

Presbytery of Redstone

Sample Interim Pastor's Agreement

The following agreement between the Session of _____ Presbyterian Church and the Rev. _____ of _____ Presbytery is for the purpose of providing Interim Pastoral services to _____ Presbyterian Church for a period of one year, beginning _____ [contingent upon Presbytery approval].

TITLE: The Rev. _____ will be the Interim Pastor/Interim Head of Staff of _____ Presbyterian Church of _____.

ACCOUNTABILITY: The Interim Pastor is accountable first to the Presbytery through the Committee on Ministry, and secondarily to the session of _____ Presbyterian Church.

SHARED GOALS FOR MINISTRY DURING THE INTERIM PERIOD:

1. To work together to provide for spiritual growth, and the continuing and ongoing mission of the church.
2. To work together to prepare the congregation to receive a new pastor.
3. To use this interim time as a time of assessing the future journey of the congregation.
4. To focus upon what needs to change or be updated in order to welcome an installed pastor.
5. To educate and lead the congregation in ways that will accomplish the specific goals set for the interim period.
6. To facilitate ways in which information is shared in an open manner with the congregation.

EXPECTATIONS OF THE INTERIM PASTOR:

1. Will provide regular preaching and worship leadership on Sunday mornings, and at special congregational service [i.e. Thanksgiving, Maundy Thursday, Christmas Eve, etc.] S/he will officiate at weddings and funerals and administer the Sacraments as agreed with the Session.
2. Will prepare the congregation for the calling of a new minister.
3. Will provide pastoral care for the congregation including hospital and home visitation in crises, and will be available for short-term personal counseling as negotiated.
4. Will function as Head of Staff, moderating meetings of the session and the congregation providing, with the Session, organizational oversight for the work of the church. S/he will provide administrative support to boards and committees as they perform their work.
5. Will provide leadership in helping the Session and congregation work on the generally recognized developmental tasks for the interim period.
6. Will serve as Moderator of the Session, upon appointment by presbytery.
7. Will transfer his/her membership the Presbytery of Redstone. (If applicable)
8. Will not assist in the self-study/mission study.
9. Will not assist in preparation of the Church Information Form.
10. Will have no direct relationship with the Pastor Nominating Committee, except to request adequate reporting to the Session and the congregation.

EXPECTATIONS OF THE SESSION:

1. Will become, in cooperation with the Interim Pastor and the Presbytery, a working team, supporting his/her efforts to prepare the congregation for its next installed pastor.
2. Will continue to fulfill their Book of Order responsibilities for the mission and government of _____ Presbyterian Church.
3. Will negotiate time away from _____ Presbyterian Church as needed by the Interim Pastor to fulfill responsibilities to the larger church.
4. Will review the Interim Pastor's work with a representative from presbytery, and with the interim pastor, at appropriate intervals.

- Will review this contract with the Interim Pastor for changes and/or extension with a minimum of at least 30 days prior to the end of the contract. This contract may be extended by mutual agreement with the concurrence of the Presbytery of Redstone through the Committee on Ministry.

EXPECTATIONS OF PRESBYTERY:

- Will provide support and consultative services to the Interim Pastor through the Committee on Ministry and all other appropriate resources.
- Will provide vacancy consultant[s] to the congregation's Pastoral Nominating Committee to assist in the self-study and search process.
- Will assist the Session and Interim Pastor with emerging needs through the resources of the committees of presbytery.

MUTUAL EXPECTATIONS:

- Provide prayer and spiritual support as members of the family of Christ.
- To work within the accepted general framework of interim intentions and goals set forth in denominational and other resources.

FINANCIAL PROVISIONS:

Salary	\$xx,xxx. annually, payable by the xxth of month
Housing and utilities	\$xx,xxx. annually, payable by the xxth of month
Housing Escrow	[N/A - 0 -]
FICA [@7.65%]	\$xx,xxx. annually, payable by the xxth of month
Travel ##	\$ x,xxx. annually, payable by the xxth of month
Study leave, 2 weeks/year and Vacation	\$ x,xxx. annually, payable by the xxth of month One month annually. [4 weeks with 4 Sundays]
Benefits [Pension @ 12%]	\$ x,xxx. annually
Major Medical [@ 19.5%]	\$ x,xxx. annually, TOTAL \$ xx,xxx.
Moving Expenses [negotiable]	\$ x,xxx. [Not to exceed this amount]

All non-commute travel expenses for church business to be vouchered for payment at IRS reimbursable rate monthly. Travel mileage for an interim that commutes may be paid from home to church. An interim that lives within the community will *not* be paid mileage from home to church. **

** If an interim and the church being served agree for commute mileage to be paid, it is imperative that an accountant be consulted, for there are significant tax implications to this arrangement.

NEGOTIABLE TERMINATION PROVISIONS:

- This agreement may be terminated by the Session with a minimum of at least 60 days notice.
- The church shall pay full salary, housing and pension/major medical benefits for a maximum of three months from termination date of this contract, or until succeeding employment is secured.
- Failure to extend the contract prior to at least 30 days from its expiration or notice of non-renewal of the contract shall be considered notice of termination.
- Termination date of this contract is _____.
- The agreement may be terminated by the Interim Pastor with 30 days notice, in which case, payment beyond the 30-day period will be forfeited.

6. Vacation, if accrued, will be paid in full at the time of termination of work.

IT IS CLEARLY UNDERSTOOD BY ALL PARTIES WHO ARE SIGNATORIES TO THIS CONTRACT:

The Interim Pastor may not be considered for the position of/or called as the next installed pastor of _____ Presbyterian Church. [Book of Order Stipulation]

SIGNATURES:

INTERIM PASTOR _____

CLERK OF SESSION _____

REPRESENTATIVE, COMMITTEE ON MINISTRY _____

DATE _____

