

**PRESBYTERY OF SHENANDOAH  
PRESBYTERIAN CHURCH (USA)  
INTERIM CONTRACT**

The Session of the \_\_\_\_\_ Presbyterian Church of \_\_\_\_\_, being fully satisfied with your ministerial qualifications to lead and assist us in the fulfillment of our corporate and individual ministries, hereby contracts and covenants with you, \_\_\_\_\_, to become the [Check one of the following:]

- Interim Teaching Elder (Full-time)
- Interim Associate Teaching Elder (Full-time)

for the period of time from \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_.

The term of this contract is not to exceed 12 months. (*Book of Order* G-2.0504b). **NOTE: it is the policy of Shenandoah Presbytery that an Interim Pastor SHALL NOT be a candidate for the position of Pastor/Associate Pastor.**

Clerk of Session initial \_\_\_\_\_

Interim Pastor Initial \_\_\_\_\_

**EXPECTATIONS OF THE INTERIM PASTOR**

During this time, we expect you, the Interim Pastor, to perform the following duties:

1. Plan and conduct regular Sunday morning worship and administer the Sacraments.
2. Plan and conduct additional worship as needed (weddings, funerals, Christmas Eve, etc.).
3. Take an active role in the church's teaching ministry, including but not limited to officer training, confirmation class, Bible study, and other classes on an as needed basis.
4. Provide pastoral care for the congregation including hospital and home visitation in crisis and pastoral counseling with individuals as negotiated.
5. Provide administrative leadership as needed including moderating the session, serving as head of staff, and assisting boards and committees with their work as needed. Lead the session and congregation through the five developmental tasks which include:
  - a. Helping the congregation come to terms with its history.
  - b. Helping the congregation discover a new identity.
  - c. Helping the congregation re-think denominational linkages.
  - d. Helping the congregation facilitate shifts in leadership.
  - e. Helping the congregation commit to new leadership and look to its future
6. Become an active member of Shenandoah Presbyter
7. Successful completion of Interim Pastor Training, Week One.
8. Quarterly written reports to the Committee on Pastoral Transition (cpt@shenpres.org)
9. Additional Expectations [Check all that apply]:
  - Successful completion of Interim Pastor Training, Week Two.
  - Assist with the Church Assessment Tool (CAT).
  - Consult with the Pastor Nominating Committee in preparing the Ministry Information Form.
  - Other responsibilities: \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

**EXPECTATIONS OF THE SESSION:**

1. Will compensate the Interim Pastor fairly, using the terms of the previously installed pastor as a guideline.
2. Will recognize the Interim Pastoral relationship in public worship within the first month of the interim period. (see “Litany of Beginning” in the presbytery’s Liaison Packet)
3. Will provide support and cooperation for work of the Interim Pastor, in particular on the five developmental tasks outlined above.
4. Will maintain an active presence in Presbytery.
5. Will work with the Committee on Pastoral Transition, through their appointed Liaison.
6. Will establish goals for the present ministry of the church.
7. Will review the work of the Interim Pastor in 6 months.
8. Will review the contract for renewal no later than 90 days prior to the end of the existing contract.
9. Will negotiate time away from the church as needed by the Interim Pastor to fulfill responsibilities to the larger church.
10. Additional responsibilities: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EXPECTATIONS OF THE PRESBYTERY:**

1. Will provide a representative of the Committee on Pastoral Transition for the interim recognition service.
2. Will provide support and consultative services for the Church Assessment Tool.
3. Will support the Interim Pastor through the Committee on Pastoral Transition and the Interim Support Group (if available).
4. Will appoint a liaison to the Committee on Pastoral Transition, who will guide the Session through the interim time and search process.

**COMPENSATION**

**A. Personal Compensation**

1. Annual Cash Salary \_\_\_\_\_
2. Housing Allowance \_\_\_\_\_
  - a. Personally-owned housing \_\_\_\_\_
  - b. Use of manse (IRS purposes) \_\_\_\_\_
  - c. Utilities, furnishing and appurtenances allowance \_\_\_\_\_
3. Other \_\_\_\_\_
4. ADDITIONAL SECA (above 50% required) \_\_\_\_\_
5. Deferred income \_\_\_\_\_
6. Use of manse (Board of Pensions purposes - 30% of lines 1, 2c, 3, 4, and 5) \_\_\_\_\_
7. **TOTAL EFFECTIVE SALARY** (add lines 1, 2a or 2c, and 3-6) \_\_\_\_\_

**B. Expenses**

8. Reimbursable Business and Professional Expenses

- a. Automobile expenses \_\_\_\_\_
- b. Books and subscriptions \_\_\_\_\_
- c. Other expenses \_\_\_\_\_
- 9. Continuing Education Allowance \_\_\_\_\_
- 10. **TOTAL EXPENSES** (total of lines 8a-c and 9) \_\_\_\_\_

**C. Required Benefits**

- 11. Major Medical (for 2018: 25% of line 7, or \$44,000, whichever is greater) \_\_\_\_\_
- 12. Pension and Disability (12% of line 7) \_\_\_\_\_
- 13. REQUIRED SECA (7.65% of lines 1 and 2a OR lines 1 and 2 b and c) \_\_\_\_\_
- 14. OTHER BENEFITS \_\_\_\_\_
- 15. **TOTAL BENEFITS** (total of line 11-14) \_\_\_\_\_
- 16. **TOTAL COMPENSATION** (total of lines 1, 2a or 2c, 3-5, 10, and 15) \_\_\_\_\_

**D. Vacation, Leave, and Other**

Moving expenses to the field as negotiated. Yes \_\_\_\_\_ No \_\_\_\_\_  
 Four weeks annual paid vacation, including four Sundays.  
 Two weeks annual study leave with pay, including two Sundays.

**TERMINATION PROVISIONS:**

This agreement may be terminated upon 30\_\_\_\_ 60\_\_\_\_ 90\_\_\_\_ days notice by either party. Vacation and study leave, if accrued, to be paid in full at the time of termination of the contract.

**REVIEW OF THE TERMS OF THE CONTRACT:**

This contract was agreed upon by the Session and the Interim Pastor on \_\_\_\_\_, 20\_\_\_\_.

If the interim relationship is to continue beyond the twelve month period, the Session agrees to review this contract with the Interim Pastor. The contract is subject to renewal pending approval by the Committee on Pastoral Transition.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by the Committee on Pastoral Transition

\_\_\_\_\_  
Date

One copy of the Form of Contract should be filed with the Session’s minutes; one copy forwarded to the Interim Pastor; and one copy to the Committee on Pastoral Transition, Presbytery of Shenandoah, 1111 North Main Street, Harrisonburg, VA 22802.

**GENERAL INFORMATION**

Consult the *Book of Order* (G-2.0504b.) which states: “When a congregation does not have a pastor, or while the pastor is

unable to perform her or his duties, the session, with the approval of presbytery, may obtain the services of a teaching elder, candidate, or ruling elder in a temporary pastoral relationship.”

Revised 03/05/2019