

In order to properly consider the matters that come before the Committee, please take note: the Committee meets on the second Thursday of the month; therefore, all terms of call, contracts, MDPs, commissions to install, and other documents for consideration must be emailed to Kim Stroupe [kims@shenpres.org](mailto:kims@shenpres.org) by noon on the first Thursday of the month.

## TRANSITIONAL CONTRACT WORKSHEET

Presbytery of Shenandoah

Note: This worksheet is provided as a guide to completing the transitional contract. It is not intended to provide Social Security or income tax advice. For income tax information, please refer to Internal Revenue Service publications or seek the advice of a competent tax advisor.

\_\_\_\_\_ Line 1: Annual Cash Salary – This is the actual cash amount of compensation paid to the pastor annually. It does not include any reimbursement for expenses or compensation for housing. See [Salary Guidelines](#) for additional information to determine cash salary. This is part of Board of Pensions total effective salary and part of the pastor’s compensation package.

Line 2: Housing Allowance – Enter here the amount paid to the pastor to provide for housing in one of the following two ways:

\_\_\_\_\_ a.: To provide for personally-owned housing – This amount shall not exceed the lesser of the actual cost to maintain a home (including mortgage payments, utilities, and furnishings) or the fair rental value of the home plus utilities and furnishings. IRS regulations should be consulted but, generally speaking, any household expense is considered furnishings with the exceptions of food and maid service. This is part of Board of Pensions total effective salary and part of the pastor’s compensation package.

OR

\_\_\_\_\_ b.: When a manse is provided, utilities and furnishings allowances, if paid directly **TO THE PASTOR**, are included in effective salary. (If utilities and furnishings are paid for directly by the church, see line #8.)

\_\_\_\_\_ Line 3: Other – Enter here any additional compensation (such as dental unless all employees receive dental) considered part of effective salary. (see [Understanding Effective Salary](#) published by the Board of Pensions link found on worksheet page 3) This amount is part of the pastor’s compensation package.

\_\_\_\_\_ Line 4: Additional SECA – Enter here any amount over 50% of the pastor’s SECA liability if offered. Under the terms of the Self-Employment Contributions Act (SECA), teaching elders are considered self-employed for social security tax purposes (they are considered employees for income tax purposes). A teaching elder’s SECA liability is estimated by adding lines 1 and 2 and multiplying by 15.3% (Teaching elders should consult their CPA or attorney for more precise calculations). Our presbytery compensation standards require that churches reimburse teaching elders for the portion of their SECA tax liability that would have been paid by the employer (the church) if the teaching elder were a regular employee. For calculation of this amount, see the instructions for Line 13 below. Reimbursement of 50% of SECA liability is not part of Board of Pensions total effective salary. However if the church wishes to provide more than 50% of the teaching elder’s SECA liability, the amount over 50% is included in Board of Pensions total effective salary and is part of the teaching elder’s compensation package.

\_\_\_\_\_ Line 5: Deferred Income – This would include such items as the equity fund, annuities, retirement savings accounts, etc. List any such annual contributions made by the church on behalf of the teaching elder here. This is part of Board of Pensions total effective salary and part of the teaching elder’s compensation package. See Salary Guidelines for additional information concerning the required equity fund for teaching elders living in manses.

\_\_\_\_\_ Line 6: Use of Manse – If the church owns a manse that is provided to the minister for housing, enter a minimum of 30% of the sums of lines 1, 2b, 3, 4, and 5 on this line. This figure, while not part of the total compensation package of the teaching elder, is used to calculate the teaching elder’s total effective salary for Board of Pensions purposes. See Salary Guidelines for additional information concerning use of manses.

\_\_\_\_\_ Line 7: Total Effective Salary – Enter here the sum of lines 1, 2a or 2c, and 3-6. This figure is the total effective salary on which you will calculate the cost of participation in the Board of Pensions medical and pension program.

