

PRESBYTERY OF EASTERN VIRGINIA

INTERIM PASTOR COVENANT

Between

And the Session of

PREAMBLE

During the period between pastors, there is a need for leadership, for maintenance of a healthy congregational life, and for the development of short-range goals. The period between pastors is also a prime time for renewal and for re-energizing the congregation for mission. A congregation in search of a pastor must prepare itself during the interim in order to elect and work with a new pastor by articulating its vision for the future, by helping in changes of leadership and assisting leaders in knowing their roles better, and by reflecting upon its relationship with the larger church and the commitment it will make to a new pastor. It is upon these convictions that this Covenant between an Interim Pastor and Session are established.

ARTICLES

I. Length of Relationship

Employment begins on _____ and terminates on _____.

The terms of the covenant may be extended if mutually agreeable to all three parties. The term of the covenant is not to exceed twelve months at a time. (Book of Order. G14.0513b)

II. Interim Pastor's Responsibilities

By mutual agreement between the Interim Pastor and the Session, the Interim Pastor will assume the following responsibilities, devoting to them the time outlined. (Check appropriate responsibilities and establish percentage of time per week. Describe briefly any other duties listed.)

A. The Priorities of the Interim Pastor _____ % time

- _____ Help congregation come to terms with history
- _____ Help congregation discover a new identify
- _____ Help congregation rethink denominational linkages
- _____ Help congregation facilitate shifts of power
- _____ Help congregation commitment to new leadership and future

B. Worship Preparation and Leadership _____ % time

- _____ Plan and lead corporate worship
 - _____ Conduct weddings and funerals
 - _____ Other duties
- _____

C. Pastoral Care and Visitation _____ % time

- _____ Hospital visitation
 - _____ Visitation of the homebound
 - _____ Visitation of prospective members
 - _____ Pastoral care (not counseling)
 - _____ General visitation of members
 - _____ Other duties
- _____

D. Developmental Needs of Congregation _____% time
 _____ Planning
 _____ Mission study
 _____ Conflict resolution
 _____ Leadership development
 _____ Other duties

E. Administration _____% time
 _____ Moderate session meetings
 _____ Attend/Assist committees of session
 _____ Moderate congregational meetings
 _____ Office/staff administration
 _____ Responsibilities as a presbyter
 _____ Other duties

F. Educational Ministry
 _____ Church school teaching
 _____ Vacation Bible School instruction
 _____ Confirmation classes
 _____ Officer training
 _____ Children and youth programming
 _____ Other duties

G. Special Ministries and Local Program _____% time
 _____ Evangelism and church growth
 _____ Community programs and services
 _____ Other duties

H. Will provide quarterly reports to the Committee on Ministry of the Presbytery of Eastern Virginia. Will share in retreats and workshops provided by the Presbytery of Eastern Virginia to assess progress of work and consider possible changes during the interim.

III. Session's Responsibilities

By mutual agreement between the Interim Pastor and the Session, the Session assumes the following responsibilities;

- A. Prayer – Session members agree to pray for the Interim Pastor regularly and to encourage the congregation also to pray for him or her.
- B. Worship – Session members agree to support the Interim Pastor by preparing for and participating in the worship of the church and providing for a Temporary Supply Pastor in the Interim Pastor's absence.
- C. Visitation – Members of the Session will supply names and information concerning those in need of visitation and to accompany the Interim Pastor, if requested.
- D. Program Support – Session members agree to support the Interim Pastor in all program responsibilities assigned.
- E. Governance – The Session shall continue to fulfill all duties assigned it under the terms of the *Book of Order*.

F. Responsibilities during Interim – The Session shall work toward:

- 1) Coming to terms with the history of the congregation
- 2) Discovering a new identity for the congregation
- 3) Re-thinking denominational linkages
- 4) Facilitating shifts of power in the congregation
- 5) Committing to new leadership and future

IV. Review, Amendment, and Cancellation

There shall be a review after six months of the performance of both parties in fulfilling the terms of this covenant.

This review will be conducted by the Session as a whole or by its representatives, namely

This covenant may be amended by mutual consent and agreement of both parties with the consent of the Presbytery’s Committee on Ministry.

By mutual agreement, this contract may be extended beyond the dates described above on a month-to-month basis, unless a new contract has been negotiated. Such extensions are subject to the approval of the Committee on Ministry.

Either party to this covenant (interim or session) promises to provide the other at least a month’s written notice of the request to dissolve the relationship by the presbytery, and the approval of a call to a candidate to be installed by the presbytery shall constitute notice. In the event of cancellation by the session, the session agrees to pay salary, pension and medical dues for a period up to one month after the agreed upon date of termination.

In the even of termination of this covenant by either party or by the call of a permanently installed minister, the unpaid balance of this contract shall not be paid or owed by the church except as stipulated above.

V. Compensation

The compensation of an Interim Pastor is a matter of agreement among the pastor, the session and the Committee on Ministry. Presbytery compensation minimums must be met, but the level of experience and skills of the interim may mean compensation at or above the previous pastor’s package. A full-time Interim Pastor should be paid what his/her predecessor was paid. Compensation for a less-than-full-time position should be prorated. Medical/pension dues are paid by the church. Should there be a move to the field involved, the church should pay these expenses in full. During the period of the covenant, the session agrees to the following terms of compensation.

- A. Cash Salary _____
- B. Manse Use or Housing Allowance _____
- C. Utilities Allowance _____
- D. Automobile Allowance (Reimbursable at the rate of ____ per mile _____)
- E. Pension and Medical Benefits _____
- F. Continuing Education _____
- G. Social Security Supplement _____

H. Study Leave / Continuing Education _____ weeks

I. Vacation (One week per quarter of service) _____ weeks

J. Other provisions:

VI. Search and Call of a Pastor

The parties to this covenant acknowledge that the Interim Pastor is not a candidate for the position of Pastor, and further, that the congregation through its Pastor Nominating Committee, assumes complete responsibility for the search for and calling of a new Pastor. The Interim Pastor may not serve to consult with the Pastor Nominating Committee, evaluate potential candidates, nor recommend persons for consideration.

VII. Signatures

Church:

This covenant is agreed to by the session of _____ Presbyterian Church of _____.

Date _____ Clerk of Session _____

Interim Pastor

This is to certify I have read and accepted the terms of this contract to serve as Interim Pastor of _____ Presbyterian Church of _____. It is understood by me and all parties represented above that as the Interim Pastor I cannot be installed as Pastor of this congregation. Further, I have no desire to be called as the installed Pastor or to any other pastoral positions of this congregation. (*Book of Order*, G-14.0513b) "A minister may not be called to be the next installed pastor, co-pastor, or associate pastor of a church served as interim pastor or interim co-pastor."

Date _____ Interim Pastor _____

Committee on Ministry

This covenant is approved by the Committee on Ministry of the Presbytery of Eastern Virginia on this _____ of _____ in the year _____ of our Lord Jesus Christ, as witnessed by the signature below.

Date _____ Committee on Ministry _____
Presbytery of Eastern Virginia