

Commissioned Ruling Elder Covenant Agreement Form

Presbytery of the James

Completed by the Session

On this date,		For the		Church, in		, Virginia
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recommends that this be approved for	
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The effective date is:		End date:	
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Check all that apply:	Full-time		Part-time		If part-time, how many hours?	
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Compensation					
Total Annual Cash Equivalent:		\$	Full-time Compensation + Benefits must be at least \$61,200 and prorated for Part-Time		
A. With Housing and Utilities		B. With Manse, No Utilities Provided		C. With Manse & Utilities	
Annual cash salary:	\$	Annual cash salary:	\$	Annual cash salary:	\$
Housing/Util allow:	\$	Manse value:	\$	Manse value:	\$
		Util/furnishing allow:	\$	Utilities are provided:	Yes
Benefits					
D. Self-employment tax (.0765 X total cash equivalent):			\$		
E. Pension & Major Medical dues; see BoP Choice:			\$		
F. Study Leave (2 weeks minimum) <i>Leave shall accrue at the rate of one week per six months of work.</i>					
G. Vacation (4 weeks minimum) <i>Leave shall accrue at the rate of one week per three months of work.</i>					
Professional Reimbursements					
H. Auto/travel expenses (IRS rate)			\$		
I. Study leave expenses (presbytery minimum \$1,000)			\$		
Other (please specify, e.g., compensation, benefits, reimbursement)					
			\$		

Duties	
Duties of a Commissioned Ruling Elder	During the above time period, the Commissioned Ruling Elder and the Session has agreed to the following priorities concerning responsibilities: (Rank 1-4)
A. Worship preparation and leadership	#
B. Pastoral care and visitation (mark all that apply)	#
Hospital visitation	
Visitation of the homebound with communion	
Visitation of prospective members	
General visitation of church members	
Other:	
C. Administration (mark all that apply)	#
Session meetings	
Meetings of Session committees	
Congregational meetings	
Other:	
D. Additional pastoral duties (mark all that apply)	#
Church School	
Vacation Bible School	
Confirmation classes	
Officer training	
Other:	

A Commissioned Ruling Elder may enter into a Covenant Agreement for 12-months, renewable. The Agreement may be renewed annually upon review by the Commissioned Ruling Elder Committee and the Transitional Relations Committee of the Commission on Ministry (COM). Following three years of service, the commission to the particular church or ministry may be renewed but may not exceed three years without renewal.

The salary of a Commissioned Ruling Elder is to be prorated by the number of hours worked (i.e., 10 hours is 25%; 20 hours is 50%, etc.). Health and pension benefits may be paid by the church if mutually agreeable (minimum 20-hour work week is required in order to pay health and pension benefits). The salary is agreed to by the Session and the Commissioned Ruling Elder. *The church will annually review the adequacy of compensation and follow the presbytery's compensation guidelines.*

Signatures			
Clerk of Session:		Date:	
Commissioned Ruling Elder:		Date:	
COM Approval:		Date:	

Please send this completed document to com@presbyteryofthejames.org.