\_\_\_\_\_ Line 8: Fair rental value of the manse, including utilities and furnishings paid directly by the church. If a pastor lives in a manse and the utility services are maintained in the church’s name and paid for directly by the church, the value of those services is NOT included in effective salary.

\_\_\_\_\_ Line 9: Reimbursable Business and Professional Expenses: An accountable plan specifying which expenses shall be reimbursed and what supporting documentation is required for reimbursement (see IRS Regulations). Such expense reimbursement plans shall include at least the following:

- a. Automobile expenses. Can be handled in either of the following ways:
  - 1) reimbursement to the minister for miles traveled in the exercise of professional responsibilities at the IRS rate-per-mile or,
  - 2) direct reimbursement of actual expenses.

Either method requires vouchers for expenses to be approved for reimbursement and a record of business and total miles driven.

- b. Books and subscriptions for business and professional purposes.
- c. Other expenses as are deemed necessary to the work of the pastor.

\_\_\_\_\_ Line 10: Continuing Education Allowance – Enter the amount provided to reimburse the minister for continuing education (seminars, classes, etc.). See Salary Guidelines for additional information.

\_\_\_\_\_ Line 11: Total Expenses – Enter the total of lines 9a-c and 10.

\_\_\_\_\_ Line 12: Major Medical – Enter the total amount paid for by the church. PPO Coverage through the Congregational Pastor’s Package starts at 17.5% (2026) of total effective salary (line 7). Please see the most recent Board of Pensions plan details for additional levels of coverage. This figure is paid to the Board of Pensions annually. If the Transitional Pastor and/or dependents will be covered through another plan provider, include the amount the congregation will contribute to those costs.

\_\_\_\_\_ Line 13: Pension and Disability – Enter the result of line 7 multiplied by 10%. This figure represents the cost of participation in the pension and disability program for either the Covenant Package or Congregational Pastor’s Package. This figure is paid to the Board of Pensions.

\_\_\_\_\_ Line 14: Required SECA – As indicated above (line 4), our presbytery compensation standards require that churches reimburse teaching elders for 50% of their total SECA liability. Enter on this line the sum of line 1 and line 2a or line 1 and line 2b and/or line 8 multiplied by 7.65%.

\_\_\_\_\_ Line 15: Other benefits – (see Understanding Effective Salary published by the Board of Pensions link found below)

\_\_\_\_\_ Line 16: Total Benefits – Enter the total of lines 12-15.

\_\_\_\_\_ Line 17: Total Compensation – Enter the total of lines 1, 2a or 2b, 3-5, 11, and 16.

Vacation and Study Leave – Enter the number of weeks of vacation, study leave, and parental leave with full compensation provided. Our presbytery standards require a minimum of four weeks' vacation and two weeks study leave each year. These standards also provide for up to eight weeks of parental leave for female clergy and three weeks for male clergy. Congregations with fewer than 150 members that cannot support full pay should pay full benefits and 75% of salary.

UNDERSTANDING EFFECTIVE SALARY booklet:

<https://pensions.org/file/what-we-offer/benefits-guidance/forms-documents/Documents/pln-103.pdf/>

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**PRESBYTERY OF SHENANDOAH  
PRESBYTERIAN CHURCH (USA)  
TRANSITIONAL CONTRACT**

The Session of the \_\_\_\_\_ Presbyterian Church being fully satisfied with your ministerial qualifications to lead and assist us in the fulfillment of our corporate and individual ministries, hereby contracts and covenants with you, \_\_\_\_\_, to become the

[Check one of the following:]

- Transitional Pastor (Full-time)
- Transitional Associate Pastor (Full-time)

for the period of time from \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_. The term of this contract is **not to exceed 36 months** (*Book of Order G-2.0504b*). Contracts exceeding 12 months shall be reviewed annually by the Session for equitable compensation, including changes in cost of living. If the contract expectations remain the same **and** there is not a net financial decrease in the terms of the contract, the Session shall report to the COM that it has reviewed the contract as required, along with any change(s) in compensation. Any substantive changes, including changes in responsibilities or expectations, number of hours anticipated, and any net reduction in the compensation package, will be treated as a new contract requiring COM approval.

