



## Interim Pastor Contract Within the Presbytery of Baltimore

This agreement sets forth the basis for a working relationship between the Rev. \_\_\_\_\_ as Interim Pastor and head of staff and the Session of \_\_\_\_\_ Presbyterian Church of \_\_\_\_\_, MD for the period beginning \_\_\_\_\_ and ending \_\_\_\_\_.

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.
4. Will work together to have a PNC elected within \_\_\_\_ months (5 months suggested for short interim, specify a longer period, if the situation calls for a longer interim pastorate), and a MIF completed two months later.

### **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, and actively participate in the Presbytery of Baltimore.
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 the Baltimore Presbytery.
7. Will be available to assist in the church's self-study and in preparation of the Church Information Form, but will have no direct relationship with the Pastor Nominating Committee except to request adequate reporting to the session and congregation.
8. Will ordinarily NOT be eligible for consideration as permanent installed pastor. May become so upon the recommendation by 3/4 majority of the Committee on Ministry and the Presbytery of Baltimore. [See Policy: Associate or Interim Pastor Succeeding a Pastor/Head of Staff](#)
9. Will stay in communication with the COM liaison concerning the five interim tasks.
10. Will abide by the Presbytery's Ministerial Ethics Guidelines and Sexual Misconduct Policy. [See Sexual Misconduct Policy and Its Procedures](#) and [Ministerial Ethics](#).
11. 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 five years thereafter).
12. 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).
13. Will participate in monthly Interim Ministry Group meetings, as available, for training, support, and fellowship.

### **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 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 Interim Pastor and the session (including vacancy consultation for the PNC) through the staff and the Committee on Ministry (COM).
2. Will assist the session and Interim Pastor with emerging needs through the resources of the committees 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**

Since the Interim Pastor is accountable to the session, a regular schedule of performance reviews should be established at the beginning of the interim contract, either by the session or a committee appointed by the session.

Annual Salary Information	Express in U.S. dollars. Please enter zero if not applicable
1. Annual cash salary (include un-vouchered allowances, vacation pay)	\$ _____
2. Housing, utility and furnishings 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)	\$ _____
6. Other allowances including medical reimbursements, dental and life insurance benefits	\$ _____
7. Manse amount (must be at least 30% of Lines 1-5 for those residing in a manse)	\$ _____
8. Total Effective Salary *(Lines 1-7) Board of Pension Dues are computed on this.	\$ _____
<i>*See Understanding Effective Salary booklet for more information.</i>	

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

9. Board of Pensions Medical and Pension Dues (37% of line 8)<sup>1</sup> \$ \_\_\_\_\_
10. Professional Development, Study Leave, Books, etc. (must be vouchered, at least \$1,000) \$ \_\_\_\_\_
11. 7.65% SECA (required) (subtract lines 3 & 6 from 8 and then multiply by .0765) \$ \_\_\_\_\_
12. Professional expenses (E.g., Vestments, business meals – must be vouchered) \$ \_\_\_\_\_
13. Automobile mileage (vouchered, current IRS rate) \$ \_\_\_\_\_
14. Other (Specify) \_\_\_\_\_ \$ \_\_\_\_\_
15. Total additional payments (lines 9-15) \$ \_\_\_\_\_
16. Study Leave \_\_\_\_\_ weeks (at least two) and Vacation \_\_\_\_\_ (at least one month)
17. Moving \_\_\_\_\_ Full Cost or not to exceed: \$ \_\_\_\_\_
18. First Sunday leading worship \_\_\_\_\_

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<sup>1</sup> Please contact the Chair of the Committee on Ministry to determine whether or not the new Board of Pensions menu provisions might apply.

**Other Benefits**

1. Sick leave: accrues at the rate of one (1) day per month.
2. Study leave: two (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: one month annually, to be scheduled in consultation with the session. For the purpose of compensation upon termination, vacations will be deemed to have accrued at the rate of one ¼ of the vacation time per quarter. 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.
4. Optional Additional Sundays off: \_\_\_\_\_ Contracts that are ¾ time are encouraged to include an additional four Sundays off a year. Those that are ½ time are encouraged to grant a total of 8 Sundays off. In both cases, these Sundays off are in addition to vacation and continuing education. This is an item that is negotiated between the session and the pastor but not a requirement in the Presbytery of Baltimore.

**Termination Provisions**

1. The session may terminate this agreement with sixty (60) days’ notice. Failure to extend the contract prior to sixty (60) days from its expiration, or notice of non-renewal of the contract, shall be considered notice of termination.
2. The Interim Pastor may terminate this agreement with thirty (30) days’ notice, in which case payment beyond the thirty (30) day period will be forfeited.
3. Vacation compensation, if accrued, will be paid in full at the time of termination subject to the restrictions listed under “other benefits,” No. 3.

**Signatures**

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

Clerk of Session \_\_\_\_\_ Date \_\_\_\_\_

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

- Copies to:
- Original signed copy to Interim Pastor
  - Original signed copy to Clerk of Session
  - Original signed copy to Presbytery office
  - Photocopy to COM Representative