

Salem Presbytery
Commissioned Ruling Elder Contract

The mission of _____ Presbyterian Church is:

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. Assist the Session with spiritual discernment, strategic planning, and goal setting.
5. With Session approval, utilize Study Leave to help achieve strategic goals.
6. Other responsibilities:

The following guidelines may help the Session and CRE prioritize his/her use of time. While some of the regular tasks of a pastor are fixed, the work of strategic planning and goal setting for future ministry oftentimes goes overlooked – but should not. Such planning clarifies the purpose of a faith community and provides direction for their future ministry. Sermon preparation is non-negotiable, because 10 hours is the minimum time required for study, prayer and composition of a weekly sermon; however, in the event that a CRE is serving more than one congregation, the suggested hours for sermon preparation can be shared, thus reducing the requirement to 5 hours per week per church. 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 (5) | Sermon Preparation | 10 (5) |
| Worship Preparation | 1 | Worship Preparation | 1 |
| Sunday morning | 3 | Sunday morning | 3 |
| Administration | 1 | Administration | _____ |
| Strategic planning | 1 | Strategic planning | _____ |
| Goal-related Objectives | 5 | Goal-related Objectives | _____ |
| Pastoral Care | 3 | Pastoral Care | _____ |
| Session and other meetings | 2 | Session and other meetings | _____ |
| Special events | 1 | Special events | _____ |
| Other | _____ | Other | _____ |
| | | TOTAL | _____ |

The Session estimates that fulfilling these duties will require _____ hours per week, not to exceed thirty (30) hours per week for a single commission. In the event that a CRE serves two (2) congregations, the total combined hours of service for those two (2) commissions should not exceed forty (40) hours per week. In concert with the Session, the CRE will spend time each week working toward the church’s shared goal(s)/vision. Additionally, the CRE will also participate in educational opportunities appropriate for achieving the agreed upon goals (attending this agreed upon continuing educational opportunity will take the place of the CRE quarterly meetings). 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. Moreover, the Session, together with the CRE, will establish clear goals for the future ministry of the church.

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

| | |
|---|-----------------|
| <p>Cash Salary An annual increase of \$100 per year of service (up to 10 years) is recommended.</p> | <p>_____</p> |
| <p>Housing Allowance (Note: The Housing Allowance must be specified in writing and recorded each year upon renewal of the contract.)</p> | <p>_____</p> |
| <p>Total Effective Salary (Cash Salary + Housing Allowance) (The parties understand that the Total Effective Salary (Cash Salary + Housing Allowance) _____ DOES or _____ DOES NOT meet the current CRE minimum compensation requirement of Salem Presbytery</p> | <p>_____</p> |
| <p>Auto Reimbursement Reimbursement for travel on behalf of the church and its ministries will be provided at the current Federal Allowable Rate.</p> | <p>Provided</p> |
| <p>Reimbursement for one-half (1/2) of your Social Security if not retired</p> | <p>_____</p> |
| <p>Continuing Education and Book Allowance This shall be no less than \$300 per year, to be reimbursed upon presentation of receipts. The cost of Salem Presbytery's required Healthy Boundaries Training and the required Racial Equity Equipping Workshop shall be paid for with the CRE's Continuing Education funds.</p> | <p>_____</p> |
| <p>Health Insurance Health insurance for positions greater than 20 hours per week, if the CRE is not otherwise insured. The CRE _____ DOES or _____ DOES NOT already have health insurance.</p> | <p>_____</p> |
| <p style="text-align: right;">Total Financial Commitment</p> | <p>_____</p> |

Required Minimum Leave Time

- Four (4) weeks vacation per year
- Two (2) weeks study leave per year
- Two (2) days off per week
- Twelve (12) weeks Family Medical Leave
- The Presbytery recommends offering the CRE a three (3) month Sabbatical after six (6) years of continuous service in accordance with the Salem Presbytery's Sabbatical Policy

Other Remuneration: _____

This contract was agreed upon by the Session and Commissioned Ruling Elder on the following date:

If your service continues beyond one year, the contract will need to be renewed annually in consultation with your Session, your Mentor, and the Commission on Ministry. All renewal contracts must include the attached evaluation of you and the Session.

