

AGREEMENT WITH COMMISSIONED LAY PASTOR

The Session of _____ Church
of _____, being satisfied with the qualifications
of _____ and believing his/her ministry will be of spiritual
benefit to us requests the presbytery to approve our invitation to _____
to serve as our lay pastor beginning _____ and ending _____.*

The functions of the lay pastor, approved for this particular church and consistent with the Book of
Order, shall be: (please consult the list of functions detailed on the reverse of this form and circle the
number listed here for the duties considered appropriate for the lay pastor in this case).

1 2 3 4 5 6 7 8 9

*This is a ____% time position OR/ the Lay Pastor will work _____ hours per week.

On behalf of the congregation we promise to support and encourage in the performance of his/her
duties in the following manner:

Salary at rate of \$_____ per year

FICA \$_____ (7.65% of Salary: paid by congregation)

Auto allowance vouchered @ IRS current rate up to \$_____ per _____

Other (e.g. Continuing Education): \$_____

Vacation _____ days per _____ including _____ Sundays

Study leave: _____

IT IS IRS REQUIREMENT THAT THE CHURCH TREASURER FILE A W-2 FORM FOR THE LAY PASTOR

Date: _____ Signature _____ Clerk of Session

Date: _____ Signature _____ Moderator of Session

The above agreement has been reviewed and approved on behalf of the presbytery by the Committee
on Ministry/Regional Commission on Ministry _____ (date) _____ (name)
being appointed as mentor for the lay pastor

Date: _____ Signature _____ Chair, COM/RCOM

This is to certify that I have received and accepted this agreement to serve as a commissioned lay
pastor of _____

Date: _____ Signature _____ Lay Pastor

Functions of Commissioned Lay Pastor

NOTE: Lay Pastors are commissioned by the presbytery to serve a particular congregation. The functions approved by the Committee on Ministry are restricted to the effect that the lay pastor is not entitled to exercise these functions **outside of** the particular congregation.

1. Conduct of worship services including the Sacrament of the Lords Supper.
2. Pastoral care (including home visitation, sick visitation in hospital and home, shut-in, elderly)
3. Christian education leadership
4. Attendance at session meetings
5. Attendance at committee meetings
6. Administrative duties
7. Administer the sacrament of Baptism
8. Moderate the session under the supervision of and when invited by the moderator of the session appointed by the presbytery
9. Perform a service of Christian marriage when invited by the session or other responsible committee, and when allowed by the state