



## The Call Process

Northern Texas – Northern Louisiana Mission Area  
Sowing and Growing Disciples of Jesus

# Interim Ministry

Pastoral Care and Services  
During the Time of Vacancy

Date: \_\_\_\_\_

*Though a pastor may leave to accept a new challenge in ministry, the ministry of the congregation continues. The constitution of the church allows for the orderly care of pastoral needs through the ministry of an Interim Pastor.*

### Interim Pastor to Serve:

\_\_\_\_\_ Lutheran Church

\_\_\_\_\_, President

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### Your Interim Pastor

You are encouraged to think of your Interim Pastor as your pastor during the interim, that is, to see him/her the same way as you saw your duly called pastor, having the same respect and duties, the same authority and responsibility, and the same accountability and relationships.

### Appointment Process

The bishop is required to appoint a pastor to serve as your interim pastor. Typically, this pastor then serves as a supply pastor (attending to your Sunday morning needs) for a couple of weeks as you two begin to get acquainted. Then the Congregation Council must approve the bishop's appointment and sit down with the pastor to talk about entering into the interim

arrangement. The *Interim Ministry Contract* (enclosed) will enable you to identify the details of that service and to formalize the agreement. It is to be signed by the congregational leadership and the pastor and sent to the bishop for his signature. The enclosed *Litany of Welcome/Farewell* is to be used to mark the beginning and ending of your Interim Pastor's service.

### Three Limitations

Three things limit the Interim Pastor's service among you. (1) It is very likely that the Interim Pastor will not be able to maintain the full hours and complete list of duties that your called pastor was able to do. (2) Interim Pastors are specifically restricted from any involvement in your Call Process. (3) Interim Pastors cannot be a candidate for call to your congregation.

### Appointment

With all this in mind, the following pastor is hereby appointed to serve as Interim Pastor in your congregation:

Pastor \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

## Intentional Interim Ministers

There are a limited number of pastors who have special training in interim ministry and have met the criteria for call by the mission area as an *Intentional Interim Minister*. If you are fortunate enough to have a trained interim appointed, there is a fee of \$75 per month to be paid to a fund maintained by the mission area for their health benefit premiums when they are in between interim appointments.

## Compensation

The interim pastor's compensation is negotiated between the pastor and the Congregation Council and stated in the Interim Ministry Contract.

- Intentional Interim Ministers and Others Contracted for Full Time: The adopted mission area policy statement (see the constitution section of the *Mission Area Assembly minutes*) states that a "reasonable minimum for full time interim pastoral service would be the compensation guideline minimum salary for the pastor [based on their years of experience], plus (1) full medical and pension coverage, (2) allowances for travel and professional fees, and (3) prorated vacation and continuing education time." Please refer to the mission area's document, *Care and Compensation* available at [www.NTNL.org](http://www.NTNL.org) to determine the recommended compensation for pastors.
- Other Interim Pastors Serving Part Time: Interim pastors serving part time are compensated for Sunday morning services at the same rate as those doing Pulpit Supply, i.e. \$150 for one service or \$200 for two services; this includes preparation time.  
For pastoral services beyond Sunday morning: the same policy referred to above states that the "compensation for professional service should be no less than \$250 per day of service (based on an 8-hour day), plus current IRS rate for travel allowance. Lodging costs, if any, shall be additional." The \$250 per day minimum would suggest \$31.25 per hour for each additional hour beyond 8 hours in a day.

The part time interim pastor may request that a portion of her/his compensation be designated as housing allowance or forwarded to the Board of Pensions for medical or pension payments.

- The congregation should provide for housing the interim pastor if she/he must stay overnight on site.
- The congregation should reimburse the pastor for business miles driven on a personal automobile at the current IRS rate. It would be fair to also reimburse the pastor's commuting miles.
- Offering the interim pastor continuing education time/funds as well as one week of vacation after every three months of full time service is appropriate.
- Providing for the interim pastor's participation in Mission Area Assembly, Bishop's Convocation, and Annual Theological Conference is also appropriate.

**The Rev. Kevin S. Kanouse, Bishop**

<BpKevinKanouse@ntnl.org>

**The Rev. Jane Mar, Bishop Assistant**

<JaneMar@ntnl.org>

Northern Texas – Northern Louisiana Mission Area  
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**Information Bulletin #2**  
To the Congregational President:  
Sample Contract  
Litany of Welcome/Farewell  
Interim Ministry Handbook, Part I  
Intentional Interim Ministry brochure  
+  
Copy  
To the Interim Pastor:  
plus Interim Ministry Handbook, Part II



## **CONTRACT FOR INTERIM PASTORAL MINISTRY NORTHERN TEXAS – NORTHERN LOUISIANA MISSION AREA, ELCA**

\_\_\_\_\_  
(Pastor's name)

In the Name of the Father, and of the Son and of the Holy Spirit. Amen.

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

The Evangelical Lutheran Church in America recognizes the office of pastor. It also recognizes that there are occasions when parishes will need to be served by pastors under short-term arrangements. Keeping in mind the apostolic advice that all things be done decently and in order (1 Corinthians 14:40), the church provides for a contract of ministry for defined periods of time.

Accordingly, this congregation contracts with you to serve as

### **INTERIM PASTOR of**

\_\_\_\_\_ Lutheran Church of \_\_\_\_\_, Texas/Louisiana

Beginning \_\_\_\_\_ and ending \_\_\_\_\_.

