

**PRESBYTERY OF NEW COVENANT  
INTERIM PASTOR CONTRACT** (revised 6-2010)

(5 pages)

**PARTIES**

The following contract for the purpose of providing interim pastoral services is between the Session of \_\_\_\_\_ Church, \_\_\_\_\_ and the Reverend \_\_\_\_\_.

The contract is for a period of \_\_\_\_\_ ( ) months\*\* beginning \_\_\_\_\_ and concluding \_\_\_\_\_.

**The minister meets the following requirements:**

1. Is an ordained minister in the PC(U.S.A.)(Month/Yr Ordained\_\_\_\_\_).
2. A member in good standing of \_\_\_\_\_ Presbytery, \_\_\_\_\_ Synod.
3. If not Presbyterian, a member of \_\_\_\_\_ denomination.
4. If not a member of Presbytery of New Covenant, granted permission to labor within the Bounds by COM \_\_\_\_\_
5. Has completed Interim Pastor Training (attach verification with Addendum) \_\_\_\_\_ (date), \_\_\_\_\_(location)

**\*\*Note: Ordinarily an interim contract is for one year.** The exception\* to this is if a congregation is considering, or has approved using the Designated Pastor search process. In this case, a six month interim contract may be submitted to COM for approval. A six month contract may contain a 30 day notice clause for termination, instead of 60 days. **(\*Exception approved by COM: May, 2010)**

**RESPONSIBILITIES**

The Interim Pastor will be responsible for providing specific pastoral duties as specified in the attached Addendum.

**TERMS**

A. Either party to this contract (Interim Pastor or Session) shall provide the other and the Presbytery of New Covenant a minimum of 60 days notice of a request for termination of this contract if it is for 12 months; 30 days if for 6 months.

B. The vote by the congregation to extend a call to a candidate shall constitute notice of contract termination.

C. A new contract shall be negotiated by the Session and the Interim Pastor no less that 60

**COMMITTEE ON MINISTRY  
CONTRACT**

days prior to the expiration of this contract (30 days if a six month contract). The negotiation shall include both the relationship and duties of the Interim Pastor and the compensation and length of service of the new contract. The new contract shall be reviewed by the Committee on Ministry and become effective only upon their approval.

**In no case shall the parties continue employment under terms of the old contract past the expiration date. Only in extraordinary cases shall the term of a new contract be less than 6 months.**

D. Should the Session terminate this contract without cause before the end of its term, the Session agrees to continue the Interim Pastor's salary, including all benefits, for the 90 days following notice or until the date of the Interim Pastor's new assignment, whichever comes first. If the contract is a six month contract, benefits will continue for 60 days following notice.

E. Should the Pastor terminate this contract for any reason before its term, Session shall not be obligated financially beyond the period of notice (unless stipulated otherwise in the Addendum). The Session shall not be required to provide compensation or benefits beyond the last day of work. The total of remainder in vacation days shall be added to the last day of work for compensation.

F. Should the Session decide not to draw a new contract at the end of the current agreement, it is obligated to give notice and pay compensation for 60 days from written notification to the pastor, or to the term of the contract, whichever comes later. This does not apply to six month interim agreements.

1. For any termination of the contract for any reason other than the vote of the Presbytery to call an installed pastor, the Session and Interim Pastor shall provide the Committee on Ministry with written notice, including any terms of severance, in a mutually signed document no later than 14 days from notice.
2. Additional payment of Board of Pension benefits [Medical and/or Retirement], for a period of time after termination of compensation may be specified in the Addendum.
3. Terms of this contract may be amended only by written approval of the Session, the Interim Pastor, and the Committee on Ministry.

