

Covenant of Agreement for Temporary Supply Pastors and Interim Ministers *Presbytery of Carlisle*

The following agreement between the Session of the (CHURCH), (LOCATION), the Presbytery of Carlisle, and the (NAME) is for the purpose of providing temporary supply pastoral, full-time, services, to the (CHURCH), (LOCATION) during the time it is searching for an installed pastor. This agreement outlines expectations on the part of the Session of the (CHURCH), (LOCATION), (NAME) candidate for the position of Temporary Supply/Interim Minister, Carlisle Presbytery and/or Carlisle Presbytery through the Committee on Ministry, and requires the approval of all three parties.

(NAME) will be designated Temporary Supply/Interim Minister of the (CHURCH), (LOCATION), and will begin pastoral responsibilities on (EFFECTIVE DATE). Please Indicate whether the minister is serving as a Temporary Supply or as an Interim Minister.

The Temporary Supply/Interim Minister:

- 1) Will be a member of Carlisle Presbytery, taking an active role in its ministry.
- 2) Will serve as moderator of the Session and congregational meetings.
- 3) Will serve as Head of Staff, supervising all full-time and part-time professional and support staff.
- 4) Will provide the following pastoral duties:
 - a. Provide spiritual and administrative leadership to the congregation, seeking to incarnate the gospel and all that it commands in the life, witness and internal affairs of the congregation and its members and staff.
 - b. Plan, prepare and conduct all services of worship deemed appropriate by the Session of the church. This leadership shall include preaching, celebration of the sacraments and officiating at weddings and funerals, in accordance with the Directory for Worship.
 - c. Serve as the primary preaching minister, preparing and preaching biblical sermons oriented to the life of the congregation during this time of transition.
 - d. Secure suitable preachers for those occasions when the Temporary Supply/Interim Minister may not be able to preach, utilizing other preachers as may be available. Expense for the guest preacher other than staff members shall be borne by the Session once per quarter unless the occasion is that of illness or personal emergency in the Temporary Supply/Interim Minister's life. Substitutes in excess of the above shall be reimbursed by the Temporary Supply/Interim Minister at the rate established by Presbytery formula.
 - e. Insure that pastoral care is provided for the congregation including calling upon the sick and the shut-in on a regular basis, and counseling for all who seek guidance through the church.
 - f. Work with the boards and their committees, assisting and supporting them in accomplishing the ministry of the church.
 - g. Train newly elected officers in conjunction with other officers of the church (Clerk of Session and President of the Board of Trustees).
 - h. Perform other administrative duties including the supervision of volunteers, overseeing the financial and management operations of the church on a day-to-day basis, under the supervision of the Session.
 - i. Be a representative of the church in dealing with community organizations.
- 7) The (NAME) has agreed not to be a candidate for the office of Pastor of the (LOCATION) and will in every way seek to prepare the way for the coming of an installed pastor, and support the decisions of the Pastoral Nominating Committee.
- 8) The (NAME) will abide by the ministerial ethics of the Presbytery of Carlisle concerning contacts with members of the congregation, and any serious concerns related hereto shall be referred to the Committee on Ministry of the Presbytery of Carlisle.

- 9) This agreement is for a period of twelve months (12), and may be extended as agreed to by all parties in periods of either three or six (6) month intervals until a limit of eighteen months has been reached. (Additional extension may be approved as deemed necessary.) This agreement may be terminated by any party by giving the other parties at least thirty days notice in writing.

The Temporary Supply/Interim Minister is engaged on a full-time basis. Minimum terms of call of the Presbytery of Carlisle in effect at the time this contract is made shall be met and shall therefore be adjusted annually as required to conform to such requirement.

The following are specific objectives for this ministry:

- 1) Assist the congregation in accomplishing the following developmental tasks:
 - a. Challenge and assist the congregation in coming to terms with its history.
 - b. Assist the congregation in discovering its new identity.
 - c. Assist and enable the congregation and its officers to cope with and adjust to the shifts in power necessary to prepare the way for a new and fruitful pastoral ministry.
 - d. Assist the congregation and its leadership in rethinking and reaffirming its denominational ties and linkages.
 - e. Work to develop a commitment among the congregation and its professional and lay leadership to a new future with a new leader and leadership style.

Specific end results expected from this interim ministry include:

(Differs with each contract)

- 1) Visitation of members with special attention to inactive members;
- 2) Program development for the training and use of Lay Leadership in the church;
- 3) Continuation of emphasis on needs of young couples as well as older members;
- 4) Increase awareness of stewardship on part of members;
- 5) Assistance in enriching the overall quality of worship, and the music program;
- 6) Act as a liaison for the church to presbytery, synod and general assembly and teaching how these bodies can provide assistance to the local church.

Compensation for the Temporary Supply/Interim Ministerial Services of (NAME) shall be as follows:
(This will change with each contract.)

1. Base Salary -
2. Allowances -
 - a. Housing, Utilities -
 - b. Travel - mileage at current IRS rate
 - c. Professional -
3. Vacation - 30 days to be earned at the rate of 2 and one half days per month (or portion thereof) and used or accumulated and reimbursed as agreed upon by the three parties of this agreement.
4. Study Leave - 2 weeks and \$600.00 per year, pro-rated over the actual time of service.
5. Spiritual Renewal Time - 1 day per quarter for the purpose of personal spiritual renewal
6. Board of Pension Dues - requisite percent of effective salary
7. Cover moving expenses to the interim position
8. FICA - The church may withhold a portion of the salary and housing (7.65%). This portion need not be reported to the Board of Pensions.

Footnote: Terms of call for all part-time pastors (whether half or three quarters time) are to include the full annual vacation allotment of 30 days including 4 Sundays and the full annual continuing education allotment of 2 weeks and \$800.00

Any proposed modification of this agreement shall be submitted in writing to the Committee on Ministry through its Sub-committee on Churches Seeking Pastors prior to formal discussion and actual approval by the Temporary Supply/Interim Minister or the Session, and shall require ratification of the Presbytery.

Temporary Supply/Interim Minister _____ Date

Clerk of Session _____ Date of Action

For the Presbytery _____ Date of Action

cc: ____ Pastor ____ Clerk of Session ____ Chair, Committee on Ministry

CSP 5-06

This document is a model for a Temporary Supply/Interim Minister contract. This model is on computer at the presbytery office and may be modified to fit the particular needs of each church and Temporary Supply/Interim Minister. Items may be added or deleted per agreement of all parties.

Notes: A completed Covenant of Agreement for Interim Ministry requires signatures of the Temporary Supply/Interim Minister, the clerk of session and a representative of the Committee on Ministry. Presbytery compensation standards (minimum terms of call) apply to Temporary Supply/Interim Ministers. The completed form should be returned to the Stated Clerk.

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