

**Louisiana Conference
Board of Ordained Ministry
Policy Number 106
Vacation Policy for Clergy**

This Vacation Policy for Clergy is to standardize clergy vacations across the Conference. The policy is for clergy appointed within the bounds of the Louisiana Conference.

<u>CONFERENCE RELATIONSHIP</u>	<u>TIME OF SERVICE</u>	<u>VACATION TIME</u>
(1) FULL-TIME LOCAL PASTORS in process, attending the four-week Course of Study	5 years or less	2 weeks paid
(2) FULL-TIME CLERGY (Full Members, Provisional Members, Assoc. Members, Full Connection Deacons, Full-Time Local Pastors) PART-TIME LOCAL PASTORS	5 years or less	2 weeks paid 1 week including 1 Sunday paid
(3) FULL-TIME CLERGY (Full Members, Provisional Members, Assoc. Members, Full Connection Deacons, Full-Time Local Pastors) PART-TIME LOCAL PASTORS	5 years + 1 day through completion of 9 th year	3 weeks paid 2 weeks including 2 Sundays paid
(4) FULL-TIME CLERGY (Full Members, Provisional Members, Assoc. Members, Full Connection Deacons, Full-Time Local Pastors) PART-TIME LOCAL PASTORS	10 years or more	4 weeks paid 3 weeks including 3 Sundays paid

NOTE: Years of service refer to years of service in an Annual Conference(s) of The United Methodist Church, not years of service in the local church to which the clergy is appointed. These years of service include years under appointment to Seminary or beyond the local church.

Time used for Continuing Education and Course of Study as defined by *The Book of Discipline* of The United Methodist Church and according to the rules set by the Conference Board of Ordained Ministry, shall not be considered as vacation time or used in lieu of vacation time. Vacation time is on a conference year basis. Vacation time not used in one year cannot be carried over into the next year.

Days Off Policy for Full-Time Clergy: The Annual Conference's policy is that each local church's Pastor-Parish Relations Committee establish a days off policy with the clergy of the charge. The minimum standard for days off is as follows: 2 days per week and 2 nights per week. Additional time should be set aside each week for prayer and study for the clergy's use.

If an honorarium is given to a guest pastor while the appointed pastor is on vacation, it shall be paid by the local church and not from that pastor's compensation.

Churches should encourage their clergy to participate in physical exercise programs, good nutrition programs, and to get regular checkups with their doctors.

This policy is to be printed each year in the *Louisiana Annual Conference Journal*. The Cabinet of the Louisiana Conference will send a copy of this policy to the Chairperson of the Pastor-Parish Relations Committee in each District.

**Policy adopted by the Division of Local Pastors and Associate Members on March 12, 2007.
Policy approved by the Conference Board of Ordained Ministry on January 22, 2008**

This policy is to be included in the *Louisiana Annual Conference Journal* in the report from the Conference Board of Pensions.