

Consulting Agreement Proposal

_____ offers the following proposed agreement with Name of Church to engage the services of _____ (name of Transitional Leader - TL) under the following terms and conditions:

1. Commencement and Renewal

- 1.1 This agreement commences on _____, 20____ and is binding for a period of six months.
- 1.2 This contract may be altered or renewed by mutual agreement of both parties during the term of the contract.
- 1.3 The term and conditions of a subsequent contract may be negotiated at any time during the term of this contract but shall be determined no later than 45 days prior to the completion of this contract.

2. Fee for Services – per month

- 2.1 Consulting fee based on _____ hours per week \$
 - 2.2 6% GST (if appropriate) \$
 - 2.3 Health Care Insurance Premium \$
 - 2.4 Pension contribution (5% of consulting fee) \$ _____
- total

2.5 Exceptional expenses shall be discussed on a case by case basis prior to approval.

3. Hours of Work and Payment

- 3.1 An *average* of _____ hours per week. Days and hours shall be mutually agreed upon by _____ and the Name of Church Leadership Team. It is understood that the nature of the ministry consulting includes the need for flexibility to the natural ebb and flow of time demands in ministry. Some weeks may require more hours and others less.
- 3.2 Participation and/or attendance at public services or meetings on Sundays or other days shall be considered work hours.
- 3.3 Study time at _____'s home office/library for preparation of sermons or other teaching duties as required shall be considered work hours. (Generally, sermon preparation time requires 8-10 hours of study time)
- 3.4 A weekly itemized log of hours worked shall be submitted by _____(TL).
- 3.5 Invoices for consulting fees will be submitted no later than 10 days before month end.
- 3.6 Payment of fees shall be by cheque or ETF to _____ no later than last day of each month.

4. Vacation, Statutory Holidays and Sick Days

- 4.1 Ten vacation days plus 2 Sundays during the term of the contract.
- 4.2 Vacation time will be scheduled in a reasonable and timely manner.
- 4.3 Paid statutory holidays as they occur during the term of this contract are based on the same rate of pay as the base consulting fee.
- 4.4 Six (6) sick days are allotted during the term of this contract. Name of Church may request at its discretion a Doctors certificate or other satisfactory information to verify sick days

5. Duties

- 5.1 _____(TL) will faithfully perform the duties and responsibilities of a Transitional Pastoral Consultant as outlined in a mutually agreed upon job description.
- 5.2 Name of Church may request or suggest alterations to the job description throughout the term of the contract and as agreed by mutual consent of both parties.

6. Accountability

- 6.1 _____ (TL) shall be a member of the Leadership Team and will be mutually accountable to the same on a day to day basis.
- 6.2 In addition, and ultimately, _____(TL) will report to and be accountable to the Board of Elders of Name of Church throughout the term of this agreement.
- 6.3 _____(TL) will agree to operate according to the stated policies and procedures of Name of Church and the _____(name of denomination)
- 6.4 As an officially credentialed worker of the _____(name of denomination and it's region), _____(TL) will also be accountable, as outlined in District policy, to the District Superintendent (or other denominational leadership).

7. Confidentiality and Privacy

- _____ (TL) will not disclose any confidential information of which he becomes aware relating to Name of Church, its employees or constituents during the course of this contract or at any other time except by approval by the Board of Elders of Name of Church.
- 7.1 It is understood violation of inappropriate disclosure may result in termination of this agreement.
- 7.2 _____(TL) will function under the terms and conditions of Name of Church's privacy policy.
- 7.3 Should no privacy policy exist the _____(name of denomination) privacy policy will be the privacy policy for the terms of this contract.

8. Dealing with the public

During the terms of service at Name of Church _____(TL) must maintain a neat and presentable appearance. All dealings with the public must be conducted in a courteous, gracious and honest manner.

9. Provisions – Name of Church shall:

- 9.1 inform the congregation in a timely and forthright manner about the nature and tenure of _____'s (TL) role at the outset of this agreement.
- 9.2 provide the required resources (time, finances, etc) for _____(TL) to attend any denominational function which a credential worker with the _____(name of denomination) is expected to participate AND for any District duties which credentialed workers are asked to serve from time to time. Time spent in any other special consulting work shall NOT be considered work hours within the terms of this contract.
- 9.3 provide a hospitality allowance not to exceed \$150.00 per month which shall be reimbursed in a timely fashion based on receipts submitted by _____.
- 9.4 provide _____ with a suitable and private, confidential office space including telephone, high speed internet, and e-mail address for use only to fulfill his duties with Name of Church during the terms of the contract.

9.5 provide a minimum of 100 Name of Church business cards with appropriate contact information as mutually agreed upon by both parties.

9.6 conduct an exit interview with _____ (TL) upon the completion of his consulting work at Name of Church.

9.7 provide a monthly performance review for _____'s (TL) benefit and ongoing effectiveness while serving at Name of Church.

9.8 provide appropriate pastoral malpractice insurance covering such duties as outlined in the job description that may place _____ (TL) at possible risk while fulfilling his duties with Name of Church during the term of this contract.

10. Travel

10.1 Normal travel costs (to and from work, meetings, visitation, etc.) are the responsibility of _____ (TL).

10.2 Exceptional travel that may be required by Name of Church (such as out of town travel, seminars, etc) shall be reimbursed at the normal church/denominational mileage rate, or in the case of other modes of travel, by actual cost based on submitted receipts.

10.3 Exceptional travel costs shall discussed in advance by both parties prior to approval.

11. Mediation

11.1 Both parties shall agree, in case of dispute, to resolve matters in a biblical manner according to _____ (denomination name or governing body) policy with final appeal being the _____ (denominational leader or group the church is accountable to).

11.2 If necessary both parties shall agree to seek a mediated settlement of any dispute through other mediation mechanisms as suggested by the _____ (the appropriate denominational group).

11.3 Mediation through legal remedy shall not be an option unless specifically directed by the _____ (the appropriate denominational group).

12. Termination of this agreement and severance

It is understood that termination of this agreement without due cause will require written notice and severance pay to _____ (TL) equal to the full and complete terms of this agreement and provincial employment standards.

Signature _____ Date _____
(authorized signature for Transitional Leader)

Signature _____ Date _____
(authorized signature for Name of Church)