

MINISTRY CONTRACT (PART TIME) TEMPLATE

For the purpose of providing transitional and pastoral leadership during a period of rediscovery and adjustment to change, it is agreed that the Rev. _____ will serve as a part time Specialized Transitional Minister (STM) of the _____ Christian Reformed Church of _____, _____, beginning on _____, 20____, and concluding _____, 20____. Contract extensions can be negotiated if it appears that an extension would be productive, not to exceed a total contract length of 24 months. It is agreed that this contract can be terminated upon 60 days notice either by the STM and by Thrive staff or by the council of the Church.

OUR SHARED EXPECTATIONS

During this period the STM will assist the congregation in self-study, analysis, evaluation, and goal setting by reviewing the past and planning for the future in such a way as to strengthen and enhance the mission and unity of the congregation. The STM will also prepare the congregation for its relationship with its next pastor, who will be called according to synodical regulations.

And, during this period, the STM and the congregation will, in covenant with one another and with the help of God, seek to provide the following pastoral services (*please indicate in parentheses the approximate number of STM hours anticipated; if unable to designate any number of hours, please rank in order of importance*):

- () Leadership of Sunday worship, administration of the sacraments, and special services selected by the worship committee, as needed.
- () Counseling and/or referral in crisis situations.
- () Serving as lead teacher and resource for the New Member and/or Profession of Faith classes.
- () Pastoral ministry such as visitation of hospitalized and shut-in members..
- () Officiating at weddings and funerals.
- () Attending and resourcing meetings of the council and elders of the congregation of the church, plus other groups as specifically requested.
- () Attending and resourcing the meetings of the Transition Team if it does not serve in the capacity of a Pastoral Search Team.
- () Providing leadership and resourcing for adult education and/or Bible study groups.
- () Providing administrative oversight for the daily affairs of the church, including being "head of staff."

The STM will be primarily responsible to the council of the congregation, but is also accountable to Thrive and, in general terms, to his/her calling church.

COMPENSATION

THE CONGREGATION OF _____ CHURCH SHALL:

- A. Support the ministry of the STM with their prayers and wholehearted participation in the transitional ministry process and the on-going ministry of the Church.
- B. Provide compensation as follows:
 - 1. Cash salary of \$ _____ per month. The guideline for full-time salary and benefits will ordinarily be the greater of EITHER 110% of the previous pastor's salary and benefits OR the average of the salaries of area (classis) pastors.
 - 2. Housing allowance of \$ _____ per month OR (if continuous on site presence is agreed upon by the council and STM): Free use of a furnished dwelling as his/her residence while he/she is employed as transitional pastor by the church. The church shall maintain the dwelling and pay all utilities, taxes and other usual expenses relating to the upkeep and maintenance of the property as a place of residence (i.e., yard maintenance, snow removal, cable television, high-speed internet connection, etc.).
 - 3. Accountable business expense of \$ _____ per contract term OR car allowance of \$ _____ per mile or actual expenses as outlined in classis requirements.
 - 4. Provision for cell phone expenses of \$ _____ per contract term.
 - 5. Medical insurance and pension per CRCNA requirements.
 - 6. Social Security reimbursement of \$ _____ per month.
 - 7. Professional development of \$ _____ per contract term and _____ week(s)

OTHER CONSIDERATIONS:

- A. Paid vacation will be accrued at the rate of one week for every twelve weeks of service.
- B. Participation in classical and continuing educational events is expected, but the STM may not normally serve as a delegate to the broader assemblies since he/she is not an officebearer in the congregation.
- C. The STM will be encouraged to attend the annual STM Conference in April, sponsored and funded by Thrive.
- D. At the conclusion of the transitional pastor's term of service, additional weeks of compensated "down time" (2-4 weeks) will be granted to enable the transitional pastor to adjust from one ministry to another. This should be addressed at the time of hire and agreed upon when the circumstances of the departure are known.

The following signatories indicate their understanding and agreement with all of the terms of this contract, with the council president or vice president signing this document on behalf of the council of _____ CRC.

_____ Date

Council President or Vice President

_____ Date

Council Clerk

_____ Date

Specialized Transitional Minister