

**XYZ Presbyterian Church  
Interim/Transitional Pastor Covenant**

This covenant between the Session of \_\_\_\_\_ Presbyterian Church, located in \_\_\_\_\_ Virginia, the Reverend \_\_\_\_\_, and the Presbytery of Eastern Virginia (PEVA) provides full-time Interim/Transitional Pastoral service for 12 months beginning \_\_\_\_/\_\_\_\_/\_\_\_\_\_ and ending on \_\_\_\_/\_\_\_\_/\_\_\_\_\_. Full-time service is understood to be approximately 40 hours per week.

This covenant may be extended for 6 months with the approval of the Commission on Ministry (COM). There shall not be more than 2 extensions. Interim/Transitional Pastoral service may not exceed 24 months.

**PURPOSE:** During this time of ministry, a primary emphasis of both the Interim/Transitional Pastor and the Session will be to work together on Five Focus Points, which are:

1. Heritage and Change—Reviewing how a congregation has been shaped and formed, and how significant/seismic cultural shifts are requiring congregations to adapt.
2. Leadership—Reviewing member needs and its ways of organizing and developing new and effective leadership. This may include examination of staff positions, job descriptions, policies and procedures, bylaws, and lay leadership.
3. Connections—Includes all the relationships a congregation has outside of itself to include its relationship to Presbytery, financial support of other ministries, partnerships in ministry and missions.
4. Mission—Defining and redefining a sense of purpose and direction. The interim period allows time for the Interim/Transitional Pastor to help guide a congregation in discerning and articulating its mission and ministry purpose and to express it.
5. Future—Preparing the congregation to have a healthy relationship and productive ministry with the next Installed Pastor.

**RESPONSIBILITIES:**

***The Interim/Transitional Pastor will:***

- Provide spiritual and administrative leadership for the congregation.
- Lead worship, administer the sacraments, and serve as primary preacher.
- Officiate at weddings and funerals.
- Provide pastoral care for the congregation.
- Serve as moderator of the session and head of staff.
- Resource the congregation's boards and committees in their ministry.
- Provide officer training and assist in preparing persons for membership.
- Enable the Session to identify current issues they face and develop ways of resolving them.

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- In coordination with the COM, serve as primary facilitator for the session/transition team-led congregational mission study.
- Prepare the congregation for electing its Pastor Nominating Committee (PNC).
- Attend Presbytery meetings and participate actively in the Presbytery's life and ministry.
- Participate regularly in PEVA's Interim/Transitional Pastor gatherings.
- Pray for the church.

### ***The Interim/Transitional Pastor will not:***

- Be a candidate for Installed Pastor of this congregation, and will, in every way, seek to prepare the congregation for the next Installed Pastor.
- Be involved in the work of the PNC, beyond preparing opportunities for the PNC to communicate with session and congregation about its progress and, in consultation with the COM liaison, providing general information on the PCUSA call process.

### ***The Session, in addition to its responsibilities cited in the Book of Order, will:***

- Provide support and counsel to the pastor as they jointly lead the congregation through transition.
- Provide regular financial compensation according to the terms outlined below.
- Provide a performance review to the pastor at least annually.
- Pray for the pastor, remembering that change often triggers anxiety and resistance.
- Negotiate goals for the covenant period.

### ***The Presbytery, through the COM, will:***

- Appoint a liaison who will have regular contact with the Interim/Transitional Pastor.
- Be present at the six-month evaluation and exit interviews.
- Provide guidance and training for the PNC.
- Assist with conflict resolution.
- Be available to assist with any issues with former staff.

### ***The General Presbyter will:***

- Moderate monthly meetings of the Interim/Transitional Pastors.
- Provide pastoral care and professional advice to the Interim/Transitional Pastor.

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**COMPENSATION (annualized):**

a) Total Effective Salary	\$ _____
-Total Effective Salary which is Cash:	\$ _____
-Total Effective Salary which is Housing & Utilities*:	\$ _____
b) Board of Pensions Dues (37% of Total Effective Salary)	\$ _____
c) Continuing Education:	\$ _____
d) Reimbursement of Ministry Expenses:	\$ _____
e) Automobile (vouchered at current IRS rate)	\$ _____
f) Professional (vouchered)	\$ _____
g) Salary Supplement (50% of Social Security)	\$ _____
h) Other allowances or reimbursable expenses as agreed upon	\$ _____
 Total Cost to the Church:	 \$ _____

\*If providing a manse with all utilities paid by the church, indicate appropriate cash value of the manse for use in Pension & Medical Benefits calculations.

**Additional Terms of the Covenant**

- Vacation – Four weeks (31 days) per year including up to 4 Sundays to be taken any time after three (3) months of service (subject to approval of the session). Vacation cannot be carried over from one year to the next.
- Study Leave – Fourteen (14) days of study leave per year including two (2) Sundays, to be used for the growth in skill or knowledge relating to this specific ministry. There is no compensation for un-used study leave.
- Early Termination - this covenant may be terminated with the concurrence of the COM and upon sixty (60) days written notice by either the Session or the Interim/Transitional Pastor. The approval of this termination request by the COM shall constitute notice. It is usually preferable for the Interim Pastor to leave at least one month prior to the arrival of the newly called Pastor.

**Accountability**

During the term of this agreement, the Transitional Pastor will be accountable to this Presbytery through the Commission on Ministry (COM) liaison. It is the expectation of COM that the Transitional Pastor has attended or will attend Interim Training. The COM liaison will report to COM on the interim process.

This agreement is entered into on \_\_\_\_\_, 20\_\_\_\_.

Month                      Day                      Year

\_\_\_\_\_  
Transitional Pastor

\_\_\_\_\_  
Clerk of Session

\_\_\_\_\_  
Chair, COM

\_\_\_\_\_  
Stated Clerk, PEVA