

**CONVENANT CONTRACT for SUSTAINING OR INTENTIONAL INTERIM PASTORAL SERVICES**  
(For the rest of this document referred to as "the Pastor")

An agreement between

\_\_\_\_\_ of \_\_\_\_\_,  
(Church Name) (Town/City)

Minnesota and \_\_\_\_\_, who agrees to serve this congregation  
as Interim Pastor effective \_\_\_\_\_. (Starting date)

**I. DUTIES (or Position Description Outline)**

The Pastor shall perform the tasks checked below as the major part of ministerial service to the congregation:

- \_\_\_ A. Stated and special services of worship, including the administering of the sacraments
- \_\_\_ B. Administration of ministerial and support staff
- \_\_\_ C. Consultation and coordination with boards, committees, and program leaders
- \_\_\_ D. Pastoral services, such as weddings and funerals
- \_\_\_ E. Confirmation instruction
- \_\_\_ F. Visitation of shut-in members
- \_\_\_ G. Visitation of hospitalized members
- \_\_\_ H. Visitation of prospective members
- \_\_\_ I. Participation with congregational representatives in denominational activities
- \_\_\_ J. Participation with congregational representatives in ecumenical activities
- \_\_\_ K. Providing counseling and referral services
- \_\_\_ L. General calling \_\_\_\_\_
- \_\_\_ M. Helping congregation to assess where it is and to clarify vision for future
- \_\_\_ N. Helping congregation to clarify skills needed in next installed minister
- \_\_\_ O. Other \_\_\_\_\_

**II. ESTIMATE OF TIME FOR PERFORMANCE OF DUTIES**

- \_\_\_ Full time (approximately 40-45 hours/week average)
- \_\_