

**FOR THE SAKE OF UNIFORMITY AND ACCURACY,  
WE ASK YOU TO NOT CHANGE THIS FORM IN ANY WAY**  
PRESBYTERY OF SHENANDOAH – P.C.(U.S.A.)  
FORM OF CONTRACT  
**INTERIM TEACHING ELDER**

The Session of the \_\_\_\_\_ Presbyterian Church of \_\_\_\_\_, being fully satisfied with your ministerial qualifications to lead and assist us in the fulfillment of our corporate and individual ministries, hereby contracts and covenants with you, \_\_\_\_\_, to become the

[Check one of the following:]

- Interim Teaching Elder (Full-time)
- Interim Teaching Elder (Part-time)
- Interim Associate Teaching Elder (Full-time)
- Interim Associate Teaching Elder (Part-time)

for the period of time from \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, 20\_\_\_. The term of this contract is not to exceed 12 months (*Book of Order G-2.0504b*).

**EXPECTATIONS OF THE INTERIM PASTOR:**

1. Completed Interim Pastor training.
2. Will lead the session and congregation through the five developmental tasks which include:
  - a. Helping the congregation come to terms with its history.
  - b. Helping the congregation discover a new identity.
  - c. Helping the congregation re-think denominational linkages.
  - d. Helping the congregation facilitate shifts in leadership.
  - e. Helping the congregation commit to new leadership and look to its future.
3. Will not be the mission study consultant.
4. Will/will not assist with the mission study.
5. Will/will not consult with the Pastor Nominating Committee in preparing the Church Information Form.
6. Will not participate in the Pastor Nominating Committee search process.
7. Will fulfill the duties of Pastor/Associate Pastor as listed below (Section A).
8. Will fulfill additional Interim responsibilities as listed below (Section B).

**Section A**

During this time we expect you, the Interim Pastor, to perform the following services:

1. Plan and conduct regular Sunday morning worship and administer the Sacraments.
2. Plan and conduct additional worship as needed (weddings, funerals, Christmas Eve, etc.).

3. Take an active roll in the church’s teaching ministry, including but not limited to officer training, confirmation class, Bible study, and other classes on an as needed basis.
4. Provide pastoral care for the congregation including hospital and home visitation in crisis and pastoral counseling with individuals as negotiated.
5. Provide administrative leadership as needed including moderating the session, serving as head of staff, and assisting boards and committees with their work as needed.

**Section B**

During this time, and in addition to or in support of the five developmental tasks listed above, the Interim will also perform the following services:

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**EXPECTATIONS OF THE SESSION:**

1. Will provide support and cooperation in working with the Interim Pastor and the presbytery to resolve unfinished agendas and establish goals for the present ministry of the church.
2. Will review the work of the Interim Pastor in 6 months.
3. Will set a date for the recognition of the interim relationship (see “Litany of Beginning” in the presbytery’s Liaison Packet) in public worship within the first month of the interim period.
4. Will negotiate time away from the church as needed by the Interim Pastor to fulfill responsibilities to the larger church.
5. Will review the contract for renewal no later than 90 days prior to the end of the existing contract.
6. Will compensate the Interim Pastor according to the same terms as the previously Installed Pastor.

**A. COMPENSATION**

1. Annual cash salary including housing allowance and utilities .....\$ \_\_\_\_\_\*  
 Of the above annual cash salary, \$\_\_\_\_\_ is designated as housing allowance and utility allowance.
2. Self Employment Contribution Act Obligation (SECA) .....\$ \_\_\_\_\_  
 Any tax allowance in excess of 50% of pastor’s SECA obligation is part of total effective salary. **(Cash salary x 8.284% to include taxes)**
3. Use of manse (state fair rental value) *if provided* .....\$ \_\_\_\_\_\*

4. Utilities (check one) *for churches providing manse*  
 \_\_\_ Utility allowance paid to the minister (include amount here \$ \_\_\_\_\_) \*  
 \_\_\_ Utilities paid in full directly or provided by the church (no amount necessary)

**B. BENEFITS**

1. Payment to the Board of Pensions for Major Medical Insurance and Annuity .....\$\_\_\_\_\_+  
 (31.5% of the total effective salary; **effective January 1, 2012, 32.25%**). Total effective salary must include cash salary for A.1. above and other items with an \* on this form. Other allowances may be added to this to derive the effective salary.)
2. Moving expenses to the field. Yes \_\_\_\_\_ No \_\_\_\_\_
3. Four weeks annual paid vacation, including four Sundays. (A full-time “week” is defined as 40 hours; a part-time “week” is defined by the number of contractual hours [i.e., in a 20 hour per week position, a “week” is defined as 20 hours]. Part-time positions are granted four “weeks” per the contractual agreement.)
4. Two weeks annual study leave with pay, including two Sundays (see above definition of “week”).
5. Dental Insurance .....\$\_\_\_\_\_\*
6. Other Items: \_\_\_\_\_ \$\_\_\_\_\_

\* These items must be included in the Interim Pastor’s total effective salary in computing Board of Pensions payments.

+ The cost for these items may vary in the future. The congregation will increase or decrease its budget to pay these costs.

**C. REIMBURSED CHURCH EXPENSES**

1. Reimbursement for travel in the performance of your professional duties while serving our congregation at the current IRS rate .....\$\_\_\_\_\_
2. Continuing education .....\$\_\_\_\_\_
3. Books and materials .....\$\_\_\_\_\_
4. Others: \_\_\_\_\_ \$\_\_\_\_\_

**EXPECTATIONS OF THE PRESBYTERY:**

1. Will provide support and consultative services to the Interim Pastor through the Committee on Ministry and the Interim Support Group (if available).

2. Will provide vacancy consultation to the Session and congregation through the Committee on Ministry during the interim time and search process.
3. Will provide a representative of the Committee on Ministry for the interim recognition service.

**TERMINATION PROVISIONS:**

This agreement may be terminated upon 30\_\_\_\_ 60\_\_\_\_ 90\_\_\_\_ days notice by either party. Vacation and study leave, if accrued, to be paid in full at the time of termination of the contract.

**REVIEW OF THE TERMS OF THE CONTRACT:**

This contract was agreed upon by the Session and the Interim Pastor on \_\_\_\_\_, 20\_\_\_\_.

If the interim relationship is to continue beyond the twelve month period, the Session agrees to review this contract with the Interim Pastor. The contract is subject to renewal pending approval by the Committee on Ministry

\_\_\_\_\_  
Interim Pastor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Session

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by the Committee on Ministry

\_\_\_\_\_  
Date

One copy of the Form of Contract should be filed with the Session’s minutes; one copy forwarded to the Interim Pastor; and one copy to the Committee on Ministry, Presbytery of Shenandoah, 1111 North Main Street, Harrisonburg, VA 22802.

**GENERAL INFORMATION**

Consult the *Book of Order* (G-2.0504b.) which states: “When a congregation does not have a pastor, or while the pastor is unable to perform her or his duties, the session, with the approval of presbytery, may obtain the services of a teaching elder, candidate, or ruling elder in a temporary pastoral relationship.”