

Addendum E

CONTINUING EDUCATION OF MINISTERS

1. In order to assure the on-going education of its pastors, the Presbytery of Geneva shall not approve a call for pastoral services which does not provide for “two weeks sabbatical with pay per year, optionally cumulative up to three years, for advanced study, such study to be approved by the Committee on Ministry.”
2. Each call for pastoral service shall include the following under additional prerequisites:
 - a. A minimum of one thousand dollars per year for advanced study by each pastor, to be deposited annually with the Presbytery treasurer in January of each year. The Session, in consultation with the pastor, shall determine exactly how any amount in addition to the presbytery minimum for continuing education shall be held in escrow.
 - b. For the first year, the minimum of \$1,000 shall be pro-rated from the date the pastor arrives on the field.
 - c. The total accrual of deposit in a pastor’s account shall not exceed three years’ deposit, except as provided in Item 7.i below. A church shall pay the minimum of \$1,000 annually as long as the pastor is on the field. However, any funds over the three years’ accumulation shall revert to the Presbytery Continuing Education Subsidy Fund, which shall be supervised by the Committee on Ministry.
 - d. Up until the time a pastoral relationship is dissolved, the funds for that year and any previous accumulation of funds may be used by the pastor. Other ministers continuing on the roll of presbytery in other capacities (educators, students, retired, etc.) may utilize their residual account for study leave so long as they remain a member of the presbytery. Any unused balanced left when a pastoral relationship is dissolved or a person is removed from the roll of the ministers of presbytery shall revert to the Presbytery Continuing Education Subsidy Fund.
 - e. When a pastor is employed part time, remunerative portions of the terms of call are prorated; vacation and study leave time are not affected. For part time positions, vacation shall be one month and study leave shall be two weeks.
3. Exceptions to the limitations on accumulation in 1 and 2 above may be allowed by the Committee on Ministry upon submission of a study plan of which the session(s) have been apprised, in accordance with the guidelines for study leave.
4. Study leave funds terminate when the effective date of the dissolution of the pastoral relationship arrives and may not be applied after that date, nor transferred to another presbytery.

(over)

Addendum E (cont.)

5. If a pastor moves to another call within the Presbytery or is serving as an interim pastor outside the bounds of the Presbytery, the accrued study leave funds remain credited to the pastor's account. There is no interruption of study leave funds, nor does the pastor lose the funds accumulated in the previous church.
6. If there are questions concerning the appropriateness of the study leave, the final decision shall be that of the Committee on Ministry.
7. Study Leave Guidelines
 - a. Study leave is defined as that time away from the parish in order to attend the course of study.
 - b. Two weeks means two weeks and may contain two Sundays, but not more than two Sundays.
 - c. The Presbytery Office will keep track of monies disbursed, names, and dates of study leaves.
 - d. The Committee encourages you to take your study leave away from the local Church situation.
 - e. You are encouraged to use your study leave each year.
 - f. You are encouraged to take your study leave in a group setting.
 - g. Application may be made at least one month in advance of study leave.
 - h. Approval of self-guided study will require documentation to include: concept, plan, time frame, and bibliography.
 - i. If you plan to accumulate your study leave, this committee must be notified six months prior to using more than your two weeks.
 - 1) Your session must be apprised of your intention six months prior to your taking your accumulated study leave.
 - 2) The Committee on Ministry stands ready to assist pastors and sessions working out their study leaves.

NOTE: See reference to Sabbatical Leave in Addendum C.