

## SABBATICAL

### PURPOSE:

Administration and the Executive Committee recognize that ministry is very stressful and extremely demanding work and thus there exists the need for pastors, officers and directors to “come apart and rest awhile” (Mark 6:31). Ministry is a 24/7 commitment in which the work is never done. We believe having a sabbatical rest would provide a much-needed opportunity to revitalize spiritual, emotional, and physical health. **This time is also intended for professional growth.** Because we care about our pastors and recognize the tremendous resource healthy pastors are to the conference, we recommend the following sabbatical policy. In addition, we feel that churches as well as pastors will benefit from the perspective that a sabbatical affords.

### PREREQUISITES:

- 1) The pastor/officer/director/associate superintendent\*/ministerial associate\* must have completed a minimum of seven years of continuous, full-time service for the Seventh-day Adventist denomination and have served in his or her present assignment for four years. Every seven additional years of full time employment in the Potomac Conference gives the pastor/officer/director/associate superintendent\*/ministerial associate\* an opportunity to request another sabbatical.
- 2) A sabbatical cannot be taken at least three months following the conclusion of an evangelistic series. Nor can it be taken during Camp Meeting, Pastors' Meetings or Constituency Session.
- 3) A pastor/officer/director/associate superintendent\*/ministerial associate\* cannot take a sabbatical within a year of retirement or as part of an exit plan while transferring to another conference. When a call is accepted the sabbatical is terminated.
- 4) Apply in writing to Administrative Committee (Adcom) requesting a sabbatical, using the appropriate form. In addition, you must submit in writing on a separate sheet of paper your professional growth plan to be accomplished during the sabbatical. Send request to the Vice President of Administration. Requests must be submitted a minimum of four (4) months in advance.
- 5) Arrangements for Sabbath worship hour speakers during the sabbatical are the responsibility of the pastor.
- 6) Arrange for a neighboring pastor to cover funerals.
- 7) Provide the conference with contact information in case of an emergency.
- 8) Prepare the church six months ahead of time.
- 9) Within thirty days (30) of completing the sabbatical, the pastor shall submit a two to three page evaluation paper to the Vice President of Administration. This paper should explain the professional growth and personal benefits experienced during the sabbatical.

## **SABBATICAL, Cont'd**

### **Additional Points of Clarification**

- 1) The duration of the sabbatical is for six weeks, which is defined as 45 continuous days. Available vacation time may be added to this time period. When taking sabbatical an officer/director/associate superintendent\*/ministerial associate\* must divide their time in two 3 week segments.
- 2) Adcom may or may not grant a request. A sabbatical is a privilege not an entitlement.
- 3) Up to ten sabbaticals can be granted each year. Sabbaticals are based on meeting all the prerequisites, receiving a letter of request, and pastoral tenure.
- 4) Full salary, travel budget, and benefits will continue to be given to the pastor/officer/director/associate superintendent\*/ministerial associate\* while on sabbatical. In addition, any accrued continuing education funds may be used for educational and professional pursuits.

\*Must have approval from department director

**SABBATICAL, Cont'd**

**SABBATICAL INFORMATION FORM**

Name \_\_\_\_\_

\*Church(es) \_\_\_\_\_

Dates when you are planning this Sabbatical:

From \_\_\_\_\_ To \_\_\_\_\_

(Please remember not to choose dates that conflict with Camp Meeting/Pastors' Meeting/Constituency Session)

Vacation time being used: \_\_\_\_\_  
(Please attach a vacation request)

Years of Service:

\_\_\_\_\_ in current district

\_\_\_\_\_ in Potomac Conference

\_\_\_\_\_ in denominational employment

Department Director Approval:

\_\_\_\_\_

Initials\*

\*Who will cover your church(es) in case of funerals?

Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

Emergency Contact Information:

Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

\*I have arranged for speakers to fill the pulpit while I am gone.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Simply leave blank if not applicable.

<p><b>For Administrative Use</b></p> <p>___ Approved</p> <p>___ Denied</p> <p>Date: _____</p> <p>Sabbaticals Granted To Date: _____</p> <p>Comments: _____</p> <p>_____</p>
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