Appendix I **Covenant of Separation**

This covenant of separation will guide the future relationship between the Rev. (Name) and (Church Name) of (City, State). It is designed to strengthen the process of separation from any further pastoral responsibilities beginning on (Effective Date). It is important that members and friends of (Church Name) understand and accept the terms of this covenant in order that relationships with new staff develop in positive ways. The covenant is mutually agreed upon by the Rev. (Name) and the consistory.

1. As of (Effective Date) Rev. (Name) will relinquish all pastoral and administrative duties as senior pastor and will no longer function as a part of the pastoral team of (Church Name).
2. Rev. (Name) is determined to be supportive of the future pastoral and lay leadership of (Church Name). Rev. (Name) will not receive negative comments or participate in any conversation or activity which might undermine any program or person.
3. Any future contacts which may occur between Rev. (Name) and the congregation will be as friends and not in a pastor - parishioner relationship. Rev. (Name) will not participate in weddings, funerals, or baptisms, nor engage in any hospital or pastoral visitation, unless requested through the consistory or executive committee, so that the new pastoral relationship may develop.

This covenant is offered to the people of (Church Name) for the sole purpose of strengthening the mission and ministry in the future. It grows out of deep gratitude for the special relationship that develops between pastor and people.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature - Vice President of Consistory

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature - Pastor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature – Classis Representative

Check boxes, if, as part of this pastoral relationship dissolution;

* A severance agreement has been signed.
* A Covenant for the On-Going Relationship has been signed.
* Payments to the retirement account are up-to-date and have been fully paid. Payments to medical insurance policies are up-to-date and have been fully paid. If arrears are later found to exist that are the responsibility of church, the church will fulfill these obligations. See next page.

# Declarations Statement

1. A statement by the pastor as to the current status of retirement and insurance payments and of any obligations that are due him/her. A Statement of obligation due to the church from the pastor.

I, Rev. (Name), declare that all retirement and other benefits are current and accurate except as follows (if none, write “None”):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Pastor Date

I, Rev. (Name), declare all financial obligations owed to the church have been fulfilled and/or are otherwise non-existent.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Pastor Date

Note: If this statement cannot be made, then a document showing how the debt will be repaid shall be attached.

1. A statement by the consistory as to the current status of retirement and insurance payments and of any obligation that is due.

The consistory of (Church Name) declares and affirms that the terms of the Call and the subsequent revisions to that Call have been fulfilled by the consistory to the best of its knowledge. The consistory affirms that if, in the future, the retirement fund contributions that were the responsibility of this Call are discovered to be underfunded, the consistory will fulfill that obligation.

Signature of Clerk Date

Covenant for our Future Relationship

Classis of North Grand Rapids, Reformed Church in America

This covenant will guide the future relationship between the Rev. (Name) and the (Church Name). It is designed to enable a healthy process of separation following the dissolution of the pastoral relationship on DATE. It is important that members and friends of the (Church Name) understand and accept the terms of this covenant so that relationships with new ministerial staff may develop positively. This covenant is mutually affirmed by the Rev. (Name) and the consistory of (Church Name).

As of (Date), the Rev. (Name) relinquishes all pastoral and professional duties as minister of this congregation and will no longer function as part of the staff of (Church Name). Rev. (Name) will remain a friend and personal relationships may continue. Rev. (Name) will not engage in conversations which offer opinions, advice, or criticism about the church’s life and work, or the performance of interim and subsequently installed minister/s. Recognizing that his/her pastoral ministry at (Church Name) has concluded, the Rev. (Name) will only accept new pastoral obligations when an invitation comes from the board of elders, or with the board’s permission. [*If there are future obligations that will be fulfilled, such as weddings or funeral commitments, these are noted in the next sentence. Otherwise that sentence is omitted.*] The consistory permits Rev. (Name) to complete the following obligations in this congregation: (itemize list with names and/or dates)

The congregation of (Church Name) recognizes and accepts the completion of the Rev. (Name)’s ministry here. As this congregation desires to live into its future, it releases the Rev. (Name) to move to a new form of ministry. To assist in that transition, the members of (Church Name) will limit requests forms of pastoral services, including baptisms, weddings, funerals, and worship leadership from the Rev. (Name), in order that the development of new relationships by both minister or people may be encouraged. A request for an exception to this covenant may only be granted by the board of elders of this church.

This covenant is offered to the people of (Church Name) and the Rev. (Name) to strengthen their future mission and ministries. It grows out of deep gratitude for the special relationship that has developed, and will develop in the future, between minister and congregation. We thank our Lord that we have had the opportunity to minister to one another in the past. We pray for Christ’s blessing upon our future days and years.

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Minister and date Vice-President and Date

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Classis Representative and date