

Presbytery of the Inland Northwest  
**Temporary Pastoral Relationship**

Position description

***This document is meant to be a resource tool for you to use in your planning, with the final contract to be approved by COM***

***Churches may customize/add to this document to meet individual requirements***

## **Purpose**

To minister in the name of Jesus Christ and to witness to Him as Lord and Savior. To provide spiritual leadership and administrative oversight, as well as organizational direction to the congregation in worship, evangelism, teaching, mission, music, and fellowship.

## **Accountability**

The Temporary pastor will be accountable to the \_\_\_\_\_ Presbyterian Church Session and to the COM of the Presbytery of the Inland Northwest.

Interims are to send in a written report bi-monthly to the Presbytery office by the 1<sup>st</sup> of the month.

## **Responsibilities**

1. Provide a biblically-based preaching and teaching ministry for our church and community. To increase spiritual maturity of church members and equip them for ministry. To pray for and with the congregation of \_\_\_\_\_.
2. Provide leadership to the congregation and Session to enable and encourage spiritual growth, as well as growth in financial stewardship and ministry to the church and the community. Provide strong communication with Session and the congregation.
3. Assume pastoral duties, including preaching, praying and leading in worship, administering the Sacraments, weddings, funerals, and services to those in crisis situations.
4. Serve as Moderator of Session, lead Session in identifying and implementing necessary changes during the interim period and in preparation for an installed pastor. The temporary pastor will help \_\_\_\_\_ discover and revitalize its identity, strengthen denominational ties, lead congregational meetings, facilitate shifts of leadership, and prepare \_\_\_\_\_ for new leadership. The temporary pastor will be responsible for church officer training. As needed, the interim will help \_\_\_\_\_ come to terms with its history.
5. Act as ex-officio member of the following Session commissions: Worship, Personnel, and Administration.

6. Participate in denominational governing bodies as appropriate (active member of the Presbytery).
7. Guide Session in seeking the needs of the congregation through planning, preparation of the mission study, conflict resolution, communication and leadership.
8. Perform other duties as agreed upon with Session, including conducting Inquirers' classes for potential members, and conducting leadership training.

## **Qualifications**

1. A life that reflects and encourages a commitment to Christ, perceiving ministry as a "calling" and not a "job".
2. Strong, personal convictions, and appreciation of the diversity in our congregation.
3. Caring, empathetic and personable nature; one who works well with people and who is enthusiastic about joyful fellowship with the congregation.
4. Ordained Teaching Elder with a minimum of \_\_\_ years of experience, including interim training.
5. Demonstrated excellent and exciting preaching and worship leadership skills.
6. Strong collaborative leadership skills in administration, preaching, worship, shepherding, and challenging a congregation. Fosters ongoing leadership training.

The Temporary Pastor:           \*Will facilitate a mission study.  
                                               \*Will seek in every way to prepare the congregation for the coming of an installed pastor.

The Congregation and session will be responsible to:  
                                               \*Support the Temporary Pastor in his/her ministry.  
                                               \*Pray for the Temporary Pastor during this covenant period.  
                                               \*Provide regular compensation according to the terms outlined below.  
                                               \*Provide performance reviews during the covenant period.

The congregation, through its Pastor Nominating Committee, assumes complete responsibility for the search for and calling of a pastor. The Temporary Pastor will not be involved in the work of the Pastor Nominating Committee beyond providing opportunities for them to communicate with the Session and congregation about their progress, nor will the Temporary Pastor recommend persons for consideration or make an evaluation of candidates. For more information, refer to Book of Order G-2.0504(b)(c).

CONTRACT

This position is exempt and is not subject to overtime rules.

During the length of this agreement, starting \_\_\_\_\_ through \_\_\_\_\_, the Temporary Pastor will be accountable to the presbytery through the Commission on Ministry.

This covenant may be extended in 1 to 12 month periods, upon written notice to, and the approval of, the Commission on Ministry. It is understood that the Temporary Pastor will participate in any training/discussion sponsored and/or requested by Commission on Ministry and will participate in an exit interview conducted by that committee.

This contract is subject to early termination by either the Session or the Temporary Pastor upon 30 days written notice. In the event of early termination by the Session, the Temporary Pastor shall be entitled to 60 days of compensation and benefits as hereinafter defined, commencing from the date of termination, if the Temporary Pastor has not found employment. If the Temporary Pastor begins employment within the 60 day period, the Session shall be relieved of further responsibility for compensation and benefits for him.

Termination by the Temporary Pastor shall result in the forfeiture of any pay beyond the final day of employment \_\_\_\_\_. Church retains the right to terminate the covenant for "cause" which shall be determined by the Session of \_\_\_\_\_ Church in consultation with the Commission on Ministry. If termination is for cause then this agreement may be terminated immediately. "Cause" shall include, but not be limited to (i) Dishonesty detrimental to the best interests of \_\_\_\_\_ Church; (ii) Continuing inattention to or neglect of the duties to be performed by the Interim Pastor; or (iii) Conduct by the Temporary Pastor which is illegal or immoral.

By signing this contract you understand the terms of the contract.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Clerk of Session

\_\_\_\_\_  
Temporary Pastor

Date of Session Meeting \_\_\_\_\_

Moderator \_\_\_\_\_

ACTION OF THE COMMISSION ON MINISTRY

This contract has been reviewed by the Commission on Ministry. The Committee recommends that the Presbytery approve this contract.

Date of Action \_\_\_\_\_

Date \_\_\_\_\_

Chair \_\_\_\_\_

Stated Clerk \_\_\_\_\_

2018 REPORT OF COMPENSATION

Name \_\_\_\_\_

The following changes in compensation were voted on at a congregational meeting held on \_\_\_\_\_ and Moderated by \_\_\_\_\_ at \_\_\_\_\_ Church, PIN # \_\_\_\_\_

- Installed Minister of Word and Sacrament
Temporary Pastoral Relationship
CRE - currently commissioned from (date) \_\_\_\_\_ until \_\_\_\_\_

Time worked: hr/week \_\_\_\_\_

2018 Minimum Cash/Housing Salary (lines 1&2): \$49,982 without manse; \$38,403 with manse, CRE \$38,147

Table with 2 columns: Effective Salary, 2018 Compensation. Rows include Cash Salary, Housing Allowance, SECA reimbursement, etc.

Items Not Included in Effective Salary

- Optional death benefits
SECA received (not to exceed 7.65% of total above)
Vouchered business expenses (Professional, Continuing Education, Mileage at IRS rate, Other Travel Expenses, Other Expenses)
Time - Continuing Education (2 weeks/ yr minimum)
Time - Vacation (2.5 days/mo minimum)

Changes must also to be reported to the Board of Pensions using form ENR-111 if on pension plan.

We certify that these changes are correct and agreed to by all parties concerned.

Clerk of Session \_\_\_\_\_

Teaching Elder/CRE \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Phone No. \_\_\_\_\_

Phone No. \_\_\_\_\_

Return this form to: Presbytery office, 8910 E Dalton, Spokane WA 99212-3401 or fax (509) 924-4413 (call first).