

# Interim Ministry Contract

## A Contract for an Intentional Interim Pastor Indiana-Kentucky Synod, ELCA

*Note: The congregation council and the interim pastor will negotiate the terms of this covenant agreement. Interim ministry will begin at this congregation when this form is completed and signed by the interim pastor and congregation president, and returned for the Bishop's signature. Additional pages or information may be added as necessary.*

In accordance with the model constitution for congregations of the Evangelical Lutheran Church in America, the Bishop of the Indiana-Kentucky Synod, with the concurrence of the congregation council, is responsible for the appointment of an interim when a congregation is in the time of transition between pastors.

During the pastoral vacancy at \_\_\_\_\_ Lutheran Church in \_\_\_\_\_, The Reverend \_\_\_\_\_ is hereby appointed to serve as the Interim from \_\_\_\_\_ to \_\_\_\_\_

subject to review and renewal. While an interim shall normally continue until a new pastor is called and installed, the arrangement can be terminated after consultation by the Bishop, the interim pastor, and the congregation council.

**Duties:** The interim is asked to be responsible for all services of worship, to be present at council and congregational meetings, to attend to crisis needs of the congregation, to share regular reports with the church council, to maintain the vitality of the congregation and minister to the various emotions over the change of pastors, to reinforce the ministry of the laity and help clarify the mission of the congregation, to strengthen the relationship between the congregation and the \_\_\_\_\_ Conference, the Indiana-Kentucky Synod, and the ELCA, and to perform these specified responsibilities:

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The interim pastor shall have all the rights and duties of a regularly called pastor and, with the concurrence of the congregation council, may delegate the same in part to a supply pastor. The interim pastor, and any rostered ministers who may assist, shall refrain from influence in the selection of a pastor. The interim pastor shall inform the Bishop and/or synod staff of any changes or pertinent information, and upon completion of service, shall certify to the Bishop that the parochial records for the period of the interim are in order.

Synod Assembly Should the Synod Assembly occur during the interim pastor's service, the congregation will pay their expenses to attend the Assembly.

Schedule The interim pastor will be at the congregation on Sundays (or as otherwise specified) and on these additional days each week:

\_\_\_\_\_

Time Off The congregation will provide one (1) week of vacation for each three months served, which will normally be taken during that three-month period. Up to two weeks may be taken at a time, but vacation time will not be cumulative beyond the current contract period, unless otherwise negotiated by the interim pastor and congregation council.

Additional time off for sickness, holidays, continuing education, etc. should follow the I-K Synod Compensation Standards for Ministers of Word and Sacrament.

#### Compensation

Compensation for these services will be based on the I-K Synod Compensation Standards for Ministers of Word and Sacrament.

Salary \_\_\_\_\_

Housing \_\_\_\_\_

Auto reimbursement \_\_\_\_\_  
(Based on the standard IRS rate.)

Continuing Education \_\_\_\_\_

Pension/Benefits as applicable \_\_\_\_\_

Sabbatical Allowance \_\_\_\_\_

*This line is applicable if the Interim has completed accredited Interim Training. The figure will be equal to 8/208 of the Total Package. It shall be payable directly to the Synod Office monthly or quarterly to be held in a sabbatical account for the interim pastor.*

The Call Process It is understood by all concerned that the Interim Pastor is not available for call to this congregation. The Interim may advise the congregation as it puts together its Ministry Site Profile and on the call process in general, but will not be involved in any interviews with candidates.

To these conditions, the undersigned agree and ask for God's help and guidance during this important time in the life of this congregation.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
President of the Congregation Council

\_\_\_\_\_  
President's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bishop of the Indiana-Kentucky Synod ELCA