

Planning for Expenses During a Transition from One Pastor to Another
A Resource for Sessions and Congregations in the Presbytery of Ohio Valley

At the time of a pastor's departure:

- It is customary for a congregation to have a farewell party in her/his honor.
- Many congregations choose to give a gift to the pastor.

After the pastor has left and before a contract is signed with a temporary pastor:

- The session provides for pastoral care and pulpit supply.
- The presbytery appoints a moderator of session.
(See the current minimum annual compensation standards on the presbytery website, <http://presbyteryov.org> for information about compensation for occasional pulpit supply and the moderator.)

If the session chooses to contract for Extended Pulpit Supply, the contract form includes minimum costs for weekly pulpit supply and pastoral care as directed by the session.

If the congregation is seeking installed pastoral leadership, it should anticipate

- Costs associated with the search process:
 - transportation, housing and meals for the PNC if they travel to meet with candidates;
 - transportation, housing and meals for candidates who are interviewed by the PNC;
- NOTE: these costs may help to inform the decision about the geographic range of the search of a new pastor.
- Costs associated with the newly called pastor's move:
 - costs associated with house-hunting for the newly called pastor (and spouse, if any);
 - moving costs for the newly called pastor (and family).

In addition, when the session contracts with a transitional pastor they will also incur costs similar to associated with those the seeking an installed pastor (costs for the search process and, if necessary, the transitional pastor's relocation to live near the congregation).

For congregations whose outgoing pastor was installed, the congregation will pay **vacancy dues** to the Board of Pensions at the rate of 12% of the outgoing pastor's effective salary for a period not to exceed 12 months. Vacancy dues will cease when a pastor who is a member of the Board of Pensions is in place.