



PRESBYTERY of  
PHILADELPHIA

### **Contract for Transitional Ministry**

The following Agreement is established between the Session of \_\_\_\_\_ Presbyterian Church, \_\_\_\_\_ as **Transitional Pastor**, and the Commission on Ministry (COM) for the purpose of providing Transitional Ministry to \_\_\_\_\_ Presbyterian Church. (“Church”)

The Session, the **Transitional Pastor** and the COM covenant to work on the following goals for the transitional period:

- Maintenance of a healthy congregational life
- Provide continuity of leadership
- Development of short-range goals identified in the goal-setting process of the church
- Preparation of the congregation for the arrival of a new pastor.
- Work on the 5 developmental tasks of the transitional time, which include:
  - Coming to terms with the congregation’s history
  - Cultivating awareness of the present times and situation
  - Re-establish or strengthen the congregation’s connections to the wider community of the Church
  - Discern where God may be leading them in their life together and in their mission with Christ to their community and the world
  - Celebrate the journey together and embrace a new beginning

#### **Duties of the Transitional Pastor shall be:**

(List here or attach a job description)

## **Review and Accountability**

The Transitional pastor will:

- be a member of the Presbytery
- serve as Moderator of the Session
- be urged to participate in the presbytery's Transitional Leadership Forum

It is the obligation of the **Transitional Pastor** to submit a written quarterly report to the COM.

During the length of the Agreement, the Transitional Pastor will be accountable to the Presbytery through the COM. There will be a joint review conducted by the Session and the Transitional Pastor, in consultation with the Commission on Ministry, every six months, or more often at the request of any one of the parties.

## **Ethical Covenants**

The Session of the Church and the **Transitional Pastor** understand and agree that the **Transitional Pastor** cannot and will not be a candidate of any pastoral position in this congregation, and that s/he will seek in every way to prepare the way for the arrival of the installed pastor.

The **Transitional Pastor** will not assist in the preparation of the Church Information Form nor will the Transitional Pastor be involved in any way whatsoever with the Pastor Nominating Committee, unless help is so requested by the chair of the PNC and the Commission on Ministry liaison.

The Session and the **Transitional Pastor** understand and agree that the Transitional Pastor will terminate any and all contact with the Church and its members once the Transitional Pastor's term is concluded.

**Terms and Conditions**

This Agreement is for a period of \_\_\_\_\_ months beginning on \_\_\_\_\_.  
 The **Transitional Pastor** is employed on a (full time or part time) basis, serving approximately \_\_\_\_\_ hours per week; and will be compensated for Transitional pastoral services as follows:

<b>ANNUAL COMPENSATION</b>		
<i>Effective Salary</i>	Cash Compensation	\$ _____
	Manse Value or Housing Allowance	\$ _____
	Deferred Compensation	\$ _____
	Manse Equity <i>to a deferred compensation plan</i>	\$ _____
	Medical, other than plan	\$ _____
	Additional Insurance Payments	\$ _____
	Other Cash Payments	\$ _____
	<b>Total Effective Salary</b>	<b>\$ _____</b>
<i>% Effective Salary</i>	SECA Supplement: 7.65%	\$ _____
	Pension /Medical Dues: 37%	\$ _____
<b>Total Compensation Based on Effective Salary</b>		<b>\$ _____</b>
<b>ALLOWANCES/PROFESSIONAL EXPENSES</b>		
	Expenses (travel, professional expenses)	\$ _____
	Study Leave Allowance	\$ _____
	Other Allowances	\$ _____
<b>Total Allowances</b>		<b>\$ _____</b>
<b>TOTAL PACKAGE</b>		<b>\$ _____</b>
<b>PAID LEAVE</b>	Study Leave (2 weeks minimum)	_____
	Vacation (1 month minimum)	_____
	Other (e.g.: parental, General Assembly)	_____

**Early Termination Provisions**

This Agreement may be terminated by the Session on two months’ written notice, provided there is a prior consultation with and concurrence by the Commission on Ministry. The Transitional Pastor will be given two months’ written notice if the contract will not be renewed, and salary will be continued through that period. The Transitional Pastor may terminate the agreement with two months notice and forfeit any payment beyond that period.

**Other Provisions:** (moving allowance, severance, etc.)

This Transitional Pastor Agreement between \_\_\_\_\_ and the Session of \_\_\_\_\_ is approved as follows:

_____ <b>Clerk of Session</b>	_____ <b>Date of Session Action</b>
_____ <b>Transitional Pastor</b>	_____ <b>Date</b>
_____ <b>Moderator, Commission on Ministry</b>	_____ <b>Date of Commission Action</b>