

COMMISSIONED PASTOR WORK AGREEMENT

The Presbytery of Kiskiminetas, in fulfilling its requirement of G-2.1001, has determined that Commissioned Pastors are needed to serve the church in limited pastoral service as assigned by the Presbytery. In doing so, the presbytery places and assigns _____, Commissioned Pastor to the _____ Presbyterian Church for the specific term of one year. Upon the agreement of all parties, this may be renewable for three years. The initial term of this agreement is from _____ to December 31, _____, but should not exceed beyond the three year point of December 31, _____.

I. ESTABLISHMENT OF THE COMMISSIONED PASTOR WORK AGREEMENT AND SUPERVISION

- A. Upon the approval of the Ministry Commission, the Presbytery of Kiskiminetas assigns:
 - 1. Elder _____ as Commissioned Pastor for the congregation
 - 2. The Rev. _____ will serve as mentor and supervisor for the Commissioned Pastor to fulfill the requirement of G-2.1004
 - 3. The Commissioned Pastor will participate in the Commissioned Pastor Support Group, continue learning and developing their skills, and provide mutual support to their colleagues in ministry as a friend, clearly working with them to the ordering of God's Word and Spirit. If participation in the Support Group is problematic and with the Ministry Commission's permission, the Commissioned Pastor may substitute their involvement with a Presbytery Approved Workshop/Continuing Education program.
- B. The Presbytery's Ministry Commission assigns the primary duties of the Commissioned Pastors, as listed below. Only the Ministry Commission may modify this work agreement in consultation with the Session and Commissioned Pastor.

II. PRIORITIES FOR THE MINISTRY OF THE COMMISSIONED PASTOR

Priorities should be designated by customizing the following sample prioritized description. Other duties, if negotiated, should be added. Time expectations for each segment may be included.

- A. **Provide Sunday Worship Leadership** according to the following schedule. _____ Pulpit supply preachers for Sundays off will be scheduled in this manner _____. (The Presbytery Pulpit Supply Service may be used by following the Presbytery Policy.)
- B. **Provide Special Services Worship Leadership** for these services: (i.e. Christmas Eve, New Years, Maundy Thursday, Easter Sunrise)

- C. **Pastoral Care and Visitation** according to the following priorities:
Check those that apply. (Indicate new priority order in the margin.)
 - ___ 1. Hospital visitation, including surgery and emergency visits.
 - ___ 2. Homebound visitation (including communion times each year)
 - ___ 3. Outreach visitation
 - ___ a. Follow up visits with potential members, new worshipers

- ___ b. Join with the session in care of lesser participating active members
- D. **Officiate at Communion** (If MST has granted permission to officiate for Communion.)
 ___ Yes ___ No
- E. **Officiate at Baptisms** (If MST has granted permission to officiate for Baptism.)
 ___ Yes ___ No
- F. **Officiate at Weddings** (If MST has granted permission to officiate at Weddings.)
 ___ Yes ___ No
- G. **Attend the Following Committee Meetings** _____
 ___ Regularly on this schedule _____
 ___ As requested by the committee chairpersons.
- H. **Session Meeting Attendance**
 ___ Expected ___ Encouraged ___ Optional ___ Not Required ___ Not part of work agreement
- I. **Serves as Moderator of Session and Church** (If MST has granted permission)
 ___ Yes ___ No (If No, Moderator is Rev. _____)
- J. **Presbytery Participation**
 If the Commissioned Pastor serves as the Moderator of the Session, they are granted voice and vote by the Presbytery, attendance at Presbytery meetings is mandatory and should be compensated at the standard hourly rate. If a Commissioned Pastor is assigned to a Presbytery Committee, this is expected of all Ruling Elders, so it is not compensated by the church.
- L. **Community Responsibilities**
 ___ Expected to attend the following Community Minister Gathering (Ministerium) _____ which meets _____ and will be compensated for attendance
 ___ May attend the Community Minister Gathering (Ministerium) for personal enrichment, but not compensated
 ___ Expected to attend the Presbytery Monthly District Pastor Lunches and will be compensated
 ___ May attend Presbytery Monthly District Pastor Lunches for personal enrichment, but will not be compensated
- M. **Administrative Responsibilities**
 Will post and make available office hours as needed:
 ___ On these days and times (except in case of pastoral emergency): _____
 ___ At own discretion as time permits
 ___ Specify other administrative duties _____

