

Guidelines for the Interim Period

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Guidelines for the Pastor

Beginning the Interim Process

TIMELINE FOR DEPARTURE

When you decide to leave a pastoral relationship, it is important to remember you must allow adequate time to do all that must be done in the termination process. Ending a pastoral relationship requires as much effort and planning as when you began it - - by you, your congregation and the Presbytery. Although individual circumstances regarding a new call or retirement will vary, we urge a minimum notification of six weeks from the time you publicly announce your resignation until your departure. If you are considering giving more, or less notice, you should first seek the advice of the Executive Presbyter and/or the chairperson of the Committee of Ministry. This recommendation is based on the perspective that the quality of saying farewell and preparing for departure can help or hinder you and the congregation you are leaving.

WHOM TO NOTIFY

When you are prepared to submit your resignation, it is important to notify the following people:

- Presbytery - - Stated Clerk
Chairperson, Committee on Ministry
Executive Presbyter

- Congregation -- Clerk of session
Staff colleagues
Session
Congregation - by letter and announcement from the pulpit

While official notification of the Presbytery and congregation should occur in the same week, the Presbytery and congregation have different responsibilities in responding to the resignation.

The Stated Clerk is responsible, after the approval of Committee on Ministry, for processing the dissolution and any new call. The chairperson of the Committee on Ministry activates the Exit Interview process (detailed below). The optimal arrangement would be for you to ask for this interview as soon as possible (i.e., when you decide to accept a new call or begin to make preparations for retirement.)

Even though some people may have an idea you are close to accepting another call or choosing to retire, the actual announcement of your resignation has a reality of its own. To insure everyone learns of your decision in a timely manner, you should follow a systematic schedule of notification:

1. Submit your resignation to the Clerk of Session
2. Call a Session meeting to act on resignation.
3. Notify the Stated Clerk of the Presbytery of Detroit.
4. Inform staff colleagues as a professional courtesy.
5. Send a first-class letter to the congregation so that it will arrive before the Sunday worship service where a public announcement is to be made.

You are also encouraged to invite either the Executive Presbyter or the chairperson of the Committee on Ministry to the session meeting at which you announce your resignation.

THE PRESBYTERY EXIT INTERVIEW

This Presbytery has had a long tradition of conducting Exit Interviews with departing pastors. The interview, with representatives of the Committee on Ministry, is designed to help you deal with the challenges and feelings associated with change which confronts even the most competent pastor. It explores your experiences within the congregation and insights about your ministry. Finally, it provides an opportunity to discuss your specific plans for leaving the congregation. So, there will be conversation and recommendations on how a pastor:

- says good-bye to persons and groups,
- deals with individuals where there is tension in the relationship,
- handles the stresses of leaving,
- manages staff relationships and special staff prerogatives,
- sets the stage for a congregation to engage in a self study process,
- introduces the concept of an interim pastor, and
- other special issues (i.e. the pastor who remains in close geographical proximity.)

The information offered during the Exit Interview will be used to assist the Committee on Ministry, Presbytery staff and Interim Pastor better understand life within the congregation. It will also help shape the Presbytery's work with the church during the interim period (see page 10 for questions that may be asked during the Exit Interview).

PREPARING FOR TRANSITION

Up to this point there has been scarce mention of the need to begin a process to identify the type of interim pastoral leadership which would best meet the needs of your congregation. The rationale is that the well-being of the congregation is, initially, intimately consumed with the announcement and reality of your imminent departure. However, once your resignation has been publicly announced, it is time for Presbytery to be involved directly with the Session. Committee on Ministry should be contacted to arrange a visit with the Session.

During the meeting, time will be given for the Session to share feelings surrounding your departure, reflections on the current spiritual, emotional and financial health of the congregation, and perceptions on the opportunities and challenges which might be part of the church's future. Following these moments of sharing, the Presbytery's representative will share with the Session the role of Presbytery (and its committees) in assisting a congregation during the interim period, which includes helping to define the type of interim pastoral leadership that would benefit the congregation in transition and exploring the need for a self-study.

Obviously, you are in a unique position to encourage the Session to fulfill these responsibilities as the church enters the interim period. Part of your pastoral plan for leaving should include ways you can help the Committee on Ministry create a positive atmosphere for the change in pastoral leadership.

A fundamental assumption of these guidelines is that all churches benefit from an intentional and well-developed plan for moving through a transition in pastoral leadership. Having an interim pastor is a key element in making the most of the interim period.

MINISTERIAL ETHICS

In 2001, the Presbytery of Detroit approved a Statement of Professional Ethics. The policy was established for the purpose of maintaining a high standard for the professional ministry. As part of your Exit Interview you will be asked to sign a copy of this statement. Two of them offer particular insight into responsible pastoral leadership during and following the interim period. They are:

1. **When a Minister Leaves a Congregation.** When the pastoral relationship between the permanent, designated, or temporary minister and the congregation is dissolved, the minister shall announce to the congregation that he/she is ending the pastoral relationship, and therefore, is not available for pastoral services. This includes funerals, weddings, baptisms, visiting the sick, and counseling. This fact is to be made clear in the liturgy of the final service, in the church newsletter, and in a personal letter from the minister to each member of the congregation

The departing minister, particularly after an interim pastorate, should decline cordially invitations to perform pastoral duties in his/her former community (this includes pastoral calling, funerals, baptisms, and weddings)—even if such invitations come from the current pastor and/or session. He/she should recognize how difficult it is for the current pastor to say no to a family desiring the service of a former pastor, and that accepting such an invitation establishes a precedent, which can damage congregational relationships. Moreover, once a former pastor accepts such an invitation, it is difficult for him/her ever to refuse another. If, for some compelling reason, a former pastor participates in any service, it shall be made clear that the current pastor is officiating and the former pastor is a guest.

The departing minister is encouraged to prepare a notebook or other resource explaining key elements of his/her ministry and of the congregation's life, both as an act of closure and as an aid to the new pastor's ministry.

When a minister is called to another church or retires, he/she is to exercise due care not to influence by direction or indirection, by spoken or written word, the selection of a successor. And after leaving, there is to be no influence over (or comment offered about) the policies of the session and the congregation.

2. **When a Minister Enters a Congregation.** The successor has the responsibility to be courteous to his/her predecessor. Over years loyalties may have developed that are strong, and though a predecessor may do everything possible to discourage a family from seeking his/her services, it may be an act of grace in certain instances for the successor to invite the former minister. The wise minister will observe that such an attitude may do more to move people to accept his/her own ministry than would resistance and "standing for one's rights" as the installed minister.

A FINAL THOUGHT

This portion of the document was written from the perspective of an installed Pastor who is leaving a particular congregation. It does not seek to specifically address the resignation or retirement of an Associate Pastor, Director of Christian Education or other professional staff. Nor does it attempt to identify those additional issues which arise when a resignation or retirement is made under duress or the threat of dismissal. While, the general process remains the same, the necessity of initiating Presbytery services as early as possible is even more important.

Guidelines for the Session and its Clerk

A pastor's resignation places unusual responsibility on the Session of a particular church. The purpose of this section of the document is to provide guidelines to assist you in this time of transition. It is important to keep in mind that a change in pastoral leadership generates strong feelings in the congregation--about the pastor leaving, about past activities in the church, about the effect of transition and about the future of the congregation.

THE INTERIM PERIOD

With your pastor's resignation, your congregation has already entered the interim period. The interim period is characterized by these stages:

- **Termination** - pastor announces resignation and says "good-byes",
- **Direction Finding** - what do we do now? what process? What type of interim pastoral leadership is desired? Is a Self Study needed for the church and/or required by Presbytery?
- **Search and Selection of Interim Pastoral Leadership** - arrange for pulpit supply, establish process to find and employ interim pastor,
- **Transition to Interim Pastoral Leadership** - welcoming and introducing individual to congregation, establishing pastoral goals for interim leadership,
- **Engage in Self Study** – what are our future needs? What pastoral skills are wanted?,
- **Search and Selection For Installed Pastor** - direction and attention to Pastoral candidates,
- **Negotiation and Decision** - selection and terms of call for new pastor,
- **Installation and Start-Up** - the new pastor begins and preparations are made for his/her entry.

IMPORTANT FIRST STEPS

When your pastor resigns and you have received his/her letter of resignation, the Session through its Clerk should make certain that the Stated Clerk of Presbytery has been notified. The Stated Clerk initiates the services of the Presbytery to your congregation available through the Executive Presbyter, the Committee on Ministry, and the Congregational Life Ministry Team. The Stated Clerk also processes the dissolution on behalf of the pastor, congregation and Presbytery.

The Clerk of Session has the following responsibilities:

- verify staff have been informed and that the congregation is notified (first by letter and then by public announcement),
- notify congregation of ministerial ethical guidelines (see Appendix A.4, page 17, Church Newsletter Article - Pastor's Resignation & Ethical Guidelines),
- assist in the scheduling of a congregational meeting to act on the resignation,
- help arrange for representatives from the Committee on Ministry and the Congregational Life Ministry Team to attend one of the Session meetings,
- inform the chairperson of the church's Personnel Committee of the need to conduct an exit interview with the pastor and draft (for Session approval) an "End of Call" agreement which identifies any remaining pension obligations, salary, vacation, salary in lieu of vacation, other compensation, loan repayment, condition of manse, etc.,
- notify the chairperson of the church's Worship Committee of the need to arrange temporary "pulpit supply" while the Session searches for interim pastoral leadership,
- * provide support and encouragement for the church's "farewell" to the pastor (and family). This farewell provides an opportunity to acknowledge relationships and shared history with individuals and groups. It can be scheduled during worship and/or at appropriate additional church-sponsored activities. (see Appendix A.6, page 19, Litany For Ending A Pastoral Relationship)

CONSULTATION WITH THE PRESBYTERY

Executive Presbyter: The Executive Presbyter is pastor to your pastor and your congregation during this time of transition; from the resignation of your pastor through the selection and entrance of your new

pastor. The Executive Presbyter will be a resource in coordinating the services of Presbytery, and should be contacted to preach at your church very shortly after your pastor departs.

