**Sample Overseer Memo of Understanding**

This memo of understanding is developed between overseer and church for the term of oversight from \_\_/ \_\_/\_\_ to \_\_/\_\_/\_\_.

1. At the invitation of the pastor, the overseer will preach times per year in a Sunday morning worship service.
2. At the invitation of the pastor, the overseer will have face‐to‐face contact with some or all of the leadership team (pastor[s], elders, council, or board) at least time(s) per year.
3. At the initiation of (specify pastor or overseer), the pastor and overseer will have phone, email, or other contact at least three or four times a year. The overseer will serve as pastor to the congregational pastor.
4. (church designee) will send bulletins, newsletters, and leadership minutes to the overseer.
5. The pastor will initiate contact with the overseer regarding significant church events, including pastoral vacancies and tensions within the congregation. The overseer will assist the pastor in resolving these issues and/or be in touch with the conference pastor as appropriate. The overseer will communicate with the congregation through the pastor except in extreme cases.
6. The overseer will be reimbursed for time and cost of travel to the congregation. The request for reimbursement will come to the church treasurer through \_\_\_\_\_\_\_\_\_\_(pastor or church designee) -- or the church could establish an annual love gift/budgetary line item, which would be given to the overseer each year in acknowledgement of the overseer’s general availability, time, and travel.
7. Other arrangements –