

MISSION PRESBYTERY

COVENANT WITH COMMISSIONED RULING ELDERS (COMMISSIONED LAY PASTORS)

NAME OF CHURCH _____

NAME OF CRE _____

SERVICE FROM _____ TO _____

This Covenant shall be reviewed and renewed annually by session and the CRE. A copy of this Covenant is to be sent to Mission Presbytery’s Committee on Ministry for its concurrence.

This relationship may be terminated prior to expiration with _____ days notice by either party and the concurrence of the Committee on Ministry.

RESPONSIBILITIES OF THE CRE (check those that apply)

- Lead worship and preach _____ weeks per year, excluding vacation*, continuing education** and special annual services.
- Administer Sacrament of Lord’s Supper (with presbytery approval)
- Administer Sacrament of Baptism (with presbytery approval)
- Moderate session meetings when appointed by the COM or when invited by the appointed moderator of the session.
- Perform marriages (as state law allows and with presbytery approval)
- Attend and have voice and vote in presbytery meetings.
- Provide pastoral care, as necessary, to members of the church body.

TIME EXPECTATIONS (hours per week) _____ SPECIFIC DAYS IN OFFICE OR ON CALL _____

COMPENSATION (as applicable)

Cash Salary _____ per week / month (circle)

Medical Coverage yes no (circle)

Social Security withheld yes no (circle)

Travel Reimbursement @ \$ 0. ____ per mile up to \$ _____ per year.

Other ministry reimbursement (cell phone, books, etc.) \$ _____ per year

Continuing Education reimbursement \$ _____ per year

Housing arrangement in the community (if needed) / or manse \$ _____ per year

- * All Commissioned Ruling Elders receive 4 weeks (4 Sundays) paid vacation and will be covered by Mission Presbytery’s Leave Policy, which will be attached to this contract.
- ** All Commissioned Ruling Elders receive 1 week (1 Sunday) paid off for continuing education

Additional contractual terms (ex: clarify number of weeks per month to preach. Some CREs preach three out of the four Sundays)

Commissioned Ruling Elder

Clerk of Session

Presbytery COM Liaison

Date of Session Action

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Mission Presbytery Policy for Pastor/Educator Leave
(Pages 10 & 11 of the Mission Presbytery Policies Concerning Ministers and Educators)

1. Maternity Leave

- a. A female pastor/educator wishing maternity leave shall submit a written request to the Clerk of Session and a copy to the chair of the Committee on Ministry (for clergy), ordinarily 30 days prior to the projected commencement of the leave.
- b. Maternity leave shall normally be for a period of four (4) weeks. Any earned vacation time and compensation, for that calendar year, may be added with the concurrence of the session to the maternity leave. Additional leave time and the level of compensation may be negotiated between the pastor/educator and the session.
- c. During the period of normal maternity leave all salary; housing and benefits shall continue to be fully (100%) paid.
- d. During the period of normal maternity leave the pastor/educator shall be relieved from all regular pastoral/educational duties (preaching, teaching, and visiting, etc.).
- e. Following maternity leave the pastor/educator shall present to the session a written certification from the pastor/educator's attending physician certifying the minister/educator's readiness to resume normal pastoral responsibilities.

2. Paternity Leave

- a. A pastor/educator wishing paternity leave shall submit a written request to the Clerk of Session and a copy to the chair of the Committee on Ministry (for clergy), ordinarily 30 days prior to the projected commencement of the leave.
- b. Paternity leave shall normally be for a period of four (4) weeks. Any earned vacation time and compensation for that calendar year may be added, with the concurrence of the session, to the paternity leave. Additional leave time and the level of compensation may be negotiated between pastor/educator and session.
- c. During the period of paternity leave all salary, housing and benefits shall continue to be fully (100%) paid.
- d. During the period of paternity leave the pastor shall be relieved from all regular pastoral duties (preaching, teaching and visiting, etc.).

3. Family Emergency Leave

- a. Family Emergency Leave is defined as a sudden emergency within a pastor/educator's immediate family (children, spouse, parents) that requires her/his presence, rendering the pastor/educator unable to perform regular ministerial functions for a period of time.
- b. Family Emergency Leave shall consist of two (2) weeks per year. This leave may not be accumulated.
- c. If possible, a request for leave shall be made to the session prior to the pastor/educator's absence. If a prior request is not possible, notice shall be given as soon as possible to the Clerk of Session so that a formal request can be communicated to the session.
- d. During the period of Family Emergency Leave all salary, housing and benefits shall continue to be fully (100%) paid.

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4. Adoption Leave

- a. A pastor/educator seeking adoption leave shall submit a written request to the Clerk of Session and a copy to the chair of the Committee on Ministry, ordinarily 30 days prior to the projected commencement of the leave.
- b. Adoption leave shall normally be for a period of four (4) weeks. Any earned vacation time and compensation for that calendar year may be added, with the concurrence of the session, to the adoption leave. Additional leave time and the level of compensation may be negotiated between the pastor/educator and the session.
- c. During the period of Adoption Leave all salary, housing and benefits shall continue to be fully (100%) paid.
- d. During the period of adoption leave the pastor/educator shall be relieved from all regular pastoral/educational duties (preaching, teaching, and visiting, etc).

5. Return to Service

It is expected that upon completion of any of the above leaves the pastor/educator will return to service for a minimum of six-months.