Committee on Ministry: During this same period, Committee on Ministry (COM) will work with your Session to identify and complete the necessary steps which need to be taken during the interim period. To assist your church, COM will:

- appoint a Moderator for your Session and congregation,
- provide an approved list of qualified individuals interested in Pulpit Supply (a current list is attached to the end of this document). If other individuals are to be used as Pulpit Supply, approval of COM is necessary,
- meet with the Session to help the Elders understand the specialized nature and needs of the interim period, assess the needs for pastoral leadership during the interim period and determine a process to find an interim pastor.
- consult with the Session on the nomination, structure and tasks of the Pastor Nominating Committee. (described in detail on pages 8,9)

Congregational Life Ministry Team: Prior to the election of a Pastor Nominating Committee (PNC), a representative from the Congregational Life Ministry Team (CLMT) will consult with your Session about completing a self study. This study (described in detail on page 8) will assist your congregation:

- in clarifying who it is and where it is going,
- in determining your congregation's special calling and mission that makes it unique,
- in identifying what kind of pastoral leader/leadership is needed for the next step in your congregation's journey of faith.

ISSUES SURROUNDING PASTORAL TRANSITION

The resignation of a pastor, whatever the circumstances, arouses strong feelings. At all stages of the transition careful attention needs to be given to these feelings.

A pastor's resignation is a loss and often people cope with loss through denial. Rather than saying good-bye, the pastor and/or congregation often seek to deny loss and separation by saying such things as "we will still be friends." While friendships can remain, it is important for you to recognize the person who has been your pastor was your pastor first and his/her resignation means giving up all privileges that have accrued as a result of the pastoral relationship.

The importance of this point cannot be overemphasized. While your former pastor may care for you and pray for you, your attention needs to be directed to building a relationship with your new pastor just as your former pastor needs to give attention to his/her new congregation or fulfilling his/her retirement plans.

If your former pastor remains in the Presbytery or chooses to retire in the same community, the issues become even more complex. Certainly, it is only fair that this person be allowed to maintain friendships in his/her former congregation, but the context of these relationships has changed. So, it is important to share and emphasize with the congregation that:

1. A pastor is a highly privileged person by virtue of his/her professional role. The pastoral role gives a certain permission to enter into the lives of people at a very intimate level. This privilege is not based on personality, but on fulfilling the pastoral role. It is extremely difficult, if not impossible in most cases, to separate a person's "friendships" from the pastoral role.
2. The former pastor has agreed to, and signed, a Statement of Professional Ethics that strongly urges him/her to maintain professional distance and appropriate personal separation from

his/her former parish. While there is always a temptation to want to invite the former pastor back to conduct a funeral, officiate at a wedding or to administer a sacrament, in most instances the long-term harm of such invitations outweighs any immediate comfort. The Session needs to advise the congregation of the content of this Statement (See Appendix A.3, page 15, Statement of Professional Ethics).

3. The former pastor might find it difficult to refuse a church member's request for professional services. If the presence of the former pastor is desired at a wedding, baptism or funeral, allow him/her the privilege of being a guest at the invitation of the new moderator of Session rather than having to assume an official or unofficial role in any services, ceremonies or rituals.

Of course, people tend to respond more to one pastor rather than to another. This tendency to relate more easily with one person than another can sometimes mislead us into believing that certain aspects (marriages, baptisms, funerals, etc.) of the church's ministry can only occur with the participation of a specific person. Yet, church members and friends need to be continually reminded that the real meaning of the church's sacraments, rituals and ceremonies is due to God's gracious love. The richness of these special moments is found, not because of familiarity with a particular pastor, but because the symbolism, language and imagery of the worship liturgy point us to God.

The Committee on Ministry believes it is the ethical responsibility of the former pastor to graciously decline all requests for pastoral services from former parishioners. However, COM also recognizes that there is latitude for participation when an invitation comes to the former pastor solely at the free initiative of the current pastor.

THE INTENTIONAL INTERIM PASTORATE

Your Committee on Ministry representative will work with you in identifying the need for an interim pastor, understanding the possibilities for interim ministry and finding candidates for this position.

There are several helpful books and published articles about the work of the interim pastor (see page 11, Suggested Resources for Interim Period). Basically, the interim pastor provides leadership to help the congregation continue its ministry, rediscover and renew its resources, and prepare for a new pastor. The interim pastor is not a caretaker, but rather the interim pastorate is an intentional ministry with the following minimum tasks:

- helping your congregation and Session come to terms with history, including understanding and valuing where the congregation has been;
- helping your congregation and Session to discover a new identity, congruent with but no longer defined by the past;
- facilitating shifts of power, authorizing persons and processes in ways appropriate to the new situation;
- rethinking denominational relationships as part of the congregation's identity and mission; and
- building commitment to new leadership and to a new future, developing a shared vision and working relationships with each other and with new pastors. (From Mead, The Developmental Tasks of a Congregation in Search of a Pastor).

The interim pastor needs basic pastoral skills but also has additional ability for working in a transitional setting. (See Alban Institute booklets on the interim pastor.) Especially important, the interim pastor is not and cannot be a candidate for the installed position (See Appendix, page 29, Contract for Intentional Interim Ministry).

SELF STUDY

After your pastor leaves, the Congregational Life Ministry Team (CLMT) of the Presbytery will consult with you about doing a Self Study for your congregation. The study will help you look at the past and turn to the future as the church begins to develop a new identity that is separate from the previous pastor's ministry with your congregation.

Leading the Self Study will require the work of a committee, generally a representative group of the congregation. The Session will have to decide how committee members are selected and the number of persons needed. In identifying potential members, it should be mentioned that the process requires diligent work and is ordinarily completed within 4 months. Beginning the Self Study need not be delayed while you search for interim leadership, although an interim pastor may be helpful in supporting the self-study process.

In the study, the committee will analyze the church's congregation and immediate community. It will seek to clarify the church's special calling and its unique mission. The conclusions reached about the church's ministry will be helpful in identifying what kind of leadership is needed for the next step in the congregation's journey of faith.

The assumption that underlies doing a study at this time is the awareness that this time of transition in leadership is rich with potential for growth and change. Edwin Friedman in his book Generation to Generation says: "To the extent a family (congregation) rushes to replace its loss, its pain will be lessened, but so will the potential for change that the loss made possible." (p. 42, Generation to Generation, Guilford Press, 1985). While the church may be eager to "get a replacement" the study and reflection required to complete the Self-Study will help you see possibilities and opportunities for new ministry in your community. It will also help the congregation determine what changes it wishes to embrace.

It is not wise to expect that the Self Study Committee and the Pastor Nominating Committee will be composed of the same individuals, although it can be useful for one member of the Study Committee to be nominated to serve on the Pastor Nominating Committee. This individual could potentially help the Pastor Nominating Committee understand and interpret the work, insights and vision that the Self Study Committee has discovered and articulated.

THE PASTOR NOMINATING COMMITTEE PROCESS

The Committee on Ministry (COM) follows a ten-step outline in its work with a congregation seeking a pastor or associate pastor.

1. Review the request to form a Pastoral Nominating Committee (PNC),
2. Approve the election of a PNC and preparation of the Church Information Form (CIF),
3. Appoint a COM representative to assist the PNC in the search process,
4. Approve the completed CIF and forward to the Personnel Reference Service (PCUSA),
5. Conduct reference checks with the assistance of the Executive Presbyter
6. Approve PNC to consider three finalists,
7. Finalists interviewed and reviewed by COM,
8. PNC approved to negotiate with any of three finalists,
9. Candidate preaches and congregational meeting is held to approve the Call,
10. COM presents the Call to Presbytery for approval and Installation.

Implicit in this outline are many important assumptions. First, there are three parties to a Call--pastor, congregation and Presbytery. The pastor does not belong to the particular church, but is a member of Presbytery. Second, the PNC is charged with the responsibilities of completing the CIF, receiving dossiers, screening and interviewing candidates, checking references, visiting candidates and nominating one pastoral candidate. Third, when a congregation seeks a pastor, the immediate pressure within the committee and from the congregation is often to want to move as rapidly as possible to find a candidate. However, in order to work together effectively in screening and interviewing candidates, the committee must build relationships with an unusual degree of trust.

Building trust is one of the most time-consuming tasks of the PNC and should be a priority from the beginning process of preparing the Church Information form. Trust within the PNC is especially important as it confronts diverse opinions and conflicting responsibilities. The PNC has the responsibility of communicating with the congregation about its work while, at the same time, maintaining confidentiality with regard to potential and actual pastoral candidates.

The COM representative is trained to work with your PNC in this calling process. He/she informs the PNC about the appropriate steps in the search process, helps build trust and provides training whenever necessary in the committee's work.

