

COMMISSIONED LAY PASTOR CONTRACT WORKSHEET

The following agreement between the Session of the _____ Presbyterian Church and _____, Commissioned Lay Pastor, is for the purpose of providing lay pastoral leadership.

I. ESTABLISHMENT OF THE COMMISSIONED LAY PASTOR CONTRACT

A. Upon the approval of the Presbytery of Kiskiminetas, through the recommendation of the Committee on Ministry:

1. Elder _____ will be designated as Commissioned Lay Pastor for the congregation

2. The Rev. _____ will continue to serve as moderator of Session and the Congregation and serve as mentor for the CLP. *

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

II. PRIORITIES FOR THE MINISTRY OF THE COMMISSIONED LAY PASTOR

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

A. **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 Service may be used by following the Pulpit Supply Request Policy.)

- If COM and the Presbytery approve, permission to officiate at Communion is desired
- If COM and the Presbytery approve, permission to officiate at baptisms is desired

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

C. Pastoral Care and Visitation according to the following priorities:

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

- 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 worshipers
 - b. Join with the session in care of lesser participating active members

D. Officiate at Funerals upon request

- Yes No

E. Attend the Following Committee Meetings

- Regularly on this schedule As requested by the committee chairpersons.

F. Session Meeting Attendance

- Expected Encouraged Optional Not Required No, not part of contract

G. Presbytery Meetings

If the CLP is granted Voice and Vote by the Presbytery, attendance at Presbytery meetings is mandatory and should be compensated at the standard hourly rate. If a CLP is assigned to a Presbytery Committee, this is an expected service to the presbytery and is not compensated.

H. Community Responsibilities

- Expected to attend the following Community Minister Gathering _____ which meets _____ and will be compensated for attendance
- May attend the Community Minister Gathering for personal enrichment, but will not be compensated
- Expected to attend the Kiski Presbytery Monthly District Pastor Lunches and will be compensated
- May attend Kiski Pby District Pastor Lunches for personal enrichment, but will not be compensated

I. 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 _____

III. BOUNDARIES TO THE CLP ROLE

A. The Moderator is responsible for moderating Session meetings as well as Congregational meetings. (Except in the case * below.)

B. In the Presbytery of Kiskiminetas, CLPs may not be granted authority to officiate at weddings, although they may participate in them. They may not provide premarital counseling, administer the wedding vows, make the marriage pronouncement, or sign the marriage license.)

IV. TERMS OF EMPLOYMENT

A. The Commissioned Lay Pastor relationship shall begin on _____ and terminate on December 31, _____. A review for possible renewal is conducted by Session and COM in December, with action by the Presbytery at the January meeting.

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

C. The CLP will work, on the average, _____ hours per week. These hours are not to exceed the _____ hour average for any pay period. The Presbytery permits CLPs to work a maximum of half-time, or 20-25 hours per week. This does not include the time spent in sermon preparation, which is compensated separately. Pay periods will be on a basis.

V. COMPENSATION REQUIREMENTS

A. Compensation Hourly Rate for Pastoral Services

The hourly rate of compensation will be at the Presbytery approved rate for CLP's of \$13.25 per hour for all services except preaching.

B. Preaching Compensation

Preaching will be at the rate of \$100.00 per service for each service. (The compensation for preaching is \$120 when there are 2 services at the same or different churches.) Compensated time includes travel time from the place of employment to hospitals and meetings, including any session and ministerial meetings the session desires the CLP to attend. A one hour meeting with the mentor each month is mandatory and will be reimbursed at the standard hourly rate.

C. Social Security, Taxes and Worker's Compensation

A Commissioned Lay Pastor serves as an employee of a congregation and should be issued an IRS W-2 form. The church pays the employer portion (7.65%) of Social Security on both hourly and preaching compensation. The church must withhold the employee portion of federal, state and local taxes. In addition, the CLP should be added to the congregation's Worker's Compensation coverage.

