

WOODBRIIDGE CHURCH OF THE NAZARENE

PASTORAL/STAFF SABBATICAL POLICY

Full-time pastoral staff (Senior Pastor and Associate Pastors) shall be entitled to an initial sabbatical during the fifth consecutive year served with Woodbridge Church of the Nazarene, and every five years thereafter (10th, 15th, etc.). The sabbatical period shall be in addition to vacation.

- The church shall continue the Pastor's salary and benefits during this period.
- The length of the initial sabbatical shall be 5 weeks. All subsequent sabbaticals shall be 7 weeks.
 - Associate Pastor: The length of the initial sabbatical shall be 4 weeks. Subsequent sabbaticals shall be 5 to 7 weeks, based on the recommendation of the Senior Pastor and approval by the Church Board.
- The Pastor can request up to 2 weeks of vacation in conjunction with the sabbatical period.
- The Pastor is encouraged to incorporate a conference, seminar or other form of education of at least 3 days duration during the sabbatical period. This education, conference or seminar shall have the primary purpose of enhancing the pastor's ministry or leadership abilities and may be selected by the pastor without prior approval of the church board, unless the cost exceeds the budgeted amount for pastoral education, conferences or seminars. The church shall pay the approved registration fees and related costs of the education.
- The Pastor shall develop and submit to the church board a plan of study, meditation and recreation for the sabbatical period.
 - Associate Pastor: By the end of the month prior to the start of the sabbatical period, the associate pastor shall develop and submit a plan of study, meditation and recreation for the sabbatical, with the assistance and approval of the Senior Pastor.
- Upon return from sabbatical, the Pastor shall provide a written and verbal report to the church board of the sabbatical experience.
- During the Senior Pastor's sabbatical, it is expected that the senior Associate Pastor will take on a significant amount of the Senior Pastor's duties and responsibilities. In consideration of the added workload, the Associate Pastor's salary will be increased by \$100 per week during the sabbatical period.

Additional Considerations:

- Communication with the Senior Pastor during sabbatical:
 - During the sabbatical, contact with the Senior Pastor should be limited.
 - The Associate Pastor will coordinate with the Staff Liaison Committee on any issue that may be considered for contacting the Senior Pastor. Examples of situations which may require contact include:
 - Death or serious illness of a member of the congregation
 - An emergency situation (as agreed by the Associate Pastor and the Staff Liaison Committee)
 - A specific situation that is pre-arranged by the Senior Pastor
 - Most situations are expected to be within the scope of the Associate Pastor, Board Secretary, Church Board or District Superintendent's abilities to resolve