Signed by: _____
Clerk of Session

Commissioned Ruling Elder

Moderator of Commission on Ministry

Mentor / COM Member

Either party may dissolve this contract with 30 days written notice to the other party.

Once this form is signed it should be submitted to Christine Ratledge (cratledge@salempresbytery.org) or mailed to Salem Presbytery, ATTN: Christine Ratledge, PO Box 1763, Clemmons, NC 27012 for review by the Commission on Ministry. After this review, it will be signed by the Moderator of Commission on Ministry and a copy will be returned.

Salem Presbytery CRE Mutual Ministry Review

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.

This review is conducted by the Session of _____ Church,

And Commissioned Ruling Elder _____

And the CRE's Mentor _____

On (date) _____

What is the mission of the congregation?

What are the **top three** important issues facing your community?

How is your pastor helping the congregation to work toward this mission?

How is the Session helping the congregation to work toward this mission?

On a scale from 1-5, how aware is the CRE concerning the church's mission?

| | | | | | | |
|------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------------------|
| | 1 | 2 | 3 | 4 | 5 | |
| Not aware at all | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Exceedingly aware |

On a scale from 1-5, how aware is the Session concerning the church's mission?

| | | | | | | |
|------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------------------|
| | 1 | 2 | 3 | 4 | 5 | |
| Not aware at all | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Exceedingly aware |

On a scale from 1-5, how aware is the congregation concerning the church's mission?

| | | | | | | |
|------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------------------|
| | 1 | 2 | 3 | 4 | 5 | |
| Not aware at all | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Exceedingly aware |

Over the past year, have the CRE and the Session done any short-term (1-3 years) prayerful discernment and strategic planning (including goal-setting) to help the congregation live out its mission?

- Yes
- No

Over the past year, have the CRE and the Session done any long-range (5+ years) strategic planning (including goal-setting) to help the congregation live out its mission?

- Yes
- No

If you have done any prayerful discernment and strategic planning, what are some of your goals for the coming years?

On a scale from 1-5, over the past year, our Session has encouraged qualified people to consider ordered ministry (including becoming a Teaching Elder, Ruling Elder, Christian Educator, or CRE).

| | | | | | | |
|------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------------------|
| | 1 | 2 | 3 | 4 | 5 | |
| Not aware at all | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Exceedingly aware |

On a scale from 1-5, over the past year, our CRE has encouraged our congregation to develop further connections with Salem Presbytery and with the PC(USA).

| | | | | | | |
|------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------------------|
| | 1 | 2 | 3 | 4 | 5 | |
| Not aware at all | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Exceedingly aware |

On a scale from 1-5, over the past year, our Session has encouraged our congregation to develop further connections with Salem Presbytery and with the PC(USA).

| | | | | | | |
|------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------------------|
| | 1 | 2 | 3 | 4 | 5 | |
| Not aware at all | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Exceedingly aware |

On a scale from 1-5, over the past year, our CRE has conducted Session meetings that educate and equip us for service.

| | | | | | | |
|------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------------------|
| | 1 | 2 | 3 | 4 | 5 | |
| Not aware at all | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Exceedingly aware |

On a scale from 1-5, over the past year, our CRE and Session have worked well together.

| | | | | | | |
|------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------------------|
| | 1 | 2 | 3 | 4 | 5 | |
| Not aware at all | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Exceedingly aware |

What is one hope you have for your congregation for the next year?

With that hope in mind, what is one realistic goal you have for your congregation for the upcoming year?

What is one educational opportunity that you will take advantage of in order to help you meet that goal? (There are many opportunities for further education out there – many of them are virtual and many of them are available at little or no cost. If you need assistance in finding an appropriate seminar/conference/etc., the CRE Task Force will maintain a small (not a comprehensive) list of options).

Did you achieve the goal you set for your congregation last year? If so, let's celebrate and share! How did you accomplish it? If not, why not?

Which educational opportunity did you take advantage of this past year? Did your participation help you and your congregation accomplish your goal? If so, how? If not, why not?

Did anyone from the Session or congregation participate with your CRE in this educational opportunity?

Yes

No