



# Temporary Pastoral Relationship Covenant Form

Appendix C

Current May 2021

The following covenant between the session of \_\_\_\_\_ Church and the \_\_\_\_\_, is for the purpose of providing pastoral services as \_\_\_\_\_ to the church for a period of \_\_\_\_\_ (not to exceed 12 months). The covenant is to begin on \_\_\_\_\_, 20\_\_\_\_.

**This covenant is for:**

- |   |  |
|---|--|
| _____ Stated Supply                           | _____ Commissioned Ruling Elder/Lay Pastor |
| _____ Interim (Transitional) Pastor           | _____ Designated Pastor                    |
| _____ Interim (Transitional) Co-Pastor        | _____ Student Pastor                       |
| _____ Interim (Transitional) Associate Pastor |  |

**Duties:**

The pastor will be responsible to (please add or delete from this list):

- \_\_\_\_\_ moderate the session and congregational meetings
- \_\_\_\_\_ serve as Head of Staff
- \_\_\_\_\_ lead worship and preach at regular Sunday services
- \_\_\_\_\_ arrange for substitute preachers on any Sundays not present
- \_\_\_\_\_ call on sick and homebound
- \_\_\_\_\_ provide administrative leadership
- \_\_\_\_\_ officiate at weddings and funerals
- \_\_\_\_\_ lead new member classes
- \_\_\_\_\_ work with committee chairs
- \_\_\_\_\_ represent the church in dealing with outside organizations
- \_\_\_\_\_ other – please specify:

The congregation and session will be responsible to (please add or delete from this list):

- \_\_\_\_\_ support the pastor in their ministry
- \_\_\_\_\_ provide regular financial compensation according to the terms outlined below
- \_\_\_\_\_ provide a performance review to the pastor at least annually
- \_\_\_\_\_ pray for the pastor during this covenant period
- \_\_\_\_\_ negotiate goals for contract period
- \_\_\_\_\_ other – please specify:

During the length of this agreement, the pastor will be accountable to the session, and through them to the Presbytery of Des Moines. Should the Temporary Pastor have any serious differences or difficulties with any former pastor of this congregation, the matter will be immediately referred to the Presbytery’s Commission on Ministry. It is understood that the pastor will only be involved with the Pastor Nominating Committee at the direction of the Commission on Ministry. Any concerns or suggestions about the congregation’s search for a new pastor shall be communicated to the Presbytery’s Commission on Ministry liaison.

This agreement may be terminated by either party (session or pastor) upon 30 days written notice. This agreement may be extended in one- to 12-month periods, upon written notice to, and the approval of, the Presbytery through its Commission on Ministry. It is understood that the pastor will participate in any training/discussions sponsored and/or requested by the Presbytery and will participate in an exit interview conducted by the Presbytery.



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## Terms:

The pastor is employed on a ( ) full-time ( ) part-time basis, serving approximately \_\_\_\_\_ hours per week and will be compensated as follows:

### Effective Salary (ES)

Cash Salary	\$ _____
Fair Rental Value of Manse	\$ _____
Housing Allowance	\$ _____
Utilities Allowance	\$ _____
Deferred Compensation	\$ _____
Other (Specify)	\$ _____

**Total ES:** \$ \_\_\_\_\_

### Reimbursable Expenses (RE)

Automobile Expense (IRS Rate)	\$ _____
Business/Professional Expenses	\$ _____
SECA Supplement (up to 50%)	\$ _____
Continuing Education	\$ _____
Moving Costs (up to)	\$ _____
Other Allowances (Specify)	\$ _____

**Total RE:** \$ \_\_\_\_\_

### Additional Benefits (AB)

Paid Vacation (4 weeks including 4 Sundays) \_\_\_\_\_

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

Select one of the following (to be eligible for enrollment must be employed at least 20 hours per week):

No Enrollment with the Board of Pensions \_\_\_\_\_

Enrollment in the Pastor's Participation Plan \_\_\_\_\_ 37% of ES: \$ \_\_\_\_\_

Includes: PPO family medical, pension, temporary disability, and death and disability

Enrollment in the Minister's Choice Plan \_\_\_\_\_ 10% of ES: \$ \_\_\_\_\_

Includes: pension, temporary disability, death and disability, and employee assistance

### Optional Additional Benefits:

Matching 403b contributions \$ \_\_\_\_\_

Vision Eyewear Coverage \$ \_\_\_\_\_

Dental Coverage \$ \_\_\_\_\_

**Total AB:** \$ \_\_\_\_\_

## Approvals:

The session approved this covenant and its terms on \_\_\_\_\_

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

The pastor accepted this covenant and its terms on \_\_\_\_\_

Signed (Pastor): \_\_\_\_\_ Date: \_\_\_\_\_

The presbytery approved this covenant and its terms on \_\_\_\_\_

Signed (COM Moderator): \_\_\_\_\_ Date: \_\_\_\_\_

Signed copies should be given to 1) Pastor, 2) Clerk of Session, 3) Moderator of Commission on Ministry, and 4) AdmExec/Stated Clerk of the Presbytery of Des Moines.