

Presbytery of West Virginia
Guidelines for Ministers
Continuing Education and/or Study Leave

Planned continuing education is of great value in helping ministers maintain and improve skills required for ministry. The Presbytery of West Virginia encourages its ministers to use their study leave and participate in planned continuing education each year as provided by terms of their call, if possible.

The Presbytery has adopted the following guidelines for use by pastors and churches or employing agencies in providing annual continuing education or study leave:

- a. Study leave time and expenses may be used annually or may be accumulated in accordance with the terms of call.
- b. In addition to study leave expenses as provided in the terms of call, the local church or employing agency continues the pastor's salary, will cover any cost of pulpit supply (one Sunday for each week of study leave), and meets the expense of other necessary pastoral services during the study leave.
- c. Study leave time may not be used for vacation purposes.
- d. Travel, food, lodging, registration, any other resources, and related expenses incurred during study leave are reimbursable expenses, to be charged to the provisions for continuing education/study leave in the Terms of Call. (Travel expense, including that by personal auto, is charged to continuing education/study leave, not the auto expense account.)
- e. At the next scheduled Session meeting after each study leave, the pastor shall provide a report on the study leave to the Session.
- f. The minister is encouraged to inform the congregation of the use of study leave.
- g. Study time credit accrues to an individual pastor in relation to the call to a particular congregation. Should the pastor accept a call to another field, whatever study time credit has been earned in the particular parish he or she is leaving shall be forfeited and will have no cash surrender value.