

TRANSITIONAL PASTOR CONTRACT - Year \_\_\_\_\_

The Session of \_\_\_\_\_, a congregation of the Presbytery of Milwaukee enters into the following contract for Transitional Ministry with the Rev. \_\_\_\_\_ This contract will be for a period of \_\_\_\_\_ (months) beginning \_\_\_\_\_.

This is a \_\_\_\_\_ FULL TIME ministry  
\_\_\_\_\_ PART TIME ministry at \_\_\_\_\_ (indicate hours per week)

This ministry will include (**Please check all fields pertaining to this position.** If this is a less than full-time call, the session and pastor should work out together how much time per week is required.):

- \_\_\_\_\_ Worship leadership and preparing the bulletin (Specify Sundays if less than full time)
- \_\_\_\_\_ Moderator of Session (and congregational meetings)
- \_\_\_\_\_ Pastoral calls to the ill, homebound, and as needed to other members
- \_\_\_\_\_ Officiate at weddings and funerals as requested
- \_\_\_\_\_ Assist the church committees, boards, and session to carry out assigned tasks
- \_\_\_\_\_ Work on focus points to prepare the congregation for a pastoral transition, including (1) **Heritage:** understanding the congregation’s history, its historic calling, and the calling of the Presbyterian Church (U.S.A.); coming to terms with any conflict; recognizing the changing role of the church; (2) **Leadership:** strengthening patterns of leadership; reviewing policies and procedures; assessing finances; assessing appropriateness of church property; (3) **Connection:** deepening denominational ties; developing healthy relationships with the community and mission partners; (4) **Mission:** examining call to mission; becoming aware of community needs; aligning mission activities with call; (5) **Future:** imagining the short- and long-term vision for the congregation; asking “what is God calling us to become?”; addressing any disconnects between the congregation and its community
- \_\_\_\_\_ Engage the congregation in self-study using various tools as appropriate to the context (e.g. focus groups, Holy Cow!, appreciative inquiry)
- \_\_\_\_\_ Use congregational teams to engage the transition work and empower the leadership (e.g., Interim Committee, Session)
- \_\_\_\_\_ Oversee preparation of Mission & Ministry Study report
- \_\_\_\_\_ Provide regular reporting and check-in’s with Commission on Transitional Ministries and Session
- \_\_\_\_\_ Administrative duties
- \_\_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_ Other: \_\_\_\_\_

**Goals for This Ministry**

(Within the categories of work identified above, specify any particular goals for the Pastor and congregation during this time period.)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

It is understood that the Rev. \_\_\_\_\_ 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 the potential pastors of this congregation will be submitted to the Commission on Transitional Ministries.

**COMPENSATION**

Complete all lines, adding a zero or N/A where the specified term/benefit is not provided.

\*Compensation will be paid to the Transitional Pastor according to annual terms which meet or exceed the Minimum Compensation Standards of Milwaukee Presbytery. Please refer to those Minimum Compensation Standards on the Presbytery website for all items with an asterisk below.

**Effective Salary**

- 1. \*Cash Salary (12 month equivalent) \$ \_\_\_\_\_
- 2. Housing / Utilities Allowance or Manse Value \$ \_\_\_\_\_
- 3. Contributions to PCUSA Fidelity 403b or other retirement \$ \_\_\_\_\_
- 4. Additional Compensation or Allowances (please specify below) \$ \_\_\_\_\_

\_\_\_\_\_  
**Total Effective Salary for Board of Pensions** (summary of 1-4) \$ \_\_\_\_\_

Additional: 1/2 SECA (7.65%) \$ \_\_\_\_\_

**Benefits**

- 1. Board of Pensions \$ \_\_\_\_\_
  - 2. BOP Optional Coverage (please specify) \_\_\_\_\_ \$ \_\_\_\_\_
- (Rev.12.22.22)

- 3. Other (ie: Medical Reimbursement) \$ \_\_\_\_\_
- 4. Vacation **Minimum** of four weeks including four Sundays  
(If greater, please indicate here \_\_\_\_\_)
- 5. Paid Sick Leave (up to 10 days for each year of service)

**Professional Reimbursable Expenses**

- 1. Mileage Reimbursement at current IRS rate  
\$ \_\_\_\_\_
- 2. \*Continuing Education
  - a. Reimbursable expenses (travel, lodging, fees, materials) \$ \_\_\_\_\_
  - b. \_\_\_\_ Minimum 2 weeks/year including 2 Sundays  
\_\_\_\_ Other: \_\_\_\_\_
- 3. \*Professional Expenses \$ \_\_\_\_\_

Salary and Housing will be paid (check one) \_\_\_\_ monthly; \_\_\_\_ twice a month on the \_\_\_\_ and \_\_\_\_; or \_\_\_\_ bi-weekly

**By signing below, the parties acknowledge that they have read and agree to the Pastoral Personnel Policies, the Ethical Boundaries Policy and the Dissolution Policy of the Presbytery of Milwaukee (all are found on the Presbytery’s website under Documents & Resources/Commission on Transitional Ministries; [www.pbymilwaukee.org/commission-on-transitional-ministries.html](http://www.pbymilwaukee.org/commission-on-transitional-ministries.html)).**

**In particular, the parties affirm that dissolution of the pastoral contract may be initiated by the pastor, the session, or the Presbytery; but pastoral relationships may be dissolved only by the Presbytery. Because this is a Transitional Pastor Contract, it is expected that both the pastor and the congregation will be in continual discernment about when this contract will be dissolved for the mutual benefit of the parties. Unless a greater time is specified here (\_\_\_\_\_ days), the party seeking dissolution should plan that a minimum of 30 days is needed to dissolve a call and should provide affected parties as much notice as possible.**

Date of Session Action: \_\_\_\_\_

Clerk of Session signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pastor signature: \_\_\_\_\_ Date: \_\_\_\_\_

CTM Moderator signature: \_\_\_\_\_ Date: \_\_\_\_\_

“By action of the presbytery, this relationship was recorded in the rolls and records of the Presbytery and the General Assembly.”

Stated Clerk (or Associate Stated Clerk) signature: \_\_\_\_\_

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Contract renewal: Beginning date \_\_\_\_\_ End date \_\_\_\_\_

Initials: Clerk \_\_\_\_\_ Pastor \_\_\_\_\_ CTM Moderator \_\_\_\_\_ CTM approval date \_\_\_\_\_

Stated Clerk (Assoc. Stated Clerk) \_\_\_\_\_

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Contract renewal: Beginning date \_\_\_\_\_ End date \_\_\_\_\_

Initials: Clerk \_\_\_\_\_ Pastor \_\_\_\_\_ CTM Moderator \_\_\_\_\_ CTM approval date \_\_\_\_\_

Stated Clerk (Assoc. Stated Clerk) \_\_\_\_\_