

**Commissioned Pastor
in the
Presbytery of the James**

Policy and Handbook

Approved June 15, 2021

Table of Contents

Policy and Steps to Commissioning	Pgs. 3-4
Appendix A: Pathways to Learning and Leadership at Union Presbyterian Seminary	Pgs. 5-6
Summary of Pathways Courses	Pgs. 6-7
Appendix B: Application Form for Commissioned Pastor Candidates	Pgs. 8-11
Appendix C: Session Endorsement Form for Commissioned Pastor Candidate	Pg. 12-13
Appendix D: Psychological Evaluation of Commissioned Pastor Candidates	Pg. 14
Appendix E: Readiness to be Examined for Commissioning	Pgs. 15-16
Appendix F: Guidelines for a Statement of Faith in the Presbytery of the James	Pg. 17
Appendix G: Service of Commissioning for a Commissioned Pastor	Pgs. 18-19
Appendix H: Commissioned Pastor's Annual Report	Pgs. 20-21
Appendix I: Mentor's Annual Report for Commissioned Pastors	Pgs. 22-23
Appendix J: Session's or Supervisor's Annual Report for Commissioned Pastors	Pg. 24
Appendix K: Commissioned Pastor Covenant Agreement	Pgs. 25-27
Appendix L: 2021 Minimum Compensation Criteria for the POJ	Pgs. 28-30

**Policy and Steps to Commissioning
Commissioned Pastors
Presbytery of the James**

From time to time, there are small membership congregations that may not be in a position to extend a call to a minister of the Word and Sacrament. There are validated ministries where a commissioned pastor may be of service (for example, but not limited to, chaplains or pastoral assistants in a congregation). It is the intention of this policy to outline the process for authorizing ruling elders to be commissioned to limited pastoral service as provided for in the *Book of Order* (G-2.10).

Policy

In order to be considered for authorization as a commissioned pastor (CP), a candidate must have been elected, examined, and ordained as a ruling elder in the Presbyterian Church (U.S.A.) for at least two years unless otherwise approved by the Commissioned Pastor Committee (CPC).

This policy is written to utilize Union Presbyterian Seminary's *Pathways to Learning and Leadership* program, specifically designed to prepare those interested in becoming CPs. Information on the *Pathways to Learning and Leadership* program may be found at www.upsem.edu/pathways. Other approved programs may also be considered.

Those interested in becoming CPs are encouraged to engage in the following steps:

1. Arrange a meeting with the CPC, a subcommittee of the Committee on Ministry (COM) to discuss their interest in serving as a CP and to review the requirements and expectations of the Presbytery of the James (POJ).
2. Take Introductory and Phase One courses through *Pathways to Learning and Leadership* program (or another approved program) (Appendix A).
3. **Before Year Two:**
 - a. Work with the CPC to select a mentor, who must be a minister of the Word and Sacrament in the POJ.
 - b. Complete Application Form (Appendix B), which includes session endorsement (Appendix C) and at least three references.
 - c. Work with the CPC to undertake a psychological evaluation to determine fitness for ministry as a CP (must be completed before the end of Phase Two course work) (Appendix D).

- d. Have an interview with the CPC to approve advancing to Phase Two courses.
4. Take Phase Two courses through Union Presbyterian Seminary (or another approved program).
5. Complete the “Maintaining Boundaries in a Digital Age” or a similar course addressing the issue of sexual harassment or abuse. The COM’s Administration & Pastoral Care Subcommittee will have suggestions.
6. **Readiness for Accepting a Commission:**
 - a. Prepare a Statement of Faith (Appendix F) and answer two ordination vow questions.
 - b. Be examined by the CPC to determine readiness for accepting a commission. The examination shall include the preaching of a sermon for the COM. Guests of the CP candidate are welcome to be present.
 - c. Be added to the Pulpit Supply List and become available for potential match with a congregation(s) or ministry.
 - d. Upon recommendation of the CPC, have Commissioned Pastor Covenant Agreement (Appendix K) approved by the COM’s Transitional Relations Subcommittee.
 - e. Be commissioned to pastoral service by the POJ with scope of specific duties included in the Covenant Agreement.
7. **Following Commissioning:**
 - a. Engage in continuing education opportunities annually, as required by the POJ.
 - b. Have an annual review by the session of the church you are serving and by your mentor or have an annual review by the supervisor of the ministry you are serving and forward a copy to the CPC.
 - c. Submit renewal of Commissioned Pastor Covenant Agreement or ministry contract (if not serving in a congregation) each year to the COM (commissions may be granted for three years and may be renewed; Covenant Agreements must be renewed annually).

