Interim Pastor Contract
Presbytery of Baltimore

This agreement sets forth the basis for a working relationship between _____ as Interim Pastor and the Session of _____ Church of_____, MD, for the period beginning _____ and ending December 31, _____.

(The Commission on Ministry's preference is that Interim Pastor contracts conclude and are renegotiated at the end of each year to be in line with the fiscal year for most churches.)

This is a (check one) _____ Full Time or _____ Part Time position.

If Part Time, the basis for the agreement is _____ hours per week,

which is _____ % of Full Time (Full Time basis is 40 hours/week).

Shared Goals for the Well-being of the Church

1. Will work together to provide for the spiritual growth and the ongoing mission and work of the church.
2. Will work together to prepare the congregation to receive a new installed pastor, using the interim time to assess the future journey of the congregation, to focus on what might need to be changed, and to lead and support the congregation in fulfilling the interim period developmental tasks and goals.
3. Will facilitate open sharing of information with the congregation.

Expectations of the Interim Pastor

1. Will provide regular preaching and worship leadership on Sunday mornings and at special services such as Thanksgiving, Maundy Thursday, and Christmas Eve, taking appropriate time for study and preparation. Will officiate at weddings and funerals and administer the sacraments as agreed upon with the session.
2. Will provide (along with elders and deacons and in accordance with the practices of the congregation) continuing pastoral care for church members and friends, including hospital and home visitation in crises; will visit prospective members; will provide crisis care to outsiders as feasible; and will be available for short-term personal counseling as negotiated.
3. Will function as Head of Staff, supervising church employees; will plan for and moderate session and congregational meetings; and will provide, with the session, organizational oversight for the work of the church.
4. Will work collegially with session committees in program planning.
5. Will lead the session and the congregation in working on the generally recognized interim period developmental tasks, including coming to terms with history; assessing the church's present and future identity; empowering the church's lay leadership; facilitating links with the denomination; and facilitating a commitment to a new installed pastor.
6. Will transfer his/her membership to Presbytery of Baltimore, as appropriate, and actively participate in the Presbytery.

7. Will be available to assist in the church's self-study and in preparation of the Ministry Discernment Form but will have no direct relationship with the Pastor Nominating Committee except to request adequate reporting to the session and congregation.
8. Given the unique nature of the work, only in highly unusual circumstances will COM recommend to presbytery that the Interim Pastor be considered for the installed pastor position. See Associate or Temporary Pastors Following an Installed Pastor within the Same Congregation (COM).
9. Will provide to the session, COM, and Presbytery Executive a written report on the status of the interim work at the time of contract renewal.
10. Will participate in Interim Ministry Group meetings for training, support, and fellowship.
11. 11. Will abide by the Presbytery's Ministerial Ethics Guidelines and Sexual Misconduct Policy. See Sexual Misconduct Policy and Its Procedures and Ministerial Ethics Guidelines.
12. The pastor and congregation agree to abide by the Presbytery's requirement for all pastors to complete the mandatory Sexual Misconduct Training by the end of the initial contract (and every three years thereafter).
13. The pastor and congregation agree to abide by the Presbytery's requirement for all pastors to complete the mandatory Dismantling Racism Training by the end of the initial contract (and every three years thereafter).

Expectations of the Session

1. Will work cooperatively with the Interim Pastor and the Presbytery to support the work of the interim period.
2. Will continue to fulfill their Book of Order responsibilities for the life and work of the church.
3. Will negotiate with the Interim Pastor for time away in order that he/or she may fulfill committee or board responsibilities to the larger church.
4. Will cover the cost of the Interim Pastor's participation in the Interim Ministry Group.
5. Will review this contract with the Interim Pastor for changes and/or renewal at least sixty (60) days prior to the end of the contract. The contract is renewable for three (3) month extensions with the consent of the Interim Pastor, the Session, and the Presbytery until an installed pastor has been called.

Expectations of Presbytery

1. Will provide support and consultative services to the Pastor and the session (including vacancy consultation for the PNC) through the staff and the Commission on Ministry (COM).
2. Will assist the session and Pastor with emerging needs through the resources of the committees and commissions of Presbytery.

