Interim Ministry Contract
A Contract for a Retired Pastor serving as Interim
Indiana-Kentucky Synod, ELCA

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 has a pastoral vacancy.

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 with 30 days' notice after consultation by the Bishop, the Interim, 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 share regular reports with the church council, to attend to crisis needs of the congregation, and to perform these specified responsibilities:

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

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 other 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:

________________________________________________________________

Vacation  The congregation will provide one (1) week of vacation for each three months served. Vacation will normally be taken during the three-month period. Up to two weeks may be taken at a time, but vacation time will not be cumulative beyond the contract period, and must be used during the term of the contract. Additional time off may be negotiated with agreement from the congregation council.

Compensation  Compensation for these services will be $_______ per day. (The Indiana-Kentucky Synod Compensation Standards minimum guideline for interim pastors is $160 per day plus benefits as applicable.)

A portion of the daily compensation above may be designated as housing allowance ____________________________
or if local housing is provided, indicate that here ____________________________

Auto reimbursement ____________________________
(Based on the standard IRS rate)

Other items, as negotiated ____________________________

The Call Process  A retired interim pastor is generally not available for call to this congregation. If during the course of this contract, the congregation council should wish to pursue this possibility, the council shall contact the Bishop’s office for counsel and guidance. However, should the Bishop receive information that would indicate that the interim pastor is pursuing a call without such counsel and guidance, the Bishop will act immediately to remove the interim pastor.

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

8/2018