Appendix A

“Pathways to Learning and Leadership” Commissioned Pastor and Church Member Education at Union Presbyterian Seminary

Go to www.upsem.edu/pathways for current information about the program and/or to register.

What is it? *Pathways to Learning and Leadership* is a program of online courses offered for church members who want to increase their knowledge and discipleship. Each course is five weeks long.

Foundational courses (Phase I) are taught entirely online, using live instruction, readings, and peer discussion.

Practical Ministry courses (Phase II) for church members and those preparing to be CPs are taught online, with some practical exercises carried out in cooperation with the local presbytery.

Electives for church members and for CPs who want continuing education are taught entirely online. Church members may receive a certificate of completion after successfully completing six courses; the CP course requirements are directed by the presbytery.

How much time will it take? Participants will need about six (6) hours per week per course, including two hours at a specific time online, to complete the work.

Who is it for? People interested in learning more about the church and interacting with seminary professors and top leaders. Pathways can be a way to supplement the adult education offered in your congregation. People preparing to be CPs will join interested church members in learning together. Courses will be taught from a Reformed (Presbyterian) perspective but are open to all.

Who will teach the courses? Most will be taught by faculty from Union Presbyterian Seminary. Some will be taught by practitioners in their field.

How much does it cost? The cost per five-week course in 2021 is \$125. A \$25 late fee will be added if registration is received less than two weeks before the course begins. In addition, there will usually be one book to purchase per course.

Are there prerequisites to taking the courses? No. Anyone can participate.

Will I earn college credit for the courses? No. These courses do not earn academic credit. At the end of the two years, you will meet the educational requirements of your denomination toward becoming a CP (or your denomination’s equivalent).

When can I get started? Courses will be ongoing. We recommend that the foundational courses (Phase I) be taken first, but other courses may be taken in any order.

What kind of computer do I need? You will need a desktop or laptop computer, or a tablet or smart phone in order to participate. You must have a microphone and a webcam, either built-in or external/USB.

How do I register? Go to www.upsem.edu/pathways to register online or contact Tinsley Jones at tinsley.jones@upsem.edu with any questions.

Two Programs of Study for CP education: In order to meet the educational requirements of the POJ or other mid-council, students must take all five courses in Phase I and all five courses in Phase II, a total of ten courses.

For a **Certificate of Completion** for church members, they must take all five courses in Phase I, plus two additional courses in Phase II for a total of six courses.

Others interested in education for discipleship are welcome in any/all of the courses offered.

Phase I and Phase II Course Descriptions

Phase I – Foundations (year 1) – required for both programs. This phase is open to anyone, CP students and those seeking a certificate as well as church members who just want to take a class or two but are not seeking a certificate of completion. These five courses are foundational for both the CP and Lay Education programs and required for both to successfully complete the course. Courses are taught completely online, with real-time contact with the instructor, interaction with other students online, and independent work. Each class includes 10 hours of instruction, 10 hours of peer interaction, and approximately 10 hours of reading/writing/other assignments.

In 2021, the tuition for each five-week course is \$125 or \$625 for Phase I, and students will purchase (or borrow from a library) one or two books for each course. Instructors will report whether or not each student did the required work but will not assign a grade or write an assessment. Presbyteries or other mid-councils may do some sort of assessment if they wish, to make sure the student gained the knowledge and content desired.

For the CP program, it is required that a mentor be assigned by the POJ or mid-council, who may wish to take the courses along with the CP student. This will help the POJ to assess student's work and their fitness for CP work. Mentors may also monitor the peer interaction assignments, perhaps on a rotating basis, for each week of the course.

All courses include practical reflection and application (case studies, projects, etc.) in relation to academic content. The five courses in Phase I are:

1. Biblical Interpretation
2. Church History
3. Reformed Theology
4. The Christian Life
5. Mission & Evangelism

After taking these courses, the POJ's CPC consults with the CP students to see if they are interested in continuing the process toward becoming a CP. They would then take the next five courses. Because the courses in Phase I are foundational, they must be taken before Phase II courses.

