



## CONTRACT FOR INTERIM MINISTRY

*Directions: to move from field to field within the document,  
use the Tab key to advance and the Shift + Tab to reverse*

This Contract is between the Session (hereinafter referred to as the "Session") of \_\_\_\_\_ Church of \_\_\_\_\_ Iowa (hereinafter referred to as the "Church"), in the Presbytery of East Iowa and \_\_\_\_\_ (hereinafter referred to as the "Interim Pastor"), for the purpose of providing interim pastoral services.

### **Duties and Responsibilities of the Interim Pastor:**

- Moderate the Session,
- Be responsible for providing pastoral services such as, preaching, teaching, administration of the sacraments, conducting funerals, officiating at weddings, visiting the congregation, participating in its celebrations, and overall church administration,
- Work with the Session to accomplish the Interim Ministry tasks including at least the following:
  - Assist the congregation to review its history,
  - Assist the congregation to discover a new identity,
  - Assist the congregation to deal with changes of leadership,
  - Renew and strengthen the relationship of the congregation with Presbytery, Synod, and General Assembly,
  - Assist the congregation to explore new directions for ministry,
  - Prepare the congregation for the arrival of an installed pastor,
  - Assist the congregation in resolving conflict.
- Other (Specify) \_\_\_\_\_

### **The Session and the Interim Pastor Agree That He/She:**

- Will not be involved in the search process of the Pastor Nominating Committee,
- Will not be eligible to be a candidate for the pastoral office of this church,
- Will be accountable to the Presbytery through the Committee on Ministry,
- Will be active in the Presbytery.

### **Goals of the Session and Interim Pastor for This Ministry:**

- Strengthen and maintain the health of the Church
- Establish a continuity of leadership
- Work with the Session to increase the effectiveness of the whole Church

The position of Interim Pastor is a ☐ full-time or ☐ \_\_\_\_\_ % of full-time position. This Contract will be in force for not more than twelve months from \_\_\_\_\_ through \_\_\_\_\_. This Contract may be terminated by either party, with the concurrence of the Ministers and Congregations Commission, by giving \_\_\_\_\_ days written and dated notice. The Interim Pastor and the Session may renew this Contract for a specific period of time of not more than twelve months with the approval of the Ministers and Congregations Commission. Ordinarily, the Interim Pastor will become a member of the Presbytery of East Iowa.

So that the Interim Pastor may be free to devote himself/herself to the ministry of the Word and Sacrament, the Session promises and obligates itself to provide the following annually:

**Reportable to the IRS as Income:**

Cash Salary *in equal monthly payments of* \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 Supplement for Social Security and Medicare \$ \_\_\_\_\_  
 Income reportable to the IRS (*Other items in the Contract may be reportable*  
*Seek advice of a qualified tax expert in all matters relating to taxes.*) \$ \_\_\_\_\_

**Other Compensation:**

Deferred compensation *in monthly installments of* \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 Other compensation *Specify* \_\_\_\_\_ \$ \_\_\_\_\_

**Allowances & Reimbursements up to Amounts Entered & Fair Rental Value of a Manse:**

Housing Allowance \$ \_\_\_\_\_  
 Fair Rental Value (FRV) of rent-free use of a Manse \$ \_\_\_\_\_  
 Manse Allowance *Examples: repairs, maintenance and/or furnishings* \$ \_\_\_\_\_  
 Utilities paid by the church, or as an allowance, or reimbursed \$ \_\_\_\_\_  
 Medical/Dental Reimbursement Allowance \$ \_\_\_\_\_

**Paid Time Off:**

\_\_\_\_\_ Week(s) per each quarter paid vacation *minimum of one week per quarter*  
 \_\_\_\_\_ Week(s) per six months paid continuing education *minimum of one week per six*  
*months. Paid leave may be accumulated up to \_\_\_\_\_ weeks. Four wks recommended*  
 \_\_\_\_\_ Weeks paid maternity/paternity leave per occurrence *6 wks maternity/6 wks paternity*

**Board of Pensions Benefits:**

Full pension, medical, disability and death benefit coverage under the Benefits Plan of the Presbyterian Church (U.S.A.) and designed and administered by the Board of Pensions.

