

## ***A Sample Agreement For Termination And Separation***

TERMS OF DISSOLUTION BETWEEN  
THE REV. (Name of Person) AND (Name of the Church), (Address/Location of the Church)

We, the members of the \_\_\_\_\_ church Session agree to request dissolution of the pastoral relationship with the Rev. \_\_\_\_\_ pastor / staff for the following reasons and on the following terms:

1. List reasons for the dissolution:

2. List the terms:

- A. Amount of salary to be paid
- B. Housing arrangements
- C. Vacation to be paid
- D. Pension\medical to be paid
- E. Repayment of loans
- F. Any special financial arrangements such as this will be paid in lump sum or over a period of time.

3. Specify the time and date of separation:

- A. The effective date that ministry duties will cease. \_\_\_\_\_ date
- B. The relationship will end on a date set by the congregation and approved by the presbytery on \_\_\_\_\_ date.
- C. Date set for congregational meeting \_\_\_\_\_.
- D. Date for presbytery action and completion of the separation agreement. \_\_\_\_\_

4. Other terms to be specified:

- A. Promise to seek remedies for grievances only in the Courts of the PC(USA).
- B. It is understood that all benefits for Rev. \_\_\_\_\_ [name of pastor] will be discontinued at any time before \_\_\_\_\_ (payoff date) should he / she receives another call for full time employment.
- C. Any other terms that may be required by the presbytery or by the state.

We the undersigned have negotiated this agreement in good faith and have every intention of being faithful in fulfilling it.

Approved by the Session of \_\_\_\_\_ Church of \_\_\_\_\_

\_\_\_\_\_  
Moderator of Session      Date      Clerk of Session      Date

Commission on Ministry Representative \_\_\_\_\_ Date \_\_\_\_\_

Signed by other members of Session:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date approved by congregation \_\_\_\_\_

Date approved by COM \_\_\_\_\_

Date approved/disapproved by Presbytery \_\_\_\_\_

Copies to: The Minister, Executive Presbyter, Clerk of Session, Stated Clerk of Presbytery, Moderator of COM