBATICAL ADVISOR CHECKLIST: REFLECT & REFOCUS PHASE**

- Completed Life Lessons.
- Sabbatical support group has met at least once each month.
- Staff has contacted supervisor at least once with an update.
- Completed Personal Contribution Assessment Process.
- Staff has crystallized his personal passions.
- Staff has connected with the Staff Reassignment Group if envisioning a change of mission.
- Staff has developed a “Partnering Plan” (if married)



## ☞ **PHASE IV – REALIGNMENT AND/OR REASSIGNMENT** ☜ **EMPOWERING FOR MAXIMUM CONTRIBUTION**

At the beginning of this phase, it is **IMPORTANT** that you contact your supervisor and/or mission leadership to learn their plans/desires for you after sabbatical. If you are anticipating changing missions, the Staff Reassignment Group will serve as a liaison in negotiating a job adjustment or change. SDC is also available to assist.

*Don't make any presumptions about your future ministry roles and involvements.*

This is the application phase of the sabbatical. During this phase you want to answer the question, “What changes in life and ministry should I make as result of hearing from God in the Reflection Phase?” This might involve changing your ministry role; in that case, consider going through the Staff Reassignment Process. Or you may want to change how you’ve been handling your current ministry role – what realignments do you need to consider?

### **WHAT OTHER STAFF HAVE DONE DURING THIS PHASE**

- Reviewed and reaffirmed their calling
- Updated their resume
- Received input from supervisor, sabbatical advisor, and SDC
- Interacted with the Staff Reassignment Group
- Received counsel from friends and staff
- Visited possible ministry locations
- Entertained options with various entities
- Completed Debriefing Questions
- Developed a plan for what to do differently in their role

### **QUESTIONS SABBATICAL ADVISORS COULD ASK DURING THIS PHASE**

1. With what you’ve learned in the last phases, do you see any adjustments you need to make in your life or ministry to more accurately reflect your design and desires?
2. What do you sense God has for your future?
  - Realignment?
  - Reassignment?
3. If you lack clarity about the future, what specific steps might you take to see more clearly?
4. Can you describe your perfect job? Be sure to include elements or functions you consider essential. Also pinpoint those that should NOT be your primary responsibility.
5. Does your sabbatical support group think you’ve completed your sabbatical? Do they affirm your job selection and job description?

### **SABBATICAL ADVISOR CHECKLIST: REALIGNMENT & REASSIGNMENT PHASE**

- Staff has contacted supervisor and discussed their future role.
- Staff has contacted the Staff Reassignment Group, if necessary.
- Met with sabbatical support group at least two times.
- Staff and supervisors agree on Realignment or Reassignment.
- Debriefing questions (page 25) were completed and discussed, and a copy sent to supervisor, sabbatical advisor, and Sabbatical Director.



## ↻SABBATICAL DEBRIEFING QUESTIONS↻

It's very important for you to take time to reflect on the sabbatical and capture major lessons in writing. After you complete the debriefing questions below, you'll discuss them with your sabbatical advisor and supervisor. A written copy of the completed questions should be sent to your supervisor, sabbatical advisor, and the Sabbatical Director.

### PERSONAL QUESTIONS

1. Are there some major words from God regarding you and/or your future?
2. What is your final decision on your ministry assignment?
3. What are the hopes and desires God has given you for your next contribution?
4. What are some major lessons learned and what are you going to do differently in this next chapter of life and ministry as a result of your sabbatical time and time with God?
5. How would you rate your sabbatical from 1-10? (1 is low, 10 is high)
6. Do you have any emotional healing or relational healing issues you want to work on?  
What's your next step?

### PROCESS QUESTIONS

1. What activities were most helpful during each phase of your sabbatical?
2. What activities were least helpful during each phase?
3. What would you do differently?
4. Would you consider being a sabbatical advisor to another staff?
5. Do you have ideas, suggestions, or comments to help us improve the sabbatical process?



## ☞ **PHASE V – RE-ENTRY AND RE-ENGAGEMENT** ☜

### **ENGAGING AT RIGHT PACE**

At the beginning of this phase, be aware that your pace of life will increase and that transition is stressful. Expect emotional disorientation and spiritual warfare as you re-engage.

#### **WHAT OTHER STAFF HAVE DONE DURING THIS PHASE**

- Resumed ministry responsibilities half time for the first month.
- Take 2-4 weeks to move from Sabbatical Pace to full time Ministry Pace.
- Set up accountability relationships to help with changes they want to make in life and ministry.
- Coached ministry and teammates on their desired changes.
- Scheduled no major responsibilities for at least the first 4 months.

#### **QUESTIONS SABBATICAL ADVISORS COULD ASK DURING THIS PHASE**

1. What changes have you experienced as you've re-engaged?
2. How can we help you as you re-enter ministry?

#### **SABBATICAL ADVISOR CHECKLIST: RE-ENTRY & RE-ENGAGEMENT PHASE**

- Staff has communicated and worked out with their supervisor and team their desires and expectations for re-entry.
- Staff is maintaining a good pace.
- Staff has continued involvement with the Staff Reassignment Group, if necessary.



## ✦ SABBATICAL PROCESS CHECKLIST ✦

### RESPONSIBILITIES

- Staff and spouse – Give themselves to the sabbatical process and experience all God has for them.
- Sabbatical Advisor (SA) – Shepherd staff through the sabbatical process.
- Supervisor – Authorize the sabbatical and give feedback on issues,
- Sabbatical Support Group (SSG) – Provide community for staff and help staff process issues in a safe environment.
- Sabbatical Director (SD) – Oversee and give strategic direction to the process.
- Sabbatical Process Assistant (SPA) – Assist the SD.
- Staff Reassignment Group (SRG) – Guides staff through Reassignment Process.

### SABBATICAL INITIATION

#### THINGS TO THINK THROUGH AS YOU CONSIDER A SABBATICAL:

##### Initiation

- Process can be initiated by staff, supervisor, or SDC.
- Staff and supervisor view Sabbatical Guidelines on NavCentral.
- Supervisor approves the sabbatical.
- Staff or supervisor informs the SD of the impending sabbatical.
- Staff begins thinking about who could be in their Sabbatical Support Group.
- Staff and spouse consider how to maximize one another's involvement in the sabbatical.

##### Selection of Sabbatical Advisor

- Supervisor, staff, and SD determine who could be a Sabbatical Advisor (SA).
- Staff links with the SA.
- SA takes initiative to meet with staff to understand their situation and sabbatical timeframe, desires, and objectives.
- Begin drafting Sabbatical Plan.

##### Sabbatical Care Interview

- Director of Pastoral Care determines the best Pastoral Care Specialist for the Sabbatical Care Interview.
- Pastoral Care Specialist contacts staff to set up Sabbatical Care Interview.
- Sabbatical Process Assistant (SPA) emails Sabbatical Questionnaires/Inventories to the staff.
- Staff completes questionnaires and forwards answers to [pastoral.care@navigator.org](mailto:pastoral.care@navigator.org).
- Pastoral Care Specialist meets with staff, then prepares Sabbatical Care Interview Feedback, addressing recommendations and identifying priority issues for staff individually or as a couple. Pastoral Care Specialist distributes the report to staff and keeps a copy in a confidential file.

##### Sabbatical Orientation Workshop

- Staff plans to attend a SOW during Release and Relinquish Phase.
- SD adds the staff's name to the SOW Invitation List.

##### Becoming One Retreat/Galatians 6:6 Intimacy Retreat

- Staff contacts SDC for the schedule of Becoming One or Gal 6:6 Intimacy Retreats and determines the retreat (time and location) best for them.
- Staff tells the SDC's Sabbatical Process Assistant (SPA) which retreat they prefer.
- SPA registers staff, links him with Becoming One Retreat Coordinator or Intimate Life Ministries, and pays retreat fee.
- Staff makes travel arrangements to the retreat.



## PROCESS CHECKLIST – CONTINUED

### SABBATICAL TIME OVERVIEW

#### ONCE THE SABBATICAL DECISION IS MADE:

##### **Sabbatical Phase I – Release and Relinquish – *Exiting from leadership and ministry responsibilities***

- Staff disengages from leadership and ministry responsibilities (usually takes 5-8 months).
- Staff gets input/feedback from supervisor for the sabbatical.
- Staff attends Sabbatical Orientation Workshop.
- Staff has completed Sabbatical Care Interview and Sabbatical Information Form.
- SA and staff draft Sabbatical Plan.
- Staff sends a copy of Sabbatical Plan to supervisor, Sabbatical Advisor, and SD.
- Staff tells current ministry and support team about the sabbatical.
- Staff does fundraising to fund the sabbatical.
- Staff establishes a Sabbatical Support Group and meets with them at least once this phase.

