

**Session Agenda for Little Chapel on the Boardwalk
December 6, 2021
6:00 p.m. in the Fellowship Hall**

Call to Order
Opening Prayer
Attendance

Clerk of Session Report

Approval of this Agenda

Consent items:

Approval of Minutes:

Stated Session Meeting of November 15, 2021.

Correspondence:

East Community Commission on Ministry

John Earl: Request for Communion on Sunday, January 2, 2022

Membership:

Baptism:

Removal from Rolls:

Other:

November Financial from John Denney

January 2022 Calendar from Delores Dyer, submitted as information

Report of survey of LCOB Elders re: Elder Website

Committee reports and Recommendations

Christian Ed: Christine Kennedy and Sarah McLaughlin, Co-Moderators

Report attached.

Finance: John Copeland, Moderator

Report attached.

Mission Committee: Beckey Smith and Marti Shogi, Co-Moderators

No report, no recommendations.

Personnel & Planning: Ed O'Neil and Barbara Tyndall, Co-Moderators

Report of December 2 COM meeting, Mary Jo Kohunsky.

Property: Barry Lindholm and Jim Herren, Co-Moderators

Report attached. No recommendations.

Worship: Sherry Lovette and Terry Paterson, Co-Moderators

No report, no recommendations.

UNFINISHED Business

Collection of Blue 3-ring binders from retiring Elders

Update from the Nominating Committee

Approval of Revised Contract for John Earl

Possible revision of date for Congregational Meeting

Discussion of COVID-19 protocols for January

Remaining signature sheets for Sexual Misconduct Policy

Officer of the Month reminder and sign-ups

NEW Business

Election of Clerk of Session, Mary Jo Kohunsky, for a one-year term

Election of Treasurer, Dean Coble, for a one year-term

Election of Officers of the Corporation: One-year terms for John Copeland, President; Dean Coble, Treasurer; Mary Jo Kohunsky, Secretary.

Discussion of church policy re: titles of Elders/Committee Moderators – “Moderator” instead of “Co-Moderator,” according to the Operations Manual.

Moderator’s Report

Nominating Committee.

Communication: Website updates, photos for Facebook, Newsletter.

Calendar scheduling with Delores.

Next Stated Session Meeting: TBD

Closing with Prayer

Refreshments

STATED SESSION MEETING

**WRIGHTSVILLE BEACH, NC
NOVEMBER 15 2021; 6:00 PM**

The Session of the Little Chapel on the Boardwalk Presbyterian Church, PCUSA, met for a stated meeting on Monday, November 15, 2021, at 6:00 p.m. in the Sanctuary.

Pastor Pat Rabun opened the meeting with a prayer.

ATTENDANCE

Present: Pastor Pat Rabun, Moderator; Mary Jo Kohunsky, Clerk; Elders John Copeland, Jim Herren, Barry Lindholm, Sherry Lovette, Sarah McLaughlin, Terry Paterson, Beckey Smith, Barbara Tyndall.

Excused absence: Christine Kennedy, Ed O'Neil, Marti Shogi

Quorum: The Clerk determined that a quorum was present for the meeting.

CLERK OF SESSION REPORT

Approval of this Agenda: Motion to approve by Sherry with a second by Jim. **Approved.**

Consent agenda:

Approval of Minutes: Stated Session Meeting of October 18, 2021.

Ratification of E-Mail votes:

2021-10-25: Youth from Confirmation class to be accepted as full members of the church on October 31, 2021: Emma Ennis, Ethan Ennis, Molly Kennedy, Keaton Holmes, Miia Backstrom; and Baptism of Miia Backstrom on October 31, 2021.

E-mail vote: Approved.

2012-10-28: Contract with Rev. John Earl to become Interim Pastor.

E-mail vote: Approved.

Motion to approve consent items was made by Jim Herren, with a second by Terry Paterson.

Approved.

Correspondence:

Presbytery: October 15, 2021: Per capita and Shared Mission asking for 2022.

