

## STATED SUPPLY CONTRACT TEMPLATE

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.

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 ordered ministry 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\*\*) \_\_\_\_\_

PC(USA) Board of Pensions full benefits (Pastor's Participation Plan) at 37 % for both medical and pension. \*\*\* \_\_\_\_\_ OR

PC(USA) Board of Pensions pension only (Ministers Choice Plan) If pension only is provided, it is 10% of effective salary\*\*\* \_\_\_\_\_

Social Security offset: 7.65% of effective salary

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 Congregational Transitions Commission, 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.

\*\*\* For more than 20 hours per week, benefits are available through the Board of Pensions. Full benefits are 37% of effective salary (Pastor's Participation Plan.) Pension only is 10% of salary (Ministers Choice Plan.)

This agreement may be terminated by the Stated Supply Pastor or the Session upon \_\_\_ days [for example, 60 days] written notice, following consultation with the Committee on Ministry.

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Stated Supply Pastor

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Clerk of Session

This agreement, approved by Session on \_\_\_\_\_ is subject to approval of the Congregational Transitions Commission of the Committee on Ministry of National Capital Presbytery.

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Representative, COM

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Date

*Form adopted by Transitions Team of COM 10-25-12  
Revised 01-10-13  
Approved by COM Coordinating 02-19-13  
Revised by COM Coordinating 8-16-16  
Approved by COM Coordinating 11-16-21*