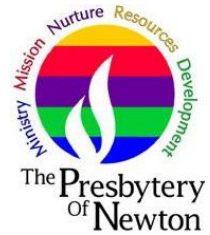


TEMPLATE FOR COVENANT SUPPLY PASTOR AGREEMENT



ADAPT THE POSITION DESCRIPTION TO YOUR CONGREGATION'S SITUATION AND CONTEXT

(Possible) Responsibilities for Position Description:

The full/part-time Temporary Pastor or Stated Supply will fulfill the following specific responsibilities, adjusted for the number of hours within the time of the work week (*such as*):

- Plan, lead and deliver a sermon and a children's message during x worship services each week. Additional services are required during Lent, Thanksgiving, and Advent seasons.
- Administer the sacraments. This includes pre-baptismal counseling meetings.
- Officiate at weddings and funerals. This includes pre-wedding counseling and meeting with family members making funeral arrangements.
- Support and develop the church's programs.
- Visit hospitalized members and shut-ins and administer the Sacrament of Communion as requested.
- Provide pastoral care for the congregation and for all who seek comfort and guidance through the church.
- Serve as Moderator of the Session.
- Serve as Head of Staff.
- Assist boards and committees of the church in their ministry as scheduled. Initially meet with every committee then as needed or scheduled.
- Attend Presbytery meetings and keep the Committee on Ministry (COM) informed on the health of the congregation.
- Train newly elected officers and work with boards and committees to set yearly goals.
- Lead a Bible Study or Workshops for the development of members and new members.

- Be available in the office a minimum of *# of days and hours* per week in office, with phone availability during other normal business hours.
- Work to promote reconciliation within the congregation.
- Support the congregation in discerning and developing a Vision plan for the future.
- Lead the Congregation through a Discernment Process in order to set goals, objectives and action plans for the future.

NOTE: Please use the *Presbytery Rubric for Pastoral Responsibilities* for determining the responsibilities for pastors less than full time.

Duration:

The position will initially be for xx months and can be extended with mutual agreement. It can be cancelled by either party with two months' notice and COM concurrence.

Financial Package: (Use Terms of Call Worksheet for determining Financial package)

- Total cash salary and housing allowance
- Benefits to be negotiated
- Vacation and study leave accrue 1 week of vacation per quarter and 1 week of study leave per 6 months of employment

PRESBYTERY OF NEWTON

Agreement for Covenant Supply Pastor Position

The Session of _____ Presbyterian Church requests that the Committee on Ministry and The Presbytery of Newton approve a Covenant Supply Pastor with _____ for the purpose of providing ministry to _____ Presbyterian Church.

Responsibilities of the Covenant Supply Pastor will be: (please list or attach document)

Review and Accountability

As to the Covenant Supply Pastor _____
will/will not be a member of this Presbytery
will/will not serve as a Moderator of the Session
will/will not administer Sacraments

There will be a joint review conducted by the Session and the Rev. _____, in consultation with the Committee on Ministry, every _____ months or more often at the request of any one of the parties.

During this time of service, the Covenant Supply Pastor will be accountable to the Session of the Church and to the Committee on Ministry of the Presbytery of Newton.

The Session of the Church and the Covenant Supply Pastor understand and agrees that the Supply pastor may be considered as an installed pastor only after consultation with the Committee on Ministry and requirements from that consultation and Book of Order have been met.

NOTE: To be moderator of the session the Minister must be a member of the Presbytery. Special circumstances will be considered by the Committee on Ministry.

Length of Contract/Termination

This contract is for a period of _____ months, beginning on _____ . The Session or the Presbytery of Newton may terminate this covenant with _____ days notice. The Rev. _____ may terminate the Covenant with _____ days notice and forfeit any payment beyond that period. This is a _____ hours/week position

For both full time and Part time positions:

Vacation of one month including four Sundays per year pro rated over the life of this contract. Study leave of two weeks per year pro-rated over the life of this contract.

Compensation Benefits: Please use the Presbytery of Newton Terms of Call Worksheet.

Please attach this document to a signed Presbytery of Newton Terms of Call Worksheet