

Contract for Interim Pastoral Relationship <Standard>

The following contract between the session of XXX Church of XXX, XX, and the Rev. XXX, a Minister of the Word and Sacrament in the Presbyterian Church (U.S.A.) [or note if from another denomination], is for the purpose of serving as the Interim Pastor to XXX Presbyterian Church of XXX, XX. The session, being satisfied with Rev. XXX's qualifications and trusting that his/her ministry in the Gospel will be to our spiritual benefit, hereby commits our congregation to the following covenant with this pastor:

Rev. XXX is invited to serve in a full-time, temporary relationship in XXX Presbyterian Church of XXX, XX, effective <DATE>.

For the tenure of this interim pastoral relationship, the minister:

- Will become a member of Presbytery of XXX
- Will serve as moderator of the session
- Will serve as head-of-staff

Responsibilities of the Interim Pastor:

The Interim Pastor will be responsible for providing pastoral duties as indicated by the following:

- Provide regular preaching and worship leadership, including administering of the sacraments, on Sunday mornings and at special congregational services, as agreed upon, taking appropriate time for study and preparation
- Officiate at weddings and funerals, as requested
- Provide pastoral care for the congregation including hospital and home visitation in crises, and will be available for short-term personal counseling as negotiated
- Plan and moderate session and congregational meetings
- Provide leadership in helping the session and congregation work on the generally recognized developmental tasks for the interim process, including strengthening the relationship with larger Church
- Provide guidance, direction, and review, as necessary, in program planning
- Work with groups, teams, and committees to assist them in carrying out their assigned tasks
- Train newly elected officers in conjunction with staff and experienced church officers
- Provide for a preacher/leader of worship on Sundays not present
- Perform other administrative duties, as requested
- Help prepare the congregation for the calling of a new minister
- Assist in the self-study/mission study, with concurrence of the Committee on Ministry
- Assist in preparation of the Ministry Information Form (MIF), with concurrence of the Committee on Ministry
- May have direct relationship with the Pastor Nominating Committee, with concurrence of the Committee on Ministry, to request adequate reporting to the session and the congregation
- Will be an active participant in Presbytery and the larger Church

Shared goals for the well-being of XXXXX Presbyterian Church of XXXXX, XX, during the interim period:

- Provide continuity of pastoral leadership
 - Maintain a healthy congregational life
 - Work together to provide for spiritual growth and the continuing and ongoing mission of the church
 - Work together to prepare the congregation to receive a new pastor
 - Use this interim time as a time of assessing the future journey of the congregation
 - Focus upon what needs to change or be updated in order to welcome an installed pastor
 - Educate and lead the congregation in ways that will accomplish the specific goals set for the interim period
 - Facilitate ways in which information is shared in an open manner with the congregation
 - Other duties:
-
-

Accountability to the Presbytery:

During the tenure of this agreement, Rev. XXX will be accountable to the presbytery through its Committee on Ministry (COM). At the end of the contract, the session may be asked to provide a performance review. It is understood that should the Interim Pastor have any significant difficulties with any former pastor(s) of this congregation, the matter will be referred promptly to Presbytery's COM.

Expectations of the Session:

1. Will recognize the importance of the interim period and will pay the Interim Pastor appropriately, at least equal to the outgoing pastor
2. Will become, in cooperation with the Interim Pastor and the Presbytery, a working team, supporting their efforts to prepare the congregation for its next installed pastor
3. Will continue to fulfill their *Book of Order* responsibilities for the mission and government of the XXXXX Presbyterian Church
4. Will negotiate time away from the XXXXX Presbyterian Church of XXXXX, XX, as needed by the Interim Pastor to fulfill responsibilities to the larger Church (Presbytery, Synod, General Assembly, etc.)
5. Will review the Interim Pastor's work with a representative from presbytery, and with the Interim Pastor, at six (6) month intervals. Additional meetings may be scheduled prior to or after the 6-month review if needed.

