

**Presbytery of New Covenant
Contract for Temporary Pastoral Relationship
(New or Renewal)**

_____ Church, of _____,

Texas, at a duly called Session Meeting on _____, conforming with the Book of Order, voted to approve the new/renewal (circle one) contract for Temporary Pastoral Relationship with the Rev. _____ as follows, and requests the approval of the Committee on Ministry (COM) for one year beginning _____.

The Temporary Pastoral Relationship is:

Interim _____ Stated Supply _____ Parish Associate (with remuneration) _____

Parish Associate (without remuneration) _____ Other _____

This contract is: Full Time _____ Part time _____ at ¾ time _____ ½ time _____ ¼ time _____

NOTE: Ordinarily an interim contract is for one year. The exception to this is if a congregation is considering, or has approved, using the Designated Pastor search process. In this case, a six month contract may be submitted to COM for approval. A six month contract may contain a 30 day notice clause for termination, rather than 60 days. (Approved by COM: May 2010)

The minister meets the following requirements:

1. Is an ordained Teaching Elder in the P.C.(USA) Month/Year Ordained _____
2. Is a member in good standing of _____ Presbytery, Synod of _____.
3. If not a member of Presbytery of New Covenant, granted permission to labor within the bounds by COM _____
4. If not ordained in the P.C.(USA), in what denomination? _____
5. Has completed Interim Pastor Training (attach verification with Addendum)
6. If has not completed the Interim Pastor Training, what is the deadline for its completion?

Church/City _____ Pastor Name _____ Date _____

TERMS

- A. Any Party to the contract (Pastor, Session or COM) shall provide the others a minimum of 60 days notice of a request for termination of a 12 month contract, 30 days for a 6 month contract.
- B. The vote by the congregation to extend a call to a candidate shall constitute notice of contract termination.
- C. A new contract shall be negotiated by the Session and the Temporary Pastor no less than 60 days prior to the expiration of this contract (30 days for a 6 month contract). The negotiation shall include both the relationship and the duties of the Temporary Pastor and the compensation and length of service of the new contract. The new contract shall be reviewed by the Committee on Ministry and become effective only upon its approval.

In no case shall the parties continue employment under the terms of the old contract past the expiration date. Only in extraordinary cases shall the term of the new contract be less than 6 months.

- D. Should the COM terminate this contract for cause before the end of its term, financial obligations of the Session shall continue for 30 days from the notice of termination by COM.
- E. FOR INTERIM PASTORS ONLY: Should the Session terminate this contract without cause before the end of its term, the Session agrees to continue payment of the salary, including all benefits for 90 days, following notice or until the date of the Temporary Pastor's new assignment, whichever comes first. If the contract is a 6 month contract, benefits will continue for 60 days following notice.
- F. FOR INTERIM PASTORS ONLY: Should the Interim Pastor terminate this contract for any reason before its term, the Session shall not be obligated financially beyond the period of notice (unless stipulated otherwise in the Addendum). The Session shall not be required to provide compensation or benefits beyond the last day of work. Remaining in vacation days (pro-rated for the period actually worked) shall be added to the last day of work for compensation.
- G. FOR INTERIM PASTORS ONLY: Should the Session decide not to draw a new contract at the end of the current agreement, it is obligated to give notice and pay compensation for 60 days from written notification to the pastor, or to the term of the contract, whichever comes later. This does not apply to 6 month contracts.
 - 1. For any termination of the contract for any reason other than the vote of the Presbytery to call an installed pastor, the Session and Interim Pastor shall provide the Committee on

Ministry with written notice, including any terms of severance, in a mutually signed document no later than 14 days from notice.

