

### **Form: Interim Minister Contract**

The following agreement is between (*name of minister*) and (*name of church*) of (*location of church*) for the purpose of providing Interim services.

#### **General Responsibilities of the Interim Minister**

1. Plan and lead worship services with appropriate Session and Lay leadership.
2. Administer the sacraments.
3. Moderate the Session.
4. Serve as head of staff for church staff.
5. Provide pastoral services to ill and shut-in members.
6. Make pastoral visits to members and other community persons, as appropriate.
7. Provide crisis counseling, as appropriate.
8. Give guidance to the nurturing, teaching and training ministry of the church.
9. Cooperate with and contribute to the work of the Presbytery of North Puget Sound.

#### **Overall Goals of the Interim Minister**

1. Assist the congregation in understanding and interpreting its past history.
2. Encourage and assist the congregation in accepting the adjusting to an emerging new identity.
3. Facilitate the involvement of new leadership within the congregation.
4. Review and strengthen connectional ties with the Presbytery, Synod and G.A.
5. Prepare the congregation for welcoming new pastoral leadership.
6. Will not influence the decision of the Pastor Nominating Committee in the call of a new minister to the congregation, but will communicate to the entire congregation that he will not be a candidate for that call. (Book of Order)

#### **Specific Goals for the Interim Minister**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**Terms of the Placement**

This agreement is for a period of twelve months from the starting date below, or until the next Pastor begins work at this congregation, whichever occurs first. This agreement may be extended when agreed to by the Session and the Pastor, with Presbytery approval. At the time of renewal, the terms of contract may be revised, subject to Presbytery approval.

Either Session of the Pastor may terminate this agreement with Presbytery approval by giving thirty days written notice. At least sixty days written notice shall be given by the Session prior to the beginning of the next Pastor, and thus the end of this contract. Should this agreement be terminated by the Session and /or the Presbytery prior to the end of the agreed-upon time, full salary, including pension benefits, will be paid for one full month after the date of termination. Should the Pastor terminate this agreement prior to the agreed-upon time, no further compensation will be paid beyond the date of the termination.

This agreement is for full-time employment. The annual compensation, paid in regular monthly payments, will be as follows:

- Salary & Tax Sheltered Annuity      \$
- Housing allowance
- Board of Pension (full)
- Reimbursable Expenses
  - Auto                                      \$
  - Study leave
  - Moving expense maximum
- Study leave to accrue at 1.2 days per month
- Vacation to accrue at 2.5 days per month

**Starting Date:** \_\_\_\_\_

Minister's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk of Session signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that this contract between the Interim Minister and the Session of (*name of church*) Presbyterian Church was properly executed in my presence.

Moderator of the meeting: \_\_\_\_\_ Date: \_\_\_\_\_

The call has been reviewed by the Committee on Ministry. The Committee recommends that Presbytery approve this call.

COM Moderator: \_\_\_\_\_ Date: \_\_\_\_\_

This call was approved by the Presbytery of North Puget Sound.

Stated Clerk: \_\_\_\_\_ Date: \_\_\_\_\_