**COMPENSATION**

The Interim Pastor [Circle One] Full Time / Part Time (approximately \_\_\_\_\_ hours per week]

And will be compensated for interim pastoral services as follows:

**COMMITTEE ON MINISTRY  
CONTRACT**

***Compensation***

	Contract Period	Annualized Rate
Base Salary	\$	
Housing Allowance	\$	
Social Security Supplement	\$	
Total Compensation	\$	
BOP Contribution	\$	
Deferred (see Addendum)	\$	
Vacation (including days off)		

***Professional Expense Reimbursement and Allowances [not compensation]***

	Contract Period	Annualized Rate
Auto by Mileage Record (by IRS allowed rate)	\$	
Books, Professional Expenses	\$	
Moving Costs (See Addendum)	\$	
*Prof. Development Allowance	\$	
*Prof. Development Leave		

\*(Education allowance and Leave include Clergy Retreat following the Lent and Easter. If the clergyperson does NOT attend, the Leave will be reduced by 3 days, and the allowance by \$125)  
(Specific work schedule and holidays may be specified in the Addendum.)

**COMMITTEE ON MINISTRY  
CONTRACT**

**GENERAL CONDITIONS**

- A. The Interim Pastor ORDINARILY shall NOT be eligible for a call to be installed as the Pastor of this church.
  
- B. During the term of this agreement, the Interim Pastor will be accountable to the Presbytery through the COM/Contracts Subcommittee. At the end of the contract the Session agrees to provide a performance review.
  
- C. It is understood that, should the Interim Pastor have any serious differences or difficulties with any former Pastor of this congregation, the matter will be referred to the Presbytery's COM.
  
- D. The Interim Pastor shall not be involved in the work of the Pastor Nominating Committee beyond providing opportunities for them to communicate with the session and the congregation about their progress.

The undersigned agree to the aforementioned conditions of employment.

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

Printed Name of Pastor \_\_\_\_\_

Clerk of the Session \_\_\_\_\_  
Signature Date

Printed Name of Clerk \_\_\_\_\_

COM Representative \_\_\_\_\_  
Signature Date

Printed Name of COM Rep. \_\_\_\_\_

**Addendum/Attachment Instructions Follow**

**COMMITTEE ON MINISTRY  
CONTRACT**

**Addendum/Attachment Instructions**

The Addendum and Attachments provide a place for Sessions and Interim Pastors to **detail additional terms or exceptions to the required points in the general contract** approved by the Committee on Ministry. Sessions are required to use the contract, and changes are NOT to be made to the body of the contract itself. The Addendum allows for explanations and stipulations to clarify the individual relationship between the Session and Interim Pastor.

*If the minister is not currently a member of the Presbytery of New Covenant, a verification of ordination date and Presbytery membership shall be added in the Addendum*

*Documentation of completion of Interim Pastor Training as required by Presbytery of New Covenant shall be attached to this contract with explanation in the Addendum.*

**2. RESPONSIBILITIES and Specification of Pastoral Duties**

Obviously, Sessions will vary widely in the duties required of Interim Pastors, particularly in light of full-time/part-time work, and particular needs of the congregation. This listing provides a sample that may be sufficient in some cases, and may be a starting point in others. Clarity of expectation from the beginning avoids confusion later:

*The Interim Pastor will be responsible for providing pastoral duties as indicated on the following position description.*

- 1. Plan, lead, and preach in Sunday worship and in other services as appropriate. Arrange for a pulpit supply and leadership of worship on Sundays not present.*
- 2. Provide pastoral care to sick and homebound as time permits.*
- 3. Officiate at weddings and funerals as requested.*
- 4. Plan and moderate Session and congregational meetings.*
- 5. Work with Session, committees and church organizations to assist them in carrying out their assigned tasks.*
- 6. Train newly elected officers in conjunction with staff and selected members.*
- 7. Perform other administrative duties as requested: i.e., work with church secretary in preparing bulletins, newsletters, etc.,*
- 8. Supervise the various Staff members with the Personnel Committee.*
- 9. Exercise general oversight of church facilities through the Session.*
- 10. Represent the church with Presbytery, church and community organizations.*

**4. COMPENSATION**

List any additions or amendments to Presbytery minimum terms as specified in the contract. If Deferred Compensation payments are made for additional insurance of retirement, please specify the payee and amount.