**TRANSITIONAL PASTOR COVENANT**

This Covenant between the Session or Steering Committee of \_ \_\_\_\_\_, the Healthy Pastors and Congregation Commission (HPCC) of the Presbytery of Riverside and the Rev. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is for the purpose of providing transitional pastoral services for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_through \_ (not to exceed 12 months) unless extended.

The Transitional Pastor shall be become a member of Riverside Presbytery and be accountable to the Presbytery through HPCC.

DUTIES:

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

* lead worship, preach and administer the sacraments
* moderate the session and congregational meetings-- **Presbytery shall appoint the moderator of the session which MAY be the interim pastor. (G-14.0550)**
* serve as head of staff for paid and volunteer personnel
* coordinate pastoral care with deacons, if organized
* officiate at weddings and funerals
* provide administrative leadership
* lead new member classes
* train and support elected officers (Elders and Deacons) in their ministry
* provide administrative leadership
* arrange for substitute preachers on any Sundays not present
* participate in the life of the Presbytery
* pray for the congregation

Specific *Transitional duties:*

* + Support and encourage completion of the congregation’s Mission Assessment Process
  + Engage Session and congregation in the transitional or interim developmental tasks:

-coming to terms with history

-discovering a new identity

-managing leadership power shifts

-renewing denominational linkage, and

-commitment to new directions in ministry, and

* + Assist HPCC and Session to evaluate and address the on-going spiritual and administrative conditions of the church pursuant to preparing for a pastoral search.

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

* support the pastor in ministry
* provide regular financial compensation as outlined below
* provide a performance review to the pastor at least annually
* negotiate goals for the contract period
* pray for the pastor

Goals for this ministry shall include, but not be limited to, the following:

* Pastoral work with staff and congregation relating to the transition toward calling installed pastoral leadership
* Preparation of staff, church leaders, and congregation for anticipated pastoral call
* Spiritual leadership and development for the staff, church officers, and members of the congregation, and
* Leadership development within the staff and church officers.

Face to face joint evaluations by a sub-committee of HPCC, Session, and the Transitional Pastor shall take

place at least every three months for the first six months and then at the conclusion of each renewal period.

Should the Transitional Pastor have any serious difficulties with any former pastor of this congregation, the matter shall be immediately referred to the HPCC liaison. Any concerns or suggestions about the congregation's search for a new pastor shall be communicated to the congregation’s HPCC liaison

This covenant will be reviewed as part of the annual budgeting process in (mm/yy). It may be extended or renegotiated in 1 to 12 month increments with the approval of HPCC. It may be terminated by either party (Session or Transitional Pastor) with 30 days written notice with concurrence of the Presbytery’s HPCC. If terminated by the Session prior to the end of the covenant period, compensation will continue for sixty (60) days after the date of termination of the ministry. The Transitional Pastor shall participate in an exit interview with the HPCC.

TERMS:

The Transitional Pastor will serve \_\_\_\_\_full time or \_\_\_ part time (check one) for approximately hours per week and shall be compensated as follows: (\* indicates tems mandated by Presbytery):

# Effective salary Reimbursable expenses (by voucher)

Cash Salary $ Fair rental value of manse $

\*Automobile expense ( per mile) $

\*Business/professional expenses $

**or** Housing Allowance $\_ \_ \*Continuing Education (2 weeks) $ \_ 600.00 (min.)

Utilities Allowance $ Deferred Compensation $ **Total** (reported to the IRS) **$**

Other allowances $ Moving Costs (up to this amount) $ Other allowances $

\*Full medical, pension, disability, and death benefit coverage under the Board of Pensions or post-retirement dues if minister is honorably retired $\_ \_

\*Automobile expense: IRS allowable rate is recommended

\*Paid Leave

Vacation (minimum of 31 days including no more than 5 Sundays) Continuing Education (minimum of 14 days including 2 Sundays)

\_\_\_\_\_\_\_\_\_\_will be responsible for the moving expenses of Rev. \_\_\_\_\_\_\_\_\_\_\_\_\_ payable upon presentation or a voucher detailing said expenses. If, at the conclusion of this Covenant, and any extension if the Rev. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ does not have another call, will be responsible for his/her relocation expenses within the bounds of the Riverside Presbytery.

APPROVALS:

The Session approved this Covenant and its conditions:

Signed: \_ Date: \_

# I accept the terms of this Covenant and its conditions. In signing this agreement I understand and agree that I must abide by the Presbytery of Riverside “Prevention and Response Policy: Sexual Misconduct.

Transitional Pastor

Date:

The HPCC approved this covenant and its conditions:

Chairperson, HPCC

Date:

Stated Clerk

Date:

\*\* Within the Board of Pensions framework, no pension payment for a retired pastor is allowed. Instead, the BOP requires the congregation to pay “post-retirement service dues”. Those dues are not 31.5% but rather 12%. A retired pastor may receive the difference in another form such as an employer contribution to a retirement savings plan, continuing education, etc.

*Sign each of the original three copies. When completed one copy goes to the minister, one to the church, one to the Stated Clerk of the Presbytery Riverside.*

Adopted 4-14-2011