



Cross & Crown
LUTHERAN CHURCH

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Sabbatical Policy and Procedure

A. Policy

1. A sabbatical leave has long been understood to be necessary from time to time for study, personal growth, spiritual growth, reflection and renewal, without the demands of a regular schedule.
2. A sabbatical leave is understood as an integral and important part of an overall strategy for enhancing the mission of the congregation through pastoral renewal, development, and growth.
3. Pastors shall be eligible for a sabbatical leave of 3 months after having continuously served the congregation full-time for 7 years. Thereafter, a pastor shall be eligible for further sabbaticals every seventh year.
4. Recipients of sabbatical leave opportunities will be expected to serve the congregation for at least one year following return from a sabbatical leave. Further, any approval of a sabbatical leave shall state within said approval that all parties understand that there is an expectation to serve the congregation for at least one year following their return from sabbatical leave and that the recipient's job shall be secure during said time period.
5. Sabbatical leaves are not granted automatically, but shall be evaluated, approved, and administered by the Congregational Council.

B. Procedure

1. Sabbatical leave procedures are to be considered flexible so as to accommodate surprises and unusual opportunities that may develop.
2. Since the congregation and entire church are ultimately enriched by the pastor's sabbatical leave, it is desirable that there be shared planning with the pastor's coworkers, interested congregational members, and the Congregational Council.
3. Planning should begin approximately 18 months to two years before the sabbatical to allow for congregational planning. The time of planning of Sabbatical should focus on the vision and hopes for the sabbatical time as well as practical arrangements regarding pastoral coverage and financial considerations for the congregation.
4. The pastor is strongly encouraged by the Council to form a sabbatical planning team when beginning to think about taking a sabbatical and further encourages the pastor to remain in regular communication with the Council while planning a sabbatical leave proposal. With their guidance and support, the pastor will submit to the Council a sabbatical leave proposal, including the following:
 - a. Personal objectives and an outline of the vision of the sabbatical

- b. Proposed beginning date and end date
 - c. Suggestions of how current job responsibilities will be handled during the leave
 - d. A proposed sabbatical budget, including a description of any anticipated implications to the Congregation budget
- 5. A sabbatical leave is separate and distinct from continuing education and vacation, which shall be granted as in any other year. However, should a pastor wish to extend the sabbatical beyond the time allocated by this policy they are permitted to use vacation time to extend the sabbatical with the approval of the Congregational Council.
- 6. A pastor shall continue to receive normal compensation and benefits during the period of the sabbatical leave.
- 7. The pastor and Congregational Council will work collaboratively to determine how best to fund a proposed sabbatical. The pastor is, however, encouraged to research grants and programs to help fund said costs and the Congregational Council will support and aid in any such applications for assistance in any and all ways possible. The pastor may also choose to use accumulated continuing education funds as a funding source. The Congregational Council shall have full final authority to determine the sabbatical budget and how the sabbatical will be funded.
- 8. Within 90 days of return from sabbatical leave, the pastor shall submit a report and evaluation of the leave to the Congregational Council.