David Vanderbilt -- E-mail: From DV: 2021-10-22: Next steps in Interim Pastor hiring process

2021-10-28: from DV: Clarification of contract submission process

2021-11-12: to DV: Sent pdf version of signed contract with John Earl

Laura Lupton and others -- 2021-10-25: From LL: Avoid phishing scam on purported email from Presbytery staff.

Nancy Gladden and others-- From NG: E-mail 2021-11-03: News of the passing of Molly Lowry, wife of Jerrod Lowry.

Rev. John Earl: E-mail: October 28, 2021: Contract is approved, will send for his signature.

FedEx: October 30, 2021: To JE -Contract and cover letter, requesting signature and return. Received at LCOB: November 8, 2021.

Becky Jones (Presbytery Liaison)—From BJ: E-mail October 28, 2021: Presbytery COM meeting in December.

Membership:

Baptism: Miia Backstrom on October 31, 2021.

Removal from Rolls: Nancy Rosselot died on November 7, 2021; Sybel Booth died on November 9, 2021.

New Members: Emma Ennis, Ethan Ennis, Molly Kennedy, Keaton Holmes, Miia Backstrom.

Other: October Financial Summary from Joan Denny, accepted as information.

Other: Elder photos will be taken at the end of this meeting.

COMMITTEE REPORTS AND RECOMMENDATIONS

Christian Education: Christine Kennedy and Sarah McLaughlin, Co-Moderators

Report attached. No recommendations.

School-age Sunday School started last week.

Many of the youth will be working at the Alternative Christmas Market,

Our Youth and children will be planning and participating in the Children/Youth Sunday Advent celebration worship service on December 5, 2021.

Finance: John Copeland, Moderator

Report and recommendations attached.

The LCOB Fund balance has grown approximately 6% per year since 2019, and is currently \$1,974,213. The Property Capital Improvement Fund is now depleted, and the request for next year is \$83,466.

Preliminary figures indicate that there could be a 2022 shortfall of more than \$4000, but the budget will not be finalized until after the 2021 figures are in.

Our wind insurance premium is under examination, and current valuation of the church and contents is \$5.3MM. In an effort to investigate possible savings, two members of the committee are working to determine an approximate "order of magnitude appraisal" value of the church building so that premiums might be reduced.

Income generated by Home School use of premises is being evaluated.

Travel expenses allowed for the Pastor Nominating Committee shall not exceed \$10,000.

Recommendation:

All 2022 projects greater than \$5000 will require approval by Session. Approval will require a simple majority vote. After approval is granted, the finance team will recommend a funding plan that may include increased funding from the endowment. **Approved.**

Mission Committee: Beckey Smith and Marti Shogi, Co-Moderators

Report attached. No recommendations.

The Alternative Christmas Market will be conducted before and after worship services on December 5 and 12. Funds generated will be donated to WARM (Wilmington Area Rebuilding Ministry). Details are in the November *Newsletter*.

Patty and Wilson Rogers have agreed to serve as *Meals on Wheels* coordinators for the first six months of 2022. The Committee is now seeking someone to manage the second half of the year.

Mission has arranged for LCOB to sponsor a tiny home at Eden Village, and a campaign is underway to raise the \$40,000 required funding by the end of the year (\$15,000 from the parking lot mission is

already earmarked for this goal).

Personnel & Planning: Ed O'Neil and Barbara Tyndall, Co-Moderators

Report attached. No recommendations.

Merit increases for staff are under consideration, with information and guidance being sought from Presbytery. In 2021, raises were limited to 1%. In addition, funding is being planned to insure opportunities for staff development activities in the coming year.

Discussion about the process for hiring the nursery attendant by the Christian Education Committee highlighted a need to follow procedures more closely.

Staff Christmas bonus solicitation was scheduled to begin with information to be placed in worship bulletins on November 7.

Property: Barry Lindholm and Jim Herren, Co-Moderators

Report attached. No recommendations.

