

TEMPLATE FOR INTERIM OR TRANSITIONAL PASTOR POSITION DESCRIPTION PRESBYTERIAN CHURCH OF xxxxxx

Adapt the position description to your congregation's situation and context.

(Possible) Responsibilities of Transitional Pastor Position Description:

The full time Interim/Transitional pastor will fulfill the following specific responsibilities (*such as*):

- Plan, lead and deliver a sermon and a children's message during x worship services each week. Additional services are required during Lent, Thanksgiving, and Advent seasons.
- Administer the sacraments. This includes pre-baptismal counseling meetings.
- Officiate at weddings and funerals. This includes pre-wedding counseling and meeting with family members making funeral arrangements.
- Support the church's program: *suggest that we not include actual groups or fellowships* - school, youth group, Presbyterian women, men's group and choirs as time permits. Assist with the Confirmation Class by being a resource person, which may include occasional attendance at confirmation classes or service activity.
- Visit hospitalized members and shut-ins and administer the Sacrament of Communion as requested.
- Provide pastoral care for the congregation and for all who seek comfort and guidance through the church.
- Serve as Moderator of the Session.
- Serve as Head of Staff.
- Assist boards and committees of the church in their ministry as scheduled. Initially meet with every committee and then as needed or scheduled.

- Attend Presbytery meetings and keep Committee on Ministry (COM) informed on the health of the congregation.
- Train newly elected officers and work with boards and committees to set yearly goals.
- Lead a Bible Study or Workshops for the faith development of members and new members.
- Be available in the office a minimum of *x days and hours* per week in office and be available by phone or some form of communication during with business hours.
- Work to promote reconciliation within the congregation.
- Lead the Congregation through a Discernment Study, following the process approved by the Missional Ministry Team, which will lead to election of the Pastor Nominating Committee and the Mission Information Form (MIF).

Duration:

The position will initially be for *x months* and can be extended with mutual agreement. *Minimum compensation and benefits shall be paid through the sixty-day notice period.* It can be cancelled by either party with two months' notice and COM concurrence.

Financial Package: (Use Terms of Call Worksheet as a model)

- Total cash salary and housing allowance (*suggested as identical with the previous pastor or no less than 90% of the previous pastor depending on years of experience and training*)
- Benefits to be negotiated
- Vacation and study leave shall *accrue 1 week of vacation per quarter and 1 week of study leave per 6 months of employment*

NOTE: To be moderator of the session the Teaching Elder must be a member of the Presbytery. Special circumstances will be considered by the Committee on Ministry.

PRESBYTERY OF NEWTON

Covenant for Interim/Transitional Pastor

The following Agreement is established between the Session of (*name of church*) ("Session"),(name of pastor) as Interim/transitional pastor *or Associate Pastor/Senior Pastor Head of Staff*, ("Interim Pastor") and the Presbytery of Newton ("Presbytery") for the purpose of providing Interim/Transitional Ministry for (*name of church*). ("Church")

The Session, the Interim/Transitional Pastor and the Committee on Ministry covenant to work on the following goals for the interim period:

- Maintenance of a healthy congregational life
- Provide continuity of leadership
- Development of a Discernment Process Report with Action plans
- Preparation of the congregation for the call and arrival of the next pastor
- *Other goals listed here*

Responsibilities of Interim/Transitional Pastor will be: List here or attach document

Review and Accountability

As to the Interim/Transitional Pastor, Rev. _____

will/will not be a member of this Presbytery
will/will not serve as a Moderator of the Session

During the length of the Agreement, the Interim/Transitional Pastor will be accountable to the Presbytery through the COM. There will be a joint review conducted by the Session and the Interim/Transition Pastor, in consultation with the Committee on Ministry, every _____ months or more often at the request of the parties.

Ethical Covenants

The Session of the Church and the Interim/Transitional Pastor understand and agree that he/she cannot and will not be a candidate of any pastoral position in this congregation, and that she/he will seek in every way to

prepare the way for the arrival of the next pastor.

The Interim/Transitional Pastor will not assist in the preparation of the Mission Information Form nor will the Interim/Transitional Pastor be involved in any way whatsoever with the Pastor Nominating Committee, unless help is so requested by the chair of the PNC and the Committee on Ministry liaison.

The Session and the Interim/Transitional Pastor understand and agree that he/she will terminate any and all contact with the Church and its members once the Interim/Transitional Pastor's term is concluded.

Terms of Call (use Terms of Call worksheet for assistance)

This Agreement is for a period of ____ months beginning on _____. The Interim/Transition Pastor is employed on a Full-time/part-time basis, serving approximately _____ hours per week; and will be compensated for interim pastoral services as follows:

Please attach Terms of Call worksheet

Vacation shall be accrued at one week per quarter served, including one Sunday per quarter. Study leave shall be one week for every six months served.

Early Termination Provisions

This Agreement may be terminated by the session on two months' notice provided there is a prior consultation with and concurrence by the Committee on Ministry. The Rev. _____ may terminate the agreement with two months' notice and forfeit any payment beyond that period.

Vacation shall be accrued at one week per quarter served, including one Sunday per quarter. Unless other agreement is at time of acceptance. Study leave shall be one week for every six months served.

Early Termination Provisions

This Agreement may be terminated by the session on two months notice provided there is a prior consultation with and concurrence by the Committee on Ministry. The Rev. _____ may terminate the agreement with two months notice and forfeit any payment beyond that period.

Other Provisions: (moving allowance, severance, etc..)

APPROVALS

Clerk of Session **Date of Action By Session**

Interim Pastor/Transitional Pastor **Date of Action by IP/TP**

Chairperson, Committee on Ministry **Date of Action by COM**