

**PART-TIME PASTORS**

**I. 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 working hours required for the part-time position.

The Presbytery of San Jose requirement for all pastors, full and part-time, is one month paid vacation, two weeks paid study leave and \$1000 in study leave money. There is no reduction in any part of this required minimum for pastors working part-time.

**II. 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. A combination of what the church can afford, the importance it places on the job, and the needs of the employee determine compensation level.

**III. Responsibilities**

**A. Committee on Ministry (COM) Responsibilities**

1. Helps PNC, APNC or session define job and negotiate hours.
2. Provides information on compensation (See Presbytery of San Jose Terms of Call for Pastors, Policy-PS-2).
3. Approves terms of call for presentation to presbytery.

**B. 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.

**C. Session Responsibilities**

1. Determines terms of call, specifying vacation and study leave time and funds after reviewing Presbytery of San Jose Policy on Terms of Call for Pastors-PS-2.
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.