

## **ANNUAL STUDY LEAVE FOR MINISTERS AND CERTIFIED CHRISTIAN EDUCATORS**

**Definition:** Study Leave is required by the Book of Order (G-14.0506b) and by the Presbytery of the James, provided for by a congregation through its annual call, approved by the session, and monitored by the Committee on Ministry (COM). Study Leave is not vacation. It is intended to be an annual planned time of continuing education designed to nurture professional and spiritual growth and to enhance ministerial and/or educational skills, as well as the application and understanding of Christian faith in the life and ministry of the local congregation.

**Policy Statement:** Study Leave is based on the historic commitment of the Presbyterian Church to the maintenance of an educated clergy and Certified Christian Educators. Therefore, terms of call to Ministers/Certified Christian Educators serving in this Presbytery must include a minimum of two weeks of paid Study Leave, along with the reimbursement of expenses incurred during the continuing educational experience (not to exceed the amount negotiated annually in the terms of call). This does not encompass academic leave or military leave (G-14.0506C) negotiated with the session and included in the annual terms of call.

### **Responsibilities for Preparation and Implementation:**

#### **By Minister/Certified Christian Educator:**

1. To discuss plans for annual Study Leave with session. Upon return to present an evaluation of the study leave to session.
2. To help the session determine how responsibilities will be covered during the Study Leave.
3. To describe the continuing education program in an annual report to COM.
4. To inform the congregation of the Study Leave taken upon its completion.

#### **By Session**

1. To discuss the use of the annual Study Leave with the Minister/Certified Christian Educator as an outgrowth of the session's annual evaluation of the church's ministry and to suggest possible areas of study or focus for future study leave.
2. To include the anticipated expenses of the Study Leave in the annual budget of the church.
3. To ensure that all pastoral and educational responsibilities will be covered during Study Leave.

**By Committee on Ministry:**

1. To review the emphasis of the Study Leave of the Ministers/Certified Educator and to share the information with the Professional Leadership Board so that professionals may share their experiences with colleagues in the presbytery.
2. To monitor the adequacy of reimbursement of the cost of the Study Leave through the report of terms of call.
3. To provide consultation to those churches not meeting the costs of Study Leave.
4. To counsel with all Ministers and Certified Christian Educators who do not fulfill this mandated aspect of their annual call.

Approved: January 13, 2000  
Approved: February 23, 2000  
Approved: February 26, 2000

COM  
Professional Leadership Board  
Presbytery of the James