

Salem Presbytery
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 (if Renewal, please complete attached Evaluation.)

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 and other meetings	2	Session and other meeting	_____
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.

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 and benefits:

1. A salary of \$ _____ per month. Of this monthly salary, 40% is designated as housing reimbursement.
(The parties understand that the above compensation _____ DOES or _____ DOES NOT meet the current CRE minimum compensation recommendations from Salem Presbytery.)
2. Reimbursement for travel on behalf of the church and its ministries will be provided at the current Federal Allowable Rate. The IRS will not allow for reimbursement of miles traveled between home and work.

Reimbursement for one-half of your Social Security, if you are not yet retired.

Continuing education and book allowance shall be no less than of \$150.00 per six months work or \$300 per year, to be reimbursed upon presentation of receipts.

Leave time

4 weeks vacation (2 weeks if 6 months contract);

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

Other remuneration

This contract was agreed upon by the Session and Commissioned Ruling Elder 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 Commission on Ministry.

Signed by:

Clerk of Session

Commissioned Ruling Elder

Moderator of Commission on Ministry

Mentor / COM Member

One copy of this contract should be filed with the Session minutes, one copy given to the Commissioned Ruling elder, one to the Mentor, and one copy should be mailed to the following:

COM
Salem Presbytery
PO Box 1763
Clemmons, NC 27012

Salem Presbytery
CRE Mutual Ministry Review

This review is conducted by the Session of _____

and Commissioned Ruling Elder _____

and the CRE's mentor _____

on _____ (date).

This review is NOT a report card. It is a mechanism to review the ministry of the congregation, the Session and the CRE. It is also a tool to further discussion as the congregation moves forward in service to Jesus Christ. In each category there is an opportunity to assess the pastor, the Session and the congregation.

	Well done	Adequate	Needs Improvement
1. Understanding of ministry Pastor demonstrates a clear understanding of responsibilities in this area:			
• preaching			
• administering the sacraments			
Session members demonstrate a clear understanding of their responsibilities in this area:			
• stating the congregation's mission, conducting long-range planning, and evaluating the Session's activities			
• maintaining supportive relationships with the pastor and staff and assisting in annual evaluation of their ministries			
• modeling a faithful lifestyle			
The climate or culture of the congregation encourages members to use their gifts for ministry in the congregation and community.			

2. Caring for the needs of the congregation Pastor demonstrates a clear understanding of responsibilities in this area:			
• conducting worship			
• providing pastoral care			
• visiting the sick and conducting funerals			
Session members demonstrate a clear understanding of their responsibilities in this area:			
• seeking to involve all members of the congregation in congregational life			
• overseeing the administration of the congregation			
• keeping accurate records on baptisms, marriages, burials, and membership			
• arranging for pastoral services in the pastor's absence			
• handing the congregation's financial and property matters			
• submitting a comprehensive report at the annual meeting			
The climate or culture of the congregation encourages members to assume responsibilities and leadership roles and follow through on their commitments.			
3. Taking Christ's mission into the world Pastor demonstrates a clear understanding of responsibilities in this area:			
• speaking for poor and oppressed people, calling for justice, and proclaiming God's love for the world			
• encouraging qualified individuals to consider ordered ministry			
• encouraging the congregation to support the Presbytery and the churchwide organization			
Session members demonstrate a clear understanding of their responsibilities in this area:			
• encouraging partnership with the Presbytery and the larger church body			

<ul style="list-style-type: none"> • inviting qualified individuals to consider ordered ministry 			
Members of the congregation are willing to actively invite others to worship and other ministry opportunities, serve non-members in the name of Christ, and carry out the work of Jesus Christ in the world today.			
4. Mutual ministry Pastor demonstrates a clear understanding of responsibilities in this area:			
<ul style="list-style-type: none"> • supervising staff members 			
<ul style="list-style-type: none"> • communicating well with the Session 			
<ul style="list-style-type: none"> • moderating the Session 			
<ul style="list-style-type: none"> • caring for our mutual life together in ways that create a positive climate 			
Session members demonstrate a clear understanding of their responsibilities in this area:			
<ul style="list-style-type: none"> • communicating well with the pastor 			
<ul style="list-style-type: none"> • caring for our mutual life together in ways that create a positive climate 			
The climate or culture of the congregation encourages members to care for one another and for our mutual life together in ways that create a positive climate.			
5. Overall ratings			
Overall, the pastor is functioning effectively.			
Overall, the Session is functioning effectively.			
Overall, our congregation is functioning effectively.			

Comments:

Commissioned Ruling Elder (CRE)

Mentor

Clerk of Session

COM Co-Moderator