

**PRESBYTERY OF GIDDINGS-LOVEJOY
CONTRACT FOR TEMPORARY SUPPLY PASTOR**

“A temporary supply may be a minister, a candidate, a commissioned lay pastor or an elder secured by the session to conduct services when there is no pastor or the pastor is unable to perform pastoral duties. The session shall seek the counsel of presbytery through its Committee on Ministry before securing a temporary supply. A temporary supply may not be called to be a pastor or associate pastor of a church served as temporary supply, unless six months have elapsed since the end of the temporary supply relationship except by a two-thirds vote of presbytery. A presbytery may choose to shorten or cancel the six-month interval if it is determined to be in the best interest of the congregation. (Book of Order, G-14.0513 d)

This position, if filled by a minister of Word and Sacrament, must be filled by a member of the Presbytery of Giddings-Lovejoy, or a minister from another presbytery who has requested permission of the home presbytery to labor outside of the bounds, and has received the permission of the Presbytery of Giddings-Lovejoy to labor within bounds. This position does not involve installation. This position is established by vote of the Session and the Committee on Ministry. It is a time-limited position, appointed for a period of between three and twelve months at a time. The Committee on Ministry of the Presbytery of Giddings-Lovejoy will review this position for effectiveness before reappointment is permitted.

TYPE OF SUPPLY POSITION

- | | |
|--|-----------------------------|
| <input type="checkbox"/> Minister | Presbytery membership _____ |
| <input type="checkbox"/> Candidate | Church Membership _____ |
| <input type="checkbox"/> Commissioned Lay Pastor | Church Membership _____ |
| <input type="checkbox"/> Elder | Church Membership _____ |

PASTORAL ACTIVITIES AUTHORIZED / PLANNED

Please list the specific duties and time expected (where applicable) for each activity:

- Preaching: _____ (Weekly, Monthly, etc.) Time: _____ Hours per wk.
Visitation: _____ (Pastoral care calls, home bound, etc.) _____ Hours per wk.
Moderate session: [] Yes [] No
Administer Sacraments Baptism: [] Yes [] No Communion: [] Yes [] No
Other Part-time Duties (Please Specify):

CERTIFICATIONS

Temporary Supply Signature

Date

Clerk of Session Signature

Date

Committee on Ministry Signature

Date

Stated Clerk's Signature

Date

PLEASE COMPLETE THE OTHER SIDE

MINISTER'S COMPENSATION REPORT FROM

On the ___ day of _____, 200__ the _____ Presbyterian Church, located in _____, _____, in the Presbytery of Giddings-Lovejoy, recommends that these terms be [] Approved [] Changed for Rev. _____(Name)

The effective date is the ___ day of _____, 200__.
The termination date is the ___ day of _____, 200__.

Check all that apply: [] Temporary Supply Minister [] Temporary Supply Elder or Candidate
[] Full-time [] Part-time (___ % of full-time)

COMPENSATION

(*items marked are subject to Board of Pensions Dues, if a minister serves 20 hours a week or more, if the minister is active in the Pension Plan of the Board of Pensions, PCUSA)

- 1. \$ _____ Salary *
- 2. \$ _____ Housing Allowance * *A portion of salary can be designated as Housing allowance. Utilities, rent, mortgage payments, real estate taxes, insurance, furnishings, etc., are expenses which can be covered by housing allowance.*
- 3. \$ _____ Other * (e.g. medical deductible, deferred compensation, annuity)
- 4. \$ _____ Manse amount if applicable * (must be at least 30% of lines 1-3 for members who qualify for the IRS housing allowance exclusion)
- 5. \$ _____ Total effective Salary (sum of lines 1 - 4)
- 6. \$ _____ Board of Pensions Dues **applicable for contracts of 20 hours/week or more**, (31% of line 5 if written with an active minister member of Board of Pensions, 12%, if written with an Honorably Retired minister in post-retirement service).

ACCOUNTABLE REIMBURSEMENT PLAN (vouchered expenses) *All payments must be part of Accountable Reimbursement Plan (as defined by the IRS) and cannot be paid on a regular basis such as equal monthly payments or a lump sum.*

- 7. \$ _____ Continuing education reimbursements (Optional)
- 8. \$ _____ Automobile/travel reimbursement (budgeted amount) *Automobile expenses must be reimbursed at the per mile rate established by IRS. Some provision for travel expenses is required by Presbytery guidelines.*
- 9. \$ _____ Professional expenses *Professional expenses may include other provisions agreed upon by the church and the pastor in cooperation with the COM.*
- 10. \$ _____ Other vouchered allowances

TIME FOR EDUCATION & VACATION

Presbytery policy requires 4 weeks of vacation, including 4 Sundays, and 2 weeks of Study leave, annually. These requirements are prorated for part-time contracts.

Continuing Education Leave _____ Vacation _____

TERMINATION PROVISIONS: This agreement can be terminated by either Session or Temporary Supply with 30 days notice, with the concurrence of the Committee on Ministry.