

COMMISSIONED PASTOR (CP) CONTRACT WORKSHEET

The following agreement between the Session of the _____
Presbyterian Church and _____
Commissioned Pastor, is for the purpose of providing lay leadership commissioned by Pittsburgh Presbytery.

ESTABLISHMENT OF THE COMMISSIONED PASTOR CONTRACT

Upon approval of the Pittsburgh Presbytery, through the recommendation of the Commission on Ministry:

- Ruling Elder _____ will be designated as Commissioned Pastor for the congregation.
- The Reverend _____ will serve as moderator of Session and the Congregation and serve as mentor for the CP.

The basic duties of the CP, as listed below, may be modified in consultation with the Session.

PRIORITIES FOR THE MINISTRY OF THE COMMISSIONED PASTOR

Priorities should be clearly designated by customizing the following sample. Other duties, if negotiated, should be added. Time expectations for each segment may be included.

Provide Sunday Worship Leadership according to the following schedule.

Pulpit supply preachers for Sundays off will be scheduled in this manner.

(The Presbytery Pulpit Supply list may be used.)

Provide Special Services Worship Leadership for the following services (i.e. Christmas Eve or Maundy Thursday) _____

Pastoral Care and Visitation according to the following priorities:

Check those that apply. If the priority is different, indicate new order in the margins.

- 1. Hospital visitation, including surgery and emergency visits.
- 2. Homebound visitation (including communion _____ times each year)
- 3. Outreach visitation
 - a. Follow up visits with potential members, new worshippers
 - b. Join with the Session in care of lesser participating active members

Officiate at Funerals upon request

- Yes No

Attend the Following Committee Meetings _____

- Regularly on this schedule _____
 As requested by the committee chair

Session Meeting Attendance

- Expected Not Required

Community Responsibilities

- Expected to attend the following Community Minister Gathering(s)
-

Administrative Responsibilities

Will keep the following number of office hours. _____

- On these days and times (except in case of pastoral emergency):
-

At own discretion as time permits

Expected to write article for newsletter

Specify other administrative duties _____

Additional Functions *Check all that apply*

- Administer the Lord's Supper
- Administer the Sacrament of Baptism
- Moderate the session of the congregation under supervision of and when invited by the moderator of the session appointed by Presbytery
- Have a voice in meetings of presbytery
- Have a vote in meetings of the presbytery (such vote to be counted as a ruling elder commissioner for purposes of parity)
- Perform a service of Christian marriage when invited by the session

TERMS OF EMPLOYMENT

The Commissioned Pastor relationship shall begin on _____ and terminate on Dec. 31, _____. A review for a possible renewal is conducted by the session and the COM in December, with action by the presbytery at its first meeting of the new year.

The contract may be terminated upon 30 days written notification, with COM concurrence, by either the Commissioned Pastor or by the Session.

The CRE will work, on the average, _____ hours per week. These hours are not to exceed the _____ hour average for any pay period. Normally the Presbytery permits CPs to work a maximum of half-time, or 20-25 hours per week. Pay periods will be on a _____ basis.

COMPENSATION REQUIREMENTS

Compensation for Pastoral Services

The minimum salary for a half-time Commissioned Pastor is calculated at 45% of the presbytery minimum effective salary for pastors (or 90% of the full time effective salary for CPs in full time positions). This includes compensation for a mandatory one-hour meeting for the CP and his/her mentor each month. Compensated time includes travel time from the place of employment to hospitals and any meetings outside the place of employment that are part of the position expectations.

Social Security, Taxes and Worker's compensation

A Commissioned Pastor serves as an employee of a congregation and should be issued an IRS W2 form. The church pays the employer portion of Social Security. The church must withhold the employee portion of federal, state and local taxes. In addition, the CP should be added to the congregation's Worker's Compensation coverage.

Vouchered Reimbursement Expenses

Travel: reimbursed at maximum IRS approved per mile rate.
Phone calls on behalf of the church that must be made from the CP's home.

Vacation

There will be at least 4 weeks of paid vacation per year (including 4 Sundays), prorated for the remainder of the calendar year. One week of vacation may be taken at the end of each quarter served. Additional compensated vacation time may be granted.

Study Leave

There will be 2 weeks of study leave and \$400.00 Study Leave/Book Allowance, prorated for the remainder of the calendar year. Additional compensated Study Leave time may be granted.

Additional Study Leave/Book Allowance

The Session is permitted and encouraged to provide more funding for Study Leave/Book Allowance, but this is not required.

Additional Reimbursable Vouchered Professional Expense Allowance

The Session may designate any other allowances the congregation is providing and for what purpose (such as internet service or meals).

ACCOUNTABILITY AND EVALUATION

When a Session, in consultation with COM, is interested in contracting with a Commissioned Pastor, a COM liaison will meet with the Session to establish the contract and assist the Session in devising a plan to interpret the work of the CP to the congregation. The CP may only begin service after COM has voted to approve the contract and after the Presbytery, at a stated meeting, has approved the appointment and commissioned the CP for service.

The CP is accountable to the Presbytery, through the Commission on Ministry.

The CP and the Mentor/Moderator will submit an annual report to the Commission on Ministry. At the end of the work of the CP, the Mentor/Moderator and Session will provide an evaluation of the work of the CP, with copies supplied to COM and the CP. The COM will conduct an exit interview with the CP.

Date of Session Meeting with COM liaison	_____
Date of Session Action to establish contract	_____
Date of COM action to recommend contract to Presbytery	_____
Date of Presbytery action to commission CP	_____
Effective date of contract	_____

REQUIRED SIGNATURES TO CONTRACT

Clerk of Session _____

Date _____

Moderator of Session _____

Date _____

CP _____

Date _____

COM Representative _____

Date _____

COMMISSIONED PASTOR COMPENSATION WORKSHEET

Beginning Date of Contract: _____	
Compensation Explanation	Projected Yearly Amount
Salary: Minimum salary is 45% of the minimum effective salary for pastors, paid for 52 weeks at half time (20-25 hours/week) or 90% at full time Note: salary <i>is</i> paid for study leave/vacation	
Social Security	
Weeks of Paid Vacation Must be 4 weeks, prorated for remainder of calendar year. May be more than 4 weeks.	
Weeks of Paid Study Leave Must be 2 week, prorated for remainder of calendar year. May be more than 2 week.	
Travel Maximum IRS reimbursable rate	
Additional Professional Expense Allowance	
TOTAL CP SALARY & EXPENSES	
ADDITIONAL COSTS	
Moderator Monthly Fee	
Additional Supply Preachers (For weeks the CP is on vacation)	
TOTAL YEARLY COST	