

Temporary Supply Contract

This agreement sets forth the basis for a working relationship between the _____ as Temporary Supply and head of staff and the Session of _____ Presbyterian Church _____ for the period beginning _____ and ending _____.

Shared Goals for the Well-being the Church

1. Will work together to provide for the spiritual growth and the ongoing mission and work of the church.
2. Will facilitate open sharing of information with the congregation.

Expectations of the Temporary Supply Minister

1. Will provide regular preaching and worship leadership on Sunday mornings and at special services such as Thanksgiving, Maundy Thursday, and Christmas Eve, taking appropriate time for study and preparation. Will officiate at weddings and funerals and administer the sacraments as agreed upon with the session.
2. Will provide continuing pastoral care for church members and friends, including hospital and home visitation in crises; will visit (along with elders at times) prospective members; will provide crisis care to outsiders as feasible; and will be available for short-term personal counseling as negotiated.
3. Will function as Head of Staff, supervising church employees; will plan for and moderate session and congregational meetings; and will provide, with the session, organizational oversight for the work of the church.
4. Will work collegially with session committees in program planning, and actively participate in the Presbytery of Baltimore.
5. Will serve as a member of the Presbytery of Baltimore.
6. Will ordinarily NOT be eligible for consideration as permanent installed pastor, but may become so upon the recommendation by 2/3rd majority of the Committee on Ministry and the Presbytery of Baltimore.
7. Will fulfill the terms of the Position Description to be provided by the church.

Expectations of the Session

1. Will work cooperatively with the Minister and the Presbytery to support the work this ministry.
2. Will continue to fulfill their *Book of Order* responsibilities for the life and work of the church.
3. Will negotiate with the Minister for time away in order that the Minister may fulfill committee or board responsibilities to the larger church.

4. Will review this contract with the Minister for changes and/or renewal at least thirty (30) days prior to the end of the contract. The Contract is renewable for increments of no more than twelve months with the consent of the Minister, the Session, and the Presbytery.

Expectations of Presbytery

1. Will provide support and consultative services to the Minister and the session through the staff and the Committee on Ministry (COM).
2. Will assist the session and Minister with emerging needs through the resources of the committees of Presbytery.
3. Will abide by the Presbytery’s Ministerial Ethics Guidelines and Sexual Misconduct Policy.

Mutual Expectations

1. Will provide prayer and spiritual support to each other as members of the family of Christ.

Reporting and Accountability

The Minister is accountable to the Presbytery through the Committee on Ministry and to the session of the church. In order to facilitate a regular and orderly exchange of views, the session will in the first year of the relationship conduct a quarterly review of the performance of the Minister. In subsequent years this review will take place annually. The session may appoint a committee to assist in this process, and the review will include consideration of the partnership relationship between the Minister and the session.

Annual Compensation and Benefits

Base salary	_____
Housing	_____
Pension, Medical, Disability	_____
Or <i>per diem</i>	_____
Travel Expenses (at federal reimbursement rate) **	_____
Business expenses, vouchered and not to exceed per month**	_____
Continuing ed/book allowance (minimum of \$1,000/yr.)**	_____
Continuing Education time (minimum of 2 weeks a year)	_____ weeks
Total Salary and benefits	_____

** Payable with an expense voucher.

Termination Provisions

1. This agreement may be terminated by the session with thirty (30) days notice. Failure to extend the contract prior to thirty (30) days from its expiration, or notice of non-renewal of the contract, shall be considered notice of termination.
2. The agreement may be terminated by the Minister with thirty (30) days notice, in which case payment beyond the thirty (30) day period will be forfeited.

3. After consultation with the Session, the agreement may be terminated by the Presbytery's Committee on Ministry with sixty (60) days notice.
4. Vacation compensation, if accrued, will be paid in full at the time of termination. No unused sick or education leave will be compensated at the time of termination.

Signatures:

Minister _____

Date _____

Clerk of Session _____

Date _____

Representative, COM _____

Date _____