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**PRESBYTERY OF KISKIMINETAS**

**Policy on Parental/Family Leave, Illness, Temporary and  
Permanent Disability, and Death (Short Name: "IDD Policy")**

**I. Purpose:**

During joy and sadness, the congregation has the opportunity and responsibility to extend care for the pastor and family. Kiskiminetas Presbytery is committed to helping our pastors meet the demands of family life and ministry responsibilities while honoring the life Christ has given to us. Offering the option of taking paid time off when they or a family member is sick is good for them and their families but also healthy for the whole Church.

The Presbytery of Kiskimintas, in executing section G- 2.0804, has adopted this policy as implementing minimum standards for installed pastors. It is anticipated and hoped that congregations will not feel limited by these guidelines and will respond to the need with generosity. While it is not a requirement for pastoral relationships that are not installed or commissioned roles within the Presbytery, it is hoped that it would guide actions with all individuals in pastoral relationships.

**II. PARENTAL/FAMILY LEAVE**

**A. Parental Leave:**

1. Parental leave allows a parent to spend time building a new relationship with a child. It is not vacation or study leave.

a. All parents who receive a new child into their home due to birth, adoption, placement of long-term foster child, or other legal guardianships of children shall be provided 12 weeks paid leave with benefits.

b. For any pastor who has given birth, a session should consider offering up to 6 weeks of paid medical leave with benefits above and beyond the 12 weeks of parental leave.

c. In the case of a miscarriage, stillborn child, or failed placement of adoption, a session should consider an additional four weeks of paid leave with benefits above and beyond the 12 weeks of family leave to deal with their loss and medical issues.

2. The timing of parental leave is up to the pastor.

a. The weeks do not need to be taken concurrently but must be used within one year of the first day of parental leave.

b. A pastor planning parental leave should give as much notice as possible.

- 44 B. Family Leave:
- 45 1. Situations may arise for which a pastor needs to take time for family leave.
- 46 a. Qualifying events for which a pastor may take family leave include but are not
- 47 limited to the death of an immediate family member, serious illness of the
- 48 pastor or immediate family member, or moving an immediate family member
- 49 into a care facility.
- 50 b. An immediate family member is defined as a spouse, partner, parent, or child.
- 51 A session should consider that some other family relationships are as close to a
- 52 person as these relationships, and they are encouraged to act with grace and
- 53 generosity in such situations.
- 54 2. A pastor may take up to 12 weeks paid with benefits during a calendar year for family
- 55 leave. The weeks need not be consecutive.
- 56
- 57 C. Extraordinary Situations
- 58 1. If a pastor needs more than 12 weeks of family leave in extraordinary situations, the
- 59 pastor, the session, and the Presbyter will initiate a dialogue to make appropriate
- 60 arrangements. It is the pastor's responsibility to notify the Session and Presbyter
- 61 2. Prudence is required to provide adequate time to resolve issues, and all parties
- 62 should always consider the well-being of the pastoral relationship so that it nurtures
- 63 everyone involved.
- 64
- 65 D. The Presbytery's IDDI Self-Insurance Fund will be available to churches to defray the
- 66 Parental and Family leave cost. See the section "IX Presbytery Self-Insurance IDDI Fund"
- 67 (page 6) for more information.
- 68

### 69 III. ORDINARY SICK, PERSONAL LEAVE, OR MENTAL HEALTH DAY

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- 71 A. When a pastor is sick, it is essential for the well-being of the church and workplace that
- 72 they do not affect others. Also, it is vital that Pastors, when under heavy workloads and
- 73 stress, take time off to help them reduce their stress. Therefore, every installed position
- 74 requires at least six days per year for Ordinary Sick Leave, Personal Leave, or Mental
- 75 Health Day.
- 76 1. A pastor may take time off for an illness/injury or a mental health day for a minimum
- 77 of six days per calendar year as "Sick Leave," "Personal Leave," or as a "Mental Health
- 78 Day."
- 79 2. Use of these days does not require a physician statement.
- 80
- 81 B. If an illness/injury impacts a worship service, the Clerk of Session or Pastor should call
- 82 the Presbyter. If the Presbyter is available, the Presbyter will assist the congregation's
- 83 worship if practical at no cost to the congregation. Suppose the Presbyter cannot
- 84 provide coverage due to a schedule conflict. In that case, the Presbytery's IDDI Self-
- 85 Insurance Fund will help the congregation defray the cost of pulpit supply for that
- 86 service.

87 **IV. DISABILITY OF A PASTOR**

88  
89 **A. Pastoral Short Term Absence (7-14 Days)**

90 1. In situations where the Pastor cannot work, the following items may apply to the  
91 situation as it unfolds.