Expectations of Presbytery:

1. Will provide support and consultative services to the Interim Pastor through the Committee on Ministry and all other appropriate resources (typically, a COM liaison).
2. Will assist the session and Interim Pastor with emerging needs through the resources of the committees of presbytery.

Mutual Expectations:

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

Succession as Next Installed Pastor:

Minister pledges, in accordance with the Constitution of the Presbyterian Church (USA), not to accept any invitation or suggestion to be a candidate for the pastorate of this church. Session pledges not to compromise the intent of the Constitution of the Presbyterian Church (USA) regarding interim pastors by inviting or suggesting that minister become a candidate for this pastorate. Session pledges to inform the membership of this church of this agreement if the need should arise.

Termination and Renewal of the Agreement:

This agreement is for a period of eleven months and twenty-nine days from the effective date. This agreement may be terminated by the Interim Pastor upon 30 days' written notice, or by the session upon 60 days' written notice. This agreement may be terminated by the presbytery, acting through its Committee on Ministry, if, at any time, it determines that the ministry of the Word imperatively demands it. All financial obligations to the Interim Pastor cease as of the date of termination, unless otherwise provided in this contract (*see Additional Commitments and Conditions below*).

This agreement may be renewed in its entirety on an annual basis, or as agreed upon by all parties.

Terms of the Agreement:

The Interim Pastor is employed on a full-time basis, and will be compensated for pastoral services as follows:

ANNUAL COMPENSATION		
<i>Effective Salary</i>	Annual cash salary	\$
	Housing allowance	\$
	Deferred income ¹	\$
	Manse amount (30%)	\$
	Housing escrow	\$
	<i>Total Effective Salary</i>	\$
<i>Taxes/Benefits</i>	Pension (11% of effective salary)	\$
	Major Medical (25%)	\$
	Dental	\$
	Vision	\$
	Death and Disability (1%)	\$
	Social Security (7.65%)	\$
	<i>Total Taxes/Benefits</i>	\$
<i>Reimbursable Professional Allowances</i>	Continuing Education/Study Leave, Book Allowance, Professional Expenses (combined)	\$
	Travel allowance ²	
	<i>Total Professional Allowances</i>	\$
<i>Total Package</i>		\$
<i>Paid Leave</i>	Vacation, Continuing Education/Study Leave (combined)	6 weeks
	Service to Larger Church (meetings, mission trips, etc.)	(as negotiated)
<i>Other</i>	All relocation expenses will be paid by the church	

Additional Commitments and Conditions:

Termination provisions:

1. This contract may be terminated at any time (i.e., in the event of calling a new pastor, or the desire to terminate the services of the Interim Pastor, etc.) by the session with a minimum of at least 60 days' notice, in which case the church shall pay full salary,

¹ Interim pastor may elect to contribute to 403(b), reducing cash salary by elected amount.

² This figure is for church budgeting purposes only. All non-commute travel expenses for church business will be vouchered for payment at IRS reimbursable rate, with no cap.

housing and pension/benefits for a maximum of 90 days from end of service, or until succeeding employment is secured, whichever comes first.

2. The agreement may be terminated by the Interim Pastor with 30 days' notice, in which case, payment beyond the end of service will be forfeited.
3. 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.
4. Failure to extend the contract prior to at least 60 days from its expiration or provide notice of non-renewal of the contract shall be considered notice of termination.
5. Scheduled expiration date of this contract is **<DATE>**.
6. Vacation will be paid in full at the time of termination of work.

This contract will become effective when signed below by interim pastor and authorized representatives of session and COM.

The session of _____ Church of
 _____, _____, at a properly called meeting on
 _____, at which a quorum was present,
 approved this contract and authorize _____
 to sign this contract to signify its approval.

Clerk of Session

_____ Date

=====
 =====

The Committee on Ministry of the Presbytery of Southern New England, at a properly called meeting on _____, at which a quorum was present, approved this contract and authorized

_____ to sign this contract to signify its approval.

Committee on Ministry Chair

Date _____

=====
=====

Interim Pastor

Date _____