



## Presbytery of Donegal of the Presbyterian Church (USA) Pastor Time Expectations Worksheet

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### Priorities for The Ministry of The Pastor

Priorities should be clearly designated by customizing the following **sample** prioritized description. Other duties, if negotiated, should be added. Time expectations for each segment should be included. All time allocations are understood to be for a “normal” work week. Particular weeks will vary when there are pastoral emergencies, special worship times, Vacation Bible School, etc.

#### A. Prepare Sermons and Worship

In general, the Pastor allocates this number of hours per week for sermon and worship preparation:

\_\_\_\_\_ Hours per week for Sermon/Worship Preparation

**B. Provide Sunday Worship Leadership** according to the following schedule: each week, time includes planning \_\_\_\_\_  
\_\_\_\_\_

Pulpit supply preachers for Sundays off will be scheduled in this manner \_\_\_\_\_  
Hours per week for Worship Service Leadership

**C. Other Sunday Leadership Commitments** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_Hours per week for Sunday Leadership Commitments

**D. Provide Worship Leadership** for the following special services: (i.e. Christmas Eve or Maundy Thursday) \_\_\_\_\_

**E. Pastoral Care and Visitation** according to the following priorities:

(Check those that apply indicating the priority order)

1. Hospital visitation, including surgery and emergency visits:     Priority     When Time is Available
2. Homebound communion:     Priority     When Time is Available
3. Homebound visitation:     Priority     When Time is Available
4. Outreach visitation
  - a. Follow up visits with potential members, new worshippers:     Priority     When Time is Available
  - b. Join with the session in care of lesser participating active members:  
 Priority     When Time is Available

\_\_\_\_\_Hours per week for Pastoral Care

**F. Bible Study, Fellowship Groups, Other Leadership Responsibilities**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Hours per week for Other Leadership Responsibilities

**G. List the People or Groups (other than the Pastor) who visit members in the hospital or at home:**

\_\_\_\_\_

**H. Participate in the Following Committees/Ministry Teams:**

- Regularly on this schedule: \_\_\_\_\_
- As requested by the committee Chairperson/Team Leader

\_\_\_\_\_Hours per week for Committees/Ministry Teams

**I. Professional Growth, Staff Team Building and Accountability**

\_\_\_\_\_ per week for Staff/Team Meetings  
\_\_\_\_\_ per week/month for Coaching, Pastor Cohort, or Other Professional development (circle one)  
\_\_\_\_\_ per week for Documentation of Professional Responsibilities

\_\_\_\_\_Hours per week for Professional Responsibilities

**J. Session Meeting Attendance**

- Moderator     Expected     Encouraged     Optional     Not Required     No, not part of contract

\_\_\_\_\_Hours per week for Session meetings

**K. Presbytery Meetings**

Attendance at Presbytery meetings is mandatory and is part of compensation. Service on a presbytery task groups or committees is an expected part of pastoral leadership. The amount of time shall be negotiated with the session.

\_\_\_\_\_Hours per month for leadership at the presbytery and higher levels =

\_\_\_\_\_Hours per week for leadership at the presbytery and higher levels

**L. Community Engagement & Responsibilities**

- Expected to attend the Community Ministerium/Leadership Gathering which meets \_\_\_\_\_ as part of compensation.
- May attend the Community Ministeriums/Leadership Gatherings as part of personal commitment but will not be included in compensated hours.
- Engages with the community/neighborhood in the following ways: \_\_\_\_\_

\_\_\_\_\_Hours per week for Community Engagement

**M. Administrative Responsibilities**

Will keep the following number of office hours: \_\_\_\_\_

On these days and times (except in case of pastoral emergency): \_\_\_\_\_

\_\_\_\_\_

At own discretion as time permits

Expected to write article for newsletter

Specify other administrative responsibilities \_\_\_\_\_

\_\_\_\_\_ Hours per week for Administration

**N. Outline Other Areas of Responsibility**

List periodic commitments that are not weekly here: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Hours per week for Other responsibilities

**General Time Allocation for This Position for a Regular Work Week**

Full time in Donegal Presbytery for a pastor is 45 hours per week, plus 5 hours for prayer and reflection. Half time is 22.5 hours per week, plus 2.5 hours for prayer and reflection. One Third Time is 15 hours per week, plus 1.5 hours for prayer and reflection. COM requires additional conversation before establishing a One Quarter Time position, since the 11.5 hours per week are a near equivalent to the time required for sermon preparation and worship leadership, which is often a pulpit supply along with a moderator of session/congregation.

\_\_\_\_\_ % of Full time = \_\_\_\_\_ Hours per Week

\_\_\_\_\_ per week for Sermon and Worship Preparation

\_\_\_\_\_ per week for Worship Leadership (for weeks without special worship services)

\_\_\_\_\_ per week for Sunday Leadership Commitments

\_\_\_\_\_ per week for Pastoral Care

\_\_\_\_\_ per week for Other Leadership Responsibilities

\_\_\_\_\_ per week for Committee Work

\_\_\_\_\_ per week for Professional Responsibilities

\_\_\_\_\_ per week for Session meetings

\_\_\_\_\_ per week for Presbytery

\_\_\_\_\_ per week for Community Engagement

\_\_\_\_\_ per week for Administration

\_\_\_\_\_ per week for \_\_\_\_\_

\_\_\_\_\_ per week for \_\_\_\_\_

**REQUIRED SIGNATURES:**

\_\_\_\_\_  
Clerk of Session

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

\_\_\_\_\_  
COM Representative

\_\_\_\_\_  
Date