

DISSOLUTION AGREEMENT

**Terms of Dissolution between The Rev. Linda E Owens and
The Presbyterian Church at Bound Brook, 409 Mountain Ave, Bound Brook, NJ 08805**

We, the members of The Presbyterian Church at Bound Brook (hereinafter BBPC) agree to request dissolution of the pastoral relationship with the Rev Linda Owens for the following reasons and terms:

The reason for this Dissolution Agreement is the retirement of Rev Owens from active pastoral care, duties and leadership. To aid in the process to secure an interim pastor, Rev Owens will provide a current Job Description and important Head of Staff data which will be provided to BBPC Personnel co-chairs Jung Dettelback and/or Betsy Haase Reimer.

Rev Owens last date of active leadership and worship will be October 5, 2025. With un-used vacation days, personal days, as well as days worked that should have been time off for family leave, it is recommended that the last date of pay (salary, housing, benefits and standard deductions) will be October 31, 2025, with the last pay period ending October 31, 2025. There is no carry over provided for Professional Development or Study Leave. Rev Owens is working directly with the Board of Pensions to secure her post-employment pension and benefits with them.

Vouchered items and reimbursements, including FSA reimbursements, shall be processed in a timely manner, with all receipts and vouchers received, and reimbursements paid, on or before January 31, 2026. (90 days was added to the 10/31 final pay date to arrive at this 1/31/26 deadline to allow for processing of medical billing for expenses incurred while still employed.)

Church credit card will be physically returned to the Bookkeeper/Finance commission by October 5, 2025.

Administrator passwords and access shall be documented by Rev Owens and made accessible in a binder to be provided to the Clerk of Session. The Clerk shall ensure this binder and data is provided to the new interim pastor when on-boarded. Physical equipment such as the BBPC laptop and access to BBPC Facebook, Instagram, Clover, EasyTithe, Google Docs, Constant Contact, Zoom, Wildfire, PowerChurch, Church Directory and Canva accounts shall likewise be documented and turned over to the technology department of BBPC – namely Dan Luna.

There are no outstanding loans to be repaid, or other financial arrangements outside of the voucher/reimbursement process for items/services duly authorized on or before October 5, 2025. Any Medical reimbursements for treatments/services through the FSA shall be payable by BBPC for dates of service in 2025 up to and including 10/31/2025.

Rev. Owens will be responsible for removal of personal property from the Pastor Office and BBPC grounds not later than Saturday, October 18, 2025.

Rev. Owens will secure pulpit supply through November 2, 2025 and vouchers for those payments will be authorized by Worship & Music and Personnel ruling elders.

The Congregational Meeting to receive the retirement request and resignation of Rev Owens shall be scheduled for September 28, 2025. Jeanne Radak of The Highlands Presbytery shall be contacted to ensure a moderator is available to attend and moderate that meeting.

ALL Ministry duties AND PASTORAL SERVICES will cease on the effective date set by the congregation and approved by the Presbytery, October 5, 2025, with 2 pre-approved exceptions: (1) The offsite wedding ceremony of Kira Biedermann November 2026, and (2) the offsite wedding ceremony of Chelsea Sebastian February 2026.

This dissolution agreement shall be approved by The Presbytery of the Highlands no later than September 9, 2025 so that the search and recommendation process can proceed without delay

We the undersigned have negotiated this agreement in good faith and have every intention of being faithful in fulfilling it.

APPROVALS

Approved by the Moderator of Session and Pastor of The Presbyterian Church at Bound Brook

Signed: *Rev. Linda E. Owens*

Printed Name: *Rev Linda E. Owens*

Date: *8-23-25*

Approved by the Clerk of Session of The Presbyterian Church at Bound Brook

Signed: *Steven G. Decker*

Printed Name *Steven G. Decker*

Date: *8-21-25*

Approved by the Moderator of the Committee on Ministry

Signed:

Printed Name:

Date:

Date Approved by the Congregation of The Presbyterian Church at Bound Brook:

Copies (4, 1 each) to: Pastor, Clerk of Session, COM Liaison, Highlands Presbytery Office