



**CONTRACT FOR TEMPORARY PASTORAL RELATIONSHIP**

Submit to: Stated Clerk, Presbytery of Giddings Lovejoy,  
1001 Craig Road, Ste. 170, St. Louis MO 63146

**THE FOLLOWING CONTRACT BETWEEN:**

Church: \_\_\_\_\_

Address: \_\_\_\_\_ (City, State & Zip), and

Name of Teaching Elder or Commissioned Pastor: \_\_\_\_\_

This is for the purpose of providing pastoral services in the position of *(select one below)*:

- Bridge       Interim       Parish Associate       Other \_\_\_\_\_

The contract is from: \_\_\_\_\_ 20\_\_ to \_\_\_\_\_ 20\_\_

**TERMS:** The pastor is employed on a  full-time basis, or  part-time basis, serving \_\_\_\_\_ hours per week  
*(Contract is not to exceed 12 months).*

**DUTIES: The pastor will be responsible to:**

- moderate session and congregational meetings
- serve as Head of Staff
- provide worship leadership, including preaching and administering the sacraments
- arrange for substitute preachers on any Sundays not present
- pray for the church and pastoral care; call on sick and home-bound
- provide administrative leadership, including staff supervision
- supporting PNC work while not being directly involved in their work
- officiate at weddings and funerals
- help the session provide for continuity of (and/or changes in) essential programs
- help the congregation prepare to welcome the leadership of a new installed pastor
- other – specify (\_\_\_\_\_)

**The congregation and session will be responsible to:**

- support the pastor in his/her ministry
- provide regular financial compensation according to the terms outlined below
- provide a performance review to the pastor at least annually
- pray for the pastor during this contract period
- negotiate goals for contract period
- other – specify (\_\_\_\_\_)

<b>Annual Compensation</b>		
<b>Effective Salary.</b> (*Required for Interims)		
1.	Annual Cash Salary	\$
2.	Deferred Income (403(b), annuity, equity)	\$
3.	Bonuses, Unvouchered Allowances, Gifts	\$
4.	Social Security (over 50% of SECA taxes)	\$
5.	Housing Allowance & Utilities (does not apply if utilities are paid directly by the church and if they are listed in church's name)	\$
6.	Manse Value (value must be at least 30% of items 1-5 above.)	\$
7.	Moving Expenses (if applicable)	\$
8.	Other (copayments, medical, dental expenses) - Identify	\$
9.	Contributions to Taxed-Deferred Plans ( <u>not</u> church matching contributions)	\$
<b>Total Effective Salary</b>		<b>\$</b>
10.	Other Deferred Income (Employer <u>matching</u> contributions to PCUSA 403(b)(9))	\$
<b>Total Compensation</b>		<b>\$</b>
<b>Other Benefits and Reimbursable Allowances</b> (* = required benefits)		
1.	* Board of Pension Dues (For 2019 = 37% of total OR minimum participation dues if less than \$44,000)	\$
2.	* Family Health Coverage or Medical Reimbursement (1.5% of total)	\$
3.	Post Retirement Service Dues (if retired and working 20+ hours – 12% of total)	\$
4.	Optional Board of Pensions Benefits (Dental and/or Life Insurance)	\$
5.	* Travel/Auto Reimbursement (suggested: IRS rate)	\$
6.	* Continuing Education (suggested: \$750/full time; \$500/part time)	\$
7.	Social Security (50% or less of SECA tax)	\$
8.	Books/Other Professional Expenses	\$
9.	Other Vouchered/Reimbursable Expenses (Identify)	\$
<b>Total Allowances</b>		<b>\$</b>
<b>Total Compensation, Allowances, and Expenses</b>		<b>\$</b>
<b>Paid Leave</b>		
1.	* Continuing Education Leave (2 weeks minimum)	
2.	* Vacation (4 weeks minimum; including 4 Sundays)	

**APPROVALS:**

During the length of this agreement, the pastor will be accountable to the presbytery. It is understood that the pastor will participate in the quarterly temporary pastors' meeting sponsored by the presbytery. Should the Temporary Pastor have any serious differences or difficulties with any former pastor of this congregation, the matter will be immediately referred to the presbytery. It is understood that the pastor will not be involved in any way with the Pastor Nominating Committee, except to facilitate that committee's regular reports to the session and the congregation. Any concerns or suggestions about the congregation's search for a new pastor shall be carried to the presbytery partner. ***It is understood by all parties that the pastor under contract may not ordinarily be considered for the installed pastoral position in this congregation.***

This agreement may be terminated by either party (session or pastor) upon 30 days written notice. This agreement may be extended in one to 12-month periods, upon written notice to, and the approval of, the presbytery. It is understood that the pastor will participate in any training/discussions sponsored and/or requested by presbytery and will participate in an exit interview conducted by presbytery.

**The session approved this contract and its conditions on \_\_\_\_\_**

Signed: (Clerk of Session) \_\_\_\_\_ Date: \_\_\_\_\_

**I agree to accept the terms of this contract:**

Signed: (Pastor) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (PTCC Moderator) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (Stated Clerk) \_\_\_\_\_ Date: \_\_\_\_\_

**The presbytery approved this contract and its conditions on \_\_\_\_\_**

*Signed copies are to be given to: 1) the minister, 2) the clerk of session, 3) the presbytery and 4) the minister's presbytery of membership/care (if other than the presbytery of this congregation.)  
Final copies of signed document will be provided by Stated Clerk.*

**Please submit forms to Presbytery of Giddings Lovejoy,  
1001 Craig Road, Ste. 170, St. Louis MO 63146**