At the end of each course, students completing the assignments will receive 3.0 CEUs (12.0 for all of the courses in Phase I).

Phase II – A Deeper Look (year 2)

In this phase, a hybrid format will be used. This will be accomplished in one of two ways. Ordinarily, students will complete 18 hours of work online with peers and independently, and 12 hours (two full days) on the campus of Union Presbyterian Seminary, with some of the in-class courses on the Richmond campus and some on the Charlotte campus, where students can practice what they have learned. In special cases where travel and time to the seminary are prohibitive and where a presbytery mentor is available, the face-to-face time may be accomplished meeting with the mentor, who will work closely with the seminary in planning those meetings.

In 2021, the tuition for each class is \$125 (which includes two lunches and refreshments), or a total of \$625 for Phase II-a. Instructors will affirm that a student completed all assignments and was present for online and in-class learning. The CPC takes care of assessing the readiness of the student to move on to being commissioned as a CP.

Classes in Phase II-a are:

1. Polity and Administration I
2. Teaching the Bible
3. Preaching
4. Pastoral Care
5. Worship & Sacraments

At the end of each course, students completing the assignments will receive 3.0 CEUs (15.0 for all of the courses in Phase II).

Self-Directed – Bible Surveys

Pre-recorded lectures, self-paced courses:

1. New Testament Bible Survey
2. Old Testament Bible Survey

Appendix B

**Presbytery of the James
Application Form for Commissioned Pastor Candidates**

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: Home _____ Cell _____

Email: _____

Church Membership: _____

Please answer the following (using another sheet of paper if necessary):

1. Describe your activities in the life and mission of the Church

(List churches to which you have belonged; dates of active membership; church activities you participated in; positions of responsibility you have held, etc.)

2. Describe your service and experience as an ordained ruling elder

3. Describe your community activities

(List organizations to which you have belonged; dates of active membership; activities you participated in; positions of responsibility you have held, etc.)

Employment:

(List all significant jobs you have held; dates of active employment; job or duty, and specifically, positions of responsibility you have held, etc.)

Educational Background:

School/Location/Year Graduated/Diploma/Degree: *(start with High School)*

References:

List the name, address, telephone, email, and occupation of three people (no relatives) who have known you for at least five years. One of these references should be a minister of the Word and Sacrament in the Presbyterian Church (U.S.A.)

1.

2.

3.

I hereby authorize those inquiring into my suitability to contact my references:

_____ (signature)

Statement:

“Why I would like to be involved in the Commissioned Pastor Program?”

In your statement, please describe which phases of service as a Commissioned Pastor you believe will be most difficult for you and which will be easiest for you. Also, please describe your most meaningful religious experience and why it was most meaningful to you.

Appendix C

Session Endorsement

NOTE: *You should take this completed form, together with your "Statement" (previous page) to the moderator of your session. The minister and session will talk with you about your interest in the Commissioned Pastor program. The clerk of session will then forward your application form and statement to the Presbytery's Commissioned Pastor Committee, c/o Presbytery of the James, 3218 Chamberlayne Avenue, Richmond, VA 23227 OR scan and send to office@presbyteryofthejames.org.*

Recommendation of the Session

As the session considers recommending a person to be enrolled in the Commissioned Pastor program, the following are among the criteria that should be considered:

- Is the person a committed Christian? Yes No

Comments: _____

- Is the person an active and effective member of your congregation? Yes No

Comments: _____

- Does the person relate helpfully and positively to others? Yes No

Comments: _____

- Is the person loyal to and enthusiastic about the Presbyterian Church (U.S.A.)?
 Yes No

Comments: _____

- Does the person have strong leadership qualities? Yes No

Comments: _____

- Does the person have good communication skills? ___ Yes ___ No

Comments: _____

Also, in considering your recommendation, are the session and the congregation willing to affirm and support this person in ministry? ___ Yes ___ No

Comments: _____

RECOMMENDATION

The Session of _____ (Church)

in _____, Virginia has met with

_____, who is a ruling elder in this congregation

and, after due deliberation, recommends this person for the Commissioned Pastor program and pledges its affirmation and support as this person embarks upon and continues in this ministry.

