

In order to properly consider the matters that come before the Committee, please take note: the Committee meets on the second Thursday of the month; therefore, all terms of call, contracts, MDPs, commissions to install, and other documents for consideration must be emailed to Kim Stroupe [kims@shenpres.org](mailto:kims@shenpres.org) by noon on the first Thursday of the month. **PLEASE DO NOT MAIL THE CONTRACT**

**FOR THE SAKE OF UNIFORMITY AND ACCURACY,  
WE ASK YOU TO NOT CHANGE THIS FORM IN ANY WAY**

PRESBYTERY OF SHENANDOAH – P.C.(U.S.A.)  
FORM OF CONTRACT  
**COMMISSIONED RULING ELDER AND A SESSION**

\_\_\_\_\_, a graduate of \_\_\_\_\_'s Commissioned Ruling Elder training program, received a three-year commission from the Presbytery to serve the \_\_\_\_\_ Presbyterian Church of \_\_\_\_\_ in the capacity of Commissioned Ruling Elder. The most recent commissioning occurred \_\_\_\_\_, 20\_\_\_\_.

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, hereby contracts with you \_\_\_\_\_ to become our Commissioned Ruling Elder beginning \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_ (*not to exceed 36 months*). Oversight of the contract and your performance is through the Session and the Presbytery's Committee on Ministry. Contracts exceeding 12 months shall be reviewed annually by the Session for equitable compensation, including changes in cost of living. If the contract expectations remain the same **and** there is not a net financial decrease in the terms of the contract, the Session shall report to the COM that it has reviewed the contract as required, along with any change(s) in compensation. Any substantive changes, including changes in responsibilities or expectations, number of hours anticipated, and any net reduction in the compensation package, will be treated as a new contract requiring COM approval.

**EXPECTATIONS:** (Delete items not applicable)

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

1. Conduct worship (state worship times and Sundays per month).
2. \* Administer the Sacrament of the Lord's Supper.
3. \* Administer the Sacrament of Baptism.
4. \* Serve as Moderator when appointed by Presbytery or under the supervision of and when invited by the moderator of the Session appointed by the Presbytery.

5. \*Perform a service of Christian marriage when invited by the Session or other responsible committee, and when allowed by the state law.
6. Conduct funerals and provide related pastoral care.
7. Visit members of the congregation especially during crisis.
8. Conduct officer training.
9. Provide services in the area of Christian education.
10. Exercise voice and vote in presbytery.
11. Attend an annual continuing education event that is approved by the CRE Oversight Committee as part of the two week study leave.
12. Other:

The Session estimates that fulfilling these duties will require \_\_\_\_\_ hours per week.

\* The Presbytery may authorize a Commissioned Ruling Elder to perform any or all of these functions in accordance with the *Book of Order* G-2.1001.

**COMPENSATION:** (Delete items not applicable)

The Committee on Ministry has determined that any pastoral contract with an effective wage less than \$15/hour will be considered as a volunteer position with a stipend. Contracts that fall within that range should complete line C for Pastoral Volunteer, including the amount and frequency of any stipend offered.

Churches and pastoral leaders should consult with tax professionals for any potential tax implications of this change.

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

1. A salary of
  - a. \$ \_\_\_\_\_ per week/month (circle one); OR
  - b. \$ \_\_\_\_\_ per service; OR
  - c. This is a Pastoral Volunteer position. A stipend of \$ \_\_\_\_\_ is offered per \_\_\_\_\_.
2. Documented travel reimbursement at the current IRS rate.
3. Payment of ½ of your salary taxes for Social Security, at the current IRS rate.
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 (up to \$300).
7. Other (including optional participation in the Board of Pensions Covenant Package or Congregational Pastor's Package):

**SIGNED:**

\_\_\_\_\_  
Commissioned Ruling Elder

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

This contract may be terminated by either the Session or the Commissioned Ruling Elder with 30 days' notice.

\_\_\_\_\_  
Approved by the Committee on Ministry

\_\_\_\_\_  
Date