Presbytery of New Covenant Contract
for Temporary Pastoral Relationship
(New or Renewal) 2025

This Contract for Temporary Pastoral Relationship (hereinafter Contract) is entered between Webster Presbyterian Church, of Webster, Texas (hereinafter Church) and Grant Todd Willams (hereinafter Clergyperson).

Name of Church *City* *Name of Clergyperson*

The parties to this contract are Church, Clergyperson and Presbytery through the Committee on Ministry (COM).

At a duly called meeting on October 28, 20 25, Session on behalf of Church voted to **renew/enter into (circle one)** a Contract with Clergyperson as follows and requests approval of the Committee on Ministry (COM).

Term: One year beginning November 1, 20 25.

Term of Contract

If less than one year, explain reason for shorter period[1]: _____

_____

Type of Temporary Pastoral Relationship *(Check one):*

- ☒ Interim/Transitional
- ☐ Stated Supply
- ☐ Parish Associate (with remuneration)
- ☐ Parish Associate (without remuneration)
- ☐ Other _____

This contract is:

- ☒ Full Time
- ☐ Part time at _____ hours per week

The Candidate meets the following requirements:

1. Is an ordained Teaching Elder/Minister of Word and Sacrament in the P.C.(USA); Month/Year ordained: June 20, 1999
2. Is a member in good standing of New Covenant Presbytery, Synod of

   The Sun Yes;
3. If not a member of Presbytery of New Covenant, has been granted permission to labor within the bounds of Presbytery of New Covenant by COM on (date) _____ ;
4. If not ordained in the P.C.(USA), in what denomination? Christian Church Disciples of Christ ;
5. FOR INTERIM PASTORS ONLY: Has completed Interim Pastor Training (attach verification); or if has not completed the Interim Pastor Training, the deadline for completion is: _____ .

[1] NOTE: Ordinarily an interim contract is for one year. The exception to this is if a congregation is considering or has approved using the Designated Pastor search process. In this case, a six-month contract may be submitted to COM for approval. A six-month contract may contain a 30-day notice clause for termination, rather than 60 days. (Approved by COM: May 2010)

THE PARTIES TO THIS CONTRACT AGREE TO THE FOLLOWING TERMS:

A. This agreement is for a period of 12 months from the date above. This agreement may be terminated by the session or the temporary pastor upon 30 days' written notice. This agreement may be terminated by the presbytery, acting through its Committee on Ministry, if at any time it determines that the ministry of the Word imperatively demands it. All financial obligations to the temporary pastor cease as of the date of termination, unless otherwise provided in this contract. This agreement may be renewed in its entirety or incrementally extended on a month-by-month basis if all parties to the contract concur.

B. A new contract shall be negotiated by the Session and the Temporary Pastor no less than 60 days prior to the expiration of this contract (30 days for a 6-month contract). The negotiation shall include the type of relationship, the duties of the Temporary Pastor, compensation and length of service of the new contract. The new contract shall be reviewed by the Committee on Ministry and become effective only upon its approval.
In no case shall the parties continue employment under the terms of the old contract past the expiration date. .

C. **FOR INTERIM/TRANSITIONAL PASTORS ONLY**: Should the Interim Pastor terminate this contract for any reason before its term, the Church shall not be obligated financially beyond the final date of service indicated in the notice (unless stipulated otherwise in the Addendum), except any remaining vacation days (pro-rated for the period actually worked) shall be added to the last day of work for compensation.

D. The session agrees to continue the salary, housing allowance, and pension/medical benefits of the temporary pastor, if applicable, for a period of ___ months following the termination of this agreement, subject to the approval of the presbytery as expressed through the COM.

E. FOR PARISH ASSOCIATES: The Parish Associate is nominated by the pastor. The relationship is formalized by the Session and reviewed and endorsed by the COM, annually. The Parish Associate relationship is dissolved upon dissolution of the pastor-congregation relationship. Former Parish Associates may remain within the fellowship of the congregations they have served as Parish Associates, but in doing so they will abide by the guidelines for ministerial conduct approved by the COM and the Presbytery of New Covenant. Any proposed Parish Associate covenant with remuneration, or renewal of such a covenant, must be submitted to COM for approval at least 30 days prior to its effective date.

GENERAL CONDITIONS

A. **ORDINARILY**, the Clergyperson shall NOT be eligible for a call to be installed as the Pastor of this church.

B. At the end of the contract, the Church through its Session shall provide a performance review.

C. It is understood that should the Clergyperson have any serious differences or difficulties with any former Pastor of this congregation, the matter will be referred to the Presbytery's COM.

D. The Temporary Pastor shall not be involved in the work of the Pastor Nominating Committee beyond providing opportunities for to communicate with the Session and congregation concerning the status of the search process.

RESPONSIBILITIES AND SPECIFICATION OF PASTORAL DUTIES[2]

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[2] Sessions will vary widely in the duties required of Temporary Pastors, particularly considering full time or part time work, and the needs of the congregation. *This listing provides a sample that may be sufficient in some cases and may be a starting point in others.* Clarity of expectation from the beginning avoids confusion later The Temporary Pastor may be responsible for providing pastoral duties as indicated in this position description

1. Plan, lead, and preach in Sunday worship and in other services as appropriate. Arrange for pulpit supply and leadership of worship on Sundays not present.
2. Provide pastoral care to the sick and homebound as time permits.
3. Officiate at weddings and funerals as requested.
4. Plan and moderate Session and congregational meetings.
5. Work with Session, committees and church organizations to assist them in carrying out their assigned work.
6. Train newly elected officers in conjunction with staff and selected members.
7. Perform other administrative duties as requested (i.e. assist in preparing bulletins, newsletters, etc.)
8. Supervise the various staff members with the Personnel Committee.
9. Exercise general oversight of church facilities through the Session.
10. Represent the congregation with Presbytery, church and community organizations.

