

Covenant of Agreement for Pastoral Relationships
Temporary Pastor, Interim Pastor or Supply Pastor
Presbytery of Carlisle

Background: This is a model for the terms and expectations of a Temporary Pastoral Relationship. This model must be modified to fit the particular needs of each church. This agreement must be approved by the temporary pastor, the session and the Committee on Ministry. A Temporary Pastoral Relationship does not require the approval of the congregation and is not installed. The position may be full or part time. The requirements and expectations of the temporary pastoral relationship must be clearly defined. Requirements may be added to or deleted from the list included here.

The following agreement between the Session of the (CHURCH), (LOCATION), the Presbytery of Carlisle, and the (NAME) is for the purpose of providing temporary pastoral services, to the (CHURCH), (LOCATION) during the time it is searching for an installed pastor.

We approve (NAME) as the (TEMPORARY PASTOR, INTERIM PASTOR or SUPPLY PASTOR) with the (CHURCH, LOCATION) beginning on (EFFECTIVE DATE). This agreement will remain in effect for (TIME PERIOD) and is renewable. The Pastor, the Session or the Committee on Ministry may request that this agreement be terminated at any time with 30 days notice. The Pastor, the Session and the Committee on Ministry must all agree to either termination or renewal of this agreement.

This agreement is (FULL TIME or PART TIME (LIST NUMBER OF HOURS PER WEEK)).

(NAME) has agreed not to be a candidate for the office of Pastor of the (CHURCH) and will in every way seek to prepare the way for the coming of an installed pastor, and support the decisions of the Pastoral Nominating Committee.

(NAME) will abide by the ethical guidelines including the sexual misconduct policy of the Presbytery of Carlisle.

Expectations of the Temporary Pastor, Interim Pastor or Supply Pastor:

(Add or delete expectations as necessary)

- 1) Will be a member of Carlisle Presbytery, taking an active role in its ministry.
- 2) Will serve as Moderator of the Session and congregational meetings.
- 3) Will serve as Head of Staff, supervising all full-time and part-time professional and support staff.
- 4) Provide spiritual and administrative leadership to the congregation, seeking to incarnate the gospel and all that it commands in the life, witness and internal affairs of the congregation and its members and staff.
- 5) Plan, prepare and conduct all services of worship deemed appropriate by the Session. This leadership shall include preaching and celebration of the sacraments. Leading worship will include serving as the primary preaching minister, preparing and preaching biblical sermons oriented to the life of the congregation during this time of transition.
- 6) Officiate at weddings and funerals as approved by the Session and in accordance with the Directory for Worship.
- 7) Insure that pastoral care is provided for the congregation including calling upon the sick and the shut-in on a regular basis, and counseling for all who seek guidance through the church.
- 8) Work with the boards and their committees, assisting and supporting them in accomplishing the ministry of the church.
- 9) Participate in the training and the equipping of newly elected officers.

- 10) Perform other pastoral, ministerial or administrative duties as discussed with the Session.
- 11) Represent the congregation in the community.

Specific Additional Expectations for Interim Ministry:

The Committee on Ministry of the Presbytery of Carlisle understands the task of an Interim Pastor to be a specialized and unique ministry with specific objectives. If the Temporary Pastoral Relationship is intended to be an Interim Ministry, specific objectives for this ministry should be defined. These specific objectives may include:

- 1) Challenge and assist the congregation in coming to terms with its history.
- 2) Assist the congregation in discovering its new identity.
- 3) Assist and enable the congregation and its officers to cope with and adjust to the shifts in power necessary to prepare the way for a new and fruitful pastoral ministry.
- 4) Assist the congregation and its leadership in rethinking and reaffirming its ties and linkages with the Presbyterian Church (U.S.A.). Act as a liaison for the church to Presbytery, Synod and General Assembly
- 5) Work to develop a commitment among the congregation and its professional and lay leadership to a new future with a new leader and leadership style.

Compensation:

Minimum terms of call of the Presbytery of Carlisle in effect at the time of this agreement will be met and shall therefore be adjusted annually.

- 1. Annual Cash Salary
(including employee’s contributions to 403 (b) plans) \$ _____
- 2. Housing, utility and furnishings allowances \$ _____
- 3. Employing organization’s matching contributions to 403 (b) plans \$ _____
- 4. Bonuses, overtime pay, unvouchered professional expenses \$ _____
- 5. Other allowances (i.e. medical deductible) \$ _____
- 6. Manse Amount – if applicable (must be at least 30% of lines 1—5) \$ _____
- 7. **Total Effective Salary** (Lines 1-6) \$ _____
- 7a. Board of Pensions Effective Salary
(Line 7 minus line 3 Employer Contributions) \$ _____
- 8. Board of Pensions (current applicable rate) of Line 7a \$ _____
- 9. Travel Reimbursement (vouchered at prevailing IRS rate) \$ _____
- 10. Continuing Education Allowance (\$1000.00 per minimum) \$ _____
- 11. Books/ Other Professional Expensed (vouchered) \$ _____
- 12. SECA offset- typically 7.65% of Effective Salary (Line 7a) \$ _____
- Total Terms of Call** (lines 7-12- **Do not include line 7a**) \$ _____

Moving Expense: \$ _____

Vacation of _____
(Full time position requires at least 30 days including four Sundays)

Continuing Education Leave _____
(Full time position requires at 14 days, including 2 Sundays)

Spiritual Renewal _____
(Full time position requires at least one day off per quarter- No Sundays)

Footnote: Compensation for all part-time positions are to include the full annual vacation allotment of 30 days including four Sundays and the full annual continuing education allotment of 14 days and \$1000.00

Signatures:

Pastor and Date

Clerk of Session and Date

For the Presbytery and Date