

INTERIM PASTOR AGREEMENT

The following agreement between _____ and the Session of _____ Presbyterian Church of _____, the Presbytery of New Harmony (NHP) is for the purpose of providing interim pastoral service to this church.

GOALS FOR MINISTRY: To provide full time pastoral leadership during the period of the search process for its next installed pastor.

1. To assist the Session and congregation in the process of transition related to the ending of the previous pastoral relationship.
2. To address any issues or conflicts existing within the congregation.
3. To establish short term goals to accomplish during the interim period.
4. To facilitate a mission study and develop long terms goals for ministry.
5. To prepare the congregation for the arrival of the next installed pastor.
6. To assist the session and congregation in addressing the following Focus Points of interim ministry:
 - a) Heritage;
 - b) Connection;
 - c) Mission;
 - d) Leadership;
 - e) Future.

ACCOUNTABILITY

The Reverend _____ is employed by the Session of _____ Presbyterian Church with the concurrence of NHP through its Committee on Ministry (COM) to serve as Interim Pastor for a one year period beginning _____. S/he is accountable to both the Session and the COM.

RESPONSIBILITIES: The Interim Pastor will be responsible for the following duties:

- 1) Preaching and Leading Worship.
To plan and lead vibrant worship in the Reformed tradition including:
 - Preparing sermons and appropriate liturgy;
 - Administering the sacraments;
 - Officiating at weddings and funerals, as requested; and
 - Working with the Worship Committee and staff in planning for special worship events related to the liturgical year.
- 2) Pastoral Care and Visitation.
To develop bonds of caring with members through:
 - Visiting members who are in hospital and nursing home as well as those homebound;
 - Providing pastoral care to persons in crisis or significant life changes; and
 - Assisting with the visitation of new and prospective members.
- 3) Church Leadership and Administration.
To build a more effective church organization by:
 - Moderating and leading the Session in its responsibilities;
 - Assisting with the development and planning of an appropriate program of activities;
 - Resourcing church committees and lay leaders;
 - Serving as Ex-officio of the Nominating Committee;

Serving as Head of Staff, ex-officio on the Personnel Committee, and supervisor of the church office;
and
Working in a collegial relationship with the staff to plan and develop an appropriate program of activities.

4) Teaching.

To fulfill responsibilities as a Teaching Elder by:

Conducting officer training and assist with the training of other leaders;
Assisting, when called upon, with the teaching of the Confirmation Class;
Assisting, when called upon, with the training of Church School teachers; and
Assisting, when called upon, the Christian Education Committee and staff with other learning events.

5) Mission Study

To lead, in partnership with a task force selected and appointed by the Session, the congregation in an envisioning process culminating in the creation of a Vision/Mission Statement, Ministry Goals and Activities, and, by the Pastor Nominating Committee (PNC) once elected, the Ministry Information Form (MIF).

6) Personal Growth

To seek continued professional and spiritual growth:

Growing in faith through the devotional use of the Bible coupled with regular prayer and spiritual discipline; and
Growing in personal maturity and pastoral skills through participation in continuing education.

7) Relationship to NHP and COM.

To become accountable to and work in collaboration with NHP through its COM:

Become a member of NHP;
Check-in regularly with the COM liaison, not less than quarterly, to discuss the progress of the transition; and
Refer all questions related to the pastoral search process by candidates to the COM liaison.

SESSION AGREEMENT

1. Session will interpret the above stated GOALS FOR MINISTRY to the congregation and encourage them to fulfill their responsibility as members of church.
2. Session agrees that it will counsel, support and advise the Interim Pastor.
3. Session and Interim Pastor shall periodically assess (at least semi-annually) the above-mentioned GOALS FOR MINISTRY and in particular those addressing the Focus Points of interim ministry.
4. Session will allow the Interim Pastor reasonable time away to fulfill responsibilities to the larger church.