III. BOUNDARIES TO THE COMMISSIONED PASTOR ROLE

- A. The Moderator is responsible for moderating Session meetings as well as Congregational meetings. MST may approve the Commissioned Pastor to serve as Moderator. This decision is based upon polity training and previous moderator experience.
- B. The Commissioned Pastor will not perform pastoral work outside of this work agreement without the written permission of the Ministry Commission.
- C. The Commissioned Pastor typically will never exceed 3 pastoral care sessions with an

individual, unless the mentor/supervisor believes it to be an appropriate relationship and the spiritual care of the individual seeking assistance is being furthered by the relationship. Any pastoral care with an individual of more than 3 sessions that is not reported to the mentor/supervisor breaches this work agreement.

- D. Commissioned Pastor's work is at the discretion of the Presbytery. The Commissioned Pastor is responsible for maintaining their relationship and working with their mentor/supervisor. Therefore, this relationship must be open and honest with full disclosure of issues that affect the Commissioned Pastor's work with the congregation, Session, and individual members. The burden of full disclosure is on the Commissioned Pastor, and any failure to disclose essential issues is a breach of this work agreement.
- E. If the Commissioned Pastor and mentor/supervisor relationship need to change, either individual may request the MST to review and establish a new relationship when necessary.

IV. TERMS OF EMPLOYMENT

- A. The Ministry Commission will conduct an annual review with written reports submitted, by the Session and the Commissioned Pastor, to the MST in August. The Ministry Commission will permit the renewal or termination for the following year.
- B. The Ministry Commission in compliance with G-2.1004 "...may at any time withdraw the commission for reasons it deems good and sufficient." The withdrawal of the commission will terminate this work agreement immediately.
- C. The Ministry Commission may terminate this work agreement upon 30 days written notification by either the Commissioned Pastor or the Session.
- D. The Commissioned Pastors will work, on average, _____ hours per week. These hours are not to exceed the _____ hour average for any pay period. The Presbytery permits Commissioned Pastors to work a maximum of half-time or 20 hours per week.
- E. Pay periods will be on a _____ basis.

V. COMPENSATION REQUIREMENTS

- A. **Compensation Hourly Rate for Pastoral Services**
The salary will be computed at or above the Presbytery approved minimum rate of \$15.00 per hour for all services except preaching.
- B. **Preaching Compensation**
Preaching will be at the rate of \$100.00 per service for each Sunday. (The compensation for preaching is \$120 when there are 2 services at the same or different churches on the same Sunday.)
- C. **Traveling and other Work Compensation**
Compensation of time includes travel time from the place of employment to hospitals and meetings, including any session and ministerial meetings the Session desires the Commissioned Pastor to attend.
- D. **Social Security, Taxes and Worker's Compensation**
 - 1. If the Commissioned Pastor does not receive a housing allowance, they serve as an employee of a congregation. The church pays the employer portion (7.65%) of Social Security on hourly and preaching compensation. If the Commissioned Pastor does receive a housing allowance, they are considered Self Employed and shall receive the

7.65% of Social Security Self Employment as an offset. The church must withhold the employee portion of federal, state, and local taxes.

2. If Commissioned Pastor is considered an employee, they should be added to the congregation's Worker's Compensation coverage.

E. Vouchered Reimbursable Expenses

1. Travel: reimbursed at maximum IRS approved per-mile rate.
2. Phone calls on behalf of the church that must be made from the Commissioned Pastor's home, or the church may provide a cell phone to the Commissioned Pastor as part of compensation.
3. The Session may designate any other allowances the congregation is providing and for what purpose, such as internet service expenses.

F. Optional Financial Program available

1. The Board of Pension offers individuals who work over 20 hours a week with the church the option to participate in the Retirement Plan and Medical Coverage. The church would pay for these options if selected.
2. Commissioned Pastors who are authorized to do both Communion and Baptisms within their work agreement may have a portion of their salary designated as Housing Allowance each year by the Session at their meeting to establish the church's budget.

