**Calling an Interim Pastor**

**Section II – The Interim Period**

About Interim Ministry

1. Interim pastors typically have undertaken 1 or 2 weeks of interim training offered through the PC (USA) and the Interim Ministry Consortium.
2. The Five Developmental Tasks of an Interim in addition to the standard tasks of a pastor:
   1. Coming to terms with history
   2. Discovering a new identity
   3. Strengthening patterns of lay leadership
   4. Strengthening denominational ties
   5. Preparing for new leadership

The Interim Search

1. The search for an interim may begin at the exit of the installed pastor or with COM approval.

Reminder: COM approval is necessary before session can hire an interim.

1. COM liaison and/or Executive Presbyter meet with the Session to:
   1. Conduct exit interview with Session Elders.
   2. Discuss options for interim pastoral leadership.
   3. Outline steps in the interim process.
   4. Help establish goals for the interim period.
2. Session identifies an interim search committee (usually a committee of the session) to conduct the search process.
   1. The interim pastor search committee (IPNC) is not elected by the congregation.
3. IPNC drafts a position description
4. IPNC also develops a brief self-study (a shorter version of a mission study) to describe the church, its congregation, and its geographic characteristics.
5. Session approves the IPNC’s plan, e.g. job description, terms of contract, determines budget for search process and submits plan to COM via COM Liaison for COM critique and approval.
   1. The terms of the interim pastor’s contract must meet Presbytery’s minimums for an installed pastor/associate pastor. Terms shall take into account the level of the outgoing pastor’s/associate pastor’s salary and the skills and experience of the interim. Ordinarily, the Interim’s financial compensation shall be equivalent to the outgoing pastor’s compensation. It is expected that the amount of pastoral service shall be maintained during the interim period.
   2. Changes or reductions in pastoral ministry positions during an interim period may only be done with Presbytery concurrence.
6. A Ministry Information Form (MIF) is prepared
   1. The PC (USA) has a document with tips on preparing an MIF for an interim at <http://oga.pcuse.org/section/mid-council-ministries/ministers/interim-pastors/#tips_mif>
   2. The MIF is approved by session
   3. The MIF is then approved by COM
   4. After these approvals, the MIF can be posted on the Church Leadership Connection (CLC) for matching with interim ministerial candidates. Contact Pam Garner ([pamgarner@psne.org](mailto:pamgarner@psne.org)) to have Login/User ID and password assigned
7. Other sources for identifying interim candidates may include:
   1. Word of mouth.
   2. Executive Presbyters have knowledge of pastors seeking interim position.
   3. Other Presbytery and Synod staff.
   4. Advertising
      1. PSNE’s “Getting Connected”
      2. Church-related publications such as The Christian Century
8. Interim search committee screens/interviews candidates
   1. Develops questions for search process.
   2. All Equal Employment Opportunity guidelines are to be followed in the process.
9. When final candidates are identified
   1. Reference checks must be performed:
      1. Stated Clerk Bill Thomas ([wgthomas01@snet.net](mailto:wgthomas01@snet.net)), COM Co-Chair John Merz ([jmerz@aids-ct.org](mailto:jmerz@aids-ct.org)) or COM Co-Chair Barbara Riihimaki ([bdriih@gmail.com](mailto:bdriih@gmail.com)) can provide the background check authorization forms
      2. Executive Presbyter will contact candidate’s current Executive Presbyter for reference check
10. Terms of call/Contract
    1. The contact should contain a job description which includes the Five Developmental Tasks of an Interim as well as a reasonable number of pastoral tasks.
    2. Must be negotiated with Interim
       1. The financial package is usually comparable to what the departing pastor was making at the time of his/her departure.
    3. Must be approved by COM, who will also meet with the candidate
    4. Candidate and terms of call must also be approved by Session
11. Session acts to extend call to the interim.
    1. NOTE: The congregation does not vote on calling an interim pastor
12. Interim is requested to join Presbytery of Southern New England, is introduced and welcomed by the congregation and the Presbytery
    1. COM reports concurrence with call for Interim Pastor to Presbytery.
13. A support team is put in place for the Interim
14. A liturgy to commission (not install) the interim may be held after the interim is in place and received by PSNE.