

COMMISSIONED PASTOR WORK AGREEMENT

The Presbytery of Kiskiminetas, in fulfilling its requirement of G-2.1001, has determined that commission pastors are needed to serve the church in limited pastoral service as assigned by the presbytery. In doing so the presbytery places and assigns _____, Commissioned Pastor to the _____ Presbyterian Church for the specific term of one year and upon the agreement of all parties this maybe renewable to three years. The initial term of this agreement is from _____ to December 31, _____, but should not exceed beyond the three year point of December 31, _____.

I. ESTABLISHMENT OF THE COMMISSIONED PASTOR WORK AGREEMENT AND SUPERVISION

- A. Upon the approval of the Commission on Ministry, the Presbytery of Kiskiminetas assigns:
 - 1. Elder _____ as Commissioned Pastor for the congregation
 - 2. The Rev. _____ will serve as mentor and supervisor for the Commission Pastor to fulfill the requirement of G-2.1004
 - 3. The Commission Pastor will participate in the Commission Pastor Support Group and will continue learning and developing their skills, and provide mutual support to their colleagues in ministry, as friend, clearly working with them to the ordering of God's Word and Spirit. If participation in the Support Group is problematic and with the Commission on Ministry's permission maybe substituted by an annual Presbytery Approved Workshop/Continuing Education program.
- B. The Presbytery Commission on Ministry assigns the basic duties of the Commission Pastors, as listed below. Only the Presbytery Commission on Ministry may modify, in consultation with the Session and Commissioned Pastor this work agreement.

II. PRIORITIES FOR THE MINISTRY OF THE COMMISSIONED 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 Presbytery Policy.)
- B. **Provide Special Services Worship Leadership** for these services: (i.e. Christmas Eve or Maundy Thursday) _____
- C. **Pastoral Care and Visitation** according to the following priorities:
Check those that apply. (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 Communion** (If COM has granted permission to officiate for Communion.)
 Yes No

E. **Officiate at Baptisms** (If COM has granted permission to officiate for Baptism.)
 Yes No

F. **Officiate at Funerals** (If COM has granted permission to officiate at Funerals.)
 Yes No

G. **Officiate at Weddings** (If COM has granted permission to officiate at Weddings.)
 Yes No

H. **Attend the Following Committee Meetings** _____
 Regularly on this schedule _____
 As requested by the committee chairpersons.

I. **Session Meeting Attendance**
 Expected Encouraged Optional Not Required Not part of work agreement

J. **Serves as Moderator of Session and Church** (If COM has granted permission)
 Yes No (If No, Moderator is Rev. _____)

K. **Presbytery Participation**

If the Commission Pastor 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 Commission Pastor is assigned to a Presbytery Committee, this is an expected service to the presbytery and is not compensated.

L. **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 not compensated

Expected to attend the Presbytery Monthly District Pastor Lunches and will be compensated

May attend Presbytery Monthly District Pastor Lunches for personal enrichment, but will not be compensated

M. **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 COMMISSION PASTOR ROLE

A. The Moderator is responsible for moderating Session meetings as well as Congregational meetings. COM may approve the Commission Pastor to serve as Moderator of Session. This decision is based upon polity training and previous moderator experience. If the Commission Pastor does not have required skill level, the COM will identify the Moderator of Session and Congregation.

- B. The Commission Pastor typically will never exceed 3 pastoral care sessions with an individual, unless the Supervising Pastor believes it to be an appropriate relationship and the spiritual care of the individual seeking assistance is being furthered by the relationship.
- C. Commission Pastor's work is at the discretion of the Presbytery. That relationship is maintained by the Commission Pastor working with their mentor/supervisor. Therefore, this relationship must be open and honest with full disclosure of issues that affect the Commission Pastor's work with the congregation, session and individual members. The burden of full disclosure is on the Commission Pastor, and any failure to disclose important issues is a breach of this working agreement.
- D. If the Commission Pastor and Mentor/Supervisor relationship needs to change, either individual may request the COM to review and establish a new relationship where necessary.

