

**Presbytery of Baltimore Commission on Ministry (COM)
Contracting with the Presbytery's Staff Interim Pastor**

March 2023

In times between installed pastors, sessions contract with interim pastors to preach, teach, and lead worship; perform pastoral care and visitation; identify relevant issues in church and community; lead the congregation to strengthen the church's mission and values; and prepare the congregation for its next installed pastor.

The Interim Pastor is a temporary position approved by the session and COM. The congregation does not vote on the selection of the Interim Pastor. The term of the Interim Pastor contract is for no more than 12 months and is renewable.

The Presbytery's Transformational Interim Pastor ("Staff Interim") serves on the presbytery staff as an Interim for our congregations. The Staff Interim may serve one full time interim or two part time interims pastorates.¹ Congregations contracting with the Presbytery Staff Interim will pay remuneration to the Presbytery of Baltimore.

Procedure

1. The COM Liaison informs the session of the Staff Interim's availability to serve and provides the Staff Interim's contact information.
2. If Session wishes to explore this option, session appoints a small committee to function as an Interim Search Committee (ISC). The ISC contacts the Staff Interim, requests a PIF, and schedules an interview. With the Liaison's assistance, the ISC interviews, checks references, and may recommend to session that the Staff Interim be offered the position.
3. With the Session's concurrence, the ISC offers the position to the Staff Interim. If it is accepted, they negotiate contract terms, including the hours worked, salary and benefits, start date, and major expectations of the interim period.
 - Interim Pastors are ordinarily paid at the same rate as the last called pastor. The Interim must be paid at least the minimum rate for the factor range, which sets the pay range. The factor for the position ordinarily cannot be changed for the interim period.
 - Presbytery staff provides guidance to the church on how to send the Interim Pastor's compensation payment through the Presbytery.
 - The Interim Pastor contract template is found at <https://baltimorepresbytery.org/wp-content/uploads/InterimPastorContract.pdf>
 - An editable MS Word version of the contract template is available from the COM Liaison.

4. Session submits the draft contract to COM Liaison for review and approval by COM and the General Presbyter. The final approved contract is signed. Copies are distributed by COM and filed in congregation and presbytery records.

5. The Interim Pastor begins work. In preparation, the session:

- Informs the congregation and shares background on the Interim Pastor
- Arranges opportunities for the congregation to get to know the Interim Pastor
- Sees that the church website and social media pages are updated
- Ensures that the Interim Pastor's office is ready for use

6. The COM liaison maintains regular contact with the Interim Pastor and sends monthly progress reports to the COM Transitions Chair.

Questions? Please contact the Chair of the Commission on Ministry or your congregation's COM Liaison.

ⁱ When not serving congregations full time, the Staff Interim works with the Commission on Ministry and the Commission on Thriving Congregations on strategies to address the long-range health of Presbytery congregations. The Staff Interim also evaluates congregational assessment tools and follow-up processes for congregational development and transformation. In addition, the Staff Interim leads the Interim/Transitional Ministers' Support Group of the Presbytery.