

GUIDELINES FOR SABBATICAL LEAVE

Definition

"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 soul-changing time, a time when perspective and the Holy Spirit can come together." (Alban Institute)

Length

St. Paul's will provide for its called personnel sabbatical leave up to three months with full pay and benefits, following each seven years of service in the parish. This leave is granted to provide an opportunity for the individual to take an extended period of time for professional enrichment, study, growth, travel, skill development and research, all for the purpose of enrichment for continued service in the church. After the sabbatical, the individual is expected to remain in the parish for at least one year. Failing to do so will result in the individual reimbursing the congregation for the expenses relating to the sabbatical.

Planning

Planning should begin the calendar year before the sabbatical in consultation with the Bishop's office by both the individual and the Congregation Council. The individual is to develop a detailed plan for his/her sabbatical including dates, places, and goals. Satisfactory completion of these arrangements will be made prior to the sabbatical leave.

Arrangements for coverage will be made through consultation with the Called Staff and the Congregation Council. The Bishop's office may be consulted in planning for an Interim Pastor.

Cost

The cost of this benefit will be generated from a percentage of the Adventure in Ministry Endowment Fund's yearly allotment. The individual's salary will be used to calculate sabbatical leave for three months. By pre-planning we will be able to cover sabbatical related expense such as wage for an interim.