

Information: Instructions for the Use of Form, “Interim Contract”

Prior to the Session meeting to contract with an interim pastor or interim associate pastor, four copies of the contract from pastor or associate pastor should be completed. It should specify all and only those allowances and amounts which are undertaken as part of the contract. If the contract is for less than full-time, the precise terms of the contract should be indicated.

All four copies of the contract should be signed by the Clerk of Session, as well as by the moderator of the Session meeting.

All four copies are sent to the presbytery. If the presbytery finds the contract in order, it informs the person being called. The Stated Clerk of the contracting presbytery should transmit all four copies of the contract to the Stated Clerk of the minister’s/candidate’s presbytery.

The Stated Clerk of the minister’s/candidate’s presbytery should deliver the contract to the Committee on Ministry, who recommends to presbytery what action should be taken. Upon arrival, the presbytery presents one copy of the contract to the minister/candidate, along with permission to transfer to the contracting presbytery. The Stated Clerk makes record of the contract, and sends two copies to the contracting Presbytery.

The Stated Clerk of the contracting presbytery sends one copy to the Clerk of Session for the church’s record and retains one copy for the presbytery’s record.

If the Person reject the contract, the Stated Clerk of the minister’s/candidate’s presbytery shall promptly return all copies of the contract to the Stated Clerk of the church’s presbytery for return to the church which issued the contract.