Temporary Supply Contract
Presbytery of Baltimore

This agreement sets forth the basis for a working relationship between _____ _____ as Temporary Supply Pastor and the Session of _____ Church of _____, MD, for the period beginning _____ and ending December 31, _____.

(The Committee on Ministry's preference is that Temporary Supply contracts conclude and are renegotiated at the end of each year to be in line with the fiscal year for most churches.)

This is a *(check one)* ____ Full Time or ____ Part Time position.
If Part Time, the basis for the agreement is _____ hours per week,
which is _____ % of Full Time *(Full Time basis is 40 hours/week)*.

Shared Goals for the Well-being of the Church

1. Will work together to provide for the spiritual growth and the ongoing mission and work of the church.
2. Will facilitate open sharing of information with the congregation.

Expectations of the Temporary Supply Pastor

1. Will provide regular preaching and worship leadership on Sunday mornings and at special services such as Thanksgiving, Maundy Thursday, and Christmas Eve, taking appropriate time for study and preparation. Will officiate at weddings and funerals and administer the sacraments as agreed upon with the session.
2. Will provide (along with elders and deacons and in accordance with the practices of the congregation) continuing pastoral care for church members and friends, including hospital and home visitation in crises; will visit prospective members; will provide crisis care to outsiders as feasible; and will be available for short-term personal counseling as negotiated.
3. Will function as Head of Staff, supervising church employees; will plan for and moderate session and congregational meetings; and will provide, with the session, organizational oversight for the work of the church.
4. Will work collegially with session committees in program planning.
5. Will transfer his/her membership to Presbytery of Baltimore, as appropriate, and actively participate in the Presbytery.
6. Will ordinarily not be eligible for consideration as permanent installed pastor. See Associate or Temporary Pastors Following an Installed Pastor within the Same Congregation (COM).
7. Will abide by the Presbytery's Ministerial Ethics Guidelines and Sexual Misconduct Policy. See Sexual Misconduct Policy and Its Procedures and Ministerial Ethics Guidelines.

8. The pastor and congregation agree to abide by the Presbytery's requirement for all pastors to complete the mandatory Sexual Misconduct Training by the end of the initial contract (and every three years thereafter).
9. The pastor and congregation agree to abide by the Presbytery's requirement for all pastors to complete the mandatory Dismantling Racism Training by the end of the initial contract (and every three years thereafter).

Expectations of the Session

1. Will work cooperatively with the Pastor and the Presbytery to support the work this ministry.
2. Will continue to fulfill their *Book of Order* responsibilities for the life and work of the church.
3. Will negotiate with the Pastor for time away in order that the Pastor may fulfill committee or board responsibilities to the larger church.
4. Will conduct a review at least annually and review this contract with the Pastor for changes and/or renewal at least thirty (30) days prior to the end of the contract. The Contract is renewable for increments of no more than twelve months with the consent of the Pastor, the Session, and the Presbytery.

Expectations of Presbytery

1. Will provide support and consultative services to the Pastor and the session through the staff and the Commission on Ministry (COM).
2. Will assist the session and Pastor with emerging needs through the resources of the committees and commissions of Presbytery.

Mutual Expectations

1. Will provide prayer and spiritual support to each other as members of the family of Christ.

Annual Salary Information

1. Annual cash salary _____
2. Housing, utility, and furnishing allowances _____
3. Church (if not matching) contributions to 403(b) annuity plans and equity allowance _____
4. Bonuses, overtime pay, gifts from employer _____
5. SECA (reimbursements in excess of 50% of SECA obligation on line 11) _____
6. Manse amount (must be at least 30% of lines 1-5 for those residing in a manse _____
7. Total effective salary* (lines 1-6) Board of Pension Dues are computed on this. _____
   ** See Understanding Effective Salary booklet for more information*

In addition, the church has agreed to pay the following, not included in effective salary:

8. Congregational Pastors Package: Board of Pensions Medical and Pension Dues for pastor (29.75% of line 7. Minimum $7,500 maximum $21,200) _____

Optional:

8a. Family coverage (spouse and children) $22,200, or _____
8b. Spouse only medical coverage $12,250, or _____
8c. Children only medical coverage $9,950 _____
8d. Other church paid insurance (dental, vision, life) _____

- OR -

9. **Transitional coverage:** Pension plus medical coverage for pastor, spouse & children (ends 2029)(42.5% of line 8: 10% of ES for pension dues and 32.5% for full family medical coverage. Minimum $21,600 maximum $57,700) _____

10. 7.65% SECA (required) (subtract line 3 from line 7 and then multiply by .0765) _____
11. Professional Development, Study Leave, Books, etc. (must be vouchered; at least $1,000) _____
12. Professional Expenses (Eg, Vestments, business meals; must be vouchered) _____
13. Automobile Mileage (must be vouchered, at current IRS rate) _____
14. Matching Grant to 403(b) plan _____
15. Other (specify) _____ _____
16. Total additional payments (lines 8-15) _____
17. **Total Cost** (lines 7+16) _____

_____ Consent to the Presbytery's policy on administrative leave (mandatory if installed after 11/10/18) https://baltimorepresbytery.org/wp-content/uploads/AdministrativeLeavePolicy.pdf

_____ Consent to abide by the mandatory boundary and dismantling racism training https://baltimorepresbytery.org/wp-content/uploads/Dismantling-Racism.pdf

Other Benefits

1. Sick leave and family medical leave in accord with the Presbytery's Policy on Pastoral Compensation and Book of Order G-2.0804.

2. Study leave: _____ (at least 2 weeks) annually, to be taken within the year, with timing and subject to be cleared with the session. No compensation will be granted for unused study leave or allowance at the end of the contract.

3. Vacation: _____ (at least 4 full weeks, including Sunday) annually, to be scheduled in consultation with the session. It is expected that vacation will be taken in the year in which it is earned and will not be carried over unless another arrangement is expressly approved by the session in advance.

Termination Provisions

1. This agreement may be terminated by the session with sixty (60) days' notice. Failure to extend the contract prior to thirty (60) days from its expiration, or notice of non-renewal of the contract, shall be considered notice of termination**.**
2. The Pastor may terminate this agreement with thirty (30) days' notice, in which case payment beyond the thirty (30) day period will be forfeited.
3. After consultation with the Session, the Presbytery's Commission on Ministry may terminate this agreement with sixty (60) days' notice.
4. Vacation compensation, if accrued, will be paid in full at the time of termination. No unused sick or education leave will be compensated at the time of termination.

Signatures:

Pastor _____ Date _____

Clerk of Session _____ Date _____

Representative, COM _____ Date _____

Copies to: Pastor
Clerk of Session
Presbytery office
COM Representative