Recent maintenance projects included the repair of exterior stucco and replacement of the second floor air handler. Dan has replaced all of the blackened ceiling tiles in the area, and things now look and function well. Fall pruning of shrubs surrounding the parking lot has recently been completed, as well.

Under consideration are the condition and repairs of the Manse and of the elevator in the narthex. Installation of additional railings for the safety of musicians in the Sanctuary is also being planned.

A ten-year funding plan has been created to assist in addressing routine and emergency repairs.

Worship: Sherry Lovette and Terry Paterson, Co-Moderators

Report attached. Recommendations follow.

The Flower Calendar is fully scheduled through the end of the year, and disposable Communion cups are in good supply for the next six months. Ushers will distribute them with bulletins.

Beginning in 2022, Sherry Lovette and Carole Coble will assist families in planning a service for their deceased loved ones. They will assist the Pastor in discussions with the families, this will not include meals or receptions, etc.

Advent devotional booklets will be available in the narthex beginning on November 14, 2021.

Recommendations:

1. No Communion will be served on Sunday, December 5th since this service will be presented by LCOB Children and Youth. **Approved.**
2. Starting on Sunday, January 2, 2022, LCOB will return to having two worship services, at 8:30 a.m. and 10:30 a.m. **Approved.**

3. The 8:30 a.m. service should be a more casual service to be held in the fellowship hall except on Sundays when breakfast is being served. On breakfast Sundays, the 8:30 a.m. service will be held in the Sanctuary. **Not Approved.** Both services will take place in the Sanctuary.
4. Continue to have congregants wear masks during worship services. **Approved.**

Rev. John Earl has requested that on Sunday, January 2, Communion will be served at both services. Since it is the first Sunday of the month, a day when we typically share Communion, this should work well.

John Copeland made a motion that Bibles and Hymnals will be returned to the pews beginning Sunday, November 28. The motion was seconded by Sarah McLaughlin. **Approved.**

Offering plates will be placed by all three doors to make it convenient for worshippers to make a contribution.

UNFINISHED BUSINESS

Distribution and collection of signature sheets for Sexual Misconduct Policy.

Information sent by Rev. John Earl: Church Leadership Connection form; Statement of Faith.

Update on schedule for COM to approve Rev. Earl's agreement with LCOB: Zoom Meeting on December 2 at 1:30.

NEW BUSINESS

Presbytery Per Capita figures have been sent. Our per capita assessment is \$ 4685.73.

Terry made a motion that we authorize this amount, and John offered the second to that motion. **Approved.**

Presbytery Shared Asking for 2022: The Presbytery request was \$20,000.

Jim made the motion to send a donation \$ 2000 and John reminded us that last year we sent \$2500. Following some discussion, Jim amended his motion to \$2500. **Approved.**

Officer of the Month for January: A description of duties was distributed. However, it was based on staffing this need with two Elders. Since we are only providing one Elder for each service, were struck. Elders then volunteered to serve for a month for either the 8:30 or 10:30 service. An additional Elder is needed for the 8:30 service in January. Several volunteered for other months, when it was practical for them.

Elders not returning to Session in 2022 were asked to please return the blue 3-ring binders with any contents at the December 6 stated meeting.

Interim Pastor Search Committee: formal dismissal with heartfelt thanks. Hiring process is proceeding on schedule to have Rev. Earl as our Interim Pastor on January 1, 2022. Pat will put something in the newsletter and bulletin, and thank you notes will be sent to each member of that committee.

Update from Nominating Committee.

Currently, candidates for two elder positions have been slated, while two positions remain unfilled.

Five diaconate positions have candidates who have agreed to serve, while one remains unfilled.

Approval for a Congregational meeting on Sunday, December 5th to elect the new slate of officers. *(This is dependent on the report from the Nominating committee.)* Becky Smith made the motion to approve, and Jim offered the second. **Approved.**

Common Consent:

Approval for January 16: Ordination and Installation of Officers

Approval for January 24: Annual Congregational Meeting.

Approved.

