

## Definition of a Clergy Workweek

As clergy are expected to conduct services on Sunday mornings, to be on call for pastoral care, and to attend functions during the evening, they do not work a normal 9 a.m. to 5 p.m. five-day 40-hour per week schedule. However, it is not in the interest of either the cleric or the congregation to overwork the cleric to the point that they are no longer able to perform their duties. Clergy are also entitled to one to two days off during the week (e.g., a mid-week day and Saturday). In the event they must work on a Saturday or extra time during the week for a wedding, funeral, or special event, they should be given compensatory time off the preceding or following week.

For administrative and pension purposes, Clergy time is defined in “work units” averaging approximately 3.3 hours/unit. A full-time cleric is considered to work 12 work units, whereas a part-time cleric working half time might be considered to work 6 work units, etc. To aid Wardens, Vestry and Clergy in discussing expectations and to help reach agreement on scheduling clergy work hours, regular full weeks could be divided for example into a combination of large and small work units, such as “A units” of 3.5-4 hours (Sunday morning (2 services), mornings and afternoons for 4 weekdays) and “B units” of 2.5-3 hours (a church service and 3-4 weekday evenings). A typical workweek could consist of 12 work units, for example 8 A units and 4 B units totaling 40 hours. Similarly, halftime could be 6 work units, 4 A units and 2 B units totaling 20 hours. These are meant to be examples, not prescriptions. Each Church should decide what times clergy should be available and when they should have uninterrupted time off. These decisions should be included in the Covenant for Ministry that should be completed within 90 days of the arrival of a new cleric.

Example:

Day	A Unit	B Unit	Hours
Sunday	1		4
Monday	2	1	10
Tuesday	2	1	10
Wednesday	2	1	10
Thursday	1	1	6
Friday	-	-	-
Saturday	-	-	-
Total	8	4	40

This sample schedule allows for 3.5 full days in the office to manage the parish, two evenings for parish meetings or evening prayer, one evening for pastoral care, and one evening for sermon

preparation. The congregation might not expect to see the cleric in the office more than 3.5 days per week plus in church on Sunday morning. These units could be mixed and matched in any way that meets the needs of the cleric and the congregation, but in no case would the total exceed 40 hours unless there are plans for compensation time the following week (e.g., at Christmas or Easter).