

## **CONTRACT FOR INTERIM PASTOR SERVICES**

### **Presbytery of Seattle**

The following contract between the Session of \_\_\_\_\_ Presbyterian Church in Seattle, Washington, and the Reverend \_\_\_\_\_, is for the purpose of providing interim pastoral services to the above congregation for the period \_\_\_\_\_.

#### **ELEMENTS OF THE AGREEMENT**

Rev. \_\_\_\_\_ will serve as Interim Pastor of \_\_\_\_\_ Presbyterian Church. This agreement is for the period of 12 months as indicated above (G14.0513b).

For the duration of this agreement, the Interim Pastor will be accountable to the Session of \_\_\_\_\_ Presbyterian Church and to the Presbytery of Seattle through the Committee on Ministry.

This agreement may be extended in consultation with the Committee on Ministry and with the approval of the Presbytery. Either party may terminate this agreement with 30 days notice. Upon termination of the agreement, the provisions of the Termination Package shall be exercised.

The Interim Pastor will:

- become a member of the Presbytery of Seattle
- serve as Moderator of the Session
- serve as Head of Staff
- not be involved with the Pastor Nominating Committee or influence its decisions related to the calling of an installed pastor
- not be a candidate for the position of installed pastor

#### **OVERALL GOALS**

- to assist the congregation to come to terms with its recent history
- to encourage the congregation as they articulate their identity and vision for the future
- to aid the congregation in preparing to welcome new pastoral leadership
- to help strengthen connectional ties with the presbytery and other church bodies

#### **POSITION DESCRIPTION**

*Title:* Interim Pastor

*Purpose:* The Interim Pastor functions as a minister to the congregation and as Head of Staff.

*Accountability:* The Interim Pastor is accountable to the Session and the Presbytery of Seattle.

*Responsibilities:* This is a full time salaried position of 40 hours or more hours per week.

1. The Interim Pastor accepts responsibility for worship in accord with the Book of Order. Determines, with the Session, policies relating to worship. Assumes responsibility for proclamation of the Word and leadership of the worship life of the congregation.
2. The Interim Pastor talks with persons about their spiritual journey. Provides, with the Session and Deacons, for the visitation and fellowship of the congregation and for ministries for persons with particular needs.
3. The Interim Pastor utilizes planning processes with the session and others to ensure effective functioning of the church program. Assumes appropriate responsibility for administration of staff, employed and volunteer.

4. The Interim Pastor works with the session and staff in supporting the congregation's ministry and programs.

5. With the session, the Interim Pastor accepts the responsibility of membership and participation in Presbytery.

*Relationships:*

Relates to the session as Moderator, to church committees as advisor, to the staff as head of staff, to the congregation as Interim Pastor, and to the Presbytery as a continuing member.

**TERMS OF AGREEMENT**

EFFECTIVE COMPENSATION

- a. Salary \_\_\_\_\_
- b. Housing and Utilities \_\_\_\_\_
- c. Additional BOP Coverages \_\_\_\_\_
  - i.e. Dental (BOP premiums are included in Effective Salary)
- Total Effective Salary \_\_\_\_\_

PENSION/MAJOR MEDICAL

31.5% of Effective Salary \_\_\_\_\_

ALLOWANCES

Study/Books \_\_\_\_\_  
SECA \_\_\_\_\_

REIMBURSED BY VOUCHER

Auto/Travel \_\_\_\_\_  
Professional Expenses \_\_\_\_\_

LEAVE TIME

Vacation: 4 weeks  
Study Leave: 2 weeks, cumulative to 3 years

TERMINATION PACKAGE

This agreement may be terminated by the Interim Pastor with 30 days notice. In this event, the Interim Pastor shall forfeit all claim for compensation beyond 30 days, except accrued vacation.

This agreement may be terminated by the Session with 30 days notice. In this event, the Session will provide payment for accrued vacation and an additional 30 days' salary, housing allowance, pension and medical payments, or until the Interim Pastor has secured other employment, whichever occurs first.

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_  
Clerk of Session  
Presbyterian Church

\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_  
Chair, Committee on Ministry  
Presbytery of Seattle

\_\_\_\_\_  
Date