

APPENDIX C
Commissioned Ruling Elder Contract

The Session of the _____ Presbyterian Church in _____, North Carolina 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 Ruling Elder (CRE).

New Contract Renewal Contract

For the period of _____ months 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 5th 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 Mentor supervision of _____ when planning, organizing, and carrying out programs of nurture, fellowship, service, stewardship, leadership training, and _____.
4. Other responsibilities:

The following guidelines may help the Session and CRE prioritize his/her use of time. Sermon preparation is non-negotiable, because 10 hours is the minimum time required for study, prayer and composition of a weekly sermon. The other allotments below are provided to serve as guidelines when considering the time needed to provide effective leadership to your congregation.

Guideline Tasks	Hours	Actual CRE Tasks	Hours
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. The Session also is aware that the CRE will have a quarterly meeting with his/her mentor, and will attend CRE quarterly meetings and continuing education as appropriate.

