

**CLP CONTRACT REPORT  
TO PRESBYTERY OF UTAH**  
Calendar Year 2025

Church Name: \_\_\_\_\_

CLP Name: \_\_\_\_\_

Title: Commissioned Lay Pastor Contract Start Date: \_\_\_\_\_

Hours worked per week: \_\_\_\_\_

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

**Effective Salary**

1. **Salary** \$ \_\_\_\_\_

**Board of Pension Obligation**

2. **Total BOP Cost** \$ \_\_\_\_\_

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

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

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

10. **Vacation** (30 days minimum): \_\_\_\_\_ Full-time and part-time pastors shall be granted a minimum of one month (equivalent to 30 days) vacation per year, including four (4) Sundays. A vacation with full pay is provided for rest, refreshment, health, and work effectiveness.
11. **Continuing Education** (14 days minimum): \_\_\_\_\_ Congregations shall provide study leave of two weeks (equivalent to 14 days) minimum annually for all full-time and part-time pastoral positions with a minimum financial allowance of \$1,000 for a full-time installed pastor. 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 are 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: \_\_\_\_\_

CLP Signature: \_\_\_\_\_ Date: \_\_\_\_\_

COM Mod. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date the congregation voted to approve this contract: \_\_\_\_\_