POLICY

HOURS OF WORK AND PART-TIME EMPLOYMENT OF CLERGY

This policy statement expresses: (1) the hours of work that full-time clergy should follow, and (2) the formula for defining and compensating part-time work.

Full-Time Clergy:

In recognition of federal government guidelines and employment insurance regulations, for full-time clergy, the hours worked should average forty hours per week over a four week period. In this calculation, statutory holidays and paid vacation days should be counted as 8-hour days. It makes sense to look at the average over four week periods because in any one week period, pastoral or other emergencies can demand more time than is expected.

All normal clergy duties would be included as work time in these calculations: i.e., presiding at worship services, prayer gatherings, sermon preparation, office work, parish committees, diocesan committees or leadership, ecumenical committees or leadership, pastoral visiting, home visiting, visiting in hospitals and nursing homes, educational courses related to ministry, confirmation, marriage, and baptism preparation.

Also, as a general guideline, it is expected that clergy will give 10% of their time to diocesan activities.

Persistent excess hours of work indicate a need to delegate and thereby share ministry within a parish, and/or to divest oneself of committee meetings or numbers of committee responsibilities. Guidance might be sought from the Regional Dean, Archdeacon, Executive Officer, or Bishop of the Diocese.

These concepts are considered an essential part of clergy self care and, where applicable, essential for healthy family life which is encouraged for all Christian people.

Part-Time Work:

With the definition of full-time work as being 40 hours per week, part-time work can be defined and compensated by a formula in units of ten percent. This approach can be used in the situation where a parish can no longer afford full-time ministry and in the situation of a multi-point parish.

While flexibility is essential, an example of a three-point parish under this formula might be as follows:

- Point #1: 60% of time
- Point #2: 30% of time
- Point #3: 10% of time

If the congregation at Point #1 can only fund 50% of time (not 60%), then the incumbent's total compensation and expected hours of work become 90% of full-time.

As another example, a single point parish might evaluate the work they expect their clergy person to do and conclude that they can afford 80% or an average of 32 hours per week of time. This would equate to a four-day week.

This policy will enable an equitable form of part-time work to be established in a variety of situations, without part-time always meaning half time and without part-time people being expected to work full-time hours.