Moderator's Report

Presbyterian Women: Janice Allen sent a letter on behalf of the Council of Presbyterian Women in which they decline to further prepare and serve refreshments at receptions following Celebration of Life services. Janice cited the extraordinary physical toll that such work places on the aging women.

The current reception idea is far beyond the scope of the original meal which was historically provided to family members of the deceased, and such receptions are not held in other churches. Some funeral homes and related companies offer reception and meal programs, but churches do not.

Terry Paterson moved and Barbara Tyndall seconded the approval of a statement that Session has received and agrees with the content of the letter. Neither the Session nor Presbyterian Women will provide refreshments following Celebration of Life services. **Approved.**

Message from Pastor Pat about our coming Interim Pastor, Pat stressed that the interim is a real pastor, and is chosen to guide us just like any other pastor. It is important to treat him as such, but to not bombard him with issues early in his tenure. Pat reiterated that he feels that LCOB is very lucky to have found a person like John Earl to lead us.

Next Stated Session Meeting: Monday, December 6, 2021, at 6 p.m. **NOTE:** This is the first Monday of the month, rescheduled from the typically later date. Attendance is critical, as a number of items need to be considered prior to the end of the year, and a *quorum is required.*

Pastor Pat closed the meeting with a prayer at 7:25 p.m.

November 2021 Financial Summary

	November			Year to Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
INCOME							
Pledges & Contributions	34,998	37,600	(2,602)	406,116	413,600	(7,484)	451,200
Open Offering	84	625	(541)	8,060	6,875	1,185	7,500
5th Sunday	-	-	-	812	2,000	(1,188)	2,000
Sunday School	-	33	(33)	-	167	(167)	200
Open Offering - Beach Service	-	-	-	-	1,750	(1,750)	1,750
Interest Income	-	-	-	10	-	10	-
Marilyn Gray Trust Funds	500	500	-	5,500	5,500	-	6,000
Surplus Fund	833	833	0	9,167	9,167	0	10,000
Use of Building/Miscellaneous	-	97	(97)	55	1,063	(1,008)	1,160
TOTAL INCOME	36,416	39,688	(3,273)	429,720	440,122	(10,402)	479,810
EXPENSES							
Christian Education Committee	320	358	(39)	2,338	3,267	(928)	3,550
Diaconate Committees	(215)	225	(440)	134	2,475	(2,341)	2,700
Personnel Committee	30,790	33,896	(3,106)	259,632	287,604	(27,972)	312,713
Property Committee	3,911	5,488	(1,576)	65,651	60,363	5,288	65,850
Finance Committee	2,875	2,372	504	68,915	70,453	(1,539)	84,598
Mission Committee	-	-	-	4,500	4,500	-	5,000
Worship Committee	249	558	(309)	2,325	4,042	(1,717)	4,600
TOTAL EXPENSES	37,930	42,897	(4,967)	403,494	432,703	(29,209)	479,011
NET INCOME/(LOSS)	(1,514)	(3,208)	1,694	26,226	7,418	18,807	799

January 2022

February 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2 8:30 Worship 10:30 Worship	3 7:00 Scouts Fellowship Hall	4 10:00 Circle #2 – Choir Rm.	5 9:00 Home School	6 Epiphany	7 9:00 Harbor Island Garden Club	8
9 8:30 Worship 10:30 Worship -Inst. Officers 5:00 PYC	10 9:00 Un-decorate church 9:00 Worship Comm. Mtg. 7:00 Scouts	11	12 9:00 Home School	13 4:00 Endowment Committee Conference Room	14	15 9:00 Men's Breakfast
16 8:30 Worship 10:30 Worship 5:00 PYC	17 Martin Luther King BD CHURCH OFFICE CLOSED	18	19 9:00 Home School	20	21	22 M-O-W
23 8:30 Worship 10:30 Worship 11:30 Called Cong. Mtg. 5:00 PYC	24 7:00 Scouts Fellowship Hall	25	26 9:00 Home School	27	28	29 9:00 Men's Breakfast
30 - 5th Sunday 8:30 Worship 10:30 Worship 5:00 PYC	31					

Delores Dyer

From: Christine Kennedy <christine.wpfa@gmail.com>
Sent: Tuesday, November 30, 2021 10:23 AM
To: Delores Dyer; Sarah Mclaughlin
Subject: Re: Session Meeting on Monday, December 6, 2021 at 6pm

CE has not met since the last sessions meeting.

