

## SAMPLE CONTRACT FOR TEMPORARY PASTORAL

The following contract between the session of \_\_\_\_\_ Presbyterian Church and the Rev. \_\_\_\_\_, is for the purpose of providing pastoral services as \_\_\_\_\_ to the Church for a period of \_\_\_\_\_ (not to exceed 12 months). The contract is to begin on \_\_\_\_\_ 20\_\_.

### DUTIES:

The pastor will be responsible to (please add or delete from this list):

- moderate the session and congregational meetings
- serve as Head of Staff
- lead worship and preach at regular Sunday services
- 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

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

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

During the length of this agreement, the pastor will be accountable to the presbytery. It is understood that the pastor will participate in the quarterly temporary pastors meeting sponsored by the presbytery. Should the Temporary Pastor have any serious differences or difficulties with any former pastor of this congregation, the matter will be immediately referred to the presbytery. It is understood that the pastor 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 presbytery liaison. It is understood by all parties that the pastor under contract may not be considered for the installed pastoral position in this congregation.

This agreement may be terminated by either party (session or pastor) upon 30 days written notice. This agreement may be extended in one to 12 month periods, upon written notice to, and the approval of, the presbytery. It is understood that the pastor will participate in any training/discussions sponsored and/or requested by presbytery and will participate in an exit interview conducted by presbytery.

### TERMS:

The pastor is employed on a ( ) full-time ( ) part-time basis, serving approximately \_\_\_\_\_ hours per week, and will be compensated as follows:

#### Effective salary

Cash Salary

\$ \_\_\_\_\_

#### Reimbursable expenses (by voucher)

Automobile expense (\_\_\_per mile) \$ \_\_\_\_\_

Fair rental value of manse	\$ _____	Business/professional expenses	\$ _____
Housing Allowance	\$ _____	SECA Supplement (up to 50%)	\$ _____
Utilities Allowance	\$ _____	Continuing Education	\$ _____
Deferred Compensation	\$ _____	Other allowances	\$ _____
Other allowances	\$ _____		
<b>Total</b>	\$ _____	Moving Costs (up to)	\$ _____

Full medical, pension, disability, and death benefit coverage under the Board of Pensions  
 Paid Vacation \_\_\_\_\_  
 Paid Continuing Education \_\_\_\_\_

**APPROVALS:**

The session approved this contract and its conditions on \_\_\_\_\_

Signed: (clerk of session) \_\_\_\_\_ Date: \_\_\_\_\_

I agree to accept the terms of this contract.

Signed: (pastor) \_\_\_\_\_ Date: \_\_\_\_\_

The presbytery approved this contract and its conditions on \_\_\_\_\_

Signed: (pastor) \_\_\_\_\_ Date: \_\_\_\_\_

*Signed copies to be given to: 1) the minister, 2) the clerk of session, 3) the presbytery and 4) the minister's presbytery of membership/care (if other than the presbytery of this congregation).*