

**THE PRESBYTERY OF MIDDLE TENNESSEE**  
**SUGGESTED TEMPORARY PASTORAL SUPPLY CONTRACT**

The following contract between the session of \_\_\_\_\_ Presbyterian Church ("Church") and \_\_\_\_\_ ("Pastor") is for the purpose of providing temporary pastoral services to the Church.

**ACCOUNTABILITY:**

The Pastor is employed by the session of the Church with the concurrence of the Presbytery of Middle Tennessee through its Committee on Ministry to serve for the period \_\_\_\_\_ to \_\_\_\_\_ *(not to exceed 12 months at a time)*.

Check all that apply:

- ☐ The Pastor is a member of the Presbytery of Middle Tennessee.
- ☐ The Pastor is requesting permission to labor inside the bounds of the Presbytery of Middle Tennessee to perform this ministry.
- ☐ The Pastor is requesting permission to transfer his / her membership to the Presbytery of Middle Tennessee.
- ☐ The Pastor will serve as head of staff.
- ☐ The Pastor will serve as moderator of the session.

**PASTORAL TASKS:**

The Pastor will be responsible for providing pastoral duties as indicated below: *(Designation of seven areas of responsibility is generally considered a full time commitment. The assistance of the COM liaison or the Co-Executive Presbyters may be helpful in assessing whether the duties desired by the Church would call for a full-time or part-time pastor. This consultation should take place prior to contact with any potential candidates for the position.)*

List areas of responsibility in priority order:

☐ **PREACHING AND LEADING WORSHIP** - Public presentation of the Gospel through: preparing sermons and leading worship; administering sacraments; officiating at weddings and funerals as requested; planning for special worship related to season to the Christian Year.

☐ **VISITATION** - Developing bonds of caring with members through: routine calling on homes of the congregation; visiting hospital patients or members in nursing homes, etc.; pastoral care of persons and families in crisis and experiencing significant life events (birth, marriage, death, vocational changes, etc.).

☐ **ADMINISTRATION** - Building a more effective church organization by: helping to plan and develop the church's program of activities in order to be prepared for the coming of the next installed pastor; training leaders toward responsible leadership; resourcing church committees along with leaders; supervising whatever office operation the church may have.

☐ **TEACHING** - Fulfilling calling as a teacher by: teaching the following class(s) - \_\_\_\_\_ *(specify responsibility)*; holding confirmation classes; conducting officer and / or teacher training.

☐ **PERSONAL GROWTH** - Seeking continued professional and spiritual growth: in faith through devotional use of the Bible and other reading and regular prayer and spiritual discipline; in personal maturity and pastoral skills through participation in continuing education.

☐ **SERVICE TO THE GREATER CHURCH** - Service to the Presbytery, the Synod, General Assembly.

[It is understood that \_\_\_\_\_ has agreed not to be a candidate for the pastoral office.]

It is understood that this contract may be terminated by either party upon 30 days / 60 days (circle one) written notice.

**TERMS:**

*The compensation shall meet the presbytery minimum if the position is full time. The COM liaison or Co-Executive Presbyters can assist with interpretation upon request.)*

Cash Salary	_____
Housing	_____
Furnishings / Utilities	_____
Social Security self-employment	_____
Pension/Major Medical	_____

*(If the Pastor is an active member, pension and medical insurance dues are applicable as for installed pastor. The church may assist the Pastor with cost of Medicare supplement or other insurance.)*

Automobile Expenses \_\_\_\_\_

*(Presbytery recommends reimbursement up to the current IRS rate per mile for business mileage.)*

Moving Costs (if applicable)

Four Weeks Vacation

*(prorated annually)*

Two Weeks Study Leave

*(prorated annually)*

Professional Expenses \_\_\_\_\_

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Session

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Committee on Ministry

\_\_\_\_\_  
Date