##### **Phase II – Rest and Recovery – *Establishing margin and managing the pace of life***

- Sabbatical Advisor (SA) makes sure staff has pulled back from ministry and leadership responsibilities
- SA helps staff keep the sabbatical their focus.
- SA ensures that action steps have been taken to promote rest.
- Staff, spouse, and SA have read *Isolation* and discussed it.
- SA has met with staff at least twice per month.
- Staff has met with Sabbatical Support Group at least once per month.
- Staff has contacted supervisor at least once with an update.
- Staff has attended a Becoming One or Galatians 6:6 Intimacy Retreat.

##### **Phase III – Reflect and Refocus – *Experiencing God and self in new or deeper ways***

- Staff has experienced extended time alone with God.
- Staff has completed Life Lessons.
- Staff has completed Personal Contribution Assessment Process.
- SA has met with staff at least twice per month.
- Staff has met with Sabbatical Support Group at least once per month.
- Staff has contacted supervisor at least once with an update.
- If necessary, staff has contacted Staff Reassignment Group
- If needed, staff has experienced Healing Prayer.
- Staff has read books of interest.
- Staff has identified personal passions.
- If married, staff has developed a “Partnering Plan.”



**Phase IV – Realignment and/or Reassignment – *Empowering for maximum contribution***

- Staff contacts supervisor to discuss plans and desires for his future role. SA can serve as liaison for negotiating a job adjustment or change.
- Staff clarifies/reaffirms his calling.
- If applicable, staff has participated in the Reassignment Process.
- SA has met with staff at least twice per month.
- Staff and supervisor have agreed on Realignment or Reassignment.
- If, applicable, staff has interacted with the Staff Reassignment Group.
- Staff completed and discussed debriefing questions. Copies sent to supervisor, SA, and SD.



## PROCESS CHECKLIST – CONTINUED

### POST-SABBATICAL

#### ONCE THE SABBATICAL IS COMPLETED:

#### Debriefing/Closure Questions

It's very important to take time to reflect on the sabbatical and capture major lessons in writing. The staff should complete the debriefing questions and discuss them with their sabbatical advisor and supervisor. A written copy of the completed questions should be sent to the individual's supervisor, sabbatical advisor, and SD.

#### Personal Questions

1. Are there some major words from God regarding you and/or your future?
2. What is your final decision on your ministry assignment?
3. What are the hopes and desires God has given you for your next contribution?
4. What are some major lessons learned and what are you going to do differently in this next chapter of life and ministry as a result of your sabbatical time and time with God?
5. How would you rate your sabbatical from 1-10? (1 is low, 10 is high)
6. Do you have any emotional healing or relational healing issues you want to work on? What's your next step?

#### Process Questions

1. What activities were most helpful during each phase of your sabbatical?
2. What activities were least helpful during each phase?
3. What would you do differently?
4. Would you consider being a sabbatical advisor to other staff?
5. Do you have ideas, suggestions, or comments to help us improve the sabbatical process?

- Staff emails his responses to the sabbatical advisor, supervisor, and SD.
- SA and SD discuss the answers and determine action steps to improve the process.

#### **PHASE V – RE-ENTRY AND RE-ENGAGEMENT** – *Engaging at right pace*

- Staff re-engages at a pace beneficial for him (and spouse).
- Staff talks with his team about his expectations and desires for re-entry into his ministry role.

### FOLLOWUP

#### 3-6 MONTHS AFTER SABBATICAL

SDC calls the staff and asks:

1. How's it going?
2. What changes have you experienced?
3. What has been the impact of your sabbatical?
4. Is there anything we can do for you?



## APPENDIX A

### COMMUNICATING ABOUT A SABBATICAL

Here are some thoughts on how to communicate *practically, corporately*, and *biblically* about sabbaticals to your church and friends.

#### PRACTICALLY

In Christian work, the messenger is the message. If we don't embody the message, the morals, and the model, it's probably time for a sabbatical: an extended time of rest, reflection, and realignment. Someone in a secular role could have an affair, struggle with an addiction, or be distant from God, and still be effective. But in a Christian ministry, this would be hypocritical.

Also, the pace of life in the U.S. is accelerating. With every generation we need to figure out fresh ways to deal with the added pressures. Moving too fast over too long a period of time leads to burnout. Every leader experiences this to some extent and wishes for a way out.

Below are some thoughts on burnout and busyness:

Life in overload → life without margin → stress without recovery → physical/emotional exhaustion and spiritual dryness = burnout

Busyness → no unhurried time to think, pray, listen, be in Word → barrenness (no fruit)

Burnout - when you start to resent your calling, something is wrong.

#### CORPORATELY

For 65 years The Navigators did not encourage staff to take sabbaticals. In 1998 we initiated a policy to change our corporate culture; all staff are strongly encouraged to take a 3-6 month sabbatical every 7-10 years. We believe (and have experienced) that it pays us and them dividends in the long run. This is part of being good stewards of the resources God has given us. Our people are our greatest resource.

Sabbaticals in the Navigators have usually been focused on healing (burnout, recovery, woundedness, etc.) or development (study, cross training, etc.).

#### BIBLICALLY

Any sabbatical is a cultural application of the biblical principle of Sabbath--regular times of no regular work. Although the Bible has numerous verses on Sabbath, there is nothing in the Bible on sabbaticals per se.

Two passages that have spoken to me are:

Gen 1-3 – I find it interesting that the third thing God blessed was rest (2:3) and the third thing God cursed was the work of man's hand (3:17-19). God blessed rest and cursed the work of man's hand. Our nature is to get the things of God backwards; today we bless work and curse rest. That is not the way God did it.

Lev. 23 and 25 - I don't want to put us under the law, but it is interesting that God laid out a lifestyle for His people. In these verses God lays out the Sabbath day, the appointed times/feasts to the Lord, the Sabbatical year, and the Year of Jubilee. Notice God intended that there should be regular periods of no regular work as a lifestyle for His people.

Hope these thoughts are helpful!

Contact information: [steve.foley@navigators.org](mailto:steve.foley@navigators.org)  
(719) 964-2723

[steve.brown@navigators.org](mailto:steve.brown@navigators.org)  
(719) 594-2297

*The greatest gift you can give the world is your intimacy with God.*

**APPENDIX B****WILL PEOPLE GIVE TO ME WHEN I GO ON SABBATICAL?**

YES!

We surveyed staff who had been on a sabbatical and asked four questions:

- Did you lose any donor support when you went on sabbatical?
- Did you gain any donor support when you went on sabbatical?
- Did you have any negative feedback from going on sabbatical?
- How did you communicate about your sabbatical?

No one lost any donor support. Some actually gained support. Two different staff each had someone give negative feedback for going on sabbatical. When the staff explained our sabbatical process to these critics, both negatives became very positive. One even said, “If anyone gives you a hard time, send them to me.”

We encourage you to raise funds for your sabbatical and use this opportunity to make up any deficit you have. When one staff was preparing for their sabbatical, an aunt who’d never given to them before sent a generous gift, just because they were going on sabbatical.

Most misgivings about donors funding our sabbatical come from our own fears. They’re not founded in reality. Most donors give to you because they love you and share your vision. Churches, too, have been supportive when they understand our sabbatical process.

God promises to meet all your needs. This includes your needs during your sabbatical.

On the next few pages are sample letters used by our staff to raise funds or to tell their team about their sabbatical. May these help you as you plan your funding strategy.

*...by His power may He fulfill every good purpose of yours and every act prompted by your faith.*

2 Thess 1:11

*And my God will meet all your needs according to His glorious riches in Christ Jesus.*

Phil 4:19



## Sample Sabbatical Fundraising Letters

### Donors

February 15, 2006

Dear Friend,

We wanted you to be among the first to know what's happening in our ministry with The Navigators and to ask for your continued partnership in funding.

Jane and I have reached significant milestones in our lives and ministry in the past two months. We celebrated 25 years of marriage in October, and this month we mark 22 years of serving with The Navigators. Both have been rewarding adventures!

We began with The Navigators in 1982 by pioneering new ministry at Peterson Air Force Base in Colorado Springs. For the last 14 years, we've supervised 150 Nav staff who minister at 47 military installations around the world. We have gladly given our lives to help advance the gospel among military personnel for these 22 years and feel we still have so much more to do! Yet, in recent months, we've felt fatigued and spiritually and emotionally depleted.

The Navigators recognizes that for staff to have long-term effectiveness in ministry, they must occasionally step back from ministry to rest, recover, reflect, and refocus. The Navigators has created a sabbatical process for that very purpose. With the support of our leadership, Jane and I will begin a six-month sabbatical in April.

No, sabbatical is not a vacation! In fact, it's a structured, supervised time to intentionally replenish and regroup for future ministry. The first phase is resting and recovering—doing what puts energy back into our tired bodies. The second phase is reflecting and refocusing—learning more about God and ourselves. The final phase is realignment—seeking God's best fit for us in life and ministry. During our sabbatical, we'll meet regularly with an advisor as we work through our personalized sabbatical plan. All of this is to prepare us to finish well the ministry to which God has called us.

Financial needs can add pressure to our lives at a time when we need to reduce stress. We face a shortfall of \$987 in our regularly pledged support, which calculates to \$11,844 annually. More than ever, we need our faithful ministry partners to stand with us as we go through the sabbatical. Thank you for being so committed to us in the past. Now during this unique time in our ministry, **would you prayerfully consider increasing your monthly support or making a special contribution to help with our financial needs?** Whatever God lays on your heart for us is received with gratitude.

Your investments make a difference for eternity. Please know how we appreciate you.

Sincerely,

Joseph and Jane Missionary

P.S. To make a gift, please return the enclosed card with a check made payable to The Navigators. May we hear from you by April 15? Thank you!

Purpose

Relationship

Sabbatical

Ask



Joseph and Jane Missionary • 123 My Street • My Town, MT • 12345



## Sample Fundraising Letter Non-donors

February 15, 2006

Dear Friend,

We wanted you to be among the first to know what's happening in our ministry with The Navigators and to ask for your partnership in funding.

Jane and I have reached significant milestones in our lives and ministry in the past two months. We celebrated 25 years of marriage in October, and this month we mark 22 years of serving with The Navigators. Both have been rewarding adventures!

We began with The Navigators in 1982 by pioneering new ministry at Peterson Air Force Base in Colorado Springs. For the last 14 years, we've supervised 150 Nav staff who minister at 47 military installations around the world. We have gladly given our lives to help advance the gospel among military personnel for these 22 years and feel we still have so much more to do! Yet, in recent months, we've felt fatigued and spiritually and emotionally depleted.

The Navigators recognizes that for staff to have long-term effectiveness in ministry, they must occasionally step back from ministry to rest, recover, reflect, and refocus. The Navigators has created a sabbatical process for that very purpose. With the support of our leadership, Jane and I will begin a six-month sabbatical in April.

No, sabbatical is not a vacation! In fact, it's a structured, supervised time to intentionally replenish and regroup for future ministry. The first phase is resting and recovering—doing what puts energy back into our tired bodies. The second phase is reflecting and refocusing—learning more about God and ourselves. The final phase is realignment—seeking God's best fit for us in life and ministry. During our sabbatical, we'll meet regularly with an advisor as we work through our personalized sabbatical plan. All of this is to prepare us to finish well the ministry to which God has called us.

Financial needs can add pressure to our lives at a time when we need to reduce stress. We face a shortfall of \$987 in our regularly pledged support, which calculates to \$11,844 annually. **Would you prayerfully consider joining our monthly support team or making a special contribution to help with this need?** Some can give monthly gifts of \$50, \$100, or \$200. Some can give special gifts of \$500 or \$1,000. Please pray and consider giving one of these amounts, or whatever God lays on your heart.

Your investments make a difference for eternity. Please know how we appreciate you.

Sincerely,

Joseph and Jane Missionary

P.S. To make a gift, please return the enclosed card with a check made payable to The Navigators. May we hear from you by April 15? Thank you!

Purpose

Relationship

Sabbatical

Ask



Joseph and Jane Missionary • 123 My Street • My Town, MT • 12345



## Sample Fundraising Letters



Dave & Hiroko Townsend

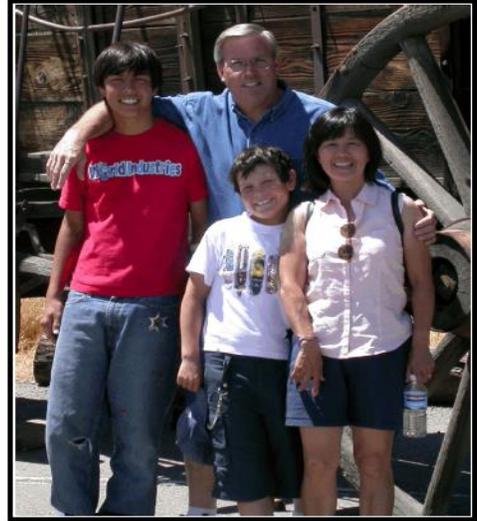


TO KNOW CHRIST AND  
TO MAKE HIM KNOWN  
U.S. MILITARY MINISTRY

November 2005

Dear Prayer Partners,

For the last 17 years of laboring at Camp Pendleton, we have lived those years at full speed ahead without taking extended time to refuel our spiritual tanks. We rejoice in Christ for what God has accomplished through those years of laboring in the grass roots ministry. We haven't slowed down recently to experience God's Word, as He says '*... be still and know that I am God*' and '*God ... will himself restore you and make you strong, firm and steadfast.*'



Joshua, Lucas, Hiroko and Dave

In September an opportunity arose to be still when The Navigators' leadership asked us to consider taking a sabbatical. After wrestling in prayer and the Lord leading us through His Word, Hiroko and I agreed to take some time away from the ministry to get our personal spiritual tanks refilled by the Lord. And we need your help.

We have difficulty being still before God in the race of life. The Word says, "*Run in a way to win the race.*" We need to reenter God's training camp to be refueled and renewed in our spiritual walk with Christ. Hiroko and I do not like to admit that our spiritual tanks are running on empty. However, as Jesus often withdrew to get Himself refilled by spending time with his Father alone, we also are in a season of ministry to withdraw and be renewed with our vision, calling, and purpose in life.

Regarding the sabbatical, Alan Andrews, U.S. Director of The Navigators wrote, "*We believe that you, our field staff, are our greatest resource and we are committed to practicing and promoting development as a value at every level in the Navigators. The sabbatical process is an important aspect of staff development. Your decision to set aside time from your normal ministry responsibilities to rest, reflect and realign with God's calling on your life is a significant one that will pay you dividends for years to come. I want you to know that you have our permission to take time to experience this sabbatical process. May God bless and encourage you during this important time.*"

Our sabbatical does not mean a vacation, but it has organized steps to renew our tank with Christ. The sabbatical has four guided phases:

**Release and Relinquish** - During this phase, Hiroko and I will disengage from the ministry, delegate ministry responsibilities to other staff, and establish a plan for our sabbatical. We will have to be fully funded before entering into the next phase.



**Rest and Recovery** - During this phase, the sabbatical is ceasing from ministry activities and other stress factors. We will engage into activities that will restore us emotionally and feed us spiritually. We will be out of regularly scheduled ministry activity but not out of spiritual fellowship.

**Reflection and Refocus** - During this phase, we will be asking ourselves this question, "Lord, is there anything you want to say to me?" We will spend extended alone-time with God reflecting on what God wants us to know about our past and attend related sabbatical conferences.

**Realignment and/or Reassignment** - During this phase, we will see what God has revealed to us through our Reflection and Refocus phase to review and reaffirm our calling, vision and purpose. The goal is to experience the maximum contribution in this next season of our life.

In October we attended a Sabbatical Orientation in Colorado that explained what we will do while on sabbatical and what is needed before starting the sabbatical. The remaining hurdle we face now is to be fully funded before entering the second phase. Through our previous letter this summer, the Lord brought in some new monthly support and cash gifts, and we are very grateful. But we still have to raise support to meet our financial goal.

And now since we are heading into our sabbatical process, we need your prayers and help for this important time. In addition, since the summer we've also faced some unexpected medical expenses. They are due to Joshua breaking his hand, Dave's trip to the hospital for chest pain (fortunately it was acid reflux), and dental costs from Hiroko's fall.

Our immediate needs are:

Medical expenses . . . . .	\$3,488.00
Sabbatical expenses . . . . .	\$2,325.00
Monthly Support (\$1,192 x 12 mo.) . . . . .	<u>\$14,304.00</u>
<b>TOTAL CASH NEEDS . . . . .</b>	<b>\$20,117.00</b>

Would you pray about and consider a special gift toward this goal? Here is how this goal could be met:

40 gifts of . . . . .	\$75.00
35 gifts of . . . . .	\$100.00
15 gifts of . . . . .	\$200.00
5 gifts of . . . . .	\$300.00
3 gifts of . . . . .	\$500.00 - \$1,000.00
10 additional people to give . . . . .	\$50.00 - \$100.00 per month

If the Lord leads you to give, please make your check payable to The Navigators, and send it with the enclosed card by December 31<sup>st</sup>. We would appreciate it. Hiroko and I are grateful as well for your prayers during our sabbatical refueling. Thank you for your help during this important time.

In Christ's Love and Service,

*Dave & Hiroko*  
2 cor 9:8





Dave Legg, our People Resources Director, will be our mentor during our sabbatical. The first phase will be given to rest and recovery, doing those things that will put energy back into our tired bodies. The second phase will be spent in reflection and refocusing. We want to review our calling and reflect over how God has used us in the past. We have several books we will be reading and I have a special study I will be doing on the interdependence between the mobile and local expressions of the church. Then we will set our new goals for the future.

