

The Presbytery of Whitewater Valley
TEMPORARY SUPPLY CONTRACT

The following agreement between the Session of _____
Presbyterian Church and the Reverend _____ is for the purpose of providing
pastoral services beginning on _____ for a period of one year, renewal with Session
invitation and Presbytery concurrence.

The Reverend _____ will be designated Temporary Supply
of the _____ Presbyterian Church.

The Reverend _____ will serve as moderator of the Session
of the _____ Presbyterian Church. YES _____ NO _____
If needed, the Committee on Ministry will appoint an individual to be moderator of the Session upon approval of
this contract.

The Reverend _____ will be responsible for _____ (full or part-
time; designate number of hours per week) pastoral leadership which includes the following duties:

POSITION DESCRIPTION AND GOALS SHOULD BE ATTACHED TO THIS CONTRACT.

The Reverend _____ will be compensated for pastoral
services as follows:

Salary	\$ _____
Housing	\$ _____
Utilities	\$ _____
Full Pension	\$ _____
Auto Allowance (<i>vouchered at current IRS rate</i>)	\$ _____
Professional Development Allowance	\$ _____ (<i>\$1000 - cumulative</i>)
Moving expenses up to	\$ _____
Two weeks study leave (<i>cumulative</i>)	
One month vacation (<i>four weeks, four Sundays; or if ordained 15 years or more, five weeks, five Sundays</i>)	

This agreement may be terminated by the Session with Presbytery concurrence upon thirty days written notice. The pastor may terminate the agreement with thirty days written notice and forfeiture of any payment beyond that for actual services in the thirty-day period. Ordinarily the pastor, upon termination, should receive unused vacation time based on one week per quarter of service. As in all pastoral service, it is possible that at the time of termination notice a pastor may have taken, with the approval of Session, his or her full vacation for a calendar year prior to the completion of that year's service. This should be considered part of the normal expense of congregational leadership and should require no reimbursement of salary dollars to the church by the pastor who will not have completed the full contract for said year.

Signature - CLERK OF SESSION

Date

Signature - TEMPORARY SUPPLY

Date

Signature - COMMITTEE ON MINISTRY MODERATOR

Date

SAMPLE DUTIES WHICH MIGHT BE INCLUDED IN THE CONTRACT:

- A. Preach, administer Sacraments, lead worship
- B. Arrange with the Session for another leader of worship on Sundays when not able to be present.
- C. Do pastoral calling on sick and shut-in as time permits.
- D. Officiate at weddings and funerals as requested.
- E. Plan and moderate Session and congregational meetings
- F. Work with boards and committees to assist them in carry out their assigned tasks.
- G. Train newly elected officers in conjunction with staff and selected members.
- H. Perform other administrative duties as requested (i.e., work with church secretary in preparing bulletins, newsletters, etc.; general oversight of church facilities; represent the church in dealing with outside organizations.
- I. Assist or not assist with mission study.

SAMPLE GOALS WHICH MIGHT BE INCLUDED IN THE CONTRACT:

- A. Maintenance of a healthy congregational life.
- B. Continuity of leadership.
- C. Development of short-range goals identified in the goal setting process of the church.
- D. Preparation of the congregation for the arrival of a new pastor.

NOTE: Duties and goals should be consistent with the full or part-time status of the Temporary Supply Pastor.