



first presbyterian

First Presbyterian Church

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(artist: james dewoody)

September 20, 2018

Dear Session Members,

Please note that included in this Session Packet is a job description for an Interim Pastor. We would like to act on this at our meeting on September 23. We gathered the description from Pines Presbytery along with two others David provided and asked Gene to write this document based on those. It is pretty much a boiler plate document as these are circulated across various presbytery lines.

We talked with Personnel who felt it was not their responsibility which is fine. We just knew that we wanted to get something approved at this meeting to let us proceed.

We offer a word of thanks to each of you for working "overtime" with these extra meetings. We had a total of 53 persons involved in the process this last Sunday. We were overjoyed at the interest and participation. We will spend time going over the material for main messages and themes. The responses from Sunday will be emailed soon.

See you September 23.

Judy and David

Judy and David Fletcher
Temporary Supply Pastors

SESSION AGENDA
First Presbyterian Church, Texarkana, Arkansas
Sunday September 23, 2018, 12:15 p.m.

Call to Order	David and Judy Fletcher
Opening Devotion and Prayer	
Adoption of the Minutes	
Diaconate Report	Beth McHenry-Pope
Treasurer's Report	Dan Boyles
Clerk's Report	Gene Cogbill
Pastors' Report	David and Judy Fletcher

Committee Reports:

- Worship Committee – Remica Gray, Moderator
- Evangelism Committee – Dan Boyles, Moderator
- Stewardship Committee – Mona Fomby, Moderator
- Christian Education Committee – Chris Walraven, Moderator
- Property Committee – Kurt Andrews, Moderator
- Personnel Committee – Marilyn McCulloch, Moderator
- Nominating Committee – Dan Boyles, Moderator

Miscellaneous items

- Request from Angel Fund Foundation for use of room in Annex
- Request by Ruth Arnold for use of communion equipment
- Request by Rev. Bill Seitz to officiate and serve communion at the wedding of Ruth Arnold

Old Business

New Business

- Interim Pastor Agreement

Prayer of Dedication and Benediction

FIRST PRESBYTERIAN CHURCH

TEXARKANA, ARKANSAS

SESSION MINUTES

August 26, 2018

Attending: Rev. Judy Fletcher and Rev. David Fletcher. Elders: Kurt Andrews, Dan Boyles, Gene Cogbill, Mona Fomby, Griffin Johnson, Marilyn McCulloch, Sarah Propps, and Martha Nell Richards.

CALL TO ORDER—Moderator Rev. Judy Fletcher

OPENING DEVOTION AND PRAYER—Rev. David Fletcher

MINUTES

The Session reviewed the minutes of the Stated Meeting of July 22, 2018.

MOTION: Made by Kurt Andrews and seconded by Martha Nell Richards to approve the minutes of the July 22, 2018, meeting.

DIACONATE REPORT

No report

TREASURER'S REPORT—Dan Boyles

Dan Boyles reviewed the financial reports for the month and seven months ended July 31, 2018. Mr. Boyles noted that all payments under the separation agreement with Rev. Susan Arnold had been completed in August 2018.

The financial reports were received as information.

CLERK'S REPORT—Gene Cogbill

The Clerk read a proposed letter of transfer of membership of Arthur Ghere from First Presbyterian Church Texarkana to St. Philip Lutheran Church, Myrtle Beach, SC. The request for transfer of membership was made by Mr. Ghere.

MOTION: Made by Marilyn McCulloch and seconded by Dan Boyles that Arthur Ghere's transfer of membership from First Presbyterian Church Texarkana to St. Philip Lutheran Church, Myrtle Beach, SC be approved. Motion passed.

The Clerk read an e-mail from Maggie Morgan stating that she wished to be removed from the rolls of First Presbyterian Church, Texarkana because she had joined First Baptist Church Texarkana on June 10, 2018.

MOTION: Made by Martha Nell Richards and seconded by Kurt Andrews that Maggie Morgan be removed from the rolls of First Presbyterian Church Texarkana with regret. Motion passed.

The Clerk read a request from the Boy Scouts to use the FPC annex on September 26, 2018. The Clerk noted that there were no conflicts with any other church activities at the annex on that date.

MOTION: Made by Dan Boyles and seconded by Kurt Andrews that the Boy Scouts be permitted to use the church annex for a meeting on September 26, 2018. Motion passed.

PASTORS' REPORT—Revs. Judy and David Fletcher

Revs. Judy and David Fletcher reported that they had met with several members of the congregation who had not been coming to worship services for some time. Some of those with whom they spoke were encouraged about attending a congregational assessment meeting on September 9, 2018.

Rev. Judy Fletcher noted that members of the Diaconate will be asked to make contacts through their Sheppards' List to encourage members of the church to attend the congregational assessment meeting on September 9, 2018.

Rev. Judy Fletcher announced that the next meeting of Presbytery of the Pines will be held on October 20, 2018, in Camden, AR. The Rev. Fletchers will attend that meeting.

Rev. Judy Fletcher asked for a member of the Session to represent First Presbyterian Church Texarkana at the meeting of Presbytery of the Pines. Sarah Propps volunteered to represent FPC.

MOTION: Made by Martha Nell Richards and seconded by Mona Fomby that Sarah Propps be elected to represent First Presbyterian Church Texarkana at the meeting of Presbytery of the Pines on October 20, 2018. Motion passed.

COMMITTEE REPORTS

WORSHIP COMMITTEE—Gene Cogbill

Gene Cogbill, member of the Worship Committee, reported for the committee in the excused absence of its moderator, Remica Gray. Mr. Cogbill reported:

1. Dan Hignight will fill our pulpit for the Sunday morning worship service on September 16, 2018.
2. Lance Jones will fill our pulpit on November 25, December 23, December 24, and December 30, 2018.
3. Veritas Academy Choir has been confirmed for the first Advent Concert on December 6, 2018; and Gail Cogbill has secured harpist Cherith Hendrich for the second Advent Concert on December 13, 2018.
4. Discussions are still ongoing with organist/choir director candidate Alex Armstrong.

EVANGELISM COMMITTEE—Dan Boyles

Mr. Boyles reported that the Evangelism Committee did not meet in August.

Mr. Boyles will meet with Sue Ellen Hall, IT Coordinator, regarding the expectations of her position and to update the church's website. Kurt Andrews agreed to assist Mr. Boyles in working with Sue Ellen.

STEWARDSHIP COMMITTEE—Mona Fomby

Ms. Fomby reported that the Stewardship Committee did not meet in August.

CHRISTIAN EDUCATION COMMITTEE

The Christian Education Committee did not meet in August.

PROPERTY COMMITTEE—Kurt Andrews

Mr. Andrews reported that he had several "issues" on which he was continuing to work, especially those related to air-conditioning and roofing.

Mr. Andrews announced that Ron Cantu will be retiring December 31, 2018, and details of his retirement and vacation are still being discussed and negotiated.

PERSONNEL COMMITTEE—Marilyn McCulloch

Ms. McCulloch reported that the Personnel Committee did not meet in August.

NOMINATING COMMITTEE—Dan Boyles

Mr. Boyles reported that he had received all the information related to the Nominating Committee from its former moderator, Randy Lacy, and the committee would be meeting very soon.

Mr. Boyles announced that Brian Jackson will become a member of the Nominating Committee to fill the vacated position from the Men of the Church.

MISCELLANEOUS ITEMS

Rev. Judy Fletcher announced that the next stated meeting of Session would be Sunday, September 23, 2018, at 12:15PM.

OLD BUSINESS

None

NEW BUSINESS

None

PRAYER OF DEDICATION AND BENEDICTION

Rev. Judy Fletcher closed the meeting with prayer.

Rev. Judy Fletcher
Moderator

Gene Cogbill
Acting Clerk of Session

Balance Sheet
 For the period ending 08/31/2018

Printed: 09/06/2018

ASSETS	Checking- General Fund	Checking-DUE TO FUNDS	MMA-General Fund	MMA-DUE TO FUNDS	Other Funds	TOTAL
Cash in Bank - Money Market Account	131.81		113,536.65	91,444.97		205,113.43
Cash in Bank - Operating Funds	63,150.30	8,595.33		-10,084.11		61,661.52
TOTAL ASSETS	63,282.11	8,595.33	113,536.65	81,360.86		266,774.95
LIABILITIES	Checking- General Fund	Checking-DUE TO FUNDS	MMA-General Fund	MMA-DUE TO FUNDS	Other Funds	TOTAL
TOTAL LIABILITIES						0.00
NET ASSETS	63,282.11	8,595.33	113,536.65	81,360.86		266,774.95

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Budget Vs. Actual Report

Printed: 09/06/2018

2018 Budget

Between 01/01/2018 and 08/31/2018

INCOME CATEGORIES

Category	YTD Budget	Received	YTD Difference	Annual Budget	Difference
2018 Pledges	126,667	122,475	-4,192	190,000	-67,525
Plate	40,000	27,003	-12,997	60,000	-32,997
Other Income	5,333	1,440	-3,893	8,000	-6,560
Income Categories Total	172,000	150,918	-21,082	258,000	-107,082

EXPENSE CATEGORIES

Category	YTD Budget	Spent	YTD Difference	Annual Budget	Difference
Clergy - 403(b) deferred compensation	3,479	857	-2,622	5,219	-4,362
Clergy - Wages	29,773	37,713	7,940	44,659	-6,946
Clergy - Housing & Utilities	12,737	11,537	-1,200	19,105	-7,568
Clergy - Continuing Education Expense	667	328	-339	1,000	-672
Clergy - Health Insurance	10,627	10,627	0	15,941	-5,314
Clergy - Death/Disability	425	425	0	638	-213
Clergy - Dental Insurance	1,088	1,088	0	1,632	-544
Clergy - Reimb Self Emp Tax	3,252	3,209	-43	4,878	-1,669
Clergy - Professional Expense	667	350	-317	1,000	-650
Clergy - Mileage Reimbursement	1,667	3,895	2,228	2,500	1,395
Clergy - Annuity	4,676	4,676	0	7,014	-2,338
Organist/Choir Director - Salary	6,667	7,077	410	10,000	-2,923
Admin Asst - death/disability insurance	516	497	-19	774	-277
Admin Asst - health insurance	6,747	8,476	1,729	10,120	-1,644
Admin Asst - salary	17,139	16,693	-446	25,709	-9,016
Custodian - annuity	2,127	2,094	-33	3,190	-1,096
Custodian - death/disability insurance	193	190	-3	290	-100
Custodian - dental insurance	295	296	1	443	-147
Custodian - health insurance	6,747	9,884	3,137	10,120	-236
Custodian - mileage reimbursement	533	131	-402	800	-669
Custodian - salary	19,039	18,248	-791	28,558	-10,310
Nursery - coordinator stipend	832	832	0	1,248	-416
Nursery - salary	2,779	1,622	-1,157	4,168	-2,546
Consultant Wages - CE	6,933	6,522	-411	10,400	-3,878
Consultant Wages - Web	3,467	2,200	-1,267	5,200	-3,000

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Category	YTD Budget	Spent	YTD Difference	Annual Budget	Difference
Other Benefit - Miscellaneous employee benefits (bonus)	1,333	0	-1,333	2,000	-2,000
Other Benefit - Workers Compensation Insurance	1,033	-253	-1,286	1,550	-1,803
Payroll Taxes - Medicare (employer share)	600	0	-600	900	-900
Payroll Taxes - Social Security (employer share)	4,733	3,583	-1,150	7,100	-3,517
Benevolence - other missions	0	60	60	0	60
Benevolence - pastor	0	0	0	0	0
Benevolence - Presbytery Unified Missions	0	0	0	0	0
Benevolence - theological	0	0	0	0	0
Presbytery Dues	1,827	-10	-1,837	2,741	-2,751
Office Expense	2,667	3,194	527	4,000	-806
Witness and Service	333	40	-293	500	-460
Worship - Music	667	240	-427	1,000	-760
Worship - Music Equipment/Instrument Maintenance	2,667	0	-2,667	4,000	-4,000
Worship - Worship Supplies	667	246	-421	1,000	-754
Building & Grounds - Food & Kitchen & Custodial Supp	1,667	2,229	562	2,500	-271
Building & Grounds - Maintenance	9,333	9,301	-32	14,000	-4,699
Building & Grounds - Property Insurance	12,667	12,231	-436	19,000	-6,769
Building & Grounds - Utilities	22,667	27,574	4,907	34,000	-6,426
Christian Education - Adult/Whole Church programs	533	481	-52	800	-319
Christian Education - Childrens programs	333	80	-253	500	-420
Christian Education - Nursery	50	35	-15	75	-40
Christian Education - Vacation Bible School	400	395	-5	600	-205
Christian Education - Background Checks	267	35	-232	400	-365
Youth Ministry - Youth programs	1,000	187	-813	1,500	-1,313
Youth Ministry - Camps, rallies, and retreats	333	669	336	500	169
Evangelism - Evangelism programs	667	0	-667	1,000	-1,000
Evangelism - Children's Ministries	333	40	-293	500	-460
Congregational Care and Nurture	67	78	11	100	-22
Bell Tower Expense	0	0	0	0	0
Nominating/Training	133	89	-44	200	-111

