

## **Interim Ministry Contract**

(Edit this contract to fit your situation)

The following contract between the session of \_\_\_\_\_ Church, *city, state*, and the Rev. \_\_\_\_\_ is for the purpose of providing interim pastoral services to \_\_\_\_\_ Church. The session, being satisfied with Pastor \_\_\_\_\_'s qualifications and trusting that his/her ministry in the Gospel will be to our spiritual benefit, hereby commits our congregation to the following contract with this pastor:

The Rev. \_\_\_\_\_ is invited to be interim pastor, full-time/part time (specify if part time), of \_\_\_\_\_ Church. The Rev. \_\_\_\_\_ will/will not become a member of Upper Ohio Valley Presbytery.

**The interim pastor:** *[Note: In the first two lines below, select "will" or "will not" as mutually agreed upon]*

*Will/will not* serve as moderator of the session.

*Will/will not* serve as head of staff.

Will not take part in the mission study conducted by the presbytery's Transition Team.

Will not assist in preparation of the Church Information Form.

**Responsibilities:** The interim pastor will be responsible for providing pastoral duties:

Lead worship and preach \_\_\_\_\_ Sundays per month,

Make pastoral calls on sick and shut-ins as time permits,

Officiate at weddings, baptisms, and funerals as requested by session,

Plan and moderate session and congregational meetings in conjunction with the clerk of session,

Guide the session and congregation in their work on the Five Developmental Tasks (as described in *The Interim Pastor's Manual, revised edition*, by Alan G. Gripe, Geneva Press):

1. Coming to terms with the history of the congregation,
2. Discovering a new congregational identity,
3. Allowing and empowering new congregational leaders,
4. Renewing denominational linkages,
5. Committing to new pastoral leadership and a new future,

Work with boards and committees to assist them in carrying out their assigned tasks.

Train newly elected officers in conjunction with staff and experienced church officers.

Perform other administrative duties as requested: e.g., work with church secretary in preparing bulletins and newsletters, exercise general oversight of church facilities, and represent the church in dealings with outside organizations.

Other: \_\_\_\_\_

***[Note to interim pastors and sessions: Duties as spelled out should be consistent with the full- or part-time status of the interim.]***

**Goals:** Goals for this ministry shall be:

Together with the session, to avail oneself of the resources of the presbytery when applicable, in developing stewardship, evangelism, and other ministry plans for the congregation.

Maintenance of a healthy congregational life,

Continuity of pastoral leadership,

Development of short-range goals identified in the goal-setting process of the congregation,

Preparation of the congregation for the arrival of a new installed pastor,

Other: \_\_\_\_\_

**Accountability.** During the length of the agreement, the Rev. \_\_\_\_\_ will be accountable to the presbytery through the Committee on Ministry. At the end of the contract, the session will provide a performance review. It is understood that should the Interim Pastor have any serious difficulties with any former pastor(s) of this congregation interfering with the life of the congregation, the matter will be referred to the presbytery's Committee on Ministry.

**Future Relationships:** The Rev. \_\_\_\_\_:

Agrees not to be involved in any way with the Pastor Nominating Committee (PNC), except to see that it makes adequate reports to the congregation. Any suggestions the interim pastor has regarding the PNC are to be submitted to the Transition Team.

Agrees not to be a candidate for the position of installed pastor of \_\_\_\_\_ Church and in every way will seek to prepare for the coming of another person as installed pastor.

**Beginning and Duration.** This agreement is for a period of \_\_\_\_ months (not to exceed twelve, per Book of Order G-2.0504 b) beginning on \_\_\_\_\_. This agreement may be terminated by the session upon **30/60** [select an appropriate number here and the rest of the paragraph] day's written notice. The interim pastor may terminate the agreement with **30/60** days' written notice and forfeiture of any payment beyond the **30/60**-day period. Upper Ohio Valley Presbytery may terminate this agreement per Book of Order G-2.0504 b.

This agreement may be extended in \_\_\_\_ month periods if all parties agree (pastor, session, and Committee on Ministry).

**Financial and other Terms:** The Interim Pastor is employed on a full time/part-time [**chose only one**] basis, serving approximately \_\_\_\_\_ hour per week [**or modules per week**], and will be compensated for interim pastoral services as follows:

- 1. Cash Salary \$ \_\_\_\_\_
- 2. Cash Housing Allowance \$ \_\_\_\_\_ (if no manse) (include utilities in this allowance)
- 3. Other Allowances \$ \_\_\_\_\_ (Medical, Deferred Compensation, etc.)
- 4. Manse (value, 30% of above) \$ \_\_\_\_\_ (if no Cash Housing Allowance)

**[Any statement involving manse or special housing arrangements shall be included here]**

- 5. Total Effective Salary \$ \_\_\_\_\_ (total of lines 1-4)
- 6. Benefits Plan Dues (full) \$ \_\_\_\_\_ (37%)
- 7. Travel Allowance – IRS rate \$ \_\_\_\_\_.72.5 per mile
- 8. Moving costs as negotiated
- 9. Social Security Allowance \$ \_\_\_\_\_
- 10. Vacation Four weeks per year including four Sundays
- 11. Study Leave \$1,200.00 per year and two weeks including Sundays
- 12. Spiritual Retreat One week per year including one Sunday (**\$1,000 when taken, shall not be cumulative.**)

**[Any released time provisions for special commitments and any other conditions of service shall be listed here. This includes service to the presbytery, synod or General Assembly, and ecumenical church or community service.]**

- 13. Other: \_\_\_\_\_

**Salary Continuation Contingency:** Full Cash Salary and Housing Allowance shall be paid to the interim pastor for three months beyond the end of the interim pastor's service to this congregation, or the date of reemployment, whichever is earlier. This contingency does not include such vacation time as may be due at the time of termination. **[An alternate for smaller churches is to provide coverage of pension and medical care benefits as necessary, not to exceed three months beyond the end of the interim pastor's service or the date of reemployment, whichever is earlier.]**

**Signatures:**

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

Clerk of Session: \_\_\_\_\_ Date: \_\_\_\_\_

Committee on Ministry Representative: \_\_\_\_\_ Date: \_\_\_\_\_

(Complete in triplicate: send all three copies to: UOVP 907 National Road, Wheeling, WV 26003.)