One significant step in the calling process is the assistance offered by the COM when notified three finalists have been selected by the PNC. The Executive Presbyter and a member of COM, through their own reference checks, will verify the information received by the PNC through its contact with the personal references provided by each finalist. In addition, COM representatives interview the finalist before the PNC negotiates the candidate's terms of call.

ARRIVAL OF NEW PASTOR

Dissolution of a pastoral relationship is what necessitated these guidelines. Although it appears your work is completed once a new pastor has been called, your work in this transition period is not yet complete.

Presbytery guidelines are meant to facilitate the change of pastoral leadership with particular attention given to the feelings associated with loss and change. In some cases these feelings are adequately resolved during the early phases of the transition process. In most cases, however, the feelings associated with change occur well into the early phases of a new pastor's tenure. There may still be unresolved feelings about the former pastor (sometimes the most difficult to manage are the very positive feelings); unexpected feelings may emerge about the new pastor's theology, style, personality, etc.; and there are the feelings of the new pastor (and family) as he/she deals with change and transition.

Representatives from the Committee on Ministry are prepared to work with your personnel committee to plan for an effective entry for your new pastor.

Guidelines for the Presbytery

At present, the Presbytery of Detroit provides the following services to churches at the time of the dissolution of a pastoral relationship:

- Consultation of the Executive Presbyter,
- Processing of dissolution by Stated Clerk,
- Exit Interview with pastor by Committee on Ministry,
- Consultation by Committee on Ministry on the interim period and interim pastoral leadership,
- Consultation by the Congregational Life Ministry Team on completing a Self Study,
- Consultation by Committee on Ministry on the formation and work of Pastor Nominating Committee

Because of the specialized services offered by various committees and individuals of the Presbytery, there may be some confusion, redundancy and overlap experienced by a local congregation. However, the Committee on Ministry, the Congregational Life Ministry Team, and the Executive Presbyter will do everything possible to insure that the services of the Presbytery are provided in a coordinated and timely fashion. Nevertheless, it is important the Session of a particular congregation recognize the Presbytery is committed to the utilization of the specialized ministry of an interim pastor and a process that might ask for a congregational Self Study by the Session prior to the formation of a Pastor Nominating Committee.

THE EXIT INTERVIEW

The Committee on Ministry's Exit Interview is designed to equip the departing pastor to face and engage fully the feelings and tasks that accompany the termination of a Call, so that he/she can help the congregation prepare for the transition, the arrival of an interim pastor and the prospect of a new installed pastor. It is equally intended to demonstrate care for the pastor (and family) during a period that has its own unique stresses. To expedite the assistance offered, the Exit Interview should take place as soon as possible after the pastor knows he/she will be leaving.

There are two important assumptions about the Exit Interview. First, it is expected a departing pastor will participate in the process. Second, information obtained in the interview will be helpful to the congregation, interim pastor, new pastoral leadership, and committees of the presbytery. However, the departing pastor and COM representatives involved in the interview will determine together which information is private and, therefore, inappropriate for public communication.

Some of the following questions may be asked during the Exit Interview. Interviewers are free to select those questions that are most applicable to the interim period for this congregation.

- What do you feel good about in your current pastorate?
- What have you learned about yourself in your current position as a person, as a pastor?
- What have you learned about your current congregation?
- What have you learned in your current pastorate about working with people, about working with institutions, about working with presbytery, synod, general assembly?
- What would you do differently, if given the opportunity?
- What were the surprises when you began this pastorate?
- What issues have you avoided handling in this pastorate? What needs to be done with these issues now?
- How are you feeling about Presbytery?
- How would you describe the strengths and weaknesses of this congregation, presbytery, synod, general assembly and any specific boards or committees within these bodies?
- How do you say "good-bye"?

- What is easy and what is difficult for you in saying good-bye?
- What plans have you made for your entrance to your new position/retirement?
- Which relationships do you have in which there are tensions, especially close feelings, unresolved hurts (In relation to both individuals and groups)?
- What, specifically, is your plan for managing these relationships as you say good-bye?
- Where do you need help in your leave-taking?
- Where do you want help in your leave-taking and from whom?
- What ordinary stresses have you experienced as a pastor?
- How have you handled your stresses?
- What stresses do you anticipate during this transition?
- What plan do you have for handling these additional stresses?
- What plan do you have for relating with staff (professional and support) during this transition?
- How will you plan for changes in roles during the transition?
- How can you help the Presbytery in working with this congregation on its self-study?
- How can you help the Presbytery in interpreting the needs of the interim period and for interim ministry?
- What is your plan for responding to requests for professional services that you have already made but which will take place after your departure?
- Have you prepared a draft termination agreement for session and the Committee on Ministry?
- What plans do you have for handling special problems that may arise given your relatively close proximity after the effective date of your resignation?
- What recommendations do you have for this particular congregation as it plans for its future?
- What recommendations do you have for Presbytery as it plans for its future?
- Will you agree to have a summary of this termination consultation process forwarded to your new presbytery?

SUGGESTED RESOURCES FOR INTERIM PROCESS AND PERIOD

The following Alban Institute booklets are recommended on the issues of termination, self-study, interim pastorates and beginning a new pastoral relationship.

Kirk, Richard J. On the Calling and Care of Pastors.

Kirk, Richard J. Pastor and Congregation Face Retirement.

Mead, Loren B., The Developmental Tasks of the Congregation in Search of a Pastor.

Macy, Ralph. The Interim Pastor.

Porcher, Philip G., Jr., What You Can Expect from An Interim Pastor and an Interim Consultant.

Oswald, Roy. M. Running through the Thistles: Terminating a Ministerial Relationship with a Parish.

Oswald, Roy. M. The Pastor as Newcomer.

Oswald, Roy. M. New Beginnings: Pastorate Start -Up Workbook.

White, Edward Saying Good-bye.

PASTOR'S RESPONSIBILITIES AT DISSOLUTION

A Summary

	Check when completed
Notify Clerk of Session	_____
Call special Session meeting to act on resignation	_____
Notify Stated Clerk (Presbytery)	_____
Inform staff colleagues	_____
Schedule Exit Interview with Chair of COM	_____
Sign <u>Statement of Professional Ethics</u>	_____
In cooperation with Clerk of Session, send letter to congregation	_____
In cooperation with Clerk of Session, announce resignation on Sunday morning at a regularly scheduled service of worship	_____
Schedule meeting with Session of representatives from COM and the CLMT to explain interim period	_____
Schedule meeting with Session to discuss resignation, focusing on relationships	_____
Schedule meeting with Session to discuss next steps	_____
With Session personnel committee draft termination agreement	_____
After beginning Presbytery's Exit Interview process, coordinate exit interview at church with clerk and/or chairperson of personnel committee	_____

SESSION RESPONSIBILITIES AT DISSOLUTION

Clerk of Session and/or Chairperson of Personnel Committee)

A Summary

Check when completed

- Confirm resignation with Presbytery's Stated Clerk and Moderator of Committee on Ministry _____
- Confirm Session meeting has been called to act on resignation _____
- Confirm resignation has been shared with staff _____
- Coordinate with pastor sending letter of notification to congregation _____
- Coordinate with pastor the public announcement of resignation on the following Sunday morning _____
- Coordinate with pastor the scheduling of a congregational meeting to act on resignation _____
- Draft, with pastor, a termination agreement _____
- Schedule and invite Executive Presbyter to preach soon after pastor's departure _____
- Arrange for the Session to consult with COM and the CLMT _____
- Plan, with pastor, for saying "Good-byes" _____
- Plan education for congregation about role of "former" pastor _____
- Provide for pastor/congregation farewell _____
- Arrange, with Chair of Worship Committee, for Pulpit Supply _____
- Help Session define interim pastoral leadership needs and write interim pastor position description and engage in an interim search _____
- Plan "entry" program for, and with, new interim pastor _____
- Encourage election of Pastor Nominating Committee after approval is given by Committee on Ministry _____

PRESBYTERY OF DETROIT

Statement of Professional Ethics

The following is a statement on expected professional ethics for the clergy of the Presbytery of Detroit. Accepting a professional role is unavoidably a promise-making act. Expectations of conscientiousness, commitment, and competence are integral to ministry in the church. The current social environment is testing our commitment to certain standards of conduct that previously were assumed as normative. Thus, the Presbytery restates its understanding of what we hold in common as ethical standards of professional behavior and adopted in “Standards of Ethical Conduct” approved by the 210th General Assembly (1998) Presbyterian Church (U.S.A.), which is the current guideline for all governing bodies, officers, congregations, and personnel.¹

1. **Services for Members of Another Church.** When a minister is called upon to officiate at a wedding, funeral or baptism for families who are not members of his/her congregation, he/she should ascertain whether they are members of another church or denomination. If they are members of another church or denomination, they should be asked to request the services of their own pastor.
2. **Local Membership Transfers.** When a person wants to change his/her church affiliation from another Presbyterian Church (USA) congregation within the same community, the receiving minister is to encourage the person to communicate his/her desire to the minister where he/she currently holds membership. The receiving minister is also to consult with the minister where he/she currently holds membership. These communications are designed to encourage the transferring person to consider seriously the change, and to remove possible misunderstandings between the ministers and sessions involved.
3. **Calling on Members of Neighboring Churches.** If a minister is asked to make a pastoral call on a member of another church, then the minister of that church shall be consulted. A minister is not to provide pastoral services to members of another church, unless asked to do so by the minister of that church or the governing body.
4. **Multiple Staff Relationships.** In staff relationships, as in all intra-church relationships, the objective is to work together with a spirit of cooperation in nurturing the whole church. The pastor has primary responsibility for establishing a harmonious relationship. To this end, all ministers should be understanding toward one another, respect the competence of each, offer constructive suggestions to one another, forgive misunderstandings, and be tolerant of differences of opinion and style of ministry. Innuendo and gossip should be strictly avoided. A minister should not aspire to succeed any other minister on the same church staff

Staff members should speak openly and frankly about their differences and problems to the individual(s) with whom they differ and to the Session’s personnel committee rather than to a third person. If a person working on a staff as pastor, co-pastor, associate, or parish associate feels unable to manage relationships with other staff members in a creative and effective manner, then she/he should consult with the Executive Presbyter and/or the Committee on Ministry for possible assistance in resolving the conflict. Mutual support among members of a staff, who do their work with enthusiasm and confidence in each other, exemplify the Gospel in word and deed.