Mutual Expectations

1. Will provide prayer and spiritual support to each other as members of the family of Christ.
2. Will work within the accepted general framework of interim intentions and goals as set forth in denominational and other resources.

Reporting and Accountability

The Interim Pastor is accountable to the Presbytery Commission on Ministry and to the session of the church. To facilitate a regular and orderly exchange of views, the session will conduct a quarterly review of the performance of the Interim Pastor. The session may appoint a committee to assist in this process, and the review will include consideration of the partnership relationship between the Interim Pastor and the session.

Annual Salary Information

1. Annual cash salary _____
2. Housing, utility, and furnishing allowances _____
3. Church (if not matching) contributions to 403(b) annuity plans and equity allowance _____
4. Bonuses, overtime pay, gifts from employer _____
5. SECA (reimbursements in excess of 50% of SECA obligation on line 11) _____
6. Manse amount (must be at least 30% of lines 1-5 for those residing in a manse _____
7. Total effective salary* (lines 1-6) Board of Pension Dues are computed on this. * *See Understanding Effective Salary booklet for more information* _____

In addition, the church has agreed to pay the following, not included in effective salary:

8. Congregational Pastors Package: Board of Pensions Medical and Pension Dues for pastor (29.75% of line 7. Minimum $7,500 maximum $21,200) _____

Optional:

8a. Family coverage (spouse and children) $22,200, or _____

8b. Spouse only medical coverage $12,250, or _____

8c. Children only medical coverage $9,950 _____

8d. Other church paid insurance (dental, vision, life) _____

- OR -

9. **Transitional coverage:** Pension plus medical coverage for pastor, spouse & children (ends 2029)(42.5% of line 8: 10% of ES for pension dues and 32.5% for full family medical coverage. Minimum $21,600 maximum $57,700) _____

10. 7.65% SECA (required) (subtract line 3 from line 7 and then multiply by .0765) _____
11. Professional Development, Study Leave, Books, etc. (must be vouchered; at least $1,000) _____
12. Professional Expenses (Eg, Vestments, business meals; must be vouchered) _____
13. Automobile Mileage (must be vouchered, at current IRS rate) _____
14. Matching Grant to 403(b) plan _____
15. Other (specify) _____ _____
16. Total additional payments (lines 8-15) _____
17. **Total Cost** (lines 7+16) _____

_____ Consent to the Presbytery's policy on administrative leave (mandatory if installed after 11/10/18) https://baltimorepresbytery.org/wp-content/uploads/AdministrativeLeavePolicy.pdf

_____ Consent to abide by the mandatory boundary and dismantling racism training https://baltimorepresbytery.org/wp-content/uploads/Dismantling-Racism.pdf

Other Benefits

1. Sick leave and family medical leave in accord with the Presbytery's Policy on Pastoral Compensation and Book of Order G-2.0804.
2. Study leave: _____ (at least 2 weeks) annually, to be taken within the year, with timing and subject to be cleared with the session. No compensation will be granted for unused study leave or allowance at the end of the contract.
3. Vacation: _____ (at least 4 full weeks, including Sunday) annually, to be scheduled in consultation with the session. It is expected that vacation will be taken in the year in which it is earned and will not be carried over unless another arrangement is expressly approved by the session in advance.

Termination Provisions

1. This agreement may be terminated by the session with sixty (60) days' notice. Failure to extend the contract prior to thirty (60) days from its expiration, or notice of non-renewal of the contract, shall be considered notice of termination.
2. The Pastor may terminate this agreement with thirty (30) days' notice, in which case payment beyond the thirty (30) day period will be forfeited.
3. After consultation with the Session, the Presbytery's Commission on Ministry may terminate this agreement with sixty (60) days' notice.
4. Vacation compensation, if accrued, will be paid in full at the time of termination. No unused sick or education leave will be compensated at the time of termination.

Signatures

Pastor _____ Date _____

Clerk of Session _____ Date _____

Representative, COM _____ Date _____

Copies to: Pastor
Clerk of Session
Presbytery office
COM Representative