

In order to properly consider the matters that come before the Committee, please take note: the Committee meets on the second Thursday of the month; therefore, all terms of call, contracts, MDPs, commissions to install, and other documents for consideration must be emailed to Kim Stroupe kims@shenpres.org by noon on the first Thursday of the month.

**FOR THE SAKE OF UNIFORMITY AND ACCURACY,
WE ASK YOU TO NOT CHANGE THIS FORM IN ANY WAY**
PRESBYTERY OF SHENANDOAH – P.C.(U.S.A.)
FORM OF CONTRACT
TEMPORARY PASTORAL RELATIONSHIPS

The Session of the _____ Presbyterian Church being fully satisfied with your ministerial qualifications to lead and assist us in the fulfillment of our corporate and individual ministries, hereby contracts with you, _____, according to the *Book of Order* G-2.0504b, to become (check one of the following):

- Supply Pastor
- Temporary Supply Pastor

from _____, 20____ to _____, 20____ (not to exceed twelve months but is renewable).

EXPECTATIONS:

During this time we expect you to perform the following services:

1. Conduct worship at the following hours and on the following Sundays:

2. Fulfill the following pastoral duties:

3. Assist the Session in planning, organizing, and carrying out programs of nurture, fellowship, service, stewardship, leadership training, and _____

4. Other responsibilities: _____

During this time, we the Session, will meet the following expectations:

The Session estimates that fulfilling these duties will require _____ hours per week.

The Session will maintain its individual and corporate duties in the government and discipline of the congregation and oversight of the church's spiritual interests.

COMPENSATION:

The Session promises and obligates itself to provide you with the following:

- 1. A salary of \$ _____ per month. Of this monthly salary, a percentage can be designated as a housing allowance which must be recorded by the Session.
- 2. Reimbursement for travel in the performance of your professional duties while serving our congregation at the current IRS rate.
- 3. Reimbursement for 7.65% of your salary for SECA taxes if you are not retired.
- 4. Other items: _____

REVIEW OF THE TERMS OF THE CONTRACT:

This contract was agreed upon by the Session meeting on _____, 20____.

If your service is desired beyond twelve months, the contract is subject to renewal pending approval by the Committee on Ministry.

Clerk of Session

Date

Supply or Temporary Supply Pastor

Date

One copy of the Form of Contract should be filed with the Session's minutes; one copy forwarded to the contracted person; and one copy to the Committee on Ministry, Presbytery of Shenandoah, POB 1146, Harrisonburg, VA 22803.

This agreement may be terminated upon 30 days' notice by either party. Vacation and study leave, if accrued, to be paid in full at the time of termination of work.

Approved by the Committee on Ministry

Date

GENERAL INFORMATION

“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.” *Book of Order* G-2.0504b. “Titles and terms of service for temporary relationships shall be determined by the presbytery.”

For specific information, please consult the following: *Book of Order* G-2.0504.