

Temporary Pastor Contract

Pittsburgh Presbytery

The following is a model for Temporary Pastor Contracts/Agreements within Pittsburgh Presbytery. The mandatory parts of the contract are printed in regular type face. Those sections of the contract that are open for negotiation are printed in '*bold italics*' type. This model is available electronically from the presbytery office and/or web site.

GENERAL

The following agreement between the Session of _____ Presbyterian Church and the Rev. _____ is for temporary pastoral services beginning on _____ for a period of *one year*. (A *Temporary Pastor contract cannot exceed one year but may be renewed yearly.*)

This is a *full time/part time* position for _____ (*indicate number of hours*) hours per week.

The Rev. _____ will be designated "*Temporary Pastor*" of _____ Presbyterian Church. The Temporary Pastor shall be responsible for pastoral leadership that shall include the following:

RESPONSIBILITIES & DUTIES

1. *Serve as Moderator of the Session, upon approval by Presbytery*
2. Provide for worship and pastoral leadership
3. Lead services of worship, including Communion, Baptism, marriage and funerals
4. Assist the congregation in the tasks of:
 - celebrating the church's history
 - strengthening and continuing ties with Presbytery, Synod and GA
 - leading the church to a renewed vision for their future
 - providing for smooth transition of congregational leadership
5. Provide leadership support for the committees of the Session
6. Perform administrative duties, *work with the other church staff guided by their job descriptions and/or personnel manual*, assist in congregational communication through publications and through personal contact
7. *Be available as a resource person for the church school, youth organizations and other groups of the church; groups may be specifically named here _____*
8. *Lead the congregation in reaching out into the community and in performing its ministry of healing and reconciliation*
9. *Call on the sick and home bound*
10. *Provide leadership to the Board of Deacons and Trustees and/or other organizations in the church (such as Nursery or Day Care of the church, etc.); specific organizations may be named here _____*

SUPPORT

The Session agrees to support and encourage the Temporary Pastor by:

- Working faithfully with the Temporary Pastor
- Communicating regularly with the Temporary Pastor about pastoral concerns and needs within the congregation, issues in the life of the church and personal & institutional difficulties that need to be addressed
- Continuing to do the work of the Session and complete other responsibilities of ruling elders

- Assisting the Temporary Pastor in accomplishing the responsibilities and duties listed elsewhere in this agreement
- Praying with and for the Temporary Pastor and his/her family
- Providing adequate compensation, guided by the presbytery's minimum salary expectations
- Reviewing his/her ministry with the Temporary Pastor every six (6) months. A six month and one-year review are required, the one-year review to be reported to presbytery.

COMPENSATION

The compensation requirements are subject to Pittsburgh Presbytery's minimum terms of call.

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| Salary | \$ _____ |
| Housing | \$ _____ |
| <i>Deferred Compensation</i> | \$ _____ |
| Utilities | \$ _____ |
| BOP Pension and Medical | \$ _____ |
| Medical Deductible Expense | \$ _____ |
| <i>SECA offset</i> | \$ _____ |
| Auto allowance (vouchered at IRS rate) | \$ _____ |
| Study Leave/Continuing Education allowance (vouchered) | \$ _____ |
| Two weeks of study leave (14 days including two Sundays) | |
| Four weeks of vacation (30 days including 4 Sundays) | |
| (Vacation time is a vested benefit and shall be compensated to the Temporary Pastor prorated upon length of service. Similarly, if this is a part-time position, all of the above categories shall be pro-rated upon number of hours except vacation time and study leave time which remain the same amount of time.) | |
| <i>Professional/business allowance (vouchered)</i> | \$ _____ |
| <i>Annuities/insurance or other compensation</i> | \$ _____ |
| <i>Book/resources allowance</i> | \$ _____ |
| <i>Additional paid time for participation in the larger Church</i> <i>(This may include service on boards or committees in higher judicatories, or service to church organization in which the Temporary Pastor is involved.)</i> | |

TERMINATION

If this agreement is terminated by either the Temporary Pastor or the session, after Presbytery concurrence, the termination date shall be no sooner than thirty days after written notice has been given. The Temporary Pastor may choose vacation/study leave during this period, if available, with the concurrence of session.

OTHER STIPULATIONS

Renewal of this agreement, for any length of time, shall be at the invitation of Session with Presbytery concurrence. Normally, Presbytery requires renewal for at least a six-month period of time but not to exceed one year. Such renewal, including specific length of time, shall be entered upon the minutes of Session and communicated to the Temporary Pastor and Presbytery in a written letter.

A teaching elder employed as a Temporary Pastor is ordinarily not eligible to serve as the next installed pastor, co-pastor, or associate pastor. Any exception shall be permitted upon the recommendation of the Commission on Ministry and by a three-fourths vote of the members of presbytery present and voting.

In accepting this Call, I agree to participate in Pittsburgh Presbytery's program for orientation of new teaching elders and Pittsburgh Presbytery's Ethical Training for Teaching Elders within the next year.

Signature – Clerk of Session

Date

Signature – Temporary Pastor

Date

Signature – Commission on Ministry Liaison*

Date

*Signature of liaison indicates that COM recommends this agreement to Presbytery