5. **When a Minister Leaves a Congregation.**² When the pastoral relationship between the permanent, designated, or temporary minister and the congregation is dissolved, the minister shall

announce to the congregation that he/she is ending the pastoral relationship, and therefore, is not available for pastoral services. This includes funerals, weddings, baptisms, visiting the sick, and counseling. This fact is to be made clear in the liturgy of the final service, in the church newsletter, and in a personal letter from the minister to each member of the congregation.

The departing minister, particularly after an interim pastorate, should decline cordially invitations to perform pastoral duties in his/her former community (this includes pastoral calling, funerals, baptisms, and weddings)--even if such invitations come from the current pastor and/or session. He/she should recognize how difficult it is for the current pastor to say no to a family desiring the services of a former pastor, and that accepting such invitation establishes a precedent, which can damage congregational relationships. Moreover, once a former pastor accepts such an invitation, it is difficult for him/her ever to refuse another. If, for some compelling reason, a former pastor participates in any service, it shall be made clear that the current pastor is officiating and the former pastor is a guest.

The departing minister is encouraged to prepare a notebook or other resource explaining key elements of his/her ministry and of the congregation's life, both as an act of closure and as an aid to the new pastor's ministry.

When a minister is called to another church or retires, he/she is to exercise due care not to influence by direction or indirection, by spoken or written word, the selection of a successor. And after leaving, there is to be no influence over (or comment offered about) the policies of the session and the congregation.

- 6. When a Minister Enters a Congregation.** The successor has the responsibility to be courteous to his/her predecessor. Over years loyalties may have developed that are strong, and though a predecessor may do everything possible to discourage a family from seeking his/her services, it may be an act of grace in certain instances for the successor to invite the former minister. The wise minister will observe that such an attitude may do more to move people to accept his/her own ministry than would resistance and "standing for one's rights" as the installed minister.
- 7. The Interim Minister.** The purpose of an interim is to serve a congregation until a new minister is called. To this end, the interim is to help prepare the congregation for a new minister. The Interim Minister cannot become the Installed Minister.
- 8. Other Ministers.** Ministers at large are not to perform pastoral functions in a local church without an invitation from the Moderator, preferably in consultation with the Session, or the Committee on Ministry.

As a minister in the Presbytery of Detroit, I have read this statement, acknowledge its contents, and agree to be guided by these standards.

Name: _____ **Date:** _____

¹ Standards of Ethical Conduct (#OGA-98-009, 24pp), Presbyterian Distribution Service, 800-524-2612.

² Suggested resources: *Book of Occasional Services* (Geneva Press, 1999). Alban Institute: Ed White, *Saying Goodbye*; Roy Oswald, *New Beginnings and Running Through the Thistles*. Available at Presbytery Resource Ctr.

Approved by the Presbytery of Detroit 11/27/01

Sample Article For Church Newsletter (Pastor's Resignation and Ethical Guidelines)

Dear friends,

On (Date), the Rev. (name) announced his/her resignation/retirement as Pastor of our congregation. The Session and the members have accepted the news of this resignation with a feeling of loss and regret. His/her ministry to (name) Church and its members and friends has been greatly appreciated.

Yet, during this time of saying goodbye and wishing (name) and his/her family God's richest blessings as they prepare to leave, it is critical for church members and friends to recognize when (name) resignation (or retirement) becomes effective, it marks the end of his/her professional pastoral relationship with the church. While it might be difficult to resist the temptation to invite (name) to come back to officiate at a funeral, baptism or wedding (or at any other occasion), all of us need to remember:

1. (Name) has agreed to, and signed, ministerial ethical guidelines which strongly urge him/her to maintain professional distance and personal separation from this church.
2. He/she might find it difficult to refuse a church member's request for professional services. If the presence of the former pastor is desired at a wedding, baptism or funeral, allow him/her the privilege of being a guest rather than having to assume a pastoral role.
3. The Presbytery of Detroit believes it is the ethical responsibility of the former pastor to graciously decline all requests for pastoral services from former parishioners.
4. An invitation seeking his/her professional participation in any aspect of the church's ministry can only be extended by the Session or at the free initiative of the person who will be our new pastor (or interim pastor).

We will always be grateful to (name) for everything he/she did to enrich our life and strengthen our spiritual journey. Before he/she leaves, we will honor (name) with a (reception, gift, etc.) and express our thankfulness for his/her ministry. Yet, at the same time, the church also needs to prepare for its future by identifying interim pastoral leadership and moving forward in calling a new person who will, through God's grace and goodness, serve this congregation as its pastor.

The Session

A Litany for Ending a Pastoral Relationship

(included as part of a worship service)

This litany is taken from materials found in the Interim Ministry Network Basic Training packet. It was first used at South Bay Christian Church (Disciples of Christ) in Redondo Beach, California.

In some cases, the writing of a liturgy unique to the participants and situation could be a helpful way of working toward closure of a relationship. This is simply offered as a guide for some of the components you might want to include in such a liturgy, whether it is used when the called pastor, interim pastor, or another church leader leaves a particular ministry.

Clerk of Session (or Presbytery Representative): Our church family is constantly changing. People come and go. Babies are born. Children grow up. People commit themselves to one another. Loved ones and friends among us come to the end of their lives. Individuals move into our community and church life. Others leave us, moving away to new places, new experiences, and new opportunities. It is important and right that we recognize these passages of beginnings and endings. Today, we share a time of farewell with (name) who is leaving this ministry. He/she began his/her ministry to, and with, this congregation on (Date).

Pastor: I thank (name of church), its members and friends for the love, kindness, and support shown me during these last (number) years. I ask forgiveness for the mistakes I have made. I am grateful for the ways my leadership has been accepted. As I leave this ministry, I carry with me all that I have learned here.

Congregation: We receive your thankfulness, offer forgiveness, and accept you now leave this particular ministry and us. We express our gratitude for your time among us. We ask forgiveness for our mistakes. Your influence on our faith and faithfulness will not leave us at your departure.

Pastor: I accept your gratitude and I forgive you, trusting that our time together and our parting are pleasing to God.

Clerk of Session: Do you, the members and friends of (name of church) release (name) from his/her pastoral duties?

People: We do, with the help of God.

Clerk of Session: Do you offer your encouragement for his/her ministry and life as it unfolds in new ways?

People: We do, with the help of God.

Clerk of Session: Do you (name) release this church from turning to you and depending on you?

Pastor: I do, with the help of God.

Clerk at Session: Do you offer your encouragement for the continued ministry here and for the relationship with another who will come to serve?

Pastor: I do, with the help of God.

Clerk of Session: Let us pray: Almighty God, whose everlasting love for all is trustworthy, we give thanks for remembered times when together we have shared the life of faith. We thank you for the times we have gathered in worship, in learning, and in service. The times we were together in your name saw our laughter and tears, our hopes and disappointments, our victories and failures.

Guide us as we hold these cherished and challenging memories. Inspire us to move in new directions until that time to come when we are completely one with you and with each other. Until that moment, help each of us to look to the future with confidence, trusting in your abiding care and grace. In the name of Jesus who is the Christ. Amen.

Clerk and congregation: (Name), go now, surrounded by our love and led by the promises at God, the presence of Jesus Christ and the guidance of the Holy Spirit. Amen.

PRESBYTERY OF DETROIT

Committee on Ministry

Summary of Guidelines for Securing Interim Pastoral Leadership

When a pastoral position becomes vacant, representatives of the Committee on Ministry, through its Temporary Pastoral Relationship Sub-Committee, will meet with the Session to consider various options of identifying interim pastoral leadership. It is important to note that the Session will be asked and encouraged to employ a trained Interim until the vacant pastoral position is filled.

The following summary highlights the steps taken by the Session, Committee on Ministry and Temporary Pastoral Relationship Sub-committee to secure the services of a trained interim.

1. When a pastoral position is about to become vacant, the Session (through its Clerk) should contact the Moderator of Committee on Ministry, who notifies the chair of COM’s Temporary Pastoral Relationship Sub-Committee (TPR).
2. **Guidelines for the Interim Period** is sent to the Clerk of the Session. The Guidelines contain useful information for the interim period, including sample position descriptions and the Contract for Intentional Interim Ministry (a contract the Session uses to formalize the relationship between the Interim Pastor and church).
3. The Temporary Pastoral Relationship Sub-committee appoints one of its members to serve as its primary contact with the church throughout the interim period.
4. A representative from the Temporary Pastoral Relationship Sub-committee will attend a Session meeting or a Personnel Committee meeting to explain the process for acquiring the services of an interim pastor and identifying the unique challenges and opportunities faced by a church during the interim period.

