

Intentional Interim Ministry Agreement

By and Between the Congregation of

_____ Lutheran Church, City, State

And

_____ ("Interim Pastor")

The parties listed above hereby enter into this Agreement so that the Congregation may continue to receive pastoral care and leadership during the time between regularly called pastors. Since this is an intentional ministry, the congregation's governing board, the Congregation Voter's Assembly, together with advisement from the Office of the District President, shall assist in determining priorities for this ministry.

This Agreement shall commence on _____ and terminate on _____; however, this Agreement may terminate earlier in the event that a called permanent pastor has been installed by the Congregation prior to the termination date listed herein. Upon such occurrence, this Agreement will terminate upon the date that the permanent pastor is installed. This Agreement may be extended for an additional period by mutual agreement of the parties hereto.

Obligations of the Intentional Interim Pastor

The Interim Pastor shall be responsible for providing pastoral leadership to assist the Congregation during its transition between regularly called pastors. The Interim Pastor may assist the Congregation in reviewing its history, in recognizing its present strengths and weaknesses and potential for ministry, in developing additional leadership, in reaffirming its ties to the larger church, and in committing itself to a new pastoral leadership and staff. The Interim Pastor may assist the Congregation in dealing with the grief of being without its previous pastor and/or staff or working through conflict, or dealing with financial problems, evangelism challenges, or other congregational agendas which need to be worked out so that the Congregation is better equipped to carry out its mission and ministry with its new pastor(s) and/or staff. He will provide for appropriate closure to the interim ministry.

The Interim Pastor shall provide an on-going Gospel ministry of Word and Sacraments according to the teaching and practices of The Lutheran Church–Missouri Synod. To this end, he shall have all the rights, privileges, and responsibilities of a regularly called pastor of the Congregation. His responsibilities shall include the general pastoral duties of the Congregation, such as leading worship, visiting sick and shut-ins, baptisms, funerals, weddings, etc. The Interim Pastor shall be responsible to the office of the District President, the Congregation Church governing board and the Congregation's Voters' Assembly, all of whom may provide guidance in his ministry. To this end, all regular meetings of the Church governing board and the Voters' Assembly shall provide opportunity to review the interim ministry of the Congregation and the Interim Pastor.

The Interim Pastor is encouraged to participate in the local clergy-support network (circuit) and shall participate in the district structure for the support and training of interim pastors.

The Interim Pastor may not be considered as a candidate for the regularly called pastoral office of this Congregation.

Obligations of the Congregation

The Congregation obligates itself to the following, to:

- Receive the Interim Pastor as a servant of Jesus Christ, to give him the honor and love and obedience that the Word prescribes,
- Work with him in word and deed, and to support him with diligent, faithful assistance and prayers.
- Make regular use of the means of grace.
- Set goals, through the Church governing board and the Voters' Assembly, for the intentional interim ministry along with the interim pastor and with the advisement of the Southeastern District.
- Participate, through the Church governing board, in biannual review meetings with the Interim Pastor with advisement of the Southeastern District in order to evaluate progress toward meeting the intentional interim ministry goals and the five developmental tasks and to determine other actions that may be necessary to deal with transitional issues as they arise.
- Wait a minimum of six months after the commencement of the interim program before a search or call committee will be established, allowing time for the interim process to function.
- Support the Interim Pastor in his professional and spiritual growth.
- Support the Interim Pastor with the following financial provisions:

Salary \$ _____

Car Allowance \$ _____

Housing Allowance \$ _____

Business Expense A \$ _____

Business Expense B \$ _____

Vacation To be computed at the rate of one week for every annual quarter employed, up to a maximum of four weeks per year, including Sundays, and shall be prorated according to the length of employment.

Education \$ _____ per month and one day per month education leave, up to \$ _____ and _____ weeks per year, shall be deposited with the congregation for the interim pastor on a monthly basis; it can be drawn upon by the interim pastor for interim education.

The congregation should consider a severance package at the close of interim ministry period. The package should reflect the current salary and benefits.

Business Expenses A and B will be paid upon a submission of a purchase order of actual expenses. Any remaining funds in the Business Expense A or B accounts at the termination of the contract will be paid in a one-month sum as salary.

Obligations of the Southeastern District

The District obligates itself to:

- Work together with the Church governing board and the Intentional Interim Pastor in setting goals for the interim period.
- Meet with the Church governing board and Interim Pastor biannually to evaluate progress toward meeting the intentional interim ministry goals and to determine other actions that may be necessary to deal with transitional issues as they arise.
- Provide assistance in finding resources to meet intentional interim ministry goals.

Addendum Items (Additional Intentional Interim Ministry Goals may be added here.)

Signed for the Congregation _____ Date _____

Signed for the District _____ Date _____

Intentional Interim Pastor _____ Date _____

Copy distribution: Intentional Interim Pastor |
Congregation | SED President | Circuit Visitor |
SED Regional Facilitator

Agreement Guidelines

Introduction

Establishing compensation for the interim minister can be a very instructive process for the congregation. The same process can also greatly smooth the work of the interim minister. It is well worth paying careful attention to this portion of the negotiation.

There are two steps to this process: establishing the parameters of the pastoral task to be accomplished and then attaching the compensation amount to the task.

Step One: Pastoral Task Description

It is frequently helpful to have the congregation describe in detail the pastoral tasks that they desire the interim to fulfill. As a basis, a survey of the tasks that the former pastor performed can be used. If this description is done in some detail, it will aid in the education of the members of the congregation as well as facilitate the decision as to whether the interim pastor works full time or not. *Often a list of all the duties with the weekly hours required for the duties is helpful.*

If some duties that had been done by the previous pastor are assigned to others than the interim, the assignments should be specific. "The elders will take care of incoming mail," is not as helpful as giving the assignment to one specific individual. "We'll take care of evangelism calls," is not specific enough to offer accountability.

This discussion of the nature of the task needs to deal with the full pastoral task within the congregation. If full pastoral ministry is not offered to the congregation during the interim, the congregation will want to rush into the calling process and will not sit still long enough for the necessary developmental tasks to occur.

Step Two: Compensation

Compensation is set on the basis of the district's suggested salary schedule (www.se.lcms.org (resources, financial)). This will bring the congregation to the level of compensation with which they will deal in the calling process. Set the total compensation first and then use a percentage if only a percentage of the pastoral task is desired (i.e., 50% for ½ time). The Regional Facilitator will be available to assist in this process.

Make a distinction between compensation and reimbursement for expenses. Automobile expenses and unusual commuting expenses are reimbursed. Housing may be included in compensation or in expenses, depending upon the situation.

You may want to use the current district salary schedule to determine the compensation or the LCMS Salary Calculator, a tool prepared by Concordia Plan Services (<https://tc.cbiz.com/CompToolCPS/Login.aspx>). Figure the total compensation based on the experience of the interim pastor, and multiply by the percentage of time that the task has been determined to take. Make certain that benefit items such as retirement and health insurance are included in the negotiations. It is not helpful to the congregation to be able to get by with fewer expenses during the interim. It is also important for the congregation to be aware that the interim pastor is actually furnishing them more than a vacancy pastor would: full pastoral ministry plus facilitation of the developmental tasks.