

FORM OF CONTRACT

BETWEEN A SESSION AND A COMMISSIONED LAY PASTOR

The session of the _____ Presbyterian Church being well satisfied with your qualifications to lead and assist us in the fulfillment of our corporate and individual ministries contracts with you _____ to become our Commissioned Lay Pastor beginning _____ for a period of one year, subject to renewal. Oversight of the contract and your performance is through the session and the Presbytery's Committee on Ministry. This contract will be reviewed annually.

_____, a graduate of the Presbytery of Shenandoah's Commissioned Lay Pastor training program, received a commission from the Presbytery to serve _____ Presbyterian Church in the capacity of Commissioned Lay Pastor on _____.

EXPECTATIONS: (Delete items not applicable)

During your time of service we expect you to perform the following services:

1. Conduct worship (State times and Sundays per month).
2. _____
2. ** Administer the Sacrament of the Lord's Supper.
3. ** Administer the Sacrament of Baptism.
4. Conduct funerals.
5. ** Moderate session meetings under the supervision of, and when invited by, the moderator of the session appointed by the Presbytery.
6. **Perform a service of Christian marriage when invited by the session or other responsible committee, and when allowed by the state.
7. Visit members of the congregation especially during crisis.
8. Conduct officer training.
9. Voice and vote in presbytery.
10. Attend an annual continuing education event that is approved by the Lay Pastor Oversight Committee as part of the two week study leave.
11. Other _____.

The session estimates that fulfilling these duties will require _____ hours per week.

** The presbytery may authorize a commissioned lay pastor to perform any or all of these functions. In accordance with the *Book of Order*.

COMPENSATION: (Delete items not applicable)

The session promises and obligates itself to provide you with the following compensation:

1. A salary of \$ _____ per month. (For occasional services only, a \$ per service should be substituted.)
2. Documented travel reimbursement at the rate allowed by IRS.
3. Payment of ½ of your salary taxes for Social Security, currently 8.284%.
4. Vacation of one month annually, available as earned.
5. Study leave of two weeks annually, available as earned.
6. Session shall assume a portion of the cost of the annual continuing education event.
7. Other _____.

TERMINATION:

This contract may be terminated by either the session or the Commissioned Lay Pastor with 30 days of notice.

SIGNED:

Clerk of Session _____ Date _____

Commissioned Lay Pastor _____ Date _____

Committee on Ministry Representative _____ Date _____

Revised 04/08

See the most recent version at: <http://www.shenpres.org/forms.html>