

INTERIM/TRANSITIONAL PASTOR COVENANT AND CONTRACT

Please forward completed contract to your church's Committee on Ministry Liaison.

between

(Church) _____

**and Northeast Georgia Presbytery
and**

(Minister) _____

The following contract and covenant between the **Session of _____ Presbyterian Church, Northeast Georgia Presbytery**, and _____ is for the purpose of providing transitional/interim pastoral services to _____ Presbyterian Church. The Session is satisfied with the minister's qualifications and trusts that his or her ministry of the Gospel will be to our spiritual benefit, and hereby commits our congregation to the following covenant relationship and contract with the Rev. _____.

The Rev. _____ is invited to be the Transitional/Interim Pastor of _____ Presbyterian Church, a full-time, temporary position described in this document.

- A. The Constitution of the Presbyterian Church (USA) defines temporary pastoral relationships in this way:
"Temporary pastoral relationships are approved by the presbytery and do not carry a formal call or installation. 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 minister of the Word and Sacrament, candidate, or ruling elder in a temporary pastoral relationship. No formal call shall be issued and no formal installation shall take place. Titles and terms of service for temporary relationships shall be determined by the presbytery. A person serving in a temporary pastoral relationship is invited for a specified period not to exceed twelve months in length, which is renewable with the approval of the presbytery. A minister of the Word and Sacrament employed in a temporary pastoral relationship is ordinarily not eligible to serve as the next installed pastor, co-pastor, or associate pastor." (Book of Order, G-2.0504b)
- B. This Contract shall be for a period of twelve months, beginning _____ unless otherwise terminated on 30 days written notice from the Interim Pastor or by 30 days written notice from the Session. At the conclusion of this contract, new terms may be developed for any period up to twelve additional months upon the concurrence of the Interim Pastor, the Session, and the Presbytery or its authorized agent or committee. If the Session does not intend to renew or extend the Interim Pastor relationship beyond the initial 12-month period, the Session will provide written notice of its intent not to renew at least 30 days in advance of the 12-month anniversary.
- C. The Transitional/Interim Pastor:
1. Will be a member of Northeast Georgia Presbytery unless otherwise authorized by the Committee on Ministry.
 2. Will be designated by Northeast Georgia Presbytery as Transitional/Interim Pastor and Moderator of the church's Session (non-voting) and congregation (non-voting).
 3. Will assist the Church in interpreting and understanding the specialized nature of Interim/Transitional Ministry.
 4. Will serve as Head of Staff of the Church with all the authority implied, including the authority to supervise all members of the staff, in consultation with the Session or its appropriate committee(s).
 5. Shall assist, as needed, in the conduct of any mission study and the preparation of documents needed by the presbytery or denomination, if and when requested and approved by the governing bodies of jurisdiction.
 6. Shall not be involved in the work of the Pastor Nominating Committee (PNC), except to provide general information on the call process for Presbyterian churches and pastors, and to see that the PNC makes adequate and appropriate reports to the congregation. The Interim Pastor may serve, on a limited basis and only upon the concurrence of the COM, as a resource to the work of the PNC. The Interim Pastor may respond to inquiries from prospective pastors, as long as the interaction is initiated by the prospective pastor.

7. Will develop, in consultation with the Session, the areas of Interim Pastoral ministry that will be the priorities for the work of the Interim Pastor.
- D. The Transitional/Interim Pastor's activities shall include (in no particular order of priority):
1. Leading worship and preaching at regular and special services of worship, and presiding over the sacraments.
 2. Conducting weddings and funerals as requested, except during vacation, study leave, illness and such other times as mutually agreed by the Interim Pastor and the Session.
 3. Pastoral visitation to the ill and shut-ins, and general pastoral care of the congregation (in conjunction with the appropriate organization of the congregation).
 4. Planning and moderating meetings of the Session and of the congregation.
 5. Working with the church officers and other boards and committees of the congregation, to assist them in carrying out their particular responsibilities. The Interim Pastor will be an ex-officio member of the Congregational Nominating Committee and all boards and committees of the congregation. The Interim Pastor will have access to all minutes, financial information and records of all boards, committees, and organizations of the church.
 6. Serving as a resource for the educational and youth programs of the church, participating in classes, and teaching when and where it is appropriate.
 7. Working with the Session to ensure appropriate training for newly elected and continuing officers.
 8. Participating in the governing body and serving as any pastor might, when called upon to do so, in the governing bodies and entities of the denomination.
 9. As Head of Staff, directing and supervising the work of the congregation and the entire staff, and assuming primary responsibility for the administration of the Church.
 10. Representing the congregation in its relationships with organizations outside the congregation.
 11. Modeling appropriate pastoral leadership and boundaries, including maintaining personal spiritual disciplines (meditation, prayer, study, and the regular observance of Sabbath time).
- E. The Goals for this Transitional/Interim Ministry:
1. Recent and Long-term HERITAGE: Help the Church with closure regarding the departure of former pastor(s) and other significant events in the congregation's history.
 2. Help the congregation and its leaders discover and articulate their current identity, and discern their current and future MISSION as part of the Body of Christ.
 3. Help the Church adjust to any shifts in structure, LEADERSHIP, and power, and review its ways of organizing and developing new and effective leadership.
 4. Help the Church affirm or renew its CONNECTIONS to the community, the Presbytery and the Presbyterian Church (USA).
 5. FUTURE: Help the Church move forward with confidence toward a "new beginning," and to prepare appropriately for the arrival of a new pastor, so that he or she might be welcomed with hope, grace, and enthusiasm.
 6. Assist in the development of short-range goals as identified by the Session.
 7. Work for a healthy and nurturing congregational environment that promotes personal and congregational growth, assures faithful witness to the Gospel of our Lord Jesus Christ, and demonstrates God's grace, mercy, and peace to the community and the world.
- F. The Transitional/Interim Pastor will be accountable to the Session and to the Presbytery through its Committee on Ministry, and will be available to appropriate representatives of those bodies.
- G. It is agreed that if the congregation, the Session, or the Transitional/Interim Pastor experiences any unsolicited suggestions, interference, or other difficulty with any former pastor (installed or temporary) of the Church, the matter will be dealt with promptly, and will be referred to the Committee on Ministry. Any requests by, or for, any former pastor to conduct any services of worship, including baptisms, weddings, and funerals in any of the facilities of the congregation must be authorized by the Session in consultation with the Transitional/Interim Pastor.