**NOTE: it is the policy of Shenandoah Presbytery that a Transitional Pastor will ordinarily not be a candidate for the position of Pastor/Associate Pastor (*Book of Order G-2.0504c*).**

Clerk of Session initial \_\_\_\_\_ Transitional Pastor Initial \_\_\_\_\_

**EXPECTATIONS OF THE TRANSITIONAL PASTOR:**

1. Completed Transitional Pastor training.
2. Will lead the session and congregation through the five developmental tasks which include:
  - a. Helping the congregation come to terms with its history.
  - b. Helping the congregation discover a new identity.
  - c. Helping the congregation re-think denominational linkages.
  - d. Helping the congregation facilitate shifts in leadership.
  - e. Helping the congregation commit to new leadership and look to its future.
3. Will not be the CAT consultant.
4. Will/will not assist with the CAT.
5. Will/will not consult with the Pastor Nominating Committee in preparing the Ministry Development Profile.
6. Will not participate in the Pastor Nominating Committee search process.
7. Will fulfill the duties of Transitional Pastor as listed below (Section A).
8. Will fulfill additional transitional responsibilities as listed on next page (Section B).

**Section A**

During this time we expect you, the Transitional Pastor, to perform the following services:

1. Plan and conduct regular Sunday morning worship and administer the Sacraments.
2. Plan and conduct additional worship as needed (weddings, funerals, Christmas Eve, etc.).

3. Take an active role in the church's teaching ministry, including but not limited to officer training, confirmation class, Bible study, and other classes on an as needed basis.
4. Provide pastoral care for the congregation including hospital and home visitation in crisis and pastoral counseling with individuals as negotiated.
5. Provide administrative leadership as needed including moderating the session, serving as head of staff, and assisting boards and committees with their work as needed.

#### **Section B**

During this time, and in addition to or in support of the five developmental tasks listed above, the Transitional Pastor will also perform the following services:

#### **EXPECTATIONS OF THE TRANSITIONAL ASSOCIATE PASTOR:**

1. Completed Transitional Pastor training.
2. Will lead or participate in transitional developmental tasks appropriate to the needs of the transitional period.
3. Will not be the CAT consultant.
4. Will/will not assist with the CAT.
5. Will/will not consult with the Associate Pastor Nominating Committee in preparing the Ministry Discernment Profile.
6. Will not participate in the Associate Pastor Nominating Committee search process.
7. Will fulfill the duties of Associate Pastor as listed below (Section C).

#### **Section C**

During this time we expect you, the Transitional Associate Pastor, to fulfill the following duties and transitional responsibilities:

#### **EXPECTATIONS OF THE SESSION:**

1. Will provide support and cooperation in working with the Transitional Pastor and the presbytery to resolve unfinished agendas and establish goals for the present ministry of the church.
2. Will review the work of the Transitional Pastor in 6 months.
3. Will set a date for the recognition of the Transitional relationship (see "Litany of Beginning" in the presbytery's Liaison Packet) in public worship within the first month of the Transitional period.
4. Will negotiate time away from the church as needed by the Transitional Pastor to fulfill responsibilities to the larger church.
5. Will review the contract annually for equitable compensation.
6. Will review the contract for renewal no later than 90 days prior to the end of the existing contract.
7. Will compensate the Transitional Pastor using the terms of the previously installed pastor as a guideline.

