

## • COMMISSIONED LAY PASTOR CONTRACT RENEWAL

The following agreement between the Council of the Amboy Belle Isle United Church and Elder Gail Banks, Commissioned Lay Pastor is for the purpose of providing pastoral leadership.

### **I. ESTABLISHMENT OF THE COMMISSIONED LAY PASTOR CONTRACT**

A. Upon the approval of the Presbytery of Cayuga Syracuse, through the recommendation of The Committee on Ministry:

- Elder Gail Banks will be designated as Commissioned Lay Pastor for the Amboy Belle Isle congregation.
  
- A Minister of Word and Sacrament, appointed by COM, will serve as mentor for the CLP.
  
- The basic duties of the CLP, as listed below, may be modified in consultation with the Council.

### **II. PRIORITIES FOR THE MINISTRY ARE:**

**A. Provide Sunday Worship Leadership** according to the following schedule:

- Officiate at Communion
  
- Officiate at Baptism
  
- Officiate at Weddings
  
- Officiate at Funerals
  
- Officiate At special services (i.e. Christmas Eve or Maundy Thursday)

**B. Pastoral Care and Visitation** according to the following priorities:

(If the priority order is different, indicate new priority order in the margin.)

- Outreach visitation
  - Follow up visits with potential members, new worshipers
  - Join with the council in care of lesser participating active members
  
- Homebound visitation
  
- Hospital visitation, including surgery and emergency visits.

**C. Attend the Following Committee Meetings:**

Regularly on the following schedule:

- Worship Committee
  
- Personnel Committee
  
- Women's Meeting (as possible)

**D. Council Meeting Attendance is required:**

The Council of Amboy Belle Isle United Church meets on the following schedule: every other month.

**E. Judicatory Meetings**

- The CLP is granted both voice and vote by the Presbytery of Cayuga Syracuse. Attendance at Presbytery meetings is mandatory and should be compensated at the standard hourly rate.
- If a CLP is assigned to a Presbytery Committee, this is an expected service to the presbytery and is not compensated.
- The CLP is expected to attend the Methodist Annual Conference. She will be seated as a non-voting clergy member. This is mandatory and should be compensated at the standard hourly rate.
- The CLP is expected to attend all District Clergy Gatherings and training events when required for clergy. She will also be expected to have an annual pastoral conversation with the District Superintendent.

**II. Administrative Responsibilities**

The CLP will keep the following office hours:

- At own discretion as time permits
- Expected to write article for newsletter
- Specify other administrative duties (Newsletter article, Pastor’s Report to Council)

**III. BOUNDARIES TO THE CLP ROLE**

- A. The elected President of Council is responsible for moderating Council meetings as well as Congregational meetings.

**IV. TERMS OF EMPLOYMENT**

- A. This Commissioned Lay Pastor contractual relationship shall be renewed in March 2019.
- B. A review for possible renewal is conducted by Council, CLP Dean, and Methodist representatives.
- C. The contract may be terminated upon 30 days written notification, with COM and Methodist representative concurrence, by either the Commissioned Lay Pastor or by the Council.
- D. The CLP will work, on the average, 15 hours per week. These hours are not to exceed the 100 hour average for any pay period.
- E. Pay periods will be on a bi-weekly basis.

**V. COMPENSATION REQUIREMENTS**

**A. Compensation Hourly Rate for Pastoral Services**

- The rate of compensation will be at least at the Presbytery approved rate for CLP’s of 75% of the minimum effective salary for pastors without a manse.

- **\$310.00** per week

**B. Compensated Time/Travel**

- Compensated time includes travel time from the place of employment to hospitals and meetings, including any council and ministerial meetings the council desires the CLP to attend.
- A one hour meeting with the mentor each month is mandatory and will be reimbursed at the standard hourly rate.

**C. Social Security, Taxes and Worker's Compensation**

- A Commissioned Lay Pastor serves as an employee of a congregation and should be issued an IRS 1099 form. The church pays the employer portion (7.65%) of Social Security on both hourly and preaching compensation.
  - A quarterly payment of **\$332** will be made toward required taxes. (\$1,330)
- The CLP is responsible for the employee portion of federal, state and local taxes.
- In addition, the CLP should be added to the congregation's Worker's Compensation coverage.

**D. Vouchered Reimbursable Expenses**

- Travel: reimbursed at maximum IRS approved per mile rate (currently .545/mile).

**E. Vacation**

- CLP's are paid for 4 weeks of vacation per year.
- If the CLP starts mid-year, vacation time should be pro-rated for the remainder of the year. Additional compensated vacation weeks may be granted.

**F. Study Leave**

- 1 week of study leave is required.
- Additional compensated Study Leave weeks may be granted.

**G. Additional Study Leave/Book Allowance**

- \$500.00 Study Leave/Book Allowance is budgeted by the Amboy Belle Isle church..
- The Council is permitted and encouraged to provide additional funding for Study Leave/Book Allowance.

**VI. ACCOUNTABILITY AND EVALUATION**

- A.** The CLP is accountable to the Presbytery, through the Committee on Ministry. The CLP is accountable to the Methodist Bishop/District through the Crossroads District.

- B. The CLP will provide the mentor and Committee on Ministry with a brief report on the status of the CLP work on a quarterly basis, unless COM requires more frequent reports, submitted one week before the COM meeting. The Moderator also reports quarterly to COM and should include an assessment of the CLP/Congregation relationship.
  
- C. The CLP and the Mentor/Moderator will submit an annual report to the Committee on Ministry and to the Amboy Belle Isle United Church.
  
- D. At the end of the work of the CLP, the Mentor/Moderator and council will provide an evaluation of the work of the CLP, with copies supplied to COM, the CLP and the Amboy Belle Isle United Church. The CLP Coordinator will conduct an exit interview with the CLP.

**REQUIRED SIGNATURES TO CONTRACT:**

**Council Secretary:** \_\_\_\_\_ **Date**  
**(Clerk of Session)**

**Council President:** \_\_\_\_\_ **Date**  
**(Moderator of Session)**