



## CONTRACT FOR COMMISSIONED RULING ELDER

**Directions: to move from field to field within the document, use the Tab key to advance and the Shift + Tab to reverse**

This Contract is between the Session (hereinafter referred to as the "Session") of \_\_\_\_\_ Church of \_\_\_\_\_ Iowa (hereinafter referred to as the "Church"), in the Presbytery of East Iowa and \_\_\_\_\_ (hereinafter referred to as the "Commissioned Ruling Elder" or "CRE"), for the purpose of providing pastoral services as assigned by the Presbytery of East Iowa.

**Duties and Responsibilities of the Commissioned Ruling Elder** (click all that apply):

- Moderate the Session
- Prepare and lead worship (including preaching)
- Administer the Sacrament of Baptism
- Administer the Sacrament of Communion
- Have a voice in meetings of the presbytery
- Have a vote in meetings of the presbytery (such vote to be counted as an elder commissioner for purposes of parity)
- Perform services of Christian marriage when invited by the session
- Provide pastoral care (such as visiting the sick and conducting funerals)
- Provide additional services for the congregation (such as teaching, attending special events, etc.) as needed and as his/her personal schedule allows. Please list specifics here:

**The Session and the Commissioned Ruling Elder Agree That He/She:**

- Will not be involved in the search process of the Pastor Nominating Committee, if applicable
- Will be accountable to the Presbytery through the Ministers and Congregations Commission,
- Will be active in the Presbytery.

**Goals of the Session and Commissioned Ruling Elder for This Ministry:**

- Strengthen and maintain the health of the Church
- Establish a continuity of leadership
- Work with the Session to increase the effectiveness of the whole Church

The position of Commissioned Ruling Elder is a  full-time or  \_\_\_\_\_ % of full-time position.

This Contract will be in force from \_\_\_\_\_ and ending on \_\_\_\_\_

This Contract may be terminated by either party, with the concurrence of the Ministers and Congregations Commission, by giving \_\_\_\_\_ days written and dated notice. The CRE and the the Session may renew this Contract if the presbytery chooses to continue the commission. Ordinarily the CRE will maintain membership with the congregation of his/her origin prior to accepting the commission.

So that the CRE may be free to devote himself/herself to ministry, the Session promises and obligates itself to provide the following annually:

**Reportable to the IRS as Income:**

Cash Salary *in equal monthly payments of* \$ \_\_\_\_\_ \$ \_\_\_\_\_  
Supplement for Social Security and Medicare \$ \_\_\_\_\_  
Income reportable to the IRS (*Other items in the Contract may be reportable*  
*Seek advice of a qualified tax expert in all matters relating to taxes.*) \$ \_\_\_\_\_

**Other Compensation:**

Deferred compensation *in monthly installments of* \$ \_\_\_\_\_ \$ \_\_\_\_\_  
Other compensation *Specify* \_\_\_\_\_ \$ \_\_\_\_\_

**Allowances & Reimbursements up to Amounts Entered & Fair Rental Value of a Manse:**

Housing Allowance \$ \_\_\_\_\_  
Fair Rental Value (FRV) of rent-free use of a Manse \$ \_\_\_\_\_  
Manse Allowance *Examples: repairs, maintenance and/or furnishings* \$ \_\_\_\_\_  
Utilities paid by the church, or as an allowance, or reimbursed \$ \_\_\_\_\_  
Medical/Dental Reimbursement Allowance \$ \_\_\_\_\_

**Paid Time Off:**

\_\_\_\_\_ Week(s) vacation *minimum four weeks*  
\_\_\_\_\_ Week(s) continuing education *minimum two weeks. Paid leave may be accumulated*  
*up to \_\_\_\_\_ weeks. Four weeks recommended*  
\_\_\_\_\_ Weeks paid maternity/paternity leave per occurrence *6 wks maternity/6 wks paternity*

**Board of Pensions Benefits:**

Optional coverage may be provided for pension, medical, disability and death benefit coverage under the Benefits Plan of the Presbyterian Church (U.S.A.) and designed and administered by the Board of Pensions, or through some other arrangement mutually agreed upon by the Session and CRE. Please state below what, if any, is to be provided:

**Expenses of Ministry:**

*It is understood that the following expenses of ministry will be reimbursed through an accountable plan up to the annual amounts listed below:*

Mileage expense for use of personal car at IRS allowable rate in effect at time car is used \$ \_\_\_\_\_ Dependent on miles driven  
Continuing education expenses *cumulative up to \_\_\_\_\_ months* \$ \_\_\_\_\_  
Professional expenses of ministry \$ \_\_\_\_\_  
Session will pay moving expenses, if necessary, up to \$ \_\_\_\_\_ \$ \_\_\_\_\_

The Session further promises and obligates itself to review with the Commissioned Ruling Elder the adequacy of this compensation on an annual basis, reporting its terms in full to the Ministers and Congregations Commission.

It is understood by all parties that the equal opportunity guidelines of the Presbytery of East Iowa were followed in selecting this Commissioned Ruling Elder.

The Session agrees that it will be supportive of the Commissioned Ruling Elder by:

- Offering insights into the life of the congregation,
- Informing the CRE of needs within the congregation,
- Giving thoughtful consideration to the ideas and suggestions offered by the CRE, and
- Working with the CRE to accomplish mutually affirmed goals.

**ACCEPTANCE OF THE CONTRACT:**

This is to certify that the session has approved this Contract and the CRE has received and accepts this Contract.

Signature of the Clerk of Session \_\_\_\_\_ date \_\_\_\_\_

Signature of the Commissioned Ruling Elder \_\_\_\_\_ date \_\_\_\_\_

**ACTION OF PRESBYTERY OF EAST IOWA THROUGH ITS MCC:**

This Contract and Commission for Commissioned Ruling Elder ministry has been reviewed by the Ministers and Congregations Commission and it approves both the Contract and Commission.

The Commission is to \_\_\_\_\_ Church

for not more than three years beginning (date) \_\_\_\_\_ through \_\_\_\_\_

Date of Action: \_\_\_\_\_ Signed: \_\_\_\_\_ MCC Moderator

The Ministers and Congregations Commission of the Presbytery of East Iowa shall provide the Commissioned Ruling Elder with a mentor who will assist him/her with various aspects of ministry, including, but not limited to, integration into the life and ministry of the Presbytery. Name of assigned mentor:

\_\_\_\_\_

*This form adopted by the Presbytery of East Iowa Committee on Ministry 27 January 2004. The contract was revised June 20, 2010, February 5, 2011, and October 11, 2011, and by the Ministers and Congregations Commission May 2020*

Please save this application and then attach by e-mail to Dr. Rebecca Blair, Stated Clerk of the Presbytery of East Iowa. [rblair@peia.org](mailto:rblair@peia.org).