



CONTRACT FOR COMMISSIONED RULING ELDER (CRE)

The following contract between the session of (name of church)_____in
(city)_____and (name of CRE)_____,
is for the purpose of providing pastoral services as (full time, part time)_____Commissioned Ruling Elder to
the church for a period of _____(number of months -- not to exceed 36 months). The contract is to begin on
_____20____and end on _____, 20_____.

RESPONSIBILITIES:

The commissioned ruling elder provides basic pastoral services for the continuation of the church's mission and ministries.

For full-time positions, complete this section:

The commissioned ruling elder for this congregation will be responsible to **(please add or delete from this list)**:

- moderate the session and congregational meetings
- serve as Head of Staff
- lead worship, preach at regular Sunday services, and celebrate the sacraments
- arrange for substitute preachers on any Sundays not present
- call on sick and home-bound
- provide administrative leadership
- officiate at weddings and funerals
- lead new member classes
- work with committee chairs
- represent the church in dealing with outside organizations
- pray for the church

- _____
- _____
- _____
- _____
- _____
- _____

For part-time positions, complete this section:

The Committee on Church Orders expects that part-time contracts with Commissioned Ruling Elders will express realistic expectations about the amount of time a pastor needs to perform the ministry to which they are called. The following examples assume a part-time solo pastorate. A part-time associate position is expected to demonstrate a similar division such that the time allotted is adequate for the ministry to which they are called.

Quarter time = 10 hours per week:

This amounts to weekly worship leadership, moderating of session/congregational meetings AND ONE of the items noted below, as negotiated.

Third time = 13 hours per week:

This amounts to weekly worship leadership, moderating of session/congregational meetings AND TWO of the items noted below, as negotiated.

Half time = 20 hours per week:

This amounts to weekly worship leadership, moderating of session/congregational meetings AND THREE of the items noted below, as negotiated.

Three-quarter time = 30 hours per week:

This amounts to weekly worship leadership, moderating of session/congregational meetings AND FOUR of the items noted below, as negotiated.

The temporary supply for this congregation will be responsible to **(please add or delete from this list)**:

- Hospital visitation
- At home visitation
- Office hours (how many per week____?)
- Community ministry and outreach (including ecumenical gatherings)
- Committee meetings (in particular _____)
- Christian Education on Sundays
- Christian Education during Advent and/or Lent (as negotiated)
- serve as Head of Staff
- arrange for substitute preachers on any Sundays not present
- provide administrative leadership
- officiate at weddings and funerals
- lead new member classes
- work with committee chairs
- represent the church in dealing with outside organizations
- relationships with mid councils
- _____
- _____
- _____
- _____

The congregation and session will be responsible to **(please add or delete from this list)**:

- support the temporary supply in his/her ministry
- provide regular financial compensation according to the terms outlined below
- provide a performance review to the temporary supply at least annually
- pray for the temporary supply during this contract period
- negotiate goals for contract period
- _____
- _____
- _____
- _____

The Presbytery is a third and equal partner in the relationship between the church and temporary supply. During the length of this agreement, the temporary supply will be accountable to the presbytery through the Committee on Church Orders. **If a search for a called and installed pastor is underway**, it is understood that the CRE will not be involved in any way with the Pastor Nominating Committee, except to facilitate that committee's regular reports to the session and the congregation. Any concerns or suggestions about the congregation's search for a new pastor shall be carried to the Committee on Church Orders liaison.

This agreement may be terminated by either **the session or commissioned ruling elder** upon 30 days written notice and informing the Committee on Church Orders. This agreement may be extended in one to thirty-six month periods, upon written notice to, and the approval of, the Committee on Church Orders. It is understood that the temporary supply will participate in any training/discussions sponsored and/or requested by the Committee on Orders and will participate in an exit interview conducted by that committee at the end of this contract.

TERMS:

The CRE is employed on a () full-time () part-time basis, serving approximately _____ hours per week, and will be compensated as follows: (please fill in those amounts that apply, must meet Mountain Laurel Presbytery's Minimum Terms of Call)

Effective salary

Cash Salary \$ _____
 Fair rental value of manse \$ _____
 Housing Allowance \$ _____
 Utilities Allowance \$ _____
 Other allowances (please list) \$ _____
 Other allowances (please list) \$ _____
 Total \$ _____

Reimbursable expenses (by voucher)

Automobile expense (_____ per mile) \$ _____
 Business/professional expenses \$ _____
 SECA Supplement (up to 50%) \$ _____
 Continuing Education \$ _____
 Other allowances (please list) \$ _____

 Moving Costs (up to) \$ _____

Full medical, pension, disability, and death benefit coverage under the Board of Pensions \$ _____

If applicable, will medical coverage for the temporary supply's spouse/family be paid for by the church? If so, what is the cost and how much will the church pay?

Paid Vacation (please indicate number of weeks or days – one Sunday per allotted week is assumed) _____

Paid Continuing Education (please indicate number of weeks – one Sunday per allotted week is assumed) _____

APPROVALS:

The session approved this contract and its conditions on (date) _____

Signed: (clerk of session) _____ Date: _____

I agree to accept the terms of this contract.

Date: _____

Signed: (temporary supply)

The Committee on Church Orders approved this contract and its conditions on (date) _____

Signed: (COCO chair) _____ Date: _____

Signed copies to be given to:

- 1) the temporary supply
- 2) the clerk of session
- 3) Mountain Laurel Presbytery's Committee on Church Orders

December 15, 2025