

**The Following Policy applies to all Pastor & Certified Christian Educator Positions**

**1. Minimum Terms of Call**

The minimum terms of call for the Presbytery of the Cascades are set at 80% of the median salary in the Synod of the Pacific. The presbytery will not reduce the minimum unless there is a significant downtrend (8% or more) in the Synod median salary. **For 2021, the Presbytery Minimum effective salary remains at \$49,882 for full time employment, considered 40 hours/week. Other minimums of 4 weeks vacation, 2 weeks continuing education, and \$5,000 of combined professional expense and continuing education reimbursement also remain in place.**

**2. Cost of Living Adjustment (COLA)**

The Presbytery of the Cascades will use the CPI-U for the West Region to determine the Cost of Living Adjustment (COLA) recommendation. The COLA is recommended for all levels of salary. **For 2021, the COLA rate has been set and approved at 0.75%. This is strongly recommended for pastors serving in all employment arrangements at all salary levels, including those whose salary was set at the presbytery minimum in prior years.**

**3. Part Time Compensation**

Part-time church professionals will be compensated at the percentage of full time equivalency (FTE) of the minimum terms of call **(Full time work is designated at 40 hours per week)**. For example, if the minimum terms of call are \$49,882 and the part-time position is half time (50% or 20 hours per week) then the minimum terms for this position will be \$24,941. All part-time professionals, whether in temporary or installed positions, with a 50% FTE (20 hours) or more will receive full benefits through the Board of Pensions, including pensions, medical insurance, vacation, study leave, study allowance, and professional expenses. Part-time professionals with less than 50% FTE (20 hours) will receive a percentage equal to their FTE of study leave, vacation, study allowance and professional expense. A consultation with the COM will be required to determine pension and health insurance requirements for the call.

**4. Professional and Study Leave Allowances**

*Study leave expenses may be considered a professional expense.*

**5. Family Leave and Sabbatical Policies**

**5.A**

**Presbytery of the Cascades Family Leave Policy**

**I. Theological Grounding**

God created us to be in relationship with one another, to care for one another, and to participate in families. It is a joy to welcome a new baby and a privilege to care for ailing relatives. We are required to honor our father and mother, and to care for our children and kin. This provision is made when a minister needs to be absent from work in order to care for both self and family.

## **II. Purpose**

A. To provide Sessions and other employing agencies minimum standards for a pastor's family leave to be included in all call packages. It is anticipated that individual churches and employers will not be limited by this policy, and will respond to the need for family leave responsibly and generously.

B. To ensure that pastors receive fair and equitable leaves when required. It is anticipated that pastors will use this policy only when needed, and will not abuse the generosity of the church.

## **III. Individuals Covered by this Policy**

This policy applies to the following members of the Presbytery of the Cascades: teaching elders serving in installed and temporary pastoral relationships, validated ministers serving in PCUSA congregational settings, Certified Christian Educators and Commissioned Ruling Elders currently serving churches in the Presbytery.

## **IV. Policy**

A. Notification to Session: When a pastor or a pastor's spouse becomes pregnant, she or he shall inform the session of the request for family leave at least 30 days but a recommended 60 days prior to the start of the leave, recognizing that the more time the session has to prepare for the pastor's absence, the better the session will be able to ensure provision for necessary pastoral services during the leave. When a pastor's family member is in need of transitional care, the pastor will inform the session and request family leave as early as is reasonable.

B. Maternity Leave: The pastor shall be granted family leave for a minimum of 8 weeks. However, sessions are strongly encouraged to grant a 12-week leave if possible. During the time of family leave the pastor shall receive full effective salary and full Pension dues. A pastor may lengthen the period of maternity leave at her discretion by using accrued vacation and sick days.

C. Paternity Leave: Paternity leave shall be a minimum of two weeks in length, during which time the pastor shall receive full effective salary and full Pension dues. If the pastor is the primary caregiver for the child, the leave shall be extended to 8 weeks. A pastor may lengthen the period of paternity leave at his discretion by using accrued vacation.

D. Adoption/Long-Term Foster Care Leave: Recognizing that the adoption or long-term fostering of a child requires as much of a transition as the birth of a child, a pastor who is adopting or fostering shall be granted leave commensurate with maternity or paternity leave. If the pastor is the primary caregiver, the paid family leave shall be a minimum of

8 weeks. If the pastor is the secondary caregiver, the paid leave shall be a minimum of 2 weeks. A pastor may lengthen the period of adoption leave at his or her discretion by using accrued vacation.

