



Rev: July 2018

Interim Pastor Covenant/Contract



Interim Pastor Covenant/Contract between _____ Presbyterian Church and the Rev. _____ With the Concurrence of the Presbytery of the Peaks

The Session of _____ hereby commits the congregation of _____ to the following covenant relationship and contract with this pastor:

The Rev. _____ is invited to be Interim Pastor of _____ Presbyterian Church, _____; a full-time, temporary position.

The covenant/contract shall be for a period of _____ () months, beginning _____, _____, _____ and will end on _____, _____, _____, unless otherwise terminated on thirty (30) days written notice from the Interim Pastor or by a thirty (30)day written notice from the Session either to be approved by the Presbytery or its authorized agent or committee. At the conclusion of this covenant/contract, extensions may be made, or additional new covenant/contracts may be developed, for any period not to exceed an additional twelve (12) months as Interim Pastor, upon the concurrence of the Interim Pastor, the Session, and the Presbytery or its authorized agent or committee.

In accordance with Presbytery policy regarding the Book of Order (G-2.0504b), it is understood by both the Session of _____ Presbyterian Church and the Rev. _____ that under no circumstances will the Interim Pastor be a candidate for the installed pastoral position.

General Expectations

1. The Interim Pastor

- a. Will hold membership in the Presbytery of the Peaks.
- b. Will be appointed moderator of the Session and congregation by the Presbytery of the Peaks.
- c. Shall not, under any circumstance, be considered as a candidate for the Called Pastor for the church being served and shall assist the congregation in interpreting an understanding of this specialized type of ministry to the congregation.

- d. Shall serve as supervisor to members of the staff in accordance with the Book of Order and the church's personnel manual and in consultation with the Session or its appropriate committee.
- e. Shall serve as primary facilitator of the Session-led congregational mission study, and oversee composition of any other related documents needed by the Presbytery, if and when requested.
- f. Shall advise the Session and the Presbytery as to the readiness of the congregation to elect a Pastor Nominating Committee (PNC)
- g. Shall not be involved in the work of the PNC, except to see that it makes adequate and appropriate reports to the congregation, and to provide general information on the call process involving Presbyterian churches and pastors. The IP may serve on a limited basis and only upon the instruction of the Presbytery of the Peak's COM as a resource to the work of the PNC. The Interim Pastor may respond to inquires from prospective pastors, as long as the initiative for the interaction comes from the prospective pastor.
- h. Shall provide leadership concerning change, conflict management, healing, grief work, reconciliation, and planning.
- i. Shall engage in the five (5) *process tasks* of interim ministry which are:
 - 1. Join the faith-community
 - 2. Analyze the faith-community as a system and report to all parties
 - 3. Connect and communicate to the Presbytery;
 - 4. Focus on and assume responsibility for leadership development
 - 5. Exit the faith-community in a health manner and provide an evaluation to Session and the Presbytery's COM.
- j. Will oversee the completion of the five (5) developmental tasks by the Session listed below. (2a)
- k. Will assist the Session and the congregation in completing the four (4) shared goals of this time of transition. (2b)

2. The Session will:

- a. Work to complete the five (5) *developmental tasks* of interim ministry listed below. These are the primary tasks of interim ministry and set the overall agenda during the time of transition.
 - 1. Assist the congregation in coming to terms with its history;
 - 2. Help the congregation discern a new identity;
 - 3. Assist the congregation deal with changes in lay leadership;
 - 4. Help strengthen the church's links with the Presbytery and higher governing bodies in the denomination;
 - 5. Prepare the church to commit to new directions in ministry and for the arrival of its new pastor.
- b. Lead the congregation, with the assistance of the Interim Pastor, in completing the four (4) *shared goals* of this time of transition, which are to:
 - 1. Work in partnership with the Interim Pastor in providing continuity of leadership;
 - 2. Maintain a healthy congregational life and enable the congregation to identify current issues it faces and develop ways of resolving them;
 - 3. Develop a Vision Statement and a Ministry and Mission Plan

- 4. Prepare the congregation for the arrival of its next pastor.
- c. Provide spiritual and contractual support for the Interim Pastor
- d. Work collegially with the Interim Pastor in accomplishing goals and tasks during the interim period.
- e. Review work of the Interim Pastor every six (6) months.
- f. Review the covenant/contract with the Interim Pastor for changes and possible extension at least sixty (60) days prior to the scheduled end of this agreement.

3. The Presbytery will:

- a. Help strengthen the church's ties with the Presbytery and higher governing bodies in the denomination.
- b. Help prepare the congregation to commit to its new plan for ministry and mission and for the arrival of its new pastor.
- c. Give assistance both to the Interim Pastor and to the congregation for the interim process.
- d. Provide pastoral and professional support to the Interim Pastor.
- e. Provide guidance and oversight of the Session and the congregation during the time of transition.

Particular Tasks to be Completed during the Time of Transition by the Interim Pastor, the Session and the Presbytery.

