



FULL-TIME OR PART-TIME TEMPORARY PASTOR CONTRACT - Year \_\_\_\_\_

The Session of \_\_\_\_\_ enters into the following contract with Pastor \_\_\_\_\_ beginning on \_\_\_\_\_.

**FOR PART-TIME CONTRACTS, COMPLETE THE FOLLOWING:**

This ministry will include (**Please check all fields pertaining to this position.**)

- \_\_\_\_\_ Worship leadership and preparing the bulletin (Specify Sundays if less than full time)
- \_\_\_\_\_ Moderator of Session (and congregational meetings)
- \_\_\_\_\_ Pastoral calls to the ill, homebound, and as needed to other members
- \_\_\_\_\_ Officiate at weddings and funerals as requested by the session
- \_\_\_\_\_ Assist the church committees, boards, and session to carry out assigned tasks
- \_\_\_\_\_ Administrative duties
- \_\_\_\_\_ Participation in the life, ministry, and mission of the Presbytery, including the exercise of voice and vote in presbytery meetings
- \_\_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_ Other: \_\_\_\_\_

The Session estimates that fulfilling these duties will require \_\_\_\_\_ hours per week.

**FOR ALL CONTRACTS, COMPLETE THE FOLLOWING:**

**A. EFFECTIVE SALARY**

The minimum effective salary for a full-time position is 75% of the amount established by the Board of Pensions as the Median Effective Salary. For part-time relationships, the minimum annual effective salary shall be computed as a proportion of the amount for a full-time position based on anticipated average hours per week, assuming 40 hours per week for full time.

1. Cash Salary (12-month equivalent) \$ \_\_\_\_\_
2. Housing / Utilities Allowance or Manse value \$ \_\_\_\_\_



- 3. Contributions to PC(U.S.A.) Fidelity 403b or other retirement \$ \_\_\_\_\_
- 4. Additional Compensation or Allowances (please specify below) \$ \_\_\_\_\_

\_\_\_\_\_

**Total Effective Salary** (summary of 1-4) \$ \_\_\_\_\_

**B. BENEFITS (Paid by Congregation)**

- 1. Participation in the pension and disability plan of the PC(U.S.A.) \$ \_\_\_\_\_
- 2. Participation in the medical plan of the PC(U.S.A.) or similar Plan \$ \_\_\_\_\_
- 3. SECA: Social Security Offset (optional) (50% or less) \$ \_\_\_\_\_
- 4. Other (specify) \_\_\_\_\_ \$ \_\_\_\_\_
- 5. Vacation (minimum of four weeks including four Sundays)  
(If greater, please specify here \_\_\_\_\_)

6. Paid Family Leave on terms set out by COM procedures (minimum of 12 weeks)

**C. PROFESSIONAL REIMBURSABLE EXPENSES (Paid by Congregation)**

- 1. Mileage Reimbursement at current IRS rate \$ \_\_\_\_\_
- 2. Continuing Education
  - a. Reimbursable expenses (travel, lodging, fees, materials of at least \$1200/year, cumulative to \$2400) \$ \_\_\_\_\_
  - b. Minimum 2 weeks/year including 2 Sundays accumulative to 3 years  
(If greater, please specify here \_\_\_\_\_)

3. Professional Expenses \$ \_\_\_\_\_

Salary will be paid (check one) \_\_\_ monthly; \_\_\_ twice a month on the \_\_\_ and \_\_\_;  
or \_\_\_ bi-weekly

**By signing below, the parties acknowledge that they have read and agree to the Snake River Presbytery Manual of Administrative Operations, including the ethical conduct and**



**dissolution policies, and the Commission on Ministry Procedures (found on the Presbytery’s website under Policies).**

Date of Session Action: \_\_\_\_\_

Clerk of Session signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pastor signature: \_\_\_\_\_ Date: \_\_\_\_\_

COM Moderator signature: \_\_\_\_\_ Date: \_\_\_\_\_

“By action of the presbytery, this relationship was recorded in the rolls and records of the Presbytery and the General Assembly.”

Stated Clerk signature: \_\_\_\_\_

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Contract renewal: Beginning date \_\_\_\_\_ End date \_\_\_\_\_

Initials: Clerk \_\_\_\_\_ Pastor \_\_\_\_\_ COM Moderator and approval date \_\_\_\_\_

Stated Clerk \_\_\_\_\_

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Contract renewal: Beginning date \_\_\_\_\_ End date \_\_\_\_\_

Initials: Clerk \_\_\_\_\_ Pastor \_\_\_\_\_ COM Moderator and approval date \_\_\_\_\_

Stated Clerk \_\_\_\_\_