**Short Study Leave (4 weeks) - Initial Application Form**

Please complete this form (it will expand as you write) and send to the Bishops’ Ministry Officer, [Jeanette.gosney@cofesuffolk.org](mailto:Jeanette.gosney@cofesuffolk.org) or 4 Park Rd, Ipswich, IP1 3ST. Applications for Study Leave are usually considered by the bishops each January and July up to two years before the Study Leave is intended to begin. Your application will be acknowledged and you will be informed of the decision as soon as possible. Please do not make any definite plans for a Study Leave until it is confirmed. Please also read the separate policy document on Study Leave, which can be found on the diocesan website, before completing this form.

Name (incl title) and role (e.g Vicar, Reader, SSM priest, diocesan officer)

Email

Tel

Parish/benefice/place of ministry

Deanery

Length of time in this post

Year ordained deacon/licensed

Year of previous Study Leave (sabbatical) (where relevant)

Proposed dates for your Short Study Leave (4 weeks) (approx. dates will suffice)

Content of your Study Leave. Please give a brief indication of how you hope to gain

1. Rest and restoration
2. Spiritual refreshment
3. Ministerial resourcing. Please give a brief description of your project and how you hope this will assist with your personal and professional development.

Please add any other comments if you wish which might support your application.

Signature (typed name acceptable if sent by email)

Date: