

## **Interim Pastor Agreement**

This agreement between the **Session of \_\_\_\_\_** and the **Committee on Ministers and Congregations of New Castle Presbytery** for the services of the **Rev. \_\_\_\_\_** sets forth the basis for a working relationship between the Rev. \_\_\_\_\_ as Interim Pastor and Moderator of the Session of \_\_\_\_\_ for a period of one year, beginning \_\_\_\_\_ if the way be clear.

The Session of \_\_\_\_\_, being satisfied with the qualifications of the Rev. \_\_\_\_\_ and sure of his/her ability to lead us spiritually, enters this contract without reservation. Further the Session of \_\_\_\_\_ commits itself to support and encourage the Rev. \_\_\_\_\_ in the performance of his/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**

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 or 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 end of the calendar year. The contract is renewable with the consent of the Interim Pastor, the Session, and the Committee on Ministers and Congregations 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 Ministers and Congregations (COMC).
- 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 COMC, and to the Session of Presbyterian Church. 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 \_\_\_\_\_ but that the Rev. \_\_\_\_\_ retains all rights of ownership of such intellectual property.

**Annual Compensation and Benefits**

*Please round all numbers to nearest dollar.*

- 1. \_\_\_\_\_ Annual cash salary
- 2. \_\_\_\_\_ Housing allowance
- 3. \_\_\_\_\_ Utility and furnishing allowances
- 4. \_\_\_\_\_ Deferred compensation
- 5. \_\_\_\_\_ Bonuses, un-vouchered allowances, gifts from employer
- 6. \_\_\_\_\_ Other allowances (e.g. medical deductibles, Social Security allowance in excess of 50% of estimated obligation, etc.)
- 7. \_\_\_\_\_ Manse amount (if applicable; must be at least 30% of lines 1-6)

8. \_\_\_\_\_ **TOTAL Effective Salary (TES, Sum of lines 1-7).**  
Presbytery minimum for **2019** is \$52,343 (full-time ordained pastors\*).

**Benefits**

*Please round all numbers to the nearest dollar. See \_\_\_\_\_ for more information.*

- a. \_\_\_\_\_ Dues: medical coverage **25.0%** of TES (Board of Pensions)\*\*
- b. \_\_\_\_\_ Dues: pension **11.0%** of TES (Board of Pensions)\*\*
- c. \_\_\_\_\_ Dues: death & disability **1.0%** of TES (Board of Pensions)\*\*
- d. \_\_\_\_\_ Dues: Medical wrap-around **2.0%** of TES (Board of Pensions).

9. \_\_\_\_\_ **TOTAL Benefits** (Sum of lines a-d above).

**Reimbursements Not Included in Effective Salary**

*Please round all numbers to nearest dollar.*

- 10. \_\_\_\_\_ Continuing education for full or part-time (minimum\* \$500)
- 11a. \_\_\_\_\_ Automobile expenses
- 11b. \_\_\_\_\_ Business and professional expenses } (11a + 11b minimum\* is \$2,000)
- 12. \_\_\_\_\_ Social Security allowance (up to 50% of estimated obligation)
- 13. \_\_\_\_\_ Group plan for medical deductible, co-insurance and dental premiums
- 14. \_\_\_\_\_ Other vouchered allowances \_\_\_\_\_
- 15. \_\_\_\_\_ **TOTAL Reimbursements** \_\_\_\_\_

16. \_\_\_\_\_ **ACTUAL TOTAL** cost to budget (Sum of lines 8, 9 and 15)

**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 him financially beyond the term of his service.
- 5. The agreement may be terminated by the Interim Pastor with 30 days notice.

**Signatures:**

Interim Pastor \_\_\_\_\_ Date \_\_\_\_\_

Representative of Session \_\_\_\_\_ Date \_\_\_\_\_

Representative, COMC \_\_\_\_\_ Date \_\_\_\_\_

*Updated 3/2018*