

**RENEWAL CONTRACT FOR TEMPORARY SERVICE  
UNDER VALIDATED MINISTRY**

Congregation: \_\_\_\_\_

Pastor: \_\_\_\_\_

Date of initial ministry contract: \_\_\_\_\_.

Dates for contract renewal: Beginning date \_\_\_\_\_ End date \_\_\_\_\_

The session met with the pastor and the terms below were agreed upon on \_\_\_\_\_.

**Expectations**

This ministry will include **(Please check all fields pertaining to this position.)**

\_\_\_\_\_ Worship leadership and preparing the bulletin (specify Sundays if less than full time)

\_\_\_\_\_ Moderating Session and congregational meetings

\_\_\_\_\_ Preside at the Lord's Table

\_\_\_\_\_ Perform baptisms as requested by the Session

\_\_\_\_\_ Pastoral calls to the ill, homebound, and as needed to other members

\_\_\_\_\_ Officiating at weddings and funerals as requested

\_\_\_\_\_ Assist the church committees, boards, and session to carry out assigned tasks

\_\_\_\_\_ Administrative Duties

\_\_\_\_\_ Exercise voice and vote in presbytery

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

The Session estimates that fulfilling these duties will require \_\_\_\_\_ hours per week/month.

**COMPENSATION**

Complete all lines, adding a zero or N/A where the specified term/benefit is not provided.

\*Compensation will be paid to the Pastor according to annual terms which meet or exceed the Minimum Compensation Standards of Milwaukee Presbytery. Please refer to those Minimum Compensation Standards on the Presbytery website for all items with an asterisk below.

1. \*Salary (12 month equivalent) \$ \_\_\_\_\_

2. Housing \$ \_\_\_\_\_

3. Contributions to health insurance \$ \_\_\_\_\_

4. Additional Compensation or Allowances (please specify below) \$ \_\_\_\_\_

5. FICA/SECA \$ \_\_\_\_\_

6. \*Vacation **Minimum** of four weeks including four Sundays  
(If greater, please indicate here \_\_\_\_\_)

7. \*Paid Sick Leave (up to 10 days for each year of service)

**Total** \$ \_\_\_\_\_

**Professional Reimbursable Expenses**

1. Mileage Reimbursement at current IRS rate \$ \_\_\_\_\_

2. \*Continuing Education

a. Reimbursable expenses (travel, lodging, fees, materials) \$ \_\_\_\_\_

b. \_\_\_\_\_ Minimum 2 weeks/year including 2 Sundays

\_\_\_\_\_ Other: \_\_\_\_\_

3. \*Professional Expenses \$ \_\_\_\_\_

Salary will be paid (check one) \_\_\_\_\_ monthly; \_\_\_\_\_ twice a month on the \_\_\_\_\_ and \_\_\_\_\_;  
or \_\_\_\_\_ bi-weekly

**By signing below, the parties acknowledge that they have read and agree to the Pastoral Personnel Policies, the Ethical Boundaries Policy and the Dissolution Policy of the Presbytery of Milwaukee (all are found on the Presbytery’s website under Documents & Resources/Commission on Transitional Ministries; [www.pbymilwaukee.org/commission-on-transitional-ministries.html](http://www.pbymilwaukee.org/commission-on-transitional-ministries.html)):**

Clerk of Session signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pastor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized CTM signature: \_\_\_\_\_ Date: \_\_\_\_\_

Stated Clerk initials: \_\_\_\_\_ Date: \_\_\_\_\_