E. Family Member Care: The pastor of a church may require leave to help transition a family member into appropriate care, or provide intensive caregiving for another close family member. Often these transitions in caregiving require significant time and energy from family members. Recognizing this, the pastor shall be granted up to 6 weeks of paid leave per year, including full effective salary and full Pension dues, as is determined to be reasonable between the pastor and Session. Examples of direct family members may include, but are not limited to, parents, grandparents, siblings, children, in-laws, or a spouse.

F. Session Responsibilities during the Pastor's 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. Should this become a hardship for congregation, they may apply for assistance from the Committee on Ministry as per section G below.

G. Assistance for Churches: The Commission on Ministry will seek to provide assistance to help churches unable to meet the financial obligations outlined above in the event their pastor requires leave. This assistance is to assure that the pastor does not feel pressured to return to work prematurely and the church is able to secure sufficient pastoral care during the pastor's absence. Financial support for the church would be extended for the same time period granted for the leave, up to, but not to exceed, additional time granted by the Session or appropriate calling body for leave. Financial assistance will not be given during a pastor's use of accrued vacation. Individual sessions will apply to the Committee on Ministry when such cases arise, and each case will be judged on its own merits.

H. Other Church Staff: The Presbytery invites churches to extend this or a similar policy to all church staff.

## 5.B

### Revised Sabbatical Policy

#### Pastoral Sabbatical

A sabbatical leave is an extension of the biblical concept of a Sabbath day and Sabbath year for renewal. Within the church, a sabbatical time for congregation and the church professional is an opportunity to disengage from regular and normal tasks so that values and directions may be seen in a new light and adjusted as that light may reveal. It is appropriate for sabbatical leave to include rest, family time, recreation, and study in a balanced way. Effective July 1, 2018, all new calls for teaching elders, Certified Christian Educators, and Commissioned Ruling Elders serving congregations include a three (3) month sabbatical at full pay after each six (6) years of service to a particular congregation. This policy means to include part-time clergy serving in installed positions.

Guidelines for carrying out a sabbatical leave:

- To be eligible for a Sabbatical Leave, the pastor/educator/CRE shall present, in writing, to the church session for their approval, a program ("The Plan") of activity for the Sabbatical Leave at least six (6) months prior to the proposed beginning of the Sabbatical Leave. This program of activity shall include a detailed description of the plan, the goals to be achieved and the expected end-product(s), together with a personal statement as to why this Sabbatical Leave would be valuable for both the pastor/educator and the church
- Upon approval by the Session, the Plan shall be forwarded to the churches Commission on Ministry for their review, recommendation, and approval at least two (2) months before the Sabbatical begins. Included in this Plan will be the church's plan for pastoral/educator services during the period of the Sabbatical Leave.
- A congregation may limit sabbatical leaves to one staff person per year.
- Additional months may be allowed as unpaid leave for a longer sabbatical period.
- Vacation periods may be attached to a sabbatical leave but in no case will the sabbatical exceed six (6) months.
- At the completion of the Sabbatical Leave, the pastor/educator should present to the next regular meeting of the church Session, a written report of activities and reflections. This report also will be sent to the Commission on Ministry immediately following the Session meeting when it is presented.

## **Temporary Pastors**

This sabbatical policy is not intended to apply to temporary positions except for pastors continuously serving in temporary positions in this presbytery for 6 years or more. In this case the Presbytery will grant that pastor a sabbatical and assist the local church with covering the costs of supply preaching and a reasonable amount of emergency pastoral care when and if necessary. This will be determined in consultation with the regional COM.

Supply Pastors and Designated Pastors converted to installed positions can count time served in a temporary position in the same church toward the six (6) year service requirement.

## **Waivers:**

Pastors who have changed calls within six years in congregations in Cascades Presbytery and pastors who have previously served for more than six (6) years in a PCUSA congregation in another Presbytery without a sabbatical policy and are now serving a congregation in Cascades Presbytery, may, with the approval of the Commission of Ministry, negotiate with their church for a sabbatical before serving six (6) years in that church.