



Dissolution of Pastoral Call Voluntary Resignation

Instructions: Prior to the congregational meeting convened for the purpose of dissolving the call of a pastor or associate pastor, (or prior to the session meeting to dissolve the relationship with an interim pastor, stated supply, or parish associate), side one of this form should be completed. After the terms indicated in the form are adopted, it should be signed by the Clerk of Session and minister, on side two. The signed form should be sent to the Commission on Ministry, 1001 Craig Road, Ste 170, St Louis, MO 63146. After the action has been taken on the dissolution by the Presbytery, copies of the form will be returned to the minister and to the Clerk of Session.

The action to dissolve the pastoral relationship is requested for the following reason:

Retirement _____ Voluntary Resignation _____ Conclusion of Contract _____

On the ___ day of _____, 20____, at a properly called meeting of the [check one] _____ congregation _____ session of the _____ Presbyterian Church of, ___ MO ___ IL, it was voted to request the Presbytery of Giddings-Lovejoy to dissolve the ___ pastor ___ associate pastor ___ interim pastor ___ stated supply ___ parish associate relationship between the church and Rev. _____.

The dissolution of the relationship is effective the ___ day of _____ 20____, with the following terms. The last day of the worship leadership will be Sunday, _____ 20____.

- A. The Session and minister have discussed *Book of Order* (G-2.0905) and ethical guidelines governing the relationship between the departing pastor and the congregation in the future and have agreed on how those considerations will be communicated and interpreted to the congregation. **Please initial** to indicate compliance: _____ Clerk of Session _____ Pastor
- B. The minister will remove all personal items from church property by the effective date of the dissolution. All property belonging to the church, including keys to the church, will be returned to the Clerk of Session or person designated by the Session. Arrangements for payment of any monies due to the Minister under the terms of call (salary, annuities, house equity, etc.) or the repayment of

any loan made by the church to the minister shall be made by the effective date of the dissolution unless herewith stipulated by both parties in writing.

C. Unused Vacation time: The congregation will allow or compensate for unused vacation time due the pastor under the terms of call or contract as approved by the presbytery. The pastor is due _____ days of vacation, to be taken as time off or compensated: \$_____.

- **Severance* terms** [complete as applicable]. **Monthly Compensation to be paid after** the date of termination of service:

\$_____ Cash salary until _____

\$_____ Housing Allowance until _____

\$_____ Deferred Income

\$_____ Supplemental insurance until _____

\$_____ Other _____ until _____

\$_____ Other _____ until _____

The church will be responsible for Board of Pensions dues through the benefits end date of _____.

The church will pay moving expenses up to \$ _____

Other:

The minister agrees to vacate the manse by _____

Following the Dissolution of the Pastoral Call, the relationship of the minister is that of a terminated employee. Even when a Severance Agreement is in place, extending any compensation and/or benefits, it does not imply that the minister has any other relationship with the church or its members anything other than as a terminated employee.



CERTIFICATION

On this ___ day of _____, 20___ we attest that the relationship between the church and the minister has been dissolved in all respects according to the rules in the Form of Government, including the regulations which govern dissolutions, and all other policies of the General Assembly and Presbytery.

_____ Clerk of Session

On this ___ day of _____, 20___, I certify that I have received and accept the terms of this dissolution.

_____ Minister

On this ___ day of _____, 20___, I certify that the Presbytery of Giddings-Lovejoy Commission on Ministry has approved this dissolution.

_____ CoM Moderator

On this ___ day of _____, 20___, I attest that this dissolution has been reported to, approved by, and recorded in the minutes of the Presbytery of Giddings-Lovejoy.

_____ Stated Clerk, Presbytery of Giddings-Lovejoy
1001 Craig Road; Ste 170, St Louis MO 63146