**COMPENSATION**

**A. Personal Compensation**

- 1. Annual Cash Salary \_\_\_\_\_
- 2. Housing Allowance \_\_\_\_\_
  - a. Personally-owned housing \_\_\_\_\_
  - b. When a manse is provided, the utilities and furnishings allowance that is paid for DIRECTLY TO THE PASTOR  
(If utilities & furnishings are paid directly by the church, see line #8) \_\_\_\_\_
- 3. Other \_\_\_\_\_
- 4. ADDITIONAL SECA (above 50% required) \_\_\_\_\_
- 5. Deferred income (includes housing equity when in a manse) \_\_\_\_\_
- 6. Use of manse (Board of Pensions purposes - 30% of lines 1, 2b, 3, 4, and 5) \_\_\_\_\_
- 7. **TOTAL EFFECTIVE SALARY** (add lines 1, 2a or 2b, and 3-6) \_\_\_\_\_  
**(minimum \$52,000 for NEW relationships)**
- 8. Fair rental value of the manse including utilities and furnishings allowance that is paid for DIRECTLY BY THE CHURCH \_\_\_\_\_

**B. Expenses**

- 9. Reimbursable Business and Professional Expenses
  - a. Automobile expenses (*minimum \$1,200*) \_\_\_\_\_
  - b. Books and subscriptions (*minimum \$500*) \_\_\_\_\_
  - c. Other expenses \_\_\_\_\_
- 10. Continuing Education Allowance (*minimum \$500*) \_\_\_\_\_
- 11. **TOTAL EXPENSES** (total of lines 9a-c and 10) \_\_\_\_\_

**C. Required Benefits**

- 12. Major Medical (see worksheet) \_\_\_\_\_
- 13. Pension and Disability (10% of line 7) \_\_\_\_\_
- 14. REQUIRED SECA (7.65% of lines 1 and 2a OR lines 1 and 2b and/or 8) \_\_\_\_\_
- 15. OTHER BENEFITS (Do not include dental or vision. Use line #3) \_\_\_\_\_
- 16. **TOTAL BENEFITS** (total of line 12-15) \_\_\_\_\_
- 17. **TOTAL COMPENSATION** (total of lines 1, 2a or 2b, 3-5, 11, and 16) \_\_\_\_\_

**D. Vacation, Leave, and Other**

Moving expenses to the field as negotiated. Yes \_\_\_\_\_ No \_\_\_\_\_

Four weeks annual paid vacation, including four Sundays.

Two weeks annual study leave with pay, including two Sundays.

**EXPECTATIONS OF THE PRESBYTERY:**

- 1. Will provide support and consultative services to the Transitional Pastor through the Committee on Ministry and the Transitional Support Group (if available).
- 2. Will provide vacancy consultation to the Session and congregation through the Committee on Ministry during the Transitional time and search process.
- 3. Will provide a representative of the Committee on Ministry for the Transitional recognition service.

**TERMINATION PROVISIONS:**

This agreement may be terminated upon 30 \_\_\_ 60 \_\_\_ 90 \_\_\_ days’ notice by either party. Vacation and study leave, if accrued, to be paid in full at the time of termination of the contract.

**REVIEW OF THE TERMS OF THE CONTRACT:**

This contract was agreed upon by the Session and the Transitional Pastor on \_\_\_\_\_, 20 \_\_\_.

Transitional contracts are not ordinarily renewable beyond 36 months. Requests to renew a contract beyond the initial 36-month transitional contract require COM approval, on an **annual** basis.

\_\_\_\_\_  
Transitional Pastor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Session

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by the Committee on Ministry

\_\_\_\_\_  
Date

One copy of the Form of Contract should be filed with the Session’s minutes; one copy forwarded to the Transitional Pastor; and one copy to the Committee on Ministry, Presbytery of Shenandoah at [kims@shenpres.org](mailto:kims@shenpres.org)

**GENERAL INFORMATION**

Consult the *Book of Order* (G-2.0504b.) which states: “When a congregation does not have a pastor, or while the pastor is unable to perform her or his duties, the session, with the approval of presbytery, may obtain the services of a teaching elder, candidate, or ruling elder in a temporary pastoral relationship.”