**PRESBYTERY OF DETROIT**

Committee on Ministry

**INTERIM PASTOR CONTRACT**

The Rev.\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_ Presbyterian Church, City, MI

This contract is established between the following three parties for the purpose of providing ministry at \_\_\_\_\_\_\_\_\_ Presbyterian Church, City, Michigan:

 The Session of \_\_\_\_\_\_\_\_\_\_\_\_\_\_Presbyterian;

 The Rev. \_\_\_\_\_\_\_\_\_\_ as the Interim Pastor;

 The Presbytery of Detroit through its Committee on Ministry.

**Purpose of the Positon**

The Interim Pastor will help the church reflect on its past, discern its future, and prepare for the installation of a new pastor.

Roles &Responsibilities

The Stated Supply Pastor will be the following:

 Moderator of Session with voice but not vote;

 Head of Staff

The specific duties are outlined in the position description approved by the Session and the Committee on Ministry.

The Session and the Interim Pastor understand and agree that the Interim Pastor is not eligible to be called as the next installed Pastor. The Interim Pastor shall not assist in the preparation of the Ministry Information Form or influence or be involved in any way with the work of the Pastor Nominating Committee, except to moderate meetings of the Session and/or Congregation when the PNC reports.

The Interim Pastor will be responsible for abiding by the terms of the Sexual Misconduct Policy and Procedures of the Presbytery of Detroit, and the terms of the Statement of Professional Ethics of the Presbytery of Detroit. The Interim Pastor will be responsible for regularly reviewing and following any changes in these two policies, including signing forms or attending training when required.

**Review and Accountability**

During the time of service, the Interim Pastor will be accountable to the Session of the church, and to the Committee on Ministry of the Presbytery of Detroit.

There will be a joint review conducted by the Session and the Interim Pastor in consultation with the Committee on Ministry every six months, or more often at the request of any of the parties.

**Length and Termination of Contract**

This contract is for a period of one year beginning on **\_\_\_\_\_\_, 20\_\_**, and may be renewed thereafter by mutual agreement of the three parties.

This contract may be terminated as follows:

At any time by mutual agreement of the three parties;

By the Interim Pastor, or by the Session, with one month’s notice, provided there is prior consultation with and concurrence by the Committee on Ministry;

By the Presbytery if the Committee on Ministry, after consultation with the Interim Pastor and the Session, finds that the church’s mission under the Word imperatively demands it.

**Compensation and Benefits**

This is a full-time position. It is expected that the duties and responsibilities will take an average of 40 hours per week.

All amounts and times are expressed on an annual basis and will be prorated over the actual length of the contract. Compensation and benefits are pro-rated based on the number of hours in the contract and must meet or exceed the minimum grand total terms of call set by the Presbytery of Detroit. Please complete and attach the Terms of Call spreadsheet with this contract.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Clerk of Session Date of Session Action

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Temporary Supply Pastor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Committee on Ministry Chair Date of COM Action

**Return completed contract and Terms of Call to the Committee on Ministry**

**TERMS OF CALL FOR PASTOR’S NAME & CHURCH NAME
BEGINNING DATE – ENDING DATE***(The Board of Pensions Allows transitional pastors flexibility in determining their terms of call. Please consult with the pastor and a member of the Committee on Ministry as you determine the terms of call.)*

|  |  |
| --- | --- |
| **Effective Salary** |  |
| 1. Cash Salary & Housing Allowance
 | $ |
| 1. Self-Employment Contribution Act Reimbursement

*Any portion over 7.65% of Effective Salary* | $ |
| 1. Other
 | $ |
| **TOTAL EFFECTIVE SALARY** | **$** |
|  |  |
| **Benefits** |  |
| 1. BOP Medical – 27% of Effective Salary
 | $ |
| 1. BOP Pension – 8.5% of Effective Salary
 | $ |
| 1. BOP Death/Disability – 1% of Effective Salary
 | $ |
| 1. BOP Temporary Disability – 0.5% of Effective Salary
 | $ |
| 1. Social Security Reimbursement (7.65% of Effective Salary)
 | $ |
| 1. Other
 | $ |
|  **TOTAL BENEFITS** | **$** |
|  |  |
| **Reimbursed Expenses (vouchered and reimbursed to pastor)** |  |
| 1. Medical Deductible or contribution to Flexible Spending Account
 | $ |
| 1. Study Allowance
 | $ |
| 1. Professional Expenses (Includes mileage at IRS Rate; business expenses such as books, dues, etc.)
 | $ |
| **Total Reimbursed Expenses** | **$** |
|  |  |
| **GRAND TOTAL OF TERMS OF CALL** | **$** |
|  |  |
| **OTHER EXPENSES TO THE CHURCH (ie. Transition Workshop, etc.)** | **$** |
|  |  |
| **TOTAL COST TO THE CHURCH** | **$** |

***OTHER REQUIREMENTS***

1. **Pastor receives 4 weeks of vacation including 4 Sundays; 2 weeks of study leave including 2 Sundays**
2. **Church to pay for and allow pastor to attend the Pastor’s in Transition Workshop**