



Ministry Relationships Team (MRT)

Manual of Operations

Adopted September 2018

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Introduction

In the Presbytery of Newark, the Ministry Relationships Team (MRT) fulfills, on behalf of the presbytery as a whole, the responsibilities enumerated in Part II of the Constitution of the Presbyterian Church (U.S.A.), The Book of Order (2015-17), G-3.0307:

“Pastor, Counselor, and Advisor to Teaching Elders and Congregations

Presbyteries shall be open at all times to communication regarding the life and ministry of their congregations.

Each presbytery shall develop and maintain mechanisms and processes to serve as pastor and counselor to teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators of the presbytery; to facilitate the relationships between the presbytery and its congregations, teaching elders, ruling elders commissioned to pastoral service, and certified Christian educators; and to settle difficulties on behalf of the presbytery where possible and expedient.”

In addition, an Advisory Handbook has been published by the PC(USA) for Ministry Committees/Commissions. The Advisory Handbook is designed for use by those who are called to presbytery work formerly given the constitutional designation “The Committee on Ministry.” The entity of Newark Presbytery that now carries out this work is the Ministry Relationships Team (MRT).

The following policies have been adopted by Newark Presbytery to guide the work of the MRT in its role as pastor, counselor and adviser to pastoral leaders and facilitator of ministry relationships between church leaders and the congregations and ministry settings in which they serve. The work of the MRT is to nurture a caring, supportive and mutually accountable environment for all who collaborate in ministry by responding and following through with integrity.

Pastoral Relationships

Definitions of Pastoral Relationships

Installed Pastoral Relationships:

- Pastor
- Co-Pastor
- Associate Pastor
- Designated Pastor

All installed pastoral relationships require three partners: the called Minister of Word and Sacrament (pastor, co-pastor, associate pastor, designated pastor), the congregation extending the call, and the presbytery affirming and approving the call. Generally, an installed pastoral relationship is for an indefinite term and is filled through a full and open search process by a properly constituted Pastor Nominating Committee elected by the congregation. After the Ministry Relationships Team (MRT) validates the search process and the Credentialing Committee examines and approves the prospective candidate for the pastoral position for membership in Newark

Presbytery, the MRT authorizes the Session of the church to call a congregational meeting for the purpose of voting on the call of the pastor.

In Newark Presbytery, the installed pastoral relationship known as Designated Pastor is designated for a specific term, the length of which is determined by action of the MRT in consultation with the session and the congregation. This term ordinarily does not exceed four (4) years total. With the exception of the designated term, a call to a Designated Pastor must fulfill all other conditions required of an installed pastoral relationship – i.e. a full and open search by a duly elected pastor nominating committee, examination by the Credentialing Committee, the concurrence of the MRT, and an affirmative congregational vote. After the time limitation has been met, the session of the church may petition the MRT for additional designated time, which would require a congregational meeting called by the session with MRT concurrence. Should the MRT concur and the congregation desire and vote affirmatively, a pastor in a designated position may be called as installed pastor. This process is achieved by a session vote, a request to the MRT to call a congregational meeting, an affirmative vote of the congregation, and a super-majority vote of the presbytery.

Ordinarily, a Minister of Word and Sacrament in a position as an Associate Pastor is not eligible to become the Pastor in the church in which he or she is serving as Associate Pastor. In order for an Associate Pastor to become the installed pastor, there must be a full and open search process by a properly-constituted pastor nominating Committee elected by the congregation and be in accordance with the exception delineated in the Book of Order (G-2.0504c.).

Temporary Pastoral Relationships

While an installed pastoral relationship is for an indefinite term or designated term, there are occasions where it is advisable for a temporary pastoral relationship to be established. The Book of Order authorizes sessions, with the approval of presbytery through the Ministry Relationships Team (MRT), to establish temporary pastoral relationships which do not carry a formal call or installation. Temporary pastoral relationships, the titles and terms of which will be designated as needed (G-2.0504b), are generally used in congregations in which calling a fully installed pastor is not possible or advisable. The MRT shall consult with the sessions and shall approve any temporary pastoral relationship before it is finalized by the session.

An individual in a temporary pastoral relationship approved by MRT may be a Minister of Word and Sacrament or a Commissioned Ruling Elder (CRE). No formal call shall be issued and no formal installation shall take place.

Newark Presbytery recognizes that there are varying circumstances that dictate a church's need of temporary pastoral leadership and that not all temporary pastoral relationships are alike. To respond to these various needs, the Presbytery has designated three temporary pastoral relationships:

- Interim Pastor
- Temporary Pastor
- Supply Pastor

An Interim Pastor will have had special training for the unique ministry of serving churches in the midst of pastoral transition. An Interim Pastor is a Minister of Word and Sacrament hired by a

session to fulfill specific pastoral duties during a time when the church is without an installed pastor. These duties shall be outlined in a Covenant of Agreement between the session and pastor and approved by the Ministry Relationships Team. A sample **Position Description & Covenant of Agreement for Interim Pastor** is attached hereto as **Appendix B**.

An Interim Pastor is the preferable option when a church needs time and leadership to bridge the transition between fully installed pastors. The average length of service for an Interim Pastor is 18-24 months. The Director of Presbytery Ministries, together with the Ministry Relationships Team (MRT), will provide up to three (3) Personal Information Forms (PIFs) of successfully vetted interims from which the church will choose.

A Temporary Pastoral Leader is a Minister of Word and Sacrament or a Commissioned Ruling Elder (CRE) (G-2.100) placed in a temporary position defined by a Covenant of Agreement between the session and pastor and approved by the MRT. A sample **Covenant of Agreement for a Supply or Temporary Pastoral Leader** is attached hereto as **Appendix C**. A temporary pastoral leader is an option when a church is in need of pastoral leadership while searching for the next pastoral leader.

An example might be a congregation who was served by an interim who has fulfilled the interim tasks but has departed prior to the congregation extending a call to a prospective installed pastor. The Temporary Pastoral Leader covenant shall be for an initial term of not greater than one (1) year, and must be renewed annually with the concurrence of the Ministry Relationships Team (MRT).

A Supply Pastor may be placed in a congregation to serve over a longer term than might be customary for a Temporary Pastoral Leader. There are some congregations which find themselves in need of pastoral leadership for an unspecified amount of time but are unable to call a pastoral leader to an indefinite term and are unable to support a full-time called pastor. The duties of the Supply Pastor shall be outlined in a Covenant of Agreement between the session and pastor and approved by the Ministry Relationships Team (see the aforementioned **Appendix C**). The supply pastor covenant shall be for an initial term of not greater than one (1) year, and may be renewed annually.

An individual serving in any temporary pastoral relationship is ordinarily not eligible to become installed as the next pastor or associate pastor in the church where he or she is serving. While the Book of Order gives presbyteries the flexibility to allow such teaching elders to become installed as pastor or associate pastor in the church where they are serving, that exception calls for the presbytery's mission strategy to permit such exceptions. Any action to move a temporary pastor to become an installed pastor must be achieved according to the provision for exception outlined in the Book of Order (G-2.0504c.).

Note: All pastoral leaders – whether installed or temporary – must engage in Boundary Training every three years. Participation will be monitored by the Credentialing Committee.

Determination of Full-Time vs. Part-Time

Attached hereto as **Appendix D** is a guideline entitled **Rubric of Pastoral Responsibilities for a Solo**

Pastor based on a Percentage of Full-Time Call to assist churches in determining full time vs. part time positions.

Session Moderators

When a church does not have pastoral leadership, the Ministry Relationships Team (MRT) shall appoint a Minister of Word and Sacrament, a Commissioned Ruling Elder (CRE), or a Ruling Elder to serve as moderator of the session.

