

TERMS OF DISSOLUTION BETWEEN

The Reverend _____ and _____ Name of church _____

We, the members of the Session of _____ Name of church _____ agree to request dissolution of the pastoral relationship for the following reasons and the following terms:

1. List the reasons for the dissolution
2. List the terms:
 - a. Amount of severance to be paid (if any). Normally for those who are unvoluntarily released of their call.
 - b. Housing Arrangements—Last date in the manse/ Manse inspection (return of key)
 - c. Office Arrangements—Last date in the Office (return of church keys)
 - d. Vacation Time (to be paid or given by setting the termination date to include the vacation time owed.
 - e. Last Date for the payment of Pension/Medical/ insurance
 - f. Repayment of any Loans (be specific about the payment)
3. Specify the time and date of Separation
 - a. Last Date in Pulpit
 - b. Effective Date that the ministry will end (including vacation time)
 - c. Set the date for the congregational meeting to approve of dissolution
 - d. Contact the Presbytery Commission on Ministry for their approval of dissolution.
4. Other terms to be specified
 - a. Waiver for right to pursue legal action unless this agreement is completed
 - b. Understanding of severance package: It should be specified in the agreement that all benefits will discontinue at anytime before the payoff date should the Teaching Elder receive another call for full time service or secular employment.
 - c. Any other terms required by the State or the Presbytery

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 _____ Name of the Church _____ Date Approved: _____

Signature of the Clerk of Session: _____

Signature of the Teaching Elder: _____

Signature of representative of the Commission on Ministry: _____