CE is currently working with Ian (Youth Director) to get volunteers helping as both the second adult in the building on PYC evenings and also to cook the meal for the youth group.

Susan Laakmann has offered to volunteer and attend both PYC Sunday's in December so that Christine and Sarah can have a break.

CE plans to meet in December to make plans for January and February!

On Tue, Nov 30 2021 at 9:31 AM Delores Dyer <delores@littlechapel.org> wrote:

Good Morning,

The next Session meeting is scheduled for **6:00 p.m. on Monday December 6, 2021**. Please submit to me any reports or information to be included in the agenda by the close of business this **Thursday, December 2, 2021**. If you are unable to attend the meeting, please notify the Moderator or the Clerk of Session. If you have any questions regarding this request, please feel free to contact me.

Peace and Blessings,

Delores V. Dyer

Office Administrator

Little Chapel on the Boardwalk

Presbyterian Church (U.S.A.)

2 W. Fayetteville Street

Wrightsville Beach, NC 28480

910.256.2819 ext. 100

delores@littlechapel.org

2022 Pledge Summary

November 30, 2021

	<u>Year 2021</u>	<u>Year 2022</u>	<u>Change</u>
Total Number of Pledges	91.00	55.00	(36.00)
Total Amount Pledged	335,369.00	212,804.00	(122,565.00)

Detailed Comparison of 2021 versus 2022 Pledges

	<u>Number</u>	<u>Amount</u>
Increased Pledges	15.00	7,130.00
Decreased Pledges	6.00	(14,920.00)
New Pledges	5.00	13,600.00
Did Not Pledge	41.00	(128,375.00)
No Change to Pledge	29.00	-
Total	96.00 *	(122,565.00)

*Number of 2022 Pledges Plus Did Not Pledge (55+41)

Summary of Pledges by Annual Ranges

<u>Range</u>	<u>Year 2021</u>		<u>Year 2022</u>	
	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>
\$1-\$1,000	10.00	6,374.00	5.00	3,060.00
\$1,001-\$3,000	49.00	102,795.00	26.00	55,520.00
\$3,001-\$5,000	17.00	70,320.00	12.00	48,520.00
\$5,001-\$7,000	10.00	60,680.00	9.00	54,504.00
\$7,001-\$10,000	2.00	16,200.00	1.00	7,200.00
\$10,001-\$15,000	-	-	1.00	12,000.00
\$15,001-\$20,000	-	-	-	-
Over \$20,000	3.00	79,000.00	1.00	32,000.00
	<u>91.00</u>	<u>335,369.00</u>	<u>55.00</u>	<u>212,804.00</u>



Property Committee “Team” - Update Report

- for *SESSION MEETING* – 12.6.2021

We commit to being generous stewards of our gifts – time, talents, resources and, *indeed our lives*.

We have not had another Property Committee (PC) meeting since the one held on November 9, 2021.

➤ **BUILDINGS**

1. Kitchen Refrigerator – went directly to manufacturer and obtained part – now operational!
 - a. Persistent efforts by BLL, Delores Dyer, & Jim Herren. Thank You!
2. Completed the improvements to our Silent Knight fire alarm system to address monitoring issues.
3. Beach equipment removed from trailer and stored inside Church – by Jim Herren and Jay Baker.
 - a. Trailer comprehensive maintenance completed by Jay Baker. Thank You!
4. We have had 2 flooring companies begin the process of estimates for both the Church and Manse. Top priority is to have plans in place to address cleaning, repairs, and improvements to Manse during the timeframe between pastors.
5. We are hopeful to have the 3 additional railings installed before the Cantata.

