

Memorandum of Understanding

Transitional Pastoral Ministry
Alliance Transitional Ministry Network



This Memorandum of Understanding (MOU) is between the governance authority of _____ Church and Rev. _____. It has been approved by Rev. _____, District Superintendent of the _____ District of The Christian and Missionary Alliance. This MOU is effective from _____ through _____ or until the governance authority of _____ Church, has extended a call to an individual to provide permanent pastoral leadership.

PURPOSE

The purpose of transitional ministry is to equip the congregation to advance its mission, to make necessary course corrections, remove obstacles to fruitful ministry, and to prepare the church for long-lasting pastoral leadership. It is intended also to enhance the congregation's relationship to the district and to The Christian and Missionary Alliance.

The governance authority and the Transitional Pastor agree that his role is to lead [shepherd] the congregation through the transitional time, to provide pastoral care, and to prepare the church for the arrival of a new senior pastor. The transitional pastor's role is identical to that of the congregation's senior pastor. He shall serve as the chairman of the Board of Elders and/or the Church Governing Board and work with the congregation's lay leaders to determine the church's needs and pursue ministry as appropriate.

The Transitional Pastor shall not be a candidate for the position of Senior Pastor.

SCOPE OF SERVICES

The pastoral services provided by the Transitional Pastor shall include but may not be limited to the following:

1. Preach at least _ (#) _ Sundays monthly and lead worship on Sunday mornings and other special occasions as agreed upon by the elders of the congregation. This includes working with the worship team to plan and conduct worship services as well as officiating at baptisms, weddings, funerals, and other occasions as requested.
2. Provide leadership, support and mentoring to the elders and governance authority.
 - a. Meet with the congregation's leadership for prayer and training, and to provide support to lay leadership and other volunteers.
 - b. Conduct meetings of the elders and the church governing board.
 - c. Address administrative needs and oversee other members of the pastoral and administrative staff

d. Assist the governance authority in identifying the gifts and abilities needed by the future Pastor to insure clarity of roles and expectations.

3. Provide leadership in each of the following areas of ministry as may be required:

- a. Conflict resolution and peacemaking.
- b. Leading a review of the church's ministry needs and develop strategies to address the needs.
- c. Guide the church's ministry in areas related to small groups, assimilation, evangelism, discipling and other organizational issues.

4. Examine the current church governing structure and recommend adjustments and improvements.

5. Strengthen linkage with district, national and global C&MA ministries.

Other:

Additional responsibilities may be agreed upon by the governance authority, the Transitional Pastor, and the district superintendent before the transitional ministry begins. Subsequent changes to the MOU must be agreed upon in advance by the governance authority and the Transitional Pastor, in consultation with the district superintendent.

AMENABILITY:

- 1. During the length of the MOU, the transitional pastor will report monthly to the elders and governance authority, as well as the district superintendent.
- 2. At the end of the transition, the governance authority agrees to provide an evaluation of the Transitional Pastor's ministry to the pastor and the District Superintendent.

TERMS AND CONDITIONS:

_____ Church agrees to compensate Rev. _____ for his services as transitional pastor as follows:

- 1. A salary of \$_____ per month in addition to providing one of the following:
 - a. furnished housing and utilities,
 - b. housing allowance in the amount of \$_____ per month for the duration of the agreement.
- 3. Reimbursement of expenses for the transitional ministry (mileage, office supplies, ministry-related meals, books and other materials, etc.), in keeping with the requirements of an accountable reimbursement plan set up by the church, The church will reimburse expenses for the pastor and his wife to attend the annual District Conference and the district's Pastors' Retreat as well as other occasional district

functions. When applicable the church shall reimburse expenses for the C&MA Bi-Annual General Council.

4. The governance authority, District Superintendent, or the Interim Pastor may terminate the MOU by giving 30 days written notice when two of the three parties to the MOU believe this appears to be in the best interests of the church.
5. If the governance authority or district superintendent terminates the MOU before the contract period ends, compensation will continue for one additional month beyond termination, or until the MOU expires, whichever is less.
6. If the transitional pastor terminates this agreement before the initial period ends, compensation concludes on the termination date in the written notice.
7. The transitional Pastor is free to pursue other ministries outside of the church so long as they do not conflict with his responsibilities to the church and the performance of his ministry duties as pastor.
8. The church agrees to relinquish all rights to ownership of sermons, talks, lectures and/or teaching and teaching materials created by the transitional pastor in the performance of his duties as pastor of the church under the terms of this MOU.
9. The church shall assist the transitional pastor to find suitable housing, including the necessary furnishings such as kitchen appliances and furniture, as well as bedroom furnishings and furnishings for a living room area; to include internet access and the cost of other utilities.
10. The transitional Pastor shall provide pastoral services ____ days each week, including Sunday and time required for sermon preparation. If the ministry assignment is full-time, he shall be entitled to one day off each week. Regular office hours shall be kept as agreed upon with the governance authority.
11. Except in cases of emergency, the transitional pastor shall not be expected to provide services on the following statutory holidays: New Year's Day, President's Day (or MLK Day), Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

If the transitional ministry is full-time, the pastor shall be entitled to 4 weeks of paid vacation per year (including 4 Sundays) in addition to the time set aside to attend district functions. The transitional pastor shall consult with the governance authority to schedule time off at mutually agreeable points throughout the duration of the MOU. Effort shall be made to minimize the impact on the preaching schedule whenever possible.

In the case of illness, the transitional pastor will be granted sick leave.

OTHER:

SIGNATURES

(Signed) Transitional Pastor Date: _____

(Signed) Church Secretary
On Behalf of the Governance Authority of _____ Church.
Date: _____

APPROVED:

(Signed) District Superintendent Date: _____

District

Please sign and date three copies of this agreement: one copy for the church, one for the transitional pastor and one for the district superintendent.