

# **Guidelines for Sabbaticals for Yellowstone Presbytery**

## **Policy Statement**

The Presbytery of Yellowstone and its Committee On Ministry respectfully recommends to the Sessions of its Churches that Ministers of the Word and Sacrament be granted a compensated sabbatical of at least three months following not less than six continuous years of service to that respective church. \*\*

## **Rationale**

A sabbatical will enable the minister 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 to return to the responsibilities of the parish with new energy, spiritual vision and effectiveness.

## **Committee on Ministry Responsibilities**

- I. Review the sabbatical timetable and usage plan as submitted by the minister
- II. Serve as mediator in any concerns of Session or Minister relative to the sabbatical.
- III. Determine who will Moderate the Session in the ministers absence.
- IV. The Committee will provide guidance to the respective church in working through this process.

## **Minister Responsibilities**

- I Prepare and bring the sabbatical proposal before the Session ( at least in outline form ) a minimum of six months before the proposed commencement of the sabbatical.
- II. Secure the approval of the Session for the sabbatical, as proposed, and work out the necessary coverage of the pastoral and pulpit responsibilities.
- III. Assure the Session of continued services to the church for at least one year from the conclusion of the sabbatical.
- IV. Bring current all pending responsibilities as determined in consultation with the Session before departing on the sabbatical.
- V. Submit to the Committee on Ministry the formal, finalized plans and timetable for the sabbatical.
- VI. Maintain a journal of the sabbatical experiences and upon return present an oral and written overview of the sabbatical to the Session, congregation and to COM.

### Session Responsibilities

- I. Receive for approval the minister's proposal for a sabbatical at least six months prior to the intended commencement of the sabbatical.
- II. Communicate to the congregation the importance of a sabbatical, its values to the Church and secure their concurrence as well as input.
- III. Request a written and oral overview of the sabbatical from the minister upon return.
- IV. Discuss thoroughly with the Committee On Ministry how the church leadership is prepared to meet the challenges presented by the exigencies of a sabbatical leave.

**\*\* A compensated sabbatical implies that the church would maintain the ministers contracted compensation package intact through the sabbatical period. It does not imply that the church would be obligated for the costs of the sabbatical itself or any of the ancillary expenses associated with the sabbatical. However accumulated Study Leave or Study Leave dollars could be incorporated into the sabbatical funding process.**

**Suggestion: Several private institutions as well as General Assembly offer grants for sabbatical purposes and before the minister/s make such a request or formulate such a plan that those funding sources for actual sabbatical assistance be explored.**

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## **Committee on Ministry Approval and Recommendation to Yellowstone Presbytery**

**The Committee on Ministry of Yellowstone Presbytery on review of all of the above requirements, to it's satisfaction, approves the sabbatical plans and outline for the Reverend/s \_\_\_\_\_ serving the \_\_\_\_\_ church and respectfully recommend that Yellowstone Presbytery concur in granting this sabbatical in keeping with it's sabbatical policy.**