

Sabbatical Request Letter

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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. After much prayer, discernment, and counsel, I believe the Lord is inviting me into a season of intentional rest, renewal, and spiritual recalibration.

Over the past ten years of ministry here at Grace River Community Church, I have been deeply blessed to serve alongside you and our beloved congregation. This journey has been filled with profound joy, growth, and kingdom fruit. It has also been a season of sustained output and emotional labor, which—while undertaken with gladness—has left me spiritually depleted and in need of renewal.

The purpose of this sabbatical is not simply rest, but restoration. I hope to use this time to deepen my communion with Christ, tend to my soul, and return refreshed and ready to lead with renewed vision and spiritual vitality. My plan includes rhythms of prayer, solitude, theological reading, time with family, and opportunities to receive rather than give.

In anticipation of this time away, I am working on a comprehensive transition plan to ensure that the church continues to thrive in my absence. This includes assigning key responsibilities to trusted leaders, communicating clearly with the congregation, and preparing a thoughtful re-entry process upon my return.

I understand that a sabbatical is a significant request, and I do not take it lightly. I believe, however, that this season of rest will not only benefit me personally, but also strengthen our church in the long run. Healthy leadership requires rhythms of both work and rest, and I desire to model that in faithfulness to God's design.

I would be honored to discuss this request further with you, answer any questions, and collaborate on a plan that serves both the church's needs and the integrity of this sabbatical season.

Thank you for your prayerful consideration and for your ongoing support and partnership in the gospel.

With deep gratitude,

Michael Thompson
Pastor