

INTERIM MINISTER CONTRACT

The following contract between the _____ church and the Rev. _____ is for the purpose of providing interim pastoral services to _____ church.

AGREEMENTS:

1. The Rev. _____ will be designated Interim Pastor of _____ church.

2. The interim pastor will be responsible for providing pastoral duties as indicated in the following position description. Provision for evaluations shall be part of this contract as described in chapter six of this manual. The following checklist may be used as a guideline:

___ lead worship and preach _____ Sundays per month

___ provide for a leader of worship on Sundays not present

___ do pastoral calling on sick and shut-ins as time permits

___ officiate at weddings and funerals as requested

___ work with boards and committees to assist them in carrying out their assigned tasks

___ perform other administrative duties as requested (i.e., work with church secretary in preparing bulletins, newsletters, etc., exercise general oversight of church facilities and represent the church in dealing with outside organizations)

___ other

NOTE: Duties as spelled out should be consistent with the full or part-time status of the interim. It may be helpful to add the following:

The normal work week will be _____ hours per day and _____ days per week.

Another form some interim pastors and churches are using is: the normal week will be 10 or 12 or 13 or whatever modules per week. A module is one morning or an afternoon or an evening of about four hours each.

3. GOALS FOR THIS INTERIM MINISTRY SHALL BE: Spell out as pertaining to your particular congregation (examples follow).

____ maintenance of a healthy congregational life

____ continuity of leadership

____ development of short-range goals

____ preparation of the congregation for the arrival of a new pastor

____ assessment of the congregation's needs prior to calling an installed pastor

____ (other goals discerned by the congregation)

4. During the length of the agreement, Rev. _____ will be accountable to this congregation and to the _____ Association and the Iowa Conference. Evaluative performance reviews shall be held at ____ month intervals and at the end of the contract.

5. It is agreed that should the interim minister experience any difficulties from a former pastor(s) of this congregation, which impedes his/her interim minister and which cannot be resolved locally, he/she should refer the concern to the Association Church and Ministry Committee chairperson and the Conference minister.

6. It is agreed that the Rev. _____ is not to be involved in any way with the search committee, except to see that they make adequate reports to the congregation on their progress.

7. It is agreed that the Rev. _____ will NOT be eligible to be a candidate for the pastoral office of _____ church and in every way will seek to prepare the way for a smooth transition when a new pastor is called.

8. This agreement is for a period of ____ months from the date below. This agreement may be terminated by the church upon 30 days written notice. The interim minister may terminate the agreement with 30 days written notice and forfeiture of any payment beyond the 30 day period. This agreement may be extended in ____ month periods. Interim relationships shall be terminated on or before the arrival of the called minister.

TERMS:

The interim minister is employed on a full-time (part-time = 1/2, 2/3, etc.) basis, serving approximately _____ hours per week (or modules per week),

starting _____, and will be compensated for beginning

interim pastoral services as follows:

In consideration of your service, we do obligate to provide for your support in the following manner:

SALARY

Base Salary \$ _____

Social Security Offset \$ _____
(the above two items are taxable)

HOUSING

Parsonage, utilities and an allowance for furnishings and appurtenances \$ _____

OR

Housing allowance to provide, equip, and maintain a parsonage at my home base (which I take out of my salary if there is a parsonage provided) \$ _____

(housing is taxable for Social Security ONLY with some limitations)

If church provides furnishings, please specify:

BENEFITS

Pension/Annuity \$ _____
(pension is tax-deferred)

Health insurance \$ _____

Dental insurance \$ _____

Life Insurance and Disability Benefit Plan \$ _____
(the above three categories are not taxable)

REIMBURSEMENT OF EXPENSES INCURRED ON BEHALF OF THE CHURCH
 (not taxable if used for stated purpose. Taxable if reimbursement exceeds actual
 expense)

Travel/auto/commuting \$ _____

Meetings \$ _____

Continuing education \$ _____

Medical deductible and other health-related expenses \$ _____

Other professional expenses \$ _____

Moving expenses (if applicable) \$ _____

Vacation to be earned at the rate of 1 week per quarter and used each
 quarter or accumulated as agreed upon

Study leave two weeks pro-rated annually including financial assistance
 consistent with the congregation's provision for the last
 installed pastor or according to Iowa Conference guidelines

Any other special release time provisions or special conditions of service shall be listed
 specifically.

This covenant/contract signed by the following partners:

 (for the Congregation)

 (Interim Pastor)

 Date (for the Association/Conference)

Important!

After the document is signed by the interim minister, church representatives, and association or conference
 representative:

- Make one copy for the interim minister being called
- Make one copy for the Association Church and Ministry Chairperson
- Make one copy for the Iowa Conference United Church of Christ Office
 600 42nd St., Des Moines IA 50312
- Keep the original copy for the church files