Regular Contact/Visits

Recognizing that is was formerly the work of the Committee on Ministry to assign liaisons to congregations, it shall now be the work of the Congregational Vitality and Leadership Team to assign from its membership or from the wider Presbytery membership a liaison to each of the presbytery's churches. This liaison relationship is meant to set "...a positive tone of welcome, mutual respect, appreciation, and encouragement...While not mandated, an intentional, regular cycle of pastoral visits between presbytery and sessions can be fundamental in building healthy relationships between councils and significantly furthering the mission of the church." (Advisory Handbook)

The fundamental task for a liaison is to listen and extend the collegiality and support of the presbytery. The liaison shall report any and all pertinent information about the spiritual well-being and dynamics of sessions and congregations to the Congregational Vitality and Leadership Team, which in turn will determine the appropriateness of sharing.

If, at any time, a session and/or a church is experiencing a conflict such that an intervention is advisable, the Ministry Relationships Team and/or the members of the presbytery's mediation team may be deployed, as appropriate.

Terms of Call

On an annual basis, the Ministry Relationships Team (MRT) shall review the presbytery's minimum terms of call against the United States Consumer Price Index or similar reporting tool. The MRT shall then report to the presbytery, at its September meeting, any recommended increase in terms of call. The updated Terms of Call will then be posted on the presbytery website on the Ministry Relationships Team page.

It is also the responsibility of the MRT to review annually all Terms of Call for all pastoral leaders. Each session shall submit, within two weeks following the congregation's annual meeting, the current year's terms of call, whether changed or unchanged from the previous year. The form used to submit terms of call for the current year will be posted on the presbytery website on the MRT page.

Dissolving Pastoral Relationships

Installed Pastoral Relationships

Refer to the Advisory Handbook (**Appendix A**) section entitled “Pastoral Relationships: Dissolving the Installed Pastoral Relationships.”

Temporary Pastoral Relationships

All Covenants for Interim, Temporary or Supply Pastoral Relationships shall include a clause for terminating the covenant from the perspective of each party.

The Ministry Relationships Team, in the case of all dissolutions of pastoral relationships, whether installed or temporary (see definitions, above), shall conduct an exit interview with the departing pastor and another with the session. Refer to the Advisory Handbook section entitled “Pastoral Relationships: Exit Interviews.”

Separation Ethics

Acknowledging the need for consistent guidelines, a Separation Ethics document has been created for review and concurrence by the departing pastoral leader, the congregation, and the Ministry Relationships Team. That document is attached hereto as **Appendix E**.

Working with Pastoral Nominating Committees

When it is the intention of a congregation to call another pastor to an installed relationship, a Pastoral Nominating Committee shall be elected by the congregation (G-2.0802) and undertake a process which shall be guided and supported by the Ministry Relationship Team. A **Call Process / Pastoral Vacancy Flowchart** is attached hereto as **Appendix F**, and multiple resources which pastoral nominating committees and presbytery entities may use in this regard may be found on the Presbyterian Church (U.S.A.) website at <http://oga.pcusa.org/section/mid-council-ministries/clc/>.

Examinations for Membership

The examination of any Minister of Word and Sacrament wishing to hold membership in the Newark Presbytery shall be the responsibility of the Credentialing Committee. Once approved by the Credentialing Committee for membership, installed pastors’ terms of call, compensation for Ministers of Word and Sacrament serving in temporary pastoral relationships, and compensation for Ministers of Word and Sacrament must be reviewed and approved by the Ministry Relationships Team (MRT).

Categories of Membership

In the Newark Presbytery, categories of presbytery membership include all Ministers of Word and Sacrament in installed pastoral relationships, approved temporary pastoral relationships, validated ministries, and honorably retired Ministers of Word and Sacrament, according to the Book of Order.

“G-3.0306 Membership of Presbytery

Each presbytery determines the teaching elders who are its members and validates the ministries in which they are to be engaged. It shall be guided in this determination by

written criteria developed by the presbytery for validating ministries within its bounds (G-2.0503a)."

"G-2.0503 Categories of Membership

A teaching elder is a member of a presbytery and shall be engaged in a ministry validated by that presbytery, a member-at-large as determined by the presbytery, or honorably retired.

The presbytery shall review annually the work of all teaching elders engaged in validated ministries outside the congregation."

It is the responsibility of each presbytery to develop written criteria for the validation of all ministries carried out by minister members of the presbytery within or beyond its bounds which are not pastoral positions related to a particular congregation; or are not presbytery staff positions.

Validated Ministry:

- Must be in demonstrable conformity with the mission of God's people set forth in scripture and our constitution, specifically G-2.01 (Ordered Ministries of the Church). While the ministry is one, specific forms of ministry may emphasize special tasks and skills and the ordering of the offices of ministry shall reflect this variety. There may be forms of ministry in which primary emphasis is given to proclamation of the Word and the celebration of the Sacraments, forms that stress deeds of love and mercy, forms that are primarily educational, administrative, legislative, or judicial, and forms that are primarily prophetic.
- Must be a ministry that serves others and fits within the definitional parameters set by G-3.0306: educators, chaplains, pastoral counselors, campus ministries, missionaries, evangelists, administrators, social workers, consultants, or other specific tasks appropriate to the ministry of the church.
- Must give evidence of theologically informed fidelity to God's Word and the essential tenets of the Reformed Tradition. In effect, this means the minister must have a degree from a seminary accredited by the Association of Theological Schools, and must have met the requirements for ordination if not already ordained.
- Must be carried out in accountability to the presbytery and other organizations, agencies, or institutions.
 - Accountability to the presbytery is achieved by the annual filing of a Validated Ministry report on their work with the Ministry Relationships Team. An Other Ministry Reporting Form is attached hereto as Appendix G. Validated Ministers who do not report on their work annually may be re-designated as At-Large members.
 - Because of the requirement of "accountability to other organizations, agencies, or institutions," no validated ministry which does not clearly describe accountability to a supervisor, a Board of Directors, etc. will be approved.

- The Minister carrying out a validated ministry will be a responsible participant in the life of the presbytery unless prevented by circumstances acknowledged and approved by the Ministry Relationships Team and will contribute to the worship life and ministry of one of the presbytery's congregations.
- The minister member carrying out a validated ministry must take Boundary training every three years. Participation will be monitored by the Credentialing Committee.
- This policy may apply to Candidates for ordination to the ministry of Word and Sacrament in the Presbyterian Church (U.S.A.) who have been certified ready to receive a call and are seeking validation of a specialized ministry. Approval to be ordained to a validated ministry will be on a case by case/person by person basis.
- Validation attaches to a particular approved work of ministry and is not a status conferred on the minister. To that end, if a different ministry is entered into, a new Validated Ministry form must be submitted for approval of a new validated ministry.
- When a minister engaged in validated ministry leaves that work, he/she is automatically designated as an At-Large member of presbytery pending further changes. This is an action taken by the Stated Clerk of the Presbytery and does not require action by the Ministry Relationships Team or Credentialing Committee.
- The Process:
 - A Minister of Word and Sacrament (or, in special cases, a candidate certified ready to receive a call) who wishes to be received as a minister member of Newark Presbytery on the basis of his/her Validated Ministry will apply by contacting the chairperson of the Ministry Relationships Team. The applying minister or candidate will be required to provide a written explanation of how the proposed ministry meets the Validated Ministry criteria.
 - If the Ministry Relationships Team's recommendation is that the ministry be validated and the minister received as a minister member by the presbytery, the Ministry Relationships Team will commend the applying minister to the Credentialing Committee for examination.
 - If the Credentialing Committee recommends the minister carrying out an approved validated ministry be received as a minister member of presbytery, both the Ministry Relationships Team and the Credentialing Committee shall report their action to the presbytery, and the minister carrying out the validated ministry will be received in accordance with the current presbytery procedure.
 - If the Ministry Relationships Team declines to validate a ministry or decides to withdraw approval previously given, the minister must be provided an opportunity to appeal to the Ministry Leadership Team. If the Ministry Leadership Team sustains the Ministry

Relationships Team, that decision will determine and settle the matter except for the minister's access to judicial process under the provisions of the constitution.