**Expenses of Ministry:**

*It is understood that the following expenses of ministry will be reimbursed through an accountable plan up to the annual amounts listed below:*

Mileage expense for use of personal car at IRS allowable rate in effect at \$ \_\_\_\_\_ Dependent on  
 time car is used \_\_\_\_\_ miles driven  
 Continuing education expenses *\$1,000 Min; cumulative up to \_\_\_\_\_ months* \$ \_\_\_\_\_  
 Professional expenses of ministry *\$500 Minimum* \$ \_\_\_\_\_  
 Session will pay moving expenses to transport personal belongings up to \$ \_\_\_\_\_

The Session further promises and obligates itself to review with the Interim Pastor the adequacy of this compensation at the conclusion of this Contract if the Contract is extended.

The Session declares the equal opportunity guidelines of the Presbytery of East Iowa were followed in seeking this interim pastor.

The Session agrees that it will be supportive of the Interim Pastor by:

- Offering insights into the life of the congregation,
- Informing the Interim Pastor of needs within the congregation,
- Giving thoughtful consideration to the ideas and suggestions offered by the Interim Pastor, and
- Working with the Interim Pastor to accomplish the interim goals,
- Allowing the Interim Pastor reasonable time to look for the next position within the contract period.

**Additional Terms from Guidelines (please specify):**

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Signature of the Clerk of Session \_\_\_\_\_ date \_\_\_\_\_

Signature of the Interim Pastor \_\_\_\_\_ date \_\_\_\_\_

Signature for the Presbytery \_\_\_\_\_ date \_\_\_\_\_

**ACTION OF PRESBYTERY OF EAST IOWA:**

This Contract for Interim Ministry has been reviewed by the Ministers and Congregations Commission and it recommends that Presbytery approve it.

Date of Action: \_\_\_\_\_ Signed: \_\_\_\_\_ MCC Moderator

This Contract was approved by Presbytery of East Iowa

Date of Action: \_\_\_\_\_ Signed: \_\_\_\_\_ Stated Clerk

**ACTION OF INTERIM PASTOR'S PRESBYTERY:**

This Contract has been reviewed by the (*click one*) ☐ Committee on Ministry or ☐ Committee on Preparation for Ministry and it recommends that Presbytery find it expedient to release \_\_\_\_\_ to accept this Contract.

Date of Action: \_\_\_\_\_ Signed: \_\_\_\_\_ Committee Moderator

The Presbytery of \_\_\_\_\_ hereby finds it expedient to release \_\_\_\_\_ to accept this Contract and therefore has placed this Contract in the minister's/candidate's hands.

Date of Action: \_\_\_\_\_ Signed: \_\_\_\_\_ Stated Clerk

This Presbytery of \_\_\_\_\_ through action taken by its (*click one*) ☐ Committee on Ministry or its ☐ Committee on Preparation for Ministry, hereby finds it expedient to release \_\_\_\_\_ to accept this Contract and, therefore, has placed this Contract in the minister's/candidate's hands.

Date of Action: \_\_\_\_\_ Signed: \_\_\_\_\_ Committee Moderator

**ACCEPTANCE OF THE CONTRACT:**

This is to certify that I have received and accepted this Contract.

Date of Acceptance: \_\_\_\_\_ Signed: \_\_\_\_\_ Minister

*This form adopted by the Presbytery of East Iowa Committee on Ministry, September 2001 and revised in December 2003, December 2009, June 2010, February 5, 2011, and October 11, 2011, and by the Ministers and Congregations Commission May 2020.*

Please save this application and then attach by e-mail to the Stated Clerk of East Iowa Presbytery at [statedclerk@peia.org](mailto:statedclerk@peia.org)