**Fifth Avenue Presbyterian Church**

301 Patton Avenue NW

Roanoke, VA 24016

Stated Supply Pastor Memorandum of Understanding

Job Overview:

Fifth Avenue Presbyterian Church seeks to fill the position of Stated Supply Pastor on a part-time contractual basis to provide pastoral care to a congregation of 50 or more parishioners. Due to the church size, Fifth Avenue PC is not financially able to seek and hire a full-time Pastor with a yearly salary and benefits. However, the church is prepared to provide a negotiated monthly stipend including travel reimbursement.

A part-time Pastor would be expected to conduct most or all Sunday services, conduct a funeral service when needed, implement the sacraments of baptism and matrimony and assist in the implementation of communion as permitted. Office hours at the church are negotiable and the Pastor will become an ex officio member of the Session and represent the church at meetings of the Presbytery of the Peaks, the Mid-Atlantic Synod and the General Assembly when applicable. In addition to these meetings, it is encouraged that the Pastor participates in the National Black Presbyterian Caucus' Presbytery of Peaks Chapter and Mid-Atlantic Region as well on the national level.

Role and Responsibilities:

* To use and become familiar with the Presbyterian Book of Order 2013/2015 as well as the new edition for 2016/2018.
* To become familiar with each member of the church, make home/hospital visitations, when requested, as well as visitations to new members, and develop an outreach effort to grow the membership.
* To provide pastoral counseling when requested.
* To attend Session meetings held at least on a quarterly basis and serve as an ex officio member of church committees.
* To serve as the Shepherd of God's sheep by leading, teaching, guiding, directing, educating, nurturing and providing unconditional love to the congregation.
* To make recommendations regarding the order of the worship service, adding extra services and developing Christian education programs for youth and adults.
* To develop a plan to improve attendance, to enhance and build on existing church programs activities and to introduce/create additional programs geared toward the membership, the neighborhood and the greater Roanoke Valley community.
* To reinstate Bible Study and/or Sunday School and if feasible, liturgical calendar events such as Christmas Eve Service, Maundy Thursday Service, Good Friday service, Sun Rise Easter Service, weekly Lenten Services and special events during the Advent Season. ( this list is not conclusive, additional special worship services are welcomed)
* To work with the Youth Program to help develop a Christian education curriculum for the varying age groups who participate.
* To pursue collaborative relationships with the Church Pastors of the Gainsboro community, i.e., Sweet Union Baptist, Hill Street Baptist, St Paul United Methodist and First Baptist Gainsboro as well as Maple Street Baptist, and Loudon Avenue Christian Church.
  + To develop relationships and collaborations with other Presbyterian Churches in the Roanoke Valley.  To learn the history of Fifth Avenue Presbyterian Church including its historical milestones in the community and success/shortcomings of previous Pastors.
  + To work with the congregation to develop a church vision and mission statement that incorporates the precepts of our founders, applicable concepts in previous mission/vision statements and addresses what the church needs to be in order to flourish in the here and now of our times.

Mutual Conditions of Employment:

> The Stated Supply Pastor is responsible for preaching 52 Sundays of the year with paid leave for having four 5th Sundays off or either taking one month off for vacation.

 A monthly stipend of $1, OOO will be paid for providing pulpit duties, pastoral services, and Christian education to youth & adults as well as community outreach. A separate travel reimbursement will be provided with documented mileage for destination and purpose of travel related to church business.

 Since the position is part-time, a minimum of 60 to 80 working hours per month is expected. Monthly hours will be scheduled around the work schedule of the Stated Supply Pastor's primary job.

 The Stated Supply Pastor will be mentored by Rev. Ellen Woodworth, the church's Worship/

Administrative Assistant in the order of service and Book of Order of the Presbyterian Church (USA). Rev. Dusty Fiedler, the Moderator of the Fifth Avenue Presbyterian Church will provide additional mentoring in the operations of the Presbyterian Church.

 This contract is for one year with an automatic yearly renewal unless, one of the two parties (pastor or church) requests that the contract be terminated with at least a three-month prior notice. The Churth Personnel Committee will conduct a yearly performance review with the Stated Supply Pastor to discuss mutual concerns regarding the congregation, the church's support of his ministry and how together the church can keep moving forward in meeting the challenges, correcting shortcomings and envisioning how better the church might meet its calling as Christians, neighbors and a community stakeholder.

 This contract begins June I, 2017 with automatic renewal every first day of June for each subsequent year, unless a request for termination has been instituted by either the Stated Supply Pastor or the Fifth Avenue Presbyterian Church.

By affixing signatures on this document Rev. Vernie L Bolden, Jr. and Ray Williams, Clerk of Session, Fifth Avenue Presbyterian Church agree to the stated scope of the expectations of the Role & Responsibilities of the job description of Stated Supply Pastor and the Conditions of Employment

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Signed Stated Supply Pastor, Date

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Signed Clerk of Session Date