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The **COM** Care & Development of Church Professionals sub-committee presents:

Salem Presbytery's BEST PRACTICES:

Check it out at <http://www.salempresbytery.org/> and follow Mission & Ministry Link to Best Practices.

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Sabbatical Leave Policy: www.salempresbytery.org/compensation

(Some highlights of Salem's sabbatical policy...)

The Presbytery of Salem recommends to the sessions of its churches that Ministers of the Word and Sacrament be granted a compensated sabbatical of at least three (3) months after six (6) years of service to an individual church.

Rationale: A sabbatical will enable the minister/educator to be renewed through the vital pursuit of continuing education, extended time spent in spiritual formation and fresh mentoring by respected teachers. A sabbatical enables a minister/educator to return to the responsibilities of the parish with new energy, spiritual vision and effectiveness.

Committee on Ministry Responsibilities:

1. Review the sabbatical time table and usage plan as submitted by the minister.
2. Serve as mediator in any concerns of session or minister relative to the sabbatical.
3. Determine who will moderate the session in the minister's absence.

Minister Responsibilities:

1. Bring the Sabbatical proposal before the session—at least in outline form—a minimum of six months before the intended commencement of the sabbatical.
2. Secure the approval of the session for the sabbatical proposal and work out the necessary coverage of pastoral and pulpit responsibilities.
3. Assure the session of continued service to the church for at least one full year from the conclusion of the sabbatical.
4. Bring up to date all pending responsibilities as determined in consultation with the session before departing on a sabbatical.
5. Submit to Committee on Ministry in writing the sabbatical timetable and outline of plans.
6. Upon return, present an overview of the sabbatical experience to the session and the Committee on Ministry.

Session Responsibilities:

1. Receive for approval the minister's proposal for a sabbatical, at least six (6) months in advance of the intended commencement of the sabbatical.
2. Continue terms of call commitments to the minister during sabbatical leave.
3. Communicate to the congregation the importance & values to the church of a sabbatical.
4. Request a written overview of the sabbatical from the minister upon return.