

INTERIM PASTOR AGREEMENT

The Session of the _____ Presbyterian Church of _____, Illinois being satisfied with your qualifications and believing that your ministry will be to our spiritual benefit, invites you, the Rev. _____, to provide interim pastoral services to the _____ Presbyterian Church for the period beginning _____ and ending _____ (maximum of one year). This agreement may be renewed if agreeable to all parties and approved by the Commission on Ministry and the Presbytery. The duties and responsibilities of the Interim Pastor (IP) shall include those listed below.

ACCOUNTABILITY

The IP is accountable to the Session and the Presbytery.

EXPECTATIONS of the IP:

1. Will not *ordinarily become a candidate for the Installed pastorate. (G-2.0504b)*
2. Will become a member of Southeastern Illinois Presbytery, unless permitted to labor in the bounds of PSEI.
3. Will attend the Presbytery's Interim Support Group regularly.
4. Will serve as Moderator of Session.
5. Will not assist in self study/mission study – except as requested by Commission on Ministry.
6. Will not assist in preparation of Ministry Information Form – *COM responsibility*.
7. Relationship With PNC:
 - a. Will have no direct relationship with Pastor Nominating Committee, except with permission of COM.
 - b. Will maintain an indirect relationship, only for administrative purposes.
 - c. Will seek to prepare the congregation for the coming of an installed pastor.
8. Relationship with Session:
 - a. 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,
 - b. Pastoral Care: Will provide pastoral care for the congregation including hospital and home visitation in crises, and counseling as negotiated with individuals and families.
 - c. Administrative Leadership: Will provide, with the session, organizational oversight for the work of the church. Will assist boards, committees, and deaconate in carrying out their assigned tasks. Will arrange for the training of newly elected officers. Will work with Session to develop goals and strategies for the interim period. Will work with the Session's committees to apply the goals of the Mission Study work to their particular tasks, including reorganization, new direction and emphases.
 - d. Special Interim Leadership: Will provide listening, conflict utilization, grief work, healing, reconciliation, celebrating the church's history, planning for the future, and other interim specialist skills, as needed. Will continue training to develop these skills. Will participate in the Interim Support Group which meets regularly.
 - e. New Pastor Preparation: Will make adequate preparations for the arrival of the new Installed Pastor.
9. Other duties as agreed upon by the Session and the IP.

EXPECTATIONS of the Session:

1. Will provide counsel, support and collegial consultation as desired to set and meet goals for the interim period.
2. Will review IP's work with him/her every three months.
3. Will expect the IP to attend Presbytery meetings and to participate in a network of support for interim pastors.
4. Will review this Agreement with the IP for changes and extension by _____ (date, at least 60 days prior to end of Agreement). The Agreement may be extended as agreed.

EXPECTATIONS of the Presbytery:

1. Will provide support and consultation services to the IP through the Presbytery's support system for interims and through COM.
2. Will assist the Session and the IP with emerging needs through the resources of the committees of the Presbytery and convene an exit interview with all three parties to learn from the interim period.

MUTUAL expectations:

1. Provide prayer and mutual support to each other as members of the Body of Christ.
2. Work within the accepted general framework of interim intentions and goals as set forth in denominational and other resources.

GOALS for the interim period:

1. Assist the committees and congregation in implementing the goals adopted by the Session from the work of the Mission Study Task Force.
2. Supervise the ongoing administration of the office and prepare the congregation for the arrival of a new pastor.
3. Maintain and strengthen denominational linkage with the Presbytery, the Synod, and the General Assembly.

FINANCIAL and TIME PROVISIONS:

The Interim Pastor is to devote _____ (full-time* or xx hrs/week) to the ministry of the word among us, on behalf of the congregation, we promise and obligate ourselves to provide you the following: (those agreed upon are to be filled in as annual amounts that may be prorated for less than 12 months.)

Cash Salary	\$ _____	Automobile Reimburse	\$ _____
Use of the Manse	Yes ____ No ____	Prof Expense Reimburse	\$ _____
Housing Allowance	\$ _____	Book Reimburse	\$ _____
Utilities Allowance	\$ _____	Continuing Ed Reimburse	\$ _____
Deferred Comp (403b)	\$ _____	Pension/Medical (BOP)	<u>Full</u>
SECA Tax Allowance	\$ _____	Moving Costs	\$ _____
Medical Deductible	\$ _____	Other (Specify) _____	\$ _____
Vacation of _____ days per year (min of 30)		Study Leave of _____ weeks per year (min of 2)	

TERMINATION PROVISIONS/CONSIDERATIONS

1. The expiration date of this agreement may be extended subject to written mutual agreement of the parties. Expiration of this agreement will not result in the payment of any salary or benefits beyond expiration date.
2. This agreement may be terminated by the session on 60 day notice; with the church paying full salary, housing and pension for a maximum of 45 days from the termination date or until new employment is secured, whichever occurs first.
3. Vacation if accrued, is to be paid in full at time of termination of work.
4. Any unused/accrued continuing education time and compensation will Not be paid. Continuing education should be used for the mutual benefit of the Pastor and the church with the opportunity to take advantage of what is learned.
5. The agreement may be terminated by the IP with 60 day notice with all payments beyond the 60-day period forfeited.
6. Should the interim pastor retire at the termination of this Agreement, all salary and allowances cease on the date of termination.
7. If there is a desire on the part of either party to terminate this Agreement for reasons other than the call of a Pastor, the Commission on Ministry shall participate in any and all discussions.

Date of Session Action: _____

**** *Full-Time**

Full-time shall on average consist of 12 units (a unit is from 3 to 4 hours – ie. a morning, an afternoon, or an evening). Actual time may vary between 10 and 14 units depending upon the liturgical season, emergencies and other factors. Interim Pastors shall have at least one 24 hour period to spend with family and friends.

Part-time shall be calculated based on some portion of the 12 unit week. Thus three-quarters time would be 9 units, half-time would be 6 units, etc.

Note: Send Original to the Stated Clerk Cindy Bean, PO Box 82, Radom IL 62876 or cindybean@psei.net