

NORTH CENTRAL PRESBYTERY FORM OF PASTORAL CONTRACT

This contract must be signed and dated by the Pastor and Stated Clerk of the session, as well as approved by the Board of Pastoral and Congregational Care of North Central Presbytery before it shall be binding upon either party. Any subsequent changes in the contract shall be approved by both minister and session to be valid.

Name of Minister _____

Name of Church _____

Date of Contract Start _____

Service will be: _____ Full time (minimum 30 hrs per week) _____ Part time _____ Pulpit Supply

Amount of Salary \$ _____ Per year **OR** \$ _____ Per month **OR** \$ _____ Per week

Amount of Car Allowance \$ _____ Per year **OR** \$ _____ Per month **OR** \$ _____ Per week

Amount of Utility Allowance \$ _____ Per year **OR** \$ _____ Per month **OR** \$ _____ Per wk

Amount of Educational Allowance \$ _____ Per year **OR** \$ _____ Per month

Amount of General Assembly Allowance \$ _____

Housing Allowance \$ _____ Per Year **OR** \$ _____ Per Month **OR** _____ Manse

Other Allowance (Specify) _____ \$ _____ Per year

Denominational Health Insurance

\$ _____ Single (**MINIMUM REQUIRED BY PRESBYTERY FOR FULL TIME PASTORS**)

\$ _____ Family (**REQUIRED BY PRESBYTERY FOR FULL TIME PASTORS UNLESS COVERED BY SPOUSE**)

Annual Leave (Vacation) _____ weeks per year **OR** _____ days per year

Sick Leave _____ days per year

Revival Leave _____ weeks per year

Educational Leave _____ days per year **OR** _____ weeks per year

Other Leave (Specify) _____ weeks per year

This contract shall be in force for an indefinite period of time. With the approval of the presbyterial Board of Pastoral and Congregational Care, acting as authorized by North Central Presbytery, this contract may be terminated by either minister or congregation notifying the other _____ days in advance of the effective date of termination, or by another means mutually agreed upon.

Minister

Stated Clerk of Session

Authorized Representative of Presbytery

PASTORAL CONTRACT INSTRUCTIONS

Name of Minister--Person to be approved as Pastor or Stated Supply

Name of Church--Congregation to be served. (A separate contract should be used by each congregation of a parish.)

Date of Contract Start--First day of paid service by the minister

Service--Full time pastor, Part-time pastor, or Pulpit Supply (Sunday only)

Salary--Actual cash salary paid to the minister

Car Allowance--Amount designated to reimburse the minister for the use of a vehicle for pastoral business only **(This amount will have to be substantiated by the minister as actually used for this purpose, or it will be considered by the IRS as additional salary. This statement applies to all monetary allowances.)**

Utility Allowance--Amount designated to reimburse the minister for housing utilities such as gas, electricity and water.

Educational Allowance--Amount designated to reimburse the minister for educational expenses such as tuition, fees, or books.

GA Allowance--Amount designated to reimburse the minister for expenses incurred attending the GA as a visitor.

Housing Allowance--Amount designated to pay the cost of housing OR so indicated if a manse is furnished

Other--Any other allowance or provision provided the minister by contract

Health Insurance--Denominational health insurance coverage is required by North Central Presbytery. The full time minister as an individual must be covered. The minister's family must also be covered unless the spouse has health insurance coverage that covers the dependents.

Annual Leave--Amount of vacation time given the minister annually

Sick Leave--Amount of sick leave (personal or family) given the minister annually. Note whether or not unused sick leave may be accumulated. (The amount may simply be designated "as needed".)

Revival Leave--Amount of time allowed the minister to preach out-of-town revivals

Educational Leave--Amount of time allowed the minister for personal educational activities

Other Leave--Any other leave provided the minister by contract, such as time given to attend GA. It is always assumed that time to attend meetings of presbytery is not considered leave since it is required.

Notice of Termination--Number of days in advance either party must give the other in order to terminate the contract

NOTE: The *CP Constitution* requires that persons called as pastor, asst. pastor, or stated supply shall be called for an indefinite time. (See Sections 7.02, 7.03, 7.04.) This means that the minister continues to serve until the minister or the session gives notice of a desire to end the relationship on a particular date. Such a termination must also be approved by presbytery or a designated agency such as the Board of Pastoral and Congregational Care.