

## **EXTENDED MINISTERIAL DEVELOPMENT LEAVE (EMDL)**

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The Diocese of Hereford sets a high priority upon clergy availing themselves of this opportunity. EMDL should be regarded as an essential part of the pastoral care of the self and of the stewardship of one's gifts. It is an integral part of each individual's commitment to ministry. EMDL is a normal expectation for all licensed clergy.

### **1. DEFINITION**

EMDL is a 3 month extended piece of personal and ministerial development undertaken at intervals during the minister's term of service with the Church. The term implies a period of absence from normal ministerial duties which is devoted instead to sustained re-creation and reflection about one or more aspects of the individual's ministry. It is not restricted to academic or intellectual studies but may include experiences designed to enhance the personal growth and development of the minister or opportunities to learn about and experiment with new methods or areas of ministry/mission.

### **2. ELIGIBILITY**

All licensed clergy are eligible for EMDL after sufficient years of service in the Church.

- Clergy become eligible for leave after 10 years from ordination and every 10 years thereafter. Those who have served part of their ministry in another diocese are equally eligible, as long as they have not had a similar period of EMDL in the previous 10 years in this or another diocese.
- Clergy must have been in their present post for at least 2 years prior to taking EMDL.
- Clergy within 4 years of retirement will not be granted EMDL.
- Clergy within the first 12 months of taking on a curate will not be granted EMDL.

### **3. PROCESS**

There are 6 EMDL places available per year.

Only 1 EMDL place per deanery is usually available per year. Applications for EMDL in 2019 will open in early 2018.

- Application forms are available online:

Alternatively you can email the relevant Archdeacon

- The Archdeacon, is able to offer advice and support about planning a period of EMDL.
- Completed forms must be submitted to the Diocese by **1 June 2020** for EMDL in **2021**.
- Applications require the support of Churchwardens, the PCC and Rural Dean.
- Applications will be assessed by the Archdeacons with the Diocesan Bishop.
- Applications are passed to members of the Bishop's Staff for final approval (June).

- We will contact applicants by the end of July to confirm if their application was successful or not.
- Approved applications are passed to the Archdeacon, who is responsible for ensuring that proper arrangements have been made for cover in the parish, and that the local church agrees with these proposals.

## **4. CONTENT OF APPLICATION**

### **a. Preparation**

- Plans will initially be discussed with colleagues, Churchwardens, Rural Dean and other relevant people.
- The minister will make practical plans in relation to his or her family and parish while he or she is away, and begin to undertake some preliminary reading and make contact with others in their chosen area of study.
- The Archdeacon and other Diocesan staff will help the parish to prepare for the minister's EMDL by including the topic in their visitations and by enquiring about specific plans being made for the care of the parish.
- Resources for accommodation, library facilities and tutorial help are available at most theological colleges, and at St Deiniol's Library at Hawarden.
- The Archdeacon will be available to assist in locating suitable study resources and other relevant contacts for each individual who is planning leave.

### **b. The Focus**

- The overall focus of EMDL is that it should be of help to the individual's ministry, either directly (if the emphasis is on study and skills), or indirectly (if the emphasis is more on personal development).
- The area or topic to be focused on should be one about which the individual is enthused and excited. Any piece of study, experience, or specific project that is relevant to the personal growth of the individual minister and to his or her ability to undertake present or future ministry more effectively will probably be a suitable focus of extended leave.

## **5. FINANCING EMDL: THE PARISHES**

- When the incumbent is away arrangements have to be made for the continuing conduct of the church's worship and pastoral ministry, including the Occasional Offices. When cover is being arranged budget provision must be made in respect of anticipated locum fees (for retired clergy) and proper travelling expenses for others.
- Arrangements may also need to be made in relation to the vicarage/rectory telephone to be supplemented by provision for a switch-through facility. This ensures that the family does not take over the administrative duties while the minister is away and also that business calls and mail are not simply left unanswered.
- When the Churchwardens and PCC respond to the invitations to give their support to the proposed EMDL, they are encouraged to put this into tangible form, by offering additional financial support if they are able and willing to do so. Parish circumstances vary greatly. When PCCs are considering what level of additional support to offer, they must ensure that the amount does not exceed the expenses properly expected to be incurred by the minister on extended leave. Additional amounts would be regarded as income and would therefore be taxable.
- One of the easiest ways to manage this potentially sensitive matter is to issue EMDL gift envelopes to the congregation/electoral roll and invite people to make an offering of thanks which will help the

minister fund their extended leave. These ought to be returned to the Church treasurer/Churchwardens who can then arrange for a cheque to be paid to the minister.

- It is clear that the minister and parish must keep proper accounts in respect of an EMDL period so that all financial proprieties are fully observed.

## 6. FINANCING EMDL: THE MINISTER

- If stipendiary, the normal stipend will be paid during the minister's study leave.
- During the planning stage of EMDL it is important for the minister to carefully consider the cost implications, including travel, accommodation, academic and supervision fees (where applicable), and including the cost of additional expenses if family members are to join the minister for part of their extended leave. These and other factors need to be considered in the EMDL budget.
- Diocesan funding for EMDL is currently discretionary. The clergy CMD grant can be claimed. Any further grant is made with respect to expenses necessarily incurred during the EMDL, *in respect of the applicant only*. Financial arrangements for family members must be made separately. For further details please see the EMDL Funding Application Form.

- **Ecclesiastical Ministry Bursary Awards (MBA)**

We strongly recommend that all successful EMDL applicants apply to this scheme.

- *The deadline for applications is **30 September 2020***
- *Judging of the applications takes place in November 2020*
- *The awards are made during December 2020*
- Applicants should ensure that their applications are submitted before the deadline and that they receive an acknowledgement.
- Endorsements forms must be submitted to the Archdeacon, so that they can then be endorsed by the Bishop of Hereford, or the Bishop of Ludlow. This allows for sufficient time for the Bishops to complete the endorsement form prior to the MBA deadline.

Further details plus the MBA Application Forms and Endorsement Forms can be found at:

[www.ecclesiastical.com/mba](http://www.ecclesiastical.com/mba)

- The Archdeacons are available to offer assistance and guidance on other possible sources of financial help.

## 7. DURATION

EMDL is a 3 month period away from the parish or sphere of ministry. Periods of time less than this do not qualify for EMDL as the main benefit of this opportunity is that it is an extended time away from ministerial duties.

## 8. LOCATION

EMDL will typically be taken away from the minister's normal ministry location and away from the vicarage/rectory for at least part of the period. If part of the period is spent at home the minister should make arrangements to worship elsewhere than at the parish church. It is expected that most ministers should be able to be away for a substantial part of the period.

**N.B: If your application is successful and you live in a Diocesan Property which during the period of EMDL is to be left vacant for any time, you should contact the Property Department to ensure that this fact is noted for insurance purposes.**

## **9. POST EMDL**

Following the completion of EMDL the minister is required to submit a brief summary (approx. 2 x A4 pages) to the Archdeacon. This should be sent within six weeks of the end of the EMDL. The summary will be forwarded to the Bishop of Hereford.

EMDL reflections can be tremendously creative and useful opportunities for clergy to share their discoveries and learning with people in their parishes, with colleagues and with members of the Diocesan staff.

The Archdeacon or Bishop will meet with each minister to discuss their report and EMDL experiences.

## **10. DEFERRAL**

EMDL applications that are approved but then deferred for a year will not be automatically carried over. Ministers will have to update and re-submit their application form and obtain the relevant approvals again. Priority may be given to other applications that year that have not been deferred.