

Pittsburgh Presbytery
Temporary Supply Pastor Contract

The following is a model for Temporary Supply Contracts/Agreements within Pittsburgh Presbytery. The mandatory parts of the contract are printed in 'Tahoma type face'.

Those sections of the contract that are open for negotiation are printed in '**bold italics**' type. This model is available electronically from the Presbytery office and/or web site. The model may be used for Stated Supply by substituting that title and making other changes as appropriate.

General

The following agreement between the Session of _____ Presbyterian Church and the Rev. _____ is for temporary supply services beginning on _____ for a period of **one year**. (*A Temporary Supply contract can not exceed one year but may be renewed yearly.*)

This is a **full time/part time** position for _____ (*indicate number of hours*) hours per week.

The Rev. _____ will be designated "Temporary Supply Pastor" of _____ Presbyterian Church. The Temporary Supply Pastor shall be responsible for pastoral leadership that shall include the following:

Responsibilities and Duties

- 1. Serve as Moderator of the Session, upon approval by Presbytery**
2. Provide for worship and pastoral leadership
3. Lead services of worship, including Communion, Baptism, marriage and funerals
4. Assist the congregation in the tasks of:
 - celebrating the church's history
 - strengthening and continuing ties with Presbytery, Synod and GA
 - leading the church to a renewed vision for their future
 - providing for smooth transition of congregational leadership
5. Provide leadership support for the various committees of the Session
6. Perform administrative duties, **work with the other church staff guided by their job descriptions and/or Personnel Manual**, assist in congregational communication through publications and through personal contact
- 7. Be available as a resource person for the church school, youth organizations and other groups of the church (groups may be specifically named here)**
- 8. Lead the congregation in reaching out into the community and in performing its ministry of healing and reconciliation**

9. Call on the sick and home bound, and provide for their celebration of Communion

10. Provide leadership to the Board of Deacons and Trustees and/or other organizations in the church (such as Nursery or Day Care of the church, etc.)

Support

The Session agrees to support and encourage the Temporary Supply Pastor by:

- Working faithfully with the Temporary Supply Pastor
- Communicating regularly with the Temporary Supply Pastor about pastoral concerns and needs within the congregation, issues in the life of the church and personal & institutional difficulties that need to be addressed
- Continuing to do the work of the Session and complete other responsibilities of Elder
- Assisting the Temporary Supply Pastor in accomplishing the responsibilities and duties listed elsewhere in this agreement
- Praying with and for the Temporary Supply Pastor and his/her family
- Providing adequate compensation, guided by the presbytery's minimum salary expectations
- Reviewing his/her ministry with the Temporary Supply Pastor every six (6) months. A six month and one-year review are required, the one-year review to be reported to presbytery.

Compensation

Salary	\$ _____
Housing	\$ _____
Utilities	\$ _____
BOP Pension and Medical	\$ _____
Medical deductible	\$ _____
FICA offset	\$ _____
Auto allowance (vouchered at IRS rate)	\$ _____
Study Leave/Cont. Ed allowance (vouchered)	\$ _____
Two weeks study leave (14 days including two Sundays)	
Four weeks vacation (30 days including 4 Sundays)	

(Vacation time is a vested benefit and shall be compensated to the Temporary Supply pastor prorated upon length of service. Similarly, if this is a part-time position, all of the above categories shall be pro-rated upon number of hours except vacation time and study leave time which remain the same amount of time.)

Professional/business allowance (vouchered) \$ _____

Annuities/insurance or other compensation \$ _____

Book/resources allowance \$ _____

Additional paid time for participation in the larger Church

(This may include service on boards or committees in higher judicatories, or service to church organization in which the IP is involved).

If this agreement is terminated by either the Temporary Supply Pastor or the session, after Presbytery concurrence, the termination date shall be no sooner than thirty days after written notice has been given. The Temporary Supply Pastor may choose vacation/study leave during this period, if available, with the concurrence of session.

Other Stipulations

Renewal of this agreement, for any length of time, shall be at the invitation of Session with Presbytery concurrence. Presbytery requires renewal for at least a six-month period of time but not to exceed one year. Such renewal, including specific length of time, shall be entered upon the minutes of Session and communicated to the Temporary Supply Pastor and Presbytery in a written letter.

Signature – Clerk of Session

Date

Signature –Temporary Supply Pastor

Date

Signature – Committee on Ministry Liaison

Date

Modified 10-7-09