



*This model interim ministry contract may be revised to fit the particular practices of the congregation or the circumstances of the pastor. Our synod office should always be contacted for advice and counsel.*

### LETTER OF AGREEMENT FOR ROSTERED INTERIM MINISTRY

In keeping with the policies and practices of the Evangelical Lutheran Church in America (ELCA) and the Southwestern Minnesota Synod, and in order to set forth clearly the agreement for interim service between the congregation and rostered minister,

\_\_\_\_\_

**(Congregation)**

\_\_\_\_\_

**(Location)**

agrees that

\_\_\_\_\_

**(Interim Rostered Minister)**

will serve

on a      part-time      full-time basis from \_\_\_\_\_ to \_\_\_\_\_ in accord with the following mutual promises:

#### **Together the congregation and interim rostered minister will:**

- A. Examine the history of the congregation and work through the transition dynamics that usually follow the departure of a pastor.
- B. Seek to confirm and identify current issues facing the congregation and develop ways of dealing with them.
- C. Sharpen the vision for the congregation's mission.
- D. Examine the congregation's linkage with synod, churchwide units, and the resources that may be available for ministry.
- E. Prepare for the arrival of the new pastor.
- F. Align the congregation in accordance with the constitutions and bylaws of the ELCA, the Southwestern Minnesota Synod, and update the congregation's constitution as needed.
- G. During this transition period, agree to address the following specific concerns:

\_\_\_\_\_

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H. In the case of part-time ministry, agree to the following schedule of service:

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THE ROSTERED INTERIM MINISTER WILL:

- A. Preach and teach the Word of God.
- B. Preside at worship and administer the sacraments according to the practice of the ELCA.
- C. Provide pastoral care to all members of the parish according to their needs, visit as necessary, officiate at weddings, baptisms, confirmation, funerals, and uphold the members in prayer.
- D. Give pastoral leadership for the meetings, activities, and organizations of the congregation.
- E. Encourage support of the total ministry of the ELCA.
- F. Be responsible for the recording of baptisms, confirmations, marriages, funerals, attendance at Holy Communion, and the maintenance of the membership rosters; and report the statistics of the parish promptly and fully, as requested by the ELCA.
- G. Agree not to be involved in the congregation's call process except when the synod bishop requests such participation.
- H. Participate with key leadership of the congregation and the appointed synod staff person in evaluation of the interim ministry on a quarterly basis and at the conclusion of the transition period.
- I. **Agree under no circumstances to be available for regular call to this congregation.** (opt out: \_\_\_\_\_ initials)
- J. Agree not to become a member of this congregation after this agreement terminates.
- K. During this transition, give special attention to:

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THE CONGREGATION WILL:

- A. Commit to the Gospel by faithful participation in worship, learning, and fellowship activities.
- B. Support the ministry of the congregation through service and gifts.
- C. Accept the interim minister, uphold him/her in prayer, and accord him/her love, respect, and good will.
- D. Expect the interim minister to preside at baptisms, celebrations of Holy Communion, and other rites of the church.
- E. Agree that the interim pastor will not be considered for regular call to this congregation. *yes/no*
- F. Provide for a review and evaluation of the interim ministry on a quarterly basis and at the conclusion of the transition period by key leadership of the congregation with the interim minister and synod staff person.
- G. Compensate the interim pastor in the following ways:  
*(Please refer to the current Synod Compensation Guidelines for questions on full-time compensation. Part-time service is prorated: ½ time would receive ½ total compensation levels, etc.)*

1. Pay an annual salary of \$\_\_\_\_\_. The payments to be made in \_\_\_\_ equal installments on the \_\_\_\_\_ and the \_\_\_\_\_ of the month.

2. Housing options:

a. Pay a housing allowance in the amount of \$ \_\_\_\_\_ per year. The payments to be made in equal installments on the \_\_\_\_\_ and the \_\_\_\_\_ of the month.

b. Provide the use of a parsonage in lieu of a housing allowance. \_\_\_\_\_ (*initials*)

c. Provide a housing allowance resolution excluding a portion of the salary set forth above.

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3. Provide a Social Security (FICA) allowance of \$ \_\_\_\_\_ per year. (*Optional*)

4. ELCA Pension and Other Benefits Plan

a. Contribute \_\_\_\_\_ % of salary and housing allowance (plus Social Security allowance).

b. Does not apply \_\_\_\_\_ (*initials*).

c. Provide retirement, medical, dental, disability, and/or death benefits (circle any that apply) as follows:

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5. Grant one (1) week of vacation for every \_\_\_\_\_ week(s) of service, not to exceed \_\_\_\_\_ week(s) per year.

6. Grant continuing education at the rate of \_\_\_\_\_ weeks per year (day[s] per month) and \$ \_\_\_\_\_ per year (per day) toward study expenses.

7. Grant \_\_\_\_\_ day(s) off per week.

H. Reimburse travel expenses related to our common ministry as follows (home visits, nursing homes, hospitals):

a. Pay a travel allowance in the amount of \$ \_\_\_\_\_ per year, **OR**

b. Mileage at the most current IRS rate upon substantiation of business miles traveled. \_\_\_\_\_ (*initials*).

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2. Pay expenses, not otherwise provided for, incurred in attending events such as Synod Assembly, Fall Theological Conference, and other official meetings at which attendance is required. \_\_\_\_\_ (*initials*).

3. Pay moving expenses as follows:

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I. Provide for up to one month of transitional time with full salary and benefits at the conclusion of the contracted period of service for the purpose of reviewing the concluding assignment and seeking a new interim position. This transitional support concludes upon the beginning of a new call. \_\_\_\_\_ (*initials*).



**Additional Agreements:**

This agreement terminates on the date specified on page one of this agreement or thirty (30) days after a new pastor has declared acceptance of the call to this congregation, whichever comes first; or upon thirty (30) days' written notice from the congregation, the interim minister, or the bishop of the synod. All financial obligations between the interim minister and the congregation will be fulfilled by or on the date of termination.

This agreement may be amended or extended upon the mutual agreement of the congregation council and the interim pastor, after consultation with the bishop of the synod, by written addendum attached hereto noting any changes to this text.

**We, the undersigned, accept the terms of this agreement:**

\_\_\_\_\_

Council President or Secretary

\_\_\_\_\_

Date

\_\_\_\_\_

Interim Rostered Minister

\_\_\_\_\_

Date

**Attested by:**

\_\_\_\_\_

Bishop, Southwestern Minnesota Synod, ELCA

\_\_\_\_\_

Date

Upon completion, please send signed originals to:

Southwestern Minnesota Synod  
Tammy Schacher  
PO Box 499  
Redwood Falls, MN 56283