

USE OF STUDY LEAVE

I. Policy Statement

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

III. Responsibilities

A. Committee on Ministry (COM) Responsibilities

COM shall determine the minimum amount of study leave that a church shall provide its ministers pursuant to Policy PS-1.

B. 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 provisions are made for uninterrupted pastoral care and leadership.

C. Session Responsibilities

The session shall encourage its minister(s) to utilize study leave on an annual basis. Study leave funds and time should be used annually but may be accrued up to three years by agreement between the pastor and session when used to pursue an extended project. When a pastor leaves a call with accrued study leave funds, all such funds are forfeited.