



Parental Leave for Ministers of Word and Sacrament Policy – 2018

This policy is to set guidelines for types of parental leave for consideration in the establishment of terms of call and contracts.

1. Maternity Leave – an eight-week minimum beginning when deemed appropriate by the pastor’s physician, no later than at birth. This leave may be in addition to Terms of Call vacation.
2. Paternity Leave – an eight-week minimum following the birth of the child and within the first year.
3. Adoptive Leave – an eight-week minimum following the placement of the child and within the first year.

Pastors will communicate their need for parent leave to the church’s Session, Personnel Committee, or its equivalent, at least six weeks prior to the expected birth/arrival of the child.

Pastor’s salary, pension and insurance benefits continue during the leave. Professional reimbursements and continuing education are not available to pastors during parental leave.

The Session is responsible for the ongoing work of the congregation during the pastor’s leave. Session should be ready to arrange and pay for pulpit supply, a Session moderator, coverage for hospital and emergency visitation and whatever teaching and programming for which the pastor was responsible.