

The Presbytery of Long Island  
Committee on Ministry  
May 15, 2012

#### ASSISTANT PASTOR CONTRACT

This contract is for the purpose of providing assistant pastor services to the \_\_\_\_\_ Church and is an agreement among:

- 1) The Session of the \_\_\_\_\_ Church.
- 2) The Rev. \_\_\_\_\_ (assistant pastor)
- 3) The Pastor Rev. \_\_\_\_\_ (supervising pastor), and
- 4) The Presbytery of Long Island.

#### TERM

The term of this contract will be for a period of one year, beginning \_\_\_\_\_.  
It may be extended by mutual agreement of all parties for periods not to exceed one year at a time.

#### TITLE

The Rev. \_\_\_\_\_ will be the assistant pastor of the \_\_\_\_\_ Church.

#### ACCOUNTABILITY

The assistant pastor is accountable to the Presbytery through the Committee on Ministry and to the Session through the supervising pastor or other head of staff, and through the personnel committee.

#### EXPECTATIONS OF THE ASSISTANT PASTOR

- 1) Will become a member of the Presbytery of Long Island and remain a member in good standing.
- 2) Will moderate the Session only at the invitation of the supervising pastor.
- 3) Will fulfill the specific responsibilities outlined in the attached Position Description (Attachment A)
- 4) Will serve the church full/part time of approximately \_\_\_\_\_ hours/week.

#### EXPECTATIONS OF THE SESSION

- 1) Will provide collegial support and consultation in working with the assistant pastor and the Presbytery.
- 2) Will review the assistant pastor's work through the appropriate committee at least annually.

- 3) Will provide reasonable time away as needed to allow the assistant pastor to fulfill responsibilities in the larger church.
- 4) Will review this contract with the assistant pastor for changes in both the position description and the terms and for renewal by \_\_\_\_\_ (date at least 60 days prior to the end of the contract).
- 5) Will provide compensation to the assistant pastor as described in Attachment B (Form D.0101- D2.0202)

#### EXPECTATIONS OF THE SUPERVISING PASTOR

- 1) Will provide supervision and support to the assistant pastor
- 2) Will meet \_\_\_\_\_ly with the assistant pastor
- 3) Will work with the Session, the Committee on Ministry, and the assistant pastor to develop and agree upon pastoral duties and responsibilities.
- 4) Will share pastoral duties and responsibilities with the assistant pastor so as to maximize ministry service in the congregation

#### EXPECTATIONS OF THE PRESBYTERY

- 1) Will provide support and consultative services to the assistant pastor through the Committee on Ministry.
- 2) Will assist the Session and the assistant pastor with emerging needs through the committees, task forces, and work groups of the Presbytery.

#### MUTUAL EXPECTATIONS

Will provide spiritual support to one another as members of the family of Christ.

#### TERMINATION

- 1) This agreement may be terminated by the Session with 30 days' notice. Failure by the Session to vote to extend the contract or to give notice of non-renewal prior to 60 days before its expiration shall be considered notice of termination on the final date of the contract.
- 2) If the Session votes to terminate the contract, the church shall pay full compensation (not including expense reimbursements) to the assistant pastor for 30 days beyond the termination date or until the assistant pastor begins comparable employment elsewhere, whichever comes first. Compensation for vacation time, if accrued, is to be paid in full at time of termination.
- 3) The contract may be terminated by the assistant pastor with 30 days' notice and payment beyond the 30 day period will be forfeited.
- 4) Should the assistant pastor retire at the termination of this contract, all compensation shall cease on the date of the termination.
- 5) This contract shall not be terminated by any party for reasons other than the expiration of the term of the contract without the advance approval of the Committee on Ministry.

