

# COVENANT FOR SERVICES OF COMMISSIONED RULING ELDER

Name of Church \_\_\_\_\_

Name of CRE \_\_\_\_\_

Service from \_\_\_\_\_ to \_\_\_\_\_

Mission Strategy for the Church: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (use additional space as needed)

## Responsibilities of CRE to Implement Mission Strategy of Church:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

(use additional space as needed)

Time Expectations (per week)<sup>a</sup> \_\_\_\_\_ Specific Days in Ministry? \_\_\_\_\_

## Specific authorities (granted by presbytery)

Baptisms                       Officiate at Lord's Supper<sup>b</sup>                       Voice & vote in presbytery<sup>c</sup>  
 Funerals                       Moderate session and congregational meetings  
 Services of Christian Marriage

Yes	No	<b>Responsibilities of CRE to Congregation</b>
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The CRE will:

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. Serve as Sunday morning worship leader _____ (number) Sundays per month and at special services as follows (list) _____                               |
| _____ | _____ | 2. Officiate at sacrament of Lord's Supper.  |
| _____ | _____ | 3. Administer sacrament of baptism when invited by the session.  |
| Yes   | No    | 4. Officiate at funeral and memorial services.   |
| _____ | _____ | 5. Perform service of Christian marriage, after providing marriage preparation, as outlined in W-4.9002 (on church property or of church members, only). |
| _____ | _____ | 6. Visit members of congregation who are in the midst of crisis (i.e. death,   |

<sup>a</sup> Minimum 10 hours per week per church.

<sup>b</sup> Authorization may be granted for no more than twelve months at a time.

<sup>c</sup> Ibid.

sickness, trauma, or other significant events) where pastoral care is required.

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|---|---|---|
| — | — | 7. Visit members of congregation who are not able to attend church services (shut-ins) and take communion, if requested (with an accompanying ruling elder).  |
| — | — | 8. Serve as moderator of session and of congregational meetings   |
| — | — | 9. Coordinate new member confirmation procedures and conduct new member classes, if required.   |
| — | — | 10. Work with the session, church leaders and musician(s) to develop ideas for creative worship and activities.   |
| — | — | 11. Communicate effectively with church members, church committees and the general public, using appropriate patience, tact and professionalism.  |
| — | — | 12. Adhere to standards of professional ethics and integrity, including those incorporated in “ <b>Life Together in the Community of Faith: Standards of Ethical Conduct for Ordained Officers in the P.C. (USA).</b> ” |
| — | — | 13. Other _____<br>(use additional sheets as necessary)   |

Yes No **Responsibilities of CRE to Presbytery:**

The CRE agrees to:

- |   |   |  |
|---|---|--|
| — | — | 1. Acknowledge the authority of the presbytery over the congregation and his/her ministry and abide by the polity and discipline of the Presbyterian Church (U.S.A.) |
| — | — | 2. Take initiative in maintaining regular communication with the assigned mentor   |
| — | — | 3. Attend at least 3 meetings of presbytery per year and ensure session representation at presbytery meetings  |
| — | — | 5. As duties allow, continue active participation in the life and mission of the church of membership.   |
| — | — | 6. Attend required, regular, continuing education approved by the Committee on Ministry.   |
| — | — | 7. Complete an annual end of year report.  |
| — | — | 8. Complete presbytery sexual conduct training and submit a sexual conduct signoff form to Stated Clerk.   |
| — | — | 9. Complete Commonwealth-mandated background checks and clearances and trainings and submit copies to presbytery.  |
| — | — | 10. Other _____<br>(use additional sheets as necessary)  |

Yes No **Responsibilities of Congregation to CRE:**

The Congregation agrees to:

- |   |   |   |
|---|---|---|
| — | — | 1. Support and cooperate with the CRE and assume responsibility for: attending worship services and meetings; ongoing financial support of the ministry and |
|---|---|---|

mission of the church; providing adequate support services.

