

This document may be filled out using Acrobat Reader. You will need to print this form when you finish filling out the form. The yellow fields will not print.

## CONTRACT WITH A COMMISSIONED LAY PASTOR

**All the provisions of the Book of Order G-14.0800 and other related sections shall govern first and foremost all CLP relationships.**

To enter the church name, click above the line and the cursor will appear. Hit Tab to advance to the next field

The following contract between the session of the \_\_\_\_\_ Presbyterian Church and \_\_\_\_\_ is for the purpose of providing pastoral services as a Commissioned Lay Pastor (CLP) to the church for a period not to exceed 1 year (G-14.0801 b.) *This contract must be approved and may be renewed by agreement by the CLP and Grace Presbytery upon recommendation of the Committee on Ministry (COM).*

*It is understood that should there be a search for an installed pastor the responsibilities of a CLP will be limited to facilitating the PNC's regular reports to the session and the congregation. Any concerns or suggestions concerning the congregation's search for an installed pastor shall be communicated to the COM through its liaison.*

*A CLP may seek to prepare the way for the coming installed pastor. A CLP may not be called as the installed pastor of the church.*

The contract is to begin on \_\_\_\_\_ (mm,dd,yy) and end on Type MM/DD/YY, eg, 12/01/06  
\_\_\_\_\_ (mm,dd,yy).

*Only those persons whose name/PIF has been directed to a congregation by the appropriate committee of Grace Presbytery through its COM will be approved. Ordinarily, the CLP shall have completed the training for Commissioned Lay Pastors provided by Grace Presbytery. However, upon recommendation of the COM, Grace Presbytery may approve training from another presbytery. (Certification is not transferable.G-14.0801 a)*

*The CLP is not a member of Grace Presbytery.*

The Book of Order (G-14.0800 ff) shall guide such service.

The above named person will be responsible for the following duties, in accord with G-14.0801c:

[please check functions desired] Click cursor above the line and a check mark will appear.

- (1) Administer the Lord's Supper.
- (2) Administer the Sacrament of Baptism.
- (3) Moderate the session of the congregation under the supervision of and when invited by the moderator of the session appointed by the presbytery.
- (4) Have a voice in meetings of presbytery.
- (5) Have a vote in meetings of presbytery (such vote to be counted as an elder commissioner for purposes of parity).
- (6) Perform a service of Christian marriage when invited by the session or other responsible committee, and when allowed by the state.

The congregation and session shall be responsible to:

- Support the CLP in her/his ministry
- Provide regular financial compensation according to the terms of the contract
- Provide for an annual performance review or at least thirty days prior to the end of the contract
- Review the adequacy of compensation after one year.
- Pray for the CLP and his/her family and the health of the congregation

It is to be understood that presbytery may, at any time, alter the authorized functions of the CLP with or without cause. The CLP shall work under the supervision of a Minister of Word and Sacrament duly appointed by the presbytery.

In the event the contract is terminated by the presbytery or the session without cause, the CLP shall receive a continuance of compensation, deferred benefits and medical and coverage for a period of one (1) month, or until the date of a new commission, whichever comes first. The CLP may terminate the agreement with 30 days written notice and forfeiture of any compensation beyond that 30-day period. Optional continuance of compensation may be negotiated between the presbytery, the session and the CLP at the beginning of the contract. All negotiated compensation must be included in this contract and be approved by COM.

**COMPENSATION**

Cash salary To enter the Annual Cash Salary amount, click above the line and the cursor will appear. Hit Tab to advance to the next line. \_\_\_\_\_

Housing, which may or may not be provided, but if it is, then shall include utilities and appurtenances or use of manse and appropriate reimbursements connected to its use. \_\_\_\_\_

Deferred Compensation e.g. 403(b), if any. \_\_\_\_\_

Total Effective Salary This field will automatically add lines 1 thru 3. \_\_\_\_\_

Board of Pensions dues (31.5%) \_\_\_\_\_

Social Security off-set (8.24%) \_\_\_\_\_

Professional Expenses, which should include Continuing Education and Travel (at IRS reimbursable rate  $-\$0.485/mile$ )

*Note: For those who commute, commuting mileage may be included.  
For those who maintain their taxable residence elsewhere  
A per diem (IRS rate) may be included  
(Using an accountable reimbursement system)*

Other \_\_\_\_\_

Moving to the field, if any. \_\_\_\_\_

Total Cost to Church This field will automatically up the necessary Total Effective Salary, BOP Dues, and Exepenses \_\_\_\_\_

Study leave (2 weeks) \_\_\_\_\_

Vacation (4 weeks and 4 Sundays prorated) \_\_\_\_\_

Presbytery minimum for effective salary for full-time positions is \$37,200 for 2007. Contracts that are less than full-time should prorate effective salary accordingly.

Presbytery minimum for Continuing Education and Professional Expenses in full-time positions is \$1,000, (combined). [Continuing Education allowances are cumulative to three years.]

Signed: \_\_\_\_\_ Date \_\_\_\_\_ Type MM/DD/YY, eg, 12/01/06  
Clerk of the Session

\_\_\_\_\_ Date \_\_\_\_\_  
Commissioned Lay Pastor

\_\_\_\_\_ Date \_\_\_\_\_  
Committee on Ministry