In the search process, it is important to remember that securing the services of an interim pastor is the responsibility of the Session in consultation with, and the approval of, Committee on Ministry.

5. The Session writes a position description and a salary and benefit package (totaling at least 95 to 100% of the former pastor’s package and not less than the Presbytery’s minimum), approves it and sends it to the chair of the Temporary Pastoral Relationships Sub-Committee for approval.

If seeking a part-time interim pastor, the Session should use the percentage of employment to determine compensation. For example, an interim pastor who is to work one-half time would be compensated at or above 50% of the Presbytery minimum.

The following chart provides a guide for figuring the compensation package of a part-time interim pastor. As a rule, Committee on Ministry will not approve positions less than one third (33%) time.

Position	Hours Per Week
1/3 time	15 – 18
1/2 time	23 – 28
2/3 time	30 – 36
Full time	45 – 55

(Continued on Back)

6. The Interim Position Description and compensation package are reviewed and approved (or

amended) by the Temporary Pastoral Relationship Sub-committee.

7. Once the position description and compensation package are approved, the Temporary Pastoral Relationship Sub-committee will help the Session (or its designated Search Committee) identify, solicit, and screen potential interim candidates.
 - a. The Session is encouraged to solicit candidates through the *Church Leadership Connection*, advertisements and personal contacts.
 - b. The Session and its search committee must follow all Affirmative Action and Equal Employment Opportunity guidelines.
 - c. The Temporary Pastoral Relationship Sub-committee will complete a reference check with the candidate's Presbytery and preliminarily approve her/his eligibility for the interim position.
8. Once the Session's search committee (or Temporary Pastoral Relationship Sub-committee) identifies a serious candidate for the interim position, the search committee should contact the candidate immediately. Due to the specialized nature of interim ministry, qualified candidates usually have several positions to consider at the same time, so the search committee must be deliberate in adhering to an accelerated timeline and diligent in its interview process.

When the search committee contacts a candidate, a sermon tape should be requested, a telephone interview (with the entire search committee) arranged and permission secured to contact the candidate's personal references.
9. When the search committee identifies a finalist, the Temporary Pastoral Relationship Sub-committee must be notified so that a meeting between the candidate and a representative of the Sub-committee may be arranged.
10. Once a finalist has been identified by the search committee and approved by the Temporary Pastoral Relationship Sub-committee, the Contract for Intentional Interim Ministry is completed and the candidate is brought before the Session for approval.
 - a. The Temporary Pastoral Relationship Sub-committee is prepared to assist the Session in contract and compensation negotiation with an interim candidate.
 - b. Normally, initial agreements are for 12 months, although some extend only for 6 months.
 - c. The Temporary Pastoral Relationship Sub-committee recommends at least 30 days **written** notification of termination if the contract is not renewed for any reason.
11. When the services of an interim pastor are secured by the Session, a signed Contract for Intentional Interim Ministry is sent to the Temporary Pastoral Relationships Sub-committee for review and approval by Committee on Ministry (and the Presbytery). When approved, a copy is given to the Session and the interim pastor.
12. At least two months before the Contract for Intentional Interim Ministry expires, the Session should review its relationship with the interim pastor. If satisfactory, the Session may extend the Contract for another mutually agreeable period. The Clerk of Session should forward a new contract to the Temporary Pastoral Relationships Sub-Committee.

If Problems Arise During the Interim Period?

If problems arise, Temporary Pastoral Relationship Sub-committee is prepared to assist in their resolution. When invited by the Session and/or the interim pastor, Sub-committee representatives will meet with interested parties to discuss and seek to resolve any areas of concern.

Appendix B.2

THE INTERIM CHURCH

STAGES IN THE INTERIM PROCESS from "The Interim Pastor" by Ralph Macy

1. **Period of Termination** - pastor announces leaving, says "good-bye"
2. **Period of Direction Finding** - What do we do now? What process do we follow?
3. **Period of Self-study** - what are our future needs?
4. **Period of Search and Selection** - identifying pastoral candidates
5. **Period of Negotiation and Decision** - selection of a new pastor
6. **Period of Installation and Start-up** - the new pastor begins

DEVELOPMENTAL TASKS OF THE INTERIM CHURCH from "Developmental Tasks of the Interim Church" by Loren Mead (Alban Institute)

1. **Getting In Touch With History**
2. **Discovering A New Identity** - who are we now that the pastor is gone?
3. **Facilitating Shifts In Leadership** - new leaders emerge, others back off
4. **Denominational Relations** - Are we connectional? How can Presbytery help?
5. **Commitment To New Leadership And Future** - support of new pastor and program

CHARACTERISTICS OF THE INTERIM CHURCH

1. The church is more open to change than any other time.
2. The church is more open to outside help than any other time.
3. The congregation is in grief.
4. There is a great possibility for conflict.
5. The people are impatient about getting new leadership.
6. The church is more open to ideas in clergy advocacy than any other time.

IDENTIFYING INTERIM PRIORITIES

1. What do we need to accomplish before the next installed pastor arrives?
2. What issues need to be handled during the interim period?
3. What priority should be given to these issues?

CHARACTERISTICS OF AN EFFECTIVE INTERIM PASTOR

1. Builds relationships quickly.
2. Has entry and termination skills.
3. Possesses conflict management skills.
4. Demonstrates high level of self-awareness about
 - a. personal needs and dynamics
 - b. use of self in ministry
 - c. impact of ministry on others
5. Displays ability to interpret and negotiate
6. Reveals an adaptable lifestyle
7. Is oriented towards process

PRESBYTERY OF DETROIT

Committee on Ministry

Standards for an Interim Minister.

A person seeking to do interim ministry in the Presbytery will be required to have:

1. M.Div. (or educational equivalent) to meet the Presbyterian Church (USA) standards for ordination.
2. Recognition or standing in a duly recognized denomination in correspondence with our denomination.
3. Experience in at least two different pastoral situations which can be evaluated by the Presbytery and its committees.
4. Formal training as an Interim Pastor in an accredited program.
5. Administrative skills in such areas as: day-to-day operation of the institutional church; planning and implementation of plans; corporate decision making; and the ability to negotiate, compromise, and mediate differences.
6. Pastoral skills in such areas as: helping people deal with grief, anger, and despair; healing, hurts and divisions; moving persons from a sense of hopelessness to a vision of hope.
7. Organizational development skills including the ability to assess needs, analyze situations, develop long-range goals, and identify potential resources for reaching the goals.
8. Crisis intervention skills, including conflict utilization/resolution and problem solving skills as a third party enabler.

Additional Expertise/Competencies

A person wishing to be an interim minister in the Presbytery of Detroit should also possess:

1. Knowledge about the normal developmental tasks and the probable unique dynamics of a congregation in an interim period.
2. Ability to help a congregation to sort out a variety of feelings about itself, the previous pastor, the interim pastor, the Presbytery and the unknown person to be the new pastor.
3. Awareness of team building methods and/or developing a sense of "esprit de corps" among those whom may have been previously divided.
4. Clarity about the Presbytery of Detroit's processes for helping a congregation identify and call (employ) a new pastor and clarity on his/her role in the processes.
5. Strategies for coping with personal stress and helping others to deal with stress related to pastoral transition and interim leadership.
6. Desire to participate in a continuing program of growth, evaluation and development with peers/colleagues in specialized interim ministry
7. Ability to work effectively with volunteers in a church system.
8. A personality that can move into a new situation and adapt quickly; relate to the congregation on an "interim basis"; and be able to let go and move on when the work is finished.

INTERIM PASTOR POSITION DESCRIPTION

Sample A

QUALITIES NEEDED IN THE INTERIM PASTOR

The interim pastor must be a person who is biblically conservative, evangelical and willing to preserve these beliefs. He/she should possess gifts to work with a racially and economically diverse congregation. He/she should want to promote unity in Christ Jesus, harmony as a community of believers and purpose as an urban congregation.

To this end, the interim pastor must be supportive of the congregation's commitment to three goals:

1. To lead men, women and children to faith in Jesus Christ;
2. To build one another up and to nurture each other in our faith;
3. To serve our Lord Jesus Christ in our community.

PURPOSE OF THE INTERIM PASTOR'S POSITION

Relying on the grace of Jesus Christ, the interim pastor shall provide a full-time ministry which supports the congregation's theological perspective and maintains its spiritual vitality, membership size and mission emphasis. He/she will work closely with the Session to assist church members in meeting the changes and challenges of the interim period and prepare them for new pastoral leadership.

ACCOUNTABILITY OF THE INTERIM PASTOR

The interim pastor is accountable to the Session and to the Presbytery of Detroit. There will be scheduled performance reviews by the Session and the Presbytery's Committee on Ministry.

RESPONSIBILITIES OF THE INTERIM PASTOR

Worship and Spiritual Life:

1. With the Worship Committee, plans all worship services;
2. Coordinates the worship participation of Director of Music, Organist, Choirs, Pianist and lay leaders.
3. Leads worship, preaches (at least ___Sundays) and administers the sacraments in manner that encourages spiritual growth;
4. Conducts weddings and funerals of members and friends, insuring adequate counseling and support.

Pastoral Care:

1. With the Board of Deacons, coordinates the church's visitation program;
2. Provides regular visitation to members and friends who are hospitalized, home-bound and/or bereaved.
3. Offers short-term counseling and makes appropriate referrals.

