

SABBATICAL – EXTENDED LEAVE GUIDELINES

Presbytery of Winnebago

Adopted February 2003

The sabbatical is a time for ministers to experience emotional, intellectual and spiritual renewal and regeneration of vision and vitality within their ministry. It provides a time for a minister to gain new perspectives on his/her immediate ministry in order to return with new insights and energy.

1. The minister would be eligible for a sabbatical each five years of service at a particular congregation.
2. Plans for the sabbatical need to be approved by the session.
3. Typically a sabbatical is for 3 months, but additional time may be negotiated using current vacation time and accrued study leave.
4. Before beginning the sabbatical the minister and session will establish a plan for pastoral leadership and administrative leadership that will be used during the absence of the minister.
5. It is helpful for a congregation to annually budget an additional amount of 1% to 1 ½ % of salary and housing to accumulate funds for congregational costs during the sabbatical.
6. The minister continues to receive his/her effective salary during the sabbatical time. It is also recommended that the minister accumulate additional funds for his/her use during the sabbatical.
7. During the sabbatical, the minister is not to provide pastoral leadership.
8. It is appropriate for the minister to report learnings from the sabbatical to the session and congregation upon his/her return.
9. It is expected that a minister will serve at least one year in the present congregation upon returning from the sabbatical.