



TEMPLATE FOR
**COVENANT SUPPLY POSITION DESCRIPTION
and AGREEMENT Between XXXXX and
XXXXXX Presbyterian Church**

The full time Covenant Supply Pastor will fulfill the following specific responsibilities:

Adjust and adapt the following to fit your situation

1. Plan, lead and deliver a sermon and a children's message during all weekly worship services. Additional services are required during Lent, Thanksgiving, and Advent seasons.
2. Administer the sacraments. This includes pre-baptismal counseling meetings.
3. Officiate at weddings and funerals. This includes pre-wedding counseling and meeting with family members making funeral arrangements.
4. Support and develop the church's programs (list specific programs is needed)
5. Visit hospitalized members and shut-ins and administer the Sacrament of Communion as requested.
6. Provide pastoral care for the congregation and for all who seek comfort and guidance through the church.
7. Serve as Moderator of the Session.
8. Serve as Head of Staff.
9. Assist boards and committees of the church in their ministry as scheduled. Initially meet with every committee then as needed or scheduled.
10. Attend Presbytery meetings and keep the Committee on Ministry (COM) informed on the health of the congregation.
11. Train newly elected officers and work with boards and committees to set yearly goals.
12. Lead Bible study or workshops for the development of members and new members. Support youth ministry and education and lead confirmation classes as warranted.
13. Be available in the office a minimum of xxx days and be available by phone when needed (or add specific hours etc.)
14. Promote harmony and spiritual growth within the congregation.

15. Continue leading the congregation's discernment process in order to set goals, objectives and action plans for the future.
16. Add additional agreements as needed
17. Duration: the position will be for 12 months and maybe renewed annually with mutual agreement. It can be canceled by either party with **60 days' notice and COM concurrence.**

OTHER THINGS that can be added

The session agrees to provide moving cost up (or all) to \$XXXX

List all things that the session and pastor had agreed upon.

TERMS OF CALL

Use the TOC worksheet to provide the Terms of Call information

PENSION AND MEDICAL BENEFITS

COVENANT SUPPLY pastors are required to have the Pensions Package (10% of effective Salary) and Medical Coverage either through the BOP Congregational Pastors Package or BOP Covenant Package. If the pastor can demonstrate that he/she has other medical coverage through other employment or spouse, the session may ask for an exemption from providing the medical coverage. If the pastor should no longer have outside medical coverage the session is required to provide medical coverage. The pastor shall annually provide proof of medical coverage with the annual Terms of Call.

Retired pastors are exempt from the BOP Pensions and Medical Package unless he/she desires to Pension coverage.

Retired pastors under 20 hours per week sessions are exempt from post retirement service dues. Retired Pastors serving more that 20, the session is required to pay the post-retirement service dues (12% of effective salary)

SIGNATURES

Include a place for the signature and date of the Clerk of Session, the Pastor and the COM.