

PERSONNEL POLICIES FOR CLERGY
Presbytery of Los Ranchos

XVI. EXTENDED SABBATICAL LEAVE

To enable pastors to give extended study to subjects which will contribute to the work of their church and to their own technical or professional development, an extended sabbatical leave with salary continuation only may be granted within the following guidelines:

1. Ordinarily, the Pastor must have completed six (6) years of credited service in the local church, with the sabbatical leave to be taken in the seventh year of ministry. At the discretion of the session, sabbatical leave may be granted earlier.
2. At least seven years must have elapsed since any previous extended sabbatical leave.
3. A written plan of study with identified goals must be approved by the Session in consultation with the Presbytery Committee on Ministry. This will normally consist of a one paragraph explanation of [the following are suggestive and not exhaustive] courses of study, events to be attended, list of readings, personal growth and development, articles to be written, individuals with whom pastor will study, and method for reporting. This must be done long enough in advance so that budget and staff needs will be met and the Committee on Ministry is an active participant.
4. The maximum length of extended sabbatical leave will be four (4) months. It may be taken in conjunction with earned vacation within a particular year, but may not be combined with annual study leave since a pastor is not eligible for both types of leave within the same year.
5. The ongoing work of the particular church and its total functions will be primary factors in considering the granting of extended sabbatical leaves.
6. The local church may, but is not required to be financially responsible for the pastor's expenses of sabbatical leave.