

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 <https://thepresbytery.org/wp-content/uploads/2024/08/NCP-Pastor-Compensation-Policy-2025.pdf>

- Effective salary (salary/housing**) _____
- PC(USA) Board of Pensions pension dues (10% of effective salary***) _____
- PC(USA) Board of Pensions medical dues (16% of effective salary for minister only – Congregational Pastors Plan)**** _____
- 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. Pension only is 10% of salary.

**** Choose one of the following:

Congregational Pastors Plan: Churches must pay 16% of effective salary for medical benefits for the minister. Churches are required to offer at least 90% of the cost of additional family medical benefits through the Board of Pensions. Family coverage may be waived by the minister.

Transitional Pastors Participation Plan: If the minister was enrolled in the Pastors Participation plan as of December 31, 2024, medical benefits for the minister and family may be provided through the Transitional Pastor’s Participation plan at a cost of 33% of effective salary. Dues for this plan are paid entirely by the employer, and will increase in 2026 and 2027. This plan will sunset after 2027.

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.

Stated Supply Pastor

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.

Representative, COM

Date

*Form adopted by Transitions Team of COM 10-25-12
Approved by COM Coordinating 11-16-21
Revised 12-19-24*