➤ **PLANNING:**

1. Special Projects Sub-Committee met on November 22nd to continue review of key projects and updates to the Property Committee – Reserve Funding Plan.

➤ Session Recommendations/Motions/Common Consent: **None**

Submitted by: Barry Lindholm, Property Committee Moderator

A handwritten signature in black ink, appearing to read "Barry Lindholm", is positioned below the text "Submitted by: Barry Lindholm, Property Committee Moderator".

Commission on Ministry
Presbytery of Coastal Carolina

Interim Pastor Contract

This agreement sets forth the basis for a working relationship between the Rev. John Bouton Earl as Interim Pastor and head of staff and the Session of Little Chapel on the Boardwalk Presbyterian Church of Wrightsville Beach North Carolina, for a period of one year beginning January 1, 2022.

Shared Goals for the Well-being of the Church

1. To work together to provide for the spiritual growth and the ongoing mission and work of the church.
2. To work together to prepare the congregation to receive a new installed pastor, using the interim time to assess the future journey of the congregation, to focus on what might need to be changed, and to lead and support the congregation in fulfilling the interim period developmental tasks and goals.
3. To facilitate open sharing of information with the congregation.

Expectations of the Interim Pastor

1. Will provide regular preaching and worship leadership on Sunday mornings and at special services such as Thanksgiving, Maundy Thursday, and Christmas Eve, taking appropriate time for study and preparation. Will officiate at weddings and funerals and administer the sacraments as agreed upon with the session.
2. Will provide continuing pastoral care for church members and friends, including hospital and home visitation in crises; will visit (along with elders at times) prospective members; will provide crisis care to outsiders as feasible; and will be available for short-term personal counseling as negotiated.
3. Will function as Head of Staff, supervising church employees (music director, administrative assistant, custodian, etc.); will plan for and moderate session and congregational meetings; and will provide, with the session, organizational oversight for the work of the church.
4. Will work collegially with the session in program planning, and will provide guidance, direction, and review as necessary; will support the educational program of the church, including teaching, as needed, and conducting officers' training; will attend meetings of and serve as an active participant in Presbytery.
5. Will lead the session and the congregation in working on the generally recognized interim period developmental tasks, including: coming to terms with history; assessing the church's present and future identity; empowering the church's lay leadership; facilitating links with the denomination; and facilitating a commitment to a new installed pastor. Will assist in the church's self-study (mission study).

7. Interim Pastors are encouraged to join the presbytery. If the Interim Pastor prefers to retain presbytery or denominational membership in the presbytery or denomination of origin, he/she may request permission to labor within the bounds. Requests will be granted by COM on a case by case basis and if the presbytery or judicatory of origin has granted permission to labor outside the bounds. Either route does require the satisfactory examination by the Commission on Ministry.
8. Will NOT be eligible for consideration as the next installed pastor.
9. Will submit quarterly reports to the Committee on Ministry.
10. Will complete the SafeGatherings training and certification process.
11. Will acknowledge receipt of the Sexual Misconduct Policy and the Code of Ethics of the Presbytery.

Expectations of the Session

1. Will recognize the importance of the interim period and will pay the Interim Pastor appropriately.
2. Will work cooperatively with the Interim Pastor and the Presbytery to support the work of the interim period.
3. Will continue to fulfill their Book of Order responsibilities for the life and work of the church.
4. Will negotiate with the Interim Pastor for time away in order that he/she may fulfill committee or board responsibilities to the larger church.
5. Will review this contract with the Interim Pastor for changes and/or renewal by December 31, 2022. After this initial period the contract may be renewed in smaller blocs of time (suggested – six months at a time) with the consent of the Interim Pastor, the Session, and the Commission on Ministry.

Expectations of Presbytery

1. Will provide support and consultative services to the Interim Pastor and the session (including vacancy consultation for the PNC) through the staff and the Committee on Ministry (COM).
2. Will assist the session and Interim Pastor with emerging needs through the resources of the committees of Presbytery.

