

Salem Presbytery – Commissioned Ruling Elder Contract

The mission statement 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).

This contract is:

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. With Commission on Ministry approval, moderate and assist the Session under the supervision of Advocate 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. Sermon preparation is non-negotiable, because 10 hours is the minimum time required for study, prayer and composition of a weekly sermon. (If serving two churches the time may be divided)

The work of strategic planning and goal setting should not be overlooked. Planning clarifies the purpose of the faith community and provides direction for their future ministry.

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 meeting	_____
Special events	1	Special events	_____
Other		Other	_____
		Total	_____

The Session estimates that fulfilling these duties will require _____ hours per week, not to exceed forty (40) 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. The Session should be aware that the CRE will have a quarterly meeting with his/her Advocate and will have the opportunity to participate in quarterly CRE support meetings in February, May August and November.

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:

Cash Salary _____ yearly

An annual increase of \$100 per year of service (up to 10 years) is recommended.

Housing Allowance _____ yearly

(Note: The Housing Allowance must be specified in writing and recorded each year upon renewal of the contract)

Total Effective Salary (Cash Salary + Housing Allowance) _____ yearly

(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.)

Auto Reimbursement Provided

Reimbursement for travel on behalf of the church and its ministries will be provided at the current Federal Allowable Rate.

Reimbursement for one-half (1/2) of your Social Security if not retired _____

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.

Health Insurance

Health insurance is required to be offered for positions greater than 20 hours/week.

The CRE _____ DOES or _____ DOES NOT already have health insurance through another source.

Note: Beginning in 2025: There are now benefits through the Board of Pensions available to all CREs who are contracted in the Presbytery for twenty or more hours per week.

Total Financial Commitment _____ yearly

Required Minimum Leave Time

- Four (4) weeks vacation per
- 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 the CRE’s service continues beyond one year, the contract will need to be renewed annually in consultation with the Session, the Mentor Advocate, and the Commission on Ministry. All renewal contracts must include the attached evaluation of the CRE and Session.

Signed by:

X _____

Clerk of Session

X _____

Commissioned Ruling Elder

X _____

Moderator of COM

X _____

Advocate for CRE or Member of COM

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

A copy of this contract should be emailed to cratledge@salempresbytery.org, or mailed to the following for CRE Task Force Approval:

**Salem Presbytery
Attn: Christine Ratledge
PO Box 1763
Clemmons, NC 27012**

One copy of the approved contract with completed signatures will be returned to the clerk of session, the CRE, and the Mentor Advocate.

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 Advocate _____

On (date) _____

Part 1

On a scale from 1-5, over the past year, the CRE's sermons and teaching has helped our church to live out our personal faith and mission.

Disagree 1 2 3 4 5 **Agree**

On a scale from 1-5, over the past year, our worship services have been planned with creativity and have inspired the congregation to live out our personal faith and mission.

Disagree 1 2 3 4 5 **Agree**

On a scale from 1-5, over the past year, the session and congregation have actively participated as leaders in worship.

Disagree 1 2 3 4 5 **Agree**

On a scale from 1-5, over the past year, our CRE has provided meaningful pastoral care through one-on-one appointments, visitation and funeral/memorial services.

Disagree 1 2 3 4 5 **Agree**

On a scale from 1-5, over the past year, the session has provided meaningful pastoral care through one-on-one appointments, visitation and funeral/memorial services.

Disagree 1 2 3 4 5 **Agree**

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

Disagree 1 2 3 4 5 **Agree**

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

Disagree 1 2 3 4 5 **Agree**

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

Disagree 1 2 3 4 5 **Agree**

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).

Disagree 1 2 3 4 5 **Agree**

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

Disagree 1 2 3 4 5 **Agree**

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

Disagree 1 2 3 4 5 **Agree**

Part 2 – Looking Back

What is your church's mission statement and when was this mission statement reviewed and updated?

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

Not aware at all 1 2 3 4 5 **Exceedingly aware**

On a scale from 1-5, how aware is the session of the church's mission statement?

Not aware at all 1 2 3 4 5 **Exceedingly aware**

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

Not aware at all **1** **2** **3** **4** **5** **Exceedingly aware**

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

Disagree **1** **2** **3** **4** **5** **Agree**

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

Disagree **1** **2** **3** **4** **5** **Agree**

Has your session completed the Church Empowerment Assessment (CEA) offered as a service of the Presbytery?

Yes

We are in the process

No

No, but we would like to take advantage of the CEA

Looking back over the last year, did you achieve the goals you set for your congregation? If so, let's celebrate and share! How did you accomplish your goals? If not, why not?

Which educational opportunity did your CRE take advantage of this past year? Did your CREs 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**

Part 3 – Looking Forward

What are the top three issues facing your congregation?

Is the pastor, session and congregation all aware of these issues?

Is the pastor, session and congregation working together to address these issues?

If not, how will you encourage these three bodies to work together?

What are the top issues facing the community surrounding your church?

Is the pastor, session and congregation aware of the issues facing your community?

Is the pastor, session and congregation all working together to address these issues?

If not, how will you encourage these three bodies to work together?

What are some of the goals you would like to set for your church in the coming year and what objectives will you use to achieve them?

How could the Presbytery help you achieve your goals?

How could the CRE Task Force help you as a CRE?

