

**TRANSITIONAL PASTOR AGREEMENT**  
**Presbytery of Northern New York**

The following agreement between the Session of \_\_\_\_\_  
Presbyterian Church in \_\_\_\_\_, NY and the Reverend \_\_\_\_\_  
is for providing transitional pastoral ministry to this congregation.

The Transitional Pastor Agreement is intended to last for an approximated period of 6-12-  
24-36 months beginning \_\_\_\_\_.

**THE TRANSITIONAL PASTOR:**

Will \_\_\_\_ will not \_\_\_\_ serve as head of staff.

Will \_\_\_\_ will not \_\_\_\_ assist in the preparation of the Ministry Information Form.

**SHE/HE SHALL** (check all that apply)

- ✓ Serve as Moderator of Session.
- ✓ Work closely with the Transition Committee of the congregation and the COM.
- ✓ Lead worship and preach \_\_\_\_\_ Sundays a month except for vacation and study leave.
- ✓ Do pastoral calling with the ill, homebound, and prospective members.
- ✓ Officiate at weddings and funerals as requested.
- ✓ Plan and moderate Session and congregational meetings.
- ✓ Assist the boards and committees to carry out their assigned tasks.
- ✓ Train newly elected officers.
- ✓ Help the Transition Team and/or Pastor Nominating Committee conduct a Mission Study.
- ✓ Perform other administrative duties as requested by the Session.
- ✓ Other duties:
  - Attend church and/or community events adjusting weekly hours accordingly.
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**FOCUS POINTS FOR THIS MINISTRY SHALL BE:**

1. *Reviewing how the congregation has been shaped and formed*—It is important for congregations to know their history so they can appreciate their heritage and, at the same time, be aware of the issues and concerns that need to be resolved in order to move freely into the future.
2. *Defining and redefining sense of purpose and direction*—The mission of a congregation is examined by asking "Who are we now in our present context and who/what is it do we understand God calling us to be?" This Focus Point involves discerning a vision to which a congregation Believes it is being called to live out.

3. *Reviewing the congregation's ways of organizing and developing new and effective lay and clergy leaders*—Over a period of time the leadership of most congregations begins to take on much of the style and values of the previous pastor. When that pastor leaves, there is often a time when persons who have been in leadership rethink their commitment and determine whether or not they want to continue in leadership positions.
4. *Discovering the relationships and networks the church builds beyond itself*—Congregations often are not aware of the support and resources they receive from their denominational structures. That relationship is normally more visible while the structures of the church beyond the congregation are engaged in working with the congregation in moving through the interim period and seeking to find the right pastor to call. The transition time helps raise the awareness of a congregation to its denominational heritage, ministries, and resources.
5. *Synthesizing the transitional work, activating and training the pastor nominating committee, and coaching the committee as requested to do its work*—When a congregation has developed a shared vision of its future and has sought to call a pastor to help lead it in moving into that future, there will be a new commitment both to that new leader and to a hope-filled future.

During the length of this agreement, the Transitional Pastor will be accountable to the Presbytery of Northern New York 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.

This agreement is for a period of up to \_\_\_\_ months, but may be terminated by the Session upon 30 days written notice. (See **NOTE** below.) The Interim Pastor may terminate the agreement with a 30-day written notice and forfeiture of any payment beyond that period.

## TERMS

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

- \_\_\_\_\_ On a part-time (3/4 Time) basis consisting of \_\_\_\_ 4 \_\_\_\_ days per week.
- \_\_\_\_\_ On a full-time basis, serving approximately \_\_\_\_\_ days per week.
- \_\_\_\_\_ Will take time off weekly. Choose one: \_\_\_\_ 2 days \_\_\_\_ 1½ days \_\_\_\_ 1 day

**COMPENSATION**

Salary (annually)	
Housing (annually)	
Board of Pensions	
SECA Allowance	
Professional Expense Reimbursement	
Estimated Mileage Reimbursement*	
Continuing Education Reimbursement	

Total \$

\*This amount is not part of the compensation and should not be listed under the Interim’s compensation in a line item in the church budget. The IRS will consider it taxable if listed under compensation in the budget.

- **NOTE:** The above compensation will continue for two months after the cessation of employment either by 1.) the expiration of agreement or 2.) by termination by the Session or 3.) until the Reverend \_\_\_\_\_ begins work in another position, whichever occurs first. When the Session gives the Transitional Pastor 30 days notice, there shall be two months severance which will include Board of Pension Dues and any additional coverage the Transitional pastor had chosen, e.g. SECA, dental.
- Study leave is TWO weeks (including 2 Sundays) and Vacation is FOUR weeks (including 4 Sundays)

*Transitional Pastor*

*Clerk of Session*

*Moderator/Co-Moderator, Commission on Ministry*

**INTERIM PASTOR AGREEMENT**  
**with the Presbytery of Northern New York**

The following agreement between the Commission On Ministry of the Presbytery of Northern New York and the Reverend \_\_\_\_\_ is for providing transitional pastoral ministry to the congregation of \_\_\_\_\_ Presbyterian Church. During the time of service to this congregation, the Reverend \_\_\_\_\_ commits to the following while serving as a Transitional Pastor within its bounds.

- The Transitional Pastor shall be a member of Northern New York Presbytery.
- The Transitional Pastor shall attend regional pastor gatherings as offered by the presbytery
- The Transitional Pastor shall attend Presbytery meetings.
- The Transitional Pastor shall present to the Commission On Ministry a written report after 30 and 90 days and every 6 months thereafter.

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*Transitional Pastor*

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*Moderator, Committee on Ministry*