



## The Highlands Of New Jersey Rubric of Pastoral Responsibilities for a Solo Pastor based on a Percentage of Full-Time Call

### Full Time

### 40 Hours per Week

- 4 Weekdays of "Office Hours" ( *may include worship preparation, congregational communication, office administration, or weekday programs* )
  - **20 hours per week**
- Sunday Worship including Fellowship time
  - **5 hours per week**
- Pastoral Care and visitation
  - **5 hours per week**
- Evening Responsibilities (*including session and committee meetings, evening programs, and Presbytery responsibilities*)
  - **5 – 10 hours per week**
- Sermon Preparation
  - **5 hours per week**
- Availability for congregational weddings, funerals, baptism
  - **As needed**
- Discernment/Vision Planning
  - **As needed**

### Three-fourths Time/PT

#### **30 ours Per Week**

- 3 Weekdays of "office hours" (*may include worship preparation, congregational communication, administration, or weekday programs*)
  - **15 hours per week**
- Sunday Worship including fellowship time
  - **2 – 5 hours per week**

- Pastoral Care and visitation
  - **2 -5 hours per week**
- Evening responsibilities per week (*including session meeting, essential committee meetings, evening programs and/or Presbytery responsibilities*)
  - **5 hours per week**
- Sermon preparation
  - **5 hours per week**
- Availability for congregational weddings, funerals, and baptisms
  - **As needed**

### **Half Time/PT**

#### **20 Hours Per Week**

- 1 -2 Weekdays of "office hours" (*may include worship preparation, congregational communication, administration, or weekday program*)
  - **5 to 10 hours per week**
- Sunday Worship including fellowship
  - **2 -5 hours per week**
- Pastor Care and visitation
  - **2 -5 hours per week**
- Evening Responsibilities (*including session meeting, essential committee meetings and Presbytery Responsibilities*)
  - **2 -5 hours per week**
- Sermon Preparation
  - **5 hours per week**
- Availability for weddings, funerals and baptisms
  - **As needed**

**Quarter Time/PT****10 hours per week**

- 1 Weekday of "office hours"
  - **2 -5 hours per week**
- Sunday Worship including fellowship
  - **2 -5 hours per week**
- Sermon Preparation
  - **5 hours**
- Pastoral Care and visitation
  - **As Needed**
- Session Meeting
  - **As Needed**
  
- Availability for weddings, funerals, baptisms
  - **As needed**