

FBCD Sabbatical Policy

Purpose: to provide means for spiritual and professional growth and renewal of ministerial staff.

Objective: Sabbaticals should benefit both the effectiveness of the individual minister as well as further the mission of FBCD. Sabbatical leaves are not mandatory, but instead should be aligned to the developmental goals of the minister.*

Process: Application for sabbatical leave is to be submitted to the Personnel Committee for approval before or during the budgetary process of the Church. The applicant should obtain written approval from his/her direct supervisor prior to submitting the request to the Personnel Committee. Requests are to be made through the submission of a completed Sabbatical Leave Request form to the Personnel Committee. In addition, the minister may be requested to present his/her request to the Personnel Committee during a regularly scheduled committee meeting. Approval and terms of the sabbatical leave are solely at the discretion of the Personnel Committee.

Upon return from an approved sabbatical leave, the minister may be requested to share, either formally or informally, aspects of his/her sabbatical experience with the Lead Pastor, other members of the ministerial staff, the congregation and/or various church committees.

Guidelines: Ministers are eligible to apply for sabbatical leave after five years of ministerial service to the church with a maximum frequency of every five years. The length of the sabbatical will be considered and approved on a "case by case" basis, depending on the objectives of the sabbatical.

Any expected reimbursement of expenses incurred during an approved sabbatical leave must be stated on the completed Sabbatical Leave Request form and are subject to approval of the Personnel Committee prior to the sabbatical period, based on the potential impact on the church's budget. **Every effort should be made by the individual minister to secure sources of funding for anticipated sabbatical expenses through resources outside the church congregation.** There should be no period of time where more than one member of the ministerial staff is on sabbatical leave. Any minister who is anticipating a ministerial move to another congregation within the next twelve months should not apply for a sabbatical leave that would represent the final period of their tenure with FBCD.

A sabbatical leave is understood to be a time of release from normal ministerial duties. Sabbatical leave is to be considered separate and distinct from vacation time. A minister on approved sabbatical will continue to receive normal salary compensation and benefits. Sabbatical leaves are not to be considered an automatic benefit of employment and are therefore not cumulative and have no monetary value.

**Once a performance management and development process is implemented: "Sabbatical leaves are not mandatory, but instead should be aligned to the stated developmental goals of the minister, as identified in his/her annual performance and development planning process."*

FBCD Sabbatical Leave Request

Objectives of the leave (*How will this leave facilitate your spiritual growth, professional development, and/or personal renewal? How will this leave further the mission of FBCD?*) :

Planned project, study, events, etc.:

Planned length of leave:

Anticipated expenses*:

Supervisor's approval: _____

*Please indicate potential external sources of funding for anticipated sabbatical expenses.