

Form F-3: Dissolution of a Call or Appointment
Committee on Ministry – Presbytery of Tampa Bay

On the ___ day of _____ year _____, at a properly called meeting of the congregation (or) session of the _____ Presbyterian Church of _____ Florida, it was voted to request the presbytery to dissolve the pastor associate pastor interim pastor stated supply parish associate relationship between the church and Rev. _____ effective the ___ day of _____ year _____. The last day of work will be the _____ day of _____ year _____.

1. The minister will remove all personal items from church property by the effective date of the dissolution. All property belonging to the church, including keys to the church, will be returned to the Clerk of Session or person designated by the Session. Arrangements for payment of any monies due to the Minister (salary, annuities, house equity, etc.) or the repayment of any loan made by the church to the minister shall be made by the effective date of the dissolution unless herewith stipulated by both parties in writing.
2. The departing minister will inform the congregation that future pastoral services (funerals, weddings, counseling, hospital visits, etc.) cannot be provided by the former pastor. Unusual circumstances may create an exception to this policy but will require written authorization and permission of the Moderator or, in the case of the inability to contact the moderator, the Clerk of Session (G-14.0630).

3. Complete all the items below that apply:

- Rev. _____ requests designation as “Honorably Retired” effective _____.
- The congregation voted to request that Rev. _____ be designated Pastor Emeritus.
- Severance will be paid until _____.
- The minister will have free use of the manse until _____.
- Other terms: _____

Signatures

Telephone

	Minister/Educator/Candidate(____)
	Clerk of Session(____)
	Committee on Ministry Chair(____)
	Stated Clerk.....(____)