

## I. INTERIM PASTORAL CONTRACT AGREEMENT

The Interim Pastor will assume full duties as the Interim Pastor of \_\_\_\_\_ Presbyterian Church, and will serve as \_\_\_\_\_. The Interim Pastor will carry on existing programs of the Church as well as assist in any new projects the church may undertake. The Pastor may become a member of Cherokee Presbytery.

### 1. GUIDING OBJECTIVES

- A. \_\_\_\_\_ Presbyterian Church's guiding objectives during this period of transition is to continue all programs in an active, progressive mode while the search for a new Pastor continues. The Session and congregation will need enthusiastic support and guidance to maintain a positive attitude and strong momentum for existing programs within the Church and the Church family.
- B. Consequently, the Interim Pastor and the Church will mutually agree that the specific objectives for this interim ministry will be to:
  - C. work in partnership with the Church and provide continuity of leadership.
  - D. maintain a healthy congregational life.
  - E. enable the congregation to identify current issues it faces and develop ways of resolving them.
  - F. encourage the officers and staff in the ongoing process of goal setting.
  - G. maintain and strengthen denomination linkage with the Presbytery, the Synod, and the General Assembly and the resources that might be available.
  - H. help prepare the congregation for the arrival of a new installed Pastor.
- I. Interim will provide leadership concerning change, conflict management, healing, grief work, reconciliation, planning, etc. The leadership will include:
  1. The Five Developmental Tasks for churches in transition are:
    - a) Assisting the church in coming to terms with its history.
    - b) Helping the church reassess its identity
    - c) Assisting the church to allow for changes in lay leadership
    - d) Helping strengthen the church's linkages with the Presbytery
    - e) Preparing the church to commit to new directions in ministry.
  2. The Five Process Tasks for the Interim Pastor are:
    - a) Joining the system
    - b) Analyzing the organization as a system
    - c) Connecting with the denomination and the larger church
    - d) Focusing and assuming responsibility

e) Exiting and evaluation

J. The Interim will continue professional training to develop interim pastoral skills through denominational training events and support groups sponsored by the Presbytery

K. The Interim will work with the Committee on Ministry liaison to help facilitate a mission study by the session.

II. PASTORAL RESPONSIBILITIES The Interim Pastor will: (sample only amend as needed)

A. Worship Responsibilities

1. prepare the worship service and direct preparation of the service bulletin. The Interim Pastor will be present in Church every Sunday (with the exception of vacation and study leave) with the understanding that \_\_\_\_\_ has \_\_\_\_\_ morning service(s) each Sunday. The Interim Pastor will prepare a sermon for all Sundays except for special services (e.g., special services developed by the Worship Committee), The Interim Pastor will be present in the pulpit at key liturgical times.

2. include the Associate Pastor (if applicable) in all worship services and other worship events (except the Associate Pastor's authorized absences), including preaching on a periodic basis, assistance with Baptism and Communion, and assistance with the Children's Powwow.

3. work with the staff to plan Thanksgiving, Advent, Christmas, Easter and other special services.

4. coordinate all worship activities with the Staff and Worship Committee.

5. encourage lay participation in the services and other worship events as appropriate.

B. Administrative Responsibilities

1. The Interim shall hold membership in Cherokee Presbytery unless there is a mutually agreeable reason why this cannot be done.

2. Interim will serve as Moderator of the Session and Head of Staff (except in the case of Associate Pastors).

3. plan and moderate Session and Congregational meetings in consultation with the Clerk of Session.

4. supervise the activities of the Church.

5. conduct performance reviews on staff.

6. work with boards and committees to assist them in carrying out their assigned tasks.
7. work with boards and committees to determine appropriate tasks during the interim period.
8. conduct staff meetings weekly to coordinate the programs of the Church with the staff.
9. exercise general oversight of Church facilities.
10. represent the Church in dealing with outside organizations.
11. coordinate administrative responsibilities as appropriate with the \_\_\_\_\_ (particular staff, etc).

