

**Commissioned Ruling Elder for a Particular Service Contract 2025**  
**The Presbytery of New Covenant**

**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 \_\_\_\_\_ \*\*

**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      \* \_\_\_\_\_

\_\_\_ 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 \_\_\_\_\_

**Please return to COM at Presbytery of New Covenant, 4803 San Felipe, Houston, TX 77056  
Or email [dbwilson@pbyofnewcovenant.org](mailto:dbwilson@pbyofnewcovenant.org)**

**Revised 8/16/10; 11/9/12; 4/4/17; 10/1/19; 11/1/19; 11/1/2023**