

Presbytery of Coastal Carolina

Temporary Pastoral Relationship Worksheet

This worksheet is intended to assist the Session of the church to develop its expectations of the pastor (Stated Supply, Temporary Supply, or Commissioned Ruling Elder). The final determination of duties and compensation will be worked out between the pastor and the session and will *need approval* by the appropriate Community Committee on Ministry. The session and the pastor should agree upon which of the following (or additional) duties that are expected to be performed during this contract period with an estimate of the approximate number of hours required to accomplish them. This then becomes the basis for calculating the compensation offered and accepted.

Possible Duties to Be Performed

1. **Worship Leadership and Preaching**

Will provide regular preaching and worship leadership on Sunday mornings and at special services such as Thanksgiving, Maundy Thursday, and Christmas Eve, taking appropriate time for study and preparation. Will officiate at weddings and funerals and administer the sacraments as agreed upon with the session.

Average Time Required – 10-15 hours per week depending on complexity and expectations

2. **Pastoral Care**

Will provide continuing pastoral care for church members and friends, including hospital and home visitation in crises; will visit (along with elders at times) prospective members; will provide crisis care to outsiders as feasible; and will be available for short-term personal counseling as negotiated.

Average Time Required – 3-10 hours per week depending on number of members and expectations of the session

3. **Administration**

Will plan for and moderate session and congregational meetings (if appointed moderator of session); and will provide, with the session, organizational oversight for the work of the church. Will work collegially with session committees in program planning.

Average Time Required – 2-10 hours per week depending on number of programs and level of involvement expected

4. **Other**

As determined by the session in consultation with the pastor.

Average Time Required – to be determined by session and pastor.

Note: Be sure to communicate to the congregation both the number of expected duties and the approximate time allowed for each so that members of the congregation have a realistic level of expectations about what the pastor will and will not do under this contract.

Compensation Calculations

Note: If the person being considered is an active, ordained PC(USA) minister working **more than** 20 hours per week, the congregation **must pay** based on at least the minimum terms of call which includes payments to the Board of Pensions for pension dues, death and disability dues, and medical benefits. An Excel worksheet is available to assist you in calculating these figures.

If the person being considered is a retired PC(USA) minister the requirements are different. Please contact the Presbytery office for assistance in these calculations.

If the person being considered is a Qualified Ruling Elder (that is someone who is qualified to become a Commissioned Ruling Elder upon the approval of the contract with a congregation by the Community Committee on Ministry) then you can use the table below to work out the figures. This table can also be used for working with ordained pastors working **less than 20** hours per week.

Duties to Perform	Anticipated Hours	Hourly Rate	Total per Week
Worship Leadership			
Pastoral Care			
Administration			
Other			

Total per Week _____

Recommended hourly rate based on minimum terms of call: (Congregations are free to pay more.)

Stated Supply Pastor (Ordained Minister) \$ 20.00 - \$25.00 per hour

Commissioned Lay Pastor (CRE) \$ 15.00 - \$20.00 per hour

Sample Worksheet

Duties to Perform	Anticipated Hours	Hourly Rate	Total per Week
Worship Leadership	12	20	\$ 240
Pastoral Care	3	20	\$ 60
Administration	2	20	\$ 40
Other			

For **this** example:

Total per Week \$340

Total per Year (52 weeks) \$17,680

Total per *Average* Month \$1,475

In addition to compensation figures, don't forget to allow for:

- **professional expenses** (travel for visitation, phone calls, continuing education costs, etc.)
- **vacation** and study **leave** (4 weeks and 2 weeks respectively)