

**THE PRESBYTERY OF MIDDLE TENNESSEE
SUGGESTED INTERIM CONTRACT**

The following contract between the session of _____ Presbyterian Church (“Church”) and Interim _____ (“Interim”) is for the purpose of providing interim pastoral services to the Church.

ACCOUNTABILITY:

The Interim is employed by the session of the Church with the concurrence of the Presbytery of Middle Tennessee through its Committee on Ministry to serve as interim for the period _____ to _____ *(not to exceed 12 months at a time)*.

Check all that apply:

- The Interim is a member of the Presbytery of Middle Tennessee.
- The Interim is requesting permission to labor inside the bounds of the Presbytery of Middle Tennessee to perform this ministry.
- The Interim is requesting permission to transfer his / her membership to the Presbytery of Middle Tennessee.
- The Interim will serve as head of staff.
- The Interim will serve as moderator of the session.
- The Interim will encourage the Pastor Nominating Committee to provide the session with regular reports but will refer all questions related to the pastoral search process to the Committee on Ministry liaison.

TASKS OF INTERIM MINISTRY:

The Interim will be responsible for providing pastoral duties as indicated below: *(Designation of seven areas of responsibility is generally considered a full time commitment. The assistance of the COM liaison or the Executive Presbyter may be helpful in assessing whether the duties desired by the Church would call for a full-time or part-time interim. This consultation should take place prior to contact with any potential candidates for the interim position.)*

List areas of responsibility in priority order:

- PREACHING AND LEADING WORSHIP** - Public presentation of the Gospel through: preparing sermons and leading worship; administering sacraments; officiating at weddings and funerals as requested; planning for special worship related to season to the Christian Year.
- VISITATION** - Developing bonds of caring with members through: routine calling on homes of the congregation; visiting hospital patients or members in nursing homes, etc.; pastoral care of persons and families in crisis and experiencing significant life events (birth, marriage, death, vocational changes, etc.).
- ADMINISTRATION** - Building a more effective church organization by: helping to plan and develop the church's program of activities in order to be prepared for the coming of the next installed pastor; training leaders toward responsible leadership; resourcing church committees along with leaders; supervising whatever office operation the church may have.
- TEACHING** - Fulfilling calling as a teacher by: teaching the following class(s) - _____ *(specify responsibility)*; holding confirmation classes; conducting officer and / or teacher training.

45 ___ PERSONAL GROWTH - Seeking continued professional and spiritual growth: in faith through
46 devotional use of the Bible and other reading and regular prayer and spiritual discipline; in personal
47 maturity and pastoral skills through participation in continuing education.

48 ___ SERVICE TO THE GREATER CHURCH – Service to the Presbytery, the Synod, General Assembly.

49 **INTERIM MINISTRY TASKS:**

50 The Interim will lead the congregation through the five developmental tasks:

- 51 1. Coming to terms with the history;
- 52 2. Discovering a new identity;
- 53 3. Shifts in power;
- 54 4. Re-thinking denominational linkages; and
- 55 5. Becoming committed to new leadership and a new future.

56
57 It is understood that _____ has agreed not to be a candidate for the pastoral
58 office and in every way will seek to prepare the way for the coming of the next installed pastor.

59
60 It is understood that this agreement may be terminated by either party upon 30 days / 60 days (*circle one*)
61 written notice.

62
63 **TERMS:**

64 *The Compensation shall meet the presbytery minimum if the position is full time. The COM liaison or*
65 *Executive Presbyter can assist with interpretation upon request.)*

66	Cash Salary	_____
67	Housing	_____
68	Furnishings / Utilities	_____
69	Social Security self-employment	_____
70	Pension/Major Medical	_____

71 *(If interim is an active member, pension and medical insurance dues are applicable as for installed pastor.*
72 *The church may assist interim with cost of Medicare supplement or other insurance.)*

73
74 Automobile Expenses _____

75 *(Presbytery recommends reimbursement up to the current IRS rate per mile for business mileage. Session*
76 *and interim should address whether reimbursement covers the mileage to and from the church field.)*

77	Moving Costs (<i>if applicable</i>)	
78	Four Weeks Vacation	<i>(prorated annually)</i>
79	Two Weeks Study Leave	<i>(prorated annually)</i>
80	Professional Expenses	_____

81
82
83 _____
84 Interim _____ Date _____

85
86 _____
87 Clerk of Session _____ Date _____

88
89 _____
90 Chair, Committee on Ministry _____ Date _____