G. Vacation

1. At a minimum, Commissioned Pastors will receive 20 hours of vacation time for every quarter worked. If the Commissioned Pastors starts mid-year, vacation time should be pro-rated for the remainder of the year. Additional compensated vacation weeks may be granted and encouraged for longer serving Commissioned Pastor
2. Vacation time typically does not apply to Preaching Compensation, but if the Session wishes, Preaching compensation may be used in determining vacation time. The reason for this is preaching compensation is paid at a different rate based upon Sunday services, and in the absence of the Commissioned Pastor, the church would still need to pay for a substitute.

H. Study Leave

At a minimum, Commissioned Pastors will receive 10 hours of study leave for every quarter worked. If the Commissioned Pastors starts mid-year, study leave should be pro-rated for the remainder of the year. Additional compensated study leave may be granted and encouraged for longer serving Commissioned Pastor (Study leave may be accumulated to no more than 120 hours.)

I. Additional Study Leave/Book Allowance

The Session is permitted and encouraged to provide more funding for Study Leave/Book Allowance, but this is not required.

VI. FINAL EVALUATION

- A. The Ministry Commission process for vacating a pulpit will be followed and will include an exit interview with the Commissioned Pastor and Session.
- B. When the CP is no longer serving in a capacity of pastoral leadership, they will not influence the administration of the leadership nor provide their pastoral services to members of their former congregations without the invitation of the Moderator of Session (G-2.0905)

Date of Session Meeting with Commissioned Pastor Coordinator

_____ **Date of Session Action to establish work agreement** _____

Date of Ministry Commission approve the commission _____

**Date of Presbytery commissioning of Commissioned
Pastor** _____

Effective Date of work agreement _____

REQUIRED SIGNATURES TO WORK AGREEMENT

Clerk of Session _____ **Date** _____

Moderator _____ **Date** _____

Commissioned Pastor _____ **Date** _____

Ministry Commission Representative _____ **Date** _____

Pennsylvania and Presbytery Clearances for Volunteers

- Final approval for all work agreements is contingent upon clearances being completed in the last five years as per presbytery policy. Work agreements may not begin until these are completed.
- Copies of clearances and Mandated Reporter Training certification must be on file in the Presbytery Office.

Pennsylvania State Police Criminal Record Check _____ Date

Pennsylvania Child Abuse History Clearance _____ Date

Federal Bureau of Investigation Criminal Background Check _____ Date

Mandated Reporter Training _____ Date

COMMISSIONED PASTOR COMPENSATION WORKSHEET

Beginning Date of Work Agreement:	
Number of weeks remaining in calendar year:	
Compensation Explanation	Projected Yearly Amount
Salary: hours/week@ \$14/hour) Note: salary is paid for at regular hours worked while on study leave/vacation	
Preaching: weeks @\$100 (if one service at one church) or weeks @\$120 (if 2 services at one or more churches)	
Housing Allowance (Optional): If the Commissioned Pastor is authorized to serve communion and perform baptism, they may have their salary or portion of their salary designated as housing allowance. (This is not an additional cost but part of Salary consideration)	
Social Security (paid to IRS) Salary + Preaching X 7.65%	
Weeks of Paid Vacation Must be 2 weeks (adjust for new work agreements starting after the first of the year.) May be more than 2 weeks.	
Weeks of Paid Study Leave Must be 1 week, (adjust for new work agreements starting after the first of the year.). May be more than 1 week.	
Study Leave/Book Allowance Must be \$400; may be more	
Travel: Maximum Travel Funds to be reimbursed according to the IRS reimbursable rate for current year.	
Additional Professional Expense Allowance	
BOP Retirement/Medical (Optional) If Commissioned Pastor works more than 20 hours, they are eligible for participation in the Plan. Participation will be worked out between Commissioned Pastor and Session	
403(b) Retirement Savings Plan Salary Deferral (Optional) A 403(b) is available if desired through the Board of Pensions at any amount, or hours worked.	
TOTAL Commissioned Pastor SALARY & EXPENSES	
ADDITIONAL COSTS	
Moderator Monthly Fee	
Additional Preaching Supplies (for weeks the Commission Pastor is not preaching)	
TOTAL YEARLY COST	