**PRESBYTERY OF DETROIT**

Committee on Ministry

**Commissioned Ruling Elder Contract**

Ruling Elder \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_ Presbyterian Church, \_\_\_\_\_\_\_\_, MI

This contract is established between the following three parties for the purpose of providing ministry at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Presbyterian Church, City, Michigan:

The Session of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Presbyterian Church;

Ruling Elder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

The Presbytery of Detroit through its Committee on Ministry.

**Roles and Responsibilities**

The Commissioned Ruling Elder will perform pastoral duties to the members of the congregation as outlined in the position description approved by the session and the Committee on Ministry.

In addition, with the approval of the presbytery, the Commissioned Ruling Elder will: (optional)

* Administer the Sacraments
* Officiate at Weddings
* Moderate the Session with voice but not vote

The Commissioned Ruling Elder will be responsible for abiding by the terms of the Sexual Misconduct Policy and Procedures of the Presbytery of Detroit, and the terms of the Statement of Professional Ethics of the Presbytery of Detroit. The Commissioned Ruling elder will be responsible for regularly reviewing and following any changes in these two policies, including signing forms or attending training when required.

**Review and Accountability**

During the time of service, the Commissioned Ruling Elder will be accountable to the Session of the church, and to the Committee on Ministry of the Presbytery of Detroit.

The Commissioned Ruling Elder will meet regularly with the Rev. \_\_\_\_\_\_\_\_\_\_\_\_\_\_, who will serve as the CRE’s supervisor.

There will be a joint review conducted by the Session the Commissioned Ruling Elder in consultation with the Committee on Ministry every 6 months, or more often at the request of any of the parties.

**Length and Termination of Contract**

This contract is for a period of one year beginning on \_\_\_\_\_\_\_\_, 20\_\_, and may be renewed thereafter by mutual agreement of the three parties every 12 months, up to three years. After three years, the commission may be renewable by mutual agreement of the three parties.

This contract may be terminated as follows:

At any time by mutual agreement of the three parties;

By the Commissioned Ruling Elder, or by the Session, with one month’s notice, provided there is prior consultation with and eventual concurrence by the Committee on Ministry;

By the Presbytery if the Committee on Ministry, after consultation with the Commissioned Ruling Elder and the Session, finds that the church’s mission under the Word imperatively demands it.

**Compensation and Benefits**

It is estimated that the duties and responsibilities will take an average of \_\_\_\_\_hours a week.

All amounts and times are expressed on an annual basis and will be prorated over the length of the contract. Please complete and attach the Terms of Call spreadsheet with this contract.

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

Clerk of Session Date of Session Action

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

Commissioned Ruling Elder Date

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

Committee on Ministry Chair Date of COM Action

**Return completed contract and terms of call to the Committee on Ministry**

**TERMS OF CALL FOR CRE’S NAME & CHURCH NAME  
BEGINNING DATE – ENDING DATE***(Commissioned Ruling Elders are not subject to minimum terms of call for Teaching Elders. Churches are encouraged to compensate the CRE fairly and be mindful of the need for professional and study expenses. Also, the CRE must receive and be compensated for 4 weeks of vacation and 2 weeks of study leave.)*

*Please complete the areas of this form that apply.*

|  |  |
| --- | --- |
| **Effective Salary** |  |
| 1. Cash Salary & Housing Allowance | $ |
| 1. Self-Employment Contribution Act Reimbursement   *Any portion over 7.65% of Effective Salary* | $ |
| 1. Other | $ |
| **TOTAL EFFECTIVE SALARY** | **$** |
|  |  |
| **Benefits** |  |
| 1. BOP Medical – 27% of Effective Salary | $ |
| 1. BOP Pension – 8.5% of Effective Salary | $ |
| 1. BOP Death/Disability – 1% of Effective Salary | $ |
| 1. BOP Temporary Disability – 0.5% of Effective Salary | $ |
| 1. Social Security Reimbursement (7.65% of Effective Salary) | $ |
| 1. Other | $ |
| **TOTAL BENEFITS** | **$** |
|  |  |
| **Reimbursed Expenses (vouchered and reimbursed to pastor)** |  |
| 1. Medical Deductible or contribution to Flexible Spending Account | $ |
| 1. Study Allowance | $ |
| 1. Professional Expenses (Includes mileage at IRS Rate; business expenses such as books, dues, etc.) | $ |
| **Total Reimbursed Expenses** | **$** |
|  |  |
| **GRAND TOTAL OF TERMS OF CALL** | **$** |
|  |  |
| **OTHER EXPNESES TO THE CHURCH (ie. Transition Workshop, etc.)** | **$** |
|  |  |
| **TOTAL COST TO THE CHURCH** | **$** |

***OTHER REQUIREMENTS***

1. **CRE receives 4 weeks of vacation including 4 Sundays; 2 weeks of study leave including 2 Sundays**
2. **Church to pay for and allow the CRE to attend the Pastor’s in Transition Workshop**