

Interim Pastor Agreement

(Guidelines Recommended for Use by Churches - rev. 2-2002)

(Note Book of Order, G-14.0513b. which states, "The Session may not secure or dissolve a relationship with an interim pastor or interim co-pastors [or interim associate pastor] without the concurrence of the Presbytery through its Committee on Ministry.)

It is understood that the Interim Pastor has agreed not to be involved with the Pastor Nominating Committee (PNC) except to see that they made adequate reports to the COM and to the congregation, and to help with the preparation of the Church Information Form, if requested to do so. Any suggestions the Interim Pastor has to make as to persons for consideration are to be submitted to the COM.

It is understood that the Interim Pastor has agreed not to be a candidate for the pastorate of this church, and in every way will seek to prepare the way for the coming of an installed Pastor.

This agreement is for a period of up to 12 months, but is terminated when the called Pastor arrives. It may be renewed for additional periods of time of up to 12 months, which will also be terminated when the called Pastor arrives. If the called Pastor arrives or if the Session terminates the relationship with the Interim Pastor before the agreement period ends, the contracted compensation will continue for an additional two months beyond termination, or until the end of the agreement period, whichever is less. If the Interim Pastor terminates the contract before the Agreement period ends, compensation does not extend beyond the termination date.

The following agreement between the Session of _____ and The Rev. _____ is for the purpose of providing interim pastoral service to the Church during its search for an installed Pastor.

This agreement will begin on _____ and will end on _____.

THE INTERIM PASTOR (Circle the appropriate response):

Will/will not seek to become/is a member of this Presbytery.

Will/will not be asked to serve as Moderator of the Session.

Will/will not assist in preparation of the Church Information Form.

THE BASIC AND ONGOING FUNCTIONS OF THIS MINISTRY WILL BE:

1. Lead worship each Sunday.
2. Do pastoral calling on sick, shut-ins and prospective members.
3. Officiate at weddings and funerals as requested.
4. Plan and moderate Session and congregational meetings.
5. Work with committees to assist them in carrying out their assigned tasks.
6. Train newly-elected officers.
7. Perform other administrative and pastoral duties as requested.
8. _____.

THE SPECIALIZED FUNCTIONS OF THIS MINISTRY WILL BE:

1. Help this congregation examine their history and work through the grief process which usually follows the loss of a minister.
2. Enable the Session to identify current issues they face and develop ways of resolving them.
3. Lead the Session through a goal-setting process, thereby developing a vision for the future.
4. Help to identify skills needed by the future Pastor to insure clarity of roles and expectations.
5. Examine linkage with Presbytery, Synod, and General Assembly, and identify resources that might be available from each of them.
6. Prepare the congregation for the arrival of a new minister.
7. Other: _____.

POLICIES OF THE COMMITTEE ON MINISTRY:

During the length of the agreement, the Interim Pastor will be accountable to this Presbytery through the Committee on Ministry (COM). A brief one-page report will be made to the COM on the status of the work at least quarterly. At the end of the agreement, the Session agrees to provide evaluation of the interim pastorate for the COM.

NOTE: When an Interim Associate Pastor is employed, appropriate changes in the wording of this agreement should be made, especially regarding the duties of the Minister. After the agreement is approved, any changes require the approval of the COM.

TERMS OF CALL:

If the Interim Pastor is employed on a part-time basis, appropriate compensation should be negotiated. Normally, the Interim Pastor will be compensated for interim pastoral services as follows:

Base Salary \$_____ The base salary for the former Minister should be the norm for the services of a full-time Interim Pastor.

Housing Allowance \$_____ Details concerning manse or any special housing arrangements should be included here.

Pension & Medical \$_____ Full participation dues should be paid to the Board of Pensions of the Presbyterian Church (U.S.A.).

Auto and Professional Allowance \$_____ This amount should include reimbursement, through an accountable reimbursement plan, for normal business expense as described by the IRS.

Moving Costs to Field \$_____ To be negotiated. (Can be presented in such terms as “up to \$_____”.)

Study Leave _____. Two weeks annually, pro-rated, including financial assistance consistent with the congregation’s provision for the last installed Pastor, or according to Presbytery’s standards.

“There will be no compensation for unused study leave”

Vacation _____. To be earned at a rate of one week per quarter and used or accumulated as agreed upon.

AGREEMENT ENTERED INTO ON _____, 20_____.

_____, Interim Pastor

_____, Clerk of Session

APPROVED: _____, Chair, Committee on Ministry

*For further information on the work of the Interim Pastor, secure a copy of “The Interim Pastor’s Manual” through the Presbytery Office.