\_\_\_ \_\_\_ 2. Pay CRE fairly. Session will review and report the terms of call annually and agree to meet or exceed presbytery minimums for CREs.

\_\_\_ \_\_\_ 3. Other \_\_\_\_\_

Yes No **Responsibilities of Congregation to Presbytery:**

The Congregation agrees to:

\_\_\_ \_\_\_ 1. Acknowledge the authority of the presbytery over the congregation and the CRE's ministry among them, and abide by the polity and discipline of the Presbyterian Church (U.S.A.)

\_\_\_ \_\_\_ 2. Encourage representation at presbytery meetings by the CRE and ruling elder commissioner, and participate actively in the work of the presbytery.

\_\_\_ \_\_\_ 3. Other \_\_\_\_\_

**TERMS:**

Length: The term of this contract shall be a period of \_\_\_\_\_ (no more than one year), renewable up to three years from the date of signing. Both parties will meet at a mutually convenient time before the expiration of this contact to discuss contract renewal and any necessary revisions, in conjunction with COM.

Compensation:

Cash Salary<sup>d</sup> \$ \_\_\_\_\_/week/month (circle)

If CLP so desires, and Session approves, division of cash salary into \_\_\_\_\_ Housing<sup>e</sup> and \_\_\_\_\_ Cash Salary

Total Cash Salary and Housing (Total Effective Salary) \_\_\_\_\_

SECA offset (an amount equivalent to an employer's share of the FICA tax, or 7.65% of the Total Effective Salary)<sup>f</sup> \_\_\_\_\_

Medical/Pension Contribution: yes/no (circle) Amount \_\_\_\_\_

Travel expenses (reimburse vouchered expenses at current IRS rate per mile)

Other monetary items: \_\_\_\_\_

<sup>d</sup>Minimum \$15.00 per hour.

<sup>e</sup>Note: The session must approve the "Housing" portion prior to January 1 of the year for which it is approved, to meet IRS standards; it is the responsibility of the individual CRE, not the employing church or presbytery, to justify the "Housing" allocation to the I.R.S. CREs should consult their own tax advisers for legal requirements.)

<sup>f</sup>Employer's portion to be calculated according to I.R.S. standards. The pastor is considered "self-employed" for IRS purposes and is responsible for paying her or his SECA tax according to I.R.S. regulations. CREs should consult their own tax advisers on what portion is taxable for I.R.S.

Vacation: one month per year, including at least 4 Sundays, accrued monthly

Continuing Education \_\_\_ (days) study leave per year, cumulative to \_\_\_(days) over three years. (Dates and content set in consultation with session)

Continuing Education allowance \_\_\_\_\_. Continuing education to be reimbursed by voucher.

Time for Governing Body Service (one week for program service including Sunday)

Provision for Termination of Covenant Relationship Prior to Expiration: The agreement may be terminated by any party by giving \_\_\_ (days/weeks) notice. Should difficulties in the relationship develop, assistance from the Committee on Ministry to help in conflict management and resolution shall be requested. Other termination provisions:

\_\_\_\_\_  
\_\_\_\_\_

Moderator of congregation \_\_\_\_\_(name)

CRE Mentor \_\_\_\_\_(name)

**Signed by:**

Clerk of Session \_\_\_\_\_ Date \_\_\_\_\_

CRE \_\_\_\_\_ Date \_\_\_\_\_

COM Chair \_\_\_\_\_ Date \_\_\_\_\_

Date approved by presbytery\_\_\_\_\_

(Complete in triplicate: one copy to Clerk of Session; one copy to CRE; one copy to COM/Stated Clerk)

Churches may attach additional pages to this form or request that this form be sent to them as an email attachment. Contact the presbytery office at (814) 682-7289 or email at

[Joyk2.gp@gmail.com](mailto:Joyk2.gp@gmail.com) or [vfrailey.sc@gmail.com](mailto:vfrailey.sc@gmail.com)