



Temporary Supply Contract Within the Presbytery of Baltimore

This agreement sets forth the basis for a working relationship between the

Rev. _____ as Temporary Supply Pastor and head of staff
and the Session of _____ Presbyterian Church of _____, MD
for the period beginning _____ and ending December 31, 20_____.

(The Committee on Ministry's preference is that Temporary Supply contracts conclude and are renegotiated at the end of each year so as 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, and actively participate in the Presbytery of Baltimore.
5. Will transfer his/her membership to the Baltimore Presbytery.

6. Will ordinarily NOT be eligible for consideration as permanent installed pastor. May become so upon the recommendation by 3/4 majority of the Committee on Ministry and the Presbytery of Baltimore. [See Policy: Associate or Interim Pastor Succeeding a Pastor/Head of Staff](#)
7. Will fulfill the terms of the Position Description to be provided by the church.
8. _____ Will or _____ will not participate in monthly Interim Ministry Group meetings, as available, for training, support, and fellowship. There may be a cost to the congregation.
9. Will abide by the Presbytery's Ministerial Ethics Guidelines and Sexual Misconduct Policy. [See Sexual Misconduct Policy and Its Procedures](#) and [Ministerial Ethics](#).
10. 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 five years thereafter).
11. 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 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 Committee on Ministry (COM).
2. Will assist the session and Pastor with emerging needs through the resources of the committees of Presbytery.

Mutual Expectations

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

Reporting and Accountability

Since the Temporary Supply Pastor is accountable to the session, a regular schedule of performance reviews should be established at the beginning of the contract (or period), either by the session or a committee appointed by the session.

Annual Salary Information

Express in U.S. dollars. Please enter zero if not applicable

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| 1. Annual cash salary (include unvouchered allowances, vacation pay) | \$ _____ |
| 2. Housing, utility and furnishings 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. Other allowances including medical reimbursements NOT made through a Flexible Spending Account (FSA), dental and life insurance benefits over and above the life insurance provided automatically through the Board of Pensions. | \$ _____ |
| 7. Manse amount (must be at least 30% of Lines 1-5 for those residing in a manse) | \$ _____ |
| 8. Total Effective Salary *(Lines 1-7) 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:

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| 9. Board of Pensions Medical and Pension Dues (37% of line 8) | \$ _____ |
| 10. 7.65% SECA (required) (subtract lines 3 & 6 from 8 and then multiply by .0765) | \$ _____ |
| 11. Professional Development, Study Leave, Books, etc. (must be vouchered, at least \$1,000) | \$ _____ |
| 12. Professional expenses (E.g., Vestments, business meals – must be vouchered) | \$ _____ |
| 13. Automobile mileage (vouchered, current IRS rate) | \$ _____ |
| 14. Other (Specify) _____ | \$ _____ |
| 15. Total additional payments (lines 9-14) | \$ _____ |
| 16. Study Leave _____ weeks (at least 2) and Vacation _____ (at least 4 full weeks including 4 Sundays) | |
| 17. Moving _____ Full Cost or not to exceed: \$ _____ | |
| 18. Start date _____ | |

Other Benefits

1. Sick leave: accrues at the rate of one (1) day per month.
2. Study leave: two (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: one month annually, to be scheduled in consultation with the session. For the purpose of compensation upon termination, vacations will be deemed to have accrued at the rate of one ¼ of the vacation time per quarter. 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.
4. Optional Additional Sundays off: _____ Contracts that are ¾ time are encouraged to include an additional four Sundays off a year. Those that are ½ time are encouraged to grant a total of 8 Sundays off. In both cases, these Sundays off are in addition to vacation and continuing education. This is an item that is negotiated between the session and the pastor but not a requirement in the Presbytery of Baltimore.

Termination Provisions

1. This agreement may be terminated by the session with thirty (30) days' notice. Failure to extend the contract prior to thirty (30) 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 Committee 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:

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Pastor _____

Date _____

Clerk of Session _____

Date _____

Representative, COM _____

Date _____

- Copies to: Original signed copy to Temporary Supply Pastor
 Original signed copy to Clerk of Session
 Original signed copy to Presbytery office
 Photocopy to COM Representative