

## SAMPLE COVENANT BETWEEN A MINISTER AND A CONGREGATION

<p><b>The Covenant of</b></p> <hr style="width: 80%; margin: 0 auto;"/> <p><b>(Pastor)</b></p> <p><b>with the</b></p> <hr style="width: 80%; margin: 0 auto;"/> <p><b>(Church)</b></p>	<p><b>The Covenant of</b></p> <hr style="width: 80%; margin: 0 auto;"/> <p><b>(Church)</b></p> <p><b>with the</b></p> <hr style="width: 80%; margin: 0 auto;"/> <p><b>(Pastor)</b></p>
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### WORSHIP

I will give time and study to the preparation for worship-conducting services, preaching and administering the Sacraments in a way that communicates the gospel of Jesus Christ. I will seek to involve members of the congregation in both preparation and conducting the worship service.

### PASTORAL CARE

I will call on the members and visitors, caring for them in times of illness, crisis, and death. I wish to share with them in happy times as well as sad, to celebrate with them as well as mourn with them. I will seek to involve members in this ministry. I want to encourage those who become dissatisfied or unhappy with anything I do or say to come to me, rather than grumbling to someone else. Caring about another person means being truthful with him/her even when it hurts. I want us to work together and not against each other, and for this I need your help and input.

### TEACHING

I will lead, or assist in leading, as participant or resource, Bible studies and church school classes, when appropriate. I will seek to involve the Session members and others in the teaching of New Member Classes and Communicant Classes with me.

### CHILDREN AND YOUTH

I will have as much contact as possible with them, including college students, and I will meet with the advisors and teachers to give support in whatever way needed.

### CHURCH COURTS

I will work closely with the Session as Moderator and Administrator of the Church's program, in setting priorities and goals and in assessing our ministries on a regular basis. While I believe my primary responsibility is to the church, I will fulfill my responsibilities as a Presbyter in the ministries of the Presbytery, the Synod, and the General Assembly of the Presbyterian Church (USA).

### PROFESSIONAL AND PERSONAL GROWTH

I will pursue a program of continuing education, in consultation with the Session, so as to fulfill my ministerial functions more effectively. I recognize my need to spend time with my family, and on personal interests, and I agree to take this time, both for my own pleasure and to strengthen my family life. Office hours and time off will be negotiated with the Session.

We commit ourselves to the Church's objectives. We understand that it is our responsibility to communicate our needs and concerns to the Pastor, if we expect him/her to respond to them.

We recognize the Pastor's need for study and planning for his responsibilities, and we shall support to him/her in this aspect of his work.

We recognize that the Pastor has responsibilities in the Presbyterian denomination as well as in the church congregation, and we support him/her in these ministries which we understand to be an extension of the congregation's mission.

We promise, with our person and our gifts, to participate in the Nurture, Worship, and Mission of the Church, in response to the leading of the Pastor under the direction of the Holy Spirit.

<u>Minister Activities</u>	<u>Session/Congregation Activities</u>
<b>PROCLAMATION</b>	
<p>The Minister will be responsible for:            Long range planning of sermon texts and topics taking into account the needs of the congregation. Topics should occasionally include Presbyterian beliefs (e.g. predestination, sacrificial giving, the office of elder and deacon), family relationships, alcohol and drug abuse, etc. Subject matter is not restricted, but God's judgement should be declared with compassion. The method of sermon delivery should be inspirational and expressive of feeling without being read. Illustrations, some of which are personal experiences, should be used.</p>	<p>The officers/congregation will:            Take seriously the authority of Scripture for the faith and life of all Christians.</p> <p>Pray for the minister and themselves, that as he preaches the ancient words may be God's Living Word for pastor and people today.</p> <p>Honor the minister's needs to have uninterrupted study time each morning for sermon preparation</p>
<b>WORSHIP LEADERSHIP</b>	
<p>The Minister will be responsible for:</p> <ol style="list-style-type: none"> <li>1. Preparation of the worship service and bulletin content.</li> <li>2. Selecting hymns, prayers, and readings which coordinate with the sermon.</li> <li>3. Work with the Choir Director, Organist and Worship Committee in coordinating worship events.</li> <li>4. Develop new forms of worship, sharing those with the Worship Committee for approval before use.</li> <li>5. Encourage the congregation in the use of new forms of worship and in preparation for communion service.</li> <li>6. Advise other groups in the church in special worship events.</li> </ol>	<p>The officers and congregation will:</p> <ol style="list-style-type: none"> <li>1. Participate regularly in worship activities.</li> <li>2. Provide a Choir Director and Organist who will aid in planning, preparation and execution of the musical program.</li> </ol> <p>The Worship Committee will:</p> <ol style="list-style-type: none"> <li>1. Consult with the minister on all worship plans, both taking initiative in making suggestions, and giving constructive feedback to the minister and other worship leaders.</li> <li>2. Coordinate participation of various groups and individuals in worship (e.g. Elders, youth, communion preparation, flowers in sanctuary).</li> </ol> <p>The Session will support the Worship program with prayer and pulpit leadership when requested.</p>
<b>EVANGELISM</b>	
<p>The Minister will:</p> <ul style="list-style-type: none"> <li>• prepare for and support the Big Meeting services by working with the Leadership Committee in selecting the visiting minister, publicizing the event and conducting special preparatory prayer services.</li> <li>• contact visitors who sign the Friendship Book on Sunday morning.</li> <li>• arrange consultation with prospective members.</li> <li>• conduct communicants' classes.</li> <li>• preach on evangelism periodically.</li> <li>• seek to lead persons to accept Jesus Christ as Lord and Savior.</li> <li>• work with the Witness Committee in establishing effective evangelism programs.</li> </ul>	<p>The Session and its appropriate committees will:</p> <ul style="list-style-type: none"> <li>• assist with planning and executing the Big Meeting in August of each year.</li> <li>• organize an evangelism program which will be carried out by officers and other members of the congregation. The program will include adequate training for participants.</li> <li>• bring to the attention of the minister and the appropriate groups the names of families or persons who need to be led to a profession of faith.</li> <li>• organize for the visitation of potential new members (by transfer from other churches).</li> </ul>
<b>CONGREGATIONAL VISITATION</b>	
<p>The Minister will visit in the congregation according to the following priorities:</p> <ol style="list-style-type: none"> <li>1. shut-ins</li> <li>2. nursing home patients</li> <li>3. elderly, troubled families, chronically ill, bereaved, and inactive members</li> </ol> <p>The Minister will seek to visit every home of the congregation over a period of time and respond promptly to calls requesting a visit.</p> <p>The Minister and an Elder will administer Holy Communion to shut-ins who make a request for the Sacrament.</p>	<p>The officers, through their appropriate committee, will organize a program through which all church members will be visited by other members. This program will place priority on visits to shut-ins, the sick, the elderly, those who live alone, and less active or inactive members.</p>

