

Final Contract Transitional Pastor

Purpose

The purpose of this position is to provide spiritual and administrative leadership to the congregation and staff of [Church Name] Church in [town], California in accordance with the Book of Order of the Presbyterian Church USA (PCUSA). [Church Name] is [church statement of vision & mission]. This agreement is between the teaching elder, the Session of [Church Name] Church, and the Presbytery of North Central California.

Duties (Sample: Please adapt for your congregations current needs)

- Encourage stronger, deeper trust in God individually and corporately.
- Work with the staff and volunteer leadership, identify and lead through changes needed to prepare for a new era of pastoral leadership. A significant part of this means the TP will provide a clear vision and leadership for developing and empowering the staff and Session as [Church Name] prepares for its new installed pastor and will support the church's work to clarify who it is, who its neighbors are and what God is calling it to be and to do and support the preparation of a report that summarizes those findings.
- Lead worship and preach at regular Sunday Services.
- Serve as Head of Staff and provide administrative leadership to employees. Supervise staff in a manner that encourages excellent performance in their roles as well as their personal growth.
- Engage with worship and music leaders to plan and coordinate regular and special worship services.
- Support the work of the volunteers/staff to nurture and encourage all ages of people in the congregation.
- Engage with staff to oversee all church print and electronic communications.
- Officiate at weddings, funerals and memorial services.
- Call on sick, homebound and hospitalized congregants, encouraging and training volunteers to provide caring visits.
- Provide counseling and pastoral care/advice to congregants.
- Moderate Session meetings and congregational meetings.
- Work with committees and various church work groups in setting objectives, implementing their plans and evaluating results.
- Participate in teaching classes on sermon topics and biblical themes, as well as confirmation and new member classes.
- Provide orientation and training for new elders, deacons, and committee chairs.
- Represent the church in dealings with outside organizations.
- Attend Presbytery meetings and provide reports to the Presbytery as requested.

Expectations

- If the chosen TP is not already a member of the presbytery, it is expected that they will become a member of this presbytery.
- The TP will not be involved with the Pastor Nominating Committee except to encourage reporting to the congregation. It is understood that the TP will not be a candidate for the pastoral position once it is opened.

Terms of Employment

- This Transitional Pastor position is a [full or part-time] exempt position for [#] hours/week including office hours, worship services each Sunday, Session and ministry group meetings, and other meetings as required to fulfill the duties as described.

- There will be 30 vacation days (4 Sundays) and 2 weeks of study leave (2 Sundays) for a full-time 12 month contract and will be pro-rated for part-time with 15 vacation days (2 Sundays) and 1 week of study leave (1 Sunday) for 20 hour contracts.
- The position will extend for [#] months from the start date. At any time during the agreement either the Transitional Pastor or the Session of the church may dissolve the relationship upon providing 30 days written notice to each of the three parties. This does not include accrued vacation time at the time of termination. The agreement may be extended beyond [same #] months upon written notice and approval by the Presbytery's Vitality in Ministry Commission.
- During the period of this agreement, the Transitional Pastor will be accountable to the Session and to the Presbytery through the Vitality in Ministry Commission.

Compensation and Benefits

- Total Salary and Housing: _____
Salary: _____ Housing: _____
- PC(USA) BOP-Pastor's Participation (*Please consult BOP Benefits Calculator: <https://www.pensions.org/decision-guide/>*): _____
- Study Leave - \$ _____ (\$1500 is the 2026 minimum)
- Full-Time minimum salary \$65,935
- Automobile reimbursable expense account: _____
- Professional expense account: _____
- Relocating expenses: typically "up to \$ _____" and remind the pastor that any amount will be considered salary for tax purposes

Clerk of Session:

Chair of VIM or designee:

Transitional Pastor: