

TRANSITIONAL PASTOR AGREEMENT

The following agreement between the Session of _____ Presbyterian Church of _____, Rev. _____ and the **Presbytery of New Harmony (NHP)** is for the purpose of providing transitional pastoral service to this church.

GOALS FOR MINISTRY: To provide full time pastoral leadership to _____ Presbyterian Church during the period of the search process for its next installed pastor.

1. To assist the Session and congregation in the process of transition related to the ending of the previous pastoral relationship.
2. To address any issues or conflicts existing within the congregation.
3. To establish short term goals to accomplish during the transitional period.
4. To facilitate a mission study and develop long-term goals for ministry.
5. To prepare the congregation for the arrival of the next installed Pastor.
6. To assist the session and congregation in addressing the following Focus Points of transitional ministry:
a) Heritage; b) Connection; c) Mission; d) Leadership; e) Future.

ACCOUNTABILITY

The Reverend _____ is employed by the Session of _____ Presbyterian Church with the concurrence of NHP through its Committee on Ministry (COM) to serve as Transitional Pastor for a one-year period beginning _____. S/he is accountable to both the Session and the COM.

RESPONSIBILITIES: The **Transitional Pastor shall be responsible for** the following duties:

- 1) Preaching and Leading Worship.
To plan and lead vibrant worship in the Reformed tradition including:
Preparing sermons and appropriate liturgy;
Administering the sacraments;
Officiating at weddings and funerals, as requested; and
Working with the Worship Committee and staff in planning for special worship events related to the liturgical year.
- 2) Pastoral Care and Visitation.
To develop bonds of caring with members through:
Visiting members who are in hospital and nursing home as well as those homebound;
Providing pastoral care to persons in crisis or significant life changes; and
Assisting with the visitation of new and prospective members.
- 3) Church Leadership and Administration.
To build a more effective church organization by:
Moderating and leading the Session in its responsibilities;
Assisting with the development and planning of an appropriate program of activities;
Resourcing church committees and lay leaders;
Serving as ex-officio of the Nominating Committee;
Serving as Head of Staff, ex-officio on the Personnel Committee, and manage of the church office;
and
Working in a collegial relationship with the staff to plan and develop an appropriate program of activities.

4) Teaching.

To fulfill responsibilities as a Teaching Elder by:

- Conducting officer training and assisting with the training of other leaders;
- Assisting, when called upon, with the teaching of the Confirmation Class;
- Assisting, when called upon, with the training of Church School teachers; and
- Assisting, when called upon, the Christian Education Committee and staff with other learning events.

5) Mission Study

To lead, in partnership with a task force appointed by the Session, the congregation in an envisioning process culminating in the creation of a 3-5 page history of the church, Vision and Mission statements and Ministry Goals (3-5) and possible Activities under each goal. The EP shall be consulted.

6) Personal Growth

To seek continued professional and spiritual growth:

- Growing in faith through the devotional use of the Bible and regular prayer; and
- Growing in personal maturity and pastoral skills through participation in continuing education.

7) Relationship to the NHP and COM.

To be accountable to and work in collaboration with NHP through its COM:

- Being a member of NHP;
- Conferring periodically with the COM liaison, not less than quarterly, to discuss the progress during the transitional time; and
- Referring all questions related to the pastoral search process by candidates to the COM liaison.

SESSION AGREEMENT

1. Session will interpret the above stated GOALS FOR MINISTRY to the congregation and encourage them to fulfill their responsibility as members of church.
2. Session agrees that it will counsel, support and advise the Transitional Pastor.
3. Session and Transitional Pastor shall periodically assess (at least semi-annually) the above-mentioned GOALS FOR MINISTRY and in particular those addressing the Focus Points of transitional ministry.
4. Session will allow the Transitional Pastor reasonable time away to fulfill responsibilities to the larger church.

SEARCH AND CALL OF THE PASTOR

It is understood that the Transitional Pastor is not eligible to be called as Pastor, and that the congregation, through its Pastor Nominating Committee (PNC) in consultation with the COM liaison and Executive Presbyter (EP), assumes complete responsibility for the search and calling of a Pastor. The Transitional Pastor will not be involved in the work of the PNC beyond providing, in collaboration with the COM liaison and EP, group building and training in the search process, giving feedback on the Ministry Information Form, and allowing for opportunities to have the PNC communicate with the Session and congregation about their progress. The Transitional Pastor shall not recommend persons for consideration or make an evaluation of candidates. If the Transitional Pastor is a reference on the MIF, which is usually the case, and should there be contact made by a candidate, there shall not be any feedback or evaluation given back to the PNC by the Transitional Pastor.

The Transitional Pastor:

1. Will be a mission study consultant.
2. Will serve as a trainer of the PNC and, if called upon, a consultant in preparation of MIF.
3. Will collaborate with the PNC and COM on scheduling the congregational meeting and the new Pastor's start.
4. Will seek in every way to prepare the congregation for the coming of an installed Pastor and will continue to be pastor to the PNC members through the search process.

TERMS

The Transitional Pastor is to be employed on a full-time basis with an annual compensation of \$_____.

The package is to be allocated in the following ways: (2024 minimums)

Salary:	\$_____	(\$37,260 minimum)
Housing:	_____	(30% of salary if manse or allowance of \$11,176)
Pension/Major Medical:	_____	(39% of Salary and Housing)
½ Social Security:	_____	(7.65% of Salary and Housing)
Reimbursable (Con.Ed., mileage, etc.)	_____	(\$6,750 minimum; mileage IRS rate)
TOTAL PACKAGE:	_____	

Moving and Relocation Expense not to exceed \$_____.

In addition to all moving expenses, this shall include transfer of driver's license and car plates, deposit on an apartment and utilities hook-up. (Per IRS, all of this is taxable.)

Study Leave of two (2) weeks minimum (including 2 Sundays) annually prorated quarterly.

Vacation of four (4) weeks minimum (including 4 Sundays) annually prorated quarterly.

NOTICE OF TERMINATION AND CONTINUATION PAY

Due to the unique nature of transitional/transitional ministry, which provides specialized service to the congregation at financial risk to the transitional pastor, care will be taken to provide adequate time, compensation, and benefits to enable a good transition for the congregation. The purpose of this termination agreement is to enable the Transitional Pastor to focus on this congregation during the agreement period rather than on seeking a new call.

This agreement may be terminated by the Transitional Pastor with 30-day notice. In this event, the Transitional Pastor shall forfeit all claims for compensation beyond the 30-day except accrued Vacation and Study Leave time compensation.

This agreement may be terminated by the Session with 30 days' notice. **(NOTE: THE REST OF THIS PARAGRAPH, EXCEPT THE LAST LINE, DOES NOT APPLY TO THOSE DOING THIS MINISTRY AFTER BEGINNING THEIR RETIREMENT AS THEY ARE ABLE TO RETURN TO RECEIVING THEIR PENSION.)** In this event or in the event of non-renewal, the above Effective Cash Salary (Salary, Housing, pro-rated Social Security) and the Pension/Major Medical will be continued for two months after the termination date if the Transitional Pastor has not found comparable employment in another congregation. Upon receiving notice of termination as provided herein, the Transitional Pastor shall diligently pursue new employment and shall be entitled to such time off as shall reasonably facilitate this effort, without interfering with her/his primary duties. The Transitional Pastor shall be entitled to accelerate the termination hereof once notice is given to her/him, so as to be available for any such new employment as s/he shall choose to accept, and all compensation shall cease during the notice period upon commencement of the new employment. Accrued Vacation and Study Leave time compensation will be paid at the end of the agreement.

This agreement may be extended or changed as mutually agreed upon. Failure to extend the agreement prior to 30 days from its expiration or notice of non-renewal of the agreement shall be considered notice of termination.

APPROVALS

Transitional Pastor

Date

Clerk of Session

Date

Committee on Ministry or Stated Clerk

Date