



## Sample Interim Pastor Agreement

In keeping with the ethical standards of the American Baptist ministry, and in order to set forth clearly the basic agreement between \_\_\_\_\_ (Church) and \_\_\_\_\_ (Interim Pastor) we agree to the following:

### **A Three-Way Covenant**

This is a covenant agreement between three partners in ministry. The primary two partners are: the church and the interim pastor. The additional partner is the region, represented by a specific staff coordinator.

This agreement may be terminated at any time by either the Interim Pastor or the Church giving all three partners 30 day's written notice. If there is a need for the regional coordinator to mediate a conflict or arrange for mediation; it must be at the written invitation of both the Interim Pastor and the Church Leadership. If there is a need for the regional coordinator to facilitate an end to this agreement it must be at the written invitation and in partnership with one or both of the other two partners.

It is the expectation of the region that:

- All Interim Pastors will not be considered for candidacy for the pastoral position that is open.
- All Interim Pastors in ABCOPAD will submit their personal information to the regional coordinator prior to placement for appropriate background checks.
- All Interim Pastors in ABCOPAD will adhere to the Covenant and Code of Ethics for American Baptist Leaders.
- If this agreement lasts more than one year the parties will review these conditions with consultation from the regional coordinator.

### **Congregational Specifics (customized):**

1. The Interim Pastor will begin their ministry with church on \_\_\_\_\_. The church will provide a review every three months to discern continued call.
2. The Interim Pastor will provide the following services:
  - Conduct the Sunday worship service, participate in Sunday School, conduct on and/or participate in other services (prayer meeting) in the afternoon/evening.
  - Visitation with the sick in hospitals, other nursing institutions, or in crisis situations.
  - Special services, such as wedding, funerals and special meetings or program upon request.
  - Support the board and administrative meetings of the church
  - Visit new and prospective members



- Midweek Bible Study
3. The church agrees to provide the following:
    - A salary of \$\_\_\_\_\_ per \_\_\_\_\_(week, bi-weekly, month).
    - Travel allowance at \$\_\_\_\_\_ per miles (at current IRS mileage rate. 2017 rate: \$0.535/mile) To be paid under accountable expenses with mileage and purpose turned into appropriate leader – i.e. the church treasurer
    - Reimbursement for postage
    - Other expenses as mutually agreed upon.
  4. The church agrees that the Interim Pastor may take (paid) vacation accrued one week every three months.
  5. The \_\_\_\_\_board or committee will oversee the services of the Interim Pastor.
  6. The Interim Pastor agrees to submit to the \_\_\_\_\_board a log and/or receipts for documentation of travel and other ministry expenses on a monthly basis.
  7. A written report will be given monthly to the Region Office in Pittsburgh.

**Conflict Procedure**

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblically-based mediation. This is initiated through contact with the Region Office in Pittsburgh.

**Final Evaluation**

Upon completion of the Interim Pastor’s service the church agrees to provide a report to the regional coordinator regarding the services of the Interim Pastor. The report will include an evaluation of the Interim Pastor’s abilities in preaching, visitation, relationship building, administration, and responding to the needs of the church.

For the Church:

\_\_\_\_\_  
(Deacon Chair or Head of Ministry Committee) (Date)

\_\_\_\_\_  
(Trustee Chair or Head of Finance Committee) (Date)

Interim Pastor:

\_\_\_\_\_  
(Date)

For The Region:

\_\_\_\_\_  
Rev. Dr. Kevin Walden (Date)