

PRESBYTERY OF NEWTON

Rubric of Pastoral Responsibilities for a Solo Pastor based on a Percentage of Full-Time Call

Full Time	<u>(40 Hours per week)</u>
• 4 Weekdays of Office Hours (<i>may include worship preparation, congregational communication, office administration, or weekday programs</i>)	20 Hours per week
• Sunday Worship + Congregational Fellowship	5 Hours per week
• Pastoral Care + Visitation	5 Hours per week
• 3 Evening Responsibilities per week (<i>including session meeting, committee meetings, evening programs, and Presbytery Responsibilities</i>)	5-10 Hours per week
• Sermon Preparation	5 Hours per week
• Availability for congregational weddings, funerals, and baptisms	Monthly as needed
• Long-term strategic planning	Monthly as needed
Three-Fourths Time / PT	<u>(30 Hours per week)</u>
• 3 Weekdays of Office Hours (<i>may include worship preparation, congregational communication, office administration, or weekday programs</i>)	15 Hours per week
• Sunday Worship + Congregational Fellowship	2-5 Hours per week
• Pastoral Care + Visitation	2-5 Hours per week
• 2 Evening Responsibilities per week (<i>including session meeting, essential committee meetings, evening programs and/or Presbytery Responsibilities</i>)	5 Hours per week
• Sermon Preparation	5 Hours per week
• Availability for congregational weddings, funerals, and baptisms	Monthly as needed
Half Time / PT	<u>(20 Hours per week)</u>
• 1-2 Weekdays of Office Hours (<i>may include worship preparation, congregational communication, office administration, or weekday programs</i>)	5-10 Hours per week
• Sunday Worship + Congregational Fellowship	2-5 Hours per week
• Pastoral Care + Visitation	2-5 Hours per week
• 1 Evening Responsibilities per week (<i>including session meeting, essential committee meetings, and Presbytery Responsibilities</i>)	2-5 Hours per week
• Sermon Preparation	5 Hours per week
• Availability for congregational weddings, funerals, and baptisms	Monthly as needed
Quarter Time / PT	<u>(10 Hours per week)</u>
• 1 Weekday of Office Hours	2-5 Hours per week
• Sunday Worship + Congregational Fellowship	2-5 Hours per week
• Sermon Preparation	5 Hours per week
• Pastoral Care + Visitation	Monthly as needed
• Session Meeting	Monthly as needed
• Availability for weddings, funerals, and baptisms	Monthly as needed