

# Covenant Pastor Contract

Please forward completed contract to your church's Committee on Ministry Liaison.

This covenant is between the Session of \_\_\_\_\_ Presbyterian Church  
of \_\_\_\_\_ and \_\_\_\_\_ (Covenant Pastor) from  
\_\_\_\_\_ through \_\_\_\_\_.  
(Month/day/year) (Month/day/year)

## **Introduction:**

### **Temporary Pastoral Relations** (per the *Book of Order*, G-2.0504b):

*Temporary pastoral relationships are approved by the presbytery and do not carry a formal call or installation. When a congregation does not have a pastor, or while the pastor is unable to perform her or his duties, the session, with the approval of presbytery, may obtain the services of a minister of the Word and Sacrament, minister ordained in another denomination and approved by the Committee on Ministry, candidate, or ruling elder in a temporary pastoral relationship. No formal call shall be issued and no formal installation shall take place.*

*Titles and terms of service for temporary relationships shall be determined by the presbytery. A person serving in a temporary pastoral relationship is invited for a specified period, normally not to exceed twelve months in length, which is renewable with the approval of the Committee on Ministry. A minister of the Word and Sacrament employed in a temporary pastoral relationship is ordinarily not eligible to serve as the next installed pastor, co-pastor, or associate pastor.*

## **Responsibilities:**

It is agreed that the Covenant Pastor will fulfill the following responsibilities:

- \_\_\_\_\_ Lead worship \_\_\_\_\_ Sundays per month
- \_\_\_\_\_ Teach groups/classes as specified (page 4)
- \_\_\_\_\_ Make pastoral visits to the sick and shut-ins
- \_\_\_\_\_ Call on prospective and new members as appropriate
- \_\_\_\_\_ Officiate at weddings as requested
- \_\_\_\_\_ Officiate at funerals as requested
- \_\_\_\_\_ Plan and moderate Session and Congregational Meetings
- \_\_\_\_\_ Work with the church groups or committees as specified (page 4)
- \_\_\_\_\_ Train newly-elected officers
- \_\_\_\_\_ Assist with a Mission Study
- \_\_\_\_\_ Participate in the ministry and mission of Northeast Georgia Presbytery
- \_\_\_\_\_ Perform other administrative duties as specified (page 4)
- \_\_\_\_\_ Other responsibilities as specified (page 4)

## **Goals For This Ministry Will Be as Follows:**

- Maintenance of a healthy congregational life;
- Continuity of leadership;
- Development of short-range goals as specified (page 4);

- Development of long-range goals as specified (page 4); and
- Other goals as specified (page 4).

**Accountability:**

As a member of Northeast Georgia Presbytery, or a member of another presbytery laboring in the bounds of our presbytery, the Covenant Pastor will be accountable to the Session and to Northeast Georgia Presbytery, through its Committee on Ministry, according to the *Book of Order* (G-2.0504 b).

It should be clearly understood that a Covenant Pastor, with the approval of the Committee on Ministry and presbytery, serves as the pastor of that church. When a pastor receives a call or plans to retire, the Committee on Ministry should be notified in order to consult with the Session to plan for appropriate closure to the pastoral relationship and to consider the type of pastoral leadership most suited to the church's current needs. If the Session and the Committee on Ministry are clear that a Pastor Nominating Committee should be formed to seek a called pastor (part-time or full-time), the Session should organize a search committee for an Interim Pastor, and the Committee on Ministry's church liaison will serve as a resource for the transition in pastoral leadership. When the situation is less clear, the employment of a Covenant Pastor may serve a valuable role in assisting the church in assessing its needs in terms of pastoral leadership.

**Duration:**

The Covenant Pastor may be appointed normally for a period of up to 12 months. They may be reappointed after the Presbytery (through its Committee on Ministry in dialogue with the pastor and the Session) has reviewed their effectiveness. Sessions are encouraged to begin discussion regarding renewal of the employment of the Covenant Pastor at least three months prior to the date of renewal. Ordinarily, Covenant Pastors are appointed on a calendar year basis.