Mutual Expectations

1. To provide prayer and spiritual support to each other as members of the family of Christ.
2. To work within the accepted general framework of interim intentions and goals as set forth in denominational and other resources.

Reporting and Accountability

The Interim Pastor is accountable to the Presbytery COM, and to the session of The Little Chapel on the Boardwalk. To facilitate a regular and orderly exchange of views, the session will conduct a quarterly review of the performance of the Interim Pastor. The session may appoint a committee to assist in this process, and the review will include consideration of the partnership relationship between the Interim Pastor and the session.

Annual Compensation and Benefits

- Salary: \$52,000 annually
- Housing:
 - Housing Allowance (January & February 2022) \$1,700 monthly
 - Free Use of Manse effective March 1, 2021 \$0 monthly
(through contract termination)
- Board of Pension Payments as Required by the Plan \$7,080 annually
- Medicare Supplement offset \$3,600 annually
- SECA Reimbursement \$5,300.69 annually
- Moving Costs \$1,000 total
- Vouchered Reimbursement of Professional Expenses \$1,500 annually
- Vacation of four weeks including four Sundays
- Study Leave of two weeks including two Sundays

- Family Leave is required:

A. FAMILY LEAVE is a mutual agreement between the Session and Pastor for the good and welfare of the whole of God's holy people. A Covenant of Care and Compassion is a formal opportunity to express agreement in family leave policies. Guidelines for A Declaration of Family Leave Policy and A Covenant for Care and Compassion are available at the Presbytery Office.

B. FAMILY LEAVE may include such items below, is time released for medical care and treatment.

- Sick Leave shall accumulate at least 1 1/4 days each month to 90 days total. Sick Leave of 5 days shall be accrued to newly installed pastors. When sick leave taken exceeds 5 days in a 6-month period, a church may require a statement from the attending physician.
- Maternity/Paternity Leave – 4 weeks with payment of salary and benefits excluding reimbursable expenses. An additional two (2) weeks may be granted from accumulated sick leave if needed.
- Adoptive Leave – 4 weeks with payment of salary and benefits excluding reimbursable expenses.
- Caring for other family members.

Other Benefits

1. Sick leave: 1 day per month.
2. Study leave: 2 weeks annually, to be taken within the year, with timing and subject to be approved by the session.
3. Vacation: 4 weeks annually, to be scheduled in consultation with the session. For the purpose of compensation upon termination, vacation will be deemed to have accrued at the rate of 1 week per quarter. It is expected that vacation will be taken in the year in which it is earned and will not be carried over unless another arrangement is expressly approved by the session. If part-time, vacation and continuing education must be proportional to number of Sundays preached/scheduled to work.
4. Professional Expenses: COM suggests that a statement be made of provision for Professional Expenses, reimbursable with expense vouchers.

Termination Provisions

By the Interim Pastor:

The agreement may be terminated by the Interim Pastor with 30 days' notice, in which case payment beyond the 30-day period will be forfeited.

By the Session:

This agreement may be terminated by the Session upon 90 days' notice, following consultation with the Committee on Ministry. The Interim Pastor may be expected to continue to serve the church during this period as determined by the Session. The Session will allow liberal leave for the Interim Pastor's search for his/her next opportunity for service during this time. During the 90-day period, the church will continue to pay all compensation (effective salary, FICA, major medical, death, disability, and pension) due to the Interim Pastor, unless the Interim Pastor obtains full-time employment, at which time any obligation owed by the church will cease. Vacation compensation, if accrued, will be paid in full at the time of termination subject to the restrictions listed under "other benefits" above. No pay beyond termination date will be provided for accrued sick leave or study leave.

Background Check

The Presbytery of Coastal Carolina requires the successful completion of the SafeGatherings course on boundary training and a background check run by them for all persons serving in a pastoral relationship with one or more of our congregations. Information on how to register and take the training can be found by [clicking here](#). Failure to take such training will result in dissolution of the relationship per the COM Manual.

Signatures:

Interim Pastor _____ Date _____

Clerk of Session _____ Date _____

Chair of Community COM _____ Date _____