Category	YTD Budget	Spent	YTD Difference	Annual Budget	Difference
Stewardship Expense	0	0	0	0	0
Expense Categories Total	210,049	209,991	-58	315,072	-105,081

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FIRST PRESBYTERIAN CHURCH			
<u>Year to Date ACTUAL Revenues and Expenses to BUDGET</u>			
<u>For the Eight Months Ended</u>			
	ACTUAL	BUDGET	
	Jan 1 thru	Jan 1 thru	Over
	August 31	August 31	(Under)
<u>Revenues</u>	<u>2018</u>	<u>2018</u>	<u>Budget</u>
Pledges	\$ 122,475	\$ 126,667	\$ (4,192)
Plate	27,003	40,000	(12,997)
Other income	1,440	5,333	(3,893)
Total revenues	150,918	172,000	(21,082)
<u>Expenses</u>			
<u>Staff expenses</u>			
Clergy	74,705	69,058	5,647
Director of Christian Ed	6,522	6,933	(411)
Organist/Choir Director	7,077	6,667	410
Administrative Assistant	25,666	24,402	1,264
Custodian	30,843	28,934	1,909
Nursery coordinator	2,454	3,611	(1,157)
Consultant--IT	2,200	3,467	(1,267)
Payroll taxes & Workers Comp	3,330	7,699	(4,369)
Subtotal staff expenses	152,797	150,771	2,026
<u>Operating Expenses</u>			
Office expense	3,194	2,667	527
Worship committee	526	4,001	(3,475)
Christian Education	1,026	1,583	(557)
Youth expenses	896	2,333	(1,437)
Presbytery dues	(10)	1,827	(1,837)
Bldg & Grounds--Food & Kit	2,229	1,667	562
Bldg & Grounds--Maintenance	9,301	9,333	(32)
Bldg & Grounds--Insurance	12,231	12,667	(436)
Bldg & Grounds--Utilities	27,574	22,667	4,907
All other operating expenses	227	533	(306)
Total operating expense	57,194	59,278	(2,084)
Total expenses	209,991	210,049	(58)
Net loss	\$ (59,073)	\$ (38,049)	\$ 21,024

FIRST PRESBYTERIAN CHURCH		
<u>Change in Cash Balances 2018 to 2017</u>		
<u>Cash Balances August 31, 2018</u>		
Checking account	\$ 61,662	
Money market account	<u>205,113</u>	
Total cash balances		\$ 266,775
<u>Cash Balances August 31, 2017</u>		
Checking account	\$ 111,814	
Money market account	<u>275,503</u>	
Total cash balances		<u>387,317</u>
DECREASE IN CASH		\$ <u>(120,542)</u>

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FIRST PRESBYTERIAN CHURCH
TEXARKANA, ARKANSAS
STEWARDSHIP COMMITTEE MEETING MINUTES

9/6/18

The Stewardship Committee met for the monthly scheduled meeting. There were no minutes from August due to the fact the committee did not meet. Those in attendance were Mona Fomby, Moderator, Marilyn McCullough and Nancy Jackson. Dan Boyles, Treasurer was in and out during the meeting due to another meeting at the same time.

Dan had distributed a simplified budget review broken down into committees. Mona Fomby then forwarded these to all moderators of each committee asking to be discussed and reviewed during the September meetings and to review/edit. She asked that all Moderators approve only what was absolutely necessary to function due to current financial restraints.

During the Stewardship meeting the salary requirements were discussed due to the lack of a permanent pastor, and the retirement of Ron Cantu in January. The timing of less salary and benefits, although unfortunate in personnel, does give a little bit of relief to an existing budget deficit. Pulpit supply will continue, but no benefits will be forthcoming until a permanent pastor is obtained.

Gene Cogbill also adjusted the financial update to be included in the Sunday Bulletin, hoping to present a clearer, more concise picture for members of the congregation.

There being no further issues for discussion, the meeting was adjourned.

Respectfully submitted,

Mona Fomby, Moderator/Acting Clerk

FIRST PRESBYTERIAN CHURCH TEXARKANA
PERSONNEL COMMITTEE MEETING
August 30, 2018

The meeting began at 5:30 p.m.

Present were: Marilyn McCulloch, Dan Boyles, Betty Anthony, Kurt Andrews, and Martha Nell Richards.

The purpose of the meeting was to discuss personnel's up-coming vacation dates, overtime, and Ron's retirement.

VACATION:

Ron Cantu requested his last five days of vacation for year 11/01/2017-10/31/2018 to be September 9 - 13, 2018, which includes a Sunday. In his four weeks of accrued vacation each year, Ron may take 4 Sundays. He has already taken four Sunday this calendar year. Personnel approved Sept 10-13, 2018. Ron may take another day for the fifth day, except a Sunday.

Rebecca Johnson requested her remaining day of vacation for 9/8/2017-9/7/2018 to be September 4, 2018. She also requested October 8, 2018 for one day vacation on her calendar year 9/8/2018-9/7/2019. Approved.

OVERTIME:

Overtime for non-exempt employees was reviewed. Although it is not stated in the Staff Handbook, the committee was of the consensus that overtime was always compensated with days off in the same pay period and not monetarily. All non-exempt employees must also request overtime in writing with reason for the overtime and approved by a supervisor. Any overtime not approved will not be compensated.

RETIREMENT:

Ron Cantu has told several of the committee members of his plans to retire December 31, 2018. His anniversary date is November 1. After twenty years, he has accrued four weeks of vacation per year (twenty days) plus five personal days (25 days total).

MOTION was made by Dan Boyles and seconded by Kurt Andrews that:

1. Ron Cantu may take four days of vacation, which is 1/6 of the calendar year, on a Monday or Tuesday from November 1 December 31, 2018. He may have one Sunday off if he elects to take those 4 days the first three weeks of November before Thanksgiving, as Ron will be needed on the days holiday activities are scheduled at the church.

2. After December 31,2018, Ron will no longer have Board of pension benefits and Personnel Committee expects him to file for his own personal health benefits through Medicare and supplement health insurance. Board of Pension needs to be notified at least by November of his impending retirement.

3. There will be no more contributions made to Board of Pension for Ron Cantu after December 31, 2018.

Motion carried.

Dan Boyles drafted a letter (see attached) for Ron to sign regarding his retirement.

Plans for a celebration of Ron's time with First Presbyterian Church are in the works for first part of January, 2019.

WHAT'S NEXT:

Discussion ensued of options for custodial care of the interior church and building and grounds maintenance after December 31, 2018. Full time employee versus contract for grounds and building maintenance and cleaning service. Mention was made of the savings for the church if contract labor was acquired, but also much that is now being done by the custodian will not be covered by contract labor. Church members will need to take on those tasks. Kurt is making a list of duties now being done, and of those which can be contracted and which can volunteers do. He is also doing cost analysis of the two options.

Meeting adjourned at 7 p.m.

Martha Neil Richards
Appointed scribe

September 12, 2018

To Clerk of Session, Gene Cogbill,

Angel Fund Foundation would like the use of the room immediately on the right as one enters the door of the Annex through the middle Annex door. It is the room with a fireplace. Angel Fund Foundation has props used once a year for their fund raiser and needs a locked room for these items. The Sharing Place is currently using most of the rooms in the Annex but Pat Willis, head of the Sharing Place program, consented to Angel Fund Foundation using the above described room with Session approval.

Thank you for this consideration,
Martha Nell Richards

FIRST PRESBYTERIAN CHURCH EQUIPMENT CHECKOUT SHEET

IMPORTANT NOTE: Please note that only church members are permitted to checkout church equipment for personal use. In requesting the church equipment identified below for personal use, church members accept the responsibility to return the listed equipment in the same condition as received. If significant damage occurs, the church member is expected to reimburse the church for the damaged or lost items. Church Staff should not be expected to provide transportation. Forms, or complete copies of the church operating manual, can be viewed at the church office (870-774-6453) or at church website, www.firstprestexarkana.org.

1. Church Member making request is Ruth Arnold.
2. Checkout date is November 2, 2018.
3. Expected return date is November 4, 2018.
4. List of equipment being checked out:

Item Received	Number Received	Notes Concerning Condition of Equipment Checked Out	Return of Equipment Notes And Date
Stainless Dinner Knives, Forks, Spoons (the good stuff!)	175 x 3 = 525 pieces		
Pottery Communion Paten & Chalice			
Four Silver Communion Trays – bread & juice	4 bread 4 juice 200 cups (may we purchase from the church)		

NOTE: If more room is needed, please attach an additional sheet of paper with similar information identified.

I/We have fully read and understand the above policy for church members using church equipment, e.g., folding chairs and folding tables. I/We, Ruth Arnold, agree to accept responsibility to return the above promptly after our personal use in the same condition as received, or I/we will reimburse the church for replacement of any lost or damaged items.

From: Susan Arnold [mailto:revsusanmarnold62@gmail.com]
Sent: Tuesday, September 18, 2018 8:10 AM
To: FPC Office Administrator
Cc: Ruth Arnold; Kristen Amensen
Subject: request for use of equipment and permission to serve communion

Rebecca,

Please forward to the Clerk for consideration at the next Session meeting.

As well, Ruth and Kyle have asked Bill Seitz (minister at Mena Presbyterian Church) to officiate at their wedding. Rev. Seitz suggests permission to serve communion should come from the 'hosting' church. In light of Rev. Seitz' suggestion, we are asking the Session of FPC TXK to grant permission/blessing to serve communion at the wedding of Ruth Arnold and Kyle Amensen on Saturday, November 3, 2018 at Garrison Gardens in Genoa, AR. Elders Marshall and Sheila Moore have graciously agreed to be two of the four servers of communion that day. The other two servers will be officers in the church (of another denomination) from the groom's side of the family.

Thanks so much,
Susan Arnold

FIRST PRESBYTERIAN CHURCH TEXARKANA
Interim Pastor Agreement
(DRAFT DOCUMENT)

This agreement between the Session of First Presbyterian Church of Texarkana, Arkansas, Rev. _____, and the Committee on Ministry of the Presbytery of the Pines is for the purpose of providing interim pastoral services.

This relationship will begin _____, and end _____ (no more than 12 months) at which time it may be renewed, if necessary, with the concurrence of the Session, the Interim Pastor, and the Presbytery's Committee on Ministry. The Interim Pastor's position will be part time.

It is understood that the Interim Pastor is accountable to the presbytery through the Committee on Ministry and he will provide written reports about his ministry every three (3) months and participate with the Committee and the Session in an evaluation of this ministry in six (6) months.

It is agreed that this covenant may be terminated upon 60 days written notice by either the Interim Pastor or by the Session. If terminated by the Session or by the Interim Pastor prior to the end of the covenant period, no compensation will be paid after the date of termination.

Goals for this ministry are to work with the congregation of the First Presbyterian Church of Texarkana, Arkansas, on the five "developmental tasks" of interim ministry:

1. Understanding its history, including its relationship with previous pastors
2. Discovering its identity and articulating its vision for the future
3. Facilitating shifts in lay leadership and changes in congregational power structures
4. Reflecting on and renewing of its relationships with the larger Church
5. Preparing for new pastoral leadership and new forms of ministry

The Interim Pastor will fulfill the following responsibilities which include, but are not limited to:

1. Providing spiritual and administrative leadership for the congregation
2. Leading worship and administering the sacraments
3. Officiating at weddings and funerals
4. Providing pastoral care for the congregation and for all who seek comfort and guidance through the church
5. Serving as moderator of the Session
6. Serving as head of staff
7. Assisting committees and boards in their ministry
8. Training newly elected officers and assisting in preparing persons for membership
9. Participating in the Presbytery of the Pines and attending all meetings of Presbytery of the Pines
10. Assisting with the conduct of a congregational mission study

The Interim Pastor will not be involved in the work of the Pastor Nominating Committee of First Presbyterian Church of Texarkana, Arkansas, beyond providing opportunities for the committee to communicate with the session and congregation about their progress.

The compensation for this agreement shall be the TERMS OF CALL below:

Salary	\$ _____
Reimbursement of supplemental health insurance premiums	_____
Total annual taxable compensation amount	\$ _____
Vacation	4 weeks (including 4 Sundays)
Continuing education	2 weeks (including 2 Sundays)
Reimbursement of ministry expenses including:	
Continuing education	_____
Professional expenses	_____
Automobile	Current IRS rate per mile

Interim Pastor _____ Date _____

Clerk of Session _____ Date _____

Moderator, Commission on Ministry _____ Date _____