H. The Interim/Transitional Pastor is a temporary employee, expected to work on the same basis of their predecessor, and should be compensated in an equivalent manner.

TERMS OF CALL: After reviewing the presbytery’s current Minimum Salary Standards, compensation will be as follows:

Effective Salary

Cash Salary (<i>NOT including 403(b) contributions</i>)	
Manse Value or Housing Allowance	
Other ^{1, 2, 3}	†
Manse Equity (<i>paid directly or through 403(b)</i>) ⁴	†
Total Effective Salary	
Employer’s <i>Matching Contribution</i> – 403(b) ⁵	†
50% of SECA (Social Security) - <i>unless pastor has opted out of Social Security</i>	

BENEFITS – OPTION 1: Board of Pensions "Pastor's Participation" Plan (39% of Effective Salary)

BENEFITS – OPTION 2: Board of Pensions "Minister's Choice" Plan

Pension, D&D, Temporary Disability and EAP (<i>10% of Effective Salary</i>)	†
Medical – PPO (<i>Cost varies by region</i>)	†
Medical – EPO (<i>Cost varies by region</i>)	†

Vouchered Expenses (Reimbursements)

Continuing Education	
Professional Expenses (<i>incl. mileage at IRS rate</i>)	
Other Vouchered Expenses	†

TOTAL \$ Paid by Church/Employer

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Vacation (<i>minimum 4 weeks</i>)	
Study Leave (<i>minimum 2 weeks</i>)	
Paid Family Medical Leave (<i>optional: minimum 12 weeks encouraged</i>)	†
Other Time Off: _____	†

Footnotes

† = Optional

¹Pastor’s elective contributions to the PC(USA) 403(b) Retirement Savings Plan are listed here and INCLUDED in Effective Salary.

²Most contributions by a church to a pastor’s 403(b) account ARE INCLUDED in Effective Salary (see footnote 5).

³Payments made by the employer or reimbursed to the pastor for optional or supplemental insurance ARE INCLUDED in Effective Salary unless the same benefits are offered to all employees.

⁴Sums paid or contributed by a church to a deferred compensation plan or other account on behalf of a pastor residing in a manse (to compensate for equity which the pastor forgoes by not owning his or her own residence) ARE INCLUDED in Effective Salary.

⁵When a church matches some or all of a pastor’s voluntary contributions to his or her 403(b) account, the church’s MATCHING contribution is NOT included in Effective Salary (see footnote 2).

*For more information about Effective Salary, see "Understanding Effective Salary," available on www.pensions.org.

SPECIAL PROVISIONS (to be negotiated):

1. Benefits will be provided for the Transitional Pastor under the Pastor’s Participation Plan, if appropriate, or other options offered by the Board of Pensions.
2. Salary continuation contingency: Salary, housing allowance and Board of Pensions benefits shall be paid by the Church for a period not to exceed ___ months beyond the end of the Transitional/Interim Pastor's service or contract. This contingency will end at the start of the Interim Pastor's next full-time service, and be adjusted in case of part-time work. However, if the Interim Pastor departs at his/her own initiative, all compensation including salary and related terms of call will be discontinued on the last day of service to the church, unless negotiated otherwise with the Session.
3. The Transitional Pastor’s Teaching Responsibilities will include New Members Classes and occasional Sunday School or Wednesday night classes and special/seasonal events.
4. The Transitional Pastor will attend and be involved in select church-wide events, activities and outreach gatherings.
5. The Transitional Pastor will facilitate stewardship and budget processes.
6. Other provisions as agreed by the Session and Transitional Pastor.

The Session takes official action to enter into this contractual relationship on (date): _____.

Transitional/Interim Pastor, _____, agreed to this contractual relationship on (date): _____.

Northeast Georgia Presbytery, acting through its Committee on Ministry, agreed to this contractual relationship on (date): _____.

Signing for the Session: _____ Date: _____

Signing for the Presbytery: _____ Date: _____

Signature of the Transitional/Interim Pastor: _____ Date: _____