



# Board of Ordained Ministry

## New England Conference

The United Methodist Church

[www.neumc.org/boardofordainedministry](http://www.neumc.org/boardofordainedministry)

**Board Co-Chairs:**

Rev Mark Demers  
140 Loomis St, Burlington, VT 05401  
demers.mark@gmail.com

Rev Dr. Charlotte Pridgen-Randolph  
66 John St, Newton, MA 02459  
cpbridgen@gmail.com

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### Notification of Maternity/Paternity Leave

Name: \_\_\_\_\_

Contact Info: \_\_\_\_\_

\_\_\_\_\_

Appointment: \_\_\_\_\_

(circle level of appt) F/T  $\frac{3}{4}$   $\frac{1}{2}$   $\frac{1}{4}$

Dates Leave will be taken: \_\_\_\_\_

Signature: \_\_\_\_\_

DATE: \_\_\_\_\_

Signature of SPRC Representative: \_\_\_\_\_

DATE: \_\_\_\_\_

Signature of District Superintendent: \_\_\_\_\_

DATE: \_\_\_\_\_

## **Maternity/Paternity Policy – Book of DISCIPLINE para 356**

*Maternity or paternity leave, not to exceed one fourth of a year, will be available and shall be granted by the bishop and the cabinet, and the executive committee of the Board of Ordained Ministry to any local pastor, provisional member, associate member, or clergy member in full connection who so requests it at the birth or arrival of a child into the home for purposes of adoption.*

- 1. Persons desiring maternity or paternity leave should file their request with the committee on pastor-parish relations after consulting with the district superintendent at least ninety days prior to its beginning to allow adequate pastoral care for the churches involved to be developed.*
- 2. During the leave, the clergy member's annual conference relations will remain unchanged, and the health and welfare benefit plans will remain in force.*
- 3. A maternity or paternity leave of up to one quarter of a year will be considered as an uninterrupted appointment for pension purposes.*
- 4. Compensation will be maintained for no less than the first eight weeks of leave.*
- 5. During the leave time, pastoral responsibility for the church or churches involved will be handled through consultation with the committee on pastor-parish relations of the local church or churches and the district superintendent.*
- 6. Special arrangements shall be made for district superintendents, bishops, and those under special appointment.*

**Instructions**  
**Congregation's Application for Financial Assistance**  
**during Maternity/Paternity Leave**

It will be the responsibility of the congregation or congregations whose pastor is taking maternity/paternity leave to continue to fully financially support their pastor on leave (at least for the first 8 weeks as outlined in the DISCIPLINE, p.356.4).

While funding to a local church during maternity leave is not mandated by DISCIPLINE, upon review there may be a limited amount of money available through the Board of Ordained Ministry for those congregations needing financial assistance to help provide pastoral coverage in the absence of their pastor during their maternity/paternity leave.

The congregation or congregations where the leave will be taken may apply for assistance in paying the additional expenses for pulpit supply and/or pastoral care in the absence of their pastor.

Congregations requesting financial assistance at the time of maternity/paternity leave of their pastor will need to submit a report to the Board of Ordained Ministry for consideration (see address below).

This report must be accompanied by the following:

- (1) The signed "Maternity/Paternity Notification Form" (page 1 of this document) to describe briefly why such assistance is needed.
- (2) A copy of a current treasurer's report.

This report should be submitted by the church council/Ad Board after its approval of the request.

The request for financial assistance will be reviewed by BOM, and the church will be notified.

*Please submit your report/request to:*

**Rev. Rebecca Mincielli**  
John Wesley United Methodist Church  
270 Gifford St.  
Falmouth, MA 02540  
(508) 548-3050  
[Pastorrebecca@comcast.net](mailto:Pastorrebecca@comcast.net)

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