

EXAMPLE MINISTRY SABBATICAL POLICY

PURPOSE

A sabbatical is an extended time away from the usual/routine work rhythm for the purpose of study, career development, personal renewal, quality rest, and spiritual development. It is intended to mutually benefit the credentialed minister and his/her place of service.

ELIGIBILITY

A sabbatical may be taken after six consecutive years of full-time service with the church/ministry, and is granted on the assumption that the minister will resume his/her ministry following the sabbatical.

LENGTH

The minister may be granted up to three months of sabbatical leave. This length can be extended based on official board approval.

REQUEST FOR LEAVE

The official board must receive and approve the request for a sabbatical leave not less than six months before the planned leave. Such requests should include a written proposal explaining how this will benefit the individual and the church.

APPROVAL

The official board of the church will appoint from among themselves a sabbatical committee, to work with the pastor and to make recommendations to the full official board.

FUNDING

- Regular salary and benefits will continue.
- If the sabbatical includes continuing education, the sabbatical committee will determine an appropriate amount to assist with those costs.

CONSIDERATIONS

- The scheduling of the sabbatical leave shall be considered based on the requested dates, as well as the needs of the congregation.
- Approved but unused sabbatical leave may not be used at another time and will not be considered unused vacation.
- Sabbatical leave is not charged to vacation time.

- No two members of the pastoral staff may be on sabbatical leave in the same calendar year.