



Study Leave

Application to the Kaimai Presbytery of the PCANZ

Kaimai Presbytery Guidelines for Study leave.

Study leave is one of the ways we care for and provide refreshment for our Ordained Ministers. Study leave has three purposes: It is for personal growth and refreshment, it is secondly for the benefit of a minister's current ministry and thirdly it is for the benefit of the Kaimai Presbytery and wider church.

1. The Presbytery requires you to find a supervisor for your study leave who will help you plan, execute and report on your study leave. If you are taking a formal paper, or undergoing a course of study you may ask the Presbytery to waive this requirement in recognition of the support provided by the course. This needn't be an onerous task, but your supervisor should have read your report before it is presented. A good supervisor can really help you enjoy engaging in your study leave.
2. The Presbytery suggests that a minimum of a fifth of your study leave time should be involved in reporting. If you are spending a week on a topic, at least one day should be devoted to writing up that week's learning. This is for four reasons: 1. To focus you on what you are learning. 2. To give you a resource to go back to and re-access your learning. 3. To provide you with a document to share. 4. To ensure that the report can be presented to Presbytery promptly for assessment.
3. A study leave report is expected to become a public document, for that reasons it is not therapy and it is not a private spiritual reflection, it is a report on research you have undertaken into a subject. It may be accompanied by a private journal or some personal work that is not intended to be public.
4. We suggest that your report has these features; a clear 1 page executive summary that can be emailed out across the Presbytery for shared learning. A Bibliography and appendices of books you have read and events or interviews you have undertaken. A main report organized into chapters that reflect the research question you had and the answers or directions you have taken.
5. Study leave is personal. It is fine for a significant part of the report to be about your personal learning and reporting on how you hope to put your learning into practice.





6. These guidelines are intended to be descriptive rather than prescriptive, we hope there will be a huge variety in the ways that study leave is undertaken and reported, however we wanted to give a clear sense of the standard that reports need to equate to.
7. Study leave may result in the development of a resource, it may involve an academic paper with essays, or it may involve developing a video. In each case please think about reporting in such a way that others can readily and fairly quickly glean the benefit of your learning.
8. Before Study leave will be approved by the Presbytery we require the name of a supervisor (or supervising body) and a proposed outline of study.
9. At the conclusion of the study leave, the full report of the study leave will be reviewed by a Council appointed reviewer who will recommend it being sustained by presbytery, or recommend further work if required.

For detailed regulations see “**Conditions of Service Manual**” at www.presbyterian.org.nz/for-ministers





Application for Study Leave:

Name:	Parish:
Date of Application:	Date of Birth:
Address:	
Phone:	Email:
Year of Ordination:	
Year of Induction to present position:	
Number of days Study Leave due:	
Number of days to be uplifted by present application:	

Details of Study Leave:

Topic or theme of Study Leave:
Reason for selecting this topic or theme:
Specific Proposal (this needs to include dates and institutions)

Process:

Date proposal approved by Session:	
Is Session contributing to the funding of this project? (not obliged to):	Yes/No
Proposed interim arrangements:	Session / Neighbouring Parish / Locum Minister

Application signed by Minister:	Date:
Application signed by Session Clerk (or equivalent):	Date:
Name of Advisor (No requirement to be Presbyterian but must have some knowledge of the subject. They need to be approved by Presbytery):	

Date Leave Approved:	
Name of Advisor appointed:	
Signed on behalf of Kaimai Presbytery:	Date:
Date report to be received by:	
Date report actually received (a copy of a written report is required to be sent to both Session and Presbytery):	