Terms of Commission Worksheet 2020

Commissioned Pastor

Presbytery of Lake Erie ***(to be submitted by session to COM annually)***

|  |  |
| --- | --- |
| Commissioned Ruling Elder’s Name |  |
| Church to be served |  |
| Mentor/Moderator appointed by COM |  |

Financial Compensation

Percent of Full-Time being offered: \_\_\_\_\_\_\_\_

 Annual Compensation *2020 Presbytery Minimum*

*(Salary figure represents full-time at 75% of min. terms of call for a minister)*

Salary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *$27,582*

*Housing Allowance $ 8,274*

 *\*(if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Utilities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *provide with manse/otherwise negotiated*

**Effective Salary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *$****35,856****+ utilities***

SS Reimbursement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *7.65%*

Study Leave \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *2 weeks*

Study Allowance🕇 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *$750*

Vacation\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *4 weeks*

Transportation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *IRS standard (58 cents per mile for 2019)*

Please include information on the following optional benefits:

Pension \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *optional*

Medical Benefits \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *optional*

Please describe briefly how study leave was utilized in the previous year:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🕇 Dollars assigned for study leave may be carried over and accumulated for no more than three (3) years.

🕇 Dollars/Weeks assigned for vacation do not carry over from year to year.

* It has been called to the attention of the presbytery office that some presbyteries allow for a housing allowance to be paid to a Commissioned Pastor.  This might provide tax savings to the CP.  **THIS IS NOT TAX ADVICE. THIS IS A SUGGESTION THAT YOU MIGHT WANT TO SPEAK TO YOUR TAX ADVISER ABOUT THE TOPIC OF WHETHER THE FEDERAL TAX CODE PERMITS A HOUSING ALLOWANCE TO BE PAID TO COMMISSIONED PASTORS.**

Requests for Additional Functions

🞎 Administer the Lord's Supper

🞎 Administer the Sacrament of Baptism to members of the congregation and their children

🞎 Moderate the session of the congregation under the supervision of and when invited by the moderator of the session appointed by the presbytery. (If approved, the Commissioned Pastor may also lead services of ordination and installation of elders and deacons).

🞎 Perform a service of Christian marriage for members of the congregation

🞎 Provide counseling to members of the congregation

🞎 Moderate the session and congregational meetings without intermediate supervision.

|  |  |  |
| --- | --- | --- |
|  | *Print Name* | *Signature* |
| Clerk of Session |  |  |
| Commissioned Pastor |  |  |

*The signature of the Clerk certifies that the Terms of Commission have been approved by the Session and that the requests for additional functions selected have been approved by the Session.*

Thank you for returning this form to the Committee on Ministry.

Commissioned Pastor

Annual Review Worksheet

This form must also be returned to the Committee on Ministry as you review the previous year of ministry. This provides the opportunity to offer thanks to God for the shared ministry of the past year, as well as lift up particularly powerful ways in which the Holy Spirit was at work through shared ministry.

For the Session to Complete

How many of the following did your Commissioned Pastor perform over the previous year?

Worship Services \_\_\_\_\_ (include funerals, weekday, and ecumenical services approved by session)

Administer the Lord’s Supper \_\_\_\_\_

Administer Baptism \_\_\_\_\_

Service of Christian marriage \_\_\_\_\_

Moderate session \_\_\_\_\_ (total number, whether supervised or alone)

Moderate session with supervision \_\_\_\_\_ (number with supervisor present at table)

Please include below any comments, joys or concerns your session may have with regard to the ministry of your commissioned pastor:

Please include below any comments or suggestions you may have to help us improve the commissioned pastor program in the presbytery:

|  |  |  |
| --- | --- | --- |
|  | Print Name | Signature |
| Clerk of Session |  |  |