Members-at-Large

A member-at-large is a Minister of Word and Sacrament previously engaged in an installed pastoral relationship, a temporary pastoral relationship, or a validated ministry, who, without intentional abandonment of the exercise of ministry, is no longer engaged in that installed, temporary, or validated ministry. A member-at-large shall comply with as many of the criteria for validated ministries as possible, and shall actively participate in the life of a congregation. A member-at-large must take Boundary Training every three years. Participation will be monitored by the Credentialing Committee.

A member-at-large must file a report annually with the Ministry Relationships Team (G-2.0503b) using the **Reporting Form for Validated Ministries and Minister Members Laboring Outside the Bounds of Newark Presbytery** attached hereto as **Appendix G**.

Honorably Retired

Upon request of a member of presbytery, the presbytery may designate a member honorably retired because of age or physical or mental disability (G-2.0503c). Current minister members of the Presbytery of Newark must make a request for Honorably Retired status to the Ministry Relationships Team. An Honorably Retired minister member must take Boundary Training every three years if they are actively serving a congregation or the presbytery. Participation will be monitored by the Credentialing Committee.

Parish Associates

A Parish Associate is a teaching elder/Minister of the Word and Sacrament who serves in some validated ministry other than a local parish, is a member-at-large, or is honorably retired, but who wishes to maintain a relationship with a particular congregation in keeping with ordered ministry. Such persons, already continuing members of presbytery, may serve as Parish Associates in particular churches in which they have not served previously as members of the pastoral staff.

The Parish Associate relationship shall be established, upon nomination by the pastor and the concurrence of the Parish Associate, the session of the church, and the presbytery, ordinarily through the Ministry Relationships Team, and shall be reviewed annually thereafter. The Parish Associate shall be responsible to the pastor, as head of staff, on an "as needed, as available" basis and with or without remuneration.

A Parish Associate may not be called to be the next installed pastor or associate pastor of a church served as Parish Associate. Please see **Appendix H, "Guidelines for Parish Associate Relationships."**

Ministers of Word and Sacrament Laboring Outside the Bounds of Newark Presbytery

Every minister shall ordinarily be a member of the presbytery where his or her work is situated or of the presbytery where he or she resides (G-3.0306). Ministers members of the Presbytery of

Newark, who wish to labor outside the bounds are automatically authorized to do so if the following criteria are met:

- The Minister of Word and Sacrament is in good standing with the Presbytery of Newark and his or her service is not restricted in any fashion by prior disciplinary action or Committee on Ministry/Ministry Relationships Team oversight.
- The presbytery of labor gives permission, if it is required.
- The work performed does not extend beyond one month in duration.
- The work does not involve service at a congregation or with a member previously served by the Minister of Word and Sacrament as an installed, interim, or stated supply pastor or associate pastor.

When the above criteria are met, the labor is approved. When any one of these criteria is not met, the request must come to the Ministry Relationships Team for approval.

Certified Christian Educators

The Book of Order G-2.11 describes a presbytery's role relative to those in Certified Church Service in general, and Certified Christian Educators in particular. Certified Christian Educators must take Boundary Training every three years. Minimum terms of call for Certified Christian Educators is included in the Terms of Call document posted on the presbytery website on the Ministry Relationships Team page.

Sabbatical Policy

Sabbatical Leave for pastoral leaders is a planned time of intensive enhancement for ministry and mission. This "extended time" is qualitatively different from "vacation" or "days off." It is an opportunity for the individual to strategically disengage from regular and normal tasks so that ministry, vocation, and mission may be viewed from a new perspective because of a planned time of focus.

Sabbatical Leave is an extension of the Biblical concept of a Sabbath day and a Sabbath year for renewal. It is both an act of faith that God will sustain us through a period of reflection and changed activity and an occasion for recovery and renewal of vital energies.

Sabbatical Leave is not a substitute for annual study leave or vacation. Vacation is a time of rest from daily work. Study leave offers time for the intentional building of skills or knowledge. A sabbatical is intended for spiritual reflection and restoration, discernment, and the replenishing of one's call to continued ministry.

Sabbatical Leave is recommended for all full-time pastors serving churches, who have served in their present position for seven (7) continuous years. The recommended length of the Sabbatical Leave is three (3) months. It is further recommended that this Sabbatical Leave be built into the Call Process. Upon completion of the Sabbatical Leave, the incumbent pastor would normally continue serving the same congregation for a period of at least one year.

A detailed written sabbatical plan with identified goals and expectations must be approved by the session in consultation with the Ministry Relationships Team (MRT). This shall be completed at least six months before anticipated departure.

Sabbatical Leave with full pay will not exceed three (3) months. However, it may be taken in conjunction with earned vacation and study leave for that year.

Normally, Sabbatical Leave will not be terminal leave. If the pastor chooses to leave the congregation within the period of one (1) year of the sabbatical, the salary attributable to the sabbatical will be refunded to the church. Any change in this aspect of the policy must be approved by the MRT.

If requested, the MRT will assist the local church in securing pastoral leadership for the sabbatical period. The presbytery, through the MRT, will also counsel with clergy and churches about possible funding sources and the timeliness of taking a sabbatical.

Pulpit Supply

The Ministry Relationships Team shall – at least annually – intentionally revisit and update the presbytery's Pulpit Supply List.

Pastoral Leaders' Retreat

In an effort to provide for the care of pastoral leaders, and for the building of community, an annual overnight Pastoral Leader Retreat shall be held. There will be a component of learning and worship, as well as ample opportunity for fellowship and rest.

Appendix A: Advisory Handbook for Ministry Committees/Commissions

The PC(USA) has developed an advisory handbook designed for use by those called to presbytery work formerly called “The Committee on Ministry.” It includes sections that are introductory to presbytery responsibilities (G-3.0307), offer guidance on particular functions of the work, and provide information and resources on a variety of topics. Each segment includes relevant Book of Order references, introductory information, questions for consideration of the designated presbytery body, and related resources.

This resource can be accessed online free of charge using the link below:

http://www.pcusa.org/site_media/media/uploads/ministers/pdfs/comhandbook.pdf.

Appendix B: Position Description & Covenant of Agreement for Interim/Transitional Pastor

[Name of Church]

Presbytery of Newark

Position Description & Covenant of Agreement for Interim/Transitional Pastor

The following contract between the session of [Name of Church] and the Rev. [Name of Interim/Transitional Pastor] is for the purpose of providing pastoral services as Interim/Transitional Pastor to the Church for a period of one year (not to exceed 12 months). The contract is to begin on [Start Date].

