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 shall 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 above 50% only)		$ _____
Deferred income (Annuity, Life Insurance, IRA, 403(b), Retirement Savings, etc.)		$ _____
Other (please specify)		$ _____
Total Effective Salary (total above)		$ _____

Estimated Pension/Medical Dues
BoP Estimated Pension/Medical Dues

Pension/Disability (10%)	$ _____
Health Insurance for: Pastor (19.75%)	$ _____
Spouse	$_____
Children	$_____
Family	$_____

If not covering health insurance for family please note the other source for health insurance for this pastor's family:

_____

SECA (portion up to 50%) $ _____ $ _____

Reimbursable Expenses

Travel (auto at IRS rate) Up to $ _____

Continuing Education Up to $ _____

(required; must meet entire presbytery minimum even for part-time work)

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 $ _____

A provision for a minimum of twelve weeks paid family medical leave is included in these terms. ☐

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/or agreed upon 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 specified period of time with approval of the Interim Pastor, the Session, and the Presbytery's Committee on Ministry.

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

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

NOTES:

1. SECA: Self-Employment Contributions Act (15.3%) this is in place of FICA (Federal Insurance Contributions Act). Pastors are considered self-employed. Employers may elect to pay up to 50% or 7.65%. If an employer pays more than 50%, it must report that as part of the effective salary to the Board of Pensions and it is considered taxable income.

2. Presbytery of the Miami Valley minimum effective salary for 2027 is **$59,927**.

3. Board of Pensions – offers a variety of opportunities for pension, disability, life insurance, vision, dental, health insurance. Please see pensions.org for more information. For installed positions 10% of effective salary for pension, disability, and 19.75% for health/medical insurance are required by the Book of Order G-2.0804.

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.