

TRINITY LUTHERAN CHURCH CAMP HILL, PENNSYLVANIA

PERSONNEL ADMINISTRATION

I. RATIONALE AND PURPOSE

Number 2.95

Subject Sabbatical Leave

Effective Date 09.08.2021

Committee Administration and Personnel

The Lower Susquehanna Synod encourages congregations to grant a sabbatical leave to every rostered leader. This leave is granted to provide an opportunity 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.

All rostered leaders shall be eligible for sabbatical leave subject to these guidelines:

1. Following consultation with the lead pastor, application for the leave shall be made to the Administration and Personnel Committee, at least six months prior to the proposed beginning date of the leave.
2. The application will include a statement of the expected positive gains for the person's ministry responsibilities.
3. Sabbatical leave may be up to three months with full pay following each seven-year period of continuous service within the congregation (sabbatical) or one month full paid every three years of continuous service. (mini-sabbatical) This leave is in addition to regular vacation time.
4. Staff pastoral expense budget and/or the continuing education budget may be used for expenses related to the sabbatical leave. Car allowance is not paid during the leave.
5. Upon returning from leave, a brief written report on the experience shall be given to the Administration and Personnel Committee.
6. The congregation expects a commitment by the rostered leader to return to service for at least one year following the end of the leave.