Duties

The pastor will be responsible for:

Transitional Work

- Leading the church's effort to prepare for a new pastor
- Helping the congregation clarify its mission, vision, and values
- Working with congregation to review and strengthen its
- Maintaining focus on increasing morale, healing, discernment, and spiritual maturity

Worship and Ministry

- Communicating vision for worship ministry to the staff, session, and congregation
- Serving as the primary preaching and worship leader (senior pastor)
- Presiding over the celebration of the Sacrament of the Lord's Supper
- Providing guidance and leadership to church ministries and Christian education components, including, but not limited to, _____
- Teaching/Leading new member classes
- Leading Officer Orientation workshops for newly elected elders and deacons
- Leading ministries of community outreach for church health
- Developing goals and next steps for the worship

Pastoral Care

- Presiding over baptisms, weddings, and funerals as needed
- Visiting the ill and homebound
- Providing guidance, counsel, support, and prayer to those in need

Operations

- Overseeing/managing all day-to-day operations in coordination with the session
- Serving as head of staff, supervising full-time staff members and part-time employees
- Working closely with church administration, operations, and finance committees reviewing and evaluating church property and finances to make recommendations to the Session
- Working closely with various committees coordinating various programs and ministries supporting the congregation and community
- Serving as moderator of the session

The congregation and session will be responsible for:

- Supporting the Interim/Transitional Pastor in his/her ministry
- Providing regular and fair financial compensation according to the terms outlined below
- Providing a performance review to the pastor at least annually

- Praying for and with the pastor during this contract period
- Negotiating goals for contract period

During the length of this agreement, the Interim/Transitional Pastor will be accountable to the presbytery. Should the Interim/Transitional Pastor have any serious differences or difficulties with any former pastor of this congregation, the matter will be immediately referred to the presbytery. It is understood that the Interim/Transitional Pastor will not be involved in any way with the congregation's Pastor Nominating Committee, except to facilitate that committee's regular reports to the session and the congregation. Any concerns or suggestions about the congregation's search for a new pastor shall be carried to the Ministry Relationships Team (MRT) through its liaison. It is understood by all parties that the Interim/Transitional Pastor under contract may not be considered for the installed pastoral position in this congregation.

It is understood that the Interim/Transitional Pastor will participate in any training/discussions sponsored and/or requested by presbytery and will participate in an exit interview conducted by the Ministry Relationships Team (MRT).

Terms of Call

The Interim/Transitional Pastor is employed on a full-time basis serving approximately 40 hours per week, and will be compensated as follows:

| | |
|---|-----------|
| Effective Salary | \$ |
| Cash Salary | \$ |
| Fair rental value of manse and utilities provided | \$ |
| Total Effective Salary | \$ |

Pension/Medical/Death and Disability

In accordance with PC(U.S.A.)/Board of Pensions rates \$

Reimbursable or Vouchered Expenses and Benefits

Minimum(s) in accordance with presbytery terms.

Termination Provisions

By the Interim/Transitional Pastor:

The agreement may be terminated by the Interim Pastor with 30 days notice, in which case payment beyond the 30 day period will be forfeited.

By the Session:

This agreement may be terminated by the Session upon 90 days notice, following consultation with the Ministry Relationships Team (MRT). The Interim/Transitional Pastor may be expected to continue to serve the church during this period as determined by the session. The session will allow liberal leave for the Interim/Transitional Pastor's search for his/her next opportunity for service during this time. During the 90-day period, the church will continue to pay all compensation (effective salary, FICA, major medical, death, disability and pension) due to the

Interim/Transitional Pastor, unless the Interim/Transitional Pastor obtains full-time employment, at which time any obligation owed by the church will cease. Any vacation compensation will be paid in full at the time of termination. No pay beyond termination date will be provided for accrued sick leave or study leave.

Provisions for Extension of Contract:

This agreement may be extended in one to 12 month periods, upon written notice to, and the approval of, the Newark Presbytery, for no more than the maximum of one year at a time.

Approvals:

The session approved this contract and its conditions on _____

Signed: (Clerk of Session) _____ Date: _____

I agree to accept the terms of this contract.

Signed: (Interim/Transitional Pastor) _____

Date: _____

The Ministry Relationships Team approved this contract and its conditions on _____

Signed: (MRT Moderator) _____ Date: _____

The Presbytery of Newark approved this contract and its conditions on _____

Signed: (Newark Presbytery Moderator) _____ Date: _____

Signed copies to be given to: 1) the Interim/Transitional Pastor, 2) the Clerk of Session, 3) the MRT Moderator, 4) the Newark Presbytery Moderator, 4) the Interim/Transitional Pastor's presbytery of membership/care (if other than the presbytery of this congregation)

Appendix C: Position Description and Covenant of Agreement for Temporary or Supply Pastoral Leader

_____ Presbyterian Church, Presbytery of Newark

[Adapt the position description to your congregation's situation and context]

(Possible) Responsibilities:

The full/part-time Temporary Pastor or Supply Pastoral Leader will fulfill the following specific responsibilities, adjusted for the number of hours within the time of the work week (*such as*):

- Plan, lead and deliver a sermon and a children's message during x worship services each week. Additional services are required during Lent, Thanksgiving, and Advent seasons.
- Administer the sacraments. This includes pre-baptismal counseling meetings.
- Officiate at weddings and funerals. This includes pre-wedding counseling and meeting with family members making funeral arrangements.
- Support and develop the church's programs.
- Visit hospitalized members and shut-ins and administer the Sacrament of Communion as requested.
- Provide pastoral care for the congregation and for all who seek comfort and guidance through the church.
- Serve as Moderator of the Session.
- Serve as Head of Staff.
- Assist boards and committees of the church in their ministry as scheduled. Initially meet with every committee then as needed or scheduled.
- Attend Presbytery meetings and keep the Ministry Relations Team (MRT) informed on the health of the congregation.
- Train newly elected officers and work with boards and committees to set yearly goals.
- Lead a Bible Study or Workshops for the development of members and new members.
- Be available in the office a minimum of # of days and hours per week in office, with phone availability during other normal business hours.
- Work to promote reconciliation within the congregation.
- Support the congregation in discerning and developing a Vision plan for the future.

Duration:

The position will initially be for ___ months and can be extended with mutual agreement. It can be cancelled by either party with two months' notice and Credentialing Committee concurrence.

Financial Package: (Use current Terms of Call Worksheet)

Covenant of Agreement for Temporary or Supply Pastoral Leader

The Session of [Name of Church] requests that the Ministry Relationships Team and the Presbytery of Newark approve a Supply Pastor/Temporary Pastoral Leader relationship with [Name of Temporary/Supply Pastoral Leader] for the purpose of providing ministry to the [Name of Church].

Duties of the Supply/Temporary Pastoral Leader shall be: (please list or attach document)

Review and Accountability

As to the Supply/Temporary Pastoral Leader, [Name of Temporary/Supply Pastoral Leader] will/will not be a member of this Presbytery, will/will not serve as a Moderator of the Session, and will/will not administer Sacraments.

There will be a joint review conducted by the Session and _____, in consultation with the Ministry Relationships Team, every twelve months (or six months depending on the length of position) or more often at the request of any one of the parties.

During this time of service, the Supply/Temporary Pastoral Leader will be accountable to the Session of the Church and to the Ministry Relationships Team of the Presbytery of Newark.

The Session of the Church and the Supply/Temporary Pastoral Leader understand and agree that [Name of Temporary/Supply Pastoral Leader] cannot and will not be a candidate of any pastoral position in this congregation.

Note: To be moderator of the session, the Minister of Word and Sacrament must be a member of the Presbytery. Special circumstances will be considered by the Ministry Relationships Team.

Length of Contract/Termination

This contract is for a period of [x] months, beginning on [start date]. The Session or the Presbytery of Newark may terminate this covenant with [x] days notice. The Rev. [Name of Temporary/Supply Pastoral Leader] may terminate the Covenant with [x] days notice and forfeit any payment beyond that period. This is a [x] hours/week position.

Compensation Benefits: Use current Terms of Call worksheet and attach to this Covenant.

