



GRACE COMMUNITY CHURCH
PASTORAL STAFF
SABBATICAL LEAVE POLICY
POLICY

POLICY PER P-7
Adopted: 6/18/22
Reviewed: 1/20/23

Sabbatical Leave is periodically granted to pastoral staff with the following intentions:

1. To give time to full-time pastoral staff for professional and personal enrichment in accordance with the Biblical principal of rest and refreshment embodied in the Sabbath. (*Genesis 2:1-4a, Exodus 20:8-11, Leviticus 25:1-7*)
2. To encourage longevity and a commitment to growth and excellence among the pastoral staff at Grace Community Church.
3. To encourage and ensure the development of ministry teams to do the work of ministry at Grace Community Church.
4. To further the ministry objectives of Grace Community Church

Policy:

1. **Eligibility and Requirements:** All full-time pastoral staff in good standing are eligible to apply for a paid Sabbatical Leave at the end of every seven years of employment, beginning with the first year of their pastoral role. The seven years can include up to 2 years of benefit eligible time at Grace in a pastoral role. A written proposal regarding how the Sabbatical will be spent and the proposed dates of the Sabbatical Leave should be submitted to the Sabbatical Committee at least six months in advance to allow for arrangements to be made for the staff member's absence.
2. **The Written Proposal:** The proposal should simply answer the question as to how the pastor intends to rest and rejuvenate during this time. In addition, a detailed explanation should be included of how leadership assignments will be filled during the pastor's absence.
3. **Sabbatical Committee:** The Sabbatical Committee should consist of at least four people including the Direct Supervisor, Elder Chair, Human Resources Representative and the Lead Pastor. The Elder Chair may also designate another Elder to sit on the committee.
4. **Length:** A Sabbatical leave will be a maximum of 3 months in length away from the usual and customary labors of ministry.
5. **Report on Sabbatical:** Pastoral Staff returning from Sabbatical Leave will be invited to report to the Elders, regarding their Sabbatical period within the first two months of their return.
6. **Scheduling of Sabbatical Leave:** Shall be based on seniority in consideration of areas of responsibilities at Grace Community Church. At most, no more than one month overlap of two pastoral staff may be on Sabbatical Leave at the same time.
7. **Benefits During Sabbatical:** During Sabbatical Leave all employment benefits will continue to accrue at a normal rate according to the individual benefits package. In addition pastoral staff will still have access to expense accounts during their Sabbatical from which they can pay for resources during the Sabbatical period.