

**THE PRESBYTERY OF THE MIAMI VALLEY**  
**Committee on Ministry**  
**Interim Pastor Contract and Covenant**

**Church:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Interim Pastor:** \_\_\_\_\_

The following agreement between the Session of \_\_\_\_\_ [Church] and the Reverend \_\_\_\_\_ [Interim Pastor] is for the purpose of providing interim pastoral services beginning on \_\_\_\_\_ [Date] and ending \_\_\_\_\_ [Date].

The duties of this Interim Pastor include the following (please check the appropriate categories):

- Interim Pastor of this church.
- Moderator of the Session of this church.
- Other responsibilities and expectations as listed in the Addendum.

This is a \_\_\_ [full time] or \_\_\_ [part-time] position.  
(If part time, state the number of hours per week \_\_\_\_\_.)

This Interim Pastor will submit quarterly reports to the Presbytery's Committee on Ministry and, in consultation with the Session, establish a Transition Team in the local church that consists of at least three members.

See the attached Addendum for additional information.

This Interim Pastor will be compensated for interim pastoral services as follows:

Annual Cash Salary	\$ _____
Free use of manse	[ Yes/ No]
Annual Housing and/or Utilities Allowance	\$ _____
Medical Supplement Reimbursement	\$ _____
SECA (portion <u>above</u> 50% only)	\$ _____
Deferred income (Annuity, Life Insurance, IRA, 403(b), Retirement Savings, etc.)	\$ _____
Other (please specify)	\$ _____
<b>Total Effective Salary (total above)</b>	<b>\$ _____</b>
Estimated Pension/Medical dues (Board of Pensions)	\$ _____

SECA (portion <u>up to</u> 50%)	\$ _____
Reimbursable Expenses	
Travel (auto at IRS rate)	Up to \$ _____
Continuing Education ( <u>required</u> ; must meet entire presbytery minimum even for part-time work—for 2019, minimum is \$1,202)	Up to \$ _____
Professional Expenses/Books	Up to \$ _____
Other (please specify) _____	Up to \$ _____
Annual Leave	
Vacation (minimum of 4 weeks)	___ weeks (including ___ Sundays)
Study leave (minimum of 2 weeks)	___ weeks (including ___ Sundays); cumulative to ___ weeks.
Other	
Moving expenses	Up to \$ _____

It is understood that this Interim Pastor cannot be a candidate for Pastor of this Presbyterian Church and will be involved with the work of the Pastor Nominating Committee (PNC), in partnership with the Presbytery’s Committee on Ministry Liaison, for training and support purposes only, as directed by COM.

**Ministry Goals**

Goals for the interim ministry shall be to maintain continuity of Church leadership, to accomplish the five developmental tasks, and to work towards strategic priorities identified by the Session. (See the attached Addendum for the position description.)

**Termination of Contract**

The Session may terminate the contract with \_\_\_ days’ written notice and with the concurrence of the Presbytery’s Committee on Ministry.

The Interim Pastor may terminate the contract with \_\_\_ days’ written notice to the Session. The Interim Pastor will be paid for all services up to the date of termination. The Interim Pastor will submit all requests for expense reimbursement by the date of termination, and the Session will promptly pay those expenses.

The contract will be terminated at its conclusion but may be renewed for a period of time with approval of the Interim Pastor, the Session, and the Presbytery’s Committee on Ministry.

At the conclusion of the contract, Board of Pension benefits will be granted for an additional \_\_\_ days if needed.

The contract may be terminated by the announcement that a call has been extended and accepted. If there is no transition agreement, the minimum written notice to the Interim Pastor is \_\_\_\_ days. When a transition agreement is included, the terms of that agreement will be effective the day notice is given.

Unused vacation is prorated quarterly from \_\_\_\_\_ [Month/year] and may be claimed at the time of contract termination.

\_\_\_\_\_  
SIGNATURE: CLERK OF SESSION

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE: INTERIM PASTOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE: CHAIR, COMMITTEE ON MINISTRY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE: STATED CLERK, PRESBYTERY OF THE MIAMI VALLEY

\_\_\_\_\_  
DATE

**Addendum to  
Interim Pastor Contract and Covenant  
Between \_\_\_\_\_ [Church]  
And \_\_\_\_\_ [Interim Pastor]**

The following is taken from the job description developed with the Committee on Ministry of the Presbytery of the Miami Valley and approved by the Session of \_\_\_\_\_ [Church] on \_\_\_\_\_ [Date].

**INTERIM PASTOR POSITION DESCRIPTION**

**Title:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**Accountability:** \_\_\_\_\_

**Responsibilities:**

(Use separate page for responsibilities if needed)

**Goals for this ministry:**

- To maintain the continuity of Church leadership, including working with the \_\_\_\_\_ [Human Resource Commission, Personnel Committee, or similarly named team] and the Session to support, supervise, and evaluate the Church staff.
- Guide the congregation in the following five developmental tasks specified by the Committee on Ministry of the Presbytery of the Miami Valley to be undertaken during the transition period:
  - Coming to terms with history
  - Discovering a new identity
  - Coping with power shifts among members
  - Strengthening the partnership with Presbytery and other congregations
  - Building a commitment to a new future and new pastor.
- Serve as staff resource to the PNC through the formation of the Ministry Information Form.
- Submit quarterly reports to the Presbytery's Committee on Ministry on the progress during the transitional time.

NOTE: In accordance with the Policy and Procedure of the Presbytery of the Miami Valley, the Interim Pastor is not eligible to become the next installed pastor.

**The Session agrees:**

- To provide counsel, support, and collegial consultation as desirable to fix upon and meet shared goals.
- To review the Interim Pastor's work at regular intervals and also at his/her request.

**The Presbytery agrees:**

- To provide support and consultation services to the Interim Pastor through the Committee on Ministry.
- To provide a consultant or liaison from the Committee on Ministry to assist with the vacancy and search process.
- To assist the Session and the Interim Pastor with emerging needs through the resources of the committees of Presbytery.

**Mutual Expectations:**

- To provide prayer and mutual support as members of the family of Christ.
- To work within the accepted general framework of interim intentions and goals as set forth in denominational and other resources.
- At the termination of the interim relationship, the church and the Interim Pastor agree to participate in an evaluation of the interim period.