

SAMPLE CONTRACT/COVENANT FOR A TEMPORARY PASTORAL RELATIONSHIP

(This is a sample contract/covenant for congregations not seeking a “called by the congregation” pastor. This document provides suggestions and possible provisions, and is intended to be customized for each specific congregation. A pastor or Commissioned Ruling Elder (CRE) not called by a congregation, termed a “Temporary Pastoral Relationship”, is in a relationship established through a contract/covenant between the pastor or CRE and the Session. The pastor or CRE is employed by the session for a term of service of no more than 12 months at a time, but the contract/covenant is renewable each year, and can be for either full or part-time work.)

This contract/covenant is between the session of _____ (church and town) and _____ (Pastor), is to be approved by the Committee On Ministry of the Presbytery of Arkansas, and is for a term of service of twelve months, but is renewable.

RESPONSIBILITIES OF THE POSITION

(These responsibilities will vary from congregation to congregation, but the need is to focus on areas for which the Pastor might need to be responsible. Being specific about expectations leads to a healthier relationship. The following are examples.)

1. Preach on Sunday mornings, providing materials for the bulletin to office staff or production of the bulletin.
2. Preside over funeral services and special services as needed.
3. Provide and work with elders to provide pastoral care, including pastoral visits to those in crisis and assistance to member families in the event of a death.
4. Moderate the Session meetings or work with the Presbytery through the COM to insure that the Session meetings are moderated in concert with the *Book of Order*.
5. Give 30 days notice if it is necessary to end the contract before the 12 months has passed.
6. Notify the session (with designated contact) of any Sunday absences and provide for a preaching replacement.

The following can be an important possible provision: The position is created for the pastor to work ___ hours per week. In addition to worship, this is to include being “on site” ___ hours a week and on specific days.

(Other possible duties might be teaching a class, leading elder training or confirmation classes, leading the session through a goal-setting process, or addressing any other needs as appropriate. If needed, compensation could be agreed upon regarding the travel and time for certain additional events in the terms section below.)

RESPONSIBILITIES OF THE SESSION

1. Pay the agreed amount of compensation, including travel, on a timely basis.
2. Support the Pastor with encouragement and honesty as the Pastor labors with you, providing for at least one review in the 11th month of the contract to see if it is to be renewed.

3. Provide for one paid week off per quarter and allow for extra non-paid vacation Sundays as needed.
4. Support the Pastor in the Pastor's work within the Presbytery, having representatives of the church participate in Presbytery meetings.
5. Should the Session decide to terminate the contract before the end of the contract, they will give the pastor 30 days written notice during which time the pastor is expected to continue working, or the session is free to release the Pastor from the 30 days' work but with payment for that month.

TERMS OF THE CONTRACT

[These vary depending on the relationship and needs, and could provide for yearly compensation and other benefits, see examples found in other form type documents]

1. The Pastor will be paid \$_____ per service (both Sunday and extra services -funerals or special worship services such as Christmas Eve. Wedding services will be compensated by the family) and mileage of _____ per mile.
2. The Pastor will be paid \$_____ (agreed upon amount) for moderating the Session meeting and any additional events that the Session wants the pastor to lead.
3. [Other provisions depending upon the nature of the relationship]

(Another configuration of possible various elements:)

Salary_____

Housing Allowance_____

Benefits_____

Professional Expenses_____

Automobile Expense_____ (reimbursable with accounting at IRS mileage rate)

Vacation_____ (time period[s])

Temporary Pastoral Relationship Pastor_____

(This position could be a Transitional Pastor, a Commissioned Ruling Elder, or a Stated Supply or Pulpit Supply. All are considered Temporary Pastoral Relationships.)

Clerk of Session_____

Date_____