

UNITY PRESBYTERIAN CHURCH
Fort Mill, SC

Supplemental Vacation and Continuing Education Policy

Approved by Session – December 13, 2021

Effectivity

This policy is supplemental to the Unity Presbyterian Church Employee Manual and clarifies certain policies that are not addressed in that manual. These are policies that generally have been in effect but may or may not have been memorialized in written documents.

Vacation

Certain full-time, salaried, exempt employees, by virtue of their job requirements (such as being required to work Sundays, being on call 24/7, frequently working beyond normal work hours, etc.) may be granted vacation time that exceeds the vacation benefits described in the Employee Manual. This vacation allowance is documented in their Terms of Call for ordained clergy and Certified Christian Educators and in offer letters or employment contracts for other staff members.

Installed pastors have vacation allowances as defined in their Terms of Call. These Terms of Call can only be modified by action of the congregation. Vacation allowances for all other staff members are subject to the authority of the Session.

When, by virtue of their length of service to Unity Presbyterian Church, a staff member's vacation allowance becomes less than that defined in the Employee Manual, the vacation allowance of the Employee Manual shall prevail, unless additional vacation is granted by action of the Session. When the staff member is an installed pastor, the Session shall recommend to the congregation that the pastor's Terms of Call be modified to increase the vacation allowance. Session may choose to increase a staff member's vacation allowance or request the congregation to increase the vacation allowance of an installed pastor at any time.

Continuing Education

Continuing Education is a general term that encompasses a process by which staff members continue to improve their knowledge, explore new ideas and techniques for fulfilling their ministry responsibilities, reflect on their personal spiritual journey, and broaden their ability to meet the needs of the church. Continuing Education can take many forms, including study leave, seminars, online studies and training courses, special classes, etc. Unity Presbyterian Church encourages all staff members to seek out Continuing Education opportunities.

Installed pastors and Certified Christian Educators have Continuing Education provisions defined in their Terms of Call. These Terms of Call typically define a length of time allowed each year for study leave and a monetary allowance to cover expenses. For installed pastors, these Terms of Call can only be modified by action of the congregation. For Certified Christian Educators, the Terms of Call can be modified by the Session.

Certain other full-time, salaried staff members, because of their role in the ministry of the church, also have similar provisions for Continuing Education defined in their offer letter or employment contract. These allowances are also under the authority of the Session.

Other staff members should work with their supervisor and the Pastor/Head of Staff to identify and request time and funding for Continuing Education opportunities that meet their professional growth needs and the needs of the congregation. Each year, there are budgeted funds set aside for Continuing Education. The Pastor/Head of Staff has the responsibility to approve requests for Continuing Education within the constraints of the budget. In special cases, the Pastor/Head of Staff may propose to Session that funds be allocated beyond the approved budget.