



The Presbyterian Church in the United States of America
 THE PRESBYTERY OF NEWARK
LETTER OF AGREEMENT FOR INTERIM MINISTRY
 (Intentional Ministry of Word and Sacrament)

According to the policies and procedures of Newark Presbytery’s Committee on Ministry, we set forth a standard contract for interim Ministry of Word and Sacrament. Every candidate for Interim Ministry in this Presbytery shall have at least basic interim training, and be certified by the Interim Ministry Network.

The terms are:

The Session of _____ Presbyterian Church in _____,
Church City
 New Jersey agrees that _____ will serve as Full time
Minister
 interim Minister of Word and Sacrament from _____ to _____ with
Start Date End Date
 mutual promises:

The congregation, Session, and Interim Pastor together will:

- A. Examine the history of the congregation and work through the transitional dynamics that usually follow the departure of a pastor.
- B. Confirm and identify current issues the congregation faces and develop ways of dealing with them.
- C. Develop a vision for the future mission of the congregation, using the Mission Review Guide
- D. Prepare the CIF and Position Description for COM approval, so the PNC search process can begin.
- E. Align the congregation with the Constitution and Confessions of the PC(USA), Newark Presbytery, and revise the congregation bylaws as necessary.
- F. During the interim period, we agree to address the following concerns:
 - 1. _____
 - 2. _____
 - 3. _____

The Interim Pastor will:

- A. Fulfill the responsibilities of a Minister of Word and Sacrament in a Temporary Position as stated in The Form of Government in The Book of Order.
- B. Provide pastoral care to all members of the church according to their needs, visit as necessary, and pray for all members.
- C. Moderate the Session, attend all Deacons meetings, supervise the staff, attend meetings of Session and Deacon committees as necessary, and fulfill the responsibilities of a member of Newark Presbytery, sitting in on COM meetings ex officio.
- D. Encourage, enable, and equip the Session and congregation to participate fully in the life and mission of the Presbytery, Synod, and General Assembly of the PC (USA).
- E. Preside at all celebrations of the sacraments, weddings, funerals, Confirmation classes, reception of new members, and attend all Presbytery and local ecumenical meetings.
- F. Agree under no circumstances to accept a Call to serve this congregation as Installed Pastor.
- G. Agree not to be involved in the PNC call process except when asked to do so by the General Presbyter and/or the Moderator of the COM.
- H. Submit monthly reports to COM and GP.
- I. Participate with the Session, COM, and GP in quarterly evaluations of the interim ministry, and at the end of the ministry period.
- J. During this interim ministry, the Pastor will give special attention to:
 - 1. _____
 - 2. _____
 - 3. _____

The Session and Congregation will:

- A. Fulfill the responsibilities of the Session and church members as set forth in The Form of Government in The Book of Order.
- B. Accept the Interim Pastor, upholding her/him in prayer, and according him/her love, respect, and good will.
- C. Expect the Interim Pastor to preside at all sacraments and other rites and worship services of the church, and not prevail on past Pastors to do so.
- D. Agree that the Interim Pastor will not be considered for a Call to serve this congregation.
- E. Provide for a quarterly evaluation of the Interim in cooperation with COM and the GP, and at the end of this interim service.
- F. Compensate the Interim Pastor at the same level as the previous Minister, with cost of living increases, except where the previous ministry compensation fell below Presbytery minima, in which case, COM will counsel the Session as to a fair compensation level for the interim period of service and beyond.
- G. The Terms of Call shall be spelled out in this section of the contract, which shall include

three months salary and benefits for three months beyond the end of the interim period so the interim can debrief and seek her/his next ministry

This agreement will end on the date specified above, or a month after the next Pastor has been released from his/her previous Call, has been cleared for ordination, and has been accepted by the COE of the COM, whichever comes first; or upon three months written notice from the Session, Pastor, or COM during a quarterly review meeting. The period of service may be extended upon the mutual agreement of Session, Pastor, and COM for one more year maximum. Ordinarily, the Session and PNC will complete the mission study, the CIF and Position Description, and have them approved by COM at the sixth month review so that, in the seventh month, the PNC will interview candidates. This process may only be delayed quarterly until a maximum of one year, and the PNC will interview candidates by the end of the first year of interim ministry, providing all the tasks of Interim Ministry have been fulfilled effectively and thoroughly by the Session, Interim Minister, COM, and GP.

The terms of this agreement may be renegotiated upon the mutual agreement of the Session, Pastor, COM and/or GP at any quarterly evaluation.

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

| | |
|-------------------|-------|
| _____ | _____ |
| Clerk of Session | Date |
| _____ | _____ |
| Interim Pastor | Date |
| _____ | _____ |
| General Presbyter | Date |
| _____ | _____ |
| Moderator, COM | Date |

Please send this completed agreement to:
The General Presbyter, Newark Presbytery
192 Broad Street Bloomfield, NJ 07003

When the GP has signed it, the agreement copies shall be distributed to:

1. The Interim Pastor
2. The Clerk of Session
3. The Moderator of COM
4. The General Presbyter