

CLP CONTRACT – REPORT TO PRESBYTERY
Calendar Year 2023

Church Name: _____

CLP Name: _____

Title: Commissioned Lay Pastor

No. Hours worked per week: _____

Date of Document: _____

The areas of responsibility of the CLP include the following (please complete section):

Effective Salary

1. Salary \$ _____

Board of Pension Obligation

2. **Total BOP Costs** \$ _____

- Pension – 8.5%
- Death and Disability – 1%
- Temporary Disability – individually priced
- Medical – individually priced

Vouchered Allowances
(All allowances not vouchered must be included in effective salary)

- 3. Travel/Auto \$ _____
- 4. Continuing Education \$ _____
- 5. Professional Expenses \$ _____
- 6. Book Allowance \$ _____
- 7. Other \$ _____
- 8. **Sub Total Vouchered Allowances** \$ _____
(add lines 3 thru 7)
- 9. **Total Cost to the Church** \$ _____
(add lines 1, 2 & 8)

10. **Vacation time** (30 days minimum) _____ All full time and part time CLPs shall be granted a minimum of 30 days' vacation per year, including 4 Sundays. A vacation with full pay is provided for rest, refreshment, health, and work effectiveness.

11. **Continuing Education Time** (14 days minimum) _____ Congregations shall provide study leave of two (2) weeks minimum annually for all full time and part time CLP positions with a minimum financial allowance of \$1,000 for a full time CLP. This amount may be lodged in a line item of continuing education or professional expenses. Time and allowance can accrue to a maximum of six (6) weeks, but will not accumulate beyond six weeks. This allowance and time is not payable at the dissolution of a pastoral relationship.

TERMINATION: It is agreed that this contract may be terminated upon thirty (30) days written notice by either party with the concurrence of the Committee on Ministry. Upon such notice, final compensation will include the subsequent 30 days compensation and payments for accrued vacation time (not to exceed the vacation accrual limit in this contract).

Clerk of Session Signature: _____ Date: _____

Commissioned Lay Pastor Signature: _____ Date: _____

Date the congregation voted to approve this contract: _____