



## KEARNEY EFREE SABBATICAL POLICY

The sabbatical is not vacation. 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 to pursue a plan of personal evaluation, refreshment, replenishment, and enhancement. 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 refill their own hearts and resources in order than they might continue in effective service to the Lord in this congregation. A pastor (ie. Lead Pastor, Associate Pastor) shall be eligible for two months of sabbatical leave after serving this congregation for six years and to be taken in the seventh year.

1. The entire sabbatical should be taken at one time, not spread out over the course of many months or years. No compensation will be given for unused sabbatical time. Sabbatical will not be prorated for service of less than six years.
2. The sabbatical is not a vacation and does not accrue in the same way as vacation time. Unused sabbatical time does not become payable at the conclusion of a pastor's ministry with the local church.
3. Pastors must submit a written sabbatical proposal to the Elder Board at least nine months prior to the starting date of the requested sabbatical leave. The Elder Board will act on the request for sabbatical leave no less than six months before the starting date of the sabbatical leave. The written request for sabbatical leave will include, but not be limited to, the nature, scope, duration and expected outcome of the leave. The sabbatical plan should center around a main purpose or goal to be accomplished.
4. Sabbatical leave is distinct from the pastor's annual vacation. Pastors are encouraged to use their scheduled vacation time for physical rest and refreshment.
5. The pastor's full wages and benefits should continue for the duration of the sabbatical. The Church will provide between \$2000-\$5000, approved beforehand by the Elder Board, to assist in costs of the sabbatical for the pastor only. These costs may include such things as travel, lodging, tuition, books, etc. Costs beyond this amount are the personal responsibility of the pastor.
6. Following the sabbatical period, the pastor should provide in written form and verbally, a report to the supervising pastor and/or Elder Board to demonstrating how the time was invested and what benefits were realized.
7. During the sabbatical period, the pastor is relieved from all routine and emergency duties. The Church leaders will provide for the care of routine and emergency matters.
8. The Church should give appropriate recognition to both the commencement and conclusions of the sabbatical period.
9. The Elder Board will give consideration to special circumstances such as family, physical or emotional needs and when necessary recommend that a pastor take a sabbatical.