

## Study Leave Scheme

### INTRODUCTION

Following the decision of the General Assembly in 1997, the then Board of Ministry was charged with introducing a Study Leave Scheme to be operational from 1 January 1998. The following pages contain the terms and conditions of the Scheme as approved, but the following points were noted by the Assembly and are of particular importance:

- Study Leave should rigorously uphold the ideals of continuing education and personal development;
- the concept of Sabbatical Leave was not appropriate, but that well-constructed times of Study Leave would be of great use to the Church;
- Study Leave should not be used as a means of rehabilitating ministers who require time off for other reasons;
- Presbyteries are required to appoint an appropriate Committee to oversee the local working of the Scheme ensuring that such periods of Leave are taken in accordance with an appropriate rota, that adequate cover is available and that agreement has been reached with the Training Task Group on the suitability of the proposed course of study;
- the Presbytery Committee will liaise with the Training Task Group to ensure that the aims and purposes of the Scheme are being properly and consistently implemented throughout the Church and the Training Task Group will have the final say on whether a proposal meets the criteria of the scheme.

The Training Task Group will be responsible for ensuring that the fundamental aims of the Scheme are being satisfied in any new study proposals being put forward by ministers.

*Staff of the Ministries Council are:*

- available to Presbyteries to promote understanding of the Scheme;
- available to assist ministers in choosing the right options which will meet their individual needs at any particular stage in ministry;
- responsible to the Training Task Group for the development of In-Service courses made-to-measure for ministers of the Church.

Ministers should note that by contacting the Ministries Council, they will at all times be given access to the best advice and guidance on what courses would be most appropriate to meet their needs.

### **Please Note:**

From 1 January 1998 ministers with 5 years' service in the Church will be entitled to Study Leave in accordance with the terms of the Scheme. Entitlement begins with two weeks at five years' service, four weeks at six years, and so on, increasing to a maximum entitlement of 14 weeks for those with twelve years of service in the Church.

For ministers with the full period of qualifying service who have not drawn down any entitlement, the entitlement in 2016 is £1,925 and 14 weeks.



## Study Leave Scheme

### **AIM:**

*To provide ministers with the opportunity for a period of focused study and/or training for the sake of continuing growth in knowledge/skills for the benefit of ministry and for the greater benefit of the Church.*

### **1. ELIGIBILITY**

Parish Ministers, holding full-time or part-time parish appointments, having 5 years' continuous qualifying service and having completed any compulsory courses as required by the Church.

### **2. LENGTH OF LEAVE**

- (a) After meeting the requirement as set out in 1 above, a minister will be eligible for two weeks' study leave per year.
- (b) Study leave may be taken annually or saved up to a maximum of 7 years and taken in blocks up to a maximum of 14 weeks.
- (c) Ministers do not need to take the maximum period of leave to be entitled to the maximum financial allowance.

### **3. CONDITIONS**

- (a) Submission of a course of study or an activity to provide for the needs and circumstances of the minister concerned, to be approved by the Training Task Group, or its successor.
- (b) In cases of leave being granted for more than six weeks, an appropriate element of time for recreation should be included along with a substantial opportunity for further education.
- (c) Satisfactory supervisory provision to be arranged with the appropriate General Assembly Committee for any Probationer or Student in cases of leave being granted for more than four weeks.
- (d) Final arrangements to be agreed with an appropriate Presbytery Committee at as early a date as possible prior to and at least three months in advance of the period of leave. Where a period of leave lasts for longer than four weeks, applications should be submitted at least six months in advance, or approval cannot be guaranteed.
- (e) After approval, an Agreement setting out the terms for leave, prepared by the relevant Presbytery Committee, to be signed by the Minister, Session Clerk, Congregational Treasurer and Presbytery Clerk.
- (f) Submission of a written report to the Training Task Group and to the Presbytery within 3 months of return from leave. Failure to submit a report will endanger any future applications for study leave.

### **4. PASTORAL COVER**

To be agreed with Kirk Session and Presbytery.

### **5. INTERIM MODERATOR**

Normally where study leave lasts for four weeks or more, an Interim Moderator shall be appointed by the Presbytery.



The Church of Scotland

MINISTRIES COUNCIL

## **6. ADMINISTRATION OF SCHEME**

Each Presbytery will be responsible for appointing an appropriate committee to administer the Scheme and to liaise with the Training Task Group.

## **7. REMIT OF PRESBYTERY COMMITTEE**

- (a) To administer the Scheme within the financial limits of the Scheme.
- (b) To ensure that study leave entitlements are taken in accordance with a reasonable rota within Presbytery.
- (c) To advise on the suitability of the proposed course of study or activity.
- (d) To consult with the Kirk Session where the proposed period of leave is to extend beyond 2 weeks.
- (e) To report on the proposed arrangements for pastoral cover and pulpit supply during the minister's absence.
- (f) To approve the appointment of a locum if Presbytery deems such an appointment necessary, and to issue an extract minute naming the locum.
- (g) To ensure that the agreement is signed by the appropriate parties and forwarded as required.
- (h) To ensure that the minister's report on leave is submitted timeously to the Presbytery and the Ministries Council.

## **8. FINANCING OF LEAVE**

- (a) The minister shall receive stipend in full during the period of leave.
- (b) The Council will meet the expenses of Pulpit Supply during the period of leave.

## **9. OTHER INFORMATION**

- (a) Entitlement to Study Leave commences on January 1<sup>st</sup> of the year of the fifth anniversary of a minister's ordination.