### C. Pastoral Responsibilities

1. perform routine hospital visits as appropriate and be prepared to handle any family or individual crisis as a counselor and friend as time permits.
2. carry a pager to be readily available to the Church.
3. encourage prospective members to unite with our Church family.
4. teach an Inquirer's Class.
5. assist the Christian Education Program Director with ideas and materials for Sunday School.
6. assist the Stewardship Committee, the Evangelism Committee, and the Assimilation Committee with ideas and materials.
7. arrange for the training of newly elected officers in conjunction with staff and selected members.
8. work with Church groups (e.g., Evening Bible Study, Morning Prayer Group, Men of the Church, Presbyterian Women, young singles/couples and other created entities) during the course of the Interim Pastorate.
9. embrace and nurture the church family, understanding that it is a congregation with many short-comings but also that it is a community of believers eager to seek the will of God.
10. coordinate pastoral responsibilities as appropriate with the Associate Pastor.

### III. INTERIM PASTOR WORK WEEK:

The Interim Pastor will consider this position at \_\_\_\_\_ to be a full-time commitment, consisting of a minimum of 40 hours per week. Except for required off-site pastoral responsibilities, the Interim Pastor's working hours will be spent on-site at the Church accomplishing the objectives and fulfilling the responsibilities contained in this Agreement.

### IV. ACCOUNTABILITY AGREEMENT:

The Interim Pastor will be accountable to the Committee on Ministry of the Cherokee Presbytery. The Interim Pastor agrees not to be involved with Pastor Nominating Committee (PNC) except to facilitate the preparation of the Church Information Form (CIF) as appropriate and to see that the committee makes adequate reports. It is understood that the Interim Pastor may not be a candidate for the position of Permanent Pastor in the church and will work in every way to prepare the way for the arrival of a Permanent Pastor.

### V. DURATION AND TERMINATION OF AGREEMENT:

A. This Agreement shall continue for a period of one year (12) months from the effective date hereof, unless terminated earlier under the terms and conditions set forth below.

B. The agreements between the church and the interim pastor may be terminated by the interim pastor (with Committee on Ministry approval) with at least 30 days written notice, with forfeiture of any compensation beyond the 30-day period

C. The agreements between the church and the interim pastor may be terminated by the session (with Committee on Ministry approval) with at least 90 days written notice. Should a permanent pastor come to the field prior to this termination date, the compensation to the interim shall continue for the balance of the notice period

D. Upon receiving this notice, the interim shall diligently pursue new employment, and shall be entitled to such time off as will reasonably facilitate this effort, without interfering with the interim's primary duties. Once notice has been given, the interim shall be entitled to accelerate the termination of the contract, so as to be available for any new employment. All compensation for the balance of the notice shall cease upon commencement of the new employment.

E. This Agreement may be extended in two month segments (or longer) at the discretion of the Church and with agreement by the Interim Pastor.

### VI. EFFECTIVE DATE

The effective date of this Agreement shall be \_\_\_\_\_

### VII. TERMS OF AGREEMENT:

Monetary Compensation (below represents annualized figures only; payments to be made on a \_\_\_\_\_ basis)

Salary  
Housing Allowance  
Automobile Allowance  
Professional and Miscellaneous (includes dental)  
Benefits Plans Dues (@ 31.5% of Salary and Housing)  
Social Security (7.65%)  
Accountability for miles traveled not required.  
Reimbursement for actual and documented expenses.  
Total

Leave

Vacation        One week per quarter; timing to be coordinated with the Session

Study Leave    Two weeks per year; timing to be coordinated with the Session

Prior Commitment – Absences Scheduled

If this Agreement has not expired or otherwise been terminated in accordance with Article V above, upon selection of a Permanent Pastor, the Interim Pastor's monetary compensation will continue for no less than sixty (60) days beyond the date that notification of selection of a Permanent Pastor is communicated to the Interim Pastor.

Signature, Personnel Committee \_\_\_\_\_ Date \_\_\_\_\_

Signature, Interim Pastor \_\_\_\_\_ Date \_\_\_\_\_