**TEMPLATE TEMPORARY PASTORAL RELATIONSHIP AGREEMENT:**

**INTERIM / TRANSITIONAL PASTOR**

The following agreement between the Session of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Presbyterian Church in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Florida and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is for the purpose of providing transitional or interim pastoral services to the congregation.

**I. THE INTERIM PASTOR** *(check the ones that apply):*

* shall be a member of Central Florida Presbytery.
* shall serve as Moderator of the Session and the congregation.
* shall serve as Head of Staff.
* shall assist in conducting the mission study.
* shall assist in compiling information for the Ministry Information Form (MIF).
* shall be responsible for providing pastoral services as indicated below (a position description also may be attached).

**II. PASTORAL SERVICES** *(check the ones that apply):*

* Plan worship, preside over the sacraments, preach, and lead at \_\_\_ Sunday services per month and other special services, except as otherwise agreed.
* Arrange for securing a leader of worship on any Sundays not present.
* Officiate at weddings and funerals, as requested.
* Offer pastoral care and call on the hospitalized and home-bound, as needed.
* Plan and moderate the Session and congregational meetings.
* Work with committees to assist them in carrying out their assigned tasks.
* Assist in training newly elected officers, new membership classes, or other small groups.
* Provide other administrative leadership, as needed (e.g., work with church staff in preparing church publications; assist with general oversight of church facilities; and represent the church in dealing with outside organizations.)

**III. MINISTRY GOALS**

1. Maintenance Goals:
2. Enhancing the mission and ministry of the church by assessing existing programs and activities and working to make them more effective where possible.
3. Emphasizing fellowship and reconciliation by addressing issues and conflicts existing within the congregation.
4. Ensuring the viability of the church and the well-being of the congregation by identifying and addressing areas of specific concern.
5. Developmental Task Goals:
6. Coming to terms with history by resolving feelings of loss and grief related to the ending of previous pastoral relationship(s); and in recognizing and reinforcing the on-going ministry of the members in the life and work of the congregation.
7. Discovering current identity or setting new directions by clarifying the mission of the church through a congregational mission study that is complete with goals and objectives for the interim period as well as for the future.
8. Facilitating needed shifts or changes in leadership by reviewing and clarifying job descriptions for staff and ministry team leaders; and supporting the congregational Nominating Committee processes in developing new leadership for the future.
9. Renewing or strengthening denominational ties by participating in the denomination and sharing the focus and work of the larger Church with the congregation.
10. Committing to a new direction in ministry and preparing the congregation for new pastoral leadership.

**IV. THE SESSION**

1. The Session shall assist the Interim / Transitional Pastor in interpreting the goals for the congregation and encourage parishioners to fulfill their responsibilities as members.
2. The Session shall counsel the Interim Pastor in the assessment of the goals and allow him/her reasonable time away to fulfill Presbytery responsibilities and opportunities related to achieving the goals.
3. The Session shall support the Interim / Transitional Pastor in his/her ministry; provide regular financial compensation (according to the attached Terms of Contract); and pray for the Interim Pastor during this contract period.

**V. ACCOUNTABILITY**

1. During the length of the agreement, the Interim Pastor shall be accountable to Central Florida Presbytery through the Committee on Ministry (COM). At the end of the agreement, the Session shall conduct a performance review. The Session may designate a team (or personnel committee) to provide periodic assessment and feedback as appropriate and necessary during the term of the agreement. The Interim Pastor may participate in any training/discussions sponsored and/or requested by the Presbytery.
2. The Session understands that the former pastor(s) shall abide by the ministerial ethics of the Presbytery concerning contacts with members of the congregation and that any serious concerns in this matter shall be referred to the Committee on Ministry.
3. It is understood that the Interim / Transitional Pastor has agreed not to be involved with the Pastor Nominating Committee (PNC) in suggesting or selecting the next installed pastor.
4. The Interim / Transitional Pastor may facilitate that the Pastor Nominating Committee make adequate reports to the Session and/or the congregation.
5. Any suggestions or concerns that the Interim / Transitional Pastor may have should be submitted to the Committee on Ministry or its liaison.
6. It is understood that ordinarily an Interim / Transitional Pastor agrees not to be considered for the installed pastoral position of a s congregation, and seeks to prepare the way for the coming of an installed pastor.

**VI. DURATION OF CONTRACT**

1. This agreement is for a period of \_\_\_\_\_\_\_\_ months, not to exceed 12 months (*Book of Order,* G-2.0504b). The contract is to begin on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_.
2. This agreement may be terminated by the Session upon 30 days written notice. The Interim / Transitional Pastor may terminate the agreement with 30 days written notice and forfeiture of any payment beyond that for actual services in the 30-day period.
3. This agreement may be extended in 1 to 12-month periods, upon written notice to and approval of the Committee on Ministry.

**VII. INTERIM PASTORAL COMPENSATION**

1. The Interim /Transitional Pastor is employed on a ( ) full-time or ( ) part-time basis, serving approximately \_\_\_\_\_\_\_\_ hours per week, and shall be compensated for interim pastoral services following the Presbytery’s Terms of Contract spreadsheet attached to this agreement.
2. **Optional Post-Interim / Transition Compensation**: At the conclusion of the agreement period, full salary and allowances, or an amount to be agreed upon by both parties to this agreement, may be paid to the departing Interim / Transitional Pastor as necessary to provide income while he/she actively seeks a new contract. Any amount agreed upon shall not exceed an amount equal to 3 months compensation from the expiration of the contract or the beginning of the Interim /Transitional Pastor’s next contract, whichever comes first. This does not include such Vacation and Study Leave as may be due at the time of expiration.

**Approved by the Session \_\_\_**\_\_\_\_**Declined by the Session**\_\_\_\_\_\_\_\_.

1. Retired ministers are not covered at the standard pastor’s participation level of the Benefits Plan of the Board of Pensions, but the Session does pay 12% post-retirement service dues based on the effective salary in the contract.
2. Moving costs to and from the field up to $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if applicable).
3. Vacation is to be earned at the rate of 1 week per quarter and used or accumulated as agreed on.
4. Study Leave of 2 weeks is pro-rated annually.
5. Any released time provisions for special commitments and any other conditions of service may be listed here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. .

**VIII. APPROVALS** *(Signed copies are to be given to each party)*

1. The Session approved this contract and its conditions.

Signed (Clerk of Session): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The Interim / Transitional Pastor accepted the terms of this contract.

Signed (Interim Pastor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_