

Personnel Administration

- I. The policy would apply to all professional staff, currently the pastors, the Minister of Music and the Youth Minister.
- II. Professional staff persons must complete 6 years of service to become eligible for their first sabbatical leave.
- III. The sabbatical leave would be for a period no greater than 3 months.
- IV. During that period the professional staff person would receive full pay and benefits.
- V. Only one professional staff person may be on sabbatical leave at any one time.
- VI. The purpose of the sabbatical leave would be to increase professional competence and could be used to take an extended period of time for:
 - A. Study.
 - B. Spiritual growth.
 - C. Skill development.
 - D. Research.
 - E. Experimentation.
 - F. Work in the church at large.
 - G. Work in mission parishes.
- VII. An application for the leave, that outlines how the leave will be used, must be presented to the Personnel Committee no later than 3 months before the desired time. This committee will make a recommendation to the Church Council to accept or reject the proposal at the Council's next scheduled meeting.
- VIII. Any person who has been approved for a sabbatical leave will assist with securing and preparing replacements for the duration of that leave.
- IX. Within 3 months of completing the leave, a report will be presented to the Church Council that describes the activities and accomplishments that took place during the sabbatical leave.
- X. After the sabbatical leave, this person will remain at this parish for at least one year. Failure to do so will obligate that person to return all compensation received during that sabbatical period.
- XI. The professional staff person will be eligible for their next sabbatical leave after another 6 years of service.