IV. TERMS OF EMPLOYMENT

- A. An annual review will be conducted by Session, Commission Pastor and COM in September/October, with action to renew/terminate for the following year, presented to the Presbytery at the November Stated Presbytery Meeting.
- B. The Commission on Ministry in compliance with G-2.1004 "...may at any time withdraw the commission for reasons it deems good and sufficient."
- C. The work agreement may be terminated upon 30 days written notification, with COM concurrence, by either the Commissioned Pastor or by the Session.
- D. The Commission Pastors will work, on the average, _____ hours per week. These hours are not to exceed the _____ hour average for any pay period. The Presbytery permits Commission Pastors 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 Commission Pastors of \$14.00 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 Commission Pastor 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**
 - 1. Commissioned Pastor serves as an employee of a congregation and should be issued an IRS W2 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.

2. The Commission Pastor 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.
2. Phone calls, on behalf of the church that must be made from the Commission Pastor's home, or the church may provide a cell phone to the Commission Pastor as part of compensation.
3. The Session may designate any other allowances the congregation is providing and for what purpose, such as internet service expenses.

E. Optional Financial Program available

1. The Board of Pension now offers individuals who work over 20 hours a week options in the Retirement Plan and Medical Coverage
2. Commission Pastors who are authorized to do both Communion and Baptisms, within their work agreement, may have a portion of their salary designated as Housing Allowance each year at the annual congregational meeting to establish the church's budget.

F. Vacation

Commission Pastors are paid for 3 ½ days of vacation for every quarter worked. This equals 2 weeks per year. If the Commission Pastors starts mid-year, vacation time should be prorated 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.

G. Study Leave

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

H. 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.

VI. ACCOUNTABILITY AND EVALUATION

- A. When a Session, in consultation with COM, is interested in working with Commissioned Pastor, the Commission Pastor Coordinator will meet with the Session to establish the working agreement and assist the session in devising a plan to interpret the work of the Commission Pastor to the congregation. The Commission Pastor may only begin service after Commission on Ministry has voted to approve the working agreement and has approved the appointment and commissioned the Commission Pastor for service.
- B. The Commission Pastor is accountable to the Presbytery, through the Commission on Ministry
- C. The Commission Pastor will provide the mentor and Commission on Ministry with a brief report on the status of the Commission Pastor's 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 Commission on Ministry

and should include an assessment of the Commission Pastor/Congregation relationship.

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

Date of Session Meeting with Commission Pastor Coordinator _____

Date of Session Action to establish work agreement _____

Date of COM approve the commission _____

Date of Presbytery commissioning of Commission Pastor _____

Effective Date of work agreement _____

REQUIRED SIGNATURES TO WORK AGREEMENT

Clerk of Session _____ **Date** _____

Moderator of Session _____ **Date** _____

Commission Pastor _____ **Date** _____

COM Representative _____ **Date** _____

Commission Pastor Coordinator _____ **Date** _____

COMMISSIONED PASTOR COMPENSATION WORKSHEET

Beginning Date of Work Agreement:	
Number of weeks remaining in calendar year:	
Compensation Explanation	Projected Yearly Amount
Salary: hours/week @ \$14/hour) Note: salary is paid for at regular hours work while on study leave/vacation	
Preaching: weeks @\$100 (if one service at one church) or weeks @\$120 (if 2 services at one or more churches)	
Housing Allowance (Optional): If the Commission Pastor is authorized to serve communion and perform baptism, they may have their salary or portion of their salary designated as housing allowance.	
Social Security (paid to IRS) Salary + Preaching X 7.65%	
Weeks of Paid Vacation Must be 2 weeks (adjust for new contracts starting after the first of the year.) May be more than 2 weeks.	
Weeks of Paid Study Leave Must be 1 week, (adjust for new contracts starting after the first of the year.). May be more than 1 week.	
Study Leave/Book Allowance Must be \$400; may be more	
Travel: Maximum IRS reimbursable rate for current year.	
Additional Professional Expense Allowance	
BOP Retirement/Medical (Optional) If Commission Pastor works more than 20 hours, they are eligible for participation in the Plan.	
403(b) Retirement Savings Plan Salary Deferral (Optional) A 403(b) is available if desired through the Board of Pensions at any amount, or hours worked.	
TOTAL Commission Pastor SALARY & EXPENSES	
ADDITIONAL COSTS	
Moderator Monthly Fee	
Additional Preaching Supplies (for weeks the Commission Pastor is not preaching)	
TOTAL YEARLY COST	