

Intentional Interim Pastor Position Description

This Covenant between the Session of Wythe Presbyterian Church of Hampton, Virginia, _____ and the Presbytery of Eastern Virginia Commission on Ministry, is for the purpose of providing intentional interim pastoral services. The relationship shall begin _____ and continue until _____.

PREAMBLE

During the period between pastors, there is a need for leadership, for maintenance for a healthy congregational life, and for the development of short-range goals. This 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 call and work with a new pastor by:

- Understanding its history
- Discovering its identity and articulating its vision for the future
- Assisting its changes in leadership
- Reflecting upon its relationship with the larger church and the commitment it will make to a new pastor
- Preparing for new pastoral leadership and the future

ARTICLES

I. Length of Relationship

This position is full-time, equal to 40 hours per week. Employment begins on _____ and terminates on _____. The term of the Covenant may be extended if mutually agreeable to both parties and approved by COM. The term of Covenant is not to exceed twelve months. (Book of Order, G-2.0504b)

II. Responsibilities:

The Intentional Interim Pastor will:

- A. Assist the congregation in its preparation to call a new pastor as discussed in the preamble.**
- B. Lead the spiritual life of the church**
 - Provide spiritual leadership for the congregation.
 - Lead worship and administer the sacraments

- Officiate at weddings and funerals
- Provide pastoral care for the congregation including visitation of congregation members in need.
- Assist boards and committees in their ministry.
- Train newly elected officers and assist in preparing persons for membership.
- Interface with prospective members.
- Actively participate in evangelism and church growth.
- Interface with the Myanmar Christian Fellowship Congregation
- Participate in Wythe Presbyterian Preschool functions including leading chapel each Wednesday or as specified by the Preschool Director.

C. Administrate the routine business of the church to include:

- Provide administrative leadership for the staff.
- Serve as moderator of the session.
- Serve as head of staff including Preschool Director.
- Serve as primary facilitator for the session/transition committee-led congregation mission study.
- Assist in the preparation of the Church Information Form as requested.
- Participate in the monthly meeting of the Presbytery's Intentional Interim pastors.
- Attend Presbytery meetings.
- Maintain regularly scheduled church office hours as agreed upon with the Session.

The Intentional Interim Pastor will not be involved in the work of the Pastor Nominating Committee beyond providing opportunities for it to communicate with the session and congregation about its progress and to provide, in consultation with the COM liaison, general information on the PCUSA call process.

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

- Support and advise the Intentional Interim Pastor as they together lead the congregation through the five developmental tasks
- Pray for the Intentional Interim Pastor, remembering that change often triggers anxiety, resistance, and opposition
- Determine staff acquisition and termination
- Review the monthly Interim Pastor's report at the Session meeting and conduct a 6-month evaluation.

The Commission on Ministry will appoint a liaison, who will:

- Have a monthly conversation/contact with the Intentional Interim Pastor
- Be present at the six month evaluation and the exit interviews
- Provide training for the PNC
- Assist in conflict resolution

The General Presbyter will:

- Moderate the monthly meeting of the Presbytery's Intentional Interim Pastors
- Provide pastoral care and professional advice to the Intentional Interim Pastor

III. Compensation:

The compensation for this agreement shall be that in TERMS OF CALL below:

A. Cash Salary	\$ _____ (year/month)
B. Housing	\$ _____ (year/month)
C. Total Salary (A + B)	\$ _____ (year/month)
D. Salary supplement equal to at least 50% of Social Security Self-employment tax	\$ _____ year/month)
E. BOP Pension and Medical Benefits	\$ _____ (year/month)
F. Reimbursement of Ministry Expenses including	
Automobile (reimbursed as used, at current IRS rate)	\$ _____ per mile
Professional (up to \$3000)	\$3000
Continuing Education (up to \$1000)	\$1000 1 week every six months
Other (dental insurance, retirement savings, etc.)	\$ _____
Vacation	1 week per quarter
Moving Expenses	Negotiable