

FIRST PARISH IN CONCORD SABBATICAL POLICY (January 2018)

Sabbatical leave is an investment that the congregation makes in the future of a ministry. Sabbatical leave is used for rest, renewal, personal recharging and professional development. We accept the guidelines on sabbaticals as set forth in the most current “Guidelines” of the Unitarian Universalist Ministers’ Association (Current Example is in Appendix A). When ministers are called to First Parish, these guidelines are reflected in the contract between minister and congregation. When there is a discrepancy between the UUMA recommendations and the current ministerial contract, the current contract supercedes the recommendations.

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

- 1 No more than one minister will schedule a sabbatical leave in any given church year.
- 2 No action on ministerial tenure will be taken during the sabbatical period.
- 3 At least one year of service after the sabbatical leave is required.
- 4 A minister applying for sabbatical leave will submit proposed goals to the Standing Committee in writing at least three months before the requested beginning date.
- 5 Within two months of the conclusion of the sabbatical, a brief written report reflecting on the goals will be submitted to the Chair of the Standing Committee. The results of the sabbatical will be discussed in open meeting and congregants will be invited to attend.

Appendix A Unitarian Universalists Ministers' Association Sabbatical Guidelines

Sabbatical leave is an investment that the congregation, agency or enterprise makes in the future of a ministry. Sabbatical leave is to be used for the minister's professional development, and is expected to benefit the institution and/or the movement.

- a. The minister accrues one month of sabbatical leave each year, subject to the other conditions set forth in this section.
- b. Unless otherwise negotiated, no sabbatical leave is to be expected prior to completion of four years of service.
- c. Sabbatical leave may accrue up to a maximum of six months.
- d. The length of any given sabbatical is a matter for agreement of the institutional leadership and the minister.
- e. The congregation, agency or enterprise and minister will jointly plan for ministerial services during the sabbatical period.
- f. If a sabbatical fund is set up, it should be clearly stipulated whether it is for the use of the minister.
- g. It is recommended that the sabbatical agreement refer to general conditions for sabbatical leave. This should be supplemented by a letter composed by the minister and institutional leadership that sets forth the detailed conditions for each sabbatical.
- h. A sabbatical may be taken separately from or together with vacation periods.
- i. The minister shall not use sabbatical leave to search for another position, nor accept one during this time.
- j. No action on ministerial evaluation, tenure or duties shall be pursued during a sabbatical period.
- k. 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.
- l. The minister will be expected to return from sabbatical only for the most serious matters constituting an institutional crisis. In the event the minister

is asked to return from sabbatical, travel expenses will be reimbursed.

m. The minister may be required to continue service to the congregation, agency or enterprise for some specified period following a sabbatical. This period will not be longer than one year.

n. In the event of a resignation or dismissal, accrued sabbatical time shall not be paid in financial equivalent.