

COMMITTEE ON MINISTRY MANUAL

PART VI: CONTRACTS

	<u>Page</u>
1. New Church Development Pastor	2-4
2. Temporary or Stated Supply (New or Renewal)	5
3. Interim Pastor	6-10
4. Commissioned Ruling Elder	11-13
5. Parish Associate (Covenant)	14-16
6. Designated Pastor/Associate Pastor Call	17

NEW CHURCH DEVELOPMENT CONTRACT BETWEEN (_____) AND THE PRESBYTERY OF NEW COVENANT

The following contract between the Presbytery of New Covenant and the Rev. (NAME) is for the purpose of providing services as listed below to the Presbytery.

MINISTRY MISSION:

To design and prepare for a Presbyterian (NAME OF MINISTRY) New Church Development in the Houston area.

ELEMENTS:

The Rev. (NAME), (NOT) a member of New Covenant Presbytery will:

- Serve as Pastor/Evangelist to the above noted Ministry in Houston.
- Work with the Ministry Task Force to develop a mission design for the new congregation and include projecting leadership and facility needs.
- Be responsible for weekly Bible study leadership with individuals who can serve as the core of the new congregation.
- Be responsible for weekly worship leadership, preaching, pastoral counseling and evangelism leadership to the Ministry.
- **Seek on-going coaching from a trained NCD coach**
- If not a member, work toward becoming a member of Presbytery.

GOALS FOR THIS MINISTRY:

To become a fully organized, self-supporting Presbyterian Church by:

- Drawing people into the faith community and encouraging them to become followers of Jesus Christ in the reformed tradition.
- Developing leaders for the varied works of the Ministry.
- Establishing record keeping procedures as required by presbytery.
- Adhere to the presbytery's Guidelines for New Church Development.

ACCOUNTABILITY:

During the length of this agreement, the Pastor/Evangelist will:

- Be accountable to the New Church Development Committee through the NCD Liaison person.
- Meet monthly with the Task Force/Steering Committee to report on the work of the Ministry and receive direction and support.
- Attend meetings of the New Church Development Committee as requested.

- **Attend meetings of the New Church Pastors in the presbytery as available.**
- Provide written updates and reports to the NCD Committee as required.

DURATION & TERMINATION:

This agreement is for **Full time/___ (part) time work** for a period of 12 months beginning **(START DATE) through (END DATE)**. This agreement may be terminated by the Pastor/Evangelist or by the New Church Development Committee upon 30 days dated written notice. Upon receipt of such notice, salary and benefits shall be honored and prorated until the final date of termination. This contract may be extended in twelve-month periods with possible adjustments in the terms and conditions.

At the conclusion of the agreement, the Pastor/Evangelist agrees to provide an evaluation of this Ministry.

TERMS:

The New Church Development committee of New Covenant Presbytery may not be able to offer financial assistance, however if the Pastor/Evangelist is employed **Full Time/___ (Part) Time** they will be compensated a total of **\$_____** and distributed as follows:

- BASE SALARY** \$ _____
- HOUSING ALLOWANCE** \$ _____
- PENSION/MEDICAL CARE** \$ _____
- SOCIAL SECURITY** \$ _____
- TRAVEL & AUTO** Per IRS rate of reimbursement \$ _____
- PROF.DEVELOPMENT ALLOWANCE** \$ _____
- [Cumulative for 3 years]**

VACATION: **One month paid vacation annually (4 Sundays)**, included in the above compensation.

PROFESSIONAL DEVELOPMENT LEAVE: **Two weeks paid study leave for the one-year period** of this contract. Additional leave of three days will be granted only for participation in the New Covenant Presbytery Clergy Retreat (this is not cumulative).

The adequacy of these terms will be reviewed by the New Church Development Committee in advance of the preparation for the **(NEXT YEAR)** budget.

AGREED AND ACCEPTED BY:

Pastor's Signature:

Chairman, NCD or NCD Task Force:

The Rev. (Name)

(Name), NCD Chair

Date: _____

Date: _____

Date Approved by NCD Committee

Date Approved by Committee on Ministry

Date Submitted to Personnel & Operations

Cc: Forbes Baker

Sharon Darden

Stated/Temporary Supply Contract (New or Renewal)

The Presbytery of New Covenant

REVISED 12/10/10

_____ Church, _____, Texas, at a duly called Session Meeting on _____, in conformity with the Book of Order, voted to approve the (new/renewal) contract for Stated/Temporary Supply, the Rev. _____ as follows, and requests the approval of the Committee on Ministry effective _____ for one year.