(Continued on back of page)

Christian Education

1. With the Christian Education Committee, promotes the educational and fellowship programs;
2. Provides leadership for Adult Bible Studies and Wednesday Evening Programs;
3. Shares teaching responsibilities with the Elders for the Communicant Class;
4. Participates and is visible during Vacation Church School.

Evangelism

1. With the Evangelism Committee, assists with the evangelism program of the church;
2. Maintains contact with worship visitors and prospective new members;
3. Teaches, with the Elders, the New Member Classes.

Administrative

1. Serves as Head of Staff, coordinating and supervising the work of other staff members;
2. Moderates the Session and, with its Clerk, plans agendas;
3. Provides active leadership to the church's committees and organizations.

Other

1. Maintains visibility in the Presbytery and community;
2. Fulfills additional responsibilities when negotiated with the Session

TERMS OF CONTRACT

1. Twelve month contract, subject to renewal with the approval of Presbytery;
2. Either party may terminate contract with thirty-day notice and consent of Presbytery;
3. Compensation:

Salary and Housing:	_____
Medical & Pension:	_____
Social Security Allowance	_____
Travel Allowance:	_____
Expense Allowance:	_____
Study Allowance:	_____
Other:	_____

Total

4. Vacation: a month (including 4 Sundays)
5. Study Leave: two weeks (including 2 Sundays)

**INTERIM PASTOR POSITION DESCRIPTION
SAMPLE B**

SUMMARY DESCRIPTION

Relying upon a strong personal commitment to Jesus Christ, provides a ministry of preaching, teaching, pastoral care and organizational leadership that will enable the church to maintain membership, mission and spiritual vitality until a pastor is called. Prepares the congregation for changes and challenges that will undoubtedly come in the next phase of the church's mission.

GOALS FOR THIS MINISTRY SHALL INCLUDE:

- Maintenance of a healthy congregational life.
- Continuity of leadership.
- Development of short-range goals.
- Preparation of the congregation for the arrival of a new pastor.
- Continuation of the Building Program
- Assessment of the strengths and weaknesses of the congregation

RESPONSIBILITIES

1. **Worship & Spiritual Life:** Plans and directs all worship services, working with the Music Director and Pastoral Intern. Leads worship, preaches and administers the sacraments in a manner that encourages the spiritual growth of the congregation.
2. **Pastoral Care:** Provides all regular pastoral services, with particular emphasis on visiting the sick, shut-in and bereaved. Provides individual counseling as requested. Officiates at weddings and funerals.
3. **Teaching:** Leads Adult Bible Study and may provide training for Bible Study leaders of Presbyterian Women's Circles. Teaches, or assigns teaching responsibility for youth communicant and membership classes. Teaches adult membership classes as requested by Session. Provides church officer training as needed.
4. **Organizational Responsibilities:** Directs the work of the church staff, consisting of the Secretary, Treasurer, Pastoral Intern, Music Director, Organist and Custodian. Provides training and guidance for Pastoral Intern as necessary. Serves as Moderator of Session. Provides active leadership to the church boards and works with Session committees and church organizations in developing programs to maintain and extend the church mission.
5. **Other Responsibilities:** Participates in Presbytery functions and encourages participation of Session and congregation. Participates in community organizations and activities. Carries out any other responsibilities as negotiated with Session.

BACKGROUND & EXPERIENCE

Position requires meeting the Basic Standards and the Expected Skills/Competencies as described in Sections B. and C. of the "Standards for a Specialized Interim Ministry". In addition, position requires previous experience in Interim Ministry, preferably in a church where the former pastor has retired after lengthy service.

COMPENSATION: includes a month's vacation (4 Sundays) and two weeks of study leave (2 Sundays)

Salary/Housing:	
Pension/Medical:	
Travel Allowance:	
Social Security Allowance:	
Study Allowance	
Expense Allowance	
Other:	
Total	

INTERIM PASTORAL SEARCH PROCESS

Possible Interview Questions

1. How do you deal with conflict?
2. What training have you had those helps you deal with conflict situations? What are your guiding principles in conflict work?
3. What are some of the specific ways you work with congregations during this time of transition?
4. What goals do you have for any interim work?
5. Do you set different goals for each interim? If so, how do you do that?
6. What tasks of ministry do you like best?
7. What tasks do you do best?
8. How do you handle work that does not mesh with your gifts or with your interests?
9. What are your plans for continuing education?
10. Tell us about your spiritual life.
11. Tell about a time of great joy in your ministry.
12. What image or images help you define interim ministry?
13. Have you had interim ministry training? When? What was most helpful from the training? Least helpful?
14. How do you expect to interact with the Presbytery during this interim?
15. What particular challenges do you see in this interim? What ideas do you have for addressing those issues?

COMPENSATION GUIDELINES FOR THE INTERIM PASTOR

ASSUMPTIONS:

1. All interim packages will meet the presbytery minimum standards.
2. Interim pastors will negotiate their own compensation package with the Session including annual increases and cost of living adjustments.
3. While it is an important function of the Committee on Ministry and presbytery to insure a living and viable salary for the ministers in its care, it must be remembered that COM and the Presbytery of Detroit exists to insure that the congregations under their care are nurtured and supported so that they will grow in their membership and service to Christ.

GUIDELINES:

1. In determining the appropriate salary for the interim, the following items should be considered:
 - Compensation provided previous pastor
 - Interim pastor's previous salary
 - Interim pastor's "successful" experiences as an interim
 - Interim pastor's special skills and talents that will be especially helpful to the congregation
2. If the interim ministry is part-time, the financial and benefit package should be pro-rated accordingly.

Service of Recognition For the Beginning of an Interim Pastorate

(To be included in a regularly scheduled worship service)

We are gathered here this morning to recognize, in accordance with the Book of Order, that the Session of (name) Presbyterian Church, with the approval of the Presbytery of Detroit, has contracted with (name) to be your Interim Pastor for a period of ____ months, beginning (date).

To the Interim Pastor

As the representative of Committee on Ministry, it is my responsibility to ask you to give answer to the following questions:

1. Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son, and Holy Spirit?
2. Do you accept the Scriptures of the Old and New Testaments to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal, and God's Word to you?
3. Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the confessions of our Church as authentic and reliable expositions of what scripture leads us to believe and do, and will you be instructed and led by those confessions as you lead the people of God?
4. Will you be a minister of the Word and Sacrament in obedience of Jesus Christ, under the authority of Scripture, and continually guided by our Confessions?
5. Will you be governed by our Church's polity, and will you abide by its discipline? Will you be a friend among your colleagues in ministry, working with them, subject to the ordering of God's Word and Spirit?
6. Will you in your own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world?
7. Do you promise to further the peace, unity, and purity of the Church?
8. Will you seek to serve the people with energy, intelligence, imagination, and love?
9. Will you be a faithful minister, proclaiming the good news in Word and Sacrament, teaching faith, and caring for people? Will you be active in government and discipline, serving in the governing bodies of the Church; and in your ministry, will you try to show the love and justice of Jesus Christ?
10. Will you accept the contract with the Session of (name) Presbyterian Church with the understanding you may not be called, as stated in the Book of Order, to be the pastor or associate pastor of this congregation?

To the congregation:

I ask you the members of the congregation of (name) Presbyterian Church, assembled for this recognition to give answer to the following questions:

1. Do you accept (name) as the Interim Pastor for this church, chosen by God through the voice of the Session, to guide you in the way of Jesus Christ? If so, please answer, "We do."
2. Do you agree to encourage and support him/her, to respect his/her decisions, and to work with him/her as he/she seeks to guide this congregation in discerning its future. If so, please answer, "We do."
3. Do you promise to pay him/her fairly and provide for his/her welfare as he/she works among you; to stand by him/her in trouble and share his/her joys? Will you listen to the word he/she preaches, welcome his/her pastoral care, and honor his/her authority as he/she seeks to honor and obey Jesus Christ our Lord? If so, please answer, "We do."

Congregational Prayer:

God of Grace, who called us to a common ministry as ambassadors of Christ, trusting us with the message of reconciliation: give us courage and discipline to follow where your servants rightly lead us; that together we may declare your wonderful deeds and show your love to the world; through Jesus Christ the Lord of all. Amen.

PRESBYTERY OF DETROIT
Committee on Ministry

CONTRACT FOR INTENTIONAL INTERIM MINISTRY
as Pastor/Head of Staff

The following contract is established between the Session of _____ Presbyterian Church, _____ as Interim Pastor, and the Presbytery of Detroit for the purpose of providing Intentional Interim Ministry to _____ Presbyterian Church.

The Session, the Interim Pastor and the Committee on Ministry covenant to work on the following goals for the interim period:

- maintenance of a healthy congregational life;
- provide continuity of leadership;
- development of short-range goals identified in the goal-setting process of the church;
- preparation of the congregation for the arrival of a new pastor;

Review and Accountability

As the Interim Pastor _____

- will/will not be a member of this Presbytery.
- will/will not serve as Moderator of the Session.

There will be a joint review conducted by the Session, the Rev. _____, in consultation with the Committee on Ministry, every _____ months or more often at the request of anyone of the parties.

During this 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.

The Session of the Church and the Interim Pastor understand and agree that the Rev. _____ cannot and will not be a candidate for any pastoral position in this congregation, and that he/she will seek in every way to prepare the way for the arrival of the installed pastor.

The Interim Pastor will not assist in the preparation of the Church Information Form or be involved in any way whatsoever with the work of the Pastor Nominating Committee.

