## Designated or Interim Pastor Covenant

**PASTORAL COVENANT \_\_\_\_\_ Interim \_\_\_\_\_ Interim Associate**

**\_\_\_\_\_ Designated \_\_\_\_\_ Designated Associate**

**Between the Rev. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (church/city), and Homestead Presbytery**

**Effective Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 *Starting Ending*

*Designated: covenant to be less than 2 years or more than 4 years*

*Interim: covenant to be for not more than 1 year*

**GUIDING OBJECTIVES**

The guiding objectives during this period of transition is to explore the faithfulness and effectiveness of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(church), in fulfilling God’s purposes for today and tomorrow.

In pursuit of that objective and in partnership with the session, the pastor will assist the congregation in a process of assessment and reflection, using the five focus points of:

* Heritage (what is the church’s birthright, inheritance, legacy, and tradition? What needs to be carried forward, what needs to be celebrated and let go?),
* Mission (the boundaries within which the church will operate (core values), why the church exists (mission statement), what the church aims to accomplish (vision statement), and the specific practical steps it will take to achieve its mission/vision (ministry plans)),
* Leadership (reviewing the membership, its needs, staffing, and its ways of organizing and making decisions),
* Connections (Who are we related to and why? All the relationships a congregation builds outside of itself – denomination, ministries, secular organizations, etc.),
* Future (developing a pastoral profile, summarizing the work, recommendations for the future),

to address

* identity (Who are we?)
* context (Who are our neighbors?)
* and purpose (What is God calling us to do/be?).

In addition, the pastor and the Session mutually agree to work together in partnership to provide continuity of leadership and to maintain a healthy congregational life.

**RESPONSIBILITIES**

The Pastor will generally be responsible for responsibilities typically fulfilled by the pastor, in partnership with church leaders, including *(adjust as needed for this specific covenant)*:

Worship:

Preaching and leading worship in the Reformed tradition

Administering the sacraments;

Officiating at weddings and funerals, as requested; and

Working with the Worship Committee in planning for special worship events.

Pastoral Care and Visitation:

Developing bonds of caring with members through visiting members who are in hospital and nursing home as well as those homebound as agreed upon with the session;

Providing pastoral care to persons in crisis or significant life changes; and

Assisting with the visitation of new and prospective members.

Church Leadership and Administration:

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;

Facilitating communication;

Serving as Ex-officio of the Nominating Committee;

Serving as Head of Staff, ex-officio on the Personnel Committee, and supervisor of the church office.

Personal Growth:

Growing in faith through regular attention to prayer and spiritual disciplines

Growing in personal maturity and pastoral skills through participation in continuing education.

 Denominational Participation:

Participating in the life of the larger church including presbytery, synod, and general assembly as appropriate.

Other responsibilities specific to the needs of this church):

**SESSION RESPONSIBILITIES:**

The Session commits itself to support and encourage the pastor in the performance of his/her duties by the faithful performance of its responsibilities, to pray for him/her, to fairly compensate him/her, and to be a full partner in ministry working together for the upbuilding of the church.

**PASTOR WORK WEEK:**

This will be a (circle one) full-time / part-time (\_\_\_\_\_%) commitment, based on a 40 hour work week. Except for required off-site pastoral responsibilities, the pastor's working hours will be spent on-site at the church accomplishing objectives and fulfilling the responsibilities contained in this agreement.

**ACCOUNTABILITY AGREEMENT:**

The pastor will be accountable to the Committee on Ministry of Homestead Presbytery, and the session of First Presbyterian Church through the personnel committee. The pastor agrees not to be involved with Pastor Nominating Committee except to facilitate the preparation of the Ministry Information Form as appropriate, with the COM Liaison to assist in providing orientation to the PNC at the beginning of the process, and to see that the committee makes adequate reports. It is understood that the case of an interim Pastor, the pastor will not ordinarily be a candidate for the position of installed pastor in the church and will work in every way to prepare the way for the arrival of an installed pastor.

**INTELLECTUAL PROPERTY**

It is agreed that all sermons, liturgies, curricula, and study materials created by the pastor for use by the church may be used in any proper manner by the employing church, but that the pastor retains all rights of ownership of such intellectual property.

**TERMINATION OF AGREEMENT FOR A DESIGNATED PASTOR:**

In the case of a designated pastor relationship, since this is a called position, provisions for terminating such relationship prior to the expiration of the covenant is the normal process for terminating any other called relationship. Any decision to end the designated relationship at the end of the covenant period without seeking COM approval to move the designated to an installed position without term limit shall be communicated to the designated pastor no later than six (6) months prior to the expiration of the covenant agreement so that the designated pastor may have an opportunity seek new employment. Should six month’s notice not be given, the church will provide a severance agreement that will contain salary, housing, and Board of Pension insurance (or the equivalent if the church has provided health insurance through another plan) to equal six month notice (time remaining in the covenant after notice is given, plus severance time).

**TERMINATION AND RENEWAL OF AGREEMENT FOR AN INTERIM PASTOR:**

In the case of an interim relationship, this Agreement shall continue for the time period designated above, unless terminated earlier under the terms and conditions set forth below.

1. The agreement between the church and the interim pastor may be terminated by the interim pastor (with Committee on Ministry approval) with at least 30 days written notice. There will be no further compensation beyond the 30-day period.
2. The agreement between the church and the interim pastor may be terminated by the session with COM approval with at least 90 days written notice. Should a permanent pastor come to the field prior to this termination date, the compensation to the interim pastor shall continue for the balance of the 90 day notice period.
3. Upon receiving notice, the interim pastor shall diligently pursue new employment, and shall be entitled to such time off as will reasonably facilitate this effort, without interfering with the interim’s primary duties. Once notice is given, the interim shall be entitled to accelerate the termination of the contract, so as to be available for any new employment. All compensation for the balance of the notice shall cease upon commencement of the new employment.
4. If this agreement has not expired or otherwise been terminated in accordance with any of the above options, upon written notice by the PNC that a pastor has been selected and accepted the invitation to candidate, the interim pastor's monetary compensation and medical, pension and death and disability benefits will continue for no less than sixty (60) days beyond the date written notification has been delivered to the interim pastor.
5. This agreement may be extended at the discretion of the Church with agreement by the Interim Pastor in consultation with the Committee on Ministry.

**TERMS OF AGREEMENT:**

Effective salary

* Cash Salary $\_\_\_\_\_\_\_\_
* Fair rental value of manse $\_\_\_\_\_\_\_\_
* Housing Allowance $\_\_\_\_\_\_\_\_
* Utilities Allowance $\_\_\_\_\_\_\_\_
* Deferred Compensation $\_\_\_\_\_\_\_\_
* Other allowances $\_\_\_\_\_\_\_\_

Total $\_\_\_\_\_\_\_\_

Reimbursable expenses (by voucher)

* Automobile expense (IRS Rate) $\_\_\_\_\_\_\_\_
* Business/professional expenses $\_\_\_\_\_\_\_\_
* Continuing Education $\_\_\_\_\_\_\_\_
* Other allowances $\_\_\_\_\_\_\_\_

SECA Supplement (up to 50%) $\_\_\_\_\_\_\_\_

Moving Costs (up to) $\_\_\_\_\_\_\_\_

Full medical, pension, disability, and death benefit coverage under the Board of Pensions

*May be negotiated should the pastor be a member of another denominational health & pension plan, or be retired.*

Paid Vacation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (minimum of 22 working days & 4 Sundays)

Full Vacation time accrues at the start of the contract and will not be pro-rated in the event the contract is terminated early. Unused, accrued vacation will be due to the interim pastor in event this agreement is terminated early for any reason.

Paid Continuing Education \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ including Sundays (minimum of 2 weeks)

Full Continuing Education time and dollars accrues at the start of the contract and will not be pro-rated in the event the contract is terminated early. Unused, accrued continuing education time or dollars are canceled at the termination of this agreement.

Homestead Presbytery minimum for continuing education is $500, and 2 weeks including Sundays. The money and the time can be carried over for 3 years, including into a renewal of the interim covenant.

Sick, holiday and personal days as provided by written policy of presbytery and/or session

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

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

Committee on Ministry \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_