

**Presbytery of New Brunswick  
Committee on Ministry  
Parental Leave Policy**

The Committee on Ministry has required functions. One is “to serve as pastor and counselor to the ministers of the presbytery.” (*Book of Order* G-11.0501a) In this capacity the Committee on Ministry has a pastoral responsibility to care for pastors within the presbytery. The committee also has a responsibility to “make recommendations to presbytery regarding calls for the service of its ministers.” (*Book of Order* G-11.0502b) This means that the Committee on Ministry has an obligation to help define the Terms of Call of any pastor in the presbytery.

In its work, the Committee on Ministry also serves “as an instrument of presbytery promoting the peace and harmony of the churches, especially in regard to matters rising out of relations between ministers and churches. Its purpose shall be to mediate differences and reconcile persons, to the end that the differences may be corrected by the session of the church of possible, that the welfare of the particular church may be strengthened, that the unity of the body of Christ may be made manifest.” (*Book of Order* G-11.05039i)

To these ends the Committee on Ministry recommends to presbytery the following Maternity/Adoption Leave Policy. In doing this, the Committee seeks to be pastoral to the members of presbytery while understanding that churches are caring, considerate and supportive institutions. This policy is intended to serve the churches and its ministers by providing the information needed to manage this important aspect of human life.

1. Consideration of cessation of regular work responsibilities because of a pregnancy, recuperation from giving birth, complications arising from a pregnancy or other medical concerns with regard to the pregnancy and birth are dependent upon a diagnosis made by a certified licensed, practicing physician. The employee will continue to work until required to take leave by a physician. Any consideration of extensions to the leave policy will also have to be validated by a physician. Cessation of regular work associated with an adoption will be negotiated between the member of presbytery and his or her employer.
2. During maternity/adoption leave the employee will receive full pay, continuation of pension and medical benefits and continuity of service. It is understood that during maternity/adoption leave the employee will not seek employment elsewhere and that business expenses such as travel expenses and Continuing Education will not be paid.
3. The minimum Maternity/Adoption leave will be ten weeks. In making this recommendation the Committee on Ministry realizes that the process of giving birth is highly unpredictable. This means being flexible is unavoidable. In setting this minimum, the committee is saying that ten weeks is a level of benefit that the church should not go under. In many circumstances a longer leave may be necessary and appropriate. Given the nature of church employment, the pastor and the particular

church have a wide range of options open. Many pastors and churches are able to create work schedules that will allow ministry to continue while affording the pastor's family the time and freedom to be responsible to important commitments and experiences.

4. The employee may request that vacation time be used in conjunction with sick time (if applicable) and maternity/adoption leave time.

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