

Suggested Interim Pastor Contract

PRESBYTERY DE CRISTO

Suggested Interim Pastor Contract

The following contract between the session of _____ Church and The Rev. _____ is for the purpose of providing interim pastoral services to _____ Church.

Elements:

The Rev. _____ will be Interim Pastor of _____ Church. (Any statement relating to the ordination of the pastor and/or transfer to the presbytery if not a member would be inserted here)

The Interim Pastor

Will/will not become (is) a member of _____ Presbytery.

Will/will not serve as moderator of the session.

Will/will not serve as head of staff.

Will/will not assist the session in the Mission Study.

Will not assist in preparation of the Church Information Form.

The Interim Pastor will be responsible for providing pastoral services such as:

1. Lead worship and preach ___ Sundays per month.
2. Provide for a leader of worship on Sundays not present.
3. Do pastoral calling on sick and shut-ins and counseling as needed.
4. Officiate at weddings and funerals as requested.
5. Be responsible for execution or delegation of administrative tasks.
6. Moderate all session and congregational meetings.
7. Work with boards and committees to assist them in carrying out their assigned tasks.
8. Train newly elected officers in conjunction with staff and selected members.
9. Perform other administrative duties as requested, i.e., work with church secretary in preparing bulletins, newsletters, etc.; exercise general oversight of church facilities, and represent the church in dealing with outside organizations.
10. Prepare the congregation for the arrival of the new pastor.

During the length of the agreement, The Rev. _____ will be accountable to the presbytery through the Ministry for Shepherding. At the end of _____ the contract, _____ Church agrees to provide a performance review.

It is understood that should the Interim Pastor have any serious differences or difficulties with any former pastor(s) of this congregation, the matter will be referred to presbytery's Ministry for Shepherding.

It is understood that The Rev. _____ has agreed not to be involved in any way with the Pastor Nominating Committee, except to see that they make adequate reports. Any suggestions the Interim Pastor has are to be submitted to the COM.

It is understood that the Rev. _____ has agreed not to be a candidate for the pastoral office of _____ Church and in every way will seek to prepare the way for the coming of an installed pastor.

This agreement is for a period of ___ months (not more than twelve, *Book of Order, G14.0513b*) from the date below. This agreement may be extended in ___ month periods.

This agreement may be terminated by the session or the interim after consulting with the Ministry for Shepherding. A 30-day written notice is required. In either case payment shall continue for the 30 days.

Terms: The Interim Pastor is employed on a full-time (*part-time = 1/2, 2/3, etc.*) basis.

Base salary: \$ _____ (*See Presbytery minimums.*)

Housing: \$ _____ (*Any statement concerning manse or any special housing arrangements shall be included here.*)

Full Pension: \$ _____

Auto Allowance: \$ _____

Medical care: \$ _____ (*Retired persons are not covered for Major Medical under the pension plan, so some provision may be needed here. Provision for deductible for nonretired pastors may also be a consideration.*)

Moving costs: \$ _____ (*Costs to and from the field can be specified in terms of the total actual cost, or a maximum allowable dollar amount can be set.*)

Vacation: To be earned at the rate of one week per quarter and used each quarter (*or accumulated as agreed upon.*)

Study Leave: \$ _____ Two weeks prorated annually

Any released time provision for special commitments and any other conditions of service shall be listed.

(Adapted from *The Interim Pastor's Manual* by Alan G. Gripe)