

SAMPLE STATED SUPPLY PASTOR CONTRACT

“Temporary pastoral relationships are approved by the presbytery and do not carry a formal call or installation. When a congregation does not have a pastor, or while the pastor is unable to perform her or his duties, the session, with the approval of presbytery, may obtain the services of a teaching elder, candidate, or ruling elder in a temporary pastoral relationship. No formal call shall be issued and no formal installation shall take place. Titles and terms of service for temporary relationships shall be determined by the presbytery. A person serving in a temporary pastoral relationship is invited for a specified period not to exceed twelve months in length, which is renewable with the approval of the presbytery. A teaching elder employed in a temporary pastoral relationship is ordinarily not eligible to serve as the next installed pastor, co-pastor, or associate pastor.” Book of Order G-2.0504b

In accordance with Book of Order G-2.0504b, the following contract between the session of (Name) Church and the Rev. (Name) is for the purpose of pastoral services to (Name) Church.

ELEMENTS

The Rev. (Name) will be appointed Stated Supply Pastor of (Name) Church beginning pastoral service on (Date).

THE INTERIM PASTOR:

Will/will not become (is) a member of the Presbytery of Shenango.

Will/will not serve as moderator of the session.

Will/will not serve as head of staff.

Will/will not assist in the conducting of the mission study. If so, in what way:

Will/will not assist in the preparation of the “Ministry Information Form”.

The Pastor will serve on a full-time basis, defined as 40 hours or 13/14 modules per week.

OR

The Pastor will serve on a two-thirds time basis, defined as 28 hours or 9 modules per week.

OR

The Pastor will serve on a half-time basis, defined as 21 hours or 6/7 modules per week.

(And)

A module is defined as one segment of a day, i.e., a morning, an afternoon, an evening; it is not a fixed or determinate number of hours.

GOALS FOR THIS MINISTRY

(These should be developed by the session in consultation with the Committee on Ministry. These usually include but are not limited to those below. In every case, the goals shall include attention to the basic development tasks for the transition period. Care should be taken lest the Interim Pastor undertake programs or projects that would be difficult for the new pastor to carry forward or curtail.)

The goals of this ministry shall be: (examples follow)

- Maintenance of a healthy congregational life and ministry.
- Continuity of leadership.
- Completion of the following developmental tasks:
 - Helping the congregation come to terms with its history,
 - Discovering and affirming congregational identity,
 - Coping with shifts in leadership and power among members,
 - Strengthening the partnership with Presbytery and other congregations, and
 - Building a commitment to a new future and new pastor.
- Development of special short range goals identified in the discernment process of the church.
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RESPONSIBILITIES (examples follow)

The Stated Supply Pastor agrees to provide the following pastoral services to the extent the time basis allows and in priorities developed with the session in keeping with the position description, which shall include provision for evaluation.

- Conduct worship services on Sundays and special services on major church holidays; celebration of the Lord's Supper on communion Sundays and with shut-ins as requested on such Sundays.
- Except for absences because of illness, vacation, study leave, or as authorized by the session, the Interim Pastor shall provide for a substitute after consultation with the clerk of session, and shall be responsible for the appropriate honorarium.
- Visit members in hospitals or at home who require spiritual comfort or personal contact
- Officiate at weddings, funerals, baptisms as requested.
- Guide the congregation in the completion of the basic developmental tasks in a transition period.
- Assist boards and committees in carrying out their assigned tasks; train newly-elected officers and staff.
- Supply leadership and help develop lay leadership for the Christian education program, including preparation for the conduct of the confirmation class and for prospective members.
- Counsel members of the congregation according to level of training.
- Perform administrative duties as head of staff; supervise church secretary's work in preparation of bulletins, reports, newsletters, correspondence; general oversight of church facilities,
- Represent the church in its relationships with outside agencies and organizations, as authorized by the session.
- Visit inactive members; encourage stewardship.
- Train leadership in conflict resolution.
- Perform such other duties as the session may reasonably request.

TERM OF SERVICE

The term of service shall be twelve months from the date of the beginning of service and may be extended on the recommendation of the session and the concurrence of the Committee on Ministry. (Or, state the term of service. The term may not be more than twelve months according to the Book of Order, but the term may be extended by agreement.)

The term of service may be terminated by the session or the Pastor on sixty-day written notice to the other party and to the Chair of the Committee on Ministry.

The minimum term of service for which the church shall be financially responsible is three months, unless the termination is initiated by the Pastor.

COMPENSATION AND BENEFITS

Terms shall be not less than Presbytery’s current minimums, and normally equivalent to the previous incumbent’s if in excess of those minimums. Terms should be adjusted for less than full-time service. Consultation with the Committee on Ministry is encouraged prior to presenting the draft for session and Committee on Ministry approval.

UNDERSTANDINGS

The Pastor agrees to consult with the Committee on Ministry after three months and six months of service, and at the invitation of the Committee on Ministry,

The session and the Pastor agree to provide separate reviews of the interim pastorate to the Committee on Ministry within sixty days of the termination of the Pastor’s services.

It is understood that should the Pastor have any serious differences or difficulties with any former pastor(s) of this congregation, the matter will be referred to the Committee on Ministry.

ACCEPTANCE AND SIGNATURES

The term of service is to commence on (Date).

This agreement is accepted on the date written hereunder.

Accepted for the Session

_____ Date:

Accepted by the Stated Supply Pastor

_____ Date:

Concurrence of the Director for Congregational Support

_____ Date: