

**MODEL INTERIM PASTOR COVENANT
FOR
PEACE RIVER PRESBYTERY**

FORM FOR EVERY OTHER MONTH INTERIM MINISTER REPORT

THE FIVE DEVELOPMENTAL TASK OF INTERIM MINISTRY

1. **COMING TO TERMS WITH HISTORY:**
Help the congregation examine its past history and work through the grief/relief process which usually follows the lost of a pastor.

2. **DISCOVERING A NEW IDENTITY:**
Through a visioning process that engages the entire congregation they will develop a new mission statement which helps the church emerge with a clearer sense of its own identity, who it is in relationship to its community and what are its dreams of being and doing.

3. **SHIFTS OF POWER:**
Facilitating changes in leadership and assisting leaders to have a clearer understanding of their roles.

4. **RETHINKING AND RENEWING DENOMINATIONAL LINKAGES:**
The time between installed pastors provides an excellent opportunity for a congregation to better understand its dependence upon, and partnership with, its denomination.

5. **PREPARING FOR NEW PASTORAL LEADERSHIP AND NEW FUTURE:**
The congregation has finished its developmental work only when it is genuinely ready to make a commitment to new leadership and new future.

Please give us a one page (you may use front and back) report on how you have accomplished these five task as well as conducting church officers training in the past two months.

ELEMENTS OF AGREEMENT

THE INTERIM PASTOR WILL:

1. Serve as Moderator of the Session.
2. Serve as Head of Staff
3. Become a member of Peace River Presbytery
4. Not influence the Pastor Nominating Committee in selecting an installed pastor.
5. Not be a candidate for the position of installed pastor.
6. Serve for one year, but the covenant may be renewed if necessary with the concurrence of the Session Interim Pastor and the Presbytery's Committee on Ministry. This covenant may be terminated upon 30 days' written notice by either the Interim pastor or by the Session.
7. Be accountable to the Presbytery through the Committee on Ministry and will provide written reports about their ministry every two months and participate with this committee and the Session in an evaluation of the ministry in six months.
8. Assist the Session and the Congregation in carrying out the five developmental task of interim ministry.
9. Provide Church Officer Training for all church officers.

RESPONSIBILITIES

THE INTERIM PASTOR WILL:

RELATED TO WORSHIP BY:

1. Planning worship in conjunction with the Director of Music and Worship Committee.
2. Preaching.
3. Providing opportunities, when appropriate, for worship education.
4. Officiate at weddings and funerals, and administer Sacraments as agreed with Session.

RELATE TO PASTORAL CARE BY:

1. Visiting the sick, shut-ins, and others desiring pastoral care.
2. Being accessible to and providing a confidential presence to those desiring short-term pastoral counseling and possible referral to professional counselors.
3. Assisting appropriate congregational groups and persons in providing pastoral care to church members.

RELATED TO CHRISTIAN EDUCATION BY:

1. Teaching courses as negotiated with the committee responsible for Christian Education.
2. Serving as a resource for those responsible for Christian Education.
3. Assisting in leader development such as officer and teacher training.

RELATED TO ADMINISTRATION BY:

1. Devising and implementing, together with the Session, a plan by which the congregation will study its life and mission.
2. Working with committees and other leadership groups and persons to provide for clear communication within the congregation and between congregation and the Presbyterian Church (USA).
3. Performing other administrative duties as negotiated with the Session.
4. Assisting the Pastor Nominating Committee with method, process, and reports, but will not be involved in the actual selection of the new pastor.

GOALS FOR THIS INTERIM MINISTRY SHALL INCLUDE:

1. Maintenance of a healthy congregational life.
2. Continuity and strengthening of leadership.
3. Development of a Vision Statement and associate priorities.
4. Preparation of the congregation for the arrival of its next Installed Pastor.

TERMS OF CALL

The Interim Pastor is employed full time and will be compensated as noted on the Interim Contract page.

INTERIM PASTOR CONTRACT

Between _____
(Church)

and _____
(Interim Pastor)

We, the Session of _____
(Church)

and _____ intend to enter into a relationship,

with the following characteristics, effective _____
(Month, Day, Year)

1. _____ will be designated Interim Pastor for a period of _____
(Interim Pastor) (months)

with the following remuneration:

\$ _____ Salary	\$ _____ Housing Allowance
\$ _____ Auto Allowance	\$ _____ Board of Pensions
\$ _____ FICA	\$ _____ Continuing Education
\$ _____ Professional Expenses	\$ _____ Medical Supplement
\$ _____ Pastoral Relations	\$ _____ Other

TOTAL PACKAGE _____

2. The duties will include those functions ordinarily filled by the Pastor, such as a regular schedule of worship services and preaching, pastoral calling on the sick and shut-ins, serving as resource and/or consultant to church program groups and committees; and also to oversee the normal administrative functions. The Interim Pastor may serve as Moderator of the Session if so approved by the Committee on Ministry.
3. The Interim Pastor will also submit a written report to the Committee on Ministry on the ***First*** day of every month.
4. The Rev. _____ is not a candidate for Pastor.
5. Goals for the Interim Ministry: Implement a process to address all Five Developmental Tasks of Interim Ministry.
6. This agreement can be terminated by either party upon 30 days notice, pending consultation with the Committee on Ministry.

Signature _____
Clerk of Session

Interim Pastor

Date: _____

HOW TO INTERVIEW AN INTERIM PASTOR

PREPARATION FOR AN INTERVIEW

1. General Information about the congregation: size, number and type of staff, worship times, Church School size, class, curriculum.
2. About the need for an interim pastor: why the former pastor left, any unusual circumstances surrounding that leaving (retirement after a long tenure, misconduct, congregation dissent, death, divorce).
3. The Salary Package of the former pastor – trained, experienced interims should receive at least this package.
4. The current budget of the congregation.
5. The most recent annual report to the congregation.
6. Any materials used in evangelism that describe the congregation.
7. Information about housing for the interim pastor.

PREPARE BEFORE THE INTERVIEW

The goals of the Session for the interim period

1. For how long? Is this short term, a regular transition time, or long term because of special situations.
2. Particular situations that need to be resolved during the transition time: e.g., grief issues about former pastor, unfinished projects, staff concerns, stabilizing efforts, helping congregation cope with change.
3. Your relationship with the Presbytery.

KNOW WHAT A TRAINED INTERIM PASTOR EXPECTS TO DO

1. Be with a congregation until the next pastor is identified.
2. Be the Moderator of the Session if Presbytery concurs.
3. Officiate at all weddings, baptisms, funerals.
4. Provide the usual pastor services: worship, visits, administration, committee work, teaching, counseling.
5. Be a part of the larger church – Presbytery, Synod, General Assembly.
6. Work with Session to manage the transition period.
7. Not be a candidate for the installed position.
8. Work with staff, clarify relationships, job descriptions.
9. Prepare the congregation for the ministry of the next pastor.
10. Have no relationship to the search process.
11. Receive adequate compensation, vacation, study leave.
12. Insist on proper updating of the manse for new pastor.
13. Follow Book of Order procedures about the return of any former pastor.

A BIT OF WISDOM

Interviewing and choosing an interim is a less intense process than searching for a new pastor. Interim ministers have a very short time frame to hunt for the next position. If you cannot work quickly and decide quickly you will lose good candidates.