Signed: _____

Clerk of Session

Date

Appendix D

Psychological Evaluation of Commissioned Pastor Candidates

As part of the evaluation of candidates who are seeking to become Commissioned Pastors, the Presbytery of the James requires a basic psychological evaluation to be done before completion of the Phase Two course work. This evaluation must take place before the candidate can be considered for commissioning as a Commissioned Pastor.

Approved Providers

The following providers have agreed to perform a basic evaluation and submit a confidential report to the stated clerk of the POJ for a fee.

Virginia Institute of Pastoral Care
2000 Bremono Road, Suite 105
Richmond, VA 23226
804-282-8332

- Complete cost is \$450 in 2021; the person's home church covers \$150, the POJ covers \$150, and the CP candidate covers \$150.
- Should this fee cause a hardship for the CP candidate or the home church, please contact Fred Holbrook, interim general presbyter & stated clerk (fred@presbyteryofthejames.org)

Center for Pastoral Counseling of Virginia
Lewinsville Presbyterian Church
1716 Chain Bridge Road
McLean, VA 22101
703-903-9696 ext. 290
Email: info@pastoralcounseling.com

- * The following CPC counselors provide clergy assessments:
Carey Gauzens, LCSW, CP
Erin Swenson-Reinhold
Randall Prior, DMIN, AAPC FELLOW
- * Fee: \$1,500

Other providers may be used upon pre-approval of the CPC.

Appendix E

Readiness to Be Examined for Commissioning

Once a CP candidate has completed the required course work, there are a series of steps required to be recognized as a ruling elder ready to be commissioned to particular pastoral service as defined in the *Book of Order* G-2.1002.

These steps include:

1. Completing a one-page **Statement of Faith** using “Guidelines for a Statement of Faith in the Presbytery of the James” (Appendix F)
2. Completing a one-page paper with answers to the constitutional **Ordination Questions** asked of all teaching and ruling elders in the Presbyterian Church (U.S.A.) (see instructions below).

Ordination Questions

Please select two of the eight following constitutional questions and write a half-page response to each question (total = one page). Use the question’s bullet points as a guide to your answer. It is not necessary to answer each bullet point.

1. *Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son, and Holy Spirit?*
 - What does it mean to you to trust in Jesus Christ as your Savior?
 - What does it mean to you that Jesus Christ is Lord of all? Head of the Church?
 - What does it mean to you to say that God is one yet made up of three persons?
 - What is the relationship between Father, Son, and Holy Spirit?
2. *Do you accept the Scriptures of the Old and New Testaments to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal, and God’s Word to you?*
 - What role does the Holy Spirit play in your interpretation of the Scriptures?
 - In what way are the Scriptures the “unique and authoritative witness to Jesus Christ”?
 - How are the Scriptures “God’s Word to you”?
3. *Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what Scripture leads us to believe and do, and will you be instructed and led by those confessions as you lead the people of God?*
 - List some of what you understand to be the “essential tenets” of the Reformed faith.
 - Do you find any of them in conflict with what you think that “Scripture leads us to believe and do”?

4. *Will you fulfill your ministry in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions?*
 - What does it mean to you to be obedient to Jesus Christ?
 - What does it mean to you to be under the authority of Scripture?
 - What does it mean to you to be guided by our confessions?

5. *Will you be governed by our church's polity, and will you abide by its discipline? Will you be a friend among your colleagues in ministry, working with them, subject to the ordering of God's Word and Spirit?*
 - What does it mean to you "to be guided by our church's polity"?
 - What does it mean to you "to abide by our church's discipline"?
 - What does it mean to you "to be a friend among your colleagues in ministry"?

6. *Will you in our own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world?*
 - What is the hardest part of keeping this vow for you?

7. *Do you promise to further the peace, unity, and purity of the church?*
 - What is your role as a commissioned pastor to further the peace, unity, and purity of the church? Is that role different from that of any other member of the church?
 - What do you do when these three (peace, unity, and purity) are in tension?

8. *Will you pray for and seek to serve the people with energy, intelligence, imagination, and love?*
 - What does it mean to you to "serve the people"?
 - How might we expect to see "energy, intelligence, imagination, and love" in your ministry as a commissioned pastor?

