

6.0 SABBATICAL POLICY (Second Level)

We accept the guidelines on sabbaticals as set forth in the most current “Guidelines” of the Unitarian Universalist Ministers’ Association. When ministers are called to First Parish, these guidelines are reflected in the contract between minister and congregation.

1. Sabbatical (Policy from UUMA guidelines):

- a.** The minister accrues one month of sabbatical leave each year, subject to the other conditions set forth in this section.
- b.** No sabbatical leave is to be expected prior to completion of four years of service.
- c.** Sabbatical leave may accrue for a maximum of six months.
- d.** The length of any given sabbatical is a matter for agreement of the Board and the minister.
- e.** Sabbaticals may be taken separately from or together with vacation periods.
- f.** Sabbatical leave is to be used for professional development. The covenant may include some guidelines.
- g.** The covenant may require the minister to continue service to the congregation following the sabbatical. This period will not be longer than one year.
- h.** The congregation and minister will jointly plan for ministerial services during the sabbatical leave.
- i.** If a sabbatical fund is set up, it should be clearly stipulated whether it is for the use of the society or the minister.
- j.** The minister shall receive full salary and housing allowance, as well as insurance and pension benefits, during the sabbatical. The sabbatical agreement shall specify how other normal ministerial allowances are to be handled.
- k.** The minister is not obligated to return to the parish during the sabbatical period. If a situation arises of sufficient urgency so that the minister and Board agree that his or her presence is necessary, the congregation will provide reimbursement for the expenses of the trip.
- l.** In the event of a resignation or dismissal, accrued sabbatical leave shall not be paid in financial equivalent.
- m.** No action on ministerial tenure shall be taken during a sabbatical period.
- n.** We recommend the covenant refer to these general conditions for sabbatical leave. This should be supplemented by a letter composed by the minister and Board that sets forth the detailed conditions for each sabbatical.

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In addition, the First Parish in Concord sabbatical policy includes:

1. Sabbatical leave is to be used for rest, renewal, personal recharging, and professional development.
2. No more than one minister will schedule a sabbatical leave in any given church year.
3. At least one year of service after the sabbatical leave is required.
4. A minister applying for a sabbatical leave will submit a proposed schedule and list of goals in writing to the Standing Committee at least six months before the requested beginning date.
5. The Standing Committee may suggest additional or alternative goals.
6. Within sixty days of receiving a sabbatical leave proposal the Standing Committee will schedule time during a regular meeting to discuss the proposed sabbatical leave with the applying minister.
7. The congregation will be informed of the upcoming sabbatical in a timely manner.
8. At the end of a sabbatical, the minister will communicate with the congregation about the benefits received as a result of taking the sabbatical.