

## Contract for Temporary Pastoral Relationship

The following contract between the session of \_\_\_\_\_ Church and the Rev./Dr. \_\_\_\_\_, a teaching elder of the Presbyterian Church (U.S.A.) or of another Reformed body, is for the purpose of providing temporary pastoral services to \_\_\_\_\_ Church. The session, being satisfied with \_\_\_\_\_'s qualifications and trusting that his/her ministry in the Gospel will be to our spiritual benefit, hereby commits our congregation to the following covenant with this pastor:

The Rev./Dr. \_\_\_\_\_ is invited to serve in a full-time/part-time (\_\_\_\_\_% ) temporary relationship in \_\_\_\_\_ Church effective \_\_\_\_\_.

For the tenure of this temporary pastoral relationship, the Teaching Elder:

- ⌘ Will/Will not become (is) a member of \_\_\_\_\_ Presbytery
- ⌘ Will/Will not serve as moderator of the session
- ⌘ Will/Will not serve as head-of-staff

### Responsibilities of the Temporary Pastor

The temporary pastor will be responsible for providing pastoral duties as indicated by the following:

- \_\_\_ Lead worship and preach \_\_\_\_\_ Sundays per month
- \_\_\_ Provide for a leader of worship on Sundays not present
- \_\_\_ Make pastoral calls on sick and shut-ins as time permits
- \_\_\_ Officiate at baptisms, the Lord's Supper, weddings and funerals as requested
- \_\_\_ Plan and moderate session and congregational meetings
- \_\_\_ Work with boards and committees to assist them in carrying out their assigned tasks.
- \_\_\_ Train newly elected officers in conjunction with staff and experienced church officers.
- \_\_\_ Perform other administrative duties as requested: e.g. work with church secretary in preparing bulletins and newsletters, exercise general oversight of church facilities, and represent the church in dealing with outside organizations
- \_\_\_ Other duties:

Goals for this ministry shall be:

- \_\_\_ Maintenance of a healthy congregational life.
- \_\_\_ Continuity of pastoral leadership.
- \_\_\_ Development of short-range goals identified in the goal-setting process of the church.
- \_\_\_ Other goals:

Accountability to the Presbytery

During the tenure of this agreement, the Rev./Dr. \_\_\_\_\_ will be accountable to the presbytery through its Member Preparation and Call Commission. At the end of the contract, the session may be asked to provide a performance review. It is understood that should the temporary pastor have any serious difficulties with any former pastor(s) of this congregation, the matter will be referred to presbytery’s Member Preparation and Call Commission.

Termination and Renewal of the Agreement

This agreement is for a period of \_\_\_\_\_ months from the date below. This agreement may be terminated by the session or the temporary pastor upon 30 days’ written notice. This agreement may be terminated by the presbytery, acting through its Member Preparation and Call Commission, if at any time it determines that the ministry of the Word imperatively demands it. All financial obligations to the temporary pastor cease as of the date of termination, unless otherwise provided in this contract. This agreement may be renewed in its entirety or incrementally extended on a month-by-month basis if all parties to the contract concur.

Terms of the Agreement

The temporary pastor is employed on a full-time/ \_\_\_\_\_% part-time basis serving approximately \_\_\_\_\_ hours per week, and will be compensated for pastoral services as follows:

- ⌘ Cash Salary \_\_\_\_\_
- ⌘ Manse Use or Housing Allowance \_\_\_\_\_
- ⌘ Utilities Allowance \_\_\_\_\_
- ⌘ Automobile Allowance (@ IRS Rate) \_\_\_\_\_
- ⌘ Pension and Medical Benefits \_\_\_\_\_
- ⌘ Continuing Education \_\_\_\_\_
- ⌘ Social Security Allowance \_\_\_\_\_
- ⌘ Moving Expense \_\_\_\_\_
- Total Monetary Compensation \_\_\_\_\_
- ⌘ Study Leave/Continuing Education \_\_\_\_\_
- ⌘ Vacation (at least 1 week/quarter)\* \_\_\_\_\_  
    \*includes 4 Sundays

Total Leave \_\_\_\_\_

Additional Commitments and Conditions

Any released time for special commitments and any other conditions of service are:

Salary Continuation for Full-Time Temporary Relationships

The session agrees to continue the salary, housing allowance, and pension/medical benefits of the temporary pastor, if applicable, for a period of \_\_\_ months following the termination of this agreement, subject to the approval of the presbytery as expressed through the Member Preparation and Call Commission.