One of the added pressures as we begin this time is that we are experiencing critical financial needs. At this somewhat vulnerable time in our lives we really need your help. To enable us to meet our normal living costs and to cover a few added costs of our sabbatical we need to raise a one time amount of \$17,916.

* \$8,916	Shortfall from past nine months
* \$7,500	Shortfall projected from now through 12/31/98
* <u>\$1,500</u>	Sabbatical expenses
\$17,916	Total

We have a big God and a wonderful team of God's people behind us. We are asking God to guide you clearly as to what part, if any, he would have you play. Some can give \$50, some \$250 and some \$500 or \$1,000. Would you prayerfully consider giving one of these amounts or whatever God lays on your heart. We do covet your prayers as well for this critical time of rebuilding and refocusing in our lives.

"And God is able to make all grace abound to you so that in all things at all times, having all you need, you will abound in every good work." II Cor. 9:8.

We also want to thank you for standing with us and partnering in this ministry to equip missionaries around the world.

Our God is Faithful,

Bruce and Marg

## KEY PRAYER REQUEST

1. Claim Mark 6:31 for us as you pray. "Then because so many people were coming and going that they did not even have a chance to eat, he said to them, come with me by yourselves to a quiet place and get some rest."
2. Ask God to give us a renewed sense of His calling on our lives as we wait on Him.
3. Pray for "times of refreshing" spiritually, mentally and physically.
4. Ask God to give us new and fresh insights as we read several books and study His word.
5. Pray we will appropriate the blood of Christ for victory when Satan comes to falsely "accuse the brethren."



[GREAT 3-PAGE LETTER INFORMING OF THEIR SABBATICAL!]

# The Wirgaus

SERVING WITH THE NAVIGATORS



June 12, 2003

Dear Team,

We've done it! We've just completed 20 years of ministry with the Navigators on the college campus. Seventeen of those years have been invested reaching and discipling students here at Florida State. We are thrilled with what God has accomplished in the lives of students and are excited about what lies ahead.

During this past year I began to evaluate the needs of the FSU ministry, our family, and our personal walk with God. As I interacted with our leadership both locally and nationally we were encouraged to consider taking a semester off from the rigors of ministry in order to rest, recover, reflect, and refocus for the next season of our lives. This idea of an extended "Sabbatical" was both exciting and frightening. "Who would lead the ministry?" "How would things get launched in the fall?" "What would I actually do with my time?" "What would our donors think?" All these questions and many others raced into my head. The more we learned and interacted with others, the more we believed that God was leading us into this time of refreshment and reflection and that He would answer these questions as we went along.

Our plan has been set in motion. We have attended a Sabbatical workshop held by the Navigator leadership to plan and learn about the purpose of "Sabbatical". We have asked 4 alumni to lead the ministry team in the fall. The student leaders pictured met at our house for extended prayer and planning and have taken up the challenge to move the ministry forward when August comes. We have asked another veteran staff to be our "Sabbatical Advisor" and have recruited a local "Sabbatical Support Team" of three couples to walk with us through this time. Our goal would be to meet monthly for updates and accountability. Our plan is to reengage the ministry in January, having the full fall semester to rekindle our hearts for what God has for us in the future.



**Student  
Leaders  
are  
ready  
for the  
Fall.**



During this time we need your help. To stand with us in prayer for God to meet with us, refresh us, and rekindle our passion for Him and for the Great Commission. We also need your help financially. To hold the ropes and continue your faithful support that when we return to the battle we will be stronger than ever with our support team in tact. We are so grateful for how you have stood with us through these years of ministry.

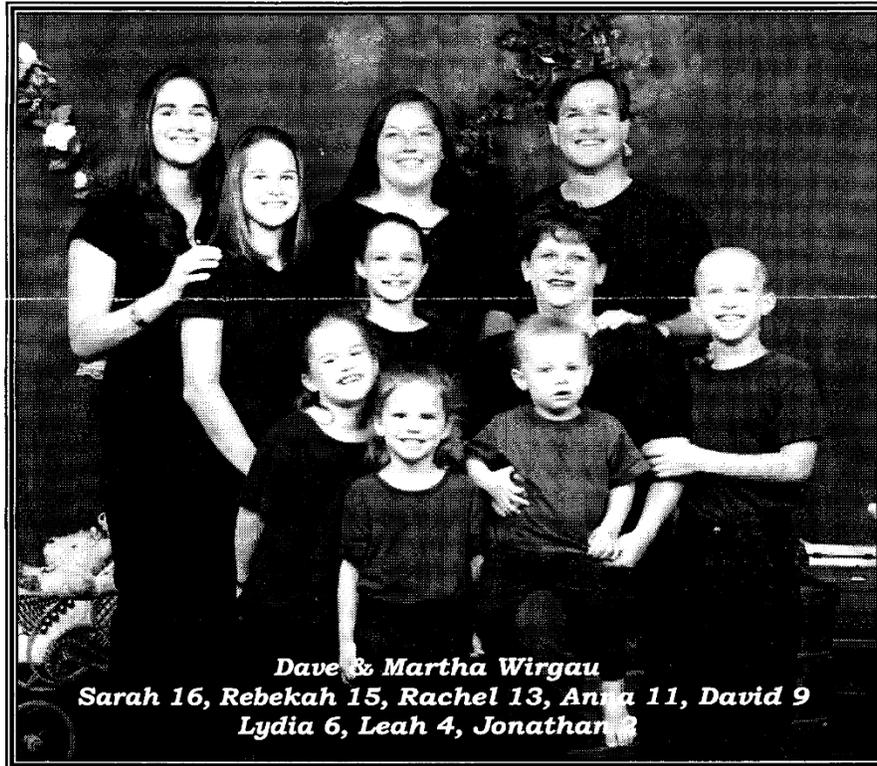
God has given this promise to us from Jeremiah 31:3,4. "The Lord appeared to us in the past, saying: I have loved you with an everlasting love; I have drawn you with loving-kindness. I will build you up again and you will be rebuilt, O Virgin Israel. Again you will take up your tambourines and go out to dance with the joyful." Before the semester ended the students gave us a new tambourine that they all had signed. Let the dancing begin!!

Here at home things are as busy as ever. Our big news that many of you may not be aware of is that Martha is expecting our 9<sup>th</sup> baby and her due date is August 4. We would appreciate your prayers as with her last two pregnancies she has developed gestational diabetes. She is currently doing great and able to control things through proper diet. Please pray for a healthy, safe, delivery.

Thanks for all your love and commitment to us. Thanks for being on our team. Thanks for making it possible for us to minister out of the overflow of what God is doing in our lives.

Dancing with you,

*Dave*





## What is a Sabbatical Anyway?

When we use the word “sabbatical,” we are not talking about a vacation but rather the disengaging from normal ministry and leadership involvement for a period of time to allow for serious evaluation of life and ministry. The timing of a sabbatical

should be done with consideration for ministry and family needs. This thought is captured by Eugene Peterson’s paraphrase of Matthew 11:28-30 in *The Message*:

*“Are you tired? Worn out? Burned out on religion? Come to me. Get away with me and you’ll recover your life. I’ll show you how to take a real rest. Walk with me and work with me—watch how I do it. Learn the unforced rhythms of grace. I won’t lay anything heavy or ill fitting on you. Keep company with me and you’ll learn to live freely and lightly.”*



## What Will We Do During Our Sabbatical?

**Release and Relinquish** – During this first phase the staff person disengages from the ministry and leadership responsibilities and establishes a plan for their sabbatical.

The sabbatical plan is an initial framework for direction and reflects priority needs. Ministry responsibilities are delegated and teams are recruited to help with the sabbatical.

**Rest and Recovery** – “Rest” in the 2<sup>nd</sup> phase of the sabbatical is not ceasing from all activity. Rather, it is ceasing from ministry activities and where possible, other stress factors. Staff should consider what restores them emotionally and feeds them spiritually. During this phase be sensitive to feelings of isolation or lack of significance. Staff should be out of regularly scheduled ministry activity but not out of fellowship.

**Reflect and Refocus** – During this phase, the individual should be asking the question, “Lord is there anything You want to say to me”? Staff should consider how God has spoken to them in the past and posture themselves to hear His voice. Scheduling extended times alone with God is a priority.

**Realignment and/or Reassignment** – We are not looking to move or for that matter move on. During the final phase of the sabbatical we want to put everything on the table and review and reaffirm our calling. We want to use our gifts and strengths to be involved with “maximizing our contribution” in this next season of our lives.



