

CHRIST LUTHERAN CHURCH ELIZABETHTOWN, PA. SENIOR PASTOR JOB DESCRIPTION REVISED 2011

15.1 Senior Pastor Job Description

Refer to the current Letter of Call and the Current Church Constitution.

- A. Vacation allowances:
 - 1. Refer Section 8 of this document.
- B. Sabbatical leave as stated in the Letter of Call:
 - 1. A sabbatical offers opportunity to get off the treadmill and provides an opportunity for renewal of vision and hope. It is more than just a chance to recharge your batteries for another year. It can be a life and soul-changing time, a time when perspective and the holy spirit can come together (Alban Institute)
 - 2. Congregations are encouraged to grant a sabbatical leave to every pastor and rostered lay staff member after seven years of service in that parish. This leave is granted to provide an opportunity for the pastor or staff members to take an extended period of time for personal enrichment, study, spiritual growth, travel, skill development, research, and experimentation, all for the purpose of enrichment for continued service in the church.
 - 3. Planning for this sabbatical and arrangements for pastoral coverage during this sabbatical leave will be made through consultation with the bishop's office by both the pastor and the Congregation Council. Satisfactory completion of these arrangements will be made prior to the sabbatical leave. Arrangements for staff sabbatical coverage will be made through consultation with the pastor and the Congregation Council. The bishop's office may be consulted.
 - 4. The pastor or staff member should develop a detailed plan for his/her sabbatical including dates, places, and a description of the proposed sabbatical plan.
 - 5. Sabbatical leave will be granted for up to three months with full pay, following each seven years of service in the same parish. Vacation time should not be included as sabbatical time. After this sabbatical, the pastor or staff member will remain in his/her parish for at least one year. The congregation will continue to pay full salary and benefits for those on sabbatical. Car allowance may be the one negotiated item. Planning should begin the calendar year before the sabbatical so that the congregational budget can allow for additional expenses. These expenses will normally include contracting with another pastor to cover pastoral duties and supply preaching.