

**Commissioned Lay Pastor**

Contract with

\_\_\_\_\_ Presbyterian Church

The Session of the \_\_\_\_\_ Presbyterian Church of Salem Presbytery is fully satisfied with your ministerial qualifications to lead and assist us in the fulfillment of our corporate and individual ministries and hereby contracts with you \_\_\_\_\_ to serve as Commissioned Lay Pastor

For the period from \_\_\_\_\_ to \_\_\_\_\_.

During this time we expect you to perform the following services:

1. Conduct worship, which includes preaching and administration of the sacraments, and any special worship services, such as Thanksgiving and Christmas Eve.  
 weekly  every other Sunday  all Sundays except the 5<sup>th</sup> Sunday  
 other (Please specify) \_\_\_\_\_
2. Visit members of this congregation, especially during crises such as illness, divorce and death and conduct funerals.
3. Moderate and assist the Session under the supervision of \_\_\_\_\_ [name of Mentor] in planning, organizing, and carrying out programs of nurture, fellowship, service, stewardship, leadership training, and \_\_\_\_\_  
 \_\_\_\_\_.
4. Other responsibilities: \_\_\_\_\_  
 \_\_\_\_\_

The following hours required guideline may help the Session and CLP prioritize his or her use of time using \$18.42 per hour as a starting payment. In addition the Session should consider additional compensation of \$100 per year for each year of the CLP's experience, up to a maximum of 10 years. Sermon preparation is non-negotiable, because 10 hours is the minimum time required for study, prayer and composition of a weekly sermon.

<u>Ministerial Task</u>	<u>Time</u>	CLP Tasks with _____	Presbyterian
Sermon Preparation	10	Sermon Preparation	10
Worship Preparation	1	Worship Preparation	1
Sunday morning	3	Sunday morning	3
Administration	1	Administration	—
Pastoral Care	8	Pastoral Care	—
Session & other meetings	2	Session & other meetings	—
Special events	2	Special events	—
Other		Other	—

The Session estimates that fulfilling these duties will require \_\_\_\_\_ hours per week, not to exceed thirty (30) hours per week.

Other benefits shall include:

- 4 weeks vacation (2 weeks if 6 month contract)
- 2 weeks study leave (1 week if 6 month contract)

The Session will maintain its individual and corporate duties in the government and discipline of the congregation and oversight of the Church’s spiritual interests.

The Session promises and obligates itself to provide you with the following remuneration:

1. A salary of \$\_\_\_\_\_ per month. Of this monthly salary, 40% is designated as housing reimbursement.
2. Reimbursement for travel on behalf of the church and its ministries at the current allowable Federal reimbursement rate. The IRS will not allow for reimbursement of miles traveled getting from home to work.
3. Reimbursement for one-half of your Social Security if you are not yet retired. This is required.
4. Continuing education and book allowance of \$150.00 per six months work or \$300 per year, to be reimbursed upon presentation of receipts.

This contract was agreed upon by the Session and Commissioned Lay Pastor on the following date: \_\_\_\_\_.

If your service continues for more than one year, the Session agrees to review this contract with you, your Mentor and the Committee on Ministry.

Signed by: \_\_\_\_\_

Clerk of Session	Commissioned Lay Pastor
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_____ Moderator of Committee on Ministry	_____ Mentor/COM Member
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One copy of this contract should be filed with the Session Minutes, one copy given to the Commissioned Lay Pastor, one to the Mentor, and one copy should be mailed to the following:

COM  
Salem Presbytery  
PO Box 1763  
Clemmons, NC 27012