

**POLICY #21, COM Manual**  
**SABBATICAL LEAVE POLICY FOR**  
**PARISH MINISTERS AND CERTIFIED CHRISTIAN EDUCATORS**  
**IN MACKINAC PRESBYTERY**

**Policy Statement**

The Presbytery of Mackinac recommends to the sessions of its churches that Ministers of the Word and Sacrament and Certified Christian Educators be granted a compensated sabbatical of at least three (3) months after seven (7) years of service to an individual church. This sabbatical leave is not to be combined with either vacation or study leave consecutively.

**Rationale**

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

**Committee on Ministry Responsibilities**

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

**Minister or Certified Christian Educator 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. Failure to fulfill this commitment of one year will require the minister/certified Christian educator to fully reimburse the congregation for all expenses incurred, not limited to but including: sabbatical and pulpit supply expenses, salary, benefits, and pension.
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/certified Christian educator'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/certified Christian educator during sabbatical leave.
3. Communicate to the congregation the importance and values to the church of a sabbatical.
4. Request a written overview of the sabbatical from the minister/certified Christian educator upon return.