

PART-TIME PASTORS

I. Policy Statement

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

The Presbytery of San Jose allows vacation and study leave to be prorated according to the percentage of the part-time call. See PS-1 Pastor Terms of Call.

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 needs, can afford, and the importance it places on the job, and the pastor's needs are relevant factors in determining the pastor's hours.

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 Policy PS-1 (Pastor Terms of Call)).
3. Approves terms of call.

B. Part-Time Pastor Responsibilities

1. Understands congregation's expectation for position.
2. Works with church's personnel committee and session to develop a realistic written job description with measurable goals and limitations.
3. Communicates to congregation as often as needed the time constraints imposed by part-time status.

C. Session Responsibilities

1. Works with PNC or APNC to determine terms of call, in compliance with this policy and Policy PS-1 (Pastor Terms of Call) and calls a congregation meeting for a vote on the candidate put forward by the PNC or APNC.
2. Clearly delineates lines of responsibility between pastor(s) and 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.