Supply Pastor / Temporary Pastoral Leader

Date

Clerk of Session

Date of Session Action

Chairperson, Ministry Relationships Team

Date of Action by Ministry Relationships Team

Appendix D: Rubric of Pastoral Responsibilities for a Solo Pastor based on a Percentage of Full-Time Call

Full Time (40 hours per week)

- Four (4) Weekdays of office hours (*may include worship preparation, congregational communication, office administration, or weekday programs*), 20 hours per week
- Sunday worship + congregational fellowship, 5 hours per week,
- Pastoral care + visitation, 5 hours per week
- Three (3) evening responsibilities per week (*including session meeting, committee meetings, evening programs, and presbytery responsibilities*), 5-10 hours per week
- Sermon preparation, 5 hours per week
- Availability for weddings, funerals, and baptisms, monthly as needed
- Long-term strategic planning, monthly as needed

Three-Fourths Time / Part Time (30 hours per week)

- Three (3) weekdays of office hours (*may include worship preparation, congregational communication, office administration, or weekday programs*), 15 hours per week
- Sunday worship + congregational fellowship, 2-5 hours per week
- Pastoral care + visitation, 2-5 hours per week
- Two (2) evening responsibilities per week (*including session meeting, essential committee meetings, evening programs and/or presbytery responsibilities*), 5 hours per week
- Sermon preparation, 5 hours per week
- Availability for congregational weddings, funerals, and baptisms, monthly as needed

Half Time / Part Time (20 hours per week)

- 1-2 weekdays of office hours (*may include worship preparation, congregational communication, office administration, or weekday programs*), 5-10 hours per week
- Sunday worship + congregational fellowship 2-5 hours per week
- Pastoral care + visitation 2-5 hours per week
- 1 evening responsibility per week (*including session meeting, essential committee meetings, and presbytery responsibilities*), 2-5 hours per week
- Sermon preparation, 5 hours per week
- Availability for congregational weddings, funerals, and baptisms, monthly as needed

Quarter Time / Part Time (10 hours per week)

- 1 weekday of office hours, 2-5 hours per week
- Sunday worship + congregational fellowship, 2-5 hours per week
- Sermon preparation, 5 hours per week
- Pastoral care + visitation, monthly as needed
- Session meeting, monthly as needed
- Availability for weddings, funerals, and baptisms, monthly as needed

Appendix E: Separation Ethics

Background

The pastoral relationship is very important, often deeply personal, and, in some cases, lifesaving to people in a congregation. This relationship develops through study, teaching, preaching, administering the Sacraments of Baptism and the Lord's Supper, weddings, funerals, presence in crises, and praying with and for members of the congregation. With the leadership of a congregation and particularly with the elders, the pastor* works to encourage the people in the worship and service of God, equipping them for their tasks within the church and their mission in the world. In all of these dimensions of the pastoral relationship, there are elements of trust, confidence, admiration, affection, fondness, caring, and love.

The ending of the pastoral relationship is often a trying and traumatic experience for both the pastor and the members of a congregation. It always means change for the life of the pastor involved and the congregation. Therefore, in the light of our Book of Order and the best of our traditions, the following guidelines represent what the departing pastor and the congregation will want to do as they face the situation of pastor and congregation saying "Goodbye."

**Pastor is used throughout this document for ease of reading. However, "pastor" is meant to include Teaching Elders in interim, installed or contractual relationships, and/or Ruling Elders commissioned to particular service.*

The Guidelines

Saying Goodbye

The need to say goodbye to a congregation occurs for one of several reasons. A pastor may receive a call to another field of service. A pastor may decide to retire. A pastor may decide to leave the pastoral ministry and enter another area of service. The presbytery may, for cause, take the initiative to dissolve the relationship. This break can be a difficult time for both the pastor and the congregation. Whatever the cause, it becomes the occasion when pastor and congregation find they must say goodbye.

Saying Goodbye to Accept a Call a Distance Away

When a pastor accepts a call to a ministry a distance from the congregation which she or he is leaving, the opportunity for contact with members of the former congregation is quite limited, often non-existent. However, recent technologies, including social media, provide for frequent contacts in spite of geographical distances. Hence, there frequently arise certain circumstances which pose questions for the departing pastor as to what is appropriate, and what can be most helpful to the congregation and the interim and following pastors. It is always incumbent upon the departing pastor to make sure that parishioners know that her or his relationship with the congregation will change considerably. It is important that parishioners understand that this change of relationship is necessary in order that the congregation be free, in all respects, to

make the adjustments necessary for changes of leadership, interim and permanent, without the departing pastor's influence. (See "Responsibilities in Saying Goodbye" below.)

Saying Goodbye But Remaining a Neighbor

When a pastor says goodbye and remains nearby, there are particularly sensitive aspects of separation which require careful attention on the part of the departing pastor.

The experience of pastors and congregations over the years has led many to believe that when a pastor ends a ministry with a congregation, it is best for the pastor to move out of the community. However, this is not always possible or advisable. Thus, it is particularly important when a departing pastor remains in the community and in proximity to the former congregation, that he or she, with care and forethought, pay particular attention to what is said below with reference to a departing pastor's responsibilities to the congregation, individual members of the congregation, and to the interim and installed or contractual pastors. (See "Responsibilities in Saying Goodbye")

The departing pastor should not be a part of the worshiping or fellowship life of the congregation except upon the initiative and invitation of the interim or installed or contractual pastor. If such an invitation is extended, normally, it should not occur until the interim or next pastor has had an opportunity to establish relationships with the congregation.

A retiring pastor who remains in the proximity of the congregation from which he or she has retired, will need to give careful consideration to the responsibilities that follow in the next section.

Responsibilities in Saying Goodbye

These guidelines are an effort to deal in "Separation Ethics." The use of the term "ethics" implies certain values which are important to consider during this often highly charged experience of the dissolution of the pastoral relationship. Such values include:

- Effective leadership;
- Congregational health and stability;
- The growth of pastor and members in dealing with opportunities that arise with the pain, the problems, and the possibilities of separation; and
- The ability of the session and congregation to move positively and effectively toward the next phase of their life together.

These values instruct the conduct and responsibilities of both the pastor and the congregation regarding their separation.

The material which follows is addressed to the pastor, session, and congregation, the Ministry Relationships Team of the presbytery, and also the pastor's family, where appropriate. However, the pastor is the one in the professional leadership role and, therefore, the one who has the responsibility for making sure that the separation that occurs is anticipated and carried

through with foresight and effectiveness.

Responsibilities of the Departing Pastor

Because of the sensitivity of the pastoral relationship, it is important that the departing pastor, in any dissolution, assume certain responsibilities to the former congregation, to the remaining staff and personnel of the church, to individual members of that congregation, and to the interim and next installed or contractual pastors.

To the Congregation

When the date has been set for the dissolution of the pastoral relationship, the departing pastor must take the lead in beginning to prepare the congregation for their separation. Certain things will need to be communicated clearly to the congregation in order to avoid confusion on the part of members in the days ahead. This communication can be accomplished in several ways. A letter could be addressed to the members of the congregation spelling out clearly the matters below which are part of the separation and the time that follows. A sermon might contain references to the approaching separation and speak to these matters. In casual conversation, one-on-one or in groups, in public presence, in newsletters, in all contacts with people of the congregation, it is important that these matters be communicated and every effort made to have them understood. These matters are:

- That all pastoral and professional relationships and responsibilities of the pastor with the congregation will end as of the effective date of the dissolution;
- That the pastor will not be involved in any way in the selection process of either the interim pastor or the next installed or contractual pastor. Neither will he or she be involved in any way with the selection of any search team or pastoral nominating committee;
- That the pastor, after leaving, will not become engaged in conversations including conversations via social media with church members or staff which, in any way, offer opinions or criticism about the life of the congregation or the performance of the interim or any subsequent installed or contractual pastors;
- That any desire on the part of members of the congregation for the departing pastor to participate in congregational life or services should be discussed not with the departing pastor, but with the interim pastor or subsequent installed or contractual pastor; and
- That the departing pastor may participate in a wedding, a funeral, or a baptism of the congregation, after the date of dissolution, only by invitation of the interim pastor or installed or contractual pastor, who shall be the officiant. It is intended that these occasions be intentional and sporadic if at all.

To Individual Members of the Congregation

It is important that, with particular friends, it be made clear that the pastoral relationship will come to an end. This does not mean that friendships must come to an end. Friendships are priceless and are to be preserved, but there is a special responsibility on the part of the departing pastor to prevent friendships from becoming confused with the pastoral relationship. The pastoral functions of counseling, calling, conducting weddings, funerals, or baptisms are not appropriate. Neither is the rendering of opinions or judgments about the ministry of the

former church or its pastor. It is the departing pastor's responsibility to see that this really happens.

If the former pastor receives a request to return to the congregation for a particular pastoral occasion, it is important for her or him to clearly state that he/she is no longer in a pastoral relationship with those making the request and therefore, must decline the request.

In any social context where the former pastor is with friends or other members of the former congregation, it is the responsibility of the former pastor to be sure that he or she voices no criticism or evaluative comments about the new leadership of the congregation. It is not appropriate for the former pastor to comment, engage through body language or non-verbal communication or otherwise invite conversation on the "state of the congregation" or to be involved in any way in the selection of a successor, once she or he has departed.

To the Remaining Staff and Personnel of the Church

The former pastor has responsibility to the remaining staff and personnel of the church at least in the following ways:

- To prepare them for the separation that will occur;
- To encourage them to receive and welcome the interim pastor and next installed or contractual pastor and be prepared to alter working patterns and relationships as may be needed; and
- To make clear that he or she will not be available for counsel or advice regarding the life and work of the church.

To the Interim and Subsequent Installed or Contractual Pastors

The former pastor has a responsibility to the interim pastor and to subsequent installed or contractual pastors to make sure that any requests that come to him/her for services in the former congregation be redirected by the requesters to the interim pastor or installed or contractual pastor.

It is important that, when any request comes to the former pastor, she or he be in touch with the current pastor to let it be known what contacts have been made with him/her. This is a courtesy, which is important to be extended to the current pastor. There should be no pastoral functions of any kind performed by the former pastor without the prior invitation or request of the current pastor.

Should any community non-church function call the former pastor back into the community for public appearance of whatever nature, as a courtesy, the former pastor should inform the current pastor of the fact and the nature of the occasion.

Responsibilities of the Session

To the Departing Pastor

Following the pastor's decision to request dissolution of the pastoral relationship, the session

can give support and encouragement to the pastor in the implementation of the decision. This can be done by assisting the pastor in interpreting the meaning of the end of the pastoral relationship to the congregation and, if need be, to the wider community.

As a caring expression of closure, it is appropriate for the session to arrange for an occasion when the congregation and pastor may formally say goodbye.

To the Congregation

The session will want to be sensitive to the feeling of loss experienced by members of the congregation while demonstrating through their actions the meaning of the end of the pastoral relationship. Additional session leadership may be needed in the transition period so that worship, congregational life, and fellowship may continue. The session can help the members of the congregation by encouraging them to see this time as an opportunity for growth and change. It can be a time for listening to individuals and groups in the congregation. It can be a time for examining present life, ministry, and service, and to be open to new possibilities. It is important that the congregation be prepared for change and for new pastoral leadership.

With the help of the Ministry Relationships Team (MRT), the session should interpret the MRT's role during the transition period. This will involve the naming of the session moderator, which is always done at the discretion of the Ministry Relationships Team, the process of obtaining an interim pastor, and the process of calling an installed pastor or securing a contractual pastor.

Responsibilities of the Ministry Relationships Team

To the Departing Pastor

Upon learning of the pastor's intention to retire or resign, a liaison of the Ministry Relationships Team shall meet with the pastor to discuss these guidelines.

To the Session and Congregation

Ministry Relationships Team liaison(s) are available to be present at the meeting of the session when the pastor announces his or her resignation. The meeting shall include informing the session fully of these guidelines and orienting the session to the process of seeking pastoral leadership following the departure of the present pastor. A representative of the Ministry Relationships Team may also be present at the meeting of the congregation when the pastor requests concurrence in her or his plans to leave, to inform the congregation of the process for obtaining subsequent pastoral leadership.

To the Interim and Next Installed Pastor

It will be important for the Ministry Relationships Team to review these guidelines with the interim pastor and the next installed or contractual pastor and to be available for counsel should any difficulties arise regarding relationships with the former pastor.

The Pastor's Family

In the considerations of the dissolution of the pastoral relationship, a particular concern arises for the needs of other family members, especially the minister's spouse. Quite often, family

members have joined the church their spouse was serving, have become very involved in congregational programs, invested great interest and energy in the church's life and established deep personal relationships with other church members. The presbytery has no direct jurisdiction over the non-clergy members of ministers' families, but the presbytery urges the spouse, in the context of those relationships, not to do anything which would undermine the transition necessary for the church and the development of the relationship between the congregation and a new pastor or interim pastor. Of all the matters above, it is recognized that this subject is perhaps the most difficult to navigate in a healthy and effective manner, and may place a real burden upon family members. It may be helpful to remember one of the great touchstones of our heritage, that is, "truth is in order to goodness," (Book of Order, F-3.0104) and to follow one's conscience and the best intentions of the heart is the best advice of all.

These guidelines have been prepared in the hope that they will provide support, clarity, and encouragement to pastors and their families, sessions, and congregations in those situations in which a pastor and congregation discover that they must say goodbye.

Bibliography

1. "Code of Ethics for Presbyterian Ministers." A paper whose source is unknown
2. "Pastor and Congregation Face Retirement" by R.J. Kirk. From Special Papers and Research: Reports. The Alban Institute, 4125 Nebraska Avenue, N.W., Washington, D.C. 20016.
3. "Report from the Task Force on Ministerial Ethics, Eastern Oklahoma Presbytery." Adopted by presbytery, February 13, 1990.
4. "Running Through the Thistles." An Alban Institute publication by Roy M. Oswald.
5. "Saying Goodbye, A Time of Growth for Congregation and Pastors." An Alban Institute publication by Edward A. White.

The following sections/pages may be of particular interest:

| | |
|---|-------------|
| Part V "Liturgical Resources for the Closure of the Pastoral Relationship" | pgs 69-76 |
| Part VII "What Are The Ethics of The Relationship After We've Said Goodbye?" | pgs 94-107 |
| Part VIII "Conclusion: Learning To Live With Risk and Uncertainty" | pgs 108-111 |
| Appendix... A check List for a Pastor's Consideration on Leaving a Congregation | pgs 112-114 |

6. The Presbytery of the Twin Cities Area, "Separation Ethics: When Pastor and Congregation Say Goodbye" 1993
7. "Covenant Of Closure" Presbytery of Newton 1998

Covenant of Closure

Presbytery of Newark

For the Minister

I have read Newark Presbytery's *"Guidelines for Separation Ethics Regarding Retired Ministers and Ministers Who Are Leaving for Another Position."* I understand these guidelines and agree to abide by them.

Minister

Date

For the Session

We, the session of [Church Name], have read and discussed the Newark Presbytery's *"Guidelines For Separation Ethics Regarding Retired Ministers and Ministers Who Are Leaving for Another Position."* We understand these guidelines and agree to abide by them. We also agree to interpret these guidelines to our congregation.

Clerk of Session

Date

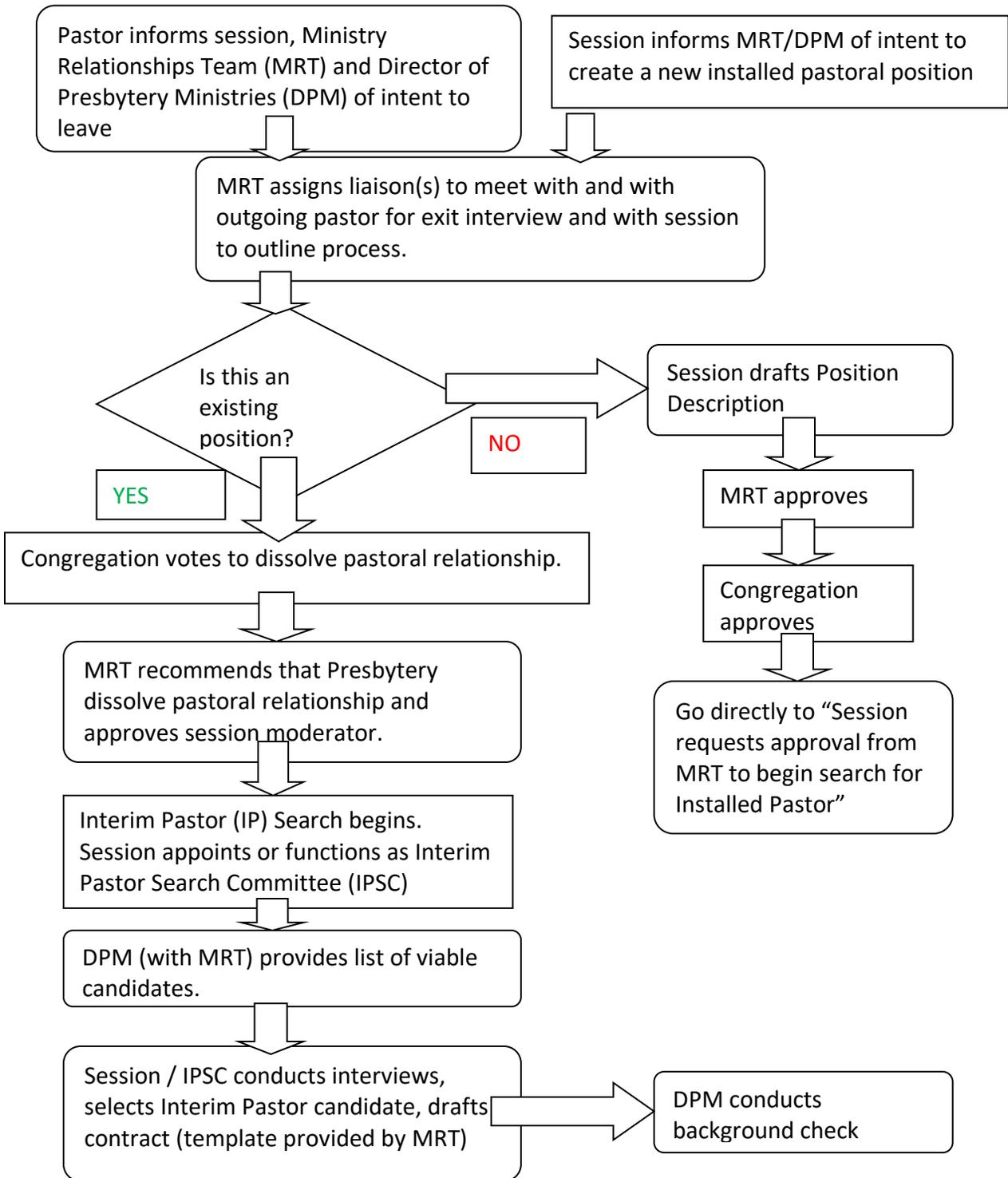
For the Ministry Relationships Team

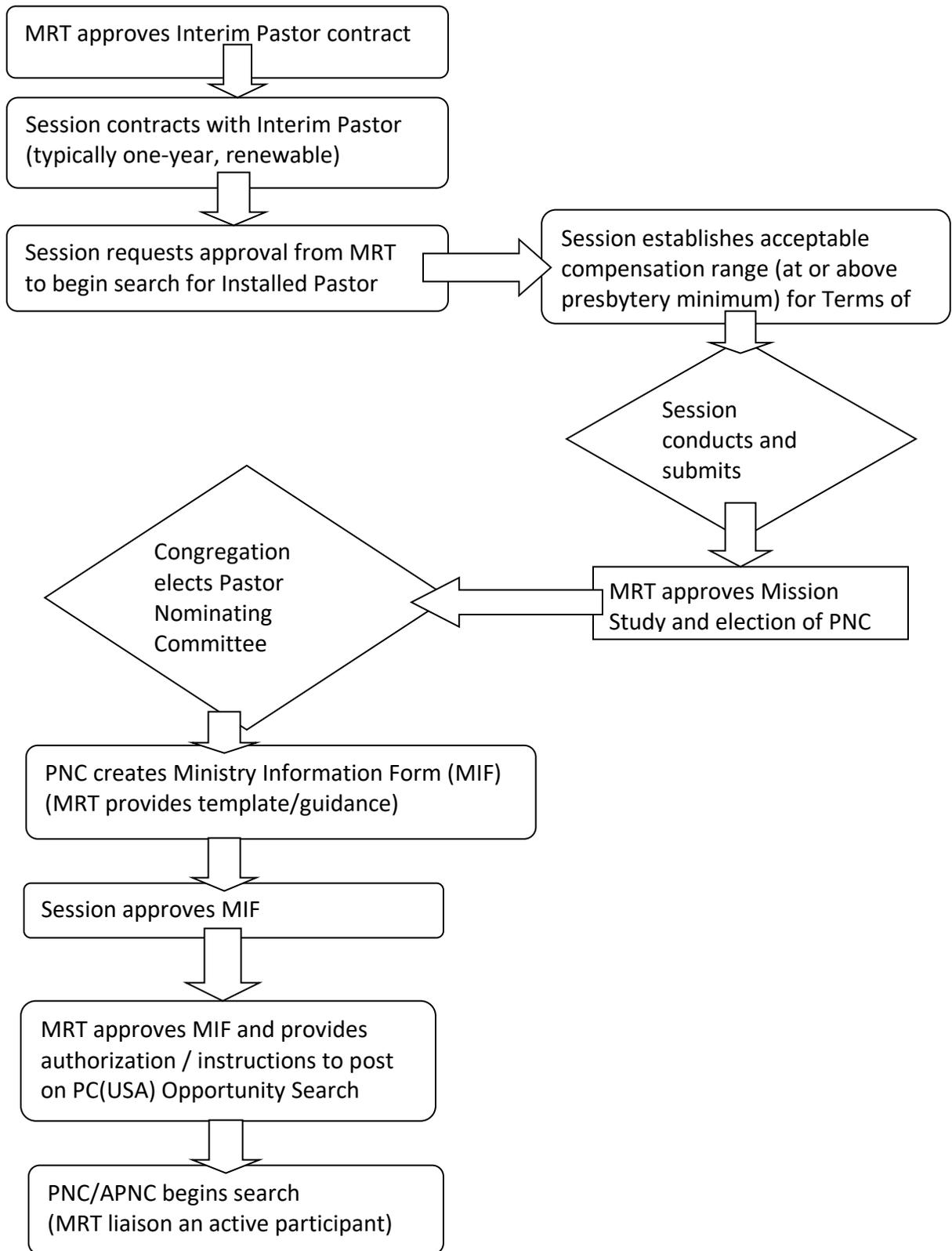
I/We have shared Newark Presbytery's *"Guidelines For Separation Ethics Regarding Retired Ministers and Ministers Who Are Leaving for Another Position"* with the pastor and session of [Church Name].

