

**The Presbytery of Whitewater Valley  
Interim Pastor Contract**

City: \_\_\_\_\_

Church: \_\_\_\_\_

Minister: The Reverend \_\_\_\_\_

The following agreement between the Session of this Presbyterian Church and this minister is for the purpose of providing interim pastoral services beginning on \_\_\_\_\_, for a period of one year, with renewal by Session invitation and Presbytery concurrence on a quarterly basis. The duties of the minister include: (Please check the appropriate categories):

\_\_\_\_ Interim Pastor of this church

\_\_\_\_ Moderator of the Session this church

List **other** responsibilities, **including** whether the minister will be 'full' or 'part' time and number of hours:

\_\_\_\_\_ full-time **OR** \_\_\_\_\_ part-time position with \_\_\_\_\_ hours (fill out both blanks)

This minister will submit quarterly reports to the Committee on Ministry and, in consultation with the Session, establish an Interim Consulting Committee in the local church that consists of at least three members.

This minister will be compensated for interim pastoral services as follows:

**Cash Compensation ("Effective Salary")**

Salary	\$ _____
Housing (manse @ 30% of salary)	\$ _____
Utilities	\$ _____
Full Pension	\$ _____
Deferred Income (403b, etc.)	\$ _____

**Other Compensation**

Auto Allowance	\$ _____ (vouchered at current IRS rate)
Professional Development	\$ _____ (vouchered, reimbursable)
Moving expenses up to	\$ _____
(Taxable) Social Security Offset	\$ _____
Medical Supplement	_____

\*\*\*\*\*

Two weeks professional development leave (cumulative) \_\_\_\_\_

Four weeks vacation (to include four Sundays) \_\_\_\_\_

***OR, if ordained 15 or more years,***

Five weeks vacation (to include five Sundays) \_\_\_\_\_

OTHER: (Please list)

Goals for the interim ministry shall be: (sample goals attached):

**It is understood that this minister cannot be a candidate for the office of pastor of this Presbyterian Church and will not be involved with the work of the Pastor Nominating Committee.**

**Termination of Contract**

The Session may terminate the contract with thirty days written notice and concurrence of the Presbytery's Committee on Ministry, at which point any transition agreement is null and void.

The Interim Pastor may terminate the contract with thirty days written notice and forfeiture of any payment beyond that for actual services in the thirty-day period.

The contract may be terminated at its conclusion with ninety days written notice that the contract will not be extended or renewed. Transition agreements are terminated with the conclusion of a contract.

The contract may be terminated by **written notice** that a call has been extended and accepted. If there is no transition agreement, the minimum written notice to the interim is thirty days. When a transition agreement is included, the terms of that agreement will be effective the day notice is given.

Unused vacation is pro-rated quarterly from January 1 and may be claimed at the time of contract termination.

**Transition Agreement**

The Session agrees to provide the full continuation of the **full Effective Salary and Board of Pension payments**, and, when applicable, additional medical supplement (calculated per annum), for a period not to exceed 90 days from the date **that the Interim Pastor receives written notification from the PNC or the Session** that a call has been extended or until the interim begins new service, whichever comes first. In the event the Session wishes the interim pastor to remain in service until the starting date of the new pastor, the 90 days shall begin with that starting date. Travel allowance, book fund or continuing education time and dollars are not required as transitional compensation.

The above Transition Agreement is \_\_\_\_ included **OR** \_\_\_\_ not included in this contract.

\_\_\_\_\_  
SIGNATURE CLERK OF SESSION

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE INTERIM PASTOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE COMMITTEE ON MINISTRY LIAISON

\_\_\_\_\_  
DATE

**SAMPLE DUTIES WHICH MIGHT BE INCLUDED IN THE CONTRACT:**

- a. Preach, administer Sacraments, lead worship.
- b. Arrange with the Session for another leader of worship on Sundays when not able to be present.
- c. Do pastoral calling on sick and shut-in as time permits.
- d. Officiate at weddings and funerals as requested.
- e. Plan and moderate Session and congregational meetings.
- f. Work with boards and committees to assist them in carrying out their assigned tasks.
- g. Train newly elected officers in conjunction with staff and selected members.
- h. Perform other administrative duties as requested (i.e., work with church secretary in preparing bulletins, newsletters, etc.; general oversight of church facilities; represent the church in dealing with outside organizations).
- i. Assist/not assist with Mission Study.

**\*\*SAMPLE GOALS WHICH MIGHT BE INCLUDED IN THE CONTRACT:**

- a. Maintenance of a healthy congregational life.
- b. Continuity of leadership.
- c. Development of short-range goals identified in the goal setting process of the church.
- d. Preparation of the congregation for the arrival of a new pastor.

NOTE: Duties and goals should be consistent with the full or part-time status of the Interim Pastor.