



**CONTRACT FOR INTERIM PASTORAL RELATIONSHIP**

Submit to: Stated Clerk, Presbytery of Giddings Lovejoy,  
1001 Craig Road, Ste. 170, St. Louis MO 63146

**THE FOLLOWING CONTRACT IS BETWEEN:**

Church: \_\_\_\_\_

Address: \_\_\_\_\_ (City, State & Zip), and

Name of Teaching Elder or Commissioned Pastor: \_\_\_\_\_

The contract starts on: \_\_\_\_\_ 20\_\_ and ends on: \_\_\_\_\_ 20\_\_

The pastor is employed on a  full-time basis or  part-time basis, serving \_\_\_\_\_ hours per week  
(Contract is not to exceed 12 months).

**DUTIES: The pastor will be responsible for:**

1. Moderating session and congregational meetings
2. Working with session and committees to assist them in carrying out their assigned tasks.
3. Training newly elected officers
4. Serving as worship leadership; including preaching and administering the sacraments
5. Providing administrative leadership; serve as head of staff
6. Pastoral calling on sick and home-bound
7. Officiating at weddings and funerals as requested
8. Will submit quarterly reports to Pastoral Transition & Care Commission.
9. Assisting the congregation in the five interim tasks:
  - a. Celebrating the church's history and working through grief of loss of minister.
  - b. Discovering a new identity and vision for the future.
  - c. Identifying leadership change and current issues they face and ways to resolve them.
  - d. Reaffirming covenant with presbytery, synod, and General Assembly.
  - e. Commitment to new directions in ministry and preparation for new pastor.
10. Other – specify (\_\_\_\_\_)

**The congregation and session will support and encourage interim pastor by:**

1. Working faithfully with the interim pastor.
2. Communicating to interim pastor pastoral concerns and needs of the congregation.
3. Continue to do the work of the session and committees and other ruling elder duties.
4. Providing regular financial compensation according to the terms outlined below.
5. Providing a performance review to the pastor at least annually to be sent to PTCC.
6. Praying for the pastor during this contract period.
7. Negotiating goals for contract period as needed.
8. Other – specify (\_\_\_\_\_)

<b>Annual Compensation</b>		
<b>Effective Salary.</b> (*Required for Interims)		
1.	Annual Cash Salary	\$
2.	Deferred Income (403(b), annuity, equity)	\$
3.	Bonuses, Unvouchered Allowances, Gifts	\$
4.	Social Security (over 50% of SECA taxes)	\$
5.	Housing Allowance & Utilities (does not apply if utilities are paid directly by the church and if they are listed in church's name)	\$
6.	Manse Value (value must be at least 30% of items 1-5 above.)	\$
7.	Moving Expenses (if applicable)	\$
8.	Other (copayments, medical, dental expenses) - Identify	\$
9.	Contributions to Taxed-Deferred Plans ( <u>not</u> church matching contributions)	\$
<b>Total Effective Salary</b>		<b>\$</b>
10.	Other Deferred Income (Employer <u>matching</u> contributions to PCUSA 403(b)(9))	\$
<b>Total Compensation</b>		<b>\$</b>
<b>Other Benefits and Reimbursable Allowances</b> (* = required benefits)		
1.	* Board of Pension Dues (For 2019 = 37% of total OR minimum participation dues if less than \$44,000)	\$
2.	Family Health Coverage or Medical Reimbursement (1.5% of total)	\$
3.	Post Retirement Service Dues (if retired and working 20+ hours – 12% of total)	\$
4.	Optional Board of Pensions Benefits (Dental and/or Life Insurance)	\$
5.	* Travel/Auto Reimbursement (suggested: IRS rate)	\$
6.	* Continuing Education (suggested: \$750/full time; \$500/part time)	\$
7.	Social Security (50% or less of SECA tax)	\$
8.	Books/Other Professional Expenses	\$
9.	Other Vouchered/Reimbursable Expenses (Identify)	\$
<b>Total Allowances</b>		<b>\$</b>
<b>Total Compensation, Allowances, and Expenses</b>		<b>\$</b>
<b>Paid Leave</b>		
1.	* Continuing Education Leave (2 weeks minimum)	
2.	* Vacation (4 weeks minimum; including 4 Sundays)	

During the length of this agreement, the pastor will be accountable to the presbytery. It is understood that the pastor will participate in the quarterly interim/temporary pastors' meeting sponsored by the presbytery. Should the Interim Pastor have any serious differences or difficulties with any former pastor of this congregation, the interim will report this matter to the presbytery.

It is understood that the interim pastor has agreed to not be involved with the Pastor Nominating Committee (PNC), except to see that the PNC makes regular reports to the session and Pastoral Transition & Care Commission (PTCC). The interim pastor will help with the preparation of the Church Information Form (CIF) in an advisory capacity; if requested to do so. Any concerns or suggestions about the congregation's search for a new pastor shall be communicated to the presbytery partner.

It is understood by all parties that the interim pastor has agreed to not be considered for the installed pastoral position in this congregation and will work to prepare the way for the newly installed pastor.

This agreement may be terminated by either party (session or pastor) upon 30 days written notice. This agreement is for a period up to 12-months, upon written notice to, and the approval of, the presbytery. It is understood that the interim pastor will participate in any training/discussions sponsored and/or requested by presbytery and will participate in an exit interview conducted by presbytery.

**APPROVALS:**

**The session approved this contract and its conditions on \_\_\_\_\_**

Signed: (Clerk of Session) \_\_\_\_\_ Date: \_\_\_\_\_

**I agree to accept the terms of this contract:**

Signed: (Interim Pastor) \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Signed: (PTCC Moderator) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (Stated Clerk) \_\_\_\_\_ Date: \_\_\_\_\_

**The presbytery approved this contract and its conditions on \_\_\_\_\_**

*Signed copies are to be given to: 1) the minister, 2) the clerk of session, 3) the presbytery and 4) the minister's presbytery of membership/care (if other than the presbytery of this congregation.)  
Final copies of signed document will be provided by Stated Clerk.*

**Please submit forms to Presbytery of Giddings Lovejoy,  
1001 Craig Road, Ste. 170, St. Louis MO 63146**