## ADMINISTRATION

The Head of Staff the Minister will:

1. Direct and supervise Associate Pastor(s), the DCE, and Secretary regarding their day-to-day duties delegating appropriately.
2. Deal with staff problems promptly.
3. Not assume duties of another who fails to perform properly.

The Minister will be responsible for:

- coordination of the whole life and program of the church.
- keeping in touch with the broad scope of what is happening in the church (aware of how things and persons interact-able to interpret this to all.)

The Minister will facilitate/resource the formal structure (committees, etc. of the congregation) by

- keeping the various groups informed.
- planning regularly with committee chairpersons.
- attending meetings of groups as appropriate (generally as agreed with committee chairpersons or as deemed needed by the minister).
- recommending additional committees or task groups when needs.
- facilitating communication between all groups especially the Board of Deacons and the Session.

The Minister will conduct officer training for all active officers with emphasis on Presbyterian doctrine, government, and duties of office.

The officers committees will seek the counsel of the Minister.

The Session will trust and support the Minister in his administrative duties.

The officers will be receptive to officer training, both for the experienced and new officer and will be responsive to the *Book of Order* and the Constitution of the Presbyterian Church (USA).

The officers and congregation will provide adequate church staff, including but not limited to

- at least one Associate Minister.
- at least on other full-time church professional.
- a full-time secretary,
- cleaning person for the buildings,
- grounds keeper.

The officers and congregation agree to participate faithfully in the various committees and other groups necessary to carry out a strong church program.

The committees and the Board of Deacons will take primary responsibility for ordering material and supplies.

The primary supervision of cleaning personnel and groundskeepers will be through the Board of Deacons.

## SPIRITUAL DEVELOPMENT OF MEMBERS

To be defined later

## STEWARDSHIP AND COMMITMENT PROGRAMS

The Minister will encourage commitment to good stewardship through:

- teaching and preaching the Biblical understanding of stewardship.
- heightening awareness of officers and church staff to their responsibilities to use church funds as good stewards.
- his own example as a good steward.
- emphasizing stewardship of time and talents as well as money.

The Minister will assist the Finance/Stewardship and Commitment committees in plans for the Every Member Canvas and other expressions of stewardship for all ages to participate.

The Congregation will:

- seek to grow as good stewards of their resources (time, talent, money).
- encourage and challenge each other to deeper commitment as stewards of God's gifts.
- support the leadership of the officers in channeling funds and providing opportunities to volunteer time and talents.

The Finance/Stewardship and Commitment committees will:

- explore fresh, creative ways of challenging the congregation to good stewardship.
- provide opportunities for all ages to be responsive as good stewards.

The Elders and Deacons will set an example for the congregation by giving their time, talents, and possessions proportionately, generously, and sacrificially.

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**DEVELOPMENT AND SUPPORT OF EDUCATION PROGRAM**

To be defined later. An additional staff person will have primary responsibility.

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**EVALUATION OF PROGRAM AND STAFF**

The Minister will:

1. present to the Personnel Committee his evaluation of each staff person annually,
2. work with the Session and Board of Deacons on evaluation of their work at least yearly.
3. resource a program evaluation committee which will determine program effectiveness, revision, or elimination.

The Session and Board of Deacons will establish a Personnel Committee composed of officers and other members of the congregation who are both concerned for the well being of employees and who can also give constructive evaluation of their work

The Personnel Committee will be responsible for:

1. developing and keeping up-to-date job descriptions and/or covenants for each employee of the church.
2. annual review of the performance of each employee based on his/her job description and covenant.
3. recommending to the Board of Deacons and the Session changes in salaries and/or benefits of each employee,
4. hearing and acting on requests or problems of employees when those cannot be handled by an immediate supervisor,
5. advising the Senior Pastor or other supervisors relative to employee relations when requested or needed.