

RECOMMENDED INTERIM PASTOR CONTRACT

(The Session and Interim pastor are free to negotiate and/or adjust this document so long as the Presbytery minimum compensation standards and other Presbytery requirements are observed.)

This agreement sets forth the basis for a working relationship between the Rev. _____ as Interim Pastor and head of staff and the Session of _____ Presbyterian Church of _____ for a period of one year beginning _____.

Shared Goals for the Well-being of _____ Church

1. To work together to provide for the spiritual growth and the ongoing mission and work of the church.
2. To work together to prepare the congregation to receive a new installed pastor, using the interim time to assess the future journey of the congregation, to focus on what might need to be changed, and to lead and support the congregation in fulfilling the interim period developmental tasks and goals.
3. To facilitate open sharing of information with the congregation.

Expectations of the Interim Pastor

1. Will provide regular preaching and worship leadership on Sunday mornings and at special services such as Thanksgiving, Maundy Thursday, and Christmas Eve, taking appropriate time for study and preparation. Will officiate at weddings and funerals and administer the sacraments as agreed upon with the session.
2. Will provide continuing pastoral care for church members and friends, including hospital and home visitation in crises; will visit (along with elders at times) prospective members; will provide crisis care to outsiders as feasible; and will be available for short-term personal counseling as negotiated.
3. Will function as Head of Staff, supervising church employees (music director, organist, administrative assistant, and custodian); will plan for and moderate session and congregational meetings; and will provide, with the session, organizational oversight for the work of the church.
4. Will work collegially with the session in program planning, and will provide guidance, direction, and review as necessary; will support the educational program of the church, including teaching, as needed, and conducting officers= training; will attend meetings of and serve as an active participant in Presbytery.
5. Will lead the session and the congregation in working on the generally recognized interim

period developmental tasks, including: coming to terms with history; assessing the church's present and future identity; empowering the church's lay leadership; facilitating links with the denomination; and facilitating a commitment to a new installed pastor.

6. Will assist in the church's self-study (mission study).
7. Interim Pastors are encouraged to join NCP. If the Interim Pastor prefers to retain Presbytery or denominational membership in the Presbytery or denomination of origin, he/she may request permission to labor within the bounds. Requests will be granted by the Transitions Team on a case by case basis and if the Presbytery or judicatory of origin has granted permission to labor outside the bounds. Either route does require the satisfactory completion of a Committee on Ministry Clearance Team Interview.
8. Will NOT be eligible for consideration as the next installed pastor.
9. Will meet regularly (at least six times a year) with the Presbytery sponsored Interim Pastor Support Group.
10. Will submit quarterly reports to the Committee on Ministry Transitions Team.
11. Will comply with the Sexual Misconduct Prevention Training requirements as set by the Presbytery.
12. Will abide by the Sexual Misconduct Policy and the Code of Ethics of National Capital Presbytery.

Expectations of the Session

1. Will recognize the importance of the interim period and will pay the Interim Pastor appropriately.
2. Will work cooperatively with the Interim Pastor and the Presbytery to support the work of the interim period.
3. Will continue to fulfill their Book of Order responsibilities for the life and work of the church.
4. Will negotiate with the Interim Pastor for time away in order that he/she may fulfill committee or board responsibilities to the larger church.
5. Will review this contract with the Interim Pastor for changes and/or renewal by _____. The contract is renewable every six months with the consent of the Interim Pastor, the Session, and the Presbytery until an installed pastor has been called.

Expectations of Presbytery

1. Will provide support and consultative services to the Interim Pastor and the session (including vacancy consultation for the PNC) through the staff and the Committee on Ministry (COM).
2. Will assist the session and Interim Pastor with emerging needs through the resources of the committees of Presbytery.

Mutual Expectations

1. To provide prayer and spiritual support to each other as members of the family of Christ.
2. To work within the accepted general framework of interim intentions and goals as set forth in denominational and other resources.

Reporting and Accountability

The Interim Pastor is accountable to the Presbytery COM, and to the session of _____ . In order to facilitate a regular and orderly exchange of views, the session will conduct a quarterly review of the performance of the Interim Pastor. The session may appoint a committee to assist in this process, and the review will include consideration of the partnership relationship between the Interim Pastor and the session.

Annual Compensation and Benefits

[This should be comparable to the annual compensation and benefits paid to the previous installed pastor. Some disparity may occur due to experience levels, etc., but in no event should the base salary and housing be below 80 percent of what was paid to the previous installed pastor. In any event, the compensation must meet the minimum requirements set by the Presbytery.]

Effective salary*	\$ _____
FICA @ 7.65%*	_____
Travel @ IRS rate**	_____
Continuing ed/book allowance**	_____
Pension***	_____
Major Medical***	_____
TOTAL Salary and benefits	\$ _____
Moving expenses ** (approx.)	\$ _____

* Effective salary includes cash salary and housing allowance.

** Payable with an expense voucher.

*** Payable at required Board of Pension rates.

Other Benefits

1. Sick leave: 1 day per month.
2. Study leave: 2 weeks annually, to be taken within the year, with timing and subject to be cleared with the session.
3. Vacation: 4 weeks annually, to be scheduled in consultation with the session. For the purpose of compensation upon termination, vacation will be deemed to have accrued at the rate of 1 week per quarter. It is expected that vacation will be taken in the year in which it is earned and will not be carried over unless another arrangement is expressly approved by the session.
4. Professional Expenses: COM suggests that a statement be made of provision for Professional Expenses, reimbursable with expense vouchers.

Termination Provisions

By the Interim Pastor:

The agreement may be terminated by the Interim Pastor with 30 days notice, in which case payment beyond the 30 day period will be forfeited.

By the Session:

This agreement may be terminated by the Session upon 90 days notice, following consultation with the Committee on Ministry. The Interim Pastor may be expected to continue to serve the church during this period as determined by the Session. The Session will allow liberal leave for the Interim Pastor’s search for his/her next opportunity for service during this time. During the 90-day period, the church will continue to pay all compensation (effective salary, FICA, major medical, death, disability and pension) due to the Interim Pastor, unless the Interim Pastor obtains full-time employment, at which time any obligation owed by the church will cease.

Vacation compensation, if accrued, will be paid in full at the time of termination subject to the restrictions listed under “other benefits” above. No pay beyond termination date will be provided for accrued sick leave or study leave.

Signatures:

Interim Pastor _____ Date _____

Clerk of Session _____ Date _____

Representative, COM _____ Date _____