Since all Commissioned Pastors answer this specific question, on a separate sheet, please share a paragraph or two about what it means to you to answer this question in the affirmative:

Will you be a faithful ruling elder in this commission, serving the people by proclaiming the good news, teaching faith and caring for the people, and in your ministry will you try to show the love and justice of Jesus Christ?

Appendix F

Guidelines for a Statement of Faith in the Presbytery of the James

A Statement of Faith in the Presbytery of the James:

1. Shall be *a personal statement* of how you understand and appropriate the faith of the church, especially the church within the Reformed Tradition. The statement is not meant to be a theological encyclopedia, a recitation of doctrinal statements, or an individualistic impression of belief, but a statement of *your personal understanding of the Christian Faith in the Reformed Tradition and how this affects you*,
2. Is written in a way that is *neither excessively technical or overly colloquial* but seeks to speak to an audience of teaching elders and informed ruling elders.
3. Will *engage the following topics*, showing an understanding and appreciation of the topic in Christian belief and implications for the church's life:
 - a. God – Trinity
 - b. Jesus Christ
 - c. Holy Spirit
 - d. human nature and sin
 - e. grace
 - f. the Sacraments
 - g. the doctrine of the church
 - h. Scripture
 - i. the mission of the churchOther topics may be included as space allows.
4. Must express a theological view compatible with the confessional statements of the Church expressed within the *Book of Confessions*.
5. Is *one page in length* (no less than 11 pt. font and one-inch margins). Given these constraints, succinctness and brevity are valued.
6. Must be *submitted electronically* as a Word document.
7. Shall *exclude excessive formatting and artwork*, although artwork may be submitted as a supporting document.
8. Will *exclude footnotes, supplementary comments, external references, quotations, citations*, and the like and be limited to the person's own words in their own style.

Updated: April 2020

Appendix G

Service of Commissioning for Commissioned Pastor

POJ Moderator: We, who are many, are one body in Christ, and individually we are members one of another. We have gifts that differ according to the grace given to us: prophecy, in proportion to faith; ministry, in ministering; the teacher, in teaching; the exhorter, in exhortation; the giver, in generosity; the leader, in diligence; the compassionate, in cheerfulness.

The Presbytery of the James is satisfied that [*name of CP candidate*] has received preparation and instruction for pastoral service as determined by this presbytery. In accordance with the Constitution of the Presbyterian Church (USA), we now commission [*name of candidate*] to pastoral service.

[*name of candidate*], do you trust in Jesus Christ your Savior, acknowledge him Lord of all and head of the Church, and through him believe in one God, Father, Son, and Holy Spirit? Do you?

Candidate: I do.

Moderator: Do you accept the Scriptures of the Old and New Testaments to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal, and God's Word to you? Do you?

Candidate: I do.

Moderator: Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what Scripture leads us to believe and do, and will you be instructed and led by those confessions as you lead the people of God? Do you and will you?

Candidate: I do and I will.

Moderator: Will you fulfill your commission in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions? Will you?

Candidate: I will.

Moderator: Will you be governed by our church's polity, and will you abide by its discipline? Will you be a friend among your colleagues in ministry, working with them, subject to the ordering of God's Word and Spirit? Will you?

Candidate: I will.

Moderator: Will you in your own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world? Will you?

Candidate: I will.

Moderator: Do you promise to further the peace, unity, and purity of the church? Do you?

Candidate: I do.

Moderator: Will you pray for and seek to serve the people with energy, intelligence, imagination, and love? Will you?

Candidate: I will.

Moderator: Will you be a faithful ruling elder in this commission, serving the people by proclaiming good news, teaching faith, and caring for the people, and in your ministry will you try to show the love and justice of Jesus Christ? Will you?

Candidate: I will with God's help.

Moderator: Let us pray. God of grace, in baptism you have called us to a common ministry as ambassadors of Christ, trusting us with the message of reconciliation. Give us courage and discipline to follow where your servants rightly lead us, that together we may declare your wonderful deeds and show your love to the world. We ask your special blessing this day for [*name of candidate*] that his/her/their gifts for ministry and his/her/their call to serve may be blessed by your presence and bathed in your love, through Jesus Christ the Lord of all. Amen.

