

Interim Pastor's Contract

Terms

Church:

Session: The Session of the above named Church.

Interim: J. Christy Ramsey

Presbytery:

Committee on Ministry: The Committee on Ministry of the above named Presbytery

Beginning of Contract:

Term: 1 year

The following agreement is between the **Church** and the **Interim** for the purpose of providing interim pastoral services to **Church** from the **Beginning of the Contract** for the **Term** specified above.

Title

The **Interim** will be the Interim Pastor/Interim Head of Staff of the **Church**.

Accountability

The **Interim** is accountable first to the **Presbytery** through the **Committee on Ministry**, and secondarily to the **Session**.

Shared Goals

1. To work together to provide for spiritual growth, and for the continuing and ongoing mission of the **Church**.
2. To work together to prepare the congregation and staff to receive a new pastor.
3. To use this interim time as a time of assessing the future journey of the congregation and staff.
4. To focus upon what needs to change or be updated in order to welcome the next installed pastor.

5. To educate and lead the congregation and staff in ways which will accomplish the specific goals set for the interim period.
6. To facilitate ways in which information is shared in an open manner with the congregation.

Expectations of the Interim

1. Lead a Sunday worship and special services related to the church year such as Epiphany, Ash Wednesday, Maundy Thursday, Good Friday, and Christmas Eve. The appropriate church committee will schedule worship leaders/guest preachers on vacation and study leave Sundays. Other worship services can be negotiated.
2. Will attend and be part of the leadership team for a mission trip if directed by the **Session**, in exchange for an equal number of additional vacation days.
3. Will lead weddings and services on the occasion of death and administer sacraments as agreed with the **Session**. The **Interim** does not accept payment for sacraments, weddings or services on the occasion of death. If this is contrary to **Church** policy, the **Session** will act to suspend that portion of the policy for the **Term** of this contract and any extensions.
4. Will prepare the congregation and staff for the calling of a new minister by providing leadership in helping the **Session**, staff and congregation on the **Interim** tasks:
 1. Coming to terms with history
 2. Discovering a new congregational identity.
 3. Allowing and empowering new leaders.
 4. Renewing denominational connections.
 5. Committing to new leadership and a new future.
5. Will provide pastoral care for the congregation including hospital and home visitation in crises. Will make calls on the homebound (with communion if authorized by session) as time permits accompanied by a member of the congregation who schedules the calls with the homebound and the **Interim**. Regular every member visitation will not be required.

6. Will counsel the members of the congregation on matters relating to the faith and refer members needing other counseling services to social service agencies, counselors or other appropriate services. Usually this will be one conversation. In no case will weekly or regularly scheduled counseling meetings be provided. Pastoral care will continue regardless of whether a referral is made. (Pre-marital counseling is an exception and described below.)
7. Will discuss marriage with the man and the woman preparing for marriage according to Book of Order requirements (W-4.9002a) The **Interim** will use materials from Prepare/Enrich program from Life Innovations with the cost paid by the man and woman or the **Church** as determined by **Session**.
8. Will function as Head of Staff, holding monthly staff meetings, moderating meetings of the **Session** and the congregation--providing, with the **Session**, organizational oversight for the work of the **Church**. The **Interim** will provide administrative support to boards and committees as they perform their work as directed by the **Session**.
9. Will be a member of the **Presbytery**.
10. Will assist in the self study/mission study.
11. Will assist in preparation of the Church Information Form.
12. Will have no direct relationship with the Pastor Nominating Committee after the preparation of the Church Information Form, except to request adequate reporting to the **Session** and the congregation.
13. The Interim Pastor will work full-time.. Travel time to visits, meetings, and the Church will be included in work time. The Interim Pastor will strive to schedule his time away from the church to have the little or no impact on the church's mission and ministry. Normal days off will be Friday and Saturday. Length of time worked in a day and days away from church ministry will be changed by situations such as services on the occasion of death, Christian Marriage, special events, opportunities and emergencies. The Interim will maintain regular office hours and strive to have the office staff know the Interim's schedule and location
14. Will participate in the **Presbytery**'s interim support group meetings.
15. Will graciously and sensitively decline to be drawn into or lead fruitless discussions prompted by para-church advocacy groups. In consultation with the **session**, the **interim** will provide written or other resources for interested members.

16. Will graciously and sensitively decline to be considered as the next installed pastor of **church**. (G-14.0513b)
17. Will prepare and submit a quarterly report to the **Committee on Ministry** and be available for discussion of the report with the **Session** and **Committee on Ministry**.