92 a. When a period of leave for illness/injury extends beyond a week or more, the  
93 pastor shall provide the Clerk of Session and the Presbyter documentation from  
94 the pastor's physician on any restrictions or needed treatment that will inhibit  
95 pastoral work. It is hoped that the physician will help the Clerk of Session and  
96 the Presbyter understand when and how the pastor may resume pastoral  
97 responsibilities.

98 b. During this time, the session shall continue total compensation, including  
99 salary, pension, major medical dues, housing allowances or free use of Manse,  
100 medical deductible reimbursements, and other compensation-related  
101 allowances/reimbursements for days 1 to 14.

102 2. Immediately, the Presbytery's IDDI Self-Insurance plan will kick in to cover  
103 reimbursement for the church. See section () for more information.

104  
105 **B. Temporary Disability Plan (14-90 Days)**

106 1. The Board of Pensions' Temporary Disability Plan may begin after a 14-day waiting  
107 period but covers partial income who are enrolled for their inability to perform regular  
108 work duties because of physical or mental illness or injury. Under the plan, Lincoln  
109 Financial Group will pay the pastor roughly 60% of the pastor's salary.

110 2. The session shall continue compensation, including the difference between the terms  
111 of call and salary not covered by the Temporary Disability Plan, pension/major medical  
112 dues, housing allowances and free use of Manse, utilities or utility allowance, medical  
113 deductible reimbursements, and other related compensation allowances or  
114 reimbursements during periods of this period for 15 to 90 days.

115 3. At this point, the Presbytery's IDDI Self-Insurance plan will end reimbursement for  
116 costs associated with the IDDI Self-Insurance. Suppose there is a viable reason to  
117 continue payments from the Presbytery's IDDI Self-Insurance plan. In that case, the  
118 session should immediately meet with the Presbyter and explain how this hardship  
119 impacts the congregation.

120  
121 **C.** In the case of extreme health care issues, the pastor shall provide their attending  
122 physician with a release of information designating the Presbyter as a person who may be given  
123 information concerning the pastor's condition and the prognosis for resuming pastoral  
124 responsibilities.

125  
126 **D.** A pastor on short-term disability should typically not need to take study leave during  
127 this period but may do so with the session's permission.  
128

129 E. At least two weeks before the 90th day of short-term disability, the pastor or their  
130 representative, the Session, and the Presbyter shall consult regarding the pastor's advisability  
131 to continue in the pastoral relationship.  
132

133 **V. PASTORAL INTERMITTENT DISABILITY**  
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135 In cases of intermittent disability, the Presbyter, upon the request of either the pastor or the  
136 session, shall consult jointly with the pastor and session to reach a mutually acceptable  
137 resolution.  
138

139 **VI. PASTORAL LONG-TERM DISABILITY**  
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141 A. If the illness/injury results in disability of longer than ninety days, and the consultation  
142 between the pastor (or their representative), the session, and the Presbyter at the meeting two  
143 weeks before the 90th day, the following shall apply.

144 1. If the consultation results in the concurrence that the pastoral relationship shall  
145 continue beyond the 90th day of disability

146 a. The session shall provide for the continued unrestricted use of the Manse  
147 (including full utilities) and/or housing allowances at a value of up to 30% of  
148 "Effective Salary" as provided by the Benefits Plan;

149 b. The pastor shall apply for all appropriate disability coverages available to  
150 them, such as through the Benefits Plan and Social Security Disability.

151 c. The Presbyter shall establish a schedule of regular consultations with the  
152 session and the pastor and their representative to re-evaluate the pastoral  
153 relationship's continuance.

154 2. If the consultation results in the concurrence that the pastoral relationship should be  
155 dissolved:

156 a. The pastor or their representative shall request the session to call a  
157 Congregational Meeting to vote on concurring with the pastor in asking the  
158 Ministry Commission to dissolve the pastoral relationship.

159 b. The pastor and family shall be permitted up to 30 additional days of free  
160 use of the Manse (including full utilities) and/or housing allowances from the  
161 date of the congregation's action to concur with the request to dissolve the  
162 pastoral relationship.

163 c. The pastor and family shall be allowed to continue to reside in the  
164 Manse, paying rent and utilities, for a period of up to 90 days from the time the  
165 Presbytery approves the request to dissolve the pastoral relationship, or 120  
166 days from the date of the congregation's action to concur with the request to  
167 dissolve the pastoral relationship, whichever is longer.  
168

169 B. If the disability continues beyond 180 days, the Presbyter shall, in consultation with the  
170 session and Pastor (or their representative), usually recommend to the Presbytery that the  
171 pastoral relationship be dissolved.

