

# **Shared Pastor Agreement between United Congregational Church of Conway and The First Congregational Church of Shelburne**

Created by the Shared Pastor Task Force in meetings from September, 2020 to October, 2021

Approved 11/14/2021 by both congregations

Revised 10/30/2022 for the call of Rev. Marianne MacCullagh

Conway representatives - Muriel Antes, Janet McLaurin, Marcus McLaurin, Linda Preston

Shelburne representatives – Alan Coutinho, Virginia Peck, Debra Washer, Deborah Coutinho, Timothy Graves,  
Lewis Goodnow

The United Congregational Church of Conway and the First Congregational Church of Shelburne enter this joint agreement to hire a Designated Term Pastor, to be shared between the two churches.

The pastor shall prepare one sermon to be delivered at each church. Over the course of a year, the pastor's time will be allocated as agreed upon between the two churches and will be reviewed by both churches and the pastor, on a quarterly basis. The ebb and flow of the pastor's responsibility will vary over the season's and each congregation's needs.

Each church congregation retains autonomy over their church. This agreement pertains only to the sharing of a pastor.

A Shared Pastoral Relations Committee consisting of 3 members from each Church will be appointed to act as the liaison between the Churches and the pastor.

This entire agreement shall be reviewed and renewed annually between the Shared Pastoral Relations Committee and the pastor. Adjustments may be made as necessary and as agreed by both Churches with the pastor.

This agreement can be terminated by either church or the pastor, with 90 days written notice.

## **Sunday Worship Services**

9:15 am – United Congregational Church of Conway

11:00 am – First Congregational Church of Shelburne

Bulletins will be responsibility of each church.

## **Office Hours**

Office hours for each church will be negotiated with the pastor when hired.

Each church will be responsible for creating a space for office hours.

## **Communication**

Use a calendar shared between the two churches. Each church will identify the representative to be responsible for updating the calendar for their church.

1. Meetings – committee meetings, annual meetings, congregational meetings  
Weekly or monthly events – Bible study or Book Group
2. Special events – church or community wide events (Festival of the Hills in Conway, Second Saturday Suppers in Shelburne) CROP Walk, Christmas Pageant, Tree Lighting, Christmas Caroling, Jubilee, etc.
3. Special Services – Weddings and Funerals

**Special Services**

Maundy Thursday Service – Plan to hold the service jointly, moving between both churches each year

Easter Sunrise Service – Plan to hold jointly, moving the location between both towns each year

Christmas Eve – Conway will schedule their service at 5:00 or 5:30 pm, Shelburne will schedule their service at 7:00 or 7:30

**Vacation**

The pastor will be provided 4 weeks of vacation annually beginning the first year. Reasonable requests with 60 days advance notice will not be denied.

Vacation time will be taken at the same time from both churches. Each church will be responsible for its own pulpit supply in the pastor’s absence.

**Continuing Education Leave**

The pastor will earn Continuing Education Leave of 2 weeks per year and can be accumulated up to four weeks.

Continuing Education Leave will be taken at the same time from both churches and in consultation with both churches. Each church will be responsible for pulpit supply in the pastor’s absence.

**Compensation Package including Housing**

We offer a total package of \$70,000 per year that includes all benefits and salary and a housing allowance. Each church will be responsible for paying their portion of the salary directly to the pastor. Any issues should be referred to the Pastoral Relations Committee for review. Each church will pay 50% of the cash package.

We recommend that the pastor live locally to both churches if the compensation package includes a housing allowance rather than the parsonage.

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| Rev. Marianne MacCullagh   | Date  |
| Marcus McLaurin, Moderator<br>United Congregational Moderator Church of Conway | Roland Giguere, Moderator<br>First Congregational Church of Shelburne |
| Date   | Date  |