

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

**4.703 Interim Minister, Stated or Temporary Supply, Lay Pastor Working Agreements**

**Working Agreement for the Services of**

\_\_\_\_\_ *Insert person's name*

The following comprises a Working Agreement between the \_\_\_\_\_ *Church name*

Church of \_\_\_\_\_ *Church location* and \_\_\_\_\_ *Person's name*

who hereby agree(s) to serve as \_\_\_\_\_ *Ministry designation* of the above organization.

in accordance with the following terms:

1. Duties of the \_\_\_\_\_ *Ministry designation* (listed in order of priority, and with the understanding that available time will be allotted accordingly.)

2. Time Expectations: The average working week for the \_\_\_\_\_ *Ministry designation*

will be \_\_\_\_\_ hours.

3. Relationships:

a. The (interim minister) (stated supply) (temporary supply), as moderator of session, shall relate to all church boards and committees as would an installed minister, but within the terms specified in items 1 & 2 above.

b. The person shall attend Presbytery meetings and otherwise be an active participant in the life and work of The Presbytery of Northern Waters, and shall cooperate fully with the Committee on Ministry and other Presbytery personnel (including the Presbytery-appointed moderator of session).

c. The (stated supply) (temporary supply) (student temporary supply) will cooperate fully with the (Presbytery appointed-moderator of session) (student supervisor) or

\_\_\_\_\_, who is to provide supervision *Supervisor type* and/or consultation.

d. If the (interim minister) (stated supply), is not a member of The Presbytery of Northern Waters, he or she shall be a corresponding member of Presbytery for the duration of this Working Agreement.

e. The person shall support and promote the doctrinal stance of the Presbyterian Church (U.S.A.) as found in the Presbyterian Church (U.S.A.) Book of Confessions; the system of government of the Presbyterian Church (U.S.A.), as found in the Presbyterian Church (U.S.A.) Form of Government; worship as described in the Presbyterian Church (U.S.A.) Directory for Worship; discipline as described in the Presbyterian Church (U.S.A.) Book of Discipline; and in general the mission and program of the Presbyterian Church (U.S.A.).

4. Remuneration: The above organization will provide to the person fulfilling this Working Agreement the following remuneration during the life of the Working Agreement:

*Presbytery of Northern Waters Manual of Operations*

- a. \$ \_\_\_\_\_ per (week) (month) (year) cash salary, based on the time expectations specified in number 2 above.
- b. \$ \_\_\_\_\_ per (week) (month) (year) for housing/utilities/furnishings allowance.
- c. (Full) (None) PC (U.S.A.) ( \_\_\_\_\_ ) pension payments.
- d. \$ \_\_\_\_\_ per (week) (month) (year) auto/travel expense allowance.
- e. (Four) ( \_\_\_\_\_ ) weeks per year paid vacation, to be allotted in accord with the person's time of service. For example: If four weeks per year, the person would be entitled to one week's vacation with pay, after three months served under this Working Agreement.
- f. ( \_\_\_\_\_ ) weeks per year continuing education time, with (\$ \_\_\_\_\_ ) expense money. (To be allotted as described above.)

5. Duration of This Working Agreement:

- a. This Working Agreement shall become effective when signed by the person(s) fulfilling this Working Agreement, the Clerk(s) of session(s) (the Parish Council), and the Presbytery's Committee on Ministry Representative. The expected beginning date of this Working Agreement is \_\_\_\_\_.
- b. The Working Agreement is expected to be in effect for approximately \_\_\_\_\_ months.
- c. The Working Agreement shall be valid for no longer than one year; prior to which time, if both principal parties wish an extension, such shall be negotiated with/through the Presbytery's Committee on Ministry.
- d. Modifications to this Working Agreement may be initiated by any of the three parties; and when negotiated to the satisfaction of all three parties and signed by each, become effective.
- e. Additional hours and duties may be agreed to between the two principal parties, with remuneration to be added in relation to the hours and remuneration specified in this Working Agreement. The additional hours and duties shall be stated in writing and signed by the two principal parties. They shall also be approved by the Committee on Ministry and/or its authorized representative.
- f. The Working Agreement may be terminated upon 30 days written notice by either primary party, and the approval of the Presbytery of Northern Waters or its authorized representative (the Committee on Ministry).

**Signatures:**

<b>Minister</b>	<b>Date</b>
<b>Clerk of Session/Parish Council</b>	<b>Date</b>
<b>Committee on Ministry</b>	<b>Date</b>

**Please send all signed copies of this contract to:**

**The Presbytery of Northern Waters  
5203 East 2<sup>nd</sup> Street  
Superior, WI 54880**