172 **VII. PASTORAL DEATH IN SERVICE**

- 173
- 174 A. In the event of the death of the pastor while serving a congregation(s) under a call,  
175 appointment, or contract for services, the following provisions shall apply:
- 176 1. If residing with the pastor in the Manse before the pastor's death, the pastor's spouse  
177 and dependents shall have free use of the Manse, utilities included, and/or the  
178 continuance of any housing utility allowances for 60 days from the pastor's death.
- 179 2. From the 61st day through no more than the 180th day following the pastor's death,  
180 the spouse and dependents may, with the permission of the session, continue to occupy  
181 the Manse and shall pay rent and utilities.
- 182 3. The pastor's family will vacate the Manse under these conditions:
- 183 a. no later than the 181st day following the pastor's death; or
- 184 b. upon 30-day advance notification to the spouse or other responsible  
185 dependents from the session between the 61st and 180th day following the  
186 pastor's death if the Manse is needed to house a succeeding installed pastor or  
187 interim pastor.
- 188

189 **VIII. OTHER EXPECTATIONS:**

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- 191 A. Parental and family leave time cannot accrue, and unused Parental/Family leave time  
192 will not be compensated when a pastor leaves their call. If a pastoral call is dissolved within 12  
193 months of taking a period of leave, the pastor's unused vacation time shall be credited against  
194 the leave.
- 195
- 196 B. Vacation time shall not be used as a substitute for any of these forms of leave but can  
197 be used to supplement the leave if the session approves.
- 198
- 199 C. When a pastor completes their parental, family leave, or disability absences, the pastor  
200 shall return to their position. The position will not be filled during the leave except temporarily.  
201 If a moderator pro tem. is needed and not secured by the pastor, the Presbytery or appropriate  
202 commission will provide a moderator pro tem during the pastor's leave.
- 203
- 204 D. The congregation is responsible for providing the pastor full pay and benefits during 12  
205 weeks of parental leave (and extended medical leave, if offered) and family leave. As far as  
206 possible, the pastor and the session should work together to plan for pulpit supply, pastoral  
207 care coverage, and moderating session and congregational meetings for the duration of the  
208 leave. Preaching honoraria, mileage reimbursements, and other ministry expenses needed to  
209 fill pastoral responsibilities shall be the responsibility of the session on behalf of the  
210 congregation.
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- 212 E. The session shall document these leaves in its minutes.
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215 **IX. PRESBYTERY SELF-INSURANCE IDDI FUND**

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217 A. The Presbytery’s IDDI Self-Insurance plan is available for all churches enrolled in the  
218 program. This program will assist churches during a pastor's illness/injury leave, initial disability  
219 period, and parental/family leave. This fund will only reimburse churches who use individuals  
220 approved to work in the capacity they are commissioned, or authorized, by the Presbytery.

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222 B. This fund will help with the payment for:  
223 1. Reimbursement of preaching supplies at the current rate during leave for  
224 illness/injury, short and long-term disability, and parental and family leave.  
225 2. Reimbursement of moderator cost for session and congregational meetings.  
226 3. Reimbursement of emergency pastoral care hours other pastors provide the church.  
227 4. Other reimbursements may be made if the session provides proper documentation  
228 and explanation of the cost.

229 C. The process for reimbursement is:  
230 1. Have approval from the Presbyter that the situation falls under this policy.  
231 2. Send monthly a voucher that lists each item with the date, expenditure, and  
232 appropriate documentation to the Presbytery’s bookkeeper. If mileage is paid, a copy of  
233 Google Maps showing the route and distance must be provided with documentation.  
234 3. It is the responsibility of the Church to pay and maintain their records for tax purposes  
235 for those providing services to them.

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237 D. Funding of the Presbytery IDDI Fund  
238 1. The Presbytery shall self-insure these costs through an initial assessment of fifty  
239 dollars (\$50) to each church served by an installed pastor, transitional pastor, or  
240 commissioned pastor.  
241 2. After the initial assessment, the Presbytery or an appropriate commission of the  
242 Presbytery will establish the annual cost based on the IDDI fund's balance.  
243 3. Churches not participating in this self-insurance assessment shall not be eligible to  
244 receive the above Presbytery assistance during pastoral illness/injury, disability, or  
245 pregnancy leave.

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247 **X. EXCEPTIONS AND EXTENSIONS**

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249 A. The illness/injury, short-term disability, long-term disability, and family leave. Policy  
250 statements found above are the **Minimum Standards** applicable to ministers and congregations  
251 in the Presbytery of Kiskiminetas.

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253 B. In consultation with the Presbyter, the session and pastor may develop and propose  
254 "limited duty" and/or "accommodations" if an illness/injury or disability would allow the  
255 minister to continue service. Any proposed changes to the "Terms of Call" must be approved  
256 by the congregation and the Presbytery.