DIOCESAN BOARD OF FINANCE

EMDL GUIDELINES & APPLICATION FORM

Introduction

As a diocese we are deeply committed to caring for the wellbeing, spiritual development, and ongoing formation of all who are called to serve as leaders in the local church.

Extended ministerial development leave is available to all licensed ministers (lay and ordained, stipendiary, and self-supporting) who are office-holders. After 7 years of continuous ministry, you can apply for a period of extended leave from your regular duties and ministry to focus on your spiritual growth, wellbeing, and formation.

EMDL has three elements:

**Spiritual Development**

Investing in your spiritual growth is an essential part of your calling and sustaining you in ministry. Therefore, your EMDL should prioritise time to be set aside for you and your relationship with God. For many this will include going on a guided retreat, taking time to be alone with God in prayer, study, and worship. This includes retreating from church, work, family, responsibilities, and technology to pay attention to your spiritual journey and refresh your personal faith.

**Wellbeing**

EMDL is not intended to be a 3-month holiday, but the concept of Sabbath and invitation to rest is vital to your wellbeing. Therefore, it is appropriate that your EMDL includes planned times of rest and refreshment. This may include going away, inhabiting a different space, experiencing a new context or environment. For some it may be appropriate to include a holiday or time to reconnect with family and friends. (NB. EMDL does not affect annual leave entitlement.)

**Formation**

As part of your EMDL you will be expected to engage in some element of learning through study and theological reflection. The area of learning should support your personal and / or professional development and formation. This is an opportunity to delve deeper into an area of interest or to explore new areas of interest, through a means of study that will engage, stretch, and enlighten you. As you plan your area of study, you are invited to consider how this period of learning will contribute to your own formation and ministry, but also the life of the wider Church and diocese.

## Eligibility

You may apply for EMDL if:

* You are a licensed minister (lay or ordained, stipendiary, or self-supporting) and an office holder.
* You have fulfilled at least 7 years of service after the completion of IME 4 – 7.
* You have served at least 2 years in your current post.

Clergy and lay ministers employed by agencies other than the diocese should negotiate any EMDL with their employer. This includes funding provision.

You **should not** apply for EMDL if:

* Within the first 2 years of a new appointment
* During the 1st year of the training of a curate serving their title for whom you are their Training Incumbent. An application may be considered in their 2nd year of training if appropriate oversight and supervision has been negotiated and agreed with the Diocesan IME Officer
* During the 1st year after the licensing of a Licensed Lay Minister for whom you have responsibility unless appropriate local oversight and supervision has been agreed with Warden of Readers.

***Please note:*** *Requests for Extended Ministerial Development Leave in the last year before retirement are*

*to be made in writing to the Suffragan Bishop and will only be approved in exceptional circumstances*

*where there is a clear rationale.*

## Applying for EMDL

Most EMDL requests come as a direct result of a ministry development review (DR), or a conversation with a Suffragan Bishop. However, before applying, it is important to gain local support and approval from your incumbent (if applicable) and from the Rural Dean.

Once an initial conversation with your Suffragan Bishop has taken place, and local support gained, you may wish to have a further discussion with the Director of Mission & Ministry, who will talk you through the application process, signpost you towards potential grants, and reflect with you on the areas of study and learning that will form the basis of your EMDL.

You will then complete the EMDL application form including:

* An outline of the planned activities, including area of study.
* Details of the associated costs and how you plan to pay for your leave.
* Confirmation of the arrangements for cover whilst you are on leave.

Completed application forms are to be sent to the Director of Mission & Ministry, who will share your application with your Suffragan Bishop. Once your application has been approved, the Director of Mission & Ministry will contact you to discuss funding to support your EMDL. Currently a grant of up to £1,000.00 is available to support your EMDL.

* Please note that ‘eligibility for consideration’ does not guarantee your application will be accepted.

## Planning your EMDL

It is important that you plan your EMDL is good time, this will enable you to maximize the opportunity and ensure that you sufficiently plan to take care of your spiritual development, wellbeing, and formation. Likewise, it can take time to put in place the pastoral and ministerial cover for your absence.

**EMDL Aims**: Be clear about the aim and purpose of your EMDL. Your plans should take into account your spiritual development, wellbeing, and formation. Ensuring that sufficient time is given to each.

**Cost**: It is important that you consider all the costs associated with your leave, this includes the costs of a retreat, travel, study materials and other associated costs. The diocese is able to make a financial contribution but is unlikely to be in a position to cover all your costs, therefore, you need to allow time to submit applications to other funding bodies and trusts, bearing in mind they will have their own timetable for applications.

