

# SABBATICAL POLICY

Kansas District Council  
Of the Assemblies of God

## **PURPOSE:**

In recognition of the spiritual principle of a seventh year Sabbath (Leviticus 25:1-7), and the potential for ministry stress to accumulate, a sabbatical policy has been established at the AGK District Office for the purpose of renewal and retention of its leadership staff.

## **OBJECTIVES:**

1. **Re-Creation:** Provide adequate contiguous time away from the normal daily routine for leadership staff to experience a re-creation of their ministerial energies and creativity while promoting a unique opportunity to experience quality time with family and friends.
2. **Realization:** Develop growth opportunities for other leadership staff by encouraging them to accept appropriate leadership responsibilities during the period of another's sabbatical.
3. **Role Modeling:** By example, to foster a healthy awareness of the balance between a strong work ethic and a healthy personal life within the Kansas district.
4. **Recommendation:** Recommend all District and General Council churches adopt a similar sabbatical policy for pastors and pastoral staff.

## **ELIGIBILITY:**

1. The sabbatical policy applies to the Executive Officers and Departmental Directors of the Kansas District.
2. A sabbatical may be taken after completion of his/her sixth year of continuous fulltime ministry with the Kansas District during the seventh, fourteenth, etc., year of qualifying employment.
3. If a spouse also holds a qualified position, the policy will apply to both spouses when the first spouse reaches eligibility. This will enable both to share the same time off.

## **DURATION:**

The length will be at least 2 months but not more than 3 months for Executive Officers. The duration for Departmental Directors shall be at least 1 month but not more than 2 months. Sabbatical leave must be taken continuously and may not be divided.

## **SABBATICAL COMPENSATION:**

1. Regular Salary and benefits will continue without interruption. Holidays falling within the sabbatical period will not be carried forward.
2. The time of sabbatical leave shall not reduce accrued vacation time and unused sabbatical leave will not be paid out as unused vacation time. Sabbatical leave cannot be used as extended sick leave. If a sabbatical has been approved but employment ceases prior to its completion, it shall no longer be in effect and further funds will not be disbursed.
3. During the sabbatical, an additional stipend may be given when funds are available at the discretion of the Superintendent. Stipends are to be used to accomplish the purposes of the sabbatical. Funds may be used for educational costs, conferences, travel costs, etc.

and MUST be documented by receipts. In the event such stipend is given, confidentiality must be maintained as to the amount of funds received. Any stipend provided to the Superintendent must be approved by the Executive Committee and/or Presbytery Board.

### **ACTIVITIES:**

1. A minimum of one (1) week shall be spent with family.
2. The participant shall engage in relaxation, re-energizing activities, personal growth and development, educational opportunities, or other activities not related to their normal ministerial responsibilities.
3. There will be no preaching or 'ministry' assignments during the sabbatical.
4. Following the sabbatical, the participant will provide an oral report of the sabbatical to other members of the staff and, when applicable and desired by the Superintendent, to the District Presbytery at their next regular meeting.
5. Recipients of sabbatical leave must serve at least one full year after the sabbatical is completed. Should they resign prior to this time, the Presbytery Board may request that salaries paid out during the entire sabbatical be reimbursed to the District.

### **REQUESTS:**

1. Requests for leave should be made first to the Superintendent and/or the Executive Committee to determine eligibility and timing of the leave.
2. Requests should be made at least 6 months in advance to allow proper time for presentation to the Presbytery Board and preparation.
3. Participants should select months most compatible with their normal work cycle to minimize ministry disruptions.
4. The Superintendent or the Executive Committee will present the request to the Presbytery Board for final approval.
5. The initial rotation of sabbaticals, as with all sabbatical requests, will be established in consultation with the Superintendent and/or District Presbytery to minimize disruption of operation.

### **PREPARATION:**

1. In preparation for the sabbatical, the participant should take care to make sure that every aspect of his/her leadership responsibilities or ministerial duties are adequately covered. Oversight of each area of ministry is to be delegated to a member of the leadership staff (even in those areas where strong lay leadership exists). Such delegation must be done in consultation with, and finally approved by the Superintendent.
2. All communication (i.e., letters, email, return calls) should be current before departure and participant's office should be clean with the desk cleared of any paperwork. Office and cell phone voice mail should be turned off.
3. During the sabbatical, all mail, email and phone messages will be forwarded to the participant's designated personnel. Upon the participant's return, there should be no letters, emails or phone calls to be returned. All correspondence and calls received during the sabbatical should have been completely processed by the leadership/secretarial team assigned to respond to the above.
4. Emergency contact numbers and locations need to be provided to the participant's secretary as well as the Superintendent.