

APPOINTING/SELECTING AN INTERIM PASTOR

COUNCIL WORKSHEET FOR TRADITIONAL INTERIM MINISTRY

The Congregation Council may use this worksheet to determine items that should be included in the agreement with the interim pastor. (An agreement with an intentional interim pastor may include additional items such as the leadership by the interim pastor in developmental tasks of the congregation.) Please bear in mind that the interim ministry is not necessarily full-time and some expectations for ministry will have to be met from within the lay membership of the congregation. Additional helps for planning interim ministry may be found on the synod Web site - http://www.nclutheran.org/tools_interim.asp

1. What do you understand to be the needs of your congregation at this time?

2. How do you see the interim pastor or other leaders helping meet these needs?

3. We would like the interim pastor to preach:

How many Sunday services a month?	
How many special services?	
How many weekday services?	

4. We would like the interim pastor to teach:

Confirmation classes	Time	Place
Bible Study	Time	Place
First Communion	Time	Place
Sunday Church School	Time	Place
Other _____	Time	Place

5. How would you like the interim pastor to be involved with council meetings?

When and where does the council meet?

6. What other meetings do you expect the interim pastor to attend?

Committee(s)	When and where?
Staff	When and where?
Other	

7. Do you anticipate any upcoming baptisms? Weddings? Funerals?

8. Do you expect the interim pastor to do counseling?

Baptismal _____ Crisis _____ Pre-Marital _____ Other _____

APPOINTING/SELECTING AN INTERIM PASTOR

COUNCIL WORKSHEET FOR TRADITIONAL INTERIM MINISTRY – PAGE 2

9. What visitation responsibilities do you anticipate the interim pastor doing?

Home visits_____ Hospital visits_____
Nursing Home Visits_____
Other (Describe)

10. Do you expect the interim pastor to administer home communions?

How often?

When?

In whose homes?

11. For what other duties would you expect the interim pastor to be responsible?

12. Who are some people in the congregation who can visit with the interim pastor in situations #9 and #10 above?

13. Do you expect an interim pastor to attend to these responsibilities in:

a full-time position?

$\frac{3}{4}$ time?

$\frac{1}{2}$ time?

(Interim pastors who are needed less than one day a week are sometimes paid on an hourly basis.)

See other attachments for agreement and guidelines.

CONTRACTING WITH THE INTERIM PASTOR

GUIDELINES FOR LETTER OF AGREEMENT BETWEEN INTERIM PASTOR & CONGREGATION

Developing a Letter of Agreement

Each letter of agreement or contract will be unique because of the various needs of congregations and gifts and constraints of pastors. Developing a letter of agreement is an important first step. It says "Let's be clear about our mutual expectations and let's hold each other accountable to what we've agreed to together". A letter of agreement should start with a conversation in which the Congregation Council determines needs and develops expectations for pastoral ministry during the interim. (Potential interim pastors will also benefit from conversation with the bishop or staff about congregational needs.) See the *"Sample Letter of Agreement."* It may suggest areas for conversation and mutual agreement.

Compensation and Work Needs

Generally interims should be compensated on the basis of the previous pastor's compensation or according to synod compensation guidelines. Circumstances of the interim pastor and needs of the congregation may allow for some flexibility in negotiating compensation. Some interim pastors serve in this capacity as their full-time call. These pastors may need to consider, with the Congregation Council, all aspects of compensation such as salary, housing, and contributions to medical and pension plans. Some interim pastors, particularly retired pastors, may have flexibility in some areas, and may not require contributions to pension or medical plans. Congregations who cannot afford, or do not need full-time ministry during the interim, might develop an agreement for a part-time commitment.

A congregation requiring services of an interim pastor for only one or two days a week might pay a salary of \$175-\$225 per day. If services required amount to less than a day a week, an hourly rate in the \$17 to \$25 range is appropriate. In these circumstances, the congregation and pastor may agree to compensate worship leadership separately, using the "Guidelines for Supply Pastors." (see page 22)

Professional Expenses

Professional expenses are distinct from compensation, but also should be clarified in a letter of agreement. For example, business-related mileage (which excludes commuting) should be reimbursed at the current full IRS rate. Interim pastors who must commute long distances may discuss financial assistance to offset commuting costs.

Evaluation

Letters of agreement should contain a commitment to review the terms of the contract - expectations, compensation, etc. - every six months to a year. Not only does this encourage good communication and a sense of mutual ministry, it gives lay leadership good practice at ministry evaluation.

Constitutional Requirements

There are a few "musts" in a letter of agreement. First, this statement: "The interim pastor will under no circumstance be a candidate for call to this congregation." This is synod policy. Second, the letter of agreement should have the signatures of the Congregation Council chairperson, the interim pastor, and the synod bishop.

Scheduling Meetings

It is helpful to have a first meeting with the Congregation Council to discuss roles, expectations, compensation, etc. Then the potential interim can work with the council chair to prepare a draft letter of agreement for refinement and adoption at a second meeting of the council at which the potential interim pastor may also present.

CONTRACTING WITH THE INTERIM PASTOR

SAMPLE LETTER OF AGREEMENT

Date: _____
Congregation: _____
Address: _____
City / State _____ Zip _____

The Reverend (name) agrees to serve as interim pastor of (name) Lutheran Church, beginning (date) . He/she will continue in this position until a new pastor has been called, or until the bishop, in conversation with the Congregation Council of (name) Lutheran Church and Pastor (name of interim) determines that his/her services are no longer required. Thirty days notice will be provided by the pastor or the congregation, in consultation with the bishop, before ending this contract.

The Interim Pastor will perform all official pastoral acts and ministry as agreed upon. For this he/she will be compensated (amount) , and will be reimbursed for transportation costs at \$ per mile (current IRS standard). Should the Interim Pastor be unable to perform a pastoral act, he/she will, in consultation with the council president, secure another pastor to fill in.

The Interim Pastor shall not be a candidate for the pastorate of this congregation. Also, the interim pastor shall refrain from exerting any influence on the call process of this congregation.

The Council President (or other member designated by council) will keep the interim pastor informed of the pastoral needs of the congregation.

INTERIM PASTOR'S RESPONSIBILITIES

In addition to pastoral acts, the Interim Pastor will be expected to do the following: (list will vary according to needs of individual congregations)

1. Be diligent in prayer and reflection.
2. Lead regularly-scheduled worship services and/or special services. (If the interim is not available for Sunday morning worship, supply pastors may be arranged through pastor supply list.) Honoraria for such worship leadership shall follow current synodical guidelines.
3. Meet regularly with the Congregation Council.
4. Visit the ill in the hospital and at home.
5. Administer at-home communion to the following shut-ins on a basis: (list current shut-ins)

6. Teach.
7. Attend the following committee meetings: (list)

At the conclusion of the interim ministry, the interim pastor will certify to the bishop that the parochial records are in good order.

(The letter of agreement is complete only with signatures of the council president, the interim pastor, and the bishop of the synod.)

(Other information on letters of agreement, including another example, can be found on the synod Web site at http://www.nclutheran.org/tools_interim.asp.)