

Presbytery of San Jose

POLICY: PART-TIME PASTORS

Policy Statement:

Employment conditions and benefits for part-time pastors or associate pastors should be consistent with those granted to their full-time counterparts. The only adjustments should be based on the total hours required for the part-time position.

Rationale:

A congregation may choose to employ a part-time pastor or associate pastor and a pastor may desire to work part-time. In order to avoid frustration and disappointment for all parties, congregational and pastoral expectations need to be clearly defined, and congregations and pastors need to fully understand and agree upon the limitations of a part-time pastoral position.

Committee on Ministry Responsibilities

1. Liaison helps PNC or APNC define job and hours (based on 50-hours per week as a full-time position).
2. Provides information on compensation (See Presbytery of San Jose *Terms of Call for Pastors*, Policy #6).
3. Approves Terms of call for presentation to Presbytery.

Part-time Pastor Responsibilities

1. Understands congregation's expectation for position
2. Works with Session Personnel Committee to put in writing a realistic job description with measurable goals.
3. Communicates to congregation as often as needed the time constraints imposed by part-time status.

Session Responsibilities

1. After reviewing information below and Presbytery of San Jose *Policy on Terms of Call for Pastors* (#6), determines terms of call, specifying vacation and study leave time and funds.

2. Clearly delineates lines of responsibility between members of staff.
3. Works with part-time pastor to create realistic job description with measurable goals.
4. Empowers church personnel committee to monitor adherence to job description/ hours.
5. Provides for an annual job performance review and evaluation of mutually determined goals.

Additional Responsibilities/Information

A combination of what the church can afford, the importance it places on the job, and the needs of the employee determine compensation level. If a church is paying other staff at levels above presbytery minimum, a new part-time pastor may reasonably expect to be compensated at a similar level above the presbytery minimum, after accounting for experience and educational level. The Presbytery of San Jose requirement for all pastors, full- and part-time, is 1 month paid vacation, 2 weeks paid study leave and \$500 in study leave money. There is no reduction in any part of this required minimum for pastors working part-time. A part-time pastor's salary remains the same for vacation and study leave as for "working" time.