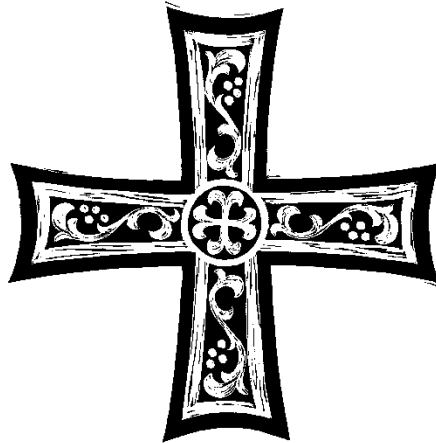


*Contract for Responsibilities, Ministry Goals, and Compensation  
for a  
Congregation  
and an  
Interim Pastor*

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Our ministry comes from Christ through the church and belongs to the whole people of God. The gospel calls all Christians to be ministers in word and deed. So it is the privilege of every Christian to be a steward of the gospel of God's reconciling love. The whole church ministers as it celebrates God's presence, shares good news, cares for those in need and witnesses to the power of God's love.

The Evangelical Lutheran Church in America recognizes the office of pastor. It also recognizes that there are occasions when parishes will need to be served by interim pastoral leadership while the congregation revises its ministry and seeks permanent pastoral leadership.

Keeping in mind the apostolic advice that all things be done decently and in order (1 Corinthians 14:40), the church provides this contract of ministry for a specific period of time between the congregation and the Interim Pastor.

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Congregation \_\_\_\_\_

Prepared by \_\_\_\_\_

For the Interim Pastor \_\_\_\_\_

For the period: \_\_\_\_\_ 20 \_\_\_\_, to \_\_\_\_\_ 20 \_\_\_\_

# Covenants

## THE CONGREGATION AND INTERIM PASTOR WILL

- Examine the history and traditions of the congregation and work together to add positively to these during our ministry.
- Maintain the congregation's linkage with its sector, synod and Churchwide units, and the resources that will be available for our ministry.
- Prepare for the future of the congregation.
- Subscribe to the constitutions and bylaws of the ELCA, the synod, and of this congregation.
- Provide pastoral ministry, enrich lay ministry, and develop ministry outreach beyond ourselves.

## THE INTERIM PASTOR WILL

- Preach and teach the Word of God each Sunday and special days of the Church year.
- Keep regular office hours on specified day(s) each week. *Please specify here*

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- Preside at worship and administer the sacraments according to the practice and teaching of the Lutheran Church.
- Provide pastoral care to all members of the parish according to their needs. Visit the ill and homebound that may be in the hospital, nursing home, or at home. Uphold all persons in the parish in prayer.
- Give pastoral leadership for the monthly council meetings, for the work of committees and for all special congregational meetings, as needed. *Specific areas of responsibility may be listed here* \_\_\_\_\_

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- Encourage support for the total ministry of the ELCA.
- Be responsible for conducting and recording of baptisms, confirmations, marriages and funerals of members and recording attendance at Holy Communion; and reporting the statistics of the parish promptly and fully, as requested by the ELCA.
- Agree not to be involved in the congregation's call process except when the Bishop requests your participation.
- See that confirmation, first communion and new member instruction is provided in the congregation.
- Follow the guidelines of the Synod and the ELCA for Interim Pastors.

## THE CONGREGATION WILL

- Commit ourselves to the Gospel by faithful participation in worship, learning and fellowship activities.
- Receive you in this pastoral relationship, uphold you in prayer, and give you our love, respect and good will.
- Look to you to preside at baptisms, marriages, and funerals of members and celebrate Holy Communion.
- Provide for you (and your family) as indicated below.

## A. COMPENSATION

The congregation will provide the following annual compensation:

1. Base Salary \$ \_\_\_\_\_
2. Social Security offset \$ \_\_\_\_\_
3. Other \$ \_\_\_\_\_

## B. PENSION OR OTHER BENEFITS

The congregation may provide monies towards the pastor's participation in the Pension and Other Benefits Program of the Evangelical Lutheran Church in America, which provides retirement, disability, survivor, and medical dental coverage.

1. ELCA Pension at \_\_\_\_\_ % of defined compensation.
2. ELCA Medical and Dental Insurance (check one below)
  - a. Member only
  - b. Member and spouse
  - c. Member and children
  - d. Member, spouse, and children
3. Other insurance or benefits: \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

## C. CONGREGATIONAL EXPENSES

The congregation will provide for the following expenses related to this interim's ministry.

1. Automobile and travel expenses: \_\_\_\_\_ cents per documented mile or \$ \_\_\_\_\_
2. Other professional expenses \$ \_\_\_\_\_
3. Reimburse/pay expenses for official synod meetings (Synod Assembly, Theological Conference, etc.)
4. Continuing Education (\$1000 recommended; minimum \$700 from congregation) \$ \_\_\_\_\_

## D. AGREEMENT

1. Vacation time of \_\_\_\_\_ per year, including \_\_\_\_\_ Sundays.  
(One week for each 13 weeks of service is recommended.)
2. Continuing education time of \_\_\_\_\_ weeks per year.  
(One week for each six months served is recommended.)
3. Sick leave and maternity leave according to the officially adopted policies of the congregation.

**MUTUAL MINISTRY GOALS**

During this time period the congregation, its lay leadership, and the interim pastor will work to mutually achieve the following goals to increase mission and ministry:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**OTHER EXPECTATIONS OF THE CONGREGATION AND/OR INTERIM PASTOR**

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This contract may be terminated with two weeks notice by the Interim Pastor, the congregation, or the Bishop of the Synod. The last Sunday of service will terminate payment of all salary, benefits, and allowances. Beyond the ending date, this contract may be extended on a month to month basis by mutual agreement.



Witness our hands on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Interim Pastor: \_\_\_\_\_

Congregational Council President: \_\_\_\_\_

Congregational Council Secretary: \_\_\_\_\_

Attested by: \_\_\_\_\_ Bishop, TLGC Synod