INTERIM PASTOR AGREEMENT
Salem Presbytery

The following agreement between the Session of [name] Presbyterian Church in [city] North Carolina and the Reverend [name] is for providing interim pastoral ministry to this congregation. The Reverend [name] will be a designated Interim Pastor of this congregation for a period of [number] months beginning [date].

THE INTERIM PASTOR:

Will ____ will not ____ serve as head of staff.
Will ____ will not ____ assist in the preparation of the Ministry Information Form.

SHE/HE SHALL (check all that apply)

☐ Serve as Moderator of Session.
☐ Work closely with the Transition Committee of the congregation and the COM Liaison.
☐ Lead worship and preach each Sunday. (Specify Sundays if less than full time)
☐ Do pastoral calling on the ill, homebound, and prospective members.
☐ Officiate at weddings and funerals as requested.
☐ Plan and moderate Session and congregational meetings.
☐ Assist the boards and committees to carry out their assigned tasks.
☐ Train newly elected officers.
☐ Help the Transition Team and/or Pastor Nominating Committee conduct a Mission Study.
☐ Perform other administrative duties as requested by the Session.
☐ Other duties: ____________________________________________________________

GOALS FOR THIS MINISTRY SHALL BE:

1. Help the congregation examine its past history and work through the grief/adjustment process which usually follows the loss of a minister.

2. Help the congregation focus and articulate its identity and mission that will guide its activities for the foreseeable future.

3. Allow for new lay leadership to emerge and constructively incorporate these shifts into the power and organization of the congregation.

4. Help the congregation renew its links to the denomination.

5. Prepare the congregation for new pastoral leadership and commitment to a new future.

Revised 12.05.2013
During the length of this agreement, the Interim Pastor will be accountable to the Presbytery through its Committee On Ministry. At the end of the agreement, the Session agrees to review and evaluate the Interim Pastor's work.

It is understood that the Reverend [name] will assist the Pastor Nominating Committee with methods, processes and adequate reports, but WILL NOT be involved in ANY way with the search or selection of the new pastor. Any suggestions the Interim Pastor has to make about potential pastors of this congregation will be submitted to the Committee On Ministry.

This agreement is for a period of [number] months, but may be terminated by the Session upon 30 days written notice. (See NOTE below.) The Interim Pastor may terminate the agreement with a 30-day written notice and forfeiture of any payment beyond that period. This agreement and the Pastor's work will begin [date].

TERMS

The Interim Pastor is employed (complete the appropriate portion below):

- On a part-time basis consisting of ______ days or units (a unit is the major part of a morning, afternoon or evening) per week.
- On a full-time basis, serving approximately 13 work units per week (a work unit is the major part of a morning, afternoon, or evening).
- Will take time off weekly. Choose one: ___2 days ___1 ½ days ___ 1 day

COMPENSATION

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary (per month or annually)</td>
<td>$</td>
</tr>
<tr>
<td>Housing</td>
<td>$</td>
</tr>
<tr>
<td>Board of Pensions (Provided)</td>
<td>$</td>
</tr>
<tr>
<td>Other (e.g. SECA, dental, etc.)</td>
<td>$</td>
</tr>
<tr>
<td>*Automobile Allowance (at IRS reimbursable rate)</td>
<td>$</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>$</td>
</tr>
</tbody>
</table>

*This amount is not part of the compensation and should not be listed under the Interim’s compensation in a line item in the church budget. The IRS will consider it taxable if listed under compensation in the budget.

- NOTE: The above compensation will continue for two months after the cessation of employment either by 1.) the expiration of agreement or 2.) by termination by the Session or 3.) until the Reverend [name] begins work in another position, whichever occurs first. When the Session gives the Interim 30 days notice, there shall be two months severance which will include Board of Pension Dues and any additional coverage the Interim had chosen, e.g. SECA, dental.
• The cost of moving onto the field will be paid by this church.

• Study leave will be pro-rated at 2½ days every two months. If the Interim does not already have formal interim training, it is expected that he or she will use continuing education time and money during the first year for Phase 1 Interim Training.

• Vacation time will be pro-rated at 2½ days per month.

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Interim Pastor

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Clerk of Session

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Moderator/Co-Moderator, Committee On Ministry
INTERIM PASTOR AGREEMENT
with Salem Presbytery

The following agreement between the Committee On Ministry of Salem Presbytery and the Reverend [name] is for providing interim pastoral ministry to the congregation of [name of congregation] Presbyterian Church in [city] North Carolina and for a clear understanding of the accompanying commitment the Reverend [name] commits to Salem Presbytery while serving as an Interim minister within its bounds.

• The Interim Pastor shall ordinarily be a member of Salem Presbytery.

• The Interim Pastor shall ordinarily attend Interim Pastors monthly meetings at Salem Presbytery office in Clemmons. The monthly lunches of the Salem Interim Leadership Team are for colleagues to provide mutual support in accomplishing the developmental tasks of interim ministry and to offer resources to others in the cohort. Attendance at the lunches is not mandatory, however, given their stated purpose it is expected that the Interim will attend as often as possible to take part of this supportive network and be equipped by colleagues for interim work. NOTE: If an Interim becomes a candidate for the installed position, his/her attendance at the lunches will be reviewed by the Committee on Ministry. The Interim’s reports will also be reviewed at this time.

• The Interim Pastor shall attend quarterly Presbytery meetings.

• The Interim Pastor shall present to the Committee On Ministry a written Interim Pastor Report on the Church’s status every 6 months.

________________________________________
Interim Pastor

________________________________________
Moderator, Committee on Ministry
INTERIM DUTIES & GUIDELINES

1. An initial assessment is due 1–2 months into your work. This report will include a plan for completing the five developmental tasks. This assessment is to be created with the church’s Transition Team. It’s to be sent to Salem Interim Leadership Team (SILT) who will insure that it’s reviewed by the General Presbyter and the Neighborhood COM Chair/Co-Chairs.

2. A monthly Interim lunch is held on the 2nd Thursday of each month at the presbytery office. The gathering begins at 11:30 AM with a bag lunch which is followed by a roundtable discussion of our individual work. You’re expected to attend this lunch and attendance will be recorded. Contact one of the Salem Interim Leadership Team if you cannot attend.

3. A six month report is required of all Salem Presbytery interims. (A template may be acquired from the cohort facilitator.) This report should be sent to the General Presbyter, the SILT, and the Neighborhood COM Chair/Co-Chairs.

4. Salem Presbytery’s policy on Interims becoming the next installed Pastor states that this is not normative but exceptional. When an Interim decides that he or she wishes to be a candidate for the installed position in the church in which they are working, they will need to meet with the General Presbyter, the Neighborhood COM Chair/Co-Chair and SILT. The presbytery will assist the Interim in discerning the desirability and appropriateness of entering into the search process.

5. An exit interview will be conducted with the General Presbyter, the Neighborhood COM Chair/Co-Chair, and members of the SILT.