

# INTERIM PASTOR COVENANT

This covenant between the Session of \_\_\_\_\_ Presbyterian Church, the Committee on Ministry of the Presbytery of Riverside and the Rev. \_\_\_\_\_ is for the purpose of providing Interim pastoral services for the period \_\_\_\_\_ through \_\_\_\_\_ (not to exceed 12 months) unless extended.

The Interim Pastor shall become a member of Riverside Presbytery and be accountable to the Presbytery through the Committee on Ministry (COM).

## DUTIES:

The Interim Pastor will be responsible to: (please add or delete from this list)

- lead worship, preach and administer the sacraments
- moderate the session and congregational meetings-- **Presbytery shall appoint the moderator of the session which MAY be the interim pastor. (G-14.0550)**
- serve as head of staff for paid and volunteer personnel
- coordinate pastoral care with deacons
- officiate at weddings and funerals
- provide administrative leadership
- lead new member classes
- train and support elected officers (Elders and Deacons) in their ministry
- provide administrative leadership
- arrange for substitute preachers on any Sundays not present
- participate in the life of the Presbytery
- pray for the congregation

### Specific *Interim duties*:

- Support and encourage completion of the congregation's Mission Assessment Project
- Engage Session and congregation in the interim developmental tasks:
  - coming to terms with history
  - discovering a new identity
  - leadership changes during an interim
  - renewing denominational linkages, and
  - commitment to new directions in ministry, and
- Assist COM and Session to evaluate and address the on-going spiritual and administrative conditions of the church pursuant to preparing for a pastoral search.

The congregation and session shall be responsible to: (please add or delete from this list)

- support the pastor in ministry
- provide regular financial compensation as outlined below
- provide a performance review to the pastor at least annually
- negotiate goals for the contract period
- pray for the pastor

Goals for this ministry shall include, but not be limited to, the following:

- Pastoral work with staff and congregation relating to the transition toward calling installed pastoral leadership
- Preparation of staff, church leaders, and congregation for anticipated pastoral call
- Spiritual leadership and development for the staff, church officers, and members of the congregation, and
- Leadership development within the staff and church officers.

Face to face joint evaluations by a sub-committee of COM, Session, and the Interim Pastor shall take place at least every three months for the first six months and then at the conclusion of each renewal period.

Should the Interim Pastor have any serious difficulties with any former pastor of this congregation, the matter shall be immediately referred to the COM liaison. Any concerns or suggestions about the congregation's search for a new pastor shall be communicated to the congregation's COM liaison

This covenant will be reviewed as part of the \_\_\_\_\_ annual budgeting process in \_\_\_\_\_ (mm/yy). It may be extended or renegotiated in 1 to 12 month increments with the approval of COM. It may be terminated by either party (Session or Interim Pastor) with 30 days written notice with concurrence of the Presbytery's Committee on Ministry. If terminated by the Session prior to the end of the covenant period, compensation will continue for sixty (60) days after the date of termination of the ministry. The Interim Pastor shall participate in an exit interview with the COM.

**TERMS:**

The Interim Pastor will serve \_\_\_\_\_ full time or \_\_\_\_\_ part time (check one) for approximately \_\_\_\_\_ hours per week and shall be compensated as follows: (\* indicates items mandated by Presbytery):

<b>Effective salary</b>		<b>Reimbursable expenses (by voucher)</b>	
Cash Salary	\$ _____	*Automobile expense (____per mile)	\$ _____
Fair rental value of manse	\$ _____	*Business/professional expenses	\$ _____
or Housing Allowance	\$ _____	*Continuing Education (2 weeks)	\$ _____ 600.00 (min.)
Utilities Allowance	\$ _____	Other allowances	\$ _____
Deferred Compensation	\$ _____	Moving Costs (up to this amount)	\$ _____
<b>Total</b> (reported to the IRS)	<b>\$ _____</b>	Other allowances	\$ _____

\*Full medical, pension, disability, and death benefit coverage under the Board of Pensions or post-retirement dues if minister is honorably retired \$ \_\_\_\_\_

\*Automobile expense: IRS allowable rate is recommended

\*Paid Leave

- Vacation (minimum of 31 days including no more than 5 Sundays)
- Continuing Education (minimum of 14 days including 2 Sundays)

\_\_\_\_\_ will be responsible for the moving expenses of Rev. \_\_\_\_\_ payable upon presentation or a voucher detailing said expenses. If, at the conclusion of this covenant, and any extensions, the Rev. \_\_\_\_\_ does not have another call, \_\_\_\_\_ will be responsible for his/her relocation expenses within the bounds of the Riverside Presbytery.

**APPROVALS:**

The session approved this covenant and its conditions:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**I accept the terms of this covenant and its conditions. In signing this agreement I understand and agree that I must abide by the Presbytery of Riverside "Prevention and Response Policy: Sexual Misconduct.**

\_\_\_\_\_ Date: \_\_\_\_\_  
Interim Pastor

The Committee on Ministry approved this covenant and its conditions:

\_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson, Committee on Ministry

Date: \_\_\_\_\_

\_\_\_\_\_  
Stated Clerk

\*\* Within the Board of Pensions framework, no pension payment for a retired pastor is allowed. Instead, the BOP requires the congregation to pay "post-retirement service dues". Those dues are not 31.5% but rather 12%. A retired pastor may receive the difference in another form such as an employer contribution to a retirement savings plan, continuing education, etc.

*Sign each of the original three copies. When completed one copy goes to the minister, one to the church, one to the Stated Clerk of the Presbytery Riverside.*