**STATED SUPPLY (TEMPORARY) PASTORAL CONTRACT**

The Session of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a congregation of the Mission Presbytery (PIN \_\_\_\_\_\_\_\_), located in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ enters into the following contract for Stated Supply or other Temporary Pastoral Ministry with the Rev.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / Teaching Elder

DESCRIPTION OF PASTORAL DUTIES for Rev. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

as full-time\_\_\_\_\_\_ or part-time\_\_\_\_\_\_\_ (position)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Complete this form or attach a current job description for the position. For part-time position s, please indicate the average hours per week and total them below. Amend or add duties as needed.

|  |  |  |
| --- | --- | --- |
| PART-TIME  Avg. Hours / Week | FULL TIME | PASTORAL DUTIES |
|  |  | Lead worship, preach, and administer Sacraments in worship – Lord’s Supper and baptism (if approved by presbytery). |
|  |  | Visitation, Pastoral Care  Conduct funeral and memorial services. |
|  |  | Perform marriage ceremonies & offer premarital counseling. |
|  |  | Office coordination / maintain office hours –bulletin prep, etc. |
|  |  | Moderating Session and coordination of committees, etc. |
|  |  | Train church officers and session members. |
|  |  | Community Involvement – mission, local benevolence, Ministerial Alliance, etc. |
|  |  | Other -- |
|  |  | Other == |
| AVERAGE TOTAL # OF HOURS/WEEK | hours per  week |  |

STATED SUPPLY (TEMPORARY) PASTORAL CONTRACT

Compensation will be paid to the Stated Supply TE Pastor according to the Annual Minimum Terms of Call for Mission Presbytery. Part-time positions may be prorated based on the minimum salary package.

1. Annual Cash Salary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Housing / Utilities Allowance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Employing Organization's Contributions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Additional Compensation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Other Allowances \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Manse Value (at least 30% of 1-5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL EFFECTIVE SALARY (used to calculate Board of Pensions Dues) \_\_\_\_\_\_\_\_\_\_\_\_

BOARD OF PENSIONS BENEFITS -- The church may elect to provide full participation \_\_\_\_\_\_\_\_\_\_\_\_

at \_\_\_\_\_% of Total Effective Salary or offer benefits as outlined in their Employer Plan Options with the Board of Pensions.

1/2 SECA (7.65% x total of 1+3+4+5 above) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REIMBURSABLE EXPENSES:

Mileage @ the current IRS business-mileage rate up to \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Continuing Ed / Book Allowance up to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional Expenses up to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Moving Expenses (which are taxable to the pastor) may be paid up to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ as specified by Session.

PAYMENT SCHEDULE: Salary and Housing will be paid (check/mark one): \_\_\_\_\_ monthly; \_\_\_\_\_\_ twice a month on the \_\_\_\_\_and \_\_\_\_ ; or \_\_\_\_\_ bi-weekly.

OTHER BENEFITS

* Vacation of four (4) weeks per year (including Sundays) & Study Leave of two (2) weeks per year.
* The congregation agrees to provide maternity, paternity, adoption, and family emergency leave as prescribed by Mission Presbytery policy.

ANNUAL EVALUATION --We further promise and obligate ourselves to participate in an annual evaluation and review of our ministry together. Such evaluation and review shall include the adequacy of the above compensation, the performance of the congregation, session, and pastor (or associate pastor), plans for the future, and any other items deemed appropriate.

IN CASE OF DISAGREEMENT --In the event of any disagreement, conflict, or dispute related to any aspect of this call, we agree to seek first mutually satisfactory resolution through direct discussions among the parties involved, and to use at least one session of mediation by a mutually agreeable mediator as a second and backup avenue for conflict resolution, before exercising other options. The spirit and intent of this agreement is to encourage and support each other in working cooperatively in ministry and in dealing with differences and problems in their early stages, instead of allowing issues to fester or to escalate due to lack of attention.

TERMINATION –This relationship may be terminated with 30 days’ notice by either party and with the concurrence of COM.

This contract which shall be in effect for no longer than one year shall begin on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and remains in effect until \_\_\_\_\_\_\_\_\_\_\_\_\_. It shall be reviewed annually and may be renewable yearly.

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clerk of Session Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teaching Elder Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COM Rep Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Presbytery Rep Date: