

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

### **4.606 Sabbatical—Extended Leave Guidelines**

- A. Every minister of the Presbytery of Northern Waters shall be eligible to apply for sabbatical leave after five (5) years of tenure at a particular congregation or in a specialized ministry in the Presbytery, e.g. hospital/college chaplaincy, executive ecclesiastical positions, said sabbatical to occur at a time agreed to by the minister and session of the congregation. In the case of specialized ministries, the agreement shall be between the minister and the board to whom he/she is responsible. This process may be repeated.
- B. Plans for the sabbatical shall be specific and require session/board approval.
- C. Typically a sabbatical is for 3 months, but additional time may be negotiated using current vacation time and accrued study leave.
- D. Before beginning the sabbatical the minister and session will establish a plan for pastoral leadership and administrative leadership that will be used during the absence of the minister.
- E. It is helpful for a congregation to annually budget an additional amount of 1% to 1 ½ % of salary and housing to accumulate funds for congregational costs during the sabbatical.
- F. The minister continues to receive his/her effective salary during the sabbatical time. It is also recommended that the minister accumulate additional funds for his/her use during the sabbatical.
- G. During the sabbatical, the minister is not to provide pastoral leadership.
- H. The minister shall, upon completion of the sabbatical, give an account of his/her time spent, including an evaluation of the experience.
- I. The minister, upon returning, shall be required to serve the congregation from whom he/she received sabbatical leave a minimum of one year.