

**Presbytery of Carlisle**  
**Covenant of Agreement for Temporary Pastoral Relationships**

*This is a template for the terms and expectations of a Temporary Pastoral Relationship. It is intended that this template will be modified to fit the particular needs of each church. A Temporary Pastoral Relationship does not require the approval of the congregation. However, the terms and expectations of the Temporary Pastor relationship must be approved by the temporary pastor, the Session and the Commission on Ministry. The Pastor, the Session or the Commission on Ministry may request that this agreement be terminated at any time with 30 days notice. Likewise, the Pastor, the Session and the Commission on Ministry must all agree to renewal of this agreement.*

The following covenant between the Session of \_\_\_\_\_ Presbyterian Church in \_\_\_\_\_ and the Rev. \_\_\_\_\_, is for the purpose of providing pastoral service on a ( ) full time ( ) part-time basis, serving approximately \_\_\_\_\_ hours per week to the church for a period of \_\_\_\_\_ (not to exceed 12 months). The covenant is to begin on \_\_\_\_\_ 20\_\_\_\_ and is renewable.

**Shared Goals for the Well-being of the \_\_\_\_\_ Church**

1. To work together to provide for the spiritual growth and on-going mission, work and witness of the church.
2. To work together in discernment of a path for the church's future, through engagement with questions of the congregation's identity and mission, current realities and the needs of the church's context. This *may* include working through:
  - a. Heritage: Recognizing and finding meaning in the church's history
  - b. Mission: Who is the congregation (now)? Who are their neighbors (now)? What is God calling this congregation to do (now)?
  - c. Connections: Developing and/or strengthening denominational, geographic, and technological networks
  - d. Leadership: Reviewing ways of developing new and effective leadership; evaluating membership rolls and the ways the congregation is organized for the implementation of mission
  - e. Future: Guiding the congregation in discernment of options for their future.
3. To work together to prepare the congregation for its chosen path into the future, such as receiving a new installed pastor, partnering in a shared ministry with one or more other congregations, and/or naming legacy intentions.

**EXPECTATIONS OF THE TEMPORARY PASTOR: (please add or delete from this list)**

- Plan, prepare, and conduct all services of worship, including preaching and celebration of the sacraments, as authorized by the Session. In collaboration with the Session, arrange for substitute preachers on any Sunday not present.
- Moderate session and congregational meetings.
- Provide spiritual and administrative leadership to the congregation, seeking to incarnate the gospel in the life and witness of the congregation, its members and staff.
- Serve as Head of Staff and supervisor of all professional and support staff.
- Provide for the pastoral care of the congregation; officiate at weddings and funerals, as authorized by the Session and in accordance with the Directory for Worship.
- Develop the leadership of the Session, Deacons, and heads of committees, strengthening their communication with the congregation, supporting their implementation of the ministry of the church and working collegially with them in all endeavors.
- Support/guide the congregation's discernment about what is needed in their next pastoral leader, and prepare them for her/his arrival.
- Represent the congregation in the community and with partner organizations
- Pray for and with the church
- Abide by the ethical guidelines and sexual misconduct policy of the Presbytery of Carlisle
- Take an active role in the life of the presbytery, ordinarily, as a member of Carlisle Presbytery
- Seek to prepare the way for the coming of an installed pastor; not eligible to be considered as a candidate for the next called pastor or associate pastor of this congregation.

***EXPECTATIONS OF THE SESSION AND/OR CONGREGATION: (please add or delete from this list)***

- Provide regular financial compensation according to the terms outlined below
- Work cooperatively and creatively with the Temporary Pastor and COM support team in discernment of the work of being a church in a time of significant cultural and denominational transition.
- Negotiate goals for the covenant period
- Review this covenant for renewal by not fewer than sixty (60) days prior to the end of the covenant period
- Pray for and with the pastor

***EXPECTATIONS OF THE PRESBYTERY OF CARLISLE, THROUGH THE COM:***

- Provide support and consultation to the Temporary Pastor and Session, through a liaison and presbytery staff
- Walk alongside the Session and Temporary Pastor in addressing emerging needs of the congregation
- Pray for the Temporary Pastor and for the church, throughout the transition

**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) \_\_\_\_\_
- 8. Pension and Medical Benefits \_\_\_\_\_

Full-time: Pastors Participation plan - Dues are 37% of Effective Salary OR  
Minister's Choice (10% of Effective Salary) plus PPO Medical Coverage  
(whichever is more cost effective)

Part-time: (20 hours/week or more) - Ministers' Choice - Dues are 10% of Effective salary  
PLUS Menu Plan for Medical Coverage (cost varies by option chosen (PPO, EPO, HDHP))

- 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: \_\_\_\_\_

**Additional Terms of the Covenant:**

- 1. Vacation – Full and Part-time positions require at least thirty (30) days per year including 4 Sundays. Vacation cannot be carried over from one year to the next.
- 2. Continuing Education Leave – Full and part-time positions require fourteen (14) days per year including two (2) Sundays, to be used for the growth in skill or knowledge relating to this specific ministry and allowance of at least \$1,000, annually.
- 3. Spiritual Renewal - Full and part-time positions require at least one day off per quarter (No Sundays)

Signatures:

\_\_\_\_\_ (Pastor) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Clerk of Session) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Presbytery Representative) \_\_\_\_\_ (Date)