## What Others Are Saying About Our Sabbatical!

"I can endorse with full enthusiasm a much needed Sabbatical for Dave and Martha Wirgau. One popular author has stated that only one out of ten ministers who are in the ministry at the age of 21 will be there at the age of 65. We have yet to fathom the tremendous pressure and spiritual attack levied against the servant of God. Satan wants him to quit and he will do everything within his power to get him to quit. Over the course of ministry, the vision gets hazy, the energy is depleted, and the everyday demands of maintaining the ministry replace our zeal to see God work in fresh ways. This Sabbatical for Dave and Martha can mean fresh wind, fresh fire, fresh vision, and fresh energy. I believe their only regret should be that it is coming seventeen years into their ministry and not five. I'll do everything I can to help them."

Pastor John Rickenbacker  
Northwoods Baptist Church

"We are admonished in scripture to care for those in ministry. We often overlook our ministers in the area of rest and burnout, and we should feel a sense of responsibility to see that this does not happen. Dave and Martha have ministered tirelessly at FSU and have been a blessing to many and have honored God in their work. I am unequivocally committed to seeing my support continue throughout their sabbatical, and pray God's best for them during this wonderful opportunity."

Jon Johnson  
State Lobbyist and supporter

Dave and Martha have developed a tremendous Navigator collegiate ministry at FSU over the past 17 years. Their hearts to serve and train students has produced many qualified laborers for God's Kingdom. Taking a sabbatical is a way for them to rest and recuperate. It is a way to examine where they have been, where they are now and the way God wants them to go in the future. It is a time of renewing their commitments to the Lord and for listening and learning from Him. It is a time God could use to redirect their steps and their ministry. We look forward to many more years of their godly influence upon the lives of students they touch with the gospel, a renewed vigor to disciple new believers, and a new commitment to train laborers who would take the gospel to the nations.

Dave Hawes  
Navigators Florida Regional Leader



Tom &amp; Sue Crompton

Dear Friends and Family,

January 12, 2011

**Tom & Sue**

Over the last year it has become apparent that Sue and I need to reassess where the Lord wants us to invest our time. We have partnered together in ministry for 33 great years and since our return to the U.S. from Ghana (over 13 years ago) we have been involved with pioneering a gospel movement in the Seattle area. We are thankful to the Lord who, during this time has opened many avenues of ministry including encouraging our adult children in their walks with Christ, mentoring young singles and couples, reaching out to friends nearby, taking people to Africa to help in the work of three West African countries and encouraging/shepherding local leaders. Each area has multiplied to the point where we see a need to take time to rest, recover and hear from the Lord to learn if there are specific areas where He wants us to focus our energy.

We are so thankful to be serving the Lord with the Navigators because we have leaders who clearly value the worth and contribution of each “employee”. The Navigators Human Resources Team encourages staff to take a sabbatical every seven to ten years because of the demanding nature of a highly relational “always on call” type of work. So starting this month, January, 2011, and going to June, 2011 we will be in a guided process to help us gain the most out of this time of rest, reflection and reorientation. Below are descriptions of four major steps we will be moving through as we seek the Lord during our sabbatical:

**Release and Relinquish** – Throughout the month of January Sue and I are presently working on disengaging from our normal ministry responsibilities by asking the Lord who He would want to take up each role and then delegating them to others.

**Rest and Recovery** – We plan to spend the month of February away from the Seattle area to be free to rest and engage in activities that will restore us physically, emotionally and spiritually. Our plan is to then come back to our home for the month of March to reconnect with our family (our four adult children all live in the Northwest) and be available to help David and Shawna, if needed, as their second child (Baby Boy Crompton) is due to be born on March 17<sup>th</sup>.

**Reflect and Refocus** – In the month of April our plan, Lord willing, is to spend extended time with the Lord and one another assessing how God has led us in the past, how he has designed us for his service and what he has to say to us concerning the future. We long to finish well, in step with the Lord’s desires.

**Realignment and/or Reassignment** – Hopefully by the end of May or early June the Lord will have helped us clarify and reaffirm our calling, vision, focus and maximum contribution for our next season of life. Then we will take steps for reengaging in ministry according to his direction.

During each of these phases of the Sabbatical we will meet with a small Sabbatical group of eight people who will listen to what we are learning from the Lord and give input into our situation as is appropriate.

Though the sabbatical is a unique privilege, we continue to depend on donor income as we follow the Lord’s leading stepping us through the process. Thank you for continued prayer and financial support for what God is doing in and through us over the next several months. May he reward you richly for your part in our lives.

*Tom & Sue*Tom & Sue Crompton 1126 207<sup>th</sup> Place SE, Bothell, WA 98012-7755 – [tcrompt1997@comcast.net](mailto:tcrompt1997@comcast.net)

*Please pray for us for “times of refreshing” spiritually, mentally, emotionally and physically.*

*Pray that the Lord would give us new and fresh insights into his love and call on our lives.*

*Pray for protection from any “roadblocks” that would prevent us from learning from and hearing what the Lord wants us to learn.*



## APPENDIX C

### REST FOR THE WEARY

#### Renewal for women through mini-sabbatical events

by Denele Ivins

*My hands gripped the steering wheel as my mini-van cut through the ranch-strewn countryside of eastern Oregon. I was escaping to a retreat center for missionaries, in desperate need of rest and restoration. It had been nine months since we packed up our lives in East Asia and returned to the U.S. After 18 years of Asian life, our move back to the States was not a return “home,” but was a painful uprooting of what God had planted deeply in the land where we raised our children and made disciples.*

As I drove, rest and restoration seemed unlikely. All I could think of was what I’d left behind—my undone to-do list and loose ends for my family in my absence. My mind raced with doubts and guilt: “I don’t really need to do this,” “What kind of mother leaves her family for a week with an empty refrigerator?” and “I should have brought my family along; they need it too.”

But as the miles passed, the almost-empty roads, the rural landscape and the quietness began to work magic. My hands began to loosen their tense grip on the steering wheel. I already felt calmer—and hope was building in me that God might use this time away to restore me.

Five days later, I retraced my journey on those rural roads. With the windows down and the radio off, my mind was still busy, but with thoughts of a different type. As I thought of my husband and children and their needs through our recent East-to-West transition, I was able to pray for them in a deeper, more trusting way than I had for a long time. My heart for ministry, which had been numb for a stretch of time, was waking up. I dreamed about the possibility of taking a group from our church back to our adopted land on a short-term missions trip. I broke the nine-month musical silence when I sang praise songs in the privacy of my van. All at once, as I maneuvered curving mountain roads, I realized that I was refreshed. Creativity and energy and praise were returning—and hope had been restored.

#### THE ROAD TO RECOVERY

My five days at a missionary retreat center was just what I needed. But how did I even know that I needed to get away? The truth is, that I was weary to my core and unable to take any action to help myself. Caring brothers and sisters saw my condition and made a diagnosis: emotional exhaustion and possible burnout because of the trauma of our transition back to life in the U.S. Beyond a diagnosis, God was gracious to give them a prescription—a care plan to restore me back to emotional health.

Through debriefing with our church and the Navigators, I began to understand how very tired I was. I left China tired, and then, as mom’s do, I set aside my need for rest to attend to the huge task of settling my children—grades 6, 8 and 12—into their new lives in their passport country. Our sending organization very gently but persistently suggested the value of taking a sabbatical after 18 years of serving overseas. My husband was able to take a manner of one, but I found myself unable to even sit and read anything for more than five minutes. The needs around me—carpooling, phone calls, dusty floors, and dirty dishes—seemed to scream at me throughout my waking hours.

Across the table over lunch that week in Colorado, missionary care counselor Shirley Wilson asked me about taking a sabbatical. My question, in a choked voice, was how could I even entertain the idea of a sabbatical—a release from regular responsibilities to refresh and renew and learn—when I faced the task of guiding my children through their transition, not to mention the relentlessness of the tasks of daily life. I can’t just take off three months from life, I said.

Shirley saw my sense of drowning in my eyes—and she threw me a lifeline. “Why don’t you take mini-sabbaticals?” she asked, coining a new phrase right then—mini-sabbatical events. With some well-placed questions, Shirley guided me to discover what would best refresh me. My deepest longing, she helped me see, was to get away by myself, in places with heavy doses of mountains and pine trees and quietness, where I could rest, explore, hike, bike, read and pray.



## REST FOR MY SOUL

My first foray into solitude came seven weeks later. I left our home in Boise, Idaho, and drove two hours to a little inn on the Billingsley Creek just before it pours into the Snake River. I wanted to quiet myself enough to hear God's voice. I took my Bible down to the creek-side swinging bench. My weariness was so deep that all I could do was open it up to the Psalms. I remember how I read a few verses, only to have my eyes blur over with tears. During my three days there, I did my part by showing up on that swing with God's word in my lap, asking Him to restore me. And He did! One of the greatest burdens I carried with me on that first retreat was the deep disappointment for my daughter Claire and her college admissions process that year. I was able to walk away from that three-day retreat with thankfulness for the scholarships to the local university—and feel a huge burden lifted.