Length of Contract/Termination

This contract is for a period of _____ months beginning on _____. This contract may be terminated by any party on _____ months notice provided there is prior consultation with and concurrence by the Committee on Ministry. This is a _____ time position (COM will not normally approve any interim positions for less than one-third time.)

(Continued on back of page)

PRESBYTERY OF DETROIT

Committee on Ministry

CONTRACT FOR INTENTIONAL INTERIM MINISTRY as Associate Pastor

The following contract is established between the Session of _____
Presbyterian Church, _____ as Interim Associate Pastor, and the
Presbytery of Detroit for the purpose of providing Intentional Interim Ministry to
_____ Presbyterian Church.

The Session, the Interim Associate Pastor and the Committee on Ministry covenant to work on the following goals of the interim period:

- * maintenance of a healthy congregational life;
- * provide continuity of leadership;
- * development of short-range goals identified in the goal-setting process of the church;
- * preparation of the congregation for the arrival of a new pastor;

Review and Accountability

As the Interim Associate Pastor, _____
will/will not be a member of this Presbytery.
will/will not serve as Moderator of the Session.

There will be a joint review conducted by the Session, the Rev. _____, in
consultation with the Committee on Ministry, every _____ months or more often at the request of anyone
of the parties.

During this 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.

The Session of the Church and the Interim Associate Pastor understand and agree that the Rev.
_____ cannot and will not be a candidate for any pastoral position in this
congregation, and that he/she will seek in every way to prepare the way for the arrival of the installed associate
pastor.

The Interim Associate Pastor will not assist in the preparation of the Church Information Form or be involved in
any way whatsoever with the work of the Pastor Nominating Committee.

Length of Contract/Termination

This contract is for a period of _____ months beginning on _____. This
contract may be terminated by any party on _____ months notice provided there is prior consultation
with and concurrence by the Committee on Ministry. This is a _____ time position (COM will not
normally approve any interim positions for less than one-third time.)

(Continued on back of page)

Compensation/Benefits

The Rev. _____ will be compensated during the term of this contract as follows: (State compensation on an annual basis even if contract is for less than a year.)

Salary	_____
Housing Allowance/Value of manse (indicate which)	_____
Utilities (if manse provided)	_____
Social Security	_____
Full Pension	_____
Medical Deductible (as specified by the Board of Pensions)	_____
Travel (car)	_____
Study Leave	_____
Other (specify)	_____

Total	_____

Vacation of one month including 4 Sundays per year pro-rated over the life of this contract.
 Study leave of 2 weeks per year pro-rated over the life of this contact.

_____	_____
Clerk of Session	Date of Session Action
_____	_____
Interim Associate Pastor	Date
_____	_____
Chairperson, Committee on Ministry	Date of action by Committee on Ministry

Return to Chair of Temporary Pastoral Relations Sub-Committee, Committee on Ministry

Committee on Ministry

CONTRACT FOR SUPPLY PASTOR

The following contract is establish between the Session of _____ Presbyterian Church, _____ as Stated Supply/Temporary Supply, (specify one) and the Presbytery of Detroit for the purpose of providing ministry to _____ Presbyterian Church.

Duties of the Supply Pastor shall be:

Review and Accountability

As the Supply Pastor, Rev. _____
will/will not be a member of this Presbytery,
will/will not serve as Moderator of the Session.

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

During this time of service, the Supply Pastor will be accountable to the Session of the Church and to the Committee on Ministry of the Presbytery of Detroit.

The Session of the Church and the Supply Pastor understand and agrees that the Rev. _____ cannot and will not be a candidate for any pastoral position in this congregation.

If a pastoral search is in progress, the Supply Pastor will not assist in the preparation of the Church Information Form or be involved in any way whatsoever with the work of the Pastor Nominating Committee.

(Continued on back of page)

Length of Contract/Termination

This contract is for a period of _____ months, beginning on _____. The Session or the

Presbytery of Detroit may terminate this contract with _____ day's notice. The Rev. _____ may terminate the agreement with _____ days notice and forfeit any payment beyond that period. This is a _____ hours/week position.

Compensation Benefits:

The Rev. _____ will be compensated during the term of this contract as follows:

Salary	_____
Housing Allowance/Value of manse (indicate which)	_____
Utilities (if manse provided)	_____
Social Security	_____
Full Pension	_____
Medical Deductible (as specified by Board Of Pensions)	_____
Travel (car)	_____
Study Leave	_____
Other (specify)	_____

Total	_____

Vacation of one month including 4 Sundays per year pro-rated over the life of this contract.
 Study leave of 2 weeks per year pro-rated over the life of this contract.

Clerk of Session	Date of Session Action
Supply Pastor	Date
Chairperson, Committee on Ministry	Date of action by Committee on Ministry

Return to Chair of Temporary Pastoral Relations Sub-Committee, Committee on Ministry

Appendix C.4

**PRESBYTERY OF DETROIT
 Committee on Ministry**

CONTRACT FOR PARISH ASSOCIATE

This contract is established between the Presbytery of Detroit, the Session of _____ Presbyterian Church, _____, Michigan and _____ who has been nominated by the Church's Pastor to serve as Parish Associate.

The duties of the Parish Associate shall be:

Hours per week/month

Review and Accountability

There shall be an annual review of this position by the Session and _____, in
(Name of Parish Associate)
consultation with the Committee on Ministry, to insure that:

1. the time and energy required as a Parish Associate does not interfere unduly with the work of the person in her/his principal function;
2. the installed leadership of the particular church is protected in its effective functioning;
3. the Parish Associate continues to meet the criteria for continuing membership in the Presbytery based on other than this relationship to a particular church.

During this time of service, the Parish Associate will be responsible to the Pastor, as Head of Staff, to the Session of the church and to the Committee on Ministry of the Presbytery of Detroit.

(Continued on back of page)

Length of Contract/Termination

This contract is for a period of _____ months (no more than twelve months) beginning _____ 200_.

I. The Developmental Tasks of the church:

Please indicate in some detail your involvement and understanding of the process going on in the church for each of the following Five Developmental Tasks: (Developmental tasks belonging to the congregation which the interim pastor may only encourage and assist but cannot achieve).

- A. **Coming to terms with history** - Understanding of where the church has been coming from and how it got to where it is in order to release itself from the inappropriate power of the past.

- B. **Discovering a new identity** - Establishing a clear sense of who it is in relationship to its many parts and its community. It knows what it dreams of becoming and doing.

- C. **Shifts in power** - Potential leaders feel the call; new centers of power coalesce; tenured leadership reexamines commitments and passions.

- D. **Rethinking denominational linkages** - Communicating the richness of heritage and the usefulness of resources; collaborating between church and denomination on mutual needs.

- E. **Commitment to new leadership and to a new future** - Covenanting between new leadership and the church systems to expect and have a dynamic future.

(Continued on back of page)

II. The Process Tasks of the Interim Pastor:

These process tasks are uniquely the work of the interim pastor. They parallel the developmental tasks which belong to the congregation. These tasks focus on the work of effective leadership and constructive ministry.

Please indicate with some detail your involvement and understanding of the process tasks going on with you as Interim Pastor.

A. **Joining the system** - Making the emotional connections with members of the system, while staying partially outside the system.

B. **Analyzing the organization as a system** - Using one's own skills and other techniques of observation to determine the strengths and needs of the system.

C. **Connecting with the denomination or larger church** - Getting the perspective of, and support from, the denominational connections.

D. **Focusing and assuming responsibility** - Based on the first three, the interim pastor chooses from the limited options for action, picking areas in the system which appear open to leadership. This also includes the self-care of the interim pastor.

E. **Exiting and evaluating** - Making a healthy farewell, which provides a learning for both the system and the interim pastor is sometimes the best gift for the interim period.

(Continued on next page)

III. Analysis of Current Status of Interim Position

A. Are there "problem areas" surfacing within the congregation you are serving? If so, what are they as you perceive them?

B. What exciting areas of growth, change, and development are occurring within the life of the congregation?

C. What basic observations do you perceive about the strengths and needs of this congregation?

D. Do you feel a need for support and or resources from another governing body? If so, please specify.

E. Please list any other information/concerns you deem important to communicate regarding the process and progress of your interim position.

Church Name

Interim's Signature

Church Address

From _____ To _____
Reporting Period

Please attach a copy of any report/evaluation shared with the local church governing body and return to the Chair of the Temporary Pastoral Relationships Sub-Committee.

Appendix D.2

PRESBYTERY OF DETROIT

Interim Pastor/ Interim Associate Pastor Self- Evaluation Form

This form should be filled out as a review at least two months before the end of the 12-month contract or when a new pastor has been identified by the search process.

Name of Interim Pastor/Associate Pastor _____

Name of the Church _____

Beginning date of interim service _____ Date of Review _____

A. What were the main issues facing this congregation according to the Session or church representatives?

1.

2.

3.

4.

B. What were the main goals of this interim ministry? Were they accomplished?

1.

2.

3.

4.

C. In your opinion what still needs to be done in order to prepare this congregation for a new pastor?

1.

2.

3.

D. Would you say that your interim ministry was a good match of the church's needs and your skills? Why or why not?

E. Are there any problems that should be identified for the Committee on Ministry?

Please return to the Chair of Temporary Pastoral Relationship Sub-Committee

PRESBYTERY OF DETROIT

Session Evaluation Form Interim Pastor/Interim Associate Pastor

Church _____
 Interim Pastor/Associate Pastor _____
 From _____ 19__ to _____ 19__
 Name of Person completing this form _____ Date of Completion _____

Brief Summary of Review: _____

Please rate each of the activities listed below. *Leave blank* any activity you had no opportunity to observe.

