

**KANSAS-OKLAHOMA CONFERENCE
UNITED CHURCH OF CHRIST
INTERIM MINISTER COVENANT**

Having sought the guidance of the Holy Spirit and believing that God guides our common ministry in Christ, the governing body of _____ United Church of Christ voted to covenant with _____, who holds authorization for ministry in _____ (Association/Conference) to become Interim Minister of this congregation. Believing that the cause and mission of Christ's Church will be forwarded under his/her pastoral and spiritual leadership during this interim time, the congregation enters into this agreement with the interim minister.

It is understood between the parties that the interim minister will:

- Lead all regular and special worship services, including any necessary sacraments,
- Have freedom of the pulpit in matters of faith and ethics according to the dictates of the Word of God, the work of the Holy Spirit, the traditions of the United Church of Christ, and the realities of the world.
- Counsel in crisis situations and provide appropriate referrals,
- Provide pastoral services for weddings and funerals,
- Provide visitation with shut-ins and/or members in hospitals,
- Administer church business and oversee the church staff,
- Work with the congregation's governing body and its program committees,
- Teach education sessions as needed (adult education or confirmation are 2 possibilities),
- Maintain a collegial relationship with the area clergy group,
- Participate with representatives of the congregation in Conference activities,
- Work in partnership with the congregation on the five Developmental Tasks of Interim Ministry:
 - Coming to terms with the congregation's history,
 - Discerning the congregation's purpose and identity,
 - Supporting leadership change and development,
 - Reaffirming and strengthening denominational links,
 - Committing to a new leadership and new ministry,
- Participate in an "exit interview" with the governing board at the conclusion of the interim time. This should be facilitated by the Conference Minister or a representative from the Committee on Ministry.

It is understood between the parties that the governing body will:

- Develop short range goals for the interim period,
- Commit themselves to the interim process, including intentional self-study and the pastoral search process,
- Consider with appropriate seriousness the implementation of programs suggested by the interim minister,
- Pursue diligently the calling of a settled pastor,
- Appoint an Interim Arrangements Committee of 3-5 members (one of which is a member of the governing body) in consultation with the interim minister. The Committee is to:
 - Work with the interim minister on concerns and issues within the congregation,
 - Assist the interim minister in addressing the five Developmental Tasks of Interim Ministry,

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- Review progress of the five Developmental Tasks of Interim Ministry every three months with the interim minister,
- Inform the governing body of its process and recommendations.
- Support the involvement of the interim minister in denominational activities, community associations, and clergy groups.

It is understood between the parties that the members of the church will:

- Support the interim minister and the governing board during the interim period through prayer and faithful participation in the life of the church,
- Participate in a congregational self-study as part of the search process.

It is also understood that the Kansas Oklahoma Conference will:

- Interpret the role of the interim minister to the governing body and shall be in dialogue where appropriate,
- Confer with the interim minister on matters affecting the on-going life of the congregation,
- Oversee and provide guidance for the search and call process.

Accountability

- The interim minister will be responsible to the governing body of the congregation, providing counsel and guidance, and will work under its guidance and direction.
- The interim minister will provide monthly reports on use of time and travel will be made to the governing body.
- The interim minister will confer with the Conference Minister on matters affecting the on-going life of the congregation.
- The interim minister will be accountable to the Conference Committee on Ministry as is any other authorized minister.
- The interim minister will not be involved in the search and call process, except as mutually agreed by the Conference and congregation, but never in the candidate selection process.
- The interim minister will confer with the newly called pastor to arrange for a smooth transition. Once the new pastor arrives, the interim minister will no longer provide pastoral service to the members of the congregation unless invited to do so by the new pastor.
- The interim minister is not eligible for a Call to the vacancy s/he is filling on an interim basis. The undersigned agrees to this condition.

It is mutually accepted by the parties of this Covenant that:

1. Hours expected:
 - _____The interim minister will be a full time job, based normally on a 40 hour work week with 2 days off each week.
 - _____ The interim minister will be part-time, based on _____ hours per week.
2. For all services rendered by the interim pastor under this agreement, the congregation agrees to provide the following annual compensation:
 - \$_____ Cash salary (monthly or twice monthly)
 - \$_____ Housing allowing OR

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- \$ _____ Use of parsonage with all utilities
(parsonage is valued at 130% of cash salary for purpose of calculating "salary basis" to determine benefits)
- \$ _____ Pension (14% of salary basis, i.e. cash salary + housing allowance/ parsonage)
- \$ _____ Health Insurance
- \$ _____ Dental Insurance
- \$ _____ Life Insurance and Disability Income Plan (1.5% of salary basis)
- \$ _____ Social Security offset (7.65% of salary basis)

3. Interim minister will be reimbursed

- \$ _____ Continuing Education
- \$ _____ Professional expenses (meetings, dues, etc)
- \$ _____ Mileage to be reimbursed at the current IRS rate
- \$ _____ Cell Phone
- \$ _____ Other

- 4. The congregation shall pay moving expenses as necessary and appropriate.
- 5. Sick leave, personal emergency leave, death leave for immediate family, and maternity/paternity leave shall be available as negotiated with the church.
- 6. Paid vacation of one week for every three months of service, or 2 ½ days per month served.
- 7. The initial term of service is to be for one year. This period may be extended by mutual agreement.
- 8. This agreement can be terminated by either party with 30 days written notice during which all salary and benefits agreements are honored.
- 9. It is understood that the Conference Minister and the Kansas-Oklahoma Committee on Ministry shall be consulted at the request of the interim minister or the governing body should the relationship between them be strained or in jeopardy.
- 10. Changes in the above Covenant may be negotiated between the interim minister and the governing body.

The interim minister agrees to the following covenant: *"under no circumstances will I allow my name to be considered as a possible candidate for the settled position."* Likewise, the church agrees the interim minister will not be considered as a possible candidate for the settled position.

In accepting this agreement, effective _____ (date), we hereby attach our signatures, making the Covenant binding upon us in accordance with the above outlined terms.

Interim Minister

Date

Governing Body Presiding Officer

Date

Representative of Kansas-Oklahoma Conference

Date