## A MIRROR FOR REFLECTION

On my Oregon "mini-sabbatical event," God revealed to me a root reason for my weariness. I'd been putting the blame solely on the transition of the past months, but He gently reminded me that my weariness came mainly from the accumulation of the sacrifices of 18 years of living and reaching out cross-culturally.

One day I sat in the sunshine on my private deck, meditating on Psalm 20:1-3:

*May the Lord answer you when you are in distress;  
May the name of the God of Jacob protect you.  
May He send you help from the sanctuary  
And grant you support from Zion.  
May He remember all your sacrifices  
And accept your burnt offerings.*

I began by asking God to do this for me, to answer my distress, protect me, and send me help and support. As I took the time to reflect and let His spirit work through His word, I could see how He had been doing this all along! He remembered my sacrifices even before I did—and I began recounting in my journal a long list of ways He had answered, protected, helped and supported me.

## NURTURE FROM NATURE

Significant as these spiritual moments were for me, it would be dishonest to make it sound like I spent entire days in monk-like meditation. In truth, these deeper moments punctuated days full of walks, bike rides, hikes, meals out and a good novel.

On my first trip, my walks were leisurely—mostly on the way to the small-town diner where I ate comfort food three times a day. But the springtime greenness and brilliant blue skies helped me rediscover both the beauty of my home state Idaho and the value of quietness. I cruised my van slowly down the country roads, marveling at the landscape carved out by the Snake River. On one drive down in the canyon, a bird burst into song just as I drove past; the beauty of it and a sense of God's love brought tears to my eyes.

This was physical restoration, after almost two decades of urban life—where instead of mountains, construction cranes rose above the horizon at every turn, and instead of the serenade of songbirds, the blare of taxi horns and yells of teeming life were what constantly assaulted my senses.

The healing power of nature was just as important in my second and third retreats, but I felt more energetic and was able to be much more active, enjoying long hikes and bike rides.

## RESOLVED TO REST

While I couldn't manage a lengthy sabbatical, Shirley's prescription for personal retreats—my mini-sabbatical events—were just what I needed to renew my body, mind, and soul after the years' sacrifices of service and the transitions of the last year.

As I climbed into the small backcountry plane to leave my last retreat—feeling energetic, rested and hopeful—I resolved not to wait until my weariness calls for emergency measures. I am determined to make this a life-long habit—to take time out to seek solitude, rest and renewal. To come to Him and let Him give me rest.

*"Come to me, all you who are weary and burdened, and I will give you rest....  
You will find rest for your souls." Matt. 11:28, 29*

**SIDEBAR TO “REST FOR THE WEARY”****Twelve steps to renewal: Tips for planning your own personal retreat**

1. **Admit your need for rest.** There’s no shame in being tired because you’re serving others. You’re only human.
2. **Put it on the calendar.** Once you determine your need for a rest, get a date on the calendar before it fills up. Stick to it! Resist the inevitable temptation to cancel as the time draws near.
3. **Get the support of your family and friends.** Share with your husband why you’d like to try a personal retreat; after all, he’s the one who’ll hold down the fort when you’re gone. Ask your close friends to pray for you through the process.
4. **Resist taking someone else.** A personal retreat is a great idea, so everyone who hears your plans will want to come along. For maximum renewal, keep it solo. Encourage them to take their own personal retreat.
5. **Don’t feel guilty.** While it’s true that you’re leaving behind needs and tasks, the *unselfish* thing is to make renewal a priority. You’ll return strengthened for the tasks at hand.
6. **Customize your retreat.** Think through what’s restful for you. Rustic or luxurious? Active or quiet? Mountains or ocean? Near or far?
7. **Include the nature element.** The heavens do declare His glory, and are the perfect setting in which to be renewed.
8. **Take advantage of resources.** Check with your ministry organization for retreat venues in your area designed especially for ministry workers. These are usually low-cost and sometimes offer counseling and other resources.
9. **Think creatively.** Consider off-season church camps, a friend’s mountain cabin, or an inexpensive motel in a place you’d like to visit.
10. **Address the whole person.** Include elements of rest and renewal for your body, mind and soul.
11. **Take a well-stocked tool chest.** Be prepared. Pack your Bible, a devotional and other Christian books, a songbook or hymnal, and your journal. (But don’t feel bad if you don’t use much of what you bring.) For the whole person, pack a good novel for lighter reading, as well as your favorite snacks.
12. **Have great expectations.** Expect God to meet you in a special way. He specializes in giving rest to the weary. All He asks of us is to come.



## APPENDIX D

### SAMPLE SABBATICAL PLAN

*(Blank worksheet available on NavCentral – SDC Sabbaticals)*

Name: Joe and Jane Staff

Sabbatical Advisor: Ben Johnson

Sabbatical dates: March-August

Entity: Military

#### PHASE I – RELEASE AND RELINQUISH (5-8 MONTHS BEFORE SABBATICAL BEGINS) EXITING FROM LEADERSHIP AND MINISTRY RESPONSIBILITIES

- Complete Sabbatical Care Interview.
- Complete assessment inventories and develop sabbatical plan with sabbatical advisor.
- Send completed Sabbatical Plan to SA, SD, and supervisor.
- Communicate sabbatical to donors/mailling list and ministry.
- Transfer or complete ministry/leadership responsibilities.
- Establish sabbatical support group.
  1. Jeff and Sue Smith
  2. Peter and Joan Wilson
  3. Paul and Marie Jones
- Attend Sabbatical Orientation Workshop in Colorado.
- Complete fundraising for sabbatical.
- Complete Sabbatical Information Form and email to [carol.rugg@navigators.org](mailto:carol.rugg@navigators.org). (Appendix E)

#### PHASE II – REST AND RECOVERY (MARCH-APRIL) ESTABLISHING MARGIN AND MANAGING PACE OF LIFE

- Read: *Isolation* by Shelley Trebesch  
*Abba's Child* by Brennan Manning  
*The Overload Syndrome* by Dick Swenson
- Finish projects around house.
- Play in softball league.
- Go to Bed & Breakfast with Jane.
- Attend Becoming One Marriage Intimacy Retreat.

#### PHASE III – REFLECT AND REFOCUS (MAY-JUNE) EXPERIENCING GOD AND SELF IN NEW/DEEPER WAYS

- Read *Connecting* by Larry Crabb and *Reaching for the Invisible God* by Philip Yancey.
- Attend Bill Thrall seminar on leadership.
- Take two extended prayer retreats asking God if he wants to say anything to me.
- Meet with supervisors, Jim and Gary, to clarify perceived issues.
- Complete Life Lessons.
- Complete Personal Contribution Assessment Process.
- Crystallize Personal Passions.
- Develop a “Partnering Plan.”
- Discuss future options with supervisor and dialogue with the Staff Reassignment Group.



### **PHASE IV – REASSIGNMENT/REALIGNMENT (JULY-AUGUST) EMPOWERING FOR MAXIMUM CONTRIBUTION**

- Clarify my calling.
- Confirm God's direction for realignment in current role.
- Get counsel from supervisors, Jim and Gary.
- Engage with Staff Reassignment Group, if planning to change missions.
- Complete Sabbatical Debriefing Questions and send to supervisors, SA, and SD.

### **PHASE V – RE-ENTRY/RE-ENGAGEMENT (SEPTEMBER-OCTOBER) ENGAGING AT RIGHT PACE**

- Determine right pace to re-engage.
- Communicate to supervisor and team my desires and expectations for re-entry.

### **AGREEMENTS**

1. Keep my sabbatical a priority focus.
2. Regular journaling.
3. Bi-monthly day alone with God.
4. Jane will participate as appropriate.
5. Take initiative to stay current with sabbatical advisor and supervisors.
6. Limit ministry activities and travel as agreed with sabbatical advisor.
7. Be transparent and vulnerable.
8. Consider becoming a sabbatical advisor for another in the future.

### **COMMUNICATION/ACCOUNTABILITY – TAKE INITIATIVE FOR**

1. Bi-monthly meetings/phone calls with sabbatical advisor.
2. Monthly meeting with sabbatical support team.
3. Once per phase update supervisors.

### **PRIORITY ISSUES [NOTE: *NORMALLY A LIST WOULD NOT BE THIS LONG*]**

From Sabbatical Care Interview, input for others, own prayers

1. Ministry overload, over commitment, overwork
2. Perfectionism
3. Partnering in ministry
4. Disappointment
5. Self-doubt
6. Critical spirit
7. Anger
8. Fear
9. Role-fit
10. Marriage

### **MISCELLANEOUS**

- Confirm schedule with sabbatical advisor.
- Define possible role with XYZ.
- Resolve conflict with \_\_\_\_\_.



