

VACATION GUIDELINES FOR PASTORS

PREFACE

Vacation time is a necessary ingredient in every person's self care. Vacation time is included in the terms of call and is intended to provide pastors necessary refreshment and time away from ministerial responsibilities.

GUIDELINES

Circumstances vary in many of our congregations, and in the circumstances of pastors, as to when it is most appropriate for vacation time to be used. This is a matter which is properly negotiated between the pastor and the session but it is more helpful when a clear understanding exists and appropriate records are maintained. In cases where this has not been done in the past, it would be well for an understanding to be reached and recorded in session minutes as to an effective date from which vacation accruals will be measured in the future. It is the Committee on Ministry's belief that this will provide fair and equitable protection both to pastor and congregation and alleviate any possible misunderstandings in the future. As stated above, vacation is a necessary ingredient in every person's self care and therefore can be enjoyed with the full concurrence and encouragement of the session and congregation. As always, the Committee on Ministry is available to provide counsel where requested.

- It is Presbytery policy that the minimum terms of call shall include two and one-half days per month annual vacation time for all full-time pastoral positions. This is the equivalent of thirty days (one month) including at least four Sundays per year. New calls should be credited on a pro rata basis starting with the first day of the effective month of call. If the call contains provision for a five-week or six-week annual vacation, the pro rated figures would be three days per month or three and one-half days per month respectively.
- It is recommended that annual vacations should be non-cumulative beyond twelve-month periods with the understanding that this could be waived upon mutual agreement between the pastor and the session with appropriate notation in the session minutes to provide an historical record.
- It is expected that the church will pay for pulpit supplies during vacation time if such are needed. When vacation time is taken, dates should be noted on session records.
- Upon termination of the pastorate, it is expected that the church will pay any accrued vacation time at the rate of a minimum of two and one-half days per month up to a total of thirty days.

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