

Covenant with Interim Pastor

The Presbytery of East Tennessee Presbyterian Church (U.S.A.) Interim Pastor Contract

The following agreement between the Session of the _____ *Church*, _____, Tennessee, (*Name of Pastor*) _____, and the *Presbytery of East Tennessee* is for the purpose of providing interim pastoral services to the _____ Church for a period not to exceed 12 months, beginning on _____ and ending on _____.

This covenant is for the _____ (full time) / _____ (part time) services of an Interim Pastor. (If part-time, approximate time expectations are _____ hours per week.)

ACCOUNTABILITY

The Interim Pastor is accountable to the Session and the Presbytery.

EXPECTATIONS OF THE INTERIM PASTOR

1. Will NOT become candidate for the call to installed pastor at the church.
2. Will serve the Presbytery of East Tennessee as requested.
3. Will provide a written report to Presbytery quarterly through COM as the Interim Pastor at _____ Church.
4. Will serve as moderator of Session and will moderate congregational meetings.
5. Will assist in the self study and mission study.
6. Will assist in the preparation of the Ministry Discernment Profile.
7. Relationship with PNC:
 - a. Will have no direct relationship with the PNC after completion of the MDP.
 - b. Will maintain an indirect relationship, for administrative purposes only.
 - c. Will seek to prepare the congregation for the coming of an installed pastor.

RESPONSIBILITIES OF A FULL TIME INTERIM PASTOR

Worship Leadership: Will provide regular preaching and worship leadership, and special worship responsibilities as negotiated. Will officiate at weddings and funerals, and administer Sacraments as agreed with Session.

Pastoral Care: Will provide pastoral care for the congregation including hospital and home visitation in crises, and counseling as negotiated with individuals and families. Will encourage prospective members to unite with the church. Each household on the church roles will receive a home visit.

Administrative Leadership: Will be head of staff. Will provide, with the Session, organizational oversight for the work of the church. Will assist boards and committees in carrying out their assigned tasks. Will work with Session to develop goals and strategies for the interim period. Will arrange for the training of newly elected officers.

IF PART TIME, THE INTERIM PASTOR WILL PROVIDE THE FOLLOWING:

- _____ Lead worship and preaching on Sunday
- _____ Administration of the sacraments
- _____ Moderate session and congregational meetings
- _____ Visit the sick and shut-in
- _____ Lead funeral services upon request
- _____ Teach Bible study _____ time(s) per week
- _____ Attend meetings of the Presbytery of East Tennessee

Special Interim Leadership:

1. Help the congregation examine its past history and work through grief/relief process which usually follows the loss of a minister.
2. Enable the congregation to identify current issues it faces and develop ways of resolving them.
3. Encourage the officers and staff of the church in the ongoing process of goal setting; using the results of the Mission Study.
4. Clarify skills needed by the future minister to insure clarity of roles and expectations.
5. Maintain and strengthen denominational linkages with Presbytery, Synod and General Assembly.
6. Help prepare the congregation of the arrival of the new minister.

Expectations of the Session

1. Will provide support and collegial consultation in working with the Interim Pastor and the Presbytery to resolve unfinished agendas and to establish goals for the present and future ministry of the church.
2. Will review Interim Pastor's work.
3. Will provide time away to fulfill responsibilities in the larger church.
4. Will review this contract with the Interim Pastor for changes and extension at least sixty (60) days prior to the end of the contract. The contract may be extended as agreed.

Expectations of the Presbytery

1. Will provide support and consultative services to the Interim Pastor through COM.
2. Will provide the Session and Church support during this interim period.

Mutual Expectations

1. Provide spiritual support as members of the family of Christ.
2. To work within the accepted general framework of interim intentions and goals as set forth in denomination and other resources.

Terms of Call

- 1. Annual Cash Salary \$ _____
- 2. Housing Allowance \$ _____
- 3. Other Applicable Income (please explain) \$ _____
- 4. **Effective Salary (ES) Minimum \$45,434 if full-time** \$ _____

- 5. SECA Tax Reimbursement (7.65% of ES) \$ _____
- 6. Board of Pensions Dues (usually 39% of ES) \$ _____

The following expenses of ministry should be reimbursed through an accountable plan:

- 7. Mileage Allowance (at current IRS Rate) \$ _____
- 8. Continuing Education Allowance (minimum \$2,000) \$ _____
- 9. Professional Expense Allowance \$ _____
- 10. **Total Compensation Package** \$ _____

- 11. Moving expenses (paid/reimbursed by church) \$ _____
- 12. Weeks of Paid Vacation Leave (minimum - 4) _____
- 13. Weeks of Paid Continuing Education Leave (minimum - 2) _____
- 14. Weeks of Paid Family Leave (minimum - 12) _____

Termination Provisions/Considerations

1. The expiration date of this agreement may be extended subject to written mutual agreement of the parties prior to sixty days of its expiration. If the Session chooses not to renew or extend this agreement, notice of termination will be assumed to be given. Expiration of the agreement will not result in the payment of any salary or benefits (with the exception of accrued vacation and study leave) beyond the expiration date.
2. This agreement may be terminated at any time by the Session with 60 days' notice. This is to allow the Interim Pastor time to secure new employment. The church shall pay full salary, housing and pension for a maximum for 60 days from the termination of work or until new employment is secured, whichever comes first.

Upon receiving notice as provided herein, the Interim Pastor shall diligently pursue new employment and shall be entitled to such time off as shall reasonably be needed to facilitate this effort, if it does not interfere with their primary duties.

The Interim Pastor shall be entitled to accelerate termination once notice has been given, to be available for any new employment as s/he shall choose to accept, and that all compensation shall cease during the notice period upon commencement of new employment.

3. Should a permanent pastor come to the field prior to the termination date, the compensation to the Interim shall, for the balance of the notice period be continued.
4. Vacation and study leave compensation, if accrued, is to be paid in full at the time of termination of work. The clerk of the Session or church treasurer will keep a record of leave used during the term of the contract.
5. The agreement may be terminated by the interim pastor with thirty days' notice, in which case payment (with the exception of accrued vacation and study leave) beyond the thirty-day period is forfeited.
6. If there is a desire of the part of either party to terminate this contract for reasons other than the call of an Installed Pastor, the Committee on Ministry shall participate in any and all discussions.

Pastor's Signature

Date

Committee on Ministry

Date

Clerk of Session

Date