

**TRANSITIONAL PASTOR AGREEMENT**  
**Salem Presbytery**

In covenant with Salem Presbytery, the following agreement between the Session of \_\_\_\_\_, and the Reverend \_\_\_\_\_ is for providing Transitional ministry to this congregation. The Reverend \_\_\_\_\_ will be the Transitional Pastor of this congregation for a period of \_\_\_\_\_ months beginning \_\_\_\_\_.

**This is an:**

- Initial agreement
- Renewal agreement (If no changes, skip to signatures)

**THE TRANSITIONAL (INTERIM) PASTOR:**

- Will/will not serve as head of staff.
- Will/will not assist in the preparation of the Church Information Form.

**THE TRANSITIONAL (INTERIM) PASTOR SHALL (check all that apply):**

- Serve as Moderator of Session.
- Work closely with the Transition Committee of the congregation and the COM Liaison.
- Lead worship and preach each Sunday. (Specify Sundays if less than full time)
- Do pastoral calling on the ill, homebound, and prospective members.
- Officiate at weddings and funerals.
- Plan and moderate Session and congregational meetings.
- Assist the boards and committees to carry out their assigned tasks.
- Train newly elected officers.
- Help conduct a Mission Study (with congregation and/or Transition Committee support)
- Participate in training for the Pastor Nominating Committee.
- Perform other administrative duties as requested by the Session.
- Other duties: \_\_\_\_\_

## **GOALS FOR THIS MINISTRY SHALL BE:**

1. To work together to provide for the spiritual growth and the ongoing mission and work of the church.
2. To work together through the generally recognized developmental tasks of an interim/transitional period, as summarized by the following **Five Focus Points**:
  - a. Heritage: Recognize and name our past history, work through grief/adjustment process that usually follows the loss of a minister, find meaning in this history.
  - b. Mission: Who are we now? Who are our neighbors now? What is God calling this congregation to do now? Help the congregation to focus on and articulate its guiding identity and mission in the present.
  - c. Connections: Celebrating, creating, or renewing denominational, geographical, and technological connections.
  - d. Leadership: Review the membership needs and the membership's way of organizing and developing new and effective leadership within the congregation, seek ways to empower new ideas and leadership to emerge in constructive ways.
  - e. Future: Naming a possible future for the congregation.
3. To work together to prepare the congregation to receive a new installed pastor, using the transitional time to assess the current and future journey of the congregation, to focus on what might need to be changed, and to lead and support the congregation in fulfilling the **Five Focus Points**. This process should include:
  - a. Providing transformational leadership with Session and Congregation to identify a vision and strategic plan to realize a new future.
  - b. Providing support for assessing current state of Church culture, healthy and unhealthy behaviors and actions that promote conflict and leadership for resolution.
  - c. Empower, educate, and encourage Ruling Elders to lead by example, enhance what is positive and deal with conflict as healthy leaders for a Healthy Church.

During the length of this agreement, the Transitional Pastor will be accountable to the Presbytery through its Commission On Ministry. At the end of the agreement, the Session agrees to review and evaluate the Transitional Pastor's work.

It is understood that the Reverend \_\_\_\_\_ will assist the Pastor Nominating Committee with methods, processes and adequate reports, but **WILL NOT** be involved in **ANY** way with the search or selection of the new pastor. Any suggestions the Transitional Pastor has to make about potential pastors of this congregation will be submitted to the Commission On Ministry.

It is also understood that ordinarily the Transitional Pastor is *not* eligible for the Installed position.

This agreement is for a period of \_\_\_\_ months but may be terminated by the Session upon 30 days written notice in consultation with the Commission on Ministry. The Transitional Pastor may terminate the agreement with a 30-day written notice and forfeiture of any payment beyond that period. This agreement and the Pastor's work will begin \_\_\_\_\_.

The agreed upon compensation will be continued for two months after the end of this agreement (either by the expiration of agreement or by termination by the Session) or until the Reverend \_\_\_\_\_ begins work in another position, whichever occurs first.

Example 1: 12-month agreement begins on Monday, April 2, 2018 and concludes on Sunday, March 31, 2019, agreement is allowed to expire without renewal. Therefore, compensation continues throughout April and May unless the transitional pastor secures employment during that period.

