

Pastoral Sabbatical Policy
Paseo del Rey Church
Adopted 5.21.97, Revised 2.18.99

Reason and Purpose for Sabbaticals

The pastoral sabbatical is intended to provide pastoral staff who have served for an extended period at our church with a gift of time away from normal responsibilities and locations. This will allow them to pause and to pursue a plan of personal renewal and growth that combines study, travel, relaxation, education, and research. The sabbatical is not just a reward for longevity of service and commitment. More importantly, it is an opportunity for those who have given consistently of their teaching and life to rest and refill their own hearts and resources in order that they might continue and grow in effectively serving the Lord in this congregation.

Eligibility

The sabbatical would be made available to all full-time pastoral staff. Eligibility would begin after seven even completed years of service and would be limited to those who anticipate at least three years of service after their sabbatical. If a staff member leaves our staff before taking the sabbatical, there would be no compensation for that unused sabbatical.

Length of Sabbatical

The maximum length of a sabbatical would be sixteen weeks. Time off for a sabbatical would accrue according to the following schedule: after seven complete years of full-time employment, a pastoral staff member would accumulate one week for each year of complete service, including one week for each of the first seven years. For instance, a staff member would be eligible for a twelve-week sabbatical after twelve years. It is intended that the full amount accumulated be taken at one time and that it not be used to extend regular vacation times. However, flexible use of sabbatical time may be tailored by the General Board to fit individual pastoral staff and church needs if consistent with the stated intentions of this policy.

When applying for a sabbatical, the pastoral staff member would need to schedule his or her vacation at a time that is appropriate to the situation. This would be done under the advisement of the full-time pastoral staff.

Priority of Sabbatical

Starting in 1997, a sabbatical will be available based on eligibility, seniority, and scheduling. In other words, those with the most years of full-time service would

be eligible first. However, staff members may elect to let others take their places and be put in line themselves if family demands and scheduling prompt them to do so. The impact of each staff member's absence in the context of overall church needs will have a strong influence on scheduling of sabbaticals and will be discussed with the pastoral staff. Also due to the overall church needs, no two sabbaticals may be taken at the same time.

Accountability for Sabbatical Plan

A proposal for sabbatical must reflect the purpose stated above and must be arranged in advance with the approval of the full-time pastoral staff and the General Board to which he is accountable. A written request to schedule the sabbatical must be made to the General Board nine months in advance. Six months prior to the scheduled sabbatical, a more detailed written proposal must be submitted to the General Board for consideration of final approval. Exceptions to this written request schedule may be granted by the General Board. The final granting of a sabbatical comes from the General Board, in consultation with the full-time pastoral staff.

Funding the Sabbatical

In addition to the ongoing, regular salary and benefits, the staff member could apply for additional funds for tuition, travel, etc., as these funds apply to the purpose of the sabbatical. These funds would come from a new line in the pastoral administration budget, which is approved each year by the congregation in the proposed annual budget. Upon approval by the General Board, funds could be made available up to a maximum of \$250 for each year of eligible sabbatical leave the staff person is taking. The maximum amount to be granted at any one time would be \$4,000. In some instances, sabbatical funding may be subject to federal and state income tax.

Policy Maintenance

The General Board is responsible for the initiation, update, oversight and implementation of this policy.