2. Additional payment of Board of Pension benefits (Medical and/or Retirement) for a period of time after termination of compensation, may be specified in the Addendum.
 3. Terms of this contract may be amended only by written approval of the Session, the Interim Pastor, and the Committee on Ministry.
- H. FOR PARISH ASSOCIATES: The Parish Associate is nominated by the pastor. The relationship is formalized by the Session, and reviewed and endorsed by the COM annually. The Parish Associate relationship is dissolved upon dissolution of the pastor-congregation relationship. Former Parish Associates may remain within the fellowship of the congregations they have served as Parish Associates, but in doing so they will abide by the guidelines for ministerial conduct approved by the COM and the Presbytery of New Covenant. Any proposed Parish Associate covenant with remuneration, or renewal of such a covenant, must be submitted to COM for approval at least 30 days prior to its effective date.

GENERAL CONDITIONS

- A. The Temporary Pastor ORDINARILY shall NOT be eligible for a call to be installed as the Pastor of this church.
- B. At the end of the contract, the Session agrees to provide a performance review.
- C. It is understood that should the Temporary Pastor have any serious differences or difficulties with any former Pastor of this congregation, the matter will be referred to the Presbytery’s COM.
- D. The Temporary Pastor shall not be involved in the work of the Pastor Nominating Committee beyond providing opportunities for to communicate with the Session and congregation concerning the status of the search process.

RESPONSIBILITIES AND SPECIFICATION OF PASTORAL DUTIES

Obviously, Sessions will vary widely in the duties required of Temporary Pastors, particularly in light of full time or part time work, and the needs of the congregation. *This listing provides a sample that may be sufficient in some cases, and may be a starting point in others.* Clarity of expectation from the beginning avoids confusion later.

The Temporary Pastor may be responsible for providing pastoral duties as indicated in this position description:

1. Plan, lead, and preach in Sunday worship and in other services as appropriate. Arrange for pulpit supply and leadership of worship on Sunday's not present.
2. Provide pastoral care to the sick and homebound as time permits.
3. Officiate at weddings and funerals as requested.
4. Plan and moderate Session and congregational meetings.
5. Work with Session, committees and church organizations to assist them in carrying out their assigned work.
6. Train newly elected officers in conjunction with staff and selected members.
7. Perform other administrative duties as requested (i.e. assist in preparing bulletins, newsletters, etc.)
8. Supervise the various staff members with the Personnel Committee.
9. Exercise general oversight of church facilities through the Session.
10. Represent the congregation with Presbytery, church and community organizations.

FOR PARISH ASSOCIATES: Parish Associates offer to congregations their gifts and commitments as a complement to the pastoral services provided by pastors and associate pastors.

COMPENSATION

<p>A. Effective Salary</p> <p>Base Salary(may include 403(b)(9) employee deferral) \$ _____</p> <p>Housing Allowance \$ _____</p> <p>403(b)(9) Employer Contribution (accrued BOP Credits) \$ _____</p> <p>Other \$ _____</p>	<p>C. Board of Pension Dues</p> <p>Effective Salary X requisite BOP rate \$ _____</p>
<p>B. Reimbursements</p> <p>Travel (per IRS rate) \$ _____</p> <p>Training (Study Leave) \$ _____</p> <p>Telephone \$ _____</p> <p>Books/Professional Expense \$ _____</p> <p>403(b)(9) Employer Match (No Pension Credits) \$ _____</p> <p>Other \$ _____</p>	<p>Non Cash Compensation</p> <p>Vacation @ 4 weeks (includes Sundays)</p> <p>Study Leave @ 2 weeks (includes Sundays)</p> <p>Clergy Retreat @ 3 days = +\$250 to Study Leave</p>
<p>TOTAL COMPENSATION (A + B)</p> <p>\$ _____ <i>(must meet Presbytery's Minimum Terms of Call)</i></p>	<p>TOTAL FINANCIAL PACKAGE (A + B + C)</p> <p>\$ _____</p>

The undersigned agree to the aforementioned conditions of employment:

Temporary Pastor Signature _____ Date _____

Pastor Printed Name _____ Contact Information (phone/email) _____

Clerk of Session Signature _____ Date _____

Clerk of Session Printed Name _____ Contact Information (phone/email) _____

COM Representative Signature _____ Date _____

COM Representative Printed Name _____ Contact Information (phone/email) _____

Church/City _____ Pastor Name _____ Date _____