

Stated Supply Agreement

The following Agreement is between the Session of church name Presbyterian Church (the "Church"), the Reverend name ("Stated Supply Pastor"), and Foothills Presbytery.

The Session of the Church, being satisfied with the qualifications of the Stated Supply Pastor and believing his/her ministry will be of spiritual benefit to the Church, requests Foothills Presbytery to approve this Agreement for Reverend name to serve as the Church's Stated Supply Pastor for a term of XX, beginning on January 1,, 2021, and ending on December 31, 2021 (the "Termination Date").

I. Duties of the Stated Supply Pastor

The Stated Supply Pastor shall:

[List here duties found in the Stated Supply Pastor position description prepared by the Session, duties developed in consultation with the COM, and/ or other agreed upon duties.

Such duties might include:

1. X hours per week of office hours which will need to be the same day weekly. This will be publicized to congregation so they may make appointments to see the pastor as needed.
2. X hours per week of pastoral care visitation to nursing homes, elderly, shut-ins or church visitors/prospective members. As time permits, visitation will also be made to congregational members in which the pastor will be accompanied by church elders.
3. Provide worship leadership and preach each Sunday. Provide worship leadership and preach for special worship services, such as Holy Week service and Christmas Eve service.
4. With the Clerk of Session, plan and moderate Session and congregational meetings.
5. Work with committees and groups to accomplish their stated goals.
6. Be available to officiate for weddings and funeral/memorial services as needed.
7. Attend church functions, such as family night meals, music concerts, etc.
8. Conduct Bible Studies. Provide elder training annually.
9. Supervise and work with church staff (including volunteers and student interns) in coordination with the Session.
10. Certain responsibilities listed in this contract are standardized on a weekly/monthly basis (office hours, pastoral care visitation, preaching/sermon preparation, moderating session and preparation/planning of session meetings). The remainder of responsibilities will be performed using flexible scheduling with consideration of other demands in the life of the church.

II. Covenants

A. The Session of the Church will work with the Stated Supply Pastor and the congregation to reach the goals agreed upon. We will pray with and for each other. We will devote our energy and talents to achieving the goals, assessing work in progress, and providing an annual performance review of the Stated Supply Pastor.

B. The Stated Supply Pastor will continue to develop ministry skills and will consult with and participate in Presbytery. The Session will provide periodic evaluation of the ministries with which the Stated Supply Pastor is directly related and report as required by the Presbytery.

III. Compensation and Benefits

On behalf of the Church, the Session promises to compensate the Stated Supply Pastor in the following manner:

Hours

Hours Worked per Week: 20

Effective Salary

Annual Cash Base	Amount:	\$18,044
Housing Allowance/Fair Market Value of Manse	Amount:	\$ 8,587
Social Security Reimbursement	Amount:	\$ 2,037

Benefits

Full pension, including medical benefits plan, at the then effective rate	Amount:	none
Social Security	Amount:	\$ 2,037

Professional Expense Reimbursement

Professional Expense Reimbursement (Books, mileage at IRS rate, etc.)	Amount:	IRS mileage rate (visitation/meetings)
Continuing Education Reimbursement	Amount:	none

Vacation: 4 weeks annual leave (including 4 Sundays, prorated for any partial year) based on Session approval.

Continuing Education: X weeks Continuing Education leave (including X Sundays).

IV. Termination

A. By the Stated Supply Pastor. The Stated Supply Pastor may terminate this Agreement with thirty (30) days written notice.

B. By the Session.

1. The Session may terminate this contract with sixty (60) days written notice. Such termination shall be made in consultation with the Committee on Ministry.

C. The Committee on Ministry should be notified immediately in the event of termination of this Agreement by either party.

[Note: If the Stated Supply Pastor will be living in the Church's manse, additional provisions may need to be negotiated regarding that arrangement, including provision for payment of moving expenses in the event of termination or expiration of the Agreement.]

V. Renewal

The term of this Agreement may be renewed by the written consent of the parties, but only with the approval of the Committee on Ministry of Foothills Presbytery. Negotiation of renewal should begin at least sixty (60) days prior to the Termination Date stated above.

Signatures

Church Name Presbyterian Church

Date of action: _____

Signature: Clerk of Session _____

Signature: Moderator _____

This is to certify that I have received and accepted the terms of this agreement to serve as Stated Supply Pastor of Presbyterian Church

Date: _____ Signature: _____, Stated Supply Pastor

This Agreement has been reviewed and approved by the Committee on Ministry.

Date: _____ Signature: _____, Chairperson

This Agreement has been approved by Presbytery.

Date: _____ Signature: _____, Stated Clerk