

Proactive Sabbatical Request Letter

Pastor Michael Thompson
Senior Pastor
Grace River Community Church
1234 Faith Lane
Springfield, IL 62704
michael.thompson@graceriver.org
(555) 123-4567

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Ministry Council
Grace River Community Church
1234 Faith Lane
Springfield, IL 62704

Dear Ministry Council,

Grace and peace to each of you in the name of our Lord Jesus Christ.

I am writing to formally request a sabbatical leave from my pastoral duties, beginning July 1, 2025 and concluding September 30, 2025. This sabbatical is not being sought in response to burnout or crisis, but rather as a proactive step to invest in my spiritual growth, leadership development, and long-term sustainability in ministry.

Over the past ten years, it has been a privilege and a joy to serve our congregation. Through God's grace, we've experienced significant growth, both spiritually and communally. As I look ahead, I want to ensure that I remain rooted in Christ, refreshed in vision, and equipped to lead with clarity and creativity into the next season of ministry.

During this sabbatical, I plan to engage in practices that will deepen my relationship with God, including extended times of prayer, theological study, and spiritual retreat. I also hope to explore innovative ministry approaches, visit other churches for fresh perspective, and invest intentional time with my family.

I am currently developing a transition plan to ensure that all areas of ministry are cared for in my absence. Key responsibilities will be delegated to capable leaders, and the congregation will be clearly informed about the purpose and structure of the sabbatical. A thoughtful re-entry plan will also be prepared to ensure a smooth and prayerful return.

By taking this sabbatical at a healthy and strategic moment, I hope to strengthen not only

my personal sense of calling, but also the vitality and future of our church. I am committed to serving Grace River for the long haul, and I believe this sabbatical will be a valuable part of that journey.

Thank you for your continued support, encouragement, and prayerful consideration of this request. I look forward to discussing this further and working together to ensure a fruitful and God-honoring sabbatical season.

In Christ's love and service,

Michael Thompson
Pastor