

**Yates Baptist Church**  
**Sabbatical Leave Policy**  
**(adopted by the church April 13, 2005)**

**1. Purpose:**

The purpose of a sabbatical leave will be for spiritual renewal, education or other purposes that will enhance the ministerial effectiveness of church staff members.

**2. Eligibility:**

The following positions are eligible for a sabbatical leave:

- Pastor
- Minister, Worship and Music
- Minister, Adult and Children's Discipleship
- Minister, Students and Recreation

**3. Requirements:**

- A. A member of the ministerial staff is eligible for a sabbatical leave after completing 10 years of full-time service at Yates Baptist Church. Sabbatical leaves may be approved for a maximum of 13 weeks.
- B. Sabbatical leaves may be requested during each seventh year of service after the initial sabbatical leave is taken.
- C. The staff member must request the leave not less than six months in advance and submit a written proposal to the Pastor describing the nature and intended use of the sabbatical as well as any estimated costs. Requests from the Pastor for a sabbatical will be submitted directly to the Personnel Committee. If possible, leaves should be requested and approved to allow for inclusion in the following year's church budget.
- D. The Personnel Committee will be responsible for approving all sabbatical leaves and will review the proposal to ensure compliance with applicable church policies, evaluate the impact on the church of the minister's absence, confirm estimated costs, and assess the appropriateness of the intended use of the leave.
- E. During the sabbatical, the church will continue to pay the minister's full salary and benefits. The minister will not be required to use earned vacation time to cover the sabbatical period. Any expenses incurred by the minister associated with the sabbatical such as travel, tuition, etc. will be paid by the minister.
- F. The minister is responsible for arranging support for their area of ministry in their absence, including developing a specific schedule of events, recruiting and training church members or external support to lead programs, ensuring that needed supplies are on-hand, etc.
- G. The Personnel Committee will review the proposal with appropriate committees and church leadership (e.g. Music Committee, Youth Advisory Committee, Children's Committee, Preschool Committee, Deacons, etc.) and the Finance Committee (if non-budgeted funding is required) prior to bringing a recommendation to the church.
- H. The leave must be approved by a majority of church members present at a regularly scheduled business meeting or a specially called business meeting in accordance with the terms of the church by-laws.
- I. A sabbatical leave must be scheduled over one continuous time period.
- J. No two ministers may be on sabbatical during the same period of time.
- K. The Personnel Committee is responsible for all interpretations of this policy. Requests for exceptions to the policy must be approved by the Personnel Committee in advance of the leave start date.