



LETTER OF AGREEMENT/COVENANT FOR COVERAGE PASTORAL MINISTRY

The Metropolitan New York Synod, Evangelical Lutheran Church in America

Coverage pastors assist the congregation in the administration of the basic operations of the congregation, meet with the congregational council, and provide for basic pastoral care and services. The coverage pastor will be familiar with the transition and call process and can assist the congregation in understanding the process.

In conversation between the Office of the Bishop and the congregation council, the appointed pastor and the congregation have agreed to enter the following covenant:

(congregation)

(town)

agrees with

(pastor)

to serve as

COVERAGE PASTOR

on a part-time/full-time basis

from _____ to _____, on the following mutual promises:

Together the congregation and Coverage Pastor will:

- A. Work together in making a comprehensive evaluation of the congregation's current mission and ministries
- B. Seek to confirm and identify current issues facing the congregation and develop ways of dealing with them
- C. Examine the congregation's relationship with the synod, churchwide units, and the resources available for ministry
- D. Align the congregation in accordance with the constitution and bylaws of the ELCA and the Metropolitan New York Synod

The Coverage Pastor will:

- A. Pray for the predecessor pastor in their new ministry or retirement, for the sake of the mission of the Church.
- B. Speak well of the predecessor pastor and interpret everything they did in the best possible light.
- C. Treat the predecessor pastor with respect as a sibling in Christ and valued pastoral colleague.
- D. Assist the members of the congregation in finding comfort and closure after the departure of the predecessor pastor.
- E. Provide pastoral care to members of the congregation according to their needs, visit as necessary, and uphold the members in prayer
- F. Assist with Confirmation instruction and perform pastoral acts as funerals, weddings, and counseling sessions
- G. Provide pastoral leadership for the meetings, activities and organizations of the congregation
- H. Encourage support of the total ministry of the Evangelical Lutheran Church in America.
- I. Be responsible for the recording of baptisms, Confirmations, marriages, funerals, attendance at Holy Communion, and the maintenance of the membership rosters, and for reporting the statistics of the parish promptly and fully, as requested by the Evangelical Lutheran Church in America
- J. Provide for a review and an evaluation of the congregation's transition progress to the Assistant to the Bishop/Office of the Bishop responsible for the oversight of the congregation

The congregation will:

- A. Commit to the Gospel by faithful participation in worship, learning, and fellowship activities.
- B. Accept the Coverage Pastor, uphold them in prayer, and accord them love, respect and good will.
- C. Inform and expect the Coverage Pastor to attend all meetings, regular and special of the **congregation council and congregation** (if the Coverage Pastor is unable to attend a meeting, they shall appoint another pastor to be present)
- D. Contact the Assistant to the Bishop when the congregation is ready to enter the call process.
- E. Agree to provide compensation to the Coverage Pastor through the agreed-upon end of the agreement:
 - 1. Weekly stipend of \$ _____
 - \$175 for congregations with up to 250 active/confirmed members
 - \$225 for congregations with over 250 active/confirmed members
 - 2. Travel reimbursement in accordance with IRS standard mileage rate
 - 3. Pay miscellaneous expenses, not otherwise provided for, incurred providing pastoral care to the congregation

This agreement terminates on the date specified on page one of this agreement, or thirty days after a new pastor has declared acceptance of the call to this congregation, whichever comes first; or upon thirty (30) days written notice from the congregation, the Coverage Pastor, or the Bishop of the synod. This agreement may be extended upon the mutual agreement of the Congregation Council, the Coverage Pastor, and the Bishop of the synod for a term(s) specified by an addendum attached hereto. All financial obligations will be fulfilled by or on the date of termination.

We, the undersigned, accept the terms of this agreement:

Congregation Council President or Secretary

Date

Coverage Pastor

Date

- Original retained by the Coverage Pastor
- Copy to congregation file
- Copy to the Office of the Bishop