

GUIDELINES FOR ANNUAL STUDY LEAVE FOR MINISTERS

1. The Presbytery of San Fernando considers the updating and maintenance of ministerial skills a necessity, not an option. Pastors are encouraged to make plans for study leave far in advance and then follow through on these plans.
2. Churches and governing bodies shall include in new calls to ordained ministers, a minimum of (a) two weeks annual study leave and a minimum of (b) annual expense allowance of \$150 per week for study, subject to the following conditions:
 - a. Study leaves are to be used annually, or if approved in advance, may be accumulated for use in a block. They may be accumulated only to a maximum of six weeks over a three year time period of continuous service to the same church.
 - b. Each year the pastor and session shall provide for discussion of the type of study leave needed, e.g., courses in Administration, Conflict Management, Preaching Techniques, etc.
 - c. Each year the pastor shall submit for Session's consideration and approval a study leave plan, including a description of areas for study and goals to be achieved.
 - d. The church shall continue the pastor's salary, defray any cost of pulpit supply, and meet the expense of other necessary ministerial services during the leave.
 - e. Study leave MAY NOT be used for "Vacation" purposes.
 - f. Unused study leave accumulations are ordinarily cancelled at the termination of a call.
3. A report of the action regarding the study leave shall be included in the minutes of Session annually. Pastors are also to report to Session the results of the leave - what was learned or experienced.
4. A report to the Committee on Ministry shall be made annually together with the annual report of the review of the pastor's salary. This report will also include the results of the study leave - what was learned or experienced.
5. Type of study leave will be discussed with the pastor and session during the Committee on Ministry's Triennial Visits.