

Clergy holidays and time off

Clergy are encouraged to develop and maintain a good work-life balance. Ordained ministry is demanding – physically, emotionally, mentally and spiritually.

No priest can ever 'switch off' their vocation and calling to serve Christ. However periods of rest, refreshment and time off are important and should be taken.

Clergy are encouraged to discuss and coordinate their holiday plans and days off with fellow clergy in the parish, Team, cluster or Chapter, and to plan holiday absence well in advance so that proper provision for cover can be organised.

Churchwardens and PCCs are encouraged to ensure that their clergy are taking time off in accordance with this guidance, and to help make this possible.

Clergy are encouraged to take:

- Four full weeks holiday each year, including four Sundays.
- A full day off each week, normally a consecutive period of 24 hours.
- A week off after Christmas and Easter (if possible including a Sunday).
- The inside of a week (or equivalent) each year for a retreat.

Clergy may also have time away from the parish as part of their programme of Continuing Ministerial Education.

Clergy wishing to take other time away from the parish (for example attending non-CME conferences, leading parish weekends, participation in trips and visits) should discuss this with their churchwardens prior to making the arrangement.

Where there is any uncertainty about the appropriateness of clergy having time away from the parish this should be resolved with the involvement of the Rural Dean in the first instance.