

# Presbytery of Coastal Carolina

## Compensation Worksheet for Temporary Pastoral Relationships

- **Stated Supply** (ordained PCUSA minister)
- **Commissioned Ruling Elder**
- **Temporary Supply** (minister from another denomination)

Use this worksheet to outline the expected duties and compensation of a temporary pastor (other than an Interim Minister). Estimate the number of hours required weekly to fulfill the pastoral duties required by the position. The weekly total then becomes the basis for calculating fair compensation.

When session and pastor agree on the duties expected, hours required, and compensation, the session submits the appropriate form to the Community Commission on Ministry (COM) for review and revision or approval **before** the pastor begins service.

Contact your COM Liaison for the correct form, or find it on [presbycc.org](http://presbycc.org): Resources/COM Forms/Call Forms. They are listed as:

- Stated Supply – for Ordained PC(USA) Pastors
- Commissioned Ruling Elders (CRE)
- Temporary Supply – for Ministers from another Denomination

### **Possible Duties to Be Performed – adapt descriptions to fit your situation**

#### **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 of members of the church and administer the sacraments (if authorized to do so).

Average Time Required – 10-20 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) prospective members; will provide crisis care to non-church members as time allows; 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 committees and level of involvement expected

#### **4. Other duties (list) and Average Time Required – as agreed upon by session and pastor**

**Note:** Be sure to communicate to the congregation both the 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 be able to do under this contract.

## Compensation Calculations

Use this table for

- *Stated Supply Pastor* (ordained Presbyterian minister) working **fewer than 20 hours** per week\*
- *Commissioned Ruling Elder* (CRE)
- *Temporary Supply Pastor* (non-PCUSA)

Do not use for an *Interim Minister*. Instead, refer to the terms of call for an installed pastor.

Duties	Anticipated Hours per week	<u>Recommended minimum hourly rates</u> (Congregations are encouraged to pay more as able.)
Worship/Preaching		Stated Supply Pastor .....\$ 23.00 - \$27.00 per hour <i>based on minimum terms of call</i>
Pastoral Care		Commissioned Ruling Elder ...\$ 15.00 - \$20.00 per hour
Administration		Temporary Supply Pastor.....\$ 15.00 - \$25.00 per hour <i>consider level of education, experience</i>
Other		
TOTAL	_____ hours x \$_____ hourly rate = \$_____ total per week	

ADD:

- **Vouchered Professional Expenses** (travel for visitation, phone expense, continuing education costs, etc. – reimbursed monthly for substantiated expenses only)

*To calculate: total hours per week x \$100 = **minimum** annual amount*

- Any **Medical or Retirement Benefits** agreed upon
- **Vacation and study leave** (4 weeks and 2 weeks recommended)

### Sample Worksheet

Duties	Anticipated Hours per week	<b>For this example:</b>
Worship/Preaching	12	Total per year (52 weeks) <span style="float: right;">\$17,680</span>
Pastoral Care	3	Professional expenses ( <u>17</u> hours x \$100) <span style="float: right;">\$1,700</span>
Administration	2	Total annual cost to church: <span style="float: right;">\$19,380</span>
Other	0	<i>plus cost of pulpit supply for vacation and study leave</i>
TOTAL	_____ hours x \$_____ hourly rate = \$_____ total per week	

**\*Note:** *Ordained PC(USA) ministers* who are not yet retired and are working **20 or more hours** per week, **must be paid** based on at least the minimum terms of call which includes Board of Pensions dues. The terms of call may be prorated for less-than-full-time work, based on a 50 hour work week. Requirements for a *retired PC(USA) minister* are different.

Please contact the Presbytery office for assistance in these calculations.