**Cover:** The timing of your EMDL should be discussed with your incumbent (if applicable) or Rural Dean (or archdeacon in the absence of the Rural Dean.) It is important that you are able to ensure continuity of pastoral care, and ministry provision, so as not to place wider colleagues under additional pressure. Should you not be able to secure adequate cover, then it may require you to re-negotiate the timing of your EMDL.

Team Vicars, Associate Ministers, and House for Duty priests and LLMs will need the agreement of their incumbent. It is also important that churchwardens are informed as soon as possible as to your intention to apply for EMDL.

Once your arrangement cover has been agreed, it is your responsibility to communicate this to:

* Churchwardens and PCC
* Team Rector / Incumbent (as appropriate)
* Rural Dean
* Archdeacon

It is also important that you inform the Rural Dean and Archdeacon of who should be contacted in the event of an emergency.

**Re-entering ministry**: It is important in your planning to consider how you will re-enter into ministry after your EMDL. You need to consider how to shape the first couple of weeks back, so as to avoid over-working and undoing all the benefits of your time away.

* **Post-EMDL**

We hope that on re-entering ministry following your EMDL that you will feel able and excited to share your experiences with people back in your benefice/parish, as well as with the wider church. Therefore, you may like to consider:

* Fixing a time to meet with your suffragan bishop to reflect with them on your EMDL and key learning.
* Sharing with your Deanery Chapter and / or Deanery Synod
* Fixing a meeting with the Director of Mission & Ministry to consider how your learning could be shared more widely through CMD or another appropriate event.

We would be grateful if you could complete an EMDL feedback form approximately 6 months after you return to your ministry. This will be shared with your Suffragan Bishop and Archdeacon.

July 2023

EMDL Application Form

Please return your completed application form to your Suffragan Bishop via their Area Office.

1. **Personal Details**
   * Full name:
   * Address:
   * Telephone:
   * E-mail:

**2. Ministry Details**

* + Current Role:
  + Benefice & Deanery:
  + Date of Licencing:
  + Date of Ordination:

1. **Process of Approval**
   * Is your application supported by your bishop? *Yes / No*
   * Does this application arise out of a recent Ministerial Development Review? *Yes / No*
   * Have you consulted your Rural Dean concerning the timing of your EMDL? *Yes / No*
   * If a Team Vicar, SSM, House for Duty priest or LLM, have you gained the support and approval of your Incumbent? *Yes / No*
   * Have you had any period of study leave in the past 5 years? *Yes / No*
2. **Details of the proposed EMDL**
   * What are your proposed EMDL dates: From..........to.......... (year)
   * Anticipated total cost £..........

**On a separate document, please give an outline of:**

* How you plan to spend your EMDL
* Budget/Costs and the proposed sources of funding
* Arrangements for cover whilst away from your ministerial duties

APPLICATION FOR FUNDING

The diocese has a limited number of grants to support EMDL available for stipendiary clergy, self-supporting and house for duty minister,

Do you wish to be considered for a diocesan grant? Yes / No

What level of grant are you requesting? (Maximum of £1000) £..........

**What other funding have you been able to source to support your EMDL?**

Grant making bodies and trusts £..........

Name of grant making body or trust …………………………….………………………………….

Your parish. £..........

A mission agency. £..........

Name of mission agency……………………………………………...……………………………………

Other sources of funding £..........

Name of source………………………………………………………………..………………………………

Signature………………………………………………………………………………………………………...

Date………………………………………………

Please complete and return your application for funding to the

Director of Mission & Ministry: [jonathan.triffitt@salisbury.anglican.org](mailto:jonathan.triffitt@salisbury.anglican.org)

EMDL Feedback

*Please arrange a time to meet with your Suffragan Bishop to reflect on your EMDL, ideally this should take place within 6 months of your return to normal duties.*

Name ……...........................……………………………………………….

Dates of EMDL………………………………………………………………….

Could you please give a brief description of the content / programme of your EMDL?

What are the memories which are still with you from your EMDL?

What did you hope to receive / achieve / experience from your EMLD and how have these hopes been realized, challenged, or changed?

What are the most important areas of learning for you from your EMDL?

How has this learning impacted on you and your ministry?

Are there any aspects of your ministry you hope to change because of your EMDL?

Are there any other comments or reflection on your EMDL including the application process, that you would like to share?

Please return this form to: Revd Canon Jonathan Triffitt, Director of Mission & Ministry, [jonathan.triffitt@salisbury.anglican,org](mailto:jonathan.triffitt@salisbury.anglican,org)