Years of service to Presbyterian Church USA as an ordained pastor _____

This contract is: _____ full time _____ 3/4 time _____ 1/2 time _____ 1/4 time

PLEASE COMPLETE EACH COLUMN:

EXISTING TERMS

NEW TERMS

Table with 3 columns: Description, Existing Terms, New Terms. Rows include Salary, Housing Allowance, Utilities Allowance, Auto Exp Reimbursement (at IRS rate), Medical & Pension (at full rate), Professional Development Allowance, Professional Development Time, Vacation, and Other: _____

Annual Review will be held (date): _____

ATTEST: _____ Moderator

SIGNED: _____ Clerk of Session

SIGNED: _____ Minister

NOTE: The Committee on Ministry will not accept verbal communications. Return 2 copies of this form completed and executed in its entirety to: The Committee on Ministry, Presbytery of New Covenant 1110 Lovett Blvd, Houston, TX 77006 Attn: Sharon Darden

PRESBYTERY OF NEW COVENANT INTERIM PASTOR CONTRACT (revised 6-2010)

(5 pages)

PARTIES

The following contract for the purpose of providing interim pastoral services is between the Session of _____ Church, _____ and the Reverend _____.

The contract is for a period of _____ () months** beginning _____ and concluding _____.

The minister meets the following requirements:

1. Is an ordained minister in the PC(U.S.A.) (Month/Yr Ordained _____).
2. A member in good standing of _____ Presbytery, _____ Synod.
3. If not Presbyterian, a member of _____ denomination.
4. If not a member of Presbytery of New Covenant, granted permission to labor within the Bounds by COM _____
5. Has completed Interim Pastor Training (attach verification with Addendum) _____ (date), _____ (location)

****Note: Ordinarily an interim contract is for one year.** The exception* to this is if a congregation is considering, or has approved using the Designated Pastor search process. In this case, a six month interim contract may be submitted to COM for approval. A six month contract may contain a 30 day notice clause for termination, instead of 60 days. **(*Exception approved by COM: May, 2010)**

RESPONSIBILITIES

The Interim Pastor will be responsible for providing specific pastoral duties as specified in the attached Addendum.

TERMS

A. Either party to this contract (Interim Pastor or Session) shall provide the other and the Presbytery of New Covenant a minimum of 60 days notice of a request for termination of this contract if it is for 12 months; 30 days if for 6 months.

B. The vote by the congregation to extend a call to a candidate shall constitute notice of contract termination.

C. A new contract shall be negotiated by the Session and the Interim Pastor no less than 60 days prior to the expiration of this contract (30 days if a six month contract). The negotiation shall include both the relationship and duties of the Interim Pastor and the

compensation and length of service of the new contract. The new contract shall be reviewed by the Committee on Ministry and become effective only upon their approval.

In no case shall the parties continue employment under terms of the old contract past the expiration date. Only in extraordinary cases shall the term of a new contract be less than 6 months.

D. Should the Session terminate this contract without cause before the end of its term, the Session agrees to continue the Interim Pastor's salary, including all benefits, for the 90 days following notice or until the date of the Interim Pastor's new assignment, whichever comes first. If the contract is a six month contract, benefits will continue for 60 days following notice.

E. Should the Pastor terminate this contract for any reason before its term, Session shall not be obligated financially beyond the period of notice (unless stipulated otherwise in the Addendum). The Session shall not be required to provide compensation or benefits beyond the last day of work. The total of remainder in vacation days shall be added to the last day of work for compensation.

F. Should the Session decide not to draw a new contract at the end of the current agreement, it is obligated to give notice and pay compensation for 60 days from written notification to the pastor, or to the term of the contract, whichever comes later. This does not apply to six month interim agreements.

1. For any termination of the contract for any reason other than the vote of the Presbytery to call an installed pastor, the Session and Interim Pastor shall provide the Committee on Ministry with written notice, including any terms of severance, in a mutually signed document no later than 14 days from notice.
2. Additional payment of Board of Pension benefits [Medical and/or Retirement], for a period of time after termination of compensation may be specified in the Addendum.
3. Terms of this contract may be amended only by written approval of the Session, the Interim Pastor, and the Committee on Ministry.

COMPENSATION

The Interim Pastor [Circle One] Full Time / Part Time (approximately _____ hours per week)

And will be compensated for interim pastoral services as follows:

Compensation

	Contract Period	Annualized Rate
Base Salary	\$	
Housing Allowance	\$	
Social Security Supplement	\$	
Total Compensation	\$	
BOP Contribution	\$	
Deferred (see Addendum)	\$	
Vacation (including days off)		

Professional Expense Reimbursement and Allowances [not compensation]

	Contract Period	Annualized Rate
Auto by Mileage Record (by IRS allowed rate)	\$	
Books, Professional Expenses	\$	
Moving Costs (See Addendum)	\$	
*Prof. Development Allowance	\$	
*Prof. Development Leave		

*(Education allowance and Leave include Clergy Retreat following the Lent and Easter. If the clergyperson does NOT attend, the Leave will be reduced by 3 days, and the allowance by \$125) (Specific work schedule and holidays may be specified in the Addendum.)