Succession as Next Installed Pastor

Ordinarily, a teaching elder serving in a temporary pastoral relationship may not be considered to become the next installed pastor of a congregation he or she has served in a temporary capacity (Book of Order G-2.0504b). A temporary pastoral relationship is defined in Presbytery of St. Augustine policy as an interim, stated or temporary supply or parish Associate, or any relationship in which the pastor has not been installed. The Presbytery of St. Augustine strongly subscribes to the wisdom of this provision of our Book of Order and advises caution when entering into a temporary pastor relationship. The attached statement to that effect is to be understood as a part of every temporary pastor contract, and the parties to the contract should never assume that an exception will be made.

However, the presbytery recognizes that there may, on rare occasion, be extraordinary circumstances in which the ministry of the Word imperatively demands an exception to this prohibition (G-2.0504c).

It should be recognized by the PNC that any action they request will have implications for the entire presbytery and their work should be sufficiently serious in that regard. In such cases, the presbytery will hear applications from the PNC, in consultation with the session, according to the following procedure:

⌘ If the PNC determines that they might seek to call a person serving in a temporary pastoral relationship with the congregation, the PNC liaison will be contacted, and representatives of the PNC, the Member Preparation and Call Commission, and the session will meet to discuss the issue. If all are in agreement to proceed, the full session will be informed, still holding the confidentiality of the PNC process, and representatives of the Member Preparation and Call Commission will be invited to meet with the combined bodies to hear their report.

⌘ If the decision continues to be to call the temporary pastor, the PNC prepares and submits to the Member Preparation and Call Commission a full statement of its rationale for requesting an exception under G-2.0504c. This statement shall include an affirmation that the congregation's Pastor Nominating Committee has conducted a full and open search for other candidates, as well as a

summary of the number of PIFs reviewed, conversations and interviews conducted, and on-site visits scheduled. No exceptions will be considered without a full search having been conducted, including interviews with more than one candidate. The Member Preparation and Call Commission will need to be satisfied that the PNC has done a valid search and that the individual is the best candidate for the position. The PNC liaison will counsel with the PNC and help to keep it focused on every alternative to requesting an exemption.

✦ The Member Preparation and Call Commission will hear representatives of the PNC, and shall interview the temporary pastor, and shall make a recommendation to the presbytery regarding the request. The Member Preparation and Call Commission will ensure that the requirements above have been met and that the temporary pastor has faithfully fulfilled his or her temporary pastor duties during the tenure of the relationship.

✦ If the recommendation of the Member Preparation and Call Commission is to approve the request and the congregation's Pastor Nominating Committee is determined to nominate the temporary pastor, the Member Preparation and Call Commission shall examine the temporary pastor for admission to the presbytery (if necessary) and suitability to the call; this examination shall take place prior to any congregational meeting to elect the temporary pastor as installed pastor.