[*name of candidate*], on behalf of the Presbytery of the James, I welcome you to this ministry. Whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God through him. Thanks be to God! Congratulations!

Appendix H

Commissioned Pastor's Annual Report

Name: _____

Home Church: _____

Church of your *Commissioning*: _____ OR

Ministry of your *Commissioning*: _____

Dates: (from _____ to _____)

Do you wish to continue to serve this congregation / ministry? ___ Yes ___ No

___ I would like someone from the Commissioned Pastor Committee to meet with me and the session to discuss changes in terms of the Commissioned Pastor Covenant Agreement.

Briefly answer the questions listed below.

1. What are your major responsibilities in this congregation?

2. What are the key ministry strengths you bring to this commission?

3. What are the key accomplishments of this pastoral relationship?

4. What have been some of the challenges in this pastoral relationship?

5. In what areas of ministry could you use additional training and support?

Printed Name of Commissioned Pastor: _____

Signature: _____

Date: _____

4. What are measurable goals for the coming year that you have developed with the Commissioned Pastor?

Mentor / Supervisor Printed Name: _____

Mentor / Supervisor Signature: _____

Date: _____

Appendix K

Commissioned Pastor Covenant Agreement

Between

and the Session of

I. Type of Relationship: The Commissioned Pastor (formerly Commissioned Ruling Elder) may enter into a Covenant Agreement for 12-months, renewable. The Presbytery minimum compensation standards are not required but can be used as a guideline. The Agreement may be renewed annually upon review by the Commissioned Pastor Committee and the Transitional Relations Committee of the Committee on Ministry. Following three years of service, the commission to the particular church or ministry may be renewed but may not exceed three years without renewal.

II. Length of Relationship

The CRE relationship
begins _____/_____/_____ and
ends _____/_____/_____.

We also agree that either the Session or the Commissioned Pastor may terminate this relationship upon thirty days' notice to all concerned.

III. Compensation

The salary of a Commissioned Pastor 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 Pastor.

Number of hours to be worked per week _____.

During the time period above the Session of the church agrees to pay the following sums:

Salary (monthly)	\$ _____ per month
Housing (monthly)	\$ _____ per month
Social Security Allowance	\$ _____ per month (7.65% of the above)

Travel (monthly) \$ _____ per month
 Reimbursement \$ _____ per month
 Medical/Pension Dues \$ _____ per month
 Other \$ _____ per month
 Vacation: _____ weeks Continuing Education: _____ weeks

Vacation leave shall accrue at the rate of one week per three months of work.
 Continuing Education leave shall accrue at the rate of one week per six months of work.

2. Commissioned Pastor’s Hours and Responsibilities:

During the above time period, the Commissioned Pastor and the Session has agreed to the following priorities concerning responsibilities:

	Priorities (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:	

Session Responsibilities and support of the Commissioned Pastor

- A. Prayer: Session members agree to remember the Commissioned Pastor in prayer regularly and to encourage the congregation to do likewise.
- B. Worship: Session members agree to provide for pulpit supply in the Commissioned Pastor’s absence.
- C. Visitation: Session members will supply names and information concerning visits to be made and will agree to accompany the Commissioned Pastor, if asked, in making visits to members and prospective members; members will assist in time of crisis.

Agreements and Signatures

This Commissioned Pastor Covenant Agreement is made by the following parties on

_____ , _____ .
(month) (day) (year)

Commissioned Pastor (signature) _____

Clerk of Session (signature) _____

Commissioned Pastor Committee approved: _____ , _____ .
(month) (day) (year)

March 11, 2021

Appendix L

2021 MINIMUM COMPENSATION CRITERIA FOR THE PRESBYTERY OF THE JAMES

I. THE PRINCIPLES FOR COMPENSATION FOR MINISTERS OF THE WORD AND SACRAMENT AND CERTIFIED CHRISTIAN EDUCATORS ARE AS FOLLOWS:

- A. Scripture, in several places affirms that those who labor for the Gospel “deserve their wages” (*Luke 10:4-7; 1 Corinthians 9:14; 1 Timothy 5:17*).
- B. The Minister or Certified Christian Educator is a skilled person with great responsibility who studied and trained extensively to fulfill their calling, as required by the church.
- C. Principles of justice and fairness are to be honored and emphasized. The compensation should appear reasonable, just, and fair to the leaders of the congregation, to a majority of the members of the congregation, to the Minister or Certified Christian Educator, to their spouses and to the Presbytery.
- D. Remuneration for services rendered by the Minister or Certified Christian Educator should be in line with the income levels of the area in which their ministry takes place.
- E. Minimum compensation is established as a way of defining the minimum value of a full-time call, requiring no more than entry-level skills of a newly ordained Minister or Associate Minister, or a newly certified Christian Educator. Additional skills, education, experience, responsibilities, etc., should be used to factor in additional compensation.
- F. For the peace, unity, and effectiveness of the church, general acceptance of this principle is recommended as the Minister or Certified Christian Educator works to fulfill the mission of the church (as defined in *The Great Ends of the Church (Book of Order 2019-2021 F-1.0304)*).

II. THE MINIMUM REQUIRED ELEMENTS OF A CALL ARE:

- A. Compensation
 - 1. Cash Salary
 - 2. Housing, Utilities and Furnishings Allowance (ministers only) OR
 - 3. a. Utilities and Furnishings Allowance (ministers only) AND
 - b. Manse Rental Value, at least 30% of sum of 1 and 3a (ministers only).
- B. Benefits

1. Pension and Major Medical Dues (37% of salary + housing)
2. Fifty percent of Self-Employment Tax (SECA)
3. Vacation
4. Study Leave

C. Professional Reimbursements

1. Auto/travel Expenses
2. Continuing Education and Book Expenses

**2021 MINIMUM REQUIRED AMOUNTS OF A CALL FOR
MINISTERS OF THE WORD AND SACRAMENT AND CERTIFIED CHRISTIAN EDUCATORS**

The minimum full-time compensation (cash salary and housing) for 2021 is **\$46,600**, the same as the 2020 amount.

A. Compensation

1. Cash Salary
2. Housing, Utilities and Furnishings Allowance (ministers only) OR
3. a. Utilities and Furnishings Allowance (ministers only) AND
b. Manse Rental Value, at least 30% of sum of 1 and 3a (ministers only).

Subtotal	<u>\$46,600</u>
-----------------	------------------------

B. Benefits

1. Dues:

Pension (12%) + Major Medical (25%) = 37% of Subtotal	<u>\$17,242</u>
---	------------------------

2. Fifty percent of Self-Employment Tax (SECA), 7.65% of Subtotal	<u>\$3,565</u>
---	-----------------------

3. Vacation, four weeks

4. Study Leave, two weeks

Total Compensation and Benefits	<u>\$67,407</u>
--	------------------------

C. Professional Reimbursements

1. Auto/travel Expenses (at IRS rate)

2. Continuing Education and Book Expenses	\$1,000
---	----------------

To calculate Board of Pension Medical and Pension dues for part time persons, go to Pensions Connect on the Board of Pensions website: <https://logon.pensions.org/>

2021 TERMS OF CALL WORKSHEET FOR CHURCHES WITH FULL-TIME MINISTERS OF THE WORD AND SACRAMENT AND CERTIFIED CHRISTIAN EDUCATORS

A. Compensation

- 1. Cash Salary \$ _____
- 2. Housing, Utilities and Furnishings Allowance (ministers only) OR \$ _____
- 3.a. Utilities and Furnishings Allowance (ministers only) AND \$ _____
- b. Manse Rental Value, at least 30% of sum of 1 and 3a (ministers only) \$ _____
- Subtotal (2021 Minimum: \$46,600)** \$ _____

B. Benefits

- 1. Pension and Major Medical Dues, **37%** of Subtotal \$ _____
- 2. Fifty percent of Self-Employment Tax (SECA), 7.65% of Subtotal \$ _____
- 3. Vacation (four weeks minimum) _____
- 4. Study Leave (two weeks minimum) _____
- Total Compensation and Benefits** \$ _____

C. Professional Reimbursements

- 1. Auto/travel Expenses (at IRS rate) \$ _____
- 2. Continuing Education and Book Expenses (\$1,000 minimum) \$ _____
- Total** \$ _____