

# Sabbatical

The sabbatical is a leave of absence specifically designed to meet the needs of the full-time pastor. A sabbatical rest is to provide much needed opportunity to revitalize spiritual, emotional, and physical health. A sabbatical is intended to be used for professional growth.

## Prerequisites

The pastor must have completed a minimum of seven years of continuous, full-time service for the Illinois Conference and have served in his/her present assignment for four years. A sabbatical may be requested after an additional seven years of service.

## Timing

1. A sabbatical may be taken during a transfer between assignments within the Illinois Conference.
2. A sabbatical may not be taken within the three months following the conclusion of an evangelistic series.
3. A sabbatical may not be taken during Pastor's Worker Meetings.
4. A pastor may not take a sabbatical within a year of retirement or as part of an exit plan transferring to another conference. When a call is accepted, the sabbatical is cancelled.

## Process

The formal electronic request and a written outline of the professional growth plan for the sabbatical must be submitted to the Executive Secretary a minimum of four months in advance of the requested sabbatical dates.

## Requirements

1. Arrangements for Sabbath worship speakers during the sabbatical are the responsibility of the pastor.
2. Arrangements for another pastor to cover funerals is the responsibility of the pastor.
3. Emergency contact information for the duration of the sabbatical must be provided on the application form.
4. A pastor must include in the submitted request church board minutes that record the board has been informed of the request by the pastor for a sabbatical.
5. The pastor must prepare the church for his/her absence during the four months preceding the sabbatical approved dates.
6. Within thirty days of the completion of the sabbatical, the pastor shall submit a 2 to 3-page evaluation paper explaining the professional growth and personal benefit experience during the sabbatical. This report is to be submitted to the Executive Secretary.

## Limitations

1. A sabbatical is a privilege not an entitlement. Consideration will be given to pastors who are working in alignment with the Illinois Conference Mission and Vision. Sabbaticals must be approved by ADCOM.
2. The duration of a sabbatical is six weeks, defined as 45 continuous days. A maximum of two weeks of vacation time may be added to the sabbatical time period.
3. In any calendar year, up to two (2) sabbaticals may be granted in the Illinois Conference.