

PROPOSED CONTRACT

This is a contract between the session of _____ Church and the Reverend

_____.

The _____ Church is sufficiently satisfied with the qualifications of the Reverend _____ to serve as _____ to enter into this contractual agreement. _____ Church further believes that the Reverend _____ by experience, training, disposition, and commitment, is especially suited to serve in this leadership position.

It is the intention of _____ Church to extend to the Reverend a call to assume the position of _____ at _____, beginning on _____, and continuing for an indefinite period of time; and it is the intention of the Reverend _____ to accept this call and for both parties to accept the following stipulations and agreements, namely:

- (1) that the _____ Church does hereby promise the Reverend in the discharge of duties that relate to this position, all proper support and encouragement;
- (2) that the _____ Church does hereby obligate itself to pay the Reverend _____, in consideration of the services to be rendered, the sum of _____ per month for base salary;
- (3) that the _____ Church obligates itself to provide a manse, with utilities, for the Reverend _____ (or obligates itself to provide the sum of _____ per month for a housing allowance);
- (4) that the _____ Church agrees to contribute on a matching basis up to 5 percent of the base salary into the denomination's retirement fund account of the Reverend _____;
- (5) that the _____ Church agrees to pay the _____ (indicate family or individual coverage) medical insurance premium of the denomination's approved medical insurance program for the Reverend _____;
- (6) That the _____ Church agrees to reimburse the Reverend _____ the sum of _____ per month for automobile expense;
- (7) that the _____ Church agrees to provide the expense of moving the household effects of the Reverend _____;
- (8) that the Reverend _____ be allowed a maximum of _____ weeks' time annually for vacation, and that the _____ Church be responsible for the

cost of pulpit supply during the _____ Sundays involved; (many churches give a maximum of four weeks for pastors who have been serving in the denomination for ten years or more. Some churches also give an additional week or more for continuing education purposes.)

(9) that the Reverend _____ be allowed a maximum of _____ weeks' time annually for conferences, preaching missions, revivals, and/or other events (with the exception of judicatory responsibilities) that involve being away from the local community and/or local responsibilities, with the cost of pulpit supply being paid by the Reverend _____;

(10) that the Reverend _____ be allowed _____ day(s) weekly (excluding Sunday) for time off, with day(s) being chosen by the Reverend _____ and being the same day(s) each week, so that the congregation may know the work schedule and call on his/her services during time off only for crisis situations;

(11) that the Reverend _____ be allowed sick leave and emergency time off (family sickness, death, parental, etc.) within reasonable limits, and this be reviewed as necessary by the church session. (*Guidelines for suggested leave time are available from the Missions Ministry Team*);

(12) that the _____ Church agrees to review the salary and benefits promised the Reverend _____ at least annually prior to preparing the budgets for the next year;

(13) that this contract be for an indefinite period of time, with either party having the privilege and power to terminate it upon the giving of a minimum thirty (30) day notice of intention and desire to do so; and

(14) that this contract be entered into with the earnest hope and prayer of all concerned that God will bless the relationship to which the _____ Church and the Reverend _____ commit themselves by their signatures to this contract, arrived at this _____ day of _____, A.D. _____.

(name) Clerk of Session
for _____ Cumberland Presbyterian Church Session,
by official action on the _____ day of _____, 20____

(name)
Date signed: _____