

SAMPLE CONTRACT.....

Interim Pastor

Purpose:

To establish a service agreement between the congregation of _____ and its interim Pastor _____ to the mutual benefit of all parties.

To Be Provided By: _____ Church

To provide a church office, secretarial support, and overall administration of the congregation.

General oversight of the life and activities of the church, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America.

To seek involvement of all members in worship, learning, witness, service, and support the activities of Pastor _____.

To arrange for pastoral services during the sickness or absence of the Interim Pastor.

To recommend and encourage the use of program resources produced or approved by the ELCA.

The congregation of _____ will further undergird Pastor _____ ministry with our prayers and monthly support.

To Be Provided by Pastor

Consistent with the faith and practice of the Evangelical Lutheran Church in America, the Interim Pastor shall preach the Word, administer the sacraments, conduct public worship, provide pastoral care, and shall speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.

Within the congregation, Pastor _____ shall offer instruction, confirm, marry, visit the sick and distressed, and bury the dead; lend counsel to all church schools and organizations of the congregation.

Impart knowledge of this church and its wider ministry.

Endeavor to increase the support given by the congregation by the work of the Evangelical Lutheran Church of America and of the synod of the ELCA.

The Interim Pastor shall be supported in the above activities by the congregation, its standing committees.

Pastor _____ will establish a procedure of how to reach him in case of emergency.

Specific Duties of Pastor_____ include:

Conduct two (8:30 and 11:00 a.m.) communion services on the first Sunday of the month.

Meet and consult with members of the Worship and Music Committee on a monthly basis to schedule his participation in other Sunday and special worship service.

Be available to service the congregation as he deems necessary.

Attend monthly council meetings and remit itemized account of monthly expenses to the church treasurer.

Compensation

_____ agrees to the following financial commitment to Pastor

Interim Pastors

The South Carolina Synod Bishop has the discretion to appoint an Interim whenever there is a pastoral vacancy and will often work with Congregation Councils to determine who would best serve in that position. An Interim Pastor is usually under a contract which can range from just a few hours on Sunday morning to full-time ministry. In some cases Interim pastors can be issued a term call, but this must be done in consultation with the SC Synod Bishop and SC Synod Council. A full-time interim pastor (five or more days per week) shall receive compensation comparable to the previous pastor (or what is anticipated will be provided for the next pastor). Either a parsonage or housing allowance is to be provided, as well as pension and medical benefits, if applicable, mileage reimbursement for performing congregational responsibilities at the current IRS rate (<http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates>) and reimbursement for any other ministry related costs incurred (e.g. telephone, postage, meals, etc.).

An Interim pastor called for less than full-time shall receive:

- A minimum of \$35 per hour for visitation and other related ministry,
- Mileage reimbursement for performing congregational responsibilities at the current IRS rate (<http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates>),
- Reimbursements for congregational expenses (e.g. telephone, postage, meals, hotel, etc.),
- Preaching:

One weekend service -- \$150 or higher

Each additional weekend service--\$30

Weekday service (i.e. Wednesdays in Lent)--\$150 or higher

Meals and lodging if necessary, reimbursed at actual expense

Phone, postage, supplies, etc., reimbursed at actual expense

Concurrences:

Agreed to by the Church Council of _____

Witness: (Pastor) _____

Date: _____

Witness: (Council Chair) _____

Date: _____

Bishop _____

Date: _____

INTERIM PASTOR AGREEMENT

Between

_____ Lutheran Church and Rev.

1. Conduct Sunday services the first three Sundays of the month. Pastor _____ will contact _____ to arrange for a supply pastor on the other Sunday(s) for the month.
2. Be paid \$150.00 for one service.
3. Have an Ash Wednesday, Maundy Thursday, and Good Friday services, as well as weekly Lenten services. The time of week for the Lenten services will be determined when Pastor _____ meets with the Worship and Music Committee. The topic and format for the services will be determined by Pastor _____.
4. Visit hospitals twice a week, if needed; visitation, counseling or administrative duties will be paid at the rate of \$25 - \$30 per hour. The pastor will keep a record of time along with a mileage record with mileage being paid at the rate of .51 cents per mile to be submitted to the church treasurer monthly.
5. Be in the church office one morning a week, usually on Thursday if possible to assist secretary with preparation of bulletin or monthly newsletter. The amount of time spent in the office will depend on the volume of work to be completed.
6. Visit shut-ins and administer private communion to specified members.
7. Be available for baptisms, weddings, funerals, or any other special services of the church. If members prefer another minister to perform any such services, those members need approval from the Congregational Council.
8. Will attend the Congregational Council meeting, which is the second Sunday of each month. The interim pastor will submit his report to the vice chairman for inclusion in the pastor's report section of the agenda. Minutes from the previous month and an agenda will be mailed to all council members prior to the meeting.
9. Attend church committee meeting as deemed necessary by those committees, particularly Worship and Music, Educational Ministry, Service, or Evangelism.
10. Assist the Secretary of the Congregational Council in keeping the Parish Register up to date.
11. Be responsible for Confirmation Classes.

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|--|----------------|------|
| | Interim Pastor | Date |
| | Vice Chairman | Date |
| | Bishop | Date |

LIMITED CONTRACT

This limited contract between the Congregation Council, _____ Lutheran Church and _____ the selected Interim Pastor, effective this day: _____, will serve as a binding document for the duration of an unspecified time.

Either party may terminate this contract with a two week notice at any time.

_____ shall have all the rights and privileges of a pastor and the assigned duties and responsibilities as outlined on the attached position description.

- a. Special ministerial acts, Ash Wednesday, Lent Services, Maundy Thursday, Good Friday, and Easter Sunrise Service shall be considered a part of this contract. Other acts are listed as part of the attached document.
- b. No confirmation instructions are to be held during the duration of this contract.
- c. The Congregation Council meeting will be held the second Sunday of each month unless otherwise stated in the church bulletin. The Interim Pastor is not required to attend stated meetings. The pastor will be notified of Special or Called Meetings.
- d. The Interim Pastor cannot be called as a pastor of this congregation.

The Congregation Council is responsible to establish a fair and equitable financial commitment.

- a. The Interim Pastor shall be paid \$. on the 15th and 30th day of each month. In addition, the sum of \$ each shall be paid for services conducted on Ash Wednesday, Weekly Lent Service, Maundy Thursday and Good Friday and funerals. Family members will be responsible for the fee charged for weddings if financially able.
- b. expenses, phone calls, postage, etc. incurred by the Interim Pastor while ministering to the Congregation shall be reimbursed. A paid receipt is required for proper bookkeeping practices.

This contract may be modified in writing by either party when approved by both parties.

| | | |
|----------------------|----------------------------|------|
| _____ Interim Pastor | | |
| Date | President of Cong. Council | Date |
| Date | Bishop | |

.The following is an adopted agreement of Pastoral Services between

Pastor

Church

Pastor _____ shall provide for the pastoral leadership of the regular Sunday worship service, conduct or provide for the occasional services, spend weekly 2 days on an average in _____ spend 1/2 day or more in study, etc. in his _____ office. The days in _____ shall be used for visitation, planning, teaching, meetings and the general pastoral duties.

Compensation:

\$ _____ per month salary, travel expenses for visitation in _____ visiting hospitals and one round trip to and from _____, SC per week. All parsonage utilities at the _____ parsonage shall be paid by the church, except personal telephone calls. No benefits such as pension or insurance shall be paid. Office and worship supplies shall be an expense of the congregation.

On occasions Pastor _____ would be allowed to set up a simple apartment in the parsonage. It would be his intention to spend Tuesday nights in the parsonage and perhaps occasionally a Saturday night. This schedule would be flexible to help his personal needs and the congregation's needs. It would be his intention to adjust this schedule to attend important meetings and activities of the congregation such as the meeting of the Congregation Council and special youth activities.

This agreement includes an intent on the part of _____ Lutheran and Pastor _____ that this agreement shall continue for a year. It may be reconsidered for another year if the Congregational Council and Pastor agrees. But each party reserves the right to discontinue this agreement if the situation changes and a full time pastor is available or if Pastor _____ finds it impossible to continue for personal or health needs.

This agreement of intent is not an official call but an agreement between the Congregational Council, _____ and the Lutheran Synod of South Carolina.