GENERAL CONDITIONS

- A. The Interim Pastor ORDINARILY shall NOT be eligible for a call to be installed as the Pastor of this church.
- B. During the term of this agreement, the Interim Pastor will be accountable to the Presbytery through the COM/Contracts Subcommittee. At the end of the contract the Session agrees to provide a performance review.
- C. It is understood that, should the Interim Pastor have any serious differences or difficulties with any former Pastor of this congregation, the matter will be referred to the Presbytery's COM.
- D. The Interim Pastor shall not be involved in the work of the Pastor Nominating Committee beyond providing opportunities for them to communicate with the session and the congregation about their progress.

The undersigned agree to the aforementioned conditions of employment.

Interim Pastor _____
Signature Date

Printed Name of Pastor _____

Clerk of the Session _____
Signature Date

Printed Name of Clerk _____

COM Representative _____
Signature Date

Printed Name of COM Rep. _____

Addendum/Attachment Instructions Follow

Addendum/Attachment Instructions

The Addendum and Attachments provide a place for Sessions and Interim Pastors to **detail additional terms or exceptions to the required points in the general contract** approved by the Committee on Ministry. Sessions are required to use the contract, and changes are NOT to be made to the body of the contract itself. The Addendum allows for explanations and stipulations to clarify the individual relationship between the Session and Interim Pastor.

If the minister is not currently a member of the Presbytery of New Covenant, a verification of ordination date and Presbytery membership shall be added in the Addendum

Documentation of completion of Interim Pastor Training as required by Presbytery of New Covenant shall be attached to this contract with explanation in the Addendum.

2. RESPONSIBILITIES and Specification of Pastoral Duties

Obviously, Sessions will vary widely in the duties required of Interim Pastors, particularly in light of full-time/part-time work, and particular needs of the congregation. This listing provides a sample that may be sufficient in some cases, and may be a starting point in others. Clarity of expectation from the beginning avoids confusion later:

The Interim Pastor will be responsible for providing pastoral duties as indicated on the following position description.

- 1. Plan, lead, and preach in Sunday worship and in other services as appropriate. Arrange for a pulpit supply and leadership of worship on Sundays not present.*
- 2. Provide pastoral care to sick and homebound as time permits.*
- 3. Officiate at weddings and funerals as requested.*
- 4. Plan and moderate Session and congregational meetings.*
- 5. Work with Session, committees and church organizations to assist them in carrying out their assigned tasks.*
- 6. Train newly elected officers in conjunction with staff and selected members.*
- 7. Perform other administrative duties as requested: i.e., work with church secretary in preparing bulletins, newsletters, etc.,*
- 8. Supervise the various Staff members with the Personnel Committee.*
- 9. Exercise general oversight of church facilities through the Session.*
- 10. Represent the church with Presbytery, church and community organizations.*

4. COMPENSATION

List any additions or amendments to Presbytery minimum terms as specified in the contract. If Deferred Compensation payments are made for additional insurance of retirement, please specify the payee and amount.

CONTRACT: COMMISSIONED RULING ELDER (CRE)

The Presbytery of New Covenant

(Page 1 of 3)

1. TYPE OF CONTRACT (check one): _____ New Contract _____ Renewal

2. PARTIES: This is between Church/Governing Board of Validated Ministry of:

a. NAME _____

Located in (city) _____, (state) _____ (zip) _____

Clerk of Session/Ministry Name _____

Address, City, State, Zip _____

Phone Number(s) day _____ night _____ cell _____

Email _____

b. CRE's Name: _____

Address, City, State, Zip _____

Phone Number(s) day _____ night _____ cell _____

Email _____

3. TERM: This commission shall be from (date) _____ to _____

****Renewals (not more than 3 years; first-time: no more than one year.)**

4. RESPONSIBILITIES: The scope of duties to be assigned to a Commissioned Ruling Elder shall respect the traditional requirement that congregations be led by trained and ordained clergy. To that end, the presbytery will limit CRE's to a specific and limited functions, in a specific place and for a specific limited time, where:

- the function is a specific ministry or function, such as Kairos, shut-in ministry, hospice, etc.; or
- a local congregation is unable to secure the services of an ordained clergy person due to remote geographic location, limited congregation size or other specific needs.

(Page 2 of 3)

With the above definition in mind, please describe the special ministry/function or the special circumstances of the congregation that this CRE contract is intended to serve:

Four horizontal lines for describing special ministry/function or circumstances.

Please check the possible functions this CRE is intended to perform, **including an explanation why these functions cannot be performed by an ordained clergy person** (use separate sheet if necessary). [Ordinarily only CRE's serving a congregation will be given voice and vote at presbytery meetings.]