# SABBATICAL PLAN WORKSHEET

NAME \_\_\_\_\_

• **Possible Sabbatical Dates**

From \_\_\_\_\_ to \_\_\_\_\_

• **Possible Reasons/Objectives/Purposes/Outcomes for Sabbatical**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

• **Possible Sabbatical Advisor**

\_\_\_\_\_

• **Possible Sabbatical Support Team Members**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

• **Suggested Communication Plan**

(Advisor) Once every 2 weeks

(Support Team) Once a month

(Supervisor) Once per Phase

(Donors) Before/Middle/After

(SRG\*) Between the Rest and Reflection Phases (if planning to change missions)

• **Possible Priority Issues**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

6) \_\_\_\_\_

\* Staff Reassignment Group



**Phase I – Release and Relinquish ( \_\_\_\_\_ ) DATES**

- 1) \_\_\_\_\_
- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

• **Phase II – Rest and Recovery ( \_\_\_\_\_ ) DATES**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_

• **Phase III – Reflection and Refocus ( \_\_\_\_\_ ) DATES**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_

• **Phase IV – Reassignment or Realignment ( \_\_\_\_\_ ) DATES**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_

• **Phase V – Re-Entry and Re-Engagement ( \_\_\_\_\_ ) DATES**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_



Staff  
Reassignment  
Group

## APPENDIX E

### Sabbatical Information Form

(to be filled out by sabbatical participant during the relinquishing phase)  
(Please return this form to Carol.Rugg@Navigators.org)

First Name:	
Last Name:	
Today's date:	
Mission:	
Sabbatical Advisor:	
Sabbatical start date* (beginning of Phase 1 (Release and Relinquish):	
Beginning of Phase 2 date* (Rest and Recovery):	
Beginning of Phase 3 date* (Reflect and Refocus):	
Beginning of Phase 4 date* (Realignment and Reassignment)	
Beginning of Phase 5 date* (Re-engagement):	
Estimated Sabbatical end date*:	
E-mail:	
Best Phone:	
Current Ministry Location:	
Current Supervisor:	
What are your initial thoughts about returning to your role after your sabbatical?	

\*These dates can be approximate or soft dates.





## APPENDIX F

### 1. ROLE FIT INVENTORY

Carefully read each of the ten statements below, and insert the number between 1 and 5 that best represents your response.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree
1	2	3	4	5

- \_\_\_ In my current role, I'm utilizing my primary gifts and abilities.
- \_\_\_ I'm motivated and challenged in my day-to-day activities.
- \_\_\_ I draw satisfaction and fulfillment from my current contributions.
- \_\_\_ I feel energized and encouraged in my primary responsibilities.
- \_\_\_ I have a sense that I'm making a significant contribution to my organization.
- \_\_\_ The ability to fulfill my current responsibilities comes naturally and easily.
- \_\_\_ I receive feedback from others that I'm in a good role-fit.
- \_\_\_ I experience little frustration in my current role.
- \_\_\_ I don't experience unmanageable stress in my current role.
- \_\_\_ My relationships with co-workers are generally free of conflict.
- \_\_\_ **Total**

### INTERPRETING YOUR SCORE

40 – 50	Maximizing
15 – 39	Moderate
0 – 14	Marginal



## 2. BURNOUT INVENTORY

These questions may give you an idea of how heavily you're experiencing burnout. Rate your response to each question on a scale from 1 to 5. (1 = Doesn't describe me at all. 5 = Describes me very accurately.)

- I'm exhausted much of the time, and rest doesn't seem to help much.
- I don't get as much satisfaction from ministry as I used to.
- Most mornings, I dread beginning my ministry responsibilities.
- I feel like a failure in the ministry.
- I don't sleep as well as I used to; or I'm sleeping more than I used to.
- It's more and more difficult for me to deal with people's problems.
- I have more difficulty making decisions than I used to.
- I get very frustrated when things don't go well in the ministry.
- More and more I find myself thinking about leaving The Navigators.
- I feel greatly bothered or guilty about ministry responsibilities not done or not done well.
- I get angry and/or irritable more easily than I used to.
- I often feel a sense of emptiness and depletion, as if I have nothing more to give.
- The ministry gives me very little or no joy.
- I'm concerned that I won't be able to last much longer in the ministry.
- It's getting more and more difficult to do some aspects of the ministry.
- I struggle with feeling pressure to perform and succeed.

\_\_\_\_\_ **Total**

### ASSESSING YOUR LEVEL OF BURNOUT

- 15-29: You probably don't have a problem with burnout.
- 30-49: You may be experiencing mild to moderate burnout.
- 50-64: You may be suffering significant burnout.
- 65-75: You may be in serious trouble.

Adapted from a similar *Burnout Inventory* prepared by Ken Williams, Ph.D., Wycliffe Bible Translators, Inc.



### 3. PERSONAL AND MARITAL SURVEY

(Each spouse should fill out a separate survey. Information will be kept confidential.)

#### I. GENERAL INFORMATION

In what area or areas of difficulty would you like help?

---

What results you would like to see?

---

*Optional Question – HIPAA regulations protect your privacy. If you're comfortable, please list any physical conditions that may impact your sabbatical.*

---

When was the last time you had a physical? \_\_\_\_\_

**Please indicate any conditions that apply to you:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Headaches             | <input type="checkbox"/> Inferiority                   | <input type="checkbox"/> Memory loss              |
| <input type="checkbox"/> Insomnia              | <input type="checkbox"/> Nerves                        | <input type="checkbox"/> Problems at home         |
| <input type="checkbox"/> Fear                  | <input type="checkbox"/> Rejection                     | <input type="checkbox"/> Sexual control problems  |
| <input type="checkbox"/> Loneliness            | <input type="checkbox"/> Appetite loss                 | <input type="checkbox"/> Problems with parents    |
| <input type="checkbox"/> Indecisiveness        | <input type="checkbox"/> Work difficulty               | <input type="checkbox"/> Phobias                  |
| <input type="checkbox"/> Racing heartbeat      | <input type="checkbox"/> Weight gain                   | <input type="checkbox"/> Obsessions               |
| <input type="checkbox"/> Constipation          | <input type="checkbox"/> Anger                         | <input type="checkbox"/> Difficulty concentrating |
| <input type="checkbox"/> Vomiting              | <input type="checkbox"/> Marital difficulty            | <input type="checkbox"/> Abuse by spouse          |
| <input type="checkbox"/> Abandonment           | <input type="checkbox"/> Attention deficit             |   |
| <input type="checkbox"/> Smoking               | <input type="checkbox"/> Sleep too much                |   |
| <input type="checkbox"/> Economic difficulty   | <input type="checkbox"/> Strange thoughts              |   |
| <input type="checkbox"/> Weight loss           | <input type="checkbox"/> Problems with pornography     |   |
| <input type="checkbox"/> Guilt                 | <input type="checkbox"/> Difficulties with friendships |   |
| <input type="checkbox"/> Sexual addiction      | <input type="checkbox"/> Abusive to spouse             |   |
| <input type="checkbox"/> Eating disorder       | <input type="checkbox"/> High blood pressure           |   |
| <input type="checkbox"/> Loss of hope          | <input type="checkbox"/> Nightmares                    |   |
| <input type="checkbox"/> Difficulty relaxing   | <input type="checkbox"/> Irritability                  |   |
| <input type="checkbox"/> Learning difficulties | <input type="checkbox"/> Loss of initiative            |   |
| <input type="checkbox"/> Tiredness             | <input type="checkbox"/> Drug problems                 |   |
| <input type="checkbox"/> Anxiety               | <input type="checkbox"/> Alcohol problems              |   |
| <input type="checkbox"/> Panic attacks         | <input type="checkbox"/> Nervousness                   |   |
| <input type="checkbox"/> Dizziness             | <input type="checkbox"/> Stomach problems              |   |
| <input type="checkbox"/> Fainting              | <input type="checkbox"/> Suicidal thoughts             |   |
| <input type="checkbox"/> Depression            |  |   |



Do any other physical/emotional conditions apply to you?

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**STRESS LEVEL**

How would you evaluate your level of stress on a rating of 1-10 (10 = high stress)? Explain.

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Are you struggling with attitudes such as resentment, anxiety, fear, pride, etc.?

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How would you rate the level of pressure you feel to perform and succeed?

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What relaxes and refreshes you?

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How would you evaluate your level of restlessness?

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**RELATIONSHIPS**

Do you have unresolved conflicts with people that need to be addressed?

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Do you experience feelings of loneliness, isolation, or insecurity?

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## PERSONAL DEVELOPMENT

What have you always wanted to do but never had the time?

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In what character areas do you feel the need to grow?

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In what ways are you developing your God-given gifts and design?

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## II. SPIRITUAL INTIMACY

Assess your spiritual intimacy with God by assigning each aspect a number from 1 to 10 (10 = excellent).