D. Vouchered Reimbursable Expenses

1. Travel: reimbursed at maximum IRS approved per mile rate (currently .51¢/mile).
2. Phone calls on behalf of the church that must be made from the CLP's home.

E. Vacation

CLPs are paid for 3 ½ days of vacation for every quarter worked. This equals 2 weeks per year. If the CLP starts mid-year, vacation time should be pro-rated for the remainder of the year. Additional compensated vacation weeks may be granted. Vacation time excludes Sundays in the pulpit and should be based on the number of hours worked per week. If that number varies from week to week, an average taken from a few weeks should be obtained for the purpose of figuring vacation.

F. Study Leave

There will be 1 week of study leave and \$400.00 Study Leave/Book Allowance, prorated for the remainder of calendar year. Additional compensated Study Leave weeks may be granted.

G. 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.

H. 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 expenses.

VI. ACCOUNTABILITY AND EVALUATION

A. When a Session, in consultation with COM, is interested in contracting with Commissioned Lay Pastor, the CLP Coordinator will meet with the Session to establish the contract and assist the session in devising a plan to interpret the work of the CLP to the congregation. The CLP 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 CLP for service.

B. The CLP is accountable to the Presbytery, through the Committee on Ministry

C. The CLP will provide the mentor and Committee on Ministry with a brief report on the status of the CLP work on a bimonthly basis, submitted one week before the District Coordinators' meeting. This report form is available online or from the presbytery office. The Moderator also reports bimonthly to COM and should include an assessment of the CLP/Congregation relationship.

D. The CLP and the Mentor/Moderator will submit an annual report to the Committee on Ministry.

E. At the end of the work of the CLP, the Mentor/Moderator and Session will provide an evaluation of the work of the CLP, with copies supplied to COM and the CLP. The CLP Coordinator will conduct an exit interview with the CLP.

Date of Session Meeting with CLP Coordinator

Date of Session Action to establish

Contract_____

Date of COM action to recommend Contract to

Presbytery_____

Date of Presbytery action to commission

CLP_____

Effective Date of

Contract_____

REQUIRED SIGNATURES TO CONTRACT

Clerk of Session Date

Moderator of Session

Date_____

CLP

Date_____

COM Representative

Date_____

CLP Coordinator Date

*In very rare cases, COM and the Presbytery may approve the CLP to serve as Moderator of Session. This decision is made based upon polity training and previous moderatorial experience. In such cases, this sentence shall read: "The CLP will serve as moderator of Session and the Congregation. The Rev will serve as mentor for the Commissioned Lay Pastor.

COMMISSIONED LAY PASTOR COMPENSATION WORKSHEET

Beginning Date of Contract: Number of weeks remaining in calendar year:	
Compensation Explanation	Projected Yearly Amount
Salary: hours/week @ \$13.25/hour for weeks)	
Note: salary is paid for study leave/vacation	
Preaching: weeks @\$100 (if one service at one church) OR weeks @\$120 (if 2 services at one or more churches)	
Note: CLPs are not paid vacation/study leave for preaching. They are not obligated to preach every week.	
Social Security (paid to IRS) Salary + Preaching X 7.65%	
Weeks of Paid Vacation Must be 2 weeks, prorated for remainder of calendar year. May be more than 2 weeks.	
Weeks of Paid Study Leave Must be 1 week, prorated for remainder of calendar year. May be more than 1 week.	
Study Leave/Book Allowance Must be \$400; may be more	
Travel: Maximum IRS reimbursable rate (\$.51 for 2011). A typical estimate for a 20 hour contract would be: 3,000 miles X \$.51 = \$1,530	
Additional Professional Expense Allowance	
TOTAL CLP SALARY & EXPENSES	
ADDITIONAL COSTS	
Moderator Monthly Fee	
Additional Preaching Supplies (for weeks the CLP is not preaching)	
TOTAL YEARLY COST	