

Interim Pastor Contract

Pittsburgh Presbytery

The following is a model for interim pastor agreements within Pittsburgh Presbytery. The mandatory parts of the contract are printed in regular type face. Those sections of the contract that are open for negotiation are printed in *'bold italics'* type. The model may be used for associate interim pastors by substituting that title and making other changes as appropriate.

GENERAL

The following agreement between the session of _____ Presbyterian Church and the Rev. _____ is for interim pastoral services beginning on _____ for a period of ***one year***. (The presbytery ordinarily requires initial agreements to be for one-year.)

This is a ***full time/part time*** position for approximately _____ (*indicate number of hours*) hours per week.

The Rev. _____ will be designated "interim pastor" of _____ Presbyterian Church. The interim pastor shall be responsible for pastoral leadership that shall include the following:

RESPONSIBILITIES & DUTIES

1. ***Serve as moderator of the session and congregation, upon appointment by the presbytery***
2. Lead worship and preach at regular and special worship services, providing for substitute preachers when necessary
3. Officiate at sacraments, weddings, and funerals
4. Serve as head of staff
5. Assist the congregation in the interim tasks of:
 - celebrating the church's history
 - strengthening and continuing ties with presbytery, synod and GA
 - leading the church to a renewed vision for their future
 - providing for smooth transition of congregational leadership
 - preparing for the welcoming of the new pastor
6. Provide administrative leadership
7. Pray for the congregation
8. ***Be available as a resource person for the church school, youth organizations and other groups of the church; groups may be specifically named here _____***
9. ***Lead the congregation in reaching out into the community and in performing its ministry of healing and reconciliation***
10. ***Call on the sick and home bound***
11. ***Provide leadership to the boards of deacons and trustees and/or other organizations in the church (such as preschool or day care of the church, etc.); specific organizations may be named here _____***

SUPPORT

The session agrees to support and encourage the interim pastor by:

- Working faithfully with the interim pastor
- Communicating regularly with the interim pastor about pastoral concerns and needs within the congregation, issues in the life of the church and community, and personal & institutional difficulties that need to be addressed
- Continuing to do the work of the session and committees and other assignments and duties of ruling elder

- Assisting the interim pastor in accomplishing the interim goals listed elsewhere in this agreement
- Praying with and for the interim pastor and his/her family
- Providing adequate compensation
- Reviewing his/her ministry with the interim pastor every six (6) months. A six month and one-year review are required, the one-year review to be reported to presbytery.

COMPENSATION

The compensation requirements are subject to Pittsburgh Presbytery's minimum terms of call for pastors.

Salary	\$ _____
Housing	\$ _____
Utilities	\$ _____
BOP Pension & Medical	\$ _____
Medical deductible	\$ _____
SECA offset	\$ _____
Auto allowance (vouchered at IRS rate)	\$ _____
Study Leave/Continuing Education allowance (vouchered)	\$ _____
Two weeks study leave (14 days including two Sundays)	
Four weeks vacation (30 days including 4 Sundays)	
(Vacation time is a vested benefit and shall be compensated to the IP prorated upon length of service. Similarly, if this is a part-time position, all of the above categories other than vacation and study leave shall be pro-rated upon number of hours.)	
Professional/business allowance (vouchered)	\$ _____
Annuities/insurance or other compensation	\$ _____
Book/resources allowance	\$ _____
Additional paid time for participation in the larger church	
<i>(This may include service on boards or committees in higher judicatories, or service to church organization in which the IP is involved.)</i>	

GOALS FOR THE INTERIM MINISTRY

This section may include the five developmental and five process goals of interim ministry, plus other specific goals developed by the session, presbytery and/or the interim pastor.

EXTENSIONS, TERMINATION, & TRANSITION

TERMINATION BY SESSION

- If a new pastor is identified by the PNC prior to the termination of this agreement, the session shall give written notice of termination of this contract to the interim pastor of at least 30 days. If the Interim is not retired and does not have another position, the session shall continue salary, housing, and BOP benefits for an additional 30 (maximum 60) days after termination.
- If the session terminates the interim pastor agreement for another reason before the end of the contract, after presbytery concurrence, the session shall continue salary, housing, and BOP benefits for 60 days after termination unless the interim pastor is retired or has other employment.
- If the interim pastor obtains other employment within that extended period, the interim pastor shall notify the session, and compensation shall end as of the beginning date of the new service.
- Other termination conditions:**

TERMINATION BY INTERIM PASTOR

If this agreement is terminated by the interim pastor, after presbytery concurrence, the termination date shall be no sooner than thirty days after the session receives written notice from the interim pastor. The interim pastor may choose vacation/study leave during this period, if available. If the interim pastor terminates the agreement, s/he forfeits any compensation beyond the 30-day period.

EXPIRATION OF AGREEMENT

If the interim pastor contract expires without renewal and without a 30-day notice of termination and additional 30-day compensation beyond termination, the session will provide 30 days of compensation beyond the end of the contract.

RENEWAL OF AGREEMENT

Renewal of this agreement, for any length of time, shall be at the invitation of session with presbytery concurrence. Ordinarily, renewal of the agreement will be for a six-month or one-year period. Such renewal, including specific length of time, shall be entered upon the minutes of session and communicated to the interim pastor and presbytery in a written letter.

OTHER STIPULATIONS

It is the understanding of the session and the interim pastor that the interim pastor will not be a candidate to serve as the next installed pastor.

The interim pastor agrees not to speak with any candidate interested in the position of pastor for this congregation unless contacted by that candidate or invited to do so by the PNC. Should potential candidates contact the interim pastor, s/he will answer openly and honestly all questions but shall refrain from volunteering information. The interim pastor shall report that contact immediately to the PNC without reporting the content.

The interim pastor will not be involved in the work of the PNC, except in an advisory capacity if invited by the PNC.



Signature – Clerk of Session

Date

Signature – Interim Pastor

Date

Signature – Commission on Ministry Liaison*

Date

*Signature of liaison indicates that COM recommends this agreement to Presbytery