



Hopkins Community Church Pastor of Prayer and Discipleship - Contract for Employment

Date: _____

This agreement for Employment at Hopkins Community Church (hereafter known as HCC) for the position of Pastor of Prayer and Discipleship (hereafter known as PPD) is made as of January 20, 2020 by and between:

Hopkins Community Church, The Employer

AND

Rev. Jim Harrison, [address], the Employee

The employment agreement between employer and employee is created on the following terms and conditions:

Position: The Employee will serve in the position of Pastor of Prayer and Discipleship, fulfilling the duties and responsibilities of that position as outlined in the job description below. The PPD is responsible and accountable to the Senior Pastor. The PPD position will be a one-quarter (25%) part-time position.

Salary: The PPD will be paid a salary based on the minimum requirement set by the Southwest Michigan Classis. Great Lakes Regional Synod 2020 Ministerial Compensation Guidelines stipulate:

- \$50,875 per year for Full-Time Ordained Minister, church >200 Members
- $\$50,875 \times 0.25 = \mathbf{\$12,718.75}$ per year

Benefits: Benefits will be paid according to the minimum set by the RCA and the Southwest Michigan Classis. The Reformed Church in America stipulates that all Ordained Ministers shall be granted health insurance reimbursement, retirement contributions, Group Life & LTD AD&D Insurance, as well as Self-Employment Tax payments.

- HCRC has sought a waiver for Health Insurance Reimbursement
- HCRC has sought a waiver for Group Life & LTD/AD&D Insurance
- HCRC will pay One-Quarter of the stipulated Retirement contributions for Full-Time Ministers of Word and Sacrament
 - $\$7,061 \times 0.25 = \mathbf{\$1,765.28}$ per year
- HCRC will pay Self-Employment Tax payments.
 - $\$12,718.75 \times 0.0765 = \mathbf{\$972.98}$
- HCRC will provide for Professional Development at the RCA stipulated amount to be used by the PPD or otherwise relinquished at the end of the fiscal year.
 - $\$12,718.75 \times 1/52 = \mathbf{\$244.59}$

Total Pastor of Prayer and Discipleship Package: \$15,698.60

Review: The PPD will participate in an annual review in conjunction with HCC's annual review process.

Considerations: Due to the current part-time nature of the PPD position, it is acceptable assumed that the PPD will have and maintain a primary and concurrent source of employment providing it does not interfere with the duties and responsibilities outlined in the PPD job description below.

Start Date: March 1, 2020 (tentative)

Signed: _____ Date: _____

2019 Consistory Signatures:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Hopkins Community Church Pastor of Prayer and Discipleship - Job Description

Job Title: Pastor of Prayer and Discipleship
Department: Discipleship
Reports to: Senior Pastor
Employment Status: One-Quarter Time (25%)

Summary

The Pastor of Prayer and Discipleship (PPD) is responsible for developing and leading a dynamic prayer ministry at Hopkins Community Church (HCC). The PPD will work to equip and lead a team of prayer intercessors for the purpose of impacting both the congregation and the community of Hopkins. The PPD will be guided by the Holy Spirit and will utilize the resources available within the congregation, classis, and denomination to bring about a vibrant prayer ministry. Together with the Senior Pastor, other staff members, and ministry leaders, the PPD will join in the work to cast and implement God's vision and direction for HCC.

Expectations & Qualifications

Qualifications:

- A strong and growing relationship with Jesus Christ
- Passion for Discipleship & Prayer; champions the cause of both
- Strong communication and leadership skills
- Ability to equip others for ministry
- Works collaboratively with all staff and ministry leaders
- Ability to connect intergenerationally within the congregation, relating to all ages
- Theologically and Biblically grounded (M. Div. preferred)
- Ministry experience in church, missions, or other related ministry fields

Duties:

- The PPD will essentially be a leader equipping leaders (Eph. 4:11-16) so that the members of the congregation are engaged in these ministries as individuals, families, in teams, and as a whole congregation at the broadest level.
- Works closely with the Senior Pastor in casting vision for, developing, and leading a prayer and discipleship ministry at HCC
- Establishes and works toward short term (90-day) and long term (annual) goals with specific outcomes over a 2-year period
- Raises up a team of prayer champions who will model and train others in the following prayer disciplines:
 - Devotional prayer for nurturing greater intimacy with God
 - Listening Prayer: hearing God's voice for guidance
 - Prayer for seeking Holy Spirit empowerment for greater ministry outreach
 - Authoritative prayer which models spiritual authority and boldness at the throne of grace (Hebrews 4:16)
 - Spiritual warfare prayer: engaging against the strongholds and schemes of the enemy to advance God's Kingdom (Ephesians 6:10-18; Luke 10:1-21)
 - Prayer for Healing and Deliverance (Luke 9:1-6, 10:1-21) and for prophetic or revelatory gifts from the Holy Spirit (1 Corinthians 12:12-30, 14:1-33)
- Preaches approximately once a month in order to equip the whole congregation in the area of prayer and discipleship
- Attends Sunday worship services at HCC regularly (3 out of 4 Sundays, allowing for outside travel and preaching commitments as needed)
- Attends Consistory meetings as needed or requested

Hopkins Community Church

Letter of Intent

Job Title: Pastor of Prayer and Discipleship
Department: Discipleship
Reports to: Senior Pastor
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The purpose of this document is to provide a clearer and more comprehensive understanding of the intentions of the 2019 consistory to create and articulate a job description for the newly created position of Pastor of Prayer and Discipleship (PPD). This document will help to answer any future questions regarding the role and responsibilities of the PPD and provide a framework for potential changes, whether additions or subtractions from the PPD job expectations.

Contract

With regard to professional expenses: it is the decision of the consistory that a “prayer ministry” line item would be created in the budget for the purposes of professional expenses incurred by the PPD at the discretion of the PPD for ministry purposes. Rather than incorporating this into a financial package offered, which may impact taxes on the PPD, this will instead be provided for out of the budget of HCC. These items will be bought using the provided debit card from HCC with receipts turned in to the Office Manager using the proper procedures.

Expectations & Qualifications

Duties