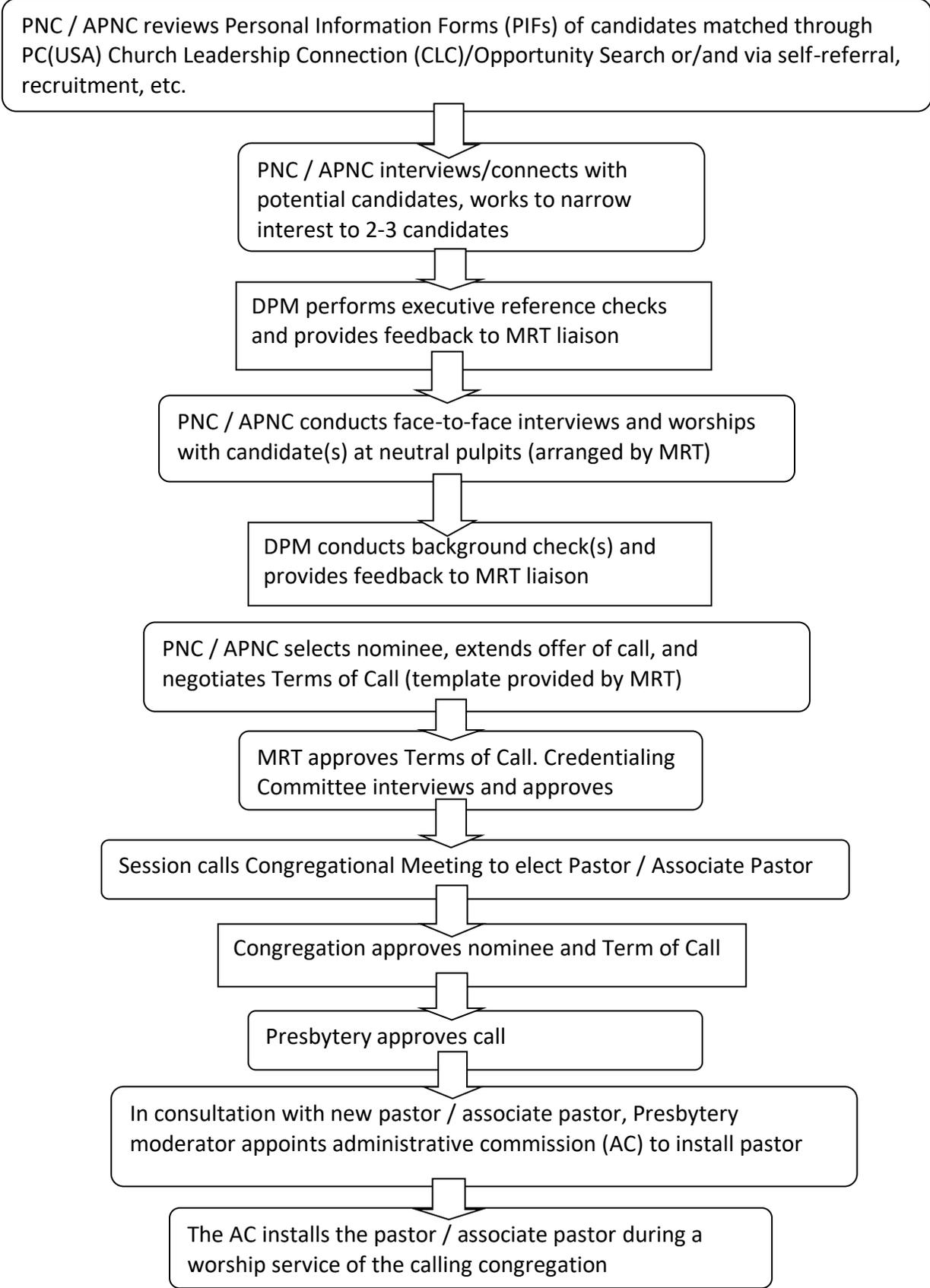
MRT Moderator

Date

Appendix F: Call Process / Pastoral Vacancy Flow Chart







**Appendix G: Reporting Form for Validated Ministries and Minister Members Laboring Outside
the Bounds of Newark Presbytery**

G-2.0502 Presbytery and the Teaching Elder - As the Lord has set aside through calling certain members to be teaching elders, so the church confirms that call through the action of the presbytery. The presbytery shall determine whether a particular work may be helpful to the church in mission and is a call to validated ministry requiring ordination as a teaching elder. In the performance of that ministry, the teaching elder shall be accountable to the presbytery. Teaching elders have membership in the presbytery by action of the presbytery itself, and no pastoral relationship may be established, changed, or dissolved without the approval of the presbytery.

I. Personal Data

Name _____

Address _____

City State Zip Code

Telephone _____ Cell Phone _____

Email Address _____

Congregation(s) in which you participate in worship and service:

Name _____

Address _____

City State Zip Code

II. Ecclesiastical Status (check applicable status)

full-time part time - serving, synod, General Assembly, or a council or agency thereof

full-time part-time - serving inter-denominational organization

church of a denomination with whom we are in correspondence

member-at-large

honorably retired

inactive member

() parish associate (name of church) _____

If you need extra space for your answers, please put them on another sheet of paper.

III. Employment status

List all full or part-time positions held during the past year from which income was earned. Include secular, religious and self-employed positions

Are there any changes since last year?

___ **Yes**, go to **IV** and continue filling out this form.

___ **No**, go to **IV d.** and continue filling out this form.

IV. Continuing Membership Criteria (G-3.0306)

A Presbytery shall determine the ministers of the Word and Sacrament who shall be its continuing members. So that we may know you better as a Minister Member of Newark Presbytery, please share with us the following:

- a. How is your ministry in keeping with, and directed by, the Bible, the *Book of Confessions* and the *Book of Order* of this Church?

- b. How does your ministry serve others, aid others, and enable the ministries of others?

- c. To whom are you accountable in your ministry? (i.e. supervisor, Board of Directors, etc.)

- d. How is this ministry a theological endeavor? In what ways is your ministry in need of, or enhanced by, the Master of Divinity degree or its equivalent and the completion of the requirements for ordination set forth in G-14.0402?

Appendix H: Guidelines for Parish Associate Relationships in Newark Presbytery

Note: The Ministry Relationships Team (MRT) of the Newark Presbytery uses the description of the Parish Associate role and relationship found in the *Book of Order, 2009-2011*, as the basis for this policy statement.

A Parish Associate is a Teaching Elder/Minister of the Word and Sacrament who serves in some validated ministry other than a local parish, is a member-at-large, or is honorably retired, but who wishes to maintain a relationship with a particular congregation in keeping with ordered ministry. Such persons, already continuing members of presbytery, may serve as Parish Associates in particular churches in which they have not served previously as members of the pastoral staff.

The Parish Associate relationship shall be established, upon nomination by the pastor and the concurrence of the Parish Associate, the session of the church, and the presbytery, ordinarily through the Ministry Relationships Team, and shall be reviewed annually thereafter. The Parish Associate shall be responsible to the pastor, as head of staff, on an “as needed, as available” basis and with or without remuneration.

A Parish Associate may not be called to be the next installed pastor or associate pastor of a church served as Parish Associate.

There shall be no restriction on the number of Parish Associates a congregation may have. The Ministry Relationships Team shall consider each Parish Associate relationship individually.

The agreement between the Session, the Parish Associate, and the presbytery shall terminate when the call to the installed pastor (who nominated the Parish Associate) is dissolved. The presbytery, upon the recommendation of the Ministry Relationships Team, may dissolve the relationship with the Parish Associate prior to the dissolution of the call of the installed pastor.

Parish Associate Covenant

A Parish Associate Covenant between _____
[Name of Minister of Word and Sacrament]

And the Session of _____
(Name of Church)

Covenant Period

The period covered by this covenant will begin on _____ and end on _____.
Duties shall be on an “as needed, as available” basis.

Remuneration

Yes _____ No _____

If the Parish Associate is to be remunerated, the Session agrees to pay monthly the following amounts (as applicable):

- Salary _____
- Housing & Utilities _____
- Travel Expenses Reimbursement _____
- Social Security _____
- Medical Benefits _____
- Retirement Benefits _____
- Other _____

Responsibilities & Duties

The Session agrees to support the Parish Associate through prayer in fulfilling such responsibilities and duties as assigned by the Pastor and agreed to by the Session:

This covenant made by the following parties on ____/____/_____

Nominated by Pastor:

Parish Associate:

Clerk of Session:

Presbytery concurrence by MRT:

Date_____