

**The Presbyterian Church in Canada
Stated Supply Ministry Agreement
Presbytery of [name]**

This agreement (“Agreement”) is dated the [day] day of [month], [year]

Between:

The Congregation of [name] located at [address], [email]
 (“Congregation”)

and:

The Rev. [name] of [address], [email] (“Minister”)

and:

The Presbytery of [name] within The Presbyterian Church in Canada [mailing address], [email].
 (“Presbytery”)

This Agreement outlines the terms for the Presbytery appointment of the Minister to the position of Stated Supply in the Congregation.

- 1.0 The goals and expectations for this ministry are found at Schedule A, attached.
- 2.0 Qualifications of the Minister are found at Schedule B, attached.
- 3.0 This ministry is full time (or part time based on % of full time 45 hours per week).
- 4.0 This ministry will begin on [date] and end on [date] (not to exceed a maximum term of one year) and may be renewed with the mutual consent of all parties.
- 5.0 The stipend and allowances shall meet or exceed General Assembly and Presbytery requirements and may be prorated in the case of part time.
- 6.0 The Congregation shall pay the following monthly stipend and allowances, less payroll deductions, to the Minister at the beginning of each month:

	Annual	Monthly
Stipend (inclusive of travel allowance*)	\$	\$
Housing allowance (fair rental value of appropriate housing or use of manse)	\$	\$
Utilities	\$	\$
Other (specify)	\$	\$
Total	\$	\$

- 7.0 In addition to the above, the Congregation shall provide:
 - *Ministry related travel expenses or reimbursement at \$[amount] per kilometer (General Assembly standard is \$.40/Km) up to \$[amount] per month if not included in stipend.
 - Five weeks vacation per year.
 - Pension payments as required by the Pension Plan of The Presbyterian Church in Canada
 - Health and Dental benefits per The Presbyterian Church in Canada plan.
 - Continuing Education allowance according to General Assembly and Presbytery regulations, to be used on approval of the Presbytery.
 - Moving costs of up to \$[amount] if applicable.
 - Cost of pulpit supply during the Minister’s vacation and continuing education leave.

- [other – specify]
- 8.0 In the case of the Minister’s total disability or extended illness, this Agreement will terminate as of the date the medical leave commences. The Congregation will then continue to provide stipend and all allowances for a period of three months. Housing allowance and cost of utilities only will be continued for a further four months.
 - 9.0 An Interim Moderator shall be named by the Presbytery to the Congregation for the term of the ministry. (Or - The Minister shall serve as Interim Moderator for the period decided by Presbytery.)
 - 10.0 The Minister shall be a member of and accountable to the Presbytery in accordance with Book of Forms 176.
 - 11.0 The Minister shall not be eligible to be called to the Congregation during the term of this Agreement.
 - 12.0 The Presbytery shall arrange for a service of recognition and periodic evaluations of this ministry.
 - 13.0 This Agreement can be terminated by the Presbytery on its own or at the request of either the Congregation or the Minister on 60 days written notice. During the first three years of ministry under the terms of this Agreement including subsequent consecutive renewals no further payments shall be required at the date of termination or expiry. After three years of consecutive service, the provisions of the Policy for the Dissolution of Pastoral Ties shall apply. (Policy attached if renewal is past three years)
 - 14.0 This Agreement is in accordance with the policies for ministry within The Presbyterian Church in Canada and shall be subject to the laws of the province of [name].
 - 15.0 This Agreement may only be amended or modified in writing and with the consent of all parties.

This agreement is approved by the parties as of the date written above.
 For the CONGREGATION:

 Clerk of Session

For the PRESBYTERY

 Clerk of Presbytery

For the MINISTER:

 Minister

SCHEDULE A

Stated Supply Ministry Goals and Expectations (Adjust for specific situation)

The goals for this Stated Supply Ministry shall include:

- provision of sustaining ministry for the Congregation
- [other]

The expectations of the Stated Supply Minister shall include:

- lead worship and preach, subject to vacation and continuing education leave;
- celebrate the sacrament of Holy Communion as determined by the Session;
- celebrate the sacrament of baptism as approved by the Session;
- provide for a leader of worship on Sundays when the Minister is absent, subject to the Minister ensuring that the leader shall support the Congregation's vision and the polity and doctrine of The Presbyterian Church in Canada;
- provide pastoral care for sick and shut-in;
- officiate at weddings and funerals;
- work with boards and committees of the Congregation (other than the search committee when ministerial candidates are being considered for a call to the Congregation) to assist them in carrying out their assigned tasks;
- if serving as Interim Moderator, attend board and committee meetings as required and moderate meetings of the Session Congregation;
- if not serving as Interim Moderator, attend all meetings required and, at the request of the Interim Moderator, moderate meetings of the Session and Congregation;
- perform other administrative duties as requested by the Session or Presbytery; (e.g., work with church secretary in preparing bulletins, newsletters, etc., exercise general oversight of church facilities, and represent the church in dealing with outside organizations);
- at the request of the Interim Moderator, provide observations and advice about the state of the Congregation's readiness for calling a minister;
- attend Presbytery meetings and provide regular reports about the ministry separately or jointly with the Interim Moderator;
- report any serious differences or difficulties with any former minister(s) of the Congregation to the Interim Moderator and take no further action with respect to such differences or difficulties without the explicit instruction of the Interim Moderator;
- provide the Session, Interim Moderator and Presbytery a written report regarding the Congregation at the end of the Stated Supply Ministry.

SCHEDULE B

Stated Supply Minister Qualifications (Adjust for specific situation)

The Minister shall have the following qualifications:

- ordained minister in good standing of The Presbyterian Church in Canada;
- congregational pastoral experience as an ordained minister;
- demonstrated ability to work with a Session to provide leadership in times of transition;
- attended workshop on the *Policy for Dealing with Sexual Abuse or Sexual Harassment* of The Presbyterian Church in Canada within the past [insert] years;
- provide a vulnerable sector police records check prepared within the previous two months and demonstrate familiarity with the *Leading With Care* policy of The Presbyterian Church in Canada.