

Clergy 90-Day Reset Kit

Sabbath template • boundary scripts • stop-doing list
consult pod guide • weekly tracker • red-flag checklist

How to use this kit

Pick a 90-day window. Choose one change per section. Keep it small, faithful, and doable. Review weekly with a peer or board liaison.

Note: Educational resource; not a substitute for counseling or emergency services. U.S. crisis: call/text 988; immediate danger: 911.

Sabbath Template (90-Day Rule of Life)

Aim for a weekly 24-hour window. Protect at least one 4-hour no-phone block.

Sabbath Window	Start Day/Time: _____	End Day/Time: _____	Emergency Contact: _____
STOP	Phone off for: ___ hrs	No decisions; set away message	Coverage: _____
REST	Nap / Long walk	No admin / meetings	One nap: ☐
DELIGHT	Meal • Music • Nature	Plan: _____	Invite: _____
WORSHIP	Scripture & gratitude	No sermon prep	Practice: _____

Family Agreement (weekly, 10 min): device-free hour, two questions—What was heavy? What brought joy?—and a blessing.

Boundary Scripts (Copy/Paste)

Sabbath auto-reply

Thank you for your message. To remain a healthy pastor, I'm offline from {DAY/TIME START} to {DAY/TIME END}. If this is an emergency, please contact {CARE DEACON NAME, PHONE}. I will respond during office hours.

Office hours reply

Thanks for reaching out. To serve well, I handle non-urgent meetings during office hours: {DAYS/TIMES}. Please choose a slot here: {LINK}. If urgent, reply "urgent" and I'll route it appropriately.

Hot topic email (3 lines)

Thank you for naming this. If I'm hearing you, the key issue is _____. Could we discuss for 15 minutes with a simple agenda (story • impact • one change)? {LINK TO SCHEDULER}

Board/Staff sabbath protection

To remain a healthy pastor, I'm offline {DAY/TIME START}–{DAY/TIME END}. Emergencies route to {CARE CONTACT}. Thank you for helping protect this boundary for sustainable ministry.

Congregant redirect (de-triangulate)

It sounds important, and I care about everyone involved. Let's bring this to the person who can help decide. I can attend a brief meeting so we hear one another clearly.

Monthly Stop-Doing List

Choose one meeting, one report, and one legacy task to end or delegate this month.

Category	Task to Stop/Delegate	Owner (New)	Date
Meeting	_____	_____	_____
Report	_____	_____	_____
Legacy Task	_____	_____	_____
Other	_____	_____	_____

Tip: Announce the change kindly; explain the impact you expect (time back, clarity, focus).
Review in 30 days.

Consult Pod Guide (3 peers • 30 minutes • biweekly)

Structure: one case, one prayer, one next step. Keep confidentiality; no fixing or rescue.

Member	Contact	Preferred Time
_____	_____	_____
_____	_____	_____
_____	_____	_____

Case Reflection Prompts

- What's the story? What's the pattern (not the person)?
- Where am I reactive? What calms my body?
- What's the smallest next step in 7 days?

Weekly Tracker (Green / Amber / Red)

Mark one Green (win), one Amber (watch), one Red (needs support).

Week of	Green (win)	Amber (watch)	Red (support)	Notes
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Red-Flag Checklist (Escalate Same Day)

- Persistent insomnia or daily panic
- Irritability harming relationships; hopelessness
- Talking about self-harm, or recent attempt
- Feels unsafe at home (DV), or threatens harm to others

What to say: “Your safety matters most. Let’s call 988 together and loop in our care contact.”
For immediate danger: 911.

Outside the U.S.: use your national crisis line or local emergency services.