1. Interim Pastor

- a. Pastoral activities of the Interim Pastor (not in any particular order of priority)
 - i. Lead worship and preach at services of worship, as well as presiding at the celebration of the sacraments. Conduct weddings and funerals, except during vacation, study leave, illness, and such other times, as mutually agreed upon by the Interim Pastor and the Session.
 - ii. Guide the Session in completing the five (5) developmental tasks and the four (4) shared tasks as listed above. Facilitate adoption of this work by the congregation.
 - iii. Plan and moderate meetings of the Session and of the congregation.
 - iv. Direct and supervise the work of the congregation and the staff in accordance with the Book of Order and the church's personnel manual, or in consultation with the Session or its appropriate committee.
 - v. Work with the church officers and the other boards and committees of the congregation, assist them in carrying out their particular responsibilities. The Interim Pastor will be an ex-officio member of all boards and committees of the congregation as specified in the Book of Order and the church's policy manual.
 - vi. Work with the Session to insure appropriate training for newly elected officers and assist with the educational ministry.
 - vii. Represent the congregation in dealing with organizations outside the congregation, keeping the Session notified of significant interactions.
 - viii. Pastoral calling of the ill and shut-ins, and general pastoral care of the congregation (in conjunction with lay-leaders of the church)

- b. The Interim Pastor will be accountable to the Presbytery through its Committee on Ministry and will be available to appropriate representatives of that body.
 - i. The Interim Pastor will provide quarterly written reports to the Presbytery and will meet with representatives of the COM semiannually.
 - ii. The Interim Pastor will participate in the life of the Presbytery and serve as any pastor might, when called upon do so, in the governing bodies and entities of the denomination.

2. The Session will

- a. Maintain full Session responsibilities per the Book of Order
- b. Lead the congregation through a vision study and long-range goal setting.
- c. Will oversee the work of the PNC per the Book of Order.

3. The Presbytery will

- a. Give support during the interim ministry through review of quarterly reports and semiannual meetings with the Interim Pastor and representatives of the COM.
- b. Provide for the Session/congregation a COM liaison who will
 - i. Provide training and consultation to the PNC
 - ii. Assist in conflict resolution.
- c. Be responsible for dealing promptly with any suggestions, interference or other difficulty with any former pastor (installed or temporary), Christian educator, or other former staff of the congregation.

Term of Service

The Interim Pastor is called as a temporary employee, to work on a full-time basis, with an average of at least forty (40) hours per week.

COMPENSATION

Compensation will be based upon the following criteria:

- A. An Interim Pastor does similar work to that of the former pastor and has specialized training and experience for this work, and, therefore, is to receive similar compensation to the former pastor. See Book of Order G-14.0506e and G14.0506b (3), and the Presbyter of the Peaks minimum compensation requirements.
- B. The Interim Pastor will be enrolled in full participation in the denominational plan for pension, disability, and medical coverage (See estimated expense below). If non-Presbyterian, in his/her denominational plan.

Interim Pastor Terms of Compensation

- 1. Effective Salary (as defined by the Board of Pensions)

Base Compensation -----\$_____

Housing and Utility Allowance -----\$_____

- 2. Self-Employment Contribution Act(SECA) ----\$_____

- 3. Total Estimated Expense for full participation in Board of Pension’s Benefit Plan
\$_____

Pension Dues (__%)-----\$_____

Death and Disability Insurance Premium -----\$_____

Medical and Health Insurance Premium -----\$_____

- 4. Reimbursed Expenses (paid _____ under an approved accountable reimbursable plan.

Automobile, travel and pastoral expenses (vouchered)--\$_____

Continuing education (vouchered)-----\$_____

- 5. Moving expenses to be reimbursed at actual cost (vouchered)

- 6. Paid vacation of one (1) full week per quarter (cumulative and prorated), which is to be taken during the period of the covenant/contract, and may not be taken after the conclusion of the interim covenant/contract, except at the mutual agreement of the Session and the Interim Pastor.

Transition Compensation

1. This covenant/contract can be terminated with the concurrence of the Presbytery with thirty (30) days notice by either the Interim Pastor or the Session. The approval of a call to a pastor candidate to be installed by the Presbytery shall constitute notice.

2. Transition compensation in the form of effective salary and allowance shall be paid to the Interim Pastor for a period not to exceed two months (60 days) beyond the end of the Interim Pastor service. Transition compensation will also end at the start of the Interim Pastor next full-time service, and be adjusted in the case of part-time work.

Effective Date of Covenant/ Contract

The Session of _____ Presbyterian Church takes official action to enter into this covenant/contractual relationship on _____.

With Interim Pastor, _____ who agrees to this covenant/contractual relationship on _____.

Signatures:

Clerk of the Session: _____ Date: _____

Printed Name

For the Interim Pastor: _____ Date: _____

Printed Name

Representative, COM/Presbytery: _____ Date: _____

Printed Name

Return completed form by email to COM office@peaksresbytery.org or regular mail.

Presbytery of the Peaks - COM 108 Melinda Drive Lynchburg, VA 24502	<i>For COM office use only</i> Date Received: _____ Date Accepted: _____ Date Approved: _____
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