

STATED SUPPLY CONTRACT FORM

This contract is between _____ and the Session of _____ Church, for the position of Stated Supply Pastor/Stated Supply Associate Pastor (*please designate*) and is effective as of _____ for one year. (*This form may also be used for each one-year renewal*)

Any Pastor wanting to enter into a Stated Supply contract with a congregation must first be cleared for this contract by the General Presbyter.

The Stated Supply pastor:

- will be a member of National Capital Presbytery
- or if ready to be ordained, may be ordained and approved through the COM process to become a member of NCP

The Stated Supply Pastor agrees to: (*these items will vary, according to the needs of the church*)

- Provide regular preaching and worship leadership on Sunday morning and at special worship services.
- Officiate at weddings and funerals
- Administer the sacraments as agreed to by Session, which gives prior approval of baptisms and determines the schedule for Holy Communion.
- Provide pastoral care for church members and friends including hospital and home visitation.
- Moderate all Session and congregational meetings.
- Work collegially with the Session in program planning
- Provide officer training upon request by Session.

The Session agrees to:

- Work cooperatively with the Stated Supply Pastor and the presbytery
- Continue to fulfill Session's responsibilities as described in G-3.0201.
- Negotiate with the Stated Supply Pastor for time away in order to fulfill responsibilities to the larger church (for example, service on a presbytery committee, attendance at presbytery meetings)
- Review this contract annually, giving special consideration to negotiation of the terms of compensation for the next year in light of changes in presbytery's compensation policy.
- Negotiate with the Stated Supply Pastor the terms and conditions of termination of the relationship.

This contract is for full time/part time (*choose one*). If part-time is chosen, indicate # of hours (for example, half-time is 20 hours/week).

Annual Compensation and Benefits:

The compensation must meet the minimum requirements set by the Presbytery.*

Please refer to <http://www.thepresbytery.org/documents/com-policieshandbooksmanual/>

Effective salary (salary/housing**) _____

Pension/medical at the required percentage of the effective salary***
Social Security offset:
Mileage reimbursement at the current IRS rate
Study leave—2 weeks and 1,000/year
Vacation—4 weeks
Additional expense reimbursement if any:

*Any Session in need of an exemption from the Presbytery's minimum compensation requirements will write an appeal to the Committee on Ministry, stating the reasons why the appeal is being made.

**Stated Supply Pastor will designate Housing Allowance, and request that the Session record this in its Minutes annually.

***PC(USA) Board of Pensions participation is not required, but adequate health coverage shall be provided by some means. A brief statement explaining such alternative health coverage shall be written into this contract.

The Stated Supply Pastor and the Session mutually agree to the following provisions for the termination of the relationship: (for example, 60 days' notice by either party)

Stated Supply Pastor

Clerk of Session

This agreement, approved by Session on _____ is subject to approval of the Committee on Ministry of National Capital Presbytery.

Representative, COM

Date

Please scan or attach this form to:

Stated Clerk Sara Coe

scoe@thepresbytery.org

or mail to Stated Clerk at:

National Capital Presbytery, 11300 Rockville Pike, Suite 1009

Rockville MD 20852

Form adopted by Transitions Team of COM 10-25-12

Approved by COM Coordinating 02-19-13 Rev. 04-30-13