

**INTERIM MINISTRY CONTRACT  
MISSION PRESBYTERY**

Between **THE SESSION OF** \_\_\_\_\_

And **THE REVEREND** \_\_\_\_\_

**INITIATION OF CONTRACT**

This position is as the \_\_Interim Pastor or \_\_Interim Associate Pastor for a period of \_\_12 months (not to exceed 364 days), or \_\_6 months, or \_\_other (specify; not to exceed 364 days).

This is a \_\_\_full-time or a \_\_\_part-time position. If a full-time position, the Interim will work at least 40 hours per week. If a part-time position the Interim will work: \_\_30 \_\_25 \_\_20 hours per week.

**EXPECTATIONS OF THE INTERIM**

**The Interim Pastor (Temporary Pastoral Relationship) agrees that she/he will:**

1. Serve as Moderator of Session and head of staff, unless an Interim Associate Pastor.
2. Provide preaching and worship leadership and officiate at weddings, funerals, and the sacraments.
3. Provide pastoral care for the congregation, including hospital and crisis visitation with families and individuals.
4. Provide programmatic support for the church as approved by the Session.
5. Provide pastoral leadership concerning conflict management, healing, grief work, reconciliation, visioning, and other interim specialist skills, such as:
  - assist the church to claim its history,
  - help the church reassess its identity,
  - assist the church to cope with changes within the lay leadership,
  - help strengthen the church's connections with the denomination,
  - help prepare the congregation for new pastoral leadership.
6. Continue professional training by participation in Presbytery/Synod/General Assembly sponsored Interim Pastor support groups, study events and conferences.
7. In no way seek to become a candidate for the Installed Pastoral Relationship (Installed or Designated Pastor).
8. Not be involved with the Pastor Nominating Committee (PNC) except to be supportive in the PNC's work with the PNC Liaison and requests that the PNC makes periodic reports to the Session and congregation.
9. Establish regular office hours.
10. Be accountable to the Presbytery through the Committee on Ministry and to the Session through the Personnel Committee.
11. Be an active member of the presbytery and in the presbytery's Interim Pastor's support group.

**EXPECTATIONS OF THE SESSION**

**The Session agrees that it will:**

1. Provide prayer and encouragement for the Interim Pastor.
2. Review the work of the Interim Pastor (ordinarily through the Personnel Committee) at six-month intervals.
3. Continue to fulfill all duties assigned it under the terms of the *Book of Order*.

## EXPECTATIONS OF THE PRESBYTERY

**The Committee on Ministry (COM) and the Executive Presbyter agree that they will:**

1. Provide professional and pastoral support to the Interim Pastor.
2. Assist the Session and the Interim Pastor with emerging needs.

### TERMS OF THE CONTRACT

Normally, the compensation package for the Interim Pastor is a minimum of 100% of the compensation package of the previous pastor. Exceptions to this compensation package must be approved by COM. The compensation package for the part-time Interim Pastor is prorated accordingly.

#### SALARY

- |  |       |
|--|-------|
| 1. Cash/Salary   | _____ |
| 2. Housing/Utility Allowance   | _____ |
| 3. Employing Organization's<br>Contributions (403(b)(9), tax<br>sheltered annuity plans and Equity<br>allowance) | _____ |
| 4. Additional Compensation   | _____ |
| 5. Other Allowances  | _____ |
| 6. Manse Value (at least 30% of 1-5)   | _____ |

#### ***EFFECTIVE SALARY***

\_\_\_\_\_

#### BOARD OF PENSIONS

(full coverage for pension and major medical)

\_\_\_\_\_

#### 1/2 SECA

( \_\_\_% for the 20\_\_ tax year of 1, 3, 4 & 5 above)

\_\_\_\_\_

#### ***TOTAL BENEFITS***

\_\_\_\_\_

#### REIMBURSABLE ALLOWANCES

- |   |       |
|---|-------|
| Auto Allowance                              | _____ |
| Continuing Education/Book<br>Allowance      | _____ |
| Professional Expenses                       | _____ |
| Actual Move In Expenses (if<br>applicable)  | _____ |
| Actual Move Out Expenses (if<br>applicable) | _____ |

#### ***TOTAL REIMBURSABLE EXPENSES***

\_\_\_\_\_

## **NON-CASH BENEFITS**

Vacation time will be 4 weeks per year including four (4) Sundays, accrued at the rate of 2.5 days for each month of service.

Continuing Education time will be two (2) weeks per year including two (2) Sundays.

## **EXPENSES UNIQUE TO THE INTERIM PERIOD (as applicable)**

Actual move in and move out expenses will be paid on the basis of the lowest or best offered service of two (2) competitive bids.

## **REPORTING AND ACCOUNTABILITY**

The Interim Pastor is accountable to the Presbytery COM and to the Session of the church.

In order to facilitate a regular and orderly exchange of views, the Interim Pastor will submit a Semi-Annual Interim Report to the Committee on Ministry (see Committees : Committee on Ministry section on Mission Presbytery's website).

The Session will conduct a performance review of the Interim Pastor at least every six (6) months; a more frequent schedule of review is encouraged. The Session may appoint a committee to assist in this process. The review will include consideration of the contract terms and the partnership relationship between the Interim Pastor and the Session.

## **RENEWAL OR EXTENSION**

Request for extensions will be made in writing by the Session to the Committee on Ministry no less than sixty (60) days prior to the expiration of this contract. The request will include the negotiated relationship, duties, compensation and specific length of renewal or extension.

The renewal or extension shall become effective only upon the approval of COM or that of Presbytery. In no case shall the parties continue employment under terms of the old contract past the expiration date.

## **TERMINATION**

The contract may be terminated by any party (Session, COM, Presbytery, Interim Pastor) with the submission of written notice thirty (30) days in advance.

The vote by the Congregation to extend a call to a candidate shall constitute the same thirty (30) days notice of contract termination.

If this agreement is terminated by the Interim Pastor, after COM concurrence, the termination date shall be no sooner than thirty (30) days after the Session receives written notice from the Interim Pastor. If the Interim Pastor terminates the agreement, she/he forfeits any compensation beyond the 30-day period.

For all interim contracts over three (3) months duration, the compensation package (salary, housing, Board of Pensions, other income) will be paid up to an additional sixty (60) days maximum beyond the actual termination date if the Interim Pastor is: (a) actively seeking a new pastoral position; or, (b) has not started a new pastoral position within that extended period; or, (c) is not honorably retired. No vacation or continuing education time or allowance will be accrued during the extended 60-day period. This will require the church to, at least quarterly, place sufficient funds in an escrow, reserve account or line item to meet that expense. The extended period compensation shall end on whichever of the following dates occur first: after the sixty (60) days maximum, or at the beginning date of new service, or on the date of retirement.

At the end of the Interim Pastor’s service to the church, the Interim Pastor will receive in pay, earned (prorated) unused vacation time, continuing education time scheduled, and reimbursable continuing education allowance.

\_\_\_\_\_  
CLERK OF SESSION

\_\_\_\_\_  
DATE

\_\_\_\_\_  
INTERIM PASTOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMMITTEE ON MINISTRY REPRESENTATIVE

\_\_\_\_\_  
DATE