Example 2: 6 month renewal agreement begins on Sunday, February 24, 2019, Session gives 30 days written notice on Sunday, May 5, 2019. Transitional Pastor's last day of service is Monday, June 3, 2019. Therefore, compensation continues throughout June and July.

Any unused vacation or study leave time accrued should also be calculated into exit plans for compensation and/or time.

**TERMS:**

The Transitional Pastor is employed (complete the appropriate portion below):

- On a part-time basis consisting of \_\_\_\_\_ days or units (a unit is the major part of a morning, afternoon or evening) per week.
- On a full-time basis, serving approximately 10 work units per week (a work unit is the major part of a morning, afternoon, or evening).
- Will take time off weekly. Choose one: 2 days    1½ days    1 day

He will be compensated as follows:

SALARY	\$
HOUSING	\$
BOARD OF PENSIONS (Participation is required for service of 20+ hours/week)	PROVIDED
AUTOMOBILE EXPENSE	Reimbursed at IRS allowable rate
CONTINUING EDUCATION	\$
OTHER: SECA, dental, etc. Professional Expense Reimbursement	\$

The cost of moving onto the field will be paid by this church.

Study leave will be pro-rated at 2½ days every two months. If the Transitional Pastor does not already have formal interim training, it is expected that he or she will use continuing education time and money as a high priority as soon as possible for Phase I Training; and complete Phase II thereafter at the earliest opportunity.

Vacation time will be pro-rated at 2½ days per month.

\_\_\_\_\_ Transitional Pastor

\_\_\_\_\_ Clerk of Session

\_\_\_\_\_ Moderator, Commission On Ministry

Once this form is signed by Pastor and Clerk, it should be submitted to Christine Ratledge ([cratledge@salempresbytery.org](mailto:cratledge@salempresbytery.org)) in Salem Presbytery's office for review by the Commission On

Ministry.

After this review, it will be signed and a file copy will be returned.

**TRANSITIONAL PASTOR AGREEMENT**  
**with**  
**Salem Presbytery**

The following agreement between the Commission On Ministry of Salem Presbytery and the Reverend \_\_\_\_\_ is for providing Transitional pastoral ministry to the congregation of \_\_\_\_\_ and for a clear understanding of the accompanying commitment the Reverend \_\_\_\_\_ commits to Salem Presbytery while serving as a Transitional minister within its bounds that,

**The Transitional Pastor:**

Shall ordinarily be a member of Salem Presbytery or obtain approval to labor outside of the bounds.

**She/He shall:**

- Attend Transitional Pastor face-to-face and online meetings. The Transitional Ministry Network meets via Zoom monthly (final Tuesdays of month at 10am) and three times each year at the presbytery office or other location. The face-to-face gatherings are a bag lunch followed by a roundtable discussion of our individual work. You're expected to attend these gatherings and attendance will be recorded. Contact one of the Transitional Ministry Network leaders (see contacts below) for the current schedule.
- Attend quarterly Presbytery meetings.
- Submit a written Transitional Pastor Report on the Church's status to the COM Chair/s and the COM liaison to the congregation:
  - At 3 months:
    - An initial assessment to include first impressions on the congregation's strengths, weaknesses, and the plan of action that is forming for the transitional period.

- Every 6 months (from starting date):
  - Follow up reports should evaluate progress and/or changes in the plan of action, making note of successes, failures, growing edges, and places where the congregation is unwilling to change. Commentary on possible future paths for the congregation or other information of note from the transitional period should be included.
  
- An initial twelve month evaluation is required of all Salem Presbytery Transitional Pastors. This evaluation will be conducted as a meeting(s) between representatives of the Transitional Ministry Committee, the Transitional Minister, and members of Session and/or the congregation's Transition Team.

\_\_\_\_\_ Transitional Pastor

\_\_\_\_\_ Moderator, Commission On Ministry

**For questions or other information contact:**

Amanda Anderson - Co-Moderator of Commission on Ministry (COM) [acovington@bellsouth.net](mailto:acovington@bellsouth.net)  
 John W. Johnson - Co-Moderator of Commission on Ministry - [pastor@bethanypreschurch.org](mailto:pastor@bethanypreschurch.org)