

Foothills Presbytery Interim Contract

(template)

The following Agreement is between the Session of _____ Presbyterian Church, the Reverend _____ (Interim) and Foothills Presbytery.

The Session of the Church, being satisfied with the qualifications of the Interim Pastor and believing his/her ministry will be of spiritual benefit to the Church, requests Foothills Presbytery to approve this Agreement for Reverend _____ to serve as the Church's Interim Pastor for a term of _____, beginning on _____, 20__, and ending on _____, 20 __ (the Termination Date).

I. Duties of the Interim Pastor

The Interim Pastor shall:

[List here duties found in the Interim Pastor position description prepared by the Session, duties developed in consultation with the COM, and/ or other agreed upon duties. Such duties **might** include:

(1.) Lead worship and preach as scheduled; officiate at weddings and funerals. (2.) With the Clerk of Session, plan and moderate Session and congregational meetings. (3.) Work with committees and groups to accomplish their stated goals. (4.) Conduct special studies or training, such as Bible studies, lay leader development, session training, etc., as needed. (5.) Supervise members of the staff in coordination with the session.]

II. Covenants

A. The Session of the Church will work with the Interim Pastor and the congregation to reach the goals agreed upon. We will pray with and for each other. We will devote our energy and talents to achieving the goals, assessing work in progress, and providing an annual performance review of the Interim Pastor.

B. The Interim Pastor will continue to develop ministry skills and will consult with and participate in Presbytery. The Session will provide periodic evaluation of the ministries with which the Interim Pastor is directly related, and report as required by the Presbytery.

III. Compensation and Benefits

On behalf of the Church, the Session promises to compensate the Interim Pastor in the following manner:

Hours Hours Worked per Week: _____

Salary

Annual Cash Base Amount: _____

Housing Allowance/Fair Market Value of Manse Amount: _____

Utility Allowance Amount: _____

Benefits

Full pension, including medical benefits plan, at the then effective rate Amount: _____

Social Security Reimbursement Amount: _____

Professional Expense Reimbursement

Professional Expense Reimbursement (Books, mileage at IRS rate, etc.) Amount: _____

Continuing Education Reimbursement Amount: _____

All reasonable moving costs (if needed) from _____ to _____, not to exceed \$_____.

Vacation: 4 weeks annual leave (including 4 Sundays, prorated for any partial year)

Study Leave: 2 weeks annual leave for continuing education and study (including 2 Sundays, prorated for any partial year)

IV. Termination

A. By the Interim Pastor. The Interim Pastor may terminate this Agreement with thirty (30) days written notice.

B. By the Session.

1. The Session may terminate this contract with sixty (60) days written notice. Such termination shall be made in consultation with the Committee on Ministry.

C. The Committee on Ministry should be notified immediately in the event of termination of this Agreement by either party.

[Note: If the Interim Pastor will be living in the Church's manse, additional provisions may need to be negotiated regarding that arrangement, including provision for payment of moving expenses in the event of termination or expiration of the Agreement.]

V. Renewal

The term of this Agreement may be renewed by the written consent of the parties, but only with the approval of the Committee on Ministry of Foothills Presbytery. Negotiation of renewal should begin at least sixty (60) days prior to the Termination Date stated above.

Signatures

_____ Presbyterian Church Date of action: _____

Signature: _____ Clerk of Session

Signature: _____ Moderator

This is to certify that I have received and accepted the terms of this agreement to serve as Interim Pastor of _____ Presbyterian Church

Date: _____ Signature: _____, Interim Pastor

This Agreement has been reviewed and approved by the Committee on Ministry.

Date: _____ Signature: _____, Chairperson

This Agreement has been approved by Presbytery.

Date: _____ Signature: _____, Stated Clerk