

ZION LUTHERAN CHURCH
York, Pennsylvania

PASTORAL SABBATICAL LEAVE POLICY

PURPOSE

A sabbatical leave is granted to provide an opportunity for the pastor to take an extended period of time for renewal, education, spiritual growth, travel, skill development, research and/or experimentation all for the purpose of enrichment for continued service in the church.

ELIGIBILITY

Full time pastors will be granted a sabbatical leave after every 7 years of continuous service at Zion.

DURATION

A sabbatical will normally be for 12 weeks (including the two weeks of continuing education normally granted). Vacation time should not be included as sabbatical time.

PLANNING

Planning should begin approximately 18 months before the sabbatical between the pastor and the Mutual Ministry Committee. The sabbatical plan should include an itinerary, arrangements for coverage, and estimated costs. The plan should then be presented by the pastor and the MMC chairperson to the Council and the congregation for final approval. Once the sabbatical is approved, the synod office should be notified.

COST TO THE CONGREGATION

The congregation will continue to pay full salary and benefits to the pastor. Car allowance may be negotiated.

Accrued continuing education dollars and sabbatical fund money can be used for the expenses related to the sabbatical. Continuing education dollars can only be accrued for three years. Each year the money will be transferred to the investment treasurer's fund.

The congregation will need to pay for pastoral coverage in the pastor's absence. This can be arranged through the synod office. Coverage should be obtained even if the second full time pastor will still be present.

Zion will save for the next sabbatical by budgeting money every year toward sabbatical expenses.

COMMITMENTS FOLLOWING THE SABBATICAL

The pastor will submit a report of the sabbatical time and find occasion to share with congregation members his/her reactions, learnings, and insights.

It should be the intention of the pastor to remain in the congregation under call with the congregation following the sabbatical for at least one year.