Sabbatical Leave Policy
Cedarcreek Community Church
August, 2006

Cedarcreek Community Church recognizes the importance of its pastoral staff, and the unique challenges they face. The purposes and intent of a Sabbatical Leave for Ordained Pastors is more fully explained in the Sabbatical Leave Proposal, which is attached to this Policy and made a part hereof.

As part of the church's employment practices, Cedarcreek establishes a Sabbatical Leave program, as follows:

Qualifications and Administration:

1. Ordained Pastors, both full and part-time, are eligible for a Sabbatical Leave.

2. An Ordained Pastor will be eligible for a Sabbatical Leave after 5 years on staff.

3. A Sabbatical leave will be 4-8 weeks, as approved by the Board of Trustees.

4. An Ordained Pastor may apply for a Sabbatical Leave every 5 years.

5. A Sabbatical is in addition to, not a replacement of, regular vacation as detailed in Cedarcreek's Employee Manual.

6. Full salary and benefits will be paid during the Sabbatical Leave.

7. All expenses of the Sabbatical Leave are to be borne by the Pastor.

8. A Pastor will complete and submit an application for Sabbatical Leave, to be approved by the Board of Trustees.

Application Requirements:

1. An Ordained Pastor who meets the Qualifications may submit an application to the Board of Trustees, containing the following:

   a. Dates of Sabbatical Leave,
   b. Plan for covering job responsibilities during Sabbatical Leave,
   c. Sabbatical Leave itinerary,
   d. Identification of Sabbatical Support Team.

2. An application for Sabbatical Leave should be submitted at least 2 months prior to the beginning of the Leave.

Post-Sabbatical:

1. The Pastor will resume his normal duties at the end of his Sabbatical Leave.

2. The Pastor will submit a report to the Board of Trustees, containing at least the following:

    a. General report of activities and events during the Leave,
    b. Benefits and struggles of/during the Leave,
    c. Suggestions for future Leaves, and/or Policy changes.