As indicated above, this covenant is for a period of \_\_\_\_\_ months from the beginning date of service. This covenant may be terminated:

- a) By the Session upon thirty (30) days written notice, in consultation with the Committee on Ministry;  
or
- b) By the Covenant Pastor upon thirty (30) days written notice, in consultation with Committee on Ministry, and forfeiture of any payment beyond that due for actual services in the thirty (30) day period.

**Terms of this Covenant:**

The Covenant Pastor is employed either

\_\_\_\_\_ on a full-time basis OR

\_\_\_\_\_ to serve approximately \_\_\_\_\_ hours per week.

After reviewing the presbytery's current Minimum Salary Standards, compensation will be as follows:

**Effective Salary**

Cash Salary ( <i>NOT including 403(b) contributions</i> )	
Manse Value or Housing Allowance	
Other <sup>1, 2, 3</sup>	†
Manse Equity ( <i>paid directly or through 403(b)</i> ) <sup>4</sup>	†
<b>Total Effective Salary</b>	
Employer's <i>Matching Contribution</i> – 403(b) <sup>5</sup>	†
50% of SECA (Social Security) - <i>unless pastor has opted out of Social Security</i>	

**BENEFITS – OPTION 1: Board of Pensions "Pastor's Participation" Plan (39% of Effective Salary)**

**BENEFITS – OPTION 2: Board of Pensions "Minister's Choice" Plan**

Pension, D&D, Temporary Disability and EAP ( <i>10% of Effective Salary</i> )	†
Medical – PPO ( <i>Cost varies by region</i> )	†
Medical – EPO ( <i>Cost varies by region</i> )	†

**Vouchered Expenses (Reimbursements)**

Continuing Education	
Professional Expenses ( <i>incl. mileage at IRS rate</i> )	
Other Vouchered Expenses	†

**TOTAL \$ Paid by Church/Employer**

<b>TOTAL \$ Paid by Church/Employer</b>	
Vacation ( <i>minimum 4 weeks</i> )	
Study Leave ( <i>minimum 2 weeks</i> )	
Paid Family Medical Leave ( <i>optional: minimum 12 weeks encouraged</i> )	†
Other Time Off: _____	†

Footnotes

† = Optional

<sup>1</sup>Pastor's elective contributions to the PC(USA) 403(b) Retirement Savings Plan are listed here and INCLUDED in Effective Salary.

<sup>2</sup>Most contributions by a church to a pastor's 403(b) account ARE INCLUDED in Effective Salary (see footnote 5).

<sup>3</sup>Payments made by the employer or reimbursed to the pastor for optional or supplemental insurance ARE INCLUDED in Effective Salary unless the same benefits are offered to all employees.

<sup>4</sup>Sums paid or contributed by a church to a deferred compensation plan or other account on behalf of a pastor residing in a manse (to compensate for equity which the pastor forgoes by not owning his or her own residence) ARE INCLUDED in Effective Salary.

<sup>5</sup>When a church matches some or all of a pastor's voluntary contributions to his or her 403(b) account, the church's MATCHING contribution is NOT included in Effective Salary (see footnote 2).

\*For more information about Effective Salary, see "Understanding Effective Salary," available on [www.pensions.org](http://www.pensions.org).

**Specifications Noted in the Covenant:**

Teaching responsibilities needed of the Covenant Pastor:

---

---

Church committees and groups with which the Covenant Pastor will work:

---

---

---

Administrative duties expected of the Covenant Pastor:

---

---

---

Other responsibilities desired of the Covenant Pastor:

---

---

---

Short-range goals for the church identified for attention by the Covenant Pastor and the Session together:

---

---

---

Long-range goals (if applicable) for the church, identified for attention by the Covenant Pastor and the Session together:

---

---

---

Agreed to (with specifications noted above) on \_\_\_\_\_ (Date)

\_\_\_\_\_  
Signature, Clerk of Session

\_\_\_\_\_  
Signature, Covenant Pastor

Date approved by the Committee on Ministry: \_\_\_\_\_