

APPENDIX N

SABBATICAL POLICY SOUTHMINSTER PRESBYTERIAN CHURCH

Purpose. A sabbatical is intended to enable a pastor/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 enables a pastor/educator to return to the responsibilities of the Church with new energy, spiritual vision, and effectiveness.

Eligibility. A full-time pastor or a full-time Certified Christian Educator of Southminster Presbyterian Church shall be eligible for a paid sabbatical after five years of service to the Church. Such sabbatical shall be of not more than three months, to be taken during the summer and with coverage by other pastors/ministry leaders on staff. Service to Southminster by the pastor/educator would be anticipated to continue for at least two years beyond the sabbatical. Subsequent to the first sabbatical, the pastor/educator shall be eligible every five years thereafter. An eligible staff member is not required to apply for a sabbatical nor is the Session required to grant one. The sabbatical is in addition to the normal vacation time, but study leave will be suspended for that year.

Procedure. An eligible staff member shall submit a sabbatical proposal to the Chair of the Personnel Committee (for review by that body and then for submission to the Stewardship Council and to the Session) no later than August of the year prior to the proposed sabbatical in order to budget for expenses (if any) related to the sabbatical. The proposal shall outline the general plan of the sabbatical (how, when, where), the expected results (goals), a budget*, a plan or options of how staff and/or members of the congregation will assume responsibilities in the absence of the pastor/educator, proposed liaison(s) with the Personnel Committee and/or the Session, a schedule for communicating with the congregation, and a mechanism for reporting at the end of the sabbatical leave.

*The budget shall include expenses needed to support the sabbatical such as travel, tuition, consultants, and living expenses beyond the norm. Any expenses for the pastor's/educator's spouse or family shall be the pastor's/educator's responsibility.

In addition to making the overall decision on the appropriateness of the sabbatical, the Session will also decide on the above details of any sabbatical request, particularly concerning the coverage of responsibilities in the pastor's/educator's absence.

POLICY APPROVED BY SESSION: February 8, 2010