- Baptism _____
- Lord's Supper _____
- Moderate Session _____
- Voice at Presbytery Meeting _____
- Vote at Presbytery Meeting _____
- Perform Marriages _____

The CRE will be directly supervised by (Name & Title) _____

Expected average number of work hours per week and duties: _____

Two horizontal lines for expected average number of work hours per week and duties.

5. COMPENSATION: Please list any salary that is to be paid (if none, so state):

Horizontal line for compensation information.

6. EXPENSES AND BENEFITS: Please list any benefits or expenses that are to be paid (if none, so state):

Two horizontal lines for expenses and benefits information.

7. MENTORING RELATIONSHIP: During the term of this contract, the person who will be serving as mentor of the CRE. All mentors need to attach a current resume/PIF to this contract and, additionally, attach a written statement of "growth and challenges" that will be addressed with the CRE during the course of the mentoring relationship. As part of this mentoring relationship, the mentor and CRE agree to meet at least monthly (in person or by phone). As part of this mentorship (use separate sheet if necessary):

Name _____

Phone Number(s) day _____ night _____ cell _____

Email _____

The mentor will:

The CRE will:

SIGNATURES: (All signatures need to be included for contract to be considered.)

Moderator or Ministry Head _____ Date _____

Clerk of Session _____ Date _____

CRE Candidate _____ Date _____

Mentor _____ Date _____

APPROVAL BY CONTRACTS SUBCOMMITTEE/COMMITTEE ON MINISTRY:

Moderator _____ Date _____

Revised 8/16/10

A PARISH ASSOCIATE COVENANT

BETWEEN (Minister's Name) _____

AND THE SESSION OF _____

I. Covenant Period

The period covered by this covenant will begin on _____ and end on _____. Duties on an "as needed basis."

II. Remuneration _____yes _____no

If the parish associate is to be remunerated, the session agrees to pay monthly the following sums (as applicable):

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

III. Responsibilities and Duties

Session agrees to support the Parish Associate through prayer to fulfill such responsibilities as assigned by the Pastor and agreed to by the Session: **(list here)**

THIS COVENANT MADE BY THE FOLLOWING PARTIES ON ____ / ____ / ____

Nominated by Pastor _____

Parish Associate _____

Clerk of Session _____

Presbytery Concurrence:

Date of Action of Committee on Ministry: _____

Parish Associates in the Presbytery of New Covenant

1. Parish Associates are *teaching elders* who relate to local congregations in helpful but limited capacities. The Parish Associate relationship is a way for *teaching elders* of the presbytery, either retired, a member at large, or engaged in non-parish work, to exercise their pastoral calling.
2. The Parish Associate is nominated by the pastor. The relationship is formalized by the session, is reviewed and endorsed by the Committee on Ministry, and is reviewed annually thereafter. Upon the dissolution of the pastor-congregation relationship, so shall the Parish Associate relationship be dissolved.
3. The Parish Associate serves under the supervision of the pastor on an "as needed, as available" basis, "with or without remuneration". Parish Associates offer to congregations their gifts and commitments as a complement to the pastoral services provided by pastors and associate pastors.
4. The Parish Associate may receive (or not) reimbursement for expenses incurred and/or remuneration commensurate with the type and number of services he/she is able to provide. **If a session desires to retain a retired minister or a minister in a validated position to perform regular pastoral services, it should utilize a different form of pastoral relationships enumerated in Book of Order.**
5. There shall be no restriction on the number of Parish Associates a congregation may have. The Committee on Ministry will consider each Parish Associate relationship individually.

6. Former Parish Associates may remain within the fellowship of the congregations they have served as Parish Associates, but in doing so they will abide by the guidelines for ministerial conduct approved by the Committee on Ministry and the Presbytery of New Covenant.

7. The Committee on Ministry shall amend its guidelines and practices to reflect this policy.

8. Any proposed Parish Associate covenant with remuneration, or renewal of such a covenant, must be submitted at least 30 days prior to its effective date. [Added by COM, May 2011]

9. Prior to approval of any proposed Parish Associate covenant with remuneration, the Administration subcommittee will consult with the Care of Congregations subcommittee to determine whether the covenant is in accordance with the Parish Associate policy of the New Covenant Presbytery, and in particular with the portion of paragraph (4) that reads, "If a session desires to retain a retired minister or a minister in a validated position to perform regular pastoral services, it should utilize a different form of pastoral relationships enumerated in Book of Order". If the covenant is not in accordance with the policy, the Care of Congregations shall counsel with the session as to the appropriate form of pastoral relationship. [Added by COM, May 2011]

Adopted by Committee on Ministry: 2006

#8 & #9 added: 2011

**DESIGNATED PASTOR/ASSOCIATE PASTOR
CALL FORM**

[TO BE ADDED]