

**PRESBYTERY OF SCIOTO VALLEY
Committee on Ministry**

FULL-TIME AND PART-TIME POSITIONS

1. The Federal Labor Standards Act defines an "exempt" employee as one who is exempt from the requirement to receive overtime pay. All ministers of the Word are defined by the Federal Labor Standards Act as "exempt" employees. "Non-exempt" employees would include secretaries, custodians, etc.
2. The Committee on Ministry (COM) defines a full-time, exempt position as one which expects the person filling the position to be "on call" at all times. On average a full-time person is "on duty" an approximate average of 48 hours per week. Another definition of "full-time" is 12 four-hour modules. (A four-hour module may be a morning, afternoon or evening block of time.) At least one day off each week is expected for all persons serving full-time positions. If regular preaching and leading of worship is included in a part-time position, the contract shall include at least three modules of time for preparation for and conduct of worship.
3. All part-time positions are subject to the Presbytery Minimum Compensation Guidelines. All part-time position descriptions will specify what proportion of full-time the position requires. A comparable proportion of the full-time Minimum Compensation Guidelines will be applied to the part-time position. (For example, a half-time position must be compensated at a minimum of fifty percent of the full-time minimum.)
4. Limited-term positions may be approved by the COM for ministers who have previously been ordained, but limited-term calls will not be approved for candidates seeking their first call after ordination.