

Interim Pastor Agreement

This agreement between the **Session** of the _____ and _____ for the services of the **Rev.** _____ sets forth the basis for a working relationship between the Rev. _____ as Interim Pastor and head of staff and the Session of _____ Church for a period of one year, beginning _____.

The Session of _____ Church, being satisfied with the qualifications of the Rev. _____ and sure of her ability to lead us spiritually, enters this contract without reservation. Further the Session of _____ Presbyterian Church commits itself to support and encourage the Rev. _____ in the performance of her duties by the faithful performance of its responsibilities including those enumerated below. The Rev. _____ agrees to perform the functions usually assigned to the Pastor, including those enumerated below.

Shared Goals for the Well-being of the _____ Presbyterian Church

1. To work together to provide for the spiritual growth and the ongoing mission and work of the church.
2. To work together to prepare the congregation to receive a new installed pastor, using the interim time to assess the future journey of the congregation, to focus on what might need to be changed, and to lead and support the congregation in fulfilling the interim period developmental tasks and goals.
3. To facilitate open sharing of information with the congregation.

Expectations of the Interim Pastor

4. Will provide regular preaching and worship leadership on Sunday mornings and at special services such as Thanksgiving, Maundy Thursday, and Christmas Eve, taking appropriate time for study and preparation.
5. Will officiate at weddings and funerals and administer the sacraments as agreed upon with the Session.
6. Will provide continuing pastoral care for church members and friends, including hospital and home visitation in crises; will visit (along with elders at times) prospective members; will provide crisis care to outsiders as feasible; and will be available for short-term personal counseling as negotiated.
7. Will function as Head of Staff, supervising church employees; will plan for and moderate Session and congregational meetings; and will provide, with the Session, organizational oversight for the work of the church.
8. Will work collegially with Session committees in program planning, and will provide guidance, direction, and review as necessary; will support the educational program of the church; will conduct officers' training in Presbyterian polity, conflict management, and reformed theology; will attend meetings of and serve as an active participant in Presbytery; and will lead or facilitate adult study activity as determined mutually with the appropriate Session committees.

9. Will lead the Session and the congregation in working on the generally recognized interim period developmental tasks, including: coming to terms with history; assessing the church's present and future identity; empowering the church's lay leadership; facilitating links with the denomination; and facilitating a commitment to a new installed pastor.
10. Will NOT be eligible for consideration as installed pastor.

Expectations of the Session

11. Will work cooperatively with the Interim Pastor and the Presbytery to support the work of the interim period.
12. Will continue to fulfill their Book of Order responsibilities for the life and work of the church.
13. Will review this contract with the Interim Pastor for changes and/or renewal by _____. The contract is renewable with the consent of the Interim Pastor, the Session, and the Committee on Ministry until an installed pastor has been called.

Expectations of Presbytery

14. Will provide support and consultative services to the Interim Pastor and the Session (including vacancy consultation) through the staff and the Committee on Ministry (COM).
15. Will assist the Session and Interim Pastor with emerging needs through the resources of the committees of Presbytery.

Mutual Expectations

16. To provide prayer and spiritual support to each other as members of the family of Christ.
17. To work within the accepted general framework of interim intentions and goals as set forth in denominational and other resources.

Reporting and Accountability

The Interim Pastor is accountable to the Presbytery COM, and to the Session of the _____ Presbyterian Church. In order to facilitate a regular and orderly exchange of views, the Interim Pastor will report quarterly to the Committee on Ministry, and the Session will conduct a semi-annual review of the performance of the Interim Pastor. The Session may appoint a committee to assist in this process, and the review will include consideration of the partnership relationship between the Interim Pastor and the Session.

Intellectual Property

It is agreed that all sermons, curricula, study materials created by the Rev. _____ may be used in any proper manner by the _____ Presbyterian Church but that the _____ retains all rights of ownership of such intellectual property.

Annual Compensation and Benefits

(The equivalent of the following parts of the contract, which fulfill the Presbytery of _____ compensation requirements, will be paid to _____ on the same schedule and at the same frequency as its normal payments to other employees, except for those vouchered expenses.)

- Base salary \$-----
- Housing and utilities \$-----
- Total Effective Salary (for Board of Pension purposes) \$-----
- SECA Offset @ 8.25% \$-----
- Travel Expenses (by voucher to Bethel) \$-----
- Continuing Ed & Professional Expenses (by voucher to _____) \$-----
- Total Cash compensation \$-----

The following one part is payable directly to the Board of Pensions)

Pension (12% of lines 1 & 2) \$-----

Other Benefits

Study leave: 1 week every six months, with timing and subject to be cleared with the Session.
Vacation: one month, (accrued at one week per quarter) to be scheduled in consultation with the Session.

Termination Provisions

1. This agreement may be terminated by the Session with 45 days notice. Failure to extend the contract prior to 45 days from its expiration, or notice of non-renewal of the contract, shall be considered notice of termination.
2. A new contract may be negotiated by the Session and the Interim Pastor, with the concurrence of the Presbytery, when the present contract is within 60 to 90 days of expiration.
3. Should _____ find it necessary to terminate this contract before the end of its term or its first renewal for any reason other than the calling of an installed Pastor, the Session agrees to continue the compensation outlined above for ninety days beyond the termination date if the Interim Pastor is unable to find other pastoral work. All of the terms in this clause (3) shall cease the day that the Interim Pastor begins service to another congregation.
4. Should this contract be terminated by the Rev. _____ for any reason before its term has been fulfilled, the congregation shall not be obligated to her financially beyond the term of her service.
5. The agreement may be terminated by the Interim Pastor with 30 days notice.

Signatures:

Interim Pastor _____ Date _____

Representative of Session _____ Date _____

Representative, COM _____ Date _____

Interim Contract Page 1