

TERMS OF SERVICE WORKSHEET FOR A STUDENT INTERN
(Complete prior to Filling Out Contract Worksheet)

Part A Cash Salary

1. Enter on line 1 the figure for the current year's minimum Terms of Call without a manse for a Minister of Word and Sacrament. (Full time, full 12 months.) 1. _____
2. Student interns get remunerated at 80% minimum terms of call. Multiply the figure on line one by 80%. Enter it on line 2. This is your baseline figure. 2. _____
3. A clergy work week is calculated at 40 work hours per week.
4. Calculate the number of hours you for which you are contracting the student intern. Minimum 5, maximum 40. Enter the number of hours on line 4. 4. _____
5. Divide the number of hours on line 4 by 40. This is the percent time for which you are contracting. Enter the number as a percentage on line 5. 5. _____
6. Multiply the number on Line 2 (Baseline figure) by the percentage of time on Line 5. This is the minimum terms of service for your intern for a twelve-month contract. Enter the result on Line 6. 6. _____
7. If the internship is to last less than a year, calculate the percentage of a year it will last. Multiply the percentage of a year by the number on line 6. This is your partial year terms of service. Enter on line 7. Leave blank if the contract is for 12 months. 7. _____
8. If the internship is shared between multiple churches, each church should calculate their percentage time and their total cash salary. The hours contracted among the churches cannot be more than 40. Enter the sum of all churches remuneration from their line 6 numbers (if full year contract) or from their line 7 numbers (if partial year contract) on line 8. 8. _____

Part B Other terms of service.

9. SECA: The contracting church is obligated to pay the employer portion of the SECA tax or 7.65% of the cash salary that was entered on line 8. Multiply Line 8 by 7.65%. Enter the resulting amount as SECA on line 9. Note that this is taxable income to the intern. 9. _____
10. The contracting church will reimburse business mileage at the current IRS rate for business travel, paid on presentation of voucher.
11. Four weeks per year, including four Sundays, vacation, accrued at the rate of one week per quarter; a week to be defined by work week. (With a contract for two days per week service, the intern would earn two days of vacation each quarter.)
12. \$500 professional expenses and books, vouchered

These are minimum terms of service. Sessions may offer higher cash salary or additional benefits

**PRESBYTERY OF HUNTINGDON
STUDENT INTERN PASTOR WORK AGREEMENT
[NAME OF STUDENT INTERN]**

The following agreement between the Presbytery of Huntingdon, the Session of the [name] Presbyterian Church [church address], [additional church(es)] and [name of intern]. Other parties to this agreement are [name of seminary] and the SubCommittee on Preparation for Ministry of the Presbytery of Huntingdon, under whose care [name of intern] is an [Inquirer or Candidate]. This contract is for the purpose of providing pastoral leadership as a Seminary Student in Preparation for Ministry and Service in Covenant Relationship.

I. Elements

Upon the approval of the Presbytery of Huntingdon, through the Committee on Ministry, [name of intern] will be Student Intern Pastor of the [name] Presbyterian Church and the [name] Presbyterian Church. (It is possible that the student intern's seminary may need to approve as well: to be determined.)

II. Basic functions of this ministry:

[Enter list of key functions here. Must be capable of completing in a normal week in contracted time.]

- Additional duties of the Student Intern Pastor will be determined in consultation with the Session(s).

III. Terms of Employment

Time commitment: This contract is intended to be fulfilled in [percent of time listed on Line 5 of Terms of Service Worksheet]. This will be allocated [percentage to church A] and [percentage to Church B]. This percentage number must be no more than 100 percent or 40 hours per week.

Length: The Student Intern contract will run from [date] to [date] and shall not exceed twelve months. Extensions may be granted when endorsed by the Session(s), the Student Intern, the Committee on Ministry, and the student intern's Committee on Preparation for Ministry.

Termination: The work agreement may be terminated with a 30-day written notice by the Student Intern or the Session, upon the approval of the Committee on Ministry. The contract may also be terminated by the Committee on Ministry.

IV. Terms of Service

Cash Salary [Enter the cash salary from Line 8 of the Terms of Service Worksheet from each contracting church, and the total cash salary summary from all participants] [line 8]

SECA offset .765% Cash Salary [Enter the SECA from Line 9 of the TOS Worksheet] [line 9]

Travel, at current IRS rate paid monthly on voucher

Vacation: four weeks per year, accrued at the rate on one week per quarter, including least four Sundays

Book allowance/professional expenses \$500 annually, vouchered

The treasurer of [name of church] will pay the treasurer of [name of church] monthly on the first Monday of the month its agreed upon portion. The treasurer of [name of church] Presbyterian Church will then pay the agreed upon monthly amount plus vouchered expenses to the Student Intern.

V. Accountability and Evaluation

The Student Intern is accountable to the church through the Session and to the Presbytery through the Committee on Ministry. [and possibly to his seminary]

Quarterly, both the Student Intern and the Session will make a brief report on the status of the work of the Student Intern to the Committee on Ministry. A copy will be shared with the Student Intern’s Committee on Preparation for Ministry and with his/her seminary.

At the end of the work of the Student Intern, the Session will provide an evaluation of the work of the Student Intern to the Committee on Ministry, with a copy supplied to the Student Intern, the Student Intern’s Committee on Preparation for Ministry, and the Student Intern’s seminary.

VI. Pennsylvania and Presbytery Clearances

Final approval for work agreement is contingent upon these being completed in the last 5 years as per Presbytery policies and Commonwealth requirements. The work agreement may not begin until these have been completed. If clearances expire during the work agreement, the Student Intern will be suspended until new clearances are submitted.

Clearances Required	
Pennsylvania State Police Criminal Record Check	Date
PA Child Abuse History Registry	Date
FBI Criminal Background Check with fingerprints	Date
Certificate of completion of Mandated Reporter Training	Date
Sexual Conduct Signoff	Date
Boundaries Training (every 3 years)	Date

Copies of clearances and Mandated Reporter Training certification must be on file in the Presbytery Office before the Student Intern enters into this work.

VII. Book of Order [G-2.0606] Service in Covenant Relationship:

Permissions: “Inquirers and candidates shall, with the permission of the presbytery of care, engage in some form of supervised service to the church.”

Field education assignments that are under the supervision of a theological institution do not require presbytery approval;

Field education assignments that place an inquirer or candidate as the student intern having sole pastoral responsibility for the life of a church require the counsel and oversight of the Committee on Ministry

having jurisdiction over the church. An inquirer or candidate shall not undertake to serve a church, even as a temporary supply, without the approval of the presbytery having jurisdiction over the church as well as the approval of the inquirer's or candidate's presbytery of care.

Limitations: Under no circumstances may an inquirer or candidate who has not been previously ordained as an elder, serve as moderator of a session, administer the Sacraments, or perform a marriage ceremony.”

An inquirer or candidate previously ordained as a ruling elder may be authorized by the presbytery to preside at the Lord's Supper when invited by a session.

A previously commissioned lay pastor who becomes an inquirer or candidate may continue to be authorized to administer sacraments in accordance with the presbytery's previous grant of authority. Under no circumstances may an inquirer or candidate who has not been previously ordained as an elder, serve as moderator of a session, administer the Sacraments, or perform a marriage ceremony.

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