

Commissioned Ruling Elder for a Particular Service – CONTRACT revised 11/19

The Presbytery of New Covenant
4803 San Felipe, Houston, TX 77056

1. **TYPE OF CONTRACT (check one):** _____ **New Contract** _____ **Renewal**

NOTE: Contracts will not be renewed if Annual Reports have not been filed.

Attached are Annual Review(s) year _____; year _____; year _____

2. **PARTIES:** This is between Church/Governing Board of a Validated Ministry of:

NAME of CHURCH /Board of Validated Ministry _____

CHURCH Located in (city) _____, (state) _____ (zip) _____

Clerk of Session/Ministry Name _____

Address, City, State, Zip _____

Phone Number(s) day _____ night _____ cell _____

Email _____

CRE's Name: _____

Address, City, State, Zip _____

Phone Number(s) day _____ night _____ cell _____

Email _____

3. **TERM:** This commission shall be from (date) _____ to _____ ******

****All CRE contracts are no more than one year.)**

4. RESPONSIBILITIES: The scope of duties to be assigned to a Commissioned Ruling Elder shall respect the traditional requirement that congregations be led by trained and ordained clergy, to that end, **the Presbytery will limit CRE's to a specific and limited functions, in a specific place and for a specific limited time, where: a local congregation or validated ministry is unable to secure the services of an ordained clergy person due to remote geographic location, limited congregation size or other specific needs.**

With the above definition in mind, **please describe the special ministry/function or the special circumstances of the congregation that this CRE contract is intended to serve:**

Please check the possible functions this CRE is intended to perform, including an explanation why these functions cannot be performed by an ordained clergyperson (use separate sheet if necessary).

Functions are only done at the church where he or she is commissioned to serve.

***These functions are ordinarily reserved for those serving as solo staff leadership positions in congregations not for specialized ministry.**

___ Lord's Supper * _____

___ Baptism * _____

___ Moderate Session * _____

Where he or she is commissioned

___ Voice at Presbytery Meeting * _____

___ Vote at Presbytery Meeting * _____

___ Perform Marriages * _____

Where permitted by the state law

The CRE will be directly supervised by (Name & Title) _____

Expected average number of work hours per week and duties: _____

5. COMPENSATION: Please list any salary that is to be paid (if none, so state):

6. EXPENSES AND BENEFITS: Please list any benefits or expenses that are to be paid; study leave allowance, study leave time; paid vacation, etc. (if none, so state):

7. **MENTORING RELATIONSHIP:** During the term of this contract, the person who will be serving as mentor of the CRE. **Attach a written statement of “growth and challenges” that will be addressed with the CRE during the course of the mentoring relationship.** As part of this mentoring relationship, the mentor and CRE agree to meet at least monthly (in person or by phone). As part of this mentorship (use separate sheet if necessary):

Name _____

Address, City, State, Zip _____

Phone Number(s) day _____ night _____ cell _____

Email _____

The mentor will: 1. _____

2. _____

3. _____

The CRE will: 1. _____

2. _____

3. _____

8. **SIGNATURES:** (All signatures need to be included for contract to be considered.)

Moderator/Ministry Head _____ Date _____

Clerk of Session _____ Date _____

CRE Candidate _____ Date _____

Mentor _____ Date _____

9. **APPROVAL BY CALLS and CONTRACTS SUBCOMMITTEE, COMMITTEE ON MINISTRY:**

COM Representative Signature _____ Date _____

COM Representative Printing Name _____ Contact information phone/email address _____

RETURN TO: Committee on Ministry 4803 San Felipe St, Houston, TX 77056

By email: mcurrie@pbyofnewcovenant.org

Revised 8/16/10; 11/9/12; 4/4/17; 10/1/19; 11/1/19 sd; 12/7/22mc