SEARCH AND CALL OF THE PASTOR

It is understood that the Interim Pastor is not eligible to be called as Pastor and further, that the congregation through its PNC, assumes complete responsibility for the search for and calling of a Pastor. The Interim Pastor will not be involved in the work of the PNC beyond providing, in collaboration with the COM liaison, training in the search process, giving feedback on the MIF, and allowing for opportunities to have them communicate with the Session and congregation about their progress. The Interim Pastor shall not recommend persons for consideration or make an evaluation of candidates. If the Interim Pastor is a reference on the MIF and should there be contact made by candidate, there shall not be any feedback or evaluation given back to the PNC by the Interim Pastor.

The Interim Pastor:

1. Will be a mission study consultant, working directly with and resourcing the Mission Study Team
2. Will serve, in collaboration with the COM liaison, as a trainer of the PNC and a consultant in preparation of MIF.
3. Will consult with the PNC about scheduling the congregational meeting and the new Pastor's start.
4. Will seek in every way to prepare the congregation for the coming of an installed Pastor and will continue to be pastor to the PNC members.

TERMS

The Interim Pastor is to be employed on a full time basis with an annual compensation of \$_____.

The package is to be allocated in the following ways:

- Salary: \$_____
- Housing: _____
- Social Security: _____
- Pension/Major Medical: _____
- Vouchered Reimbursement for Mileage, Professional Development (books, coaching, spiritual directions, continuing education, etc.) and Business related expenses _____
- TOTAL PACKAGE: _____

Moving and Relocation Expense not to exceed \$_____.

In addition to all moving expenses, this shall include transfer of driver’s license and car plates, deposit on an apartment and utilities hook-up.

Service to the larger Church/denomination of an average of 1 day per month.

Study Leave of two weeks (including 2 Sundays) annually prorated quarterly.

Vacation of _____ days (including _____ Sundays) annually prorated quarterly.

NOTICE OF TERMINATION AND CONTINUATION PAY

Due to the unique nature of transitional/interim ministry, which provides specialized service to a congregation at a financial risk to the interim pastor, care will be taken to provide adequate time, compensation, and benefits to enable a good transition for the congregation. The purpose of this termination agreement is to enable the interim pastor to focus on this congregation during the agreement period rather than on seeking a new call.

This agreement may be terminated by the Interim Pastor with 30 day notice. In this event, the Interim Pastor shall forfeit all claims for compensation beyond the 30 day except accrued Vacation and Study Leave time compensation.

This agreement may be terminated by the Session with 30 day notice. **(NOTE: THE REMAINDER OF THIS PARAGRAPH, EXCEPT THE LAST SENTENCE, DOES NOT APPLY TO THOSE DOING THIS MINISTRY AFTER BEING HONORABLY RETIRED AND ON MEDICARE AS THEY CAN GO BACK RECEIVING THEIR PENSTION!)** In this event or in the event of non-renewal, the above Effective Cash Salary (Salary, Housing, pro-rated Social Security) and the Pension/Major Medical will be continued for two months after the termination date if the Interim Pastor has not found comparable employment. Upon receiving notice of termination as provided herein, the Interim Pastor shall diligently pursue new employment and shall be entitled to such time off as shall reasonably facilitate this effort, without interfering with her/his primary duties. The Interim Pastor shall be entitled to accelerate the termination hereof once notice is given to her/him, so as to be available for any such new employment as s/he shall choose to accept, and all compensation shall cease during the notice period upon commencement of the new employment; accrued Vacation and Study Leave time compensation will be paid at the end of the agreement.

This agreement may be extended or changed as mutually agreed upon. Failure to extend the agreement prior to 30 days from its expiration or notice of non-renewal of the agreement shall be considered notice of termination.

APPROVALS

| | | |
|------------------------------|--------------|-------------|
| _____ | _____ | _____ |
| Interim Pastor | | Date |
| _____ | _____ | _____ |
| Clerk of Session | | Date |
| _____ | _____ | _____ |
| Committee on Ministry | Title | Date |