*(This contract must be renewed annually.)*

The following conditions and covenants are stated:

### **TOGETHER WE WILL:**

- A. Examine the history and traditions of the congregation and work together to add positively to these during your ministry.
- B. Assist the congregation to grow in strength during this time in anticipation of the day when it will officially call a pastor.
- C. Maintain the congregation's linkage with conference, mission area, and churchwide units, and the resources that may be available for our ministry.
- D. Prepare for a new pastor and a new vision.
- E. Subscribe to the constitutions and bylaws of the ELCA and of this congregation.
- F. Provide guidance about pastoral ministry, congregational responsibilities in lay ministry and continuing outreach beyond ourselves.

**YOU AS THE INTERIM PASTOR WILL:**

- A. Preach and teach the Word of God each Sunday and special days of the Church year.
- B. Keep regular office hours on specified day(s) each week, along with the opportunity for visitation.
- C. Preside at worship and administer the sacraments according to the practice and teaching of the Lutheran Church.
- D. Provide pastoral care to all members of the parish according to their needs, visit the ill and shut-ins in the hospital, nursing home or at home, and uphold all in the parish in prayer.
- E. Give pastoral leadership for the monthly council meetings, for the work of committees, and for all special congregational meetings, as needed.
- F. Encourage support for the total ministry of the ELCA.
- G. Be responsible for conducting and recording of baptisms, confirmations, marriages, and funerals of members and recording attendance at Holy Communion; and reporting the statistics of the parish promptly and fully, as requested by the ELCA.
- H. When the congregation enters the Call Process, agree not to be in any way involved in the process except when the Bishop specifically requests your participation.
- I. Agree not to make yourself available for regular call to this congregation.
- J. Continue confirmation, first communion and new member instruction to give understanding and embodiment to membership in the Lutheran Church.

K. Specific duties to include:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

L. Agree that you will be on site attending to our pastoral needs using the following typical schedule (i.e. office hours, visitation, teaching, worship):

Sunday: _____	Thursday: _____
Monday: _____	Friday: _____
Tuesday: _____	Saturday: _____
Wednesday: _____	

**WE THE CONGREGATION WILL:**

- A. Commit ourselves to the gospel by faithful participation in worship, learning and fellowship activities.
- B. Receive you as our Interim Pastor, uphold you in prayer, and accord you our love, respect and good will.
- C. Look to you to preside at baptisms, marriages and funerals of members and celebrate Holy Communion.
- D. Agree that we will not consider you for regular call to this congregation.

E. Compensate you in the following ways:

1. Pay you a compensation per month for salary \$ \_\_\_\_\_ ,  
and for housing \$ \_\_\_\_\_.
2. Reimburse you for car expenses, including both commuting and business miles, at the current IRS rate for business mileage, payable monthly upon submitting a record of miles driven.
3. Grant one week vacation for each 13 weeks of full time contract service.
4. Reimburse you for meals, housing, registration and mileage for mission area and conference events for which your attendance is desired or required by the Congregational Council or the Mission Area.
5. Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As you consider this opportunity to serve, may the Holy Spirit guide you. It is sincerely hoped that you may find it in accordance with God's will to give this invitation your immediate and affirmative response.

This contract terminates with thirty days notice by either the Interim Pastor, the congregation, or the Bishop of the Mission Area. The last Sunday of ministry will also terminate payment of salary and allowances.

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

President: \_\_\_\_\_; Secretary: \_\_\_\_\_

Pastor: \_\_\_\_\_ Date: \_\_\_\_\_

Attested by: \_\_\_\_\_, Bishop, NT-NL Mission Area

## **GUIDELINES FOR INTERIM PASTORAL MINISTRY Compensation**

The Interim Pastor's compensation is negotiated between the pastor and the Congregation Council and stated in the Contract for Interim Pastoral Ministry agreement. The following guidelines (found in the mission area's policy *Compensation for Pulpit Supply and Interim Ministry*) are instructive for determining fair compensation.

- **Full Time:** The adopted mission area policy statement (see the constitution section of the *Mission Area Yearbook*) states that a "reasonable minimum for full time interim pastoral service would be the compensation guideline minimum salary for the pastor, plus (1) full medical and pension coverage, (2) allowances for travel and professional fees, and (3) prorated vacation and continuing education time." Please refer to the mission area's *Care and Compensation* guidelines available at "[www.NTNL.org](http://www.NTNL.org) / Downloads" or from the mission area office to determine the recommended compensation for pastors based on their years of service.
- **Part Time:** Interim pastors serving part time are compensated for Sunday morning services at the same rate as those doing Pulpit Supply – currently \$150 for one service, \$200 for two services, or \$250 for three services on a Sunday morning. This includes preparation time. For pastoral services beyond Sunday morning, the same policy referred to above states that the "compensation for professional service should be no less than \$250.00 per day of service (based on an 8-hour day), plus current IRS rate for travel allowance. Lodging costs, if any, shall be additional." The \$250.00 per day minimum would suggest \$31.25 per hour for each additional hour beyond 8 hours in a day.
- The Interim Pastor may request that a portion of her/his compensation be designated as housing allowance or forwarded to the Board of Pensions for medical or pension payments.
- The congregation should provide for housing the pastor if she/he must stay overnight on site.
- The congregation should reimburse the pastor for business miles driven on a personal automobile at the current IRS rate. It would be fair to also reimburse the pastor's commuting miles.
- The congregation should offer the pastor continuing education time/funds as well as one week of vacation for every three months of full time service.

The purpose of this Contract for Interim Pastoral Ministry is to clearly define duties, days and hours of service, mutual expectations, and compensation. It is expected that the pastor and the chief lay officer be the two main sources of contact for the mission area office and the conference dean. If there are any questions about interim ministry agreements, call the mission area office.

**The Rev. Kevin S. Kanouse, Bishop** <BpKevinKanouse@ntnl.org>  
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