**Guidelines to Consider for Part time Calls or Appointments**

The dilemma: How can part time ministry be structured so that it is financially fair to the minister and as effective as possible for the congregation(s)?

These guidelines assume that funeral and wedding services are paid overtime and not part of the salary package.

**Half time positions**

Mathematically speaking, a half time position would work best if the minister worked every second week. However, emergencies and dates of board meetings and the need to find a worship leader/preacher every other week make this somewhat impractical.

However, if a minister prepares/leads worship/preaches every week, a half time position is virtually impossible. Preparing and leading worship requires (on average) 14 hours a week, taking into account special services.

Fewer hours may be possible:

* if the half time position is at one congregation;
* there is no coordinated involvement of lay people;
* only one style of service is used;
* no Powerpoint.

This provides 6 hours a week for pastoral care, administration, communication, attending board and committee meetings, regional responsibilities and whatever community events are expected.

What are some options to reduce unpaid overtime?

1. Have someone else prepare/preach every other Sunday thus providing the minister with 6 plus 7 extra hours =13 hours a week to do the other tasks of ministry.

1. Prepare/preach every week but have 6 extra Sundays off a year, providing an additional 3 hours a week for other duties.

Hours of work per week:

14 Preparing/leading worship:

 1or 2 Pastoral care for emergencies but no regular visitation;

 (train lay person to call/visit and let minister know when visit is desired)

 2 or 3 Only attend board meetings/worship committee meetings, annual meeting and support volunteers and staff

 1 Region

 1 Clarify congregational expectations re community events/outreach

 1 additional email

 20 -22 total

**Three quarter time** **positions** would provide an extra 3 Sundays off a year.

**Quarter time positions** would provide an extra 9 Sundays off a year.