

Short Term Leave Policy

Revised: June 2013

Aware of the ongoing pressures and responsibilities experienced in the parish ministry, the Dakotas Conference Board of Ordained Ministry (BOM) recognizes the value of short-term leaves for personal and spiritual renewal.

Eligibility. All clergy member in full connection (Deacons, Elders or Associate Members) who have served at least an equivalent of full-time for seven years or more are eligible for Short Term Leave funds. After a clergy member in full connection has received short term leave funds, he/she will be eligible to apply again after serving another equivalent of seven years under full-time appointment.

Preparatory Consultation. Persons are encouraged to prayerfully consider the purpose of their leave. Persons considering a short-term leave may desire to consult at North Central Career Development in New Brighton, MN. Persons are encouraged to think well ahead (at least six months to a year) in their planning.

Availability: Short Term Leaves will be granted according to the funds available. Consideration will be given to the length of service, the order and the timeliness in which requests are received, and the importance that the District

Superintendent/Cabinet places on the requested leave.

Application for Short Term Leave. Persons should apply to the local Staff/Pastor Parish Committee, District Superintendent and Board of Ordained Ministry for approval at least 60 days prior the leave request. Application for a short-term leave needs to include a budget for how BOM funds will be used to pay for pastoral supply during the leave time with the total amount requested. The District Superintendent will then forward the application to the Director of Leadership Development/Student Loan Officer for confirmation on availability of funds and for processing/approval of the BOM.

Length of Leave and Salary. The maximum leave allowed is three months (including vacation time) with full salary being paid by the local church/parish or salary-paying unit. The pastoral supply compensation will be paid by Short Term Leave Funds as provided through the BOM. These funds are not to exceed \$4,000 for the three months. Money is paid to the local/church parish or salary-paying unit to be distributed to those providing pastoral supply.

Evaluation. The BOM will regularly evaluate the Short-Term Leave program and make adjustments or changes as it believes necessary.

Contact Person. For questions on how to apply for a Short-Term Leave grant, please contact the Director of Leadership Development, 1331 W. University Ave., PO Box 460, Mitchell, SD 57301. (605) 996-6552.