

**Extended Study Leave for Pastors and Educators**  
**Presbytery of New Hope**

The Committee on Ministry recommends that all congregations in the Presbytery of New Hope consider providing their pastors and educators an extended study leave/sabbatical within the following guidelines:

- a) The pastor or educator must have completed five years of credited service at his or her current church or field
- b) At least five years must have elapsed since any previous extended study leave, and at least one year must have elapsed since any previous two-week study leave was taken.
- c) A detailed written plan of study with clearly identified goals and expected end-products must be approved by the authorizing committee, where appropriate, long enough in advance so that budget and staffing needs may be met.
- d) The maximum length of extended study leave will be four months. It may be taken in conjunction with earned vacation within a particular year, but may not be combined with annual study leave because a pastor or educator is not eligible for both types of leave i the same year.
- e) The ongoing work of the particular position and the total functions of the church will be primary factors in considering the granting of extended study leave.