

#### ¶4033.

Vacation The date(s) of the vacation period(s) shall be mutually agreed upon to serve both the desire of the pastor(s) and the needs of the charge. This agreement shall be worked out by the Staff-Parish Relations Committee in close consultation with the pastor(s). Although charges may grant time of f in excess of, but not less than, the applicable figure, the following vacations are recommended as minimum benefits for pastors in these stated categories:

1. Full-time pastors. Every full-time appointed pastor is entitled to four weeks' vacation per year, including four Sundays. A pastor serving the first year of a first appointment shall negotiate the vacation schedule with the Staff-Parish Relations Committee.
2. Part-time or supply pastors. Vacation time as negotiated between the District Superintendent, the pastor and the charge served.
3. Exceptions
  - a. Pastors who serve as chaplains in reserve units of the armed forces and who are required to serve two weeks annually on active duty shall be granted such time off in addition to their regular vacations.
  - b. Pastors who serve on the volunteer staff in Conference camping activity shall be permitted one week of such service during each appointment year without affecting salary or vacation time.
  - c. Local pastors who attend an approved United Methodist Course of Study School shall have the requisite vacation time in addition to the time spent at school.
  - d. Pastors who serve as members of district, Conference, jurisdictional and/or general church agencies shall be granted time for such participation without impact on the vacation entitlement.
4. Pulpit supply for vacations, illness, emergencies or Conference professional obligations shall be paid for by the local church.

#### ¶4034. Sabbath Leave

The Baltimore-

Washington Conference approves in principle the concept of Sabbath Leave for clergy to help restore perspective on God-given tasks, to bring a sense of appreciation for themselves and their church and to assist in the restoration of effectiveness and balance in ministry. Such Sabbath Leave would:

1. Be with the encouragement and approval of the District Superintendent and the cooperation of the local church.

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2. Be for a period of three months, available every seventh year to those under full-time appointment.
3. Include a reflective report on its value and effects to the District Superintendent and Board of Ordained Ministry's Mid-Career Committee.
4. Encourage pastoral duties during the period of the leave to be fulfilled by supply ministers, Certified Lay Ministers and neighboring clergy, with arrangements made by the local church and the District Superintendent.

#### ¶4035. Sick and Maternity/Paternity Leave

1. It is expected that sick leave will be available as needed, and such leave shall not be charged to vacation leave. Sick leave shall be defined as that period of time when the pastor, because of illness, is unable to perform the normal duties of his or her appointment.
2. Family Leave and Maternity/Paternity Leave provisions are stated in the Book of Discipline.
3. During both sick or maternity/paternity leave, the pastor's full salary shall be maintained for no less than the first two months of leave, and for no less than eight (8) weeks of paternity leave. After the second month of sick or maternity/paternity leave, or after the first eight (8) weeks of paternity leave, and following consultation between the pastor, the charge Staff-Parish Relations Committee and the District Superintendent, the pastor's salary may be reduced up to 25 percent in order to provide assistance for pastoral supply. Recommendations exceeding the maximum 25 percent reduction, due to special circumstances, shall require approval by a majority vote of the Cabinet.
4. Sick Leave Policy. A pastor under full-time appointment shall continue to receive salary, benefits and housing during a period of illness or disability as further defined in this document. When a pastor becomes physically or emotionally ill, or injured and unable to perform his/her normal responsibilities, the local church Staff Parish Relation Committee, the District Superintendent, the pastor and the cabinet shall work together to carry out the responsibilities that will:
  - a) provide the pastor with the required salary, benefits and housing;
  - b) provide pastoral coverage for the local charge during the period of illness;
  - c) provide the pastor with the necessary support to return to fulltime ministry;
  - d) when the illness is long term (six months or longer) and the pastor is unable to perform his/her normal pastoral responsibilities, the responsible authorities will provide the necessary support for the pastor's welfare by implementing the Medical Leave Due to Medical and Disabling Conditions under the 2016 Book of Discipline, ¶ 356.

¶ 350. Continuing Education and Spiritual Growth—

1. Throughout their careers, clergy shall engage in continuing education for ministry, professional development, and spiritual formation and growth in order to lead the church in fulfilling the mission of making disciples for Jesus Christ. This shall include carefully developed personal programs of study augmented periodically by involvement in organized educational and spiritual growth activities. These practices embody the Wesleyan emphasis on lifelong growth in faith, fostered by personal spiritual practices and participation in covenant communities. Each annual conference, through the chairs of the Clergy Orders and Fellowship or other leaders designated by the bishop, shall provide spiritual enrichment opportunities and covenant groups for deacons, elders, and local pastors.

2. A clergy member's continuing education and spiritual growth program shall include professional formation leaves at least one week each year and may include at least one month during one year of every quadrennium. Such leaves shall not be considered as part of the ministers' vacations and shall be planned in consultation with their charges or other agencies to which they 294 ¶ 350 THE

MINISTRY OF THE ORDAINED are appointed as well as the bishop, district superintendent, and annual conference continuing education committee.

3. A clergy member may request a formational and spiritual growth leave of up to six months while continuing to hold an appointment in the local church. Such leaves are available to clergy members who have held full-time appointments for at least six years. Such a leave shall be with the approval of the committee on pastor-parish relations, the church council, and the district superintendent. Annual conferences are encouraged to assist with pulpit supply and other temporary support for such leaves.

4. Financial arrangements for continuing education as part of one's professional development, formation, and spiritual growth shall be negotiated in the following manner: (a) for elders and local pastors it shall be done in consultation with the district superintendent and the committee on pastor-parish relations; (b) for deacons, with an appropriate supervisory body; (c) for district superintendents, with the district committee on superintendency; (d) for conference staff, with the appropriate supervisory body; (e) for others in extension ministries or appointments beyond the local church, with the appropriate persons in their agency.

5. Clergy shall be asked by the district superintendent in the charge conference to report on their programs of continuing education, formation, and spiritual growth for the past year and plans for the year to come. The district superintendent shall also ask the local church to describe its provision for time and financial support of continuing education for ministry, professional development, formation and spiritual growth for the pastors, diaconal ministers and deacons serving their primary appointment in that local church.

6. Clergy in extension ministries and appointments beyond the local church shall give evidence of their continuing formation and spiritual growth program and future plans in their annual reports (§ 344.2a)

#### ¶4014. Continuing Education Unit (CEU) Guidelines and Procedures

1. Individual Clergy are responsible for working with the Staff Parish Relations Committee in their local church to plan and implement courses of continuing education for the quadrennium. It is the responsibility of the clergy themselves to record and report annual CEUs on their Charge Conference forms, to ensure that the total of 8.0 required CEUs is completed each quadrennium.