

**4.700 COMMITTEES OF PRESBYTERY: COMMITTEE ON MINISTRY,
SALARY/WORKING AGREEMENTS**

**4.702 Interim Minister, Stated or Temporary Supply Guidelines for Developing a
Working Agreement**

- A. All interim ministers, stated or temporary supply ministers and sessions shall use the Working Agreement format approved by this Presbytery which shall specify:
1. Position/Job Title;
 2. Name of professional staff person;
 3. Remuneration consistent with Presbytery minimum salary and including:
 - a. Salary
 - b. Housing
 - c. Utilities
 - d. Pension and/or other retirement/insurance benefits
 - e. Auto/travel expense
 - f. Vacation
 - g. Continuing education time and financial support
 - h. Other benefits
 4. Expected average/normal number of working hours per week/month;
 5. Specific duties to be performed, in order of priority (with agreement that available time will be allotted accordingly);
 6. Relationships to other church staff and to church board(s);
 7. Relationships to Presbytery personnel, including the Presbytery appointed moderator of session, Committee on Ministry;
 8. The expectation that the person shall be active in the life and work of the Presbytery, including attendance at Presbytery meetings;
 9. Date on which the Working Agreement becomes effective and expected duration. It is the desire of COM that such Working Agreements normally expire at the end of the calendar year and may be extended for additional 12 month periods;
 10. Termination procedures and time sequence.
- B. The Working Agreement shall be developed in consultation with the Presbytery's Committee on Ministry or its area representatives.
- C. The Presbytery's Committee on Ministry shall review the proposed Working Agreement, and attach a schedule and procedure for Presbytery review of the relationship.

- D. The Presbytery's Committee on Ministry shall make a recommendation to the Presbytery concerning the Working Agreement.
- E. The Working Agreement shall be acted upon by the Presbytery.
- F. The Working Agreement shall be signed by the clerk of session, the minister, and an authorized representative of the Committee on Ministry of the Presbytery.
- G. Copies of the Working Agreement shall be provided to each of the persons named above.