	Poor		Satisfactory		Excellent	
	1	2	3	4	5	6
1. Leading worship and sacraments	___	___	___	___	___	___
2. Preaching	___	___	___	___	___	___
3. Implementing agreed-upon goals	___	___	___	___	___	___
4. Spiritual development of members	___	___	___	___	___	___
5. Congregational home visits	___	___	___	___	___	___
6. Hospital and emergency visits	___	___	___	___	___	___
7. Promoting congregational fellowship	___	___	___	___	___	___
8. Counseling services	___	___	___	___	___	___
9. Evangelism (introducing people to Christ)	___	___	___	___	___	___
10. Planning congregational life and mission	___	___	___	___	___	___
11. Managing conflict	___	___	___	___	___	___
12. Development of educational program	___	___	___	___	___	___
13. Teaching responsibilities	___	___	___	___	___	___
14. Mission in the local community	___	___	___	___	___	___
15. Congregational communication	___	___	___	___	___	___
16. Administrative leadership	___	___	___	___	___	___
17. Stewardship and commitment education	___	___	___	___	___	___
18. Financial and property management	___	___	___	___	___	___
19. Evaluation of program and employed staff	___	___	___	___	___	___
20. Responsibilities with presbytery, synod, GA	___	___	___	___	___	___
21. Work with youth and children	___	___	___	___	___	___
22. Healing of grief over the past	___	___	___	___	___	___
23. Clarification of congregational identity	___	___	___	___	___	___

(Continued on back of page)

What has been the most helpful part of this interim period for your church?

What has been the least helpful part of this interim period?

Additional comments or suggestions:

Please return to the Chair of the Temporary Pastoral Relationships Committee, Committee on Ministry

PRESBYTERY OF DETROIT
Committee on Ministry

**REQUEST FOR TERMINATION
OF TEMPORARY PASTORAL RELATIONSHIP**

The Session of the _____ Presbyterian Church of _____, Michigan,
requests permission of the Committee on Ministry of the Presbytery of Detroit, to terminate its
contract with _____ as its _____,
effective _____. We certify that this request is in accordance with the terms
of the contract as signed by our Clerk of Session on _____.

Signatures:

Clerk of Session

Date of Session Action

Interim Staff Member

Date

Chairperson, Committee on Ministry

Date of action by Committee on Ministry

Please return to the Chair of the Temporary Pastoral Relationships Committee, Committee on Ministry

PRESBYTERY OF DETROIT

Committee on Ministry

Summary of Guidelines for Securing a Designated Pastor

Introduction

When a pastoral position becomes vacant at your church, representatives of Committee on Ministry (COM) and the Congregational Life Ministry Team (CLMT) will meet with the Session. This meeting will seek to assess the needs of the congregation and identify the various options of securing new pastoral leadership. Normally, COM will encourage the Session to employ an interim pastor who will serve your congregation until the arrival of a new installed Pastor. However, based on the history and needs of the congregation, Committee on Ministry might recommend a Designated Pastor (for description, see Book of Order, G-14.0501 g.). It is also possible for a congregation to request permission to search for a Designated Pastor.

The following guidelines describe the various steps in this search process.

1. After consultation with COM and the CLMT, the Session approves the search for a Designated Pastor.
2. A congregational meeting is called to approve the search for a Designated Pastor and to elect a Pastor Nominating Committee (PNC).
3. The PNC writes a Church Information Form (CIF), including a position description and salary/benefit package. After approval by the Session, it is sent to COM for approval.
4. The Search (Vacancies) Sub-committee of COM will appoint one of its members to serve as its primary contact with the church and PNC during the search process.
5. After the CIF is approved by the Search Sub-committee, the chairperson of COM will appoint a five (5) member Presbytery Task Force (not to include the Search Sub-committee's appointee to the church's PNC). The chairperson will also identify which task force member will serve as moderator.
6. The Task Force, meeting independently of the PNC, is responsible to solicit candidates, review Personal Information Forms (PIF) and conduct telephone interviews with potential candidates. The contact with each candidate will ascertain his/her availability, qualifications, interest, salary/benefits/housing requirements and history of ministry (including brief profiles of churches served). Each candidate's Executive Presbyter and/or COM chair will be contacted to provide a reference and clearance.

Occasionally, in place of such a task force, COM might ask several members of the Temporary Pastoral Relationships Committee to screen and recommend candidates to a congregation's search committee.

7. Personal Information Forms (PIF) of candidates approved by the task force are given to the PNC to process.
8. PNC contacts candidates, conducts telephone interviews, requests sermon tapes and checks personal references. If there is mutual interest, the candidate is invited to visit, preach in a "neutral pulpit and interviewed. In its search process, the PNC must follow Affirmative Action/Equal Employment Opportunity Guidelines.

(Continued on back)

9. PNC selects its candidate and requests representatives of COM to conduct a final interview with the candidate.

10. After clearance by COM, the PNC negotiates terms of call and its duration (not less than two years or more than four years). When a congregation is seeking a part-time designated pastor, the percentage of employment should be used to determine compensation. For example, a designated pastor who is to work one-half time would be compensated at, or above, 50% of the Presbytery minimum. The following chart should be used as a guide for figuring the compensation package of the designated pastor.

Position	Hours Per Week
1/3 time	15 - 18
1/2 time	23 - 28
2/3 time	30 - 36
full time	45 - 55

11. Once the contract is successfully negotiated, the PNC requests the Session to call a congregational meeting to approve the Call.
12. Congregation hears the candidate preach and acts on PNC's recommendations.
13. After the congregation approves the call, the "Contract for Designated Pastor" is signed and sent to the Presbytery's Stated Clerk for the review and subsequent action by COM and the Presbytery. A copy is given to the Session and to the designated pastor.
14. At least six months before the "Contract for Designated Pastor" expires, COM, Session and the Pastor will evaluate the effectiveness and future of the pastoral relationship.
15. If appropriate, the Session may, after the completion of the third year of the designated pastoral relationship, recommend that a congregational meeting be held to extend a call to the designated pastor to become the installed pastor. COM must concur with the Session's recommendation.

Problems?

If problems arise during the contract period, COM is prepared to assist in their resolution. When invited by the Session and/or the designated pastor, COM representatives will meet with interested parties to discuss any areas of concern and/or contention.

Pastoral Call
(As Designated Pastor)

The _____ Presbyterian Church (U.S.A.)
(Name of Church)

of _____
(City/State)

belonging to _____ Presbytery (PIN _____)
being well satisfied with your qualification for ministry and confident that we have been led to you by the Holy Spirit as one whose service will be profitable to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly calls you,

(Name)

to undertake the office of
Designated Pastor

of this congregation, beginning _____ and ending _____, promising you in the discharge of your duty all proper support, encouragement and allegiance in the Lord.

That you may be free to devote full-time (part-time) to the ministry of the Word among us, we promise and obligate ourselves to pay YOU the sum of \$ _____ a year in regular monthly payments. Further, we promise to provide you the following: (Those agreed upon are to be filled in.)

Use of the Manse	_____	Book Allowance	\$ _____
Housing Allowance	\$ _____	Medical Insurance	\$ _____
Utilities Allowance	\$ _____	Moving Costs	\$ _____
Automobile Allowance	\$ _____	Study Leave Allowance	\$ _____
Expense Allowance	\$ _____	Other (Specify)	\$ _____
Vacation of _____ (Time Period)		Study Leave of _____ (Time Period)	

and we will pay regularly in advance to the board responsible for pensions a sum equal to that requisite percent of your salary which may be fixed by the General Assembly of the Presbyterian Church (U.S.A.) for participation in its pension plan, during the time of your being and continuing in the pastoral relationship set forth in this call to this church. We further promise and obligate ourselves to review with you annually the adequacy of this compensation. In addition, we promise to provide:

In testimony whereof we have subscribed our names this _____ day of _____ A.D. _____

Having moderated the congregational meeting which extended a call to _____ for ministerial services as designated pastor, I do certify that the call has been made in all respects according to the rules laid down in the Form of Government, and that the persons who signed the foregoing call were authorized to do so by vote of the _____ Presbyterian Church (U.S.A.)

(Signed) _____
Moderator of the Meeting

(Continued on back of page)

CERTIFICATION OF THE CALL

A. BY THE CHURCH'S PRESBYTERY

1. ACTION OF THE COMMITTEE ON MINISTRY

This call has been reviewed by the Committee on Ministry. The Committee recommends that Presbytery approve (not approve) this call.

Date of Action _____
_____ *Chairperson*

2. ACTION BY THE PRESBYTERY

This call was approved by the Presbytery of _____

Date of Action _____
_____ *Stated Clerk*

B. BY THE MINISTER'S/CANDIDATE'S PRESBYTERY

1. ACTION OF THE COMMITTEE ON MINISTRY

This call has been reviewed by the Committee on Ministry. The Committee recommends that the Presbytery find it expedient (not expedient) to release _____ to accept this call.

Date _____ of _____ Action _____
_____ *Chairperson*

2. ACTION BY THE PRESBYTERY

The Presbytery of _____ hereby finds it expedient (not expedient) to release _____ to accept this call and therefore has placed (has not placed) this call in the minister's/candidate's hands

Date of Action _____
_____ *Stated Clerk*

C. ACCEPTANCE OF THE CALL

This is to certify that I have received and accepted the call. Date of Acceptance

Date of Acceptance _____
_____ *Signature*