

**FORM OF CONTRACT**  
**Shenandoah Presbytery**

**FOR CHURCHES SEEKING TEMPORARY PASTORAL RELATIONS**

The Session of the \_\_\_\_\_ Presbyterian Church is fully satisfied with your ministerial qualifications to lead and assist us in the fulfillment of our corporate and individual ministries and hereby contracts with you, (Rev./Elder/Inquirer/Candidate) \_\_\_\_\_, to become the

Check one of the following:

- Temporary Supply
- Stated Supply
- Part-Time interim pastor
- Interim Pastor
- Interim Associate Pastor

for the period of time from \_\_\_\_\_ to \_\_\_\_\_.

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

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

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2. Fulfill the following pastoral duties:

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

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4. Other responsibilities: \_\_\_\_\_

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

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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.

**For Stated/Temporary Supply Relationships**

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

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 8.284% of your salary for SECA taxes if you are not retired.
4. Other items: \_\_\_\_\_
5. PROCEED TO SECTION D on last page

**For Interim Pastoral Relationships**

**A. COMPENSATION**

1. Annual cash salary including housing allowance, utilities .....\$ \_\_\_\_\_ \*  
Of the above annual cash salary, \$ \_\_\_\_\_ is designated as housing allowance and utility allowance.
2. Self Employment Contribution Act Obligation (SECA) .....\$ \_\_\_\_\_  
Any tax allowance in excess of 50% of minister's SECA obligation is part of total effective salary.  
**(cash salary x 8.284% to include taxes)**
3. Use of manse (state fair rental value) *if provided* .....\$ \_\_\_\_\_ \*
4. Utilities (check one) *for churches providing manse*  
 Utility allowance paid to the minister (include amount here \$ \_\_\_\_\_) \*  
 Utilities paid in full directly or provided by the church (no amount necessary)

**B. BENEFITS**

1. Payment to the Board of Pensions for Major Medical Insurance Coverage ..... \$ \_\_\_\_\_ +  
and Annuities. **(Effective January 1, 2009, 31.5%** of the total effective salary. Total effective salary must include cash salary for A.1. above and other items with an \* on this form. Other allowances may be added to this to derive the effective salary.)
  2. Moving expenses to the field: Yes \_\_\_\_\_ No \_\_\_\_\_
  3. Four weeks annual paid vacation including four Sundays.
  4. Two weeks annual study leave with pay including two Sundays.
  5. Dental Insurance .....\$ \_\_\_\_\_ \*
  6. Other Items \_\_\_\_\_ \$ \_\_\_\_\_
- TOTAL BENEFITS (Add lines B1-6) .....\$ \_\_\_\_\_

\* These items must be included in the minister's total effective salary in computing Board of Pensions payments.

+ The cost for these items may vary in the future. The congregation will increase or decrease its budget to pay these costs.

**C. REIMBURSED CHURCH EXPENSES**

- 1. Reimbursement for travel in the performance of your professional duties while serving our congregation at the current IRS rate. .... \$ \_\_\_\_\_
  - 2. Continuing education .....\$ \_\_\_\_\_
  - 3. Books and materials .....\$ \_\_\_\_\_
  - 4. Others \_\_\_\_\_.....\$ \_\_\_\_\_
- TOTAL REIMBURSED CHURCH EXPENSES.....\$ \_\_\_\_\_

**D. REVIEW OF THE TERMS OF THE CONTRACT**

This contract was agreed upon by the session and the minister on

\_\_\_\_\_  
Month            Day            Year

If your service continues for more than one year, the session agrees to review this contract with you and with representatives of the Committee on Ministry and the Committee on Church Development.

Signed by the Clerk of Session: \_\_\_\_\_

Signed by the Minister: \_\_\_\_\_

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, 1111 North Main St., Harrisonburg, VA 22802.

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.

**GENERAL INFORMATION**

When a church does not have a pastor, or while the pastor is unable to perform his/her duties, the session should obtain the services of a minister of this denomination in a temporary pastoral relation. Temporary pastoral relations are those of stated supply, interim pastor, interim co-pastor, interim associate pastor, temporary supply, or organizing pastor.

For specific information, please consult the following: *Book of Order G-14.0550*

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