Expectations of the Session

1. Will become, in cooperation with the **Interim** and the **Presbytery**, a working team, supporting efforts to prepare the congregation and staff for the next installed pastor.
2. Will continue to fulfill their Book of Order responsibilities for the mission and government of the **Church**.
3. Will negotiate time away from the **Church** as needed by the **Interim** to fulfill responsibilities to the larger **Church**. Time for governing body service will be in addition to study leave and vacation time. Part of this service will be General Assembly meetings including two travel days.
4. Will review the **Interim's** work with a representative from **Presbytery**, and with the **Interim**, no less than every three months by reviewing the **Interim's** quarterly report to the **Committee on Ministry**.
5. Will review this contract with the **Interim** Pastor for changes and/or extension 3 months before the end of the contract. This contract may be extended with or without changes by mutual agreement with the concurrence of the **Presbytery** through the **Committee on Ministry**. A written and signed record of the extension and any changes will be provided to the **Interim** Pastor, the clerk of **Session**, and a representative of the **Committee on Ministry**.
6. Will aid the **Interim** in gently but firmly helping the congregation and others not to seek or discuss keeping the **Interim** as the next Installed pastor. (G-14.0513b)

Expectations of Presbytery

1. Will provide support and consultative services to the **Interim** through the **Committee on Ministry** and all other appropriate resources.

2. Will provide consultant[s] to the congregation's Pastoral Nominating Committee to assist in the self study and search process.
3. Will assist the **Session** and **Interim** with emerging needs through the resources of the committees of **Presbytery** and all other appropriate resources.
4. Will discuss the quarterly reports of the **Interim** within one month of receipt.
5. Will provide interim support group meetings, normally monthly

Mutual Expectations

1. To provide prayer and 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 denominational and other resources.
3. To work to solve problems and advance ministry in cooperation and as colleagues working as brothers and sisters in Christ using principles found in *Guidelines for Presbyterians During Times of Disagreement*.
4. Will be willing to discuss and make changes to these expectations as the ministry and mission needs of the **Pastor, Presbytery, and Church** changes.

Financial Provisions

A.	Cash Salary	\$33,000	Annually, paid semi-monthly, will be renegotiated 90 days before the end of contract
B.	Housing/Utility Allowance	\$20,000	Annually, paid semi-monthly
C.	Social Security Offset	\$4,055	7.65% of salary + housing allowance, paid semi-monthly
D.	Travel Allowance*	\$4,200	Paid by voucher at the IRS rate for reimbursed business travel (does not include travel to and from home and church)
E.	Reimbursement of Medical Deductible	\$3,180	Maximum paid only if used. Submitted with voucher. (2002 was approx. \$1,400)
F.	Payment of requisite dues to the Board of Pensions		
G.	Study Leave Reimbursement	\$1,000	Annual amount (vouchered)
H.	Travel & Expense Reimbursement	\$2,000	Annual amount (vouchered)
I.	Moving Expenses	\$0	
J.	Vacation**	One month annually (4 weeks / 4 Sundays)	
K.	Study Leave**	2 weeks annually	
L.	Sick Leave***	1 day per month	

* Commuting time between home and church is not reimbursed but is counted as work time.

** Accrues over the **term** and extensions, unused days will be paid in full at the termination of the contract or taken at the **Interim's** choice. (Vacation and Study Leave)

*** Accrues over the **term** and extensions, but are **NOT** paid at the termination of the contract. (Sick Days)

Termination Provisions

1. This agreement may be terminated by the **Session** with 60 days *written notice*. The **Church** shall pay full salary, housing and pension/major medical benefits for a maximum of three months from termination of this contract or until succeeding interim or installed employment is secured.
2. The agreement may be terminated by the **Interim** with 60 days written notice, in which case, payment beyond the 60 day period will be forfeited.
3. Vacation and study leave compensation, if accrued, will be paid in full at the time of termination of the contract and any extensions.
5. Additionally, the **Session**, **Interim**, and **Presbytery** may make other termination arrangements as needed for a smooth transition.

It Is Clearly Understood by All Parties Who Are Signatories to this Contract that the **Interim** Pastor may NOT be considered for the position of/or called as the next installed pastor of the **Church**. (G-14.0513b)

Signatures

Interim

Session

**Committee
on Ministry**

Date
