



CONTRACT FOR INTERIM PASTOR

The following contract between the session of (name of church) _____ in (city) _____ and (name of clergy) _____, is for the purpose of providing pastoral services as (*check one*) ___ full time *or* ___ part time (minimum 20 hours/week) Interim Pastor to the church for a period of _____ months (not to exceed 12 months). The contract is to begin on _____ 20__ and end on _____, 20__ and requires the Interim Pastor to become a member of Lehigh Presbytery for this contract to take or remain in effect.

RESPONSIBILITIES:

The interim pastor is expected to function within a church in two major ways:

- A. She or he helps the church focus on issues of identity and mission in specific and intentional ways, as it evaluates its past and present plans for its future. This is traditionally attended to through the **five developmental tasks** of the interim pastor, commonly identified as:
 - 1. Coming to terms with history
 - 2. Discovering new identity
 - 3. Allowing needed leadership change
 - 4. Reaffirming covenant with the Presbyterian Church (USA)
 - 5. Commitment to new directions in ministry.

Interim pastors must have completed at least the first part of Interim Pastor Training offered by the Presbyterian Church (USA) or its equivalent.

- B. She or he provides basic pastoral services for the continuation of the church's mission and ministries.

For full-time positions, complete this section:

The interim for this congregation will be responsible to (*please add or delete from this list*):

- moderate the session and congregational meetings
- serve as Head of Staff
- lead worship, preach at regular Sunday services, and celebrate the sacraments
- arrange for substitute preachers on any Sundays not present
- call on sick and home-bound
- provide administrative leadership
- officiate at weddings and funerals
- lead new member classes
- work with committee chairs
- represent the church in dealing with outside organizations
- pray for the church
- _____
- _____
- _____

For part-time positions, complete this section:

The Committee on Ministry expects that part-time interim pastoral relationships will express realistic expectations about the amount of time a pastor needs to perform the ministry to which they are called. The following examples assume a part-time solo interim pastorate. A part-time interim associate position is expected to demonstrate a similar division such that the time allotted is adequate for the ministry to which they are called.

Half time = 20 hours per week:

This amounts to weekly worship leadership, moderating of session/congregational meetings and providing leadership leading to the completion of the five developmental tasks of interim ministry.

Three-quarter time = 30 hours per week:

This amounts to weekly worship leadership, moderating of session/congregational meetings, providing leadership leading to the completion of the five developmental tasks of interim ministry, AND TWO of the items noted below, as negotiated.

Check two of the following:

- Hospital visitation
- At home visitation
- Office hours (how many per week? ____)
- Community ministry and outreach (including ecumenical gatherings)
- Committee meetings (in particular _____)
- Christian Education on Sundays
- Christian Education during Advent and/or Lent (as negotiated)
- provide administrative leadership
- officiate at weddings and funerals
- lead new member classes
- work with committee chairs
- represent the church in dealing with outside organizations
- relationships with mid councils
- other (please specify) _____
- other (please specify) _____

The congregation and session will be responsible to:

- support the Interim Pastor in his/her ministry
- provide regular financial compensation according to the terms outlined below
- provide a performance review to the Interim Pastor at least annually
- pray for the Interim Pastor during this contract period

- negotiate goals for contract period
- _____
- _____
- _____
- _____

The Presbytery is a third and equal partner in the relationship between the church and the Interim Pastor. During the length of this agreement, the Interim Pastor will:

- be accountable to the presbytery through the Committee on Ministry.
- will submit a written report at least twice each year to the Committee on Ministry informing them of the status of progress the church is making with the five developmental tasks of interim ministry and other general observations related to the life and ministry of the congregation
- not be involved in any way with the Pastor Nominating Committee, if a search for a called and installed pastor is underway, except to facilitate that committee's regular reports to the session and the congregation. Any concerns or suggestions about the congregation's search for a new pastor shall be carried to the Committee on Ministry liaison. It is understood by all parties that ordinarily the Interim Pastor may not be considered for any called and installed pastoral office in this congregation.

This agreement may be terminated by either the session or Interim Pastor upon 30 days written notice and informing the Committee on Ministry. This agreement may be extended in one to twelve month periods, upon written notice to, and the approval of, the Committee on Ministry. It is understood that the Interim Pastor will participate in any training/discussions sponsored and/or requested by the Committee on Ministry and will participate in an exit interview conducted by that committee at the end of this contract.

TERMS:

The Interim Pastor is employed on a () full-time () part-time basis, serving approximately _____ hours per week, and will be compensated as follows: (please fill in those amounts that apply, must meet Lehigh Presbytery's Minimum Terms of Call)

Effective salary

Reimbursable expenses (by voucher)

Cash Salary	\$ _____	Automobile expense (___ per mile)	\$ _____
Fair rental value of manse	\$ _____	Business/professional expenses	\$ _____
Housing Allowance	\$ _____	SECA Supplement (up to 50%)	\$ _____
Utilities Allowance	\$ _____	Continuing Education	\$ _____
Other allowances (please list)	\$ _____	Other allowances (please list)	\$ _____
Other allowances (please list)	\$ _____	Moving costs (up to)	\$ _____

Full medical, pension, disability, and death benefit coverage under the Board of Pensions \$ _____

If applicable, will medical coverage for the Interim Pastor's spouse/family be paid for by the church? If so, what is the cost and how much will the church pay? \$ _____

Paid Vacation (please indicate number of weeks or days – one Sunday per allotted week is assumed) _____

Paid Continuing Education (please indicate number of weeks – one Sunday per allotted week is assumed) _____

APPROVALS:

The session approved this contract and its conditions on (date) _____

Signed: (clerk of session) _____ Date: _____

I agree to accept the terms of this contract.

Signed: (Interim Pastor) _____ Date: _____

The Committee on Ministry approved this contract and its conditions on (date) _____

Signed: (COM chair) _____ Date: _____

Signed copies to be given to:

- 1) the Interim Pastor
- 2) the clerk of session
- 3) Lehigh Presbytery's Committee on Ministry

November 11, 2014