



PRESBYTERY of PHILADELPHIA

Contract for Intentional Interim Ministry

The following Agreement is established between the Session of _____ Presbyterian Church (“Session”), _____ as **Interim Pastor/Associate Pastor/Senior Pastor Head of Staff**, (“**Interim Pastor**”) the Presbytery of Philadelphia (“Presbytery”) for the purpose of providing Intentional Interim Ministry to _____ Presbyterian Church. (“Church”)

The Session, the **Interim Pastor** and the Committee on Ministry covenant to work on the following goals for the interim period:

- Maintenance of a healthy congregational life
- Provide continuity of leadership
- Development of short-range goals identified in the goal-setting process of the church
- Preparation of the congregation for the arrival of a new pastor.
- Work on the 5 developmental tasks of the interim time, which include:
 - Coming to terms with the congregation’s history
 - Cultivating awareness of the present times and situation
 - Re-establish or strengthen the congregation’s connections to the wider community of the Church
 - Discern where God may be leading them in their life together and in their mission with Christ to their community and the world
 - Celebrate the journey together and embrace a new beginning

Duties of the Interim Pastor shall be:

(List here or attach a job description)

Review and Accountability

The interim pastor will:

- be a member of the Presbytery
- serve as Moderator of the Session
- **participate in the presbytery’s Interim Ministry Collegium (or another supervision group approved by COM)**

It is the obligation of the **Interim Pastor** to submit a written quarterly report using the Guidelines for Interim Pastor’s update.

During the length of the Agreement, the Interim will be accountable to the Presbytery through the COM. There will be a joint review conducted by the Session and the Interim, in consultation with the Committee on Ministry, every six months, or more often at the request of any one of the parties.

Ethical Covenants

The Session of the Church and the **Interim Pastor** understand and agree that the **Interim Pastor** cannot and will not be a candidate of any pastoral position in this congregation, and that s/he will seek in every way to prepare the way for the arrival of the installed pastor.

The **Interim Pastor** will not assist in the preparation of the Church Information Form nor will the Interim Pastor be involved in any way whatsoever with the Pastor Nominating Committee, unless help is so requested by the chair of the PNC and the Committee on Ministry liaison.

The Session and the **Interim Pastor** understand and agree that the Interim Pastor will terminate any and all contact with the Church and its members once the Interim Pastor’s term is concluded.

Terms and Conditions

This Agreement is for a period of _____ months beginning on _____.
 The **Interim Pastor** is employed on a (full time or part time) basis, serving approximately _____ hours per week; and will be compensated for interim pastoral services as follows:

ANNUAL COMPENSATION		
<i>Effective Salary</i>	Cash Compensation	\$ _____
	Manse Value or Housing Allowance	\$ _____
	Deferred Compensation	\$ _____
	Manse Equity <i>to a deferred compensation plan</i>	\$ _____
	Medical, other than plan	\$ _____
	Additional Insurance Payments	\$ _____
	Other Cash Payments	\$ _____
	Total Effective Salary	\$ _____
<i>% Effective Salary</i>	SECA Supplement: 7.65%	\$ _____
	Pension /Medical Dues: 31.5%	\$ _____
Total Compensation Based on Effective Salary		\$ _____
ALLOWANCES/PROFESSIONAL EXPENSES		
	Expenses (travel, professional expenses)	\$ _____
	Study Leave Allowance	\$ _____
	Other Allowances	\$ _____
Total Allowances		\$ _____
TOTAL PACKAGE		\$ _____
PAID LEAVE	Study Leave (2 weeks minimum)	_____
	Vacation (1 month minimum)	_____
	Other (e.g.: parental, General Assembly)	_____

Early Termination Provisions

This Agreement may be terminated by the Session on two months' written notice, provided there is a prior consultation with and concurrence by the Committee on Ministry. The Interim Pastor will be given two months' written notice if the contract will not be renewed, and salary will be continued through that period. The Interim Pastor may terminate the agreement with two months notice and forfeit any payment beyond that period.

Other Provisions: (moving allowance, severance, etc.)

**This Interim Pastor Agreement between _____
and the Session of _____
is approved as follows:**

_____ Clerk of Session	_____ Date of Session Action
_____ Interim Pastor	_____ Date
_____ Chairperson, Committee on Ministry	_____ Date of Committee Action