

## SAMPLE INTERIM PASTOR CONTRACT

The following contract between the session of (Name) Church and the Reverend (Name) is for the purpose of interim pastoral services to (Name) Church.

### I. ELEMENTS:

The Reverend (Name) Will be appointed Interim Pastor of (Name) Church beginning pastoral service on (Date) .

(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 the Presbytery of Long Island.

Will/will not serve as moderator of the session.

Will/will not serve as head of staff.

Will/will not assist in the conduct of the mission study. If so, in what way:

Will/will not assist in the preparation of the "Church Information Form". If so, in what way:

Time Basis (Select appropriate clause)

The Interim Pastor will serve on a full-time basis, defined by the Presbytery as 42 hours or 13/14 modules per week.

Or

The Interim Pastor will serve on a two-thirds time basis, defined by the Presbytery as 28 hours or 9 modules per week.

Or

The Interim Pastor will serve on a half-time basis, defined by the Presbytery as 21 hours or 6/7 modules per week.

(And)

A module is defined as one segment of a day, i.e., a morning, an afternoon, an evening; it is not a fixed or determinate number of hours.

### II. GOALS FOR THIS MINISTRY

These should be developed by the session in consultation with the Committee on Ministry. These usually include but are not limited to those below. In every case, the goals shall include attention to the basic development tasks for the transition period. Care should be taken lest the Interim Pastor undertake programs or projects that would be difficult for the new pastor to carry forward or curtail.

The goals of this interim ministry shall be: (examples follow)

Maintenance of a healthy congregational life.

Continuity of leadership.

Completion of the following developmental tasks:

Helping the congregation come to terms with its history,  
Discovering and affirming congregational identity,  
Coping with shifts in leadership and power among members,  
Strengthening the partnership with Presbytery and other congregations, and  
Building a commitment to a new future and new pastor.

Development of special short range goals identified in the goal-setting process of the church.

Assessment of the congregation's needs to call an installed pastor.

### **III. RESPONSIBILITIES** (examples follow):

The Interim Pastor agrees to provide the following pastoral services to the extent the time basis allows and in priorities developed with the session in keeping with the position description, which shall include provision for evaluation.

1. Conduct worship services on Sundays and special services on major church holidays; celebration of the Lord's Supper on communion Sundays and with shut-ins as requested on such Sundays.

Except for absences because of illness, vacation, study leave, or as authorized by the session, the Interim Pastor shall provide for a substitute after consultation with the clerk of session, and shall be responsible for the appropriate honorarium.

2. Visit members in hospitals or at home who require spiritual comfort or personal contact

3. Officiate at weddings, funerals, baptisms as requested.

4. Guide the congregation in the completion of the basic developmental tasks in the transition period.

5. Assist boards and committees in carrying out their assigned tasks; train newly-elected officers and staff.

6. Supply leadership and help develop lay leadership for the Christian education program, including preparation for the conduct of the confirmation class and for prospective members.

7. Counsel members of the congregation according to level of training.

8. Perform administrative duties as head of staff; supervise church secretary's work in preparation of bulletins, reports, newsletters, correspondence; general oversight of church facilities.

9. Represent the church in its relationships with outside agencies and organizations, as authorized by the session.
10. Visit inactive members; encourage stewardship.
11. Train leadership in conflict resolution.
12. Perform such other duties as the session may reasonably request.

#### **IV. TERM OF SERVICE**

1. The term of service shall be twelve months from the date of the beginning of service and may be extended on the recommendation of the session and the concurrence of the Committee on Ministry. (Or, state the term of service. The term may not be more than twelve months according to the Book of Order, but the term may be extended by agreement.)
2. The term of service may be terminated by the session or the Interim Pastor on sixty-day written notice to the other party and to the Chair of the Committee on Ministry.
3. Notwithstanding #2 above, the minimum term of service for which the church shall be financially responsible is six months, unless the termination is initiated by the Interim Pastor.

#### **V. COMPENSATION AND BENEFITS**

Terms shall be not less than Presbytery's current minimums, and normally equivalent to the previous incumbent's if in excess of those minimums. Terms should be adjusted for less than full-time service. Consultation with the Committee on Ministry's Compensation and Benefits Subcommittee chair is strongly encouraged prior to presenting the draft for session and Committee on Ministry approval.

The compensation and benefits for the Interim Pastor shall be prepared according to the appropriate parts of D.01.01 using either D.02.01 or D.02.02. These forms should be appended to this agreement.

(D.01.01 is the Compensation Program containing guidelines for Pastors with Manses and Pastors with Housing Allowances. D.02.01 is the form to be used for the Terms of Call for a Pastor with a Manse. D.02.02 is the form to be used for the Terms of Call for a Pastor with a Housing Allowance. Refer to D.03.01 for compensation guidelines for part time pastors.)

#### **VI. OTHER UNDERSTANDINGS**

1. The Interim Pastor agrees that he/she will not be a candidate for the position served as an Interim. It is the Interim Pastor's responsibility to make this clear from the outset.
2. The Interim Pastor, if not the moderator of the session, attends session meetings only at the invitation of the moderator and/or session.

3. The Interim Pastor agrees not to involve himself/herself with the Pastor Nominating Committee or its processes except to see that they make adequate reports, and to submit any recommendations of candidates only and exclusively through the Committee on Ministry.

(Or, The Interim Pastor will serve the Pastor Nominating Committee as follows: )

4. The Interim Pastor agrees to abide by the Ministerial Ethics Guidelines of the Presbytery of Long Island currently in effect.

5. The Interim Pastor agrees to consult with the Committee on Ministry after three months and six months of service, and at the invitation of the Committee on Ministry,

6. The session and the Interim Pastor agree to provide separate reviews of the interim pastorate to the Committee on Ministry within sixty days of the termination of the Interim Pastor's services.

7. 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 the Committee on Ministry.

## **VII. ACCEPTANCE AND SIGNATURES**

1. The term of service is to commence on (Date) .

2. This agreement is accepted on the date written hereunder.

Accepted for the Session

Accepted by the Interim Pastor

Date:

Date:

Committee on Ministry

March 1987

Revised May 1988

Revised March 1992

Revised January 1993

Revised July 1994

Revised July 2003

Revised June 1997