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For action: May 24, 2005

SABBATICAL LEAVE POLICY NEW CASTLE PRESBYTERY

Policy Statement

New Castle Presbytery recommends that pastors, associate pastors, educators, stated supplies and persons in validated ministries be granted a compensated sabbatical of (3) three to (6) months after every (6) six consecutive years of service.

Rationale

A sabbatical will enable the minister/educator to be renewed through the vital pursuit of continuing education, extended time spent in spiritual formation, and fresh mentoring by respected teachers. A sabbatical is a planned time of focus and reflection that enables a minister/educator to return to his/her responsibilities with renewal, new energy, spiritual vision and effectiveness.

Committee on Ministry Responsibilities

1. Review the sabbatical timetable and usage plan as submitted by the minister/educator and report the planned sabbatical to New Castle Presbytery.
2. Serve as mediator in any concerns of Session, educator or minister relative to the sabbatical.
3. Provide for a moderator for the Session during the minister's sabbatical.
4. Administer a fund for grants to churches in need of financial aid to provide a sabbatical leave.

Minister or Educator Responsibilities

1. Bring the sabbatical proposal before the Session or governing body a minimum of six months before the intended commencement of the sabbatical. This proposal shall be a plan for (3) three to (6) six months reflecting an intentional course of study or time of renewal.
2. Secure the approval of the Session or governing body for the sabbatical proposal and work out the necessary coverage of responsibilities.
3. Assure continued service to the church or affiliated organization for at least one full year from the conclusion of the sabbatical.
4. Bring up to date all pending responsibilities as determined in consultation with the Session or governing body before departure.
5. Submit to Committee on Ministry in writing the sabbatical timetable and outline of the sabbatical plan.
6. Upon return, present a written evaluation of the sabbatical experience to the Session or governing body and the Committee on Ministry.

Session or Governing Body Responsibilities

1. Receive "for approval" the minister/educator's proposal for a sabbatical, at least (6) six months in advance of the intended commencement of the sabbatical.
2. Continue terms of call commitments to the minister during sabbatical leave.
3. Communicate to the congregation the importance and values to the church of a sabbatical.
4. Require a written evaluation of the sabbatical and its goals from the minister or educator upon return.

Additional Responsibilities/Information

If agreed upon by Session or governing body and the minister/educator, the sabbatical might be combined with study leave for extended study.