

Pittsburgh Presbytery  
Interim Pastor Contract

The following is a model for Interim Contracts/Agreements within Pittsburgh Presbytery. The mandatory parts of the contract are printed in 'tahoma type face'.

Those sections of the contract that are open for negotiation are printed in '**bold italics**' type. This model is available electronically from the Presbytery office and/or web site. The model may be used for Associate Interim Pastor, Temporary Supply, or Stated Supply by substituting that title and making other changes as appropriate.

General

The following agreement between the Session of \_\_\_\_\_ Presbyterian Church and the Rev. \_\_\_\_\_ is for interim pastoral services beginning on \_\_\_\_\_ for a period of **one year**. (The Presbytery requires initial agreements to be for one-year, unless other circumstances prohibit that duration.) If a pastor is elected prior to the end of this contract, the Session will give the Interim Pastor at least 60 days notice of termination of compensation. The Interim Pastor's final day of service to the congregation will be **30 days** prior to the arrival of the new pastor.

This is a **full time/part time** position for \_\_\_\_\_ (*indicate number of hours*) hours per week.

The Rev. \_\_\_\_\_ will be designated "Interim Pastor" of \_\_\_\_\_ Presbyterian Church. The Interim Pastor shall be responsible for pastoral leadership that shall include the following:

Responsibilities and Duties

- 1. Serve as Moderator of the Session, upon his/her approval by Presbytery**
2. Provide for worship and pastoral leadership
3. Lead services of worship, including Communion, Baptism, marriage and funerals
4. Assist the congregation in the interim tasks of:
  - celebrating the church's history
  - strengthening and continuing ties with Presbytery, Synod and GA
  - leading the church to a renewed vision for their future
  - providing for smooth transition of congregational leadership
  - preparing for the welcoming of the new pastor
5. Provide leadership support for the various committees of the Session
6. Perform administrative duties, **work with the other church staff guided by their job descriptions and/or Personnel Manual**, assist in congregational communication through publications and through personal contact
- 7. Be available as a resource person for the church school, youth organizations and other groups of the church (groups may be specifically named here)**

- 8. Lead the congregation in reaching out into the community and in performing its ministry of healing and reconciliation**
- 9. Call on the sick and home bound, and provide for their celebration of Communion**
- 10. Provide leadership to the Board of Deacons and Trustees and/or other organizations in the church (such as Nursery or Day Care of the church, etc.)**

Support

The Session agrees to support and encourage the Interim Pastor in his/her ministry by:

- Working faithfully with the Interim Pastor
  - Communicating regularly with the Interim Pastor about pastoral concerns and needs within the congregation, issues in the life of the church and personal & institutional difficulties that need to be addressed
  - Continuing to do the work of the Session and committees and other assignments and duties of Elder
  - Assisting the Interim Pastor in accomplishing the interim goals listed elsewhere in this agreement
  - Praying with and for the Interim Pastor and his/her family
  - Providing adequate compensation
- Reviewing his/her ministry with the Interim Pastor every six (6) months. A six month and one-year review are required, the one-year review to be reported to presbytery.

Compensation

Salary	\$ _____
Housing	\$ _____
Utilities	\$ _____
BOP Pension and Medical	\$ _____
Medical deductible	\$ _____
FICA offset	\$ _____
Auto allowance (vouchered at IRS rate)	\$ _____
Study Leave/Cont. Ed allowance (vouchered)	\$ _____
Two weeks study leave (14 days including two Sundays)	
Four weeks vacation (30 days including 4 Sundays)	

(Vacation time is a vested benefit and shall be compensated to the IP prorated upon length of service. Similarly, if this is a part-time position, all of the above categories shall be pro-rated upon number of hours.)

**Professional/business allowance (vouchered) \$ \_\_\_\_\_**  
**Annuities/insurance or other compensation \$ \_\_\_\_\_**  
**Book/resources allowance \$ \_\_\_\_\_**  
**Additional paid time for participation in the larger Church**  
**(This may include service on boards or committees in higher**  
**judicatories, or service to church organization in which the IP is involved).**

Goals for the Interim Ministry

**[This section may include the Five Developmental and Five Process goals of interim ministry, plus other specific goals developed by the Session, Presbytery and/or the IP.]**

Extensions, Termination and Transition Agreement

- a.) When a new pastor is elected, the Session shall give written notice of termination of this contract to the Interim Pastor of at least 30 days (maximum of 90 days). If the Interim is not retired and does not have another position, the Session shall continue salary, housing and BOP benefits for an additional 30 (maximum 60) days after termination.
- b.) If the Session terminates the Interim Pastor agreement for another reason before the end of the contract, after Presbytery concurrence, the Session shall continue salary, housing and BOP benefits for an additional 60 days after termination unless the Interim Pastor is retired or has other employment.
- c.) If the Interim Pastor obtains other employment within that extended period, the Interim Pastor shall notify the Session, and compensation shall end as of the beginning date of the new service.

***The Session shall be subject to other termination conditions written below:***

- 1)***
- 2)***
- 3)***
- etc***

***The Interim Pastor shall be subject to other termination conditions written below:***

- 1)***
- 2)***
- 3)***
- etc***

If this agreement is terminated by the Interim Pastor, after Presbytery concurrence, the termination date shall be no sooner than thirty days after the Session receives written notice from the Interim Pastor. The Interim Pastor may choose

vacation/study leave during this period, if available. If the Interim Pastor terminates the agreement, s/he forfeits any compensation beyond the 30-day period.

Other Stipulations

Renewal of this agreement, for any length of time, shall be at the invitation of Session with Presbytery concurrence. Presbytery requires renewal for at least a six-month period of time. Such renewal, including specific length of time, shall be entered upon the minutes of Session and communicated to the Interim Pastor and Presbytery in a written letter.

The Interim Pastor shall not be a candidate for the office of pastor of this congregation, and shall not be involved in the search process work of the PNC. ***An exception to work with the PNC/Mission Study group may be granted by Presbytery to allow the Interim Pastor to lead the PNC/Mission Study Group in the Mission Study Process. If invited to do so, that permission shall be noted in this agreement.***

The Interim Pastor agrees to the following ethical practice: The Interim Pastor may not speak with any candidate interested in the position of pastor for this congregation unless contacted by that candidate or invited to do so by the PNC. Should the candidate or potential candidates contact the Interim Pastor, s/he will answer openly and honestly all questions but shall refrain from volunteering information. The Interim Pastor shall report that contact immediately to the PNC, but not report the content. The Interim Pastor shall remain pastor to the members of the PNC and may be invited to the PNC meetings for personal or spiritual matters, or to clarify the search process or Presbytery/Book of Order requirements.

\_\_\_\_\_  
Signature – Clerk of Session

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Interim Pastor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Committee on Ministry Liaison

\_\_\_\_\_  
Date