

**TEMPORARY/SUPPLY\* PASTOR CONTRACT**  
**Presbytery of Northern New York**

\*Temporary/Supply is the term used to distinguish between contract and installed positions.  
It in no way implies that such pastoral relationships cannot be renewed for many years.

The Session of \_\_\_\_\_  
seeks to enter into a Temporary/Supply pastor contract with:

The Reverend \_\_\_\_\_ for providing  
pastoral ministry to this congregation.

**THE TEMPORARY/SUPPLY PASTOR:**

Will \_\_\_ will not \_\_\_ serve as head of staff.

Will \_\_\_ will not \_\_\_ serve as Moderator of Session.

**SHE/HE SHALL** (check all that apply)

- ✓ Lead worship and preach \_\_\_\_\_ Sundays a month except for vacation and study leave.
- ✓ Provide assistance for and/or lead Christian Education programs
- ✓ Do pastoral calling with the ill, homebound, and prospective members.
- ✓ Officiate at weddings and funerals as requested.
- ✓ Plan and moderate Session and congregational meetings.
- ✓ Assist the boards and committees to carry out their assigned tasks.
- ✓ Train newly elected officers.
- ✓ Perform other duties as outlined below:
- ✓ Other duties:
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**FOCUS POINTS FOR THIS MINISTRY SHALL BE:**

- *List here any key features of the position that may have been lifted up in the MIF. Below is one general sample suggestion.*
- **SAMPLE:** Work intentionally with the session and congregation to help them build upon their strengths and guide them to experiment with new mission and ministry opportunities in their community.
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During the length of this agreement, the Temporary/Supply Pastor will be accountable to the Presbytery of Northern New York through its Commission On Ministry. At the end of the contract period, the Session agrees to review and evaluate the Temporary/Supply Pastor's work. All contracts must be reviewed and approved by the COM at least annually.

This contract is for a period of up to \_\_\_ months, but may be terminated by the Session upon 30 days written notice. (See **NOTE** below.) The Temporary/Supply Pastor may terminate the agreement with a 30-day written notice and forfeiture of any payment beyond that period.

**TERMS**

The Temporary/Supply Pastor is employed (complete the appropriate portion below):

- \_\_\_\_ On a part-time (1/4, 1/2, 3/4 ) basis serving approximately \_\_\_\_ days per week.
- \_\_\_\_ On a full-time basis, serving approximately \_\_\_\_ days per week.
- \_\_\_\_ Will take time off weekly. Choose one: \_\_ 2 days \_\_ 1½ days \_\_ 1 day

**COMPENSATION**

Salary (annual)	
Housing or Manse Value* (annual)	
SECA	
Board of Pensions/Benefit Allowance	
Other (403b Match, Dental, Health Savings Acct., etc.)	
Professional Expense Reimbursement	
Continuing Education Reimbursement	
Estimated Mileage Reimbursement*	
Total	\$

\*The Manse Value must be at least 30% of the total compensation for BOP dues calculation AND represent a "Fair Market Rental Value" to meet IRS standards for clergy compensation.

\*\*This amount is not part of the compensation and should not be listed under the pastor's compensation in a line item in the church budget. The IRS will consider it taxable if listed under compensation in the budget.

- **NOTE:** The above compensation will continue for two months after the cessation of employment either by 1.) the expiration of agreement or 2.) by termination by the Session or 3.) until the Reverend \_\_\_\_\_ begins work in another position, whichever occurs first. When the Session gives the Temporary/Supply Pastor 30 days notice, there shall be two months severance which will include Board of Pension Dues and any additional coverage the Transitional pastor had chosen, e.g. SECA, dental.
- Study leave is TWO weeks (including 2 Sundays) and Vacation is FOUR weeks (including 4 Sundays)

*Transitional Pastor*

*Date*

*Clerk of Session*

*Date*

*Moderator/Co-Moderator/Liaison, Commission on Ministry*

*Date*