



CONTRACT FOR TEMPORARY PASTOR

The following contract between the session of (name of church) _____ in (city) _____ and (name of clergy) the Rev. _____, is for the purpose of providing pastoral services as (full time, part time) _____ Temporary Supply to the church for a period of _____ (number of months -- not to exceed 12 months). The contract is to begin on _____ 20__ and end on _____, 20__.

RESPONSIBILITIES:

The temporary supply provides basic pastoral services for the continuation of the church's mission and ministries.

For full-time positions, complete this section:

The temporary supply for this congregation will be responsible to **(please add or delete from this list):**

- moderate the session and congregational meetings
- serve as Head of Staff
- lead worship, preach at regular Sunday services, and celebrate the sacraments
- arrange for substitute preachers on any Sundays not present
- call on sick and home-bound
- provide administrative leadership
- officiate at weddings and funerals
- lead new member classes
- work with committee chairs
- represent the church in dealing with outside organizations
- pray for the church
- _____
- _____
- _____
- _____
- _____
- _____

For part-time positions, complete this section:

The Committee on Ministry expects that part-time temporary pastoral relationships will express realistic expectations about the amount of time a pastor needs to perform the ministry to which they are called. The following examples assume a part-time solo pastorate. A part-time associate position is expected to demonstrate a similar division such that the time allotted is adequate for the ministry to which they are called.

Quarter time = 10 hours per week: This amounts to weekly worship leadership, moderating of session/congregational meetings AND ONE of the items noted below, as negotiated.

Third time = 13 hours per week: This amounts to weekly worship leadership, moderating of session/congregational meetings AND TWO of the items noted below, as negotiated.

Half time = 20 hours per week: This amounts to weekly worship leadership, moderating of session/congregational meetings AND THREE of the items noted below, as negotiated.

Three-quarter time = 30 hours per week: This amounts to weekly worship leadership, moderating of session/congregational meetings AND FOUR of the items noted below, as negotiated.

The temporary supply for this congregation will be responsible to **(please add or delete from this list):**

- Hospital visitation
- At home visitation
- Office hours (how many per week ___?)
- Community ministry and outreach (including ecumenical gatherings)
- Committee meetings (in particular _____)
- Christian Education on Sundays
- Christian Education during Advent and/or Lent (as negotiated)
- serve as Head of Staff
- arrange for substitute preachers on any Sundays not present
- provide administrative leadership
- officiate at weddings and funerals
- lead new member classes
- work with committee chairs
- represent the church in dealing with outside organizations
- relationships with mid councils
- _____
- _____
- _____
- _____

The congregation and session will be responsible to **(please add or delete from this list)**:

- support the temporary supply in his/her ministry
- provide regular financial compensation according to the terms outlined below
- provide a performance review to the temporary supply at least annually
- pray for the temporary supply during this contract period
- negotiate goals for contract period
- _____
- _____
- _____
- _____

The Presbytery is a third and equal partner in the relationship between the church and temporary supply. During the length of this agreement, the temporary supply will be accountable to the presbytery through the Committee on Ministry. **If a search for a called and installed pastor is underway**, it is understood that the temporary supply will not be involved in any way with the Pastor Nominating Committee, except to facilitate that committee's regular reports to the session and the congregation. Any concerns or suggestions about the congregation's search for a new pastor shall be carried to the Committee on Ministry liaison. It is understood by all parties that ordinarily the temporary supply under contract may not be considered for the installed pastoral office in this congregation.

This agreement may be terminated by either **the session or temporary supply** upon 30 days written notice and informing the Committee on Ministry. This agreement may be extended in one to twelve month periods, upon written notice to, and the approval of, the Committee on Ministry. It is understood that the temporary supply will participate in any training/discussions sponsored and/or requested by the Committee on Ministry and will participate in an exit interview conducted by that committee at the end of this contract.

TERMS:

The temporary supply is employed on a () full-time () part-time basis, serving approximately _____ hours per week, and will be compensated as follows: (please fill in those amounts that apply, must meet Lehigh Presbytery's Minimum Terms of Call)

Effective salary

Reimbursable expenses (by voucher)

Cash Salary \$ _____

Automobile expense (___ per mile) \$ _____

Fair rental value of manse \$ _____

Business/professional expenses \$ _____

Housing Allowance \$ _____

SECA Supplement (up to 50%) \$ _____

Utilities Allowance \$ _____

Continuing Education \$ _____

Other allowances (please list) \$ _____

Other allowances (please list) \$ _____

Other allowances (please list) \$ _____

Total \$ _____

Moving Costs (up to) \$ _____

Full medical, pension, disability, and death benefit coverage under the Board of Pensions \$ _____

If applicable, will medical coverage for the temporary supply's spouse/family be paid for by the church? If so, what is the cost and how much will the church pay?

Paid Vacation (please indicate number of weeks or days – one Sunday per allotted week is assumed) _____

Paid Continuing Education (please indicate number of weeks – one Sunday per allotted week is assumed) _____

APPROVALS:

The session approved this contract and its conditions on (date) _____

Signed: (clerk of session) _____ Date: _____

I agree to accept the terms of this contract.

Signed: (temporary supply) _____ Date: _____

The Committee on Ministry approved this contract and its conditions on (date) _____

Signed: (COM chair) _____ Date: _____

Signed copies to be given to:

- 1) the temporary supply
- 2) the clerk of session
- 3) Lehigh Presbytery's Committee on Ministry
- 4) the temporary supply's presbytery of membership/care if it is not Lehigh Presbytery.

December 5, 2022