

**4.600 COMMITTEES OF PRESBYTERY: COMMITTEE ON MINISTRY, BENEFITS**

**4.601 Clergy Vacations and Continuing Education**

- A. Terms of call for all clergy shall include provisions for vacation.
1. All terms of call within The Presbytery of Northern Waters must read "A minimum of four weeks vacation".
  2. Vacation is granted on calendar year basis (January 1<sup>st</sup> to December 31<sup>st</sup>).
  3. Vacations should normally be taken within the calendar year and not carried over to the following year. Exception is granted only by action of the session, prior to the end of that calendar year. The vacation may be taken any time within the calendar year, with the specific dates to be approved by the session.
  4. During initial and final calendar years, the minister will receive vacation in relation to the number of months worked (e.g. starts July 1<sup>st</sup>-gets 50% of annual vacation-minimum of two weeks; starts October 1<sup>st</sup>-gets 25% of annual vacation-minimum one week).
  5. During succeeding years, the minister gets the total for that year.
  6. If four (4) weeks' notice is given to the session, this Policy shall become effective. When a minister leaves, the vacation time he/she is owed can be taken prior to the conclusion of the call or the equivalent dollars can be paid to the minister (e.g. two (2) weeks' vacation equals two (2) weeks' salary and housing). Even if the minister does not actively take or use the time off (at this time or later) this would be counted as salary (on which state/federal taxes would be due) as a gift.
  7. The church may request remuneration or other compensation for unearned vacation.
  8. An alternate policy may be approved by the session, but must be filed with the Presbytery's Committee on Ministry.
- B. Terms of call for all clergy shall include provisions for continuing education.
1. All terms of call within the Presbytery of Northern Waters must "Include at least the dollar amount approved by Presbytery and two weeks of study leave per year".
  2. Study time and money are understood as intended to benefit both the minister and the congregation. Ministers should confer with their sessions about the particular use of study leave prior to any expenditure of time or money. Sessions may make suggestions regarding skill areas that are in

need of improvement or specialization they think would benefit both the clergy and the church.

3. Study time and funds may be accumulated up to three years when a particularly expensive or lengthy study experience is anticipated. Carry over of either funds or time from one year to the next will be cleared with the session. Their purpose and amounts should be recorded in session minutes at the end of each year that balances remain. Ministers and sessions should keep in mind that ministers need rejuvenation on a regular basis and should be encouraged to use their study time in full each calendar year.
4. When a minister terminates his or her position of church leadership, unexpended money will not be carried away nor unused time taken as paid leave.