- \_\_\_ My intimacy with Christ is truly vibrant and growing.
- \_\_\_ The Word and Spirit of God are speaking to me and guiding my mind, decisions, and significant relationships.
- \_\_\_ I have passages and promises from God for life and ministry that motivate me in my walk with Him.
- \_\_\_ In my time alone with God I'm growing in thankfulness, praise, and worship.
- \_\_\_ Intercessory prayer tends to be foundational to everything I do.
- \_\_\_ I'm praying and believing God for my life, ministry, and significant relationships.
- \_\_\_ My spiritual disciplines are strong and consistent.
- \_\_\_ My motivation to live a life of devotion to Christ in purity of heart, ministering out of interest in the welfare of others, is strong.
- \_\_\_ The joys, hardships, sufferings, and circumstances of my life are drawing me to a deeper love for and dependence on Christ.
- \_\_\_ I have a consistent inner sense that God deeply loves me, is present within me, is for me, and is active in my life.



Is there a spiritual discipline that I sense is weak and would like to grow in?

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Reflect on the above parameters of your spiritual life, as well as any others that come to mind. Talk to God about them and ask Him to speak to you. Is He putting His finger on some area of your spiritual life, urging you to develop in it? If so, what?

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### III. MARITAL INTIMACY

Independently of one another, please assess the following areas of your marriage by assigning each aspect of intimacy a number from 1 to 10 (10 = excellent). Then enter your spouse's ratings and compare.

View of		Aspect of Intimacy
Husband	Wife	
___	___	1. Our spiritual closeness through prayer and sharing the Word together is rich.
___	___	2. Frequent times of quality communication and special times away together are high priority.
___	___	3. We practice honest confession and genuine forgiveness when we hurt one another.
___	___	4. My spouse is good at sharing appreciation, and at speaking and showing love.
___	___	5. My spouse and I often agree on important issues concerning values and beliefs.
___	___	6. We generally understand and appreciate each other's differences.
___	___	7. We often share deep feelings and strong emotions like grief, sadness, and joy.
___	___	8. We give each other undivided attention when listening or talking.
___	___	9. Our communication is characterized by sharing on important and significant issues.
___	___	10. The handling of finances isn't usually a source of tension in our relationship
___	___	11. My spouse and I understand and accept our marital roles.
___	___	12. My spouse is responsive and sensitive to my needs and desires concerning our relationship.
___	___	13. My spouse and I experience community and meaningful relationships with a few close friends.
___	___	14. We're comfortable in our relationship with our children.
___	___	15. My spouse and I take part together in recreation, relaxation, and rest.
___	___	16. We have good and meaningful relationships with our in-laws and parents.
___	___	17. We partner together in some areas of common interests, and in ways that are consistent with individual design and desires.
___	___	18. Generally I am satisfied with our level of sexual intimacy.



**ASSESSING YOUR LEVEL OF INTIMACY**

- A. Record your responses to the questions and share with one another.
- B. Identify and talk about areas of significant agreement and disagreement.

Areas of Agreement

Areas of Disagreement

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As a couple, what are your three greatest strengths?

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As a couple, what are your three greatest weaknesses?

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Identify and agree on one or two issues as most important to focus on during your sabbatical.

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**IV. CAREGIVING AND COUNSELING**

Is there anything else you'd like to discuss or explore?

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Is there any area in which you seem unable to make progress on your own?

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Have you seen counselors in the past? In what areas did you seek help? Was it helpful to you? If so, how?

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## APPENDIX G

### SABBATICAL CARE INTERVIEW PROCESS

#### OVERVIEW

The purpose of a Sabbatical Care Interview is to determine priority emotional or spiritual issues that should be dealt with during the sabbatical. This interview should be scheduled as early as possible – preferably during the Release and Relinquish Phase.

#### PROCESS

1. The Director of Pastoral Care finds the closest, most available Pastoral Care Specialist and coordinates with him or her about doing the interview.
2. The Director of Pastoral Care has questionnaires emailed to the staff.
3. The Pastoral Care Specialist and staff set a time for the interview.
4. The staff sends their questionnaire results to [pastoral.care@navigators.org](mailto:pastoral.care@navigators.org).
5. The questionnaires are emailed to the Pastoral Care Specialist, along with a sample Sabbatical Care Interview Feedback form.
6. The Pastoral Care Specialist interviews the staff and prepares feedback, giving recommendations, identifying priority issues, and including any follow-up plan, if necessary. He or she keeps a copy and forwards one to the staff.
7. The staff and sabbatical advisor make sure appropriate issues and possible action steps are included in the Sabbatical Plan.
8. The Pastoral Care Specialist follows up as necessary.



## APPENDIX H

### STAFF REASSIGNMENT PROCESS

#### POLICY/POSITION

The Staff Reassignment Group (SRG) is primarily intended for U.S. staff who go through the Staff Reassignment Process. U.S. staff in the following situations will participate in the Staff Reassignment Process:

- 1) Staff transitioning across Missions for their next assignment
- 2) Long-term staff returning from overseas to resettle in the United States
- 3) Staff completing a sabbatical who are in a transition
- 4) Senior U.S. staff seeking assignment to Nav Encore

Staff being considered for NavCity, Mission, or national-level leadership roles will be facilitated by the National Personnel Group or the NLT Field subgroup.

#### GOALS

This policy and process is intended to help ensure that the reassignment of each staff be a strategic placement mutually consistent with the strategic directions and priority needs of The U.S. Navigators and the staff's design and desires. There are three perspectives that we desire to be mutually satisfied in the decision making process:

- The strategic needs of the overall U.S. work
- The strategic needs of the Missions, NavCities, and National Networks
- The personal needs/desires of the individual

#### ISSUES THE PROCESS ADDRESSES:

- Provides the staff with information about opportunities that are available to them in the United States and which ministry opportunities The Navigators would like them to consider
- Gives the NavCity/Mission/Network an opportunity to fill strategic needs in their ministry
- Enables dialogue with all who should be involved in the decision
- Enables a decision that mutually satisfies the:
  - Strategic needs of the overall U.S. work
  - Strategic needs of the Missions/NavCities
  - Personal needs and desires of the staff

#### TIMING

The entire process usually takes from two to four months. Timing factors include:

- How quickly the reassignment survey is returned to the SRG
- How quickly the job proposals are submitted to the staff and SRG
- Whether the staff will have a sabbatical and/or a furlough before their next assignment

**PROCESS –**

The NLT has asked the SRG to lead the reassignment process.

- 1) Initiate Reassignment Process. Either the individual staff or his/her Mission informs SRG they have a staff who needs or would like to go through the Reassignment Process. If the staff is on a sabbatical, then discussions about future assignments should be delayed until the Realignment/ Reassignment Phase of their sabbatical. We want to ensure that the supervisor is up to date on the staff journey and has given input.
- 2) Send Reassignment Survey (RS). SRG sends to the staff the Reassignment Survey and a copy of this policy.
- 3) Staff and supervisor fill out the RS and returns to the SRG within seven days of receiving it.
- 4) SRG reviews survey and schedules a phone call with staff. SRG will review the RS and assign an SRG team member to the process for that individual. This SRG member will contact the staff and begin the dialogue to better understand their desired fit.
- 5) SRG distributes the RS. SRG distributes the RS to the key NavCity/Mission/Network that may seem like a good fit after initial dialogue with the staff. The RSs are sent NavCity/Mission/ Network leaders and supervisors to inform them of the staff's availability and to give each an opportunity to dialogue with the staff. (NavCities/Missions/Networks are encouraged to call and dialogue with the staff.)
- 6) SRG receives NavCity/Mission/Network job proposals. If the NavCity/Mission/Network is interested in pursuing this staff as a possible fit in their NavCity/Mission/Network they can submit a specific written job proposal to SRG and the staff within 30 days.
- 7) The staff and SRG evaluates the job proposals and prioritizes them from a national and strategic perspective, and discusses a unified response identifying the top one or two job proposals The Navigators would desire the staff to consider the job proposals from a national and strategic perspective.
- 8) Accept job proposal. The staff decides which job proposal they would like to pursue. This decision should be made within four to six weeks. The staff discusses the possible job in more detail with the NavCity/Mission/Network and negotiate the terms and timing of the next steps.
  - a. If the staff accepts one of these ministry assignments, then SRG, NavCity/Mission/ Network who offered a job proposal finalizes the process and the process is completed (go to step 9 below).
  - b. If for some reason the staff does not accept any of the job proposals, then discussion with the staff and SRG will continue.
- 9) Initiate NavCity/Mission/Network transfer process. Upon acceptance of the new assignment the receiving Mission will initiate the transfer process. The start date of the staff's ministry assignment will be flexible depending on their furlough, sabbatical, funding, and other needs.
- 10) Follow-up phone call by SRG. During the reassignment process the original NavCity/Mission/ Network will continue to provide shepherding and be a resource to the staff. SRG will contact the staff to follow-up and see how the transition is going about one month after the decision has been finalized.