

## **Presbytery of San José**

### **POLICY: USE OF STUDY LEAVE**

#### **Policy Statement**

Study leave funds and time should be used annually, but may be accrued up to three years when used to pursue an extended project.

#### **Rationale**

Study leave is for the purpose of ministers' professional and spiritual growth. Failure to utilize study leave diminishes a minister's effectiveness and deprives the church of maturing leadership.

#### **Committee on Ministry Responsibilities**

COM shall annually survey the ministers of the presbytery regarding their use of study leave time for the previous year.

When a minister leaves a call with accrued study leave funds, COM shall encourage both the current church and the calling church to honor the transfer of these funds. Transferred funds shall be held in trust by the calling church for approved study leave.

When receiving into membership a minister who brings accrued study leave funds from his or her previous call, COM shall require the calling church to hold these funds in trust for approved study leave. This arrangement shall be written into the terms of call.

COM shall offer assistance in arbitrating study leave issues between church and minister.

#### **Minister Responsibilities**

Ministers shall submit annually study leave plans to their session for approval.

Ministers shall report use of study leave time when requested by the COM.

Ministers planning on accruing time and funds for advanced degree study or an extended study plan shall coordinate with their session well in advance to ensure that provision be made for uninterrupted pastoral care and leadership.

When a minister is contemplating the dissolution of a pastoral relationship, he or she shall reach agreement with the session as to the disposition of accrued study leave time and funds.

### **Session Responsibilities**

The session shall encourage its minister(s) to utilize study leave on an annual basis.

Sessions are encouraged to be supportive of their ministers when plans are made for extended study leave utilizing accrued time and funds.

Upon dissolution of a pastoral relationship, the session shall reach agreement with the minister as to the disposition of accrued study leave time and funds.

### **Additional Responsibilities/Information**

N/A