FOR PARISH ASSOCIATES: Parish Associates offer to congregations their gifts and commitments as a complement to the pastoral services provided by pastors and associate pastors.

COMPENSATION WORKSHEET ***A. Effective Salary***

1.	**Annual Cash Salary:** Include all annual cash salary. Also include employee contributions to 403(b)(9) plans, tax sheltered annuity plans, salary reduction contributions to flexible health spending accounts, and cafeteria plans	$ $50,000
2.	**Housing Allowance:** Include all housing, utility, and furnishing allowances.	$ $30,000
3.	**Employing Organization Contributions:** Include employing organization contributions to 403(b)(9) plans, tax-sheltered annuity plans, and equity allowances. *Matching contributions to the Board's optional Retirement Savings Plan are not included in Total Annual Effective Salary.*	$
4.	**Bonus:** Include bonuses, unvouchered professional expense allowances, gifts from employing organizations, and manse equity allowances (unless contributed to a qualified deferred compensation program). Also include year-end or other bonuses and unvouchered allowances and gifts paid by the employing organization. *(Gifts received directly from private donors or honoraria are NOT included.)*	$
5.	**SECA:** If the church or employing organization pays for or reimburses the member for **more than 50% of their Self-Employment Contribution Act** (SECA) tax obligations, then the amount in excess of 50% of the expense must be included in this line.	$
6.	**Other:** Include all other forms of compensation not otherwise covered in the fields above, including medical deductible and medical expense reimbursement allowances not paid through a group benefit plan, insurance premiums for additional insurance coverage provided for individual employees (premiums for group plan coverage are not included), and others. This also includes any dental coverage paid for or reimbursed by the Church.	$
7.	**Manse:** The Manse amount must be at least 30% of the fields above for members residing in employer-provided housing.	$
	A. TOTAL EFFECTIVE SALARY (Sum of 1-7, above) **FULL-TIME MUST MEET PRESBYTERY MINIMUM TERMS OF COMPENSATION**	**$** $80,000

B. Reimbursements

8.	**Travel (per IRS rate @ $.70/mile)**	$ $4,000
9.	**Study leave, continuing education or training, vacation:**	$ $1,000
10.	**SECA:** If the church or employing organization pays for/reimburses up to **of their Self-Employment Contribution Act** (SECA) tax obligations, then the amount goes on this line	$
11.	**Telephone:**	$
12.	**Books, professional expenses:**	$
13.	**Other: For example Moving Expenses.** SECA (7.65% of Effective Salary)	$ $6,120
	B. TOTAL REIMBURSEMENTS: Sum of 8-12, above	**$** $10,960

2024 SECA 7.45% $5960 total

C. Non-Cash Compensation

14. **Board of Pensions Dues: (if applicable*)** Disciples of Christ pension plan (14%) NOTE: to calculate Board of Pensions dues please call BOP rep Kevin Keaton (215 435 1301) or use this web address to determine BOP Dues amounts: https://pensions.org/decision-guide/ *if over 20 hours/week; minister not retired & is a member of PCUSA BOP plan	$ $9,825
Vacation @ 4 weeks (includes Sundays) Study Leave @ 2 weeks (includes Sundays) Clergy Retreat @ 3 days = +$250 to Study Leave	4 wks vacation; study leave 2 wks

TOTAL FINANCIAL PACKAGE (A + B + C)

$ 100,945

The undersigned agree to the aforementioned conditions of employment:

Temporary Pastor (Clergyperson) Signature — Date: 10/28/2025

Pastor Printed Name: C. Todd Williams — Contact Information (phone/email): 713/922-6595

Clerk of Session on behalf of Church Signature — Date: 10/28/2025

Clerk of Session Printed Name: Michael E. Cooper — Contact Information (phone/email): mecooper812@gmail.com 281-300-8153

Pro tempore

COM Representative Signature — Date

COM Representative Printed Name — Contact Information (phone/email)

Please remit form to the Coordinator for COM/CPM, Darcy Bryan-Wilson, Presbytery of New Covenant, 4803 San Felipe St, Houston, TX 77056 or dbwilson@pbyofnewcovenant.org

Approved by COM 8/5/2025

TOTAL FINANCIAL PACKAGE (A + B + C)

$100,945

The undersigned agree to the aforementioned conditions of employment:

Temporary Pastor (Clergyperson) Signature — Date: 10/28/2025

G. Todd Williams — 713/922-6599

Pastor Printed Name — Contact Information (phone/email)

Michael E Cooper — 10/28/2025

Clerk of Session on behalf of Church Signature — Date

Michael E. Cooper — mecooper812@gmail.com 281-300-8153

Clerk of Session Printed Name — Contact Information (phone/email)

Pro tempore

Darcy Bryan-Wilson for Karen Estes — 11/4/2025

COM Representative Signature — Date

Darcy Bryan-Wilson for Karen Estes — 11/4/2025

COM Representative Printed Name — Contact Information (phone/email)

Please remit form to the Coordinator for COM/CPM, Darcy Bryan-Wilson, Presbytery of New Covenant, 4803 San Felipe St, Houston, TX 77056 or dbwilson@pbyofnewcovenant.org

Approved by COM 8/5/2025