A Covenant for Ministers of the Word & Sacrament in Interim Settings

Second
(Name of Church)

Presbyterian Church of
Saginaw, Michigan
(City & State)
and
The Presbytery of Lake Huron
and
Philomena Ofori-Nipaah
(Print Full Name)

The Session of the Second Church of Saginaw, MI being satisfied with the qualifications of the Rev. Philomena Ofori-Nipaah and believing his/her ministry will be of spiritual benefit to us, requests the Presbytery of Lake Huron to approve our agreement with the Rev. Philomena Ofori-Nipaah to serve as Interim Pastor, beginning June 1, 2022 and ending December 31,2022. It is agreed that this is a full-time position requiring approximately 40-50 hours each week.

RELATIONSHIPS:

The Interim Pastor shall:

A. Ordinarily become a member of Lake Huron Presbytery: The Presbytery shall appoint the Interim Pastor as the Moderator of Second Church Session.
B. Be responsible to the Presbytery of Lake Huron through the Commission on Ministry (COM).
C. Will serve, along with the COM transition specialist, as a consultant to the Session in conducting a mission self-study, and in the eventual preparation of the Ministry Information Form (MIF).
D. Participate with the COM and the Session in an evaluation of their ministry on a quarterly basis.
E. Will not be a candidate for the pastoral office of this congregation and will in every way seek to prepare the way for the coming of an installed pastor.
F. Will not initiate contact with the Pastor Nominating Committee of the Church during its search process, except to see that regular progress reports are provided to the congregation. Any suggestions the Interim Pastor has are to be submitted to the COM.

RESPONSIBILITIES:

A. Plan and provide spiritual and administrative leadership to the congregation by:
   1. Leading well planned and prepared worship services.
   2. Ensuring pastoral care is provided to the congregation including calling upon the sick and shut-ins on a regular basis.
   3. Officiating at weddings and funerals as requested.
   4. Moderate Session and congregational meetings.
   5. Work with the various boards and committees of the church to assist and support them in accomplishing the ministry of the church.
   6. Train the elected officers of the church in their duties; conducting on-going training for all Session members.
   7. Other: _____
      _____

B. Plan and provide the following specialized Interim Leadership Tasks:

1. Help the congregation to examine its past history and work through the grief/relief process which usually follows the loss of a minister.
2. Enable the congregation to identify who they are and what God is calling them to be and do. Identifying current issues the congregation faces and develop ways and means to resolve those issues.
3. Guide old and new congregational leadership in examining their personal commitments and ministries, both individually and collectively.
4. Assist the Session/congregation in discovering the resources available through presbytery, synod, and General Assembly, and improving their utilization of said resources.
5. Prepare the congregation for committing itself to a covenant relationship with their "called" pastor.
6. Develop and expand interim ministry skills through participation in Interim Ministry Support Groups and Interim Pastor seminars and training events as available.

TERMS

Unless authorized by the Commission on Ministry prior to seeking interim candidates, the effective salary of the interim pastor/ associate pastor shall equal or exceed that of the former installed pastor/ associate pastor.

A. The Rev. Philomena Ofori-Nipaah is employed by the Session of the Church on a full-time basis, serving approximately 40-50 hours per week and will be compensated as follows:

Cash Salary	$ 57,131.00	
Either Housing Allowance	$ 14,500.00	(amount of salary dedicated as housing allowance determined by candidate)
Or Use of the Manse	$ _____	(At least 20% of all other compensation included in effective salary)
Manse Utilities Allowance	$ _____	(Enter zero if utility services are in church's name and paid directly by the church)
Other (specify)	$ _____	(See "Understanding Effective Salary" from the Board of Pensions)
Other (specify)	$ _____	

Total Annual Effective Salary: **$ 71,631.00**

Pension, medical, disability, dental and death benefit coverage under the Board of Pensions	$ 20,330.52	(Cash Salary + Housing + SECA reimb. over 7.65%) * 37% (Enter an amount based on the required percentage set by the Board of Pensions, or on the menu options assigned to this position)

(Medical from menu plan = 13,167.36. Pension 71,631.00 * 8.50% = 6,088.68. D&D 71,631.00 * 1% = 716.28. Temp Dis 71,631.00 * 0.50% = $358.20 **Total = 20,200.44**)

SECA offset (if any)	$ 5,479.77	(Up to ½ SECA liability may be provided without incurring BoP dues)
Minister Reimbursements (by voucher):		
Automobile mileage	$ 1,500.00	(Enter an amount based on estimated mileage reimbursed at the IRS rate)
Continuing Education and Books	$ 1,500.00	(Presbytery minimum = $300 per week)
Other (specify) Professional	$ 700.00	
Other (specify) Cell Phone.	$ 600.00	(up to $50/month reimbursement of pastor only cell phone bill)

Total Maximum Reimbursements: **$ 4,300.00**
Total Annual Salary and benefits **$ 101,741.29**

Moving expenses will be reimbursed in the amount of up to $4,000.00 (reimbursed as vouchered)
Vacation: 4 weeks (one week/quarter) including 4 Sundays
Minimum one week per quarter vacation, cumulative to four (4) weeks per year.
Continuing education: 2 weeks including 2 Sundays
Two weeks per year continuing education, (including 2 Sundays, shall include COM-mandated interim training, if required)

The Commission on Ministry reminds the Pastors and Sessions of the Presbytery of Lake Huron that vacation shall not accrue beyond the calendar year and that no continuing education funds/time or reimbursed allowances (auto, medical, etc.) shall be authorized beyond the date of dissolution without approval of the Commission on Ministry.

TERMINATION

A. This contract may be terminated prior to its natural conclusion by thirty (30) days written notice given by either the Session or the interim pastor, with the agreement of the COM.

B. The Session's failure to negotiate an extension of this covenant prior to thirty (30) days from its expiration date shall be considered notice of termination. (Date notice is needed is May 1, 2022.)

C. Unless approved by the Commission on Ministry, no continuing education time or funds shall be granted after the date of contract dissolution.

D. Unless approved by the Commission on Ministry, no reimbursed allowances (auto, medical, etc.) shall be authorized beyond the prorated amount up to the date of dissolution.

E. Unless approved by the Commission on Ministry, the interim pastor shall not perform any pastoral functions after the date of contract dissolution.

F. The Session and the COM agree to conduct an evaluation and exit interview with the interim pastor not more than thirty (30) days prior to termination and not more than thirty (30) days after termination.

G. If the interim pastor does not have a new position and is actively seeking another position, the COM may require the Session to provide continued compensation (exclusive of vouchered reimbursements) to the interim pastor for up to 30 days beyond the term of service, and continuation of major medical/pension benefits for up to 90 days following consultation with the Session and the Interim Pastor. The determination will be based on the circumstances of termination, costs of relocation, and other factors, at the sole discretion of the COM.

TESTIMONY

1) In testimony whereof we have subscribed our names.

Interim Pastor	Clerk of Session
Date	Date

2) The above contract has been reviewed and approved by the Commission on Ministry.

Date	Chair, Commission on Ministry

3) The above contract has been found in order and approved by the Presbytery of Lake Huron.

Date	Stated Clerk of the Presbytery

4) This is to certify that I have received and accepted this covenant/ contract to serve as Interim Pastor of _____ . I understand that the Presbytery of Lake Huron will not approve a call to me as the next installed Pastor or Associate Pastor of this congregation.

Date	Interim Pastor