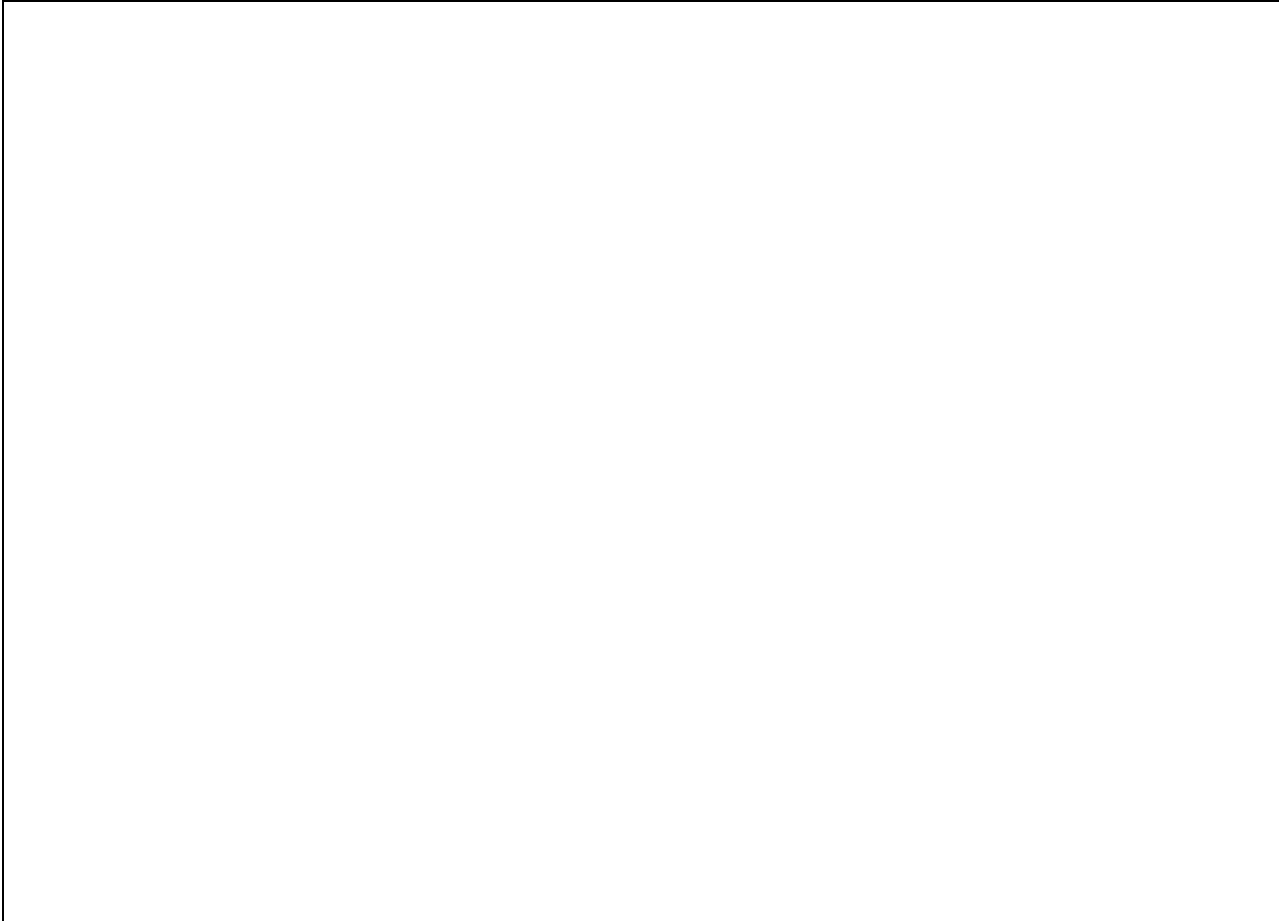
✦ If the recommendation of the Member Preparation and Call Commission is to disapprove the request, the PNC should comply with the wisdom of that body through its joint conversations. The Member Preparation and Call Commission would be bound to report to the presbytery its negative recommendation and the likelihood of the body overriding their recommendation would be problematic for all parties.

✦ The presbytery shall receive both the congregation's request and the Member Preparation and Call Commission recommendation, and shall act on the question: "Shall an exception to G-2.0504b be granted to permit TEACHING ELDER NAME to be considered to be the next installed pastor of CHURCH NAME?" A three-quarters majority of those present and voting at the presbytery meeting shall be necessary for approval of the request.

✦ The PNC would then be authorized to present the pastor to the congregation for their vote in the affirmative on the new pastor to be called to that congregation.

Other Provisions [For example, if an interim pastor or parish associate, add appropriate terms here.]

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Signatures:

Temporary Pastor \_\_\_\_\_ Date \_\_\_\_\_

Clerk of Session \_\_\_\_\_ Date \_\_\_\_\_

Presbytery Representative \_\_\_\_\_ Date \_\_\_\_\_