

Sample Letter of Agreement

Date _____

Dear Friends,

This is a letter of agreement at the time of resignation between (Pastor Name) and the Elders of (Church Name) . It is the result of a process of clarification of the former pastor's role as he continues to live in the area.

It is to be shared as appropriate throughout the congregation so that others may understand changes in roles and responsibilities and be supportive as the church and its former pastor move into another phase of their respective lives.

1. (Resigning Pastor Name) resignation, effective (date) signifies his understanding that all pastoral and administrative duties at (Church Name) are terminated as of that date. He will follow the commandment "Thou shalt not be the pastor when you are no longer the pastor."
2. (Resigning Pastor Name) agrees that he will not officiate at any wedding, funeral, baptism or dedication, etc. within (Church Name) or (Location) , but may attend as a worshipper on occasion, notifying (New Pastor Name) in advance. If (New Pastor Name) so desires, (Resigning Pastor Name) may assist him in an event as he deems appropriate. It is anticipated that the (Resigning Pastor family) will not attend a (Church Name) regular worship service until (date) . (Resigning Pastor Name) will not attend a (Church Name) business meeting nor attempt to influence the direction of the church in any manner.
3. (Resigning Pastor Name) agrees further that while attending any (Church Name) gathering or socially conversing with any (Church Name) member or friend in the future, he will neither say nor listen to any uncomplimentary or critical remarks concerning (Church Name) pastors or leaders. (New Pastor Name) and the Elders are in agreement with the guideline as it relates to their remarks regarding (Resigning Pastor Name) or any former pastor. It is further agreed that should either (New Pastor Name) or (Resigning Pastor Name) hear something that is disquieting about this mutual behavior agreement, a follow-up contact will be made as soon as possible.
4. It is mutually agreed that it is not necessary to sever all personal ties with (Church Name) members and friends and area clergy. Social visitation, sporting/civic events

etc. may continue on a personal friendship basis, not in the role of (Church Name) pastor as mentioned above. It is understood that (Resigning Pastor family members) may participate more often in ongoing contact or get-togethers with (Church Name) members and will also abide by the agreements that (Resigning Pastor Name) has committed to.

5. During (dates), the (Resigning Pastor and family) may invite FCCBers to an open house at their new home in (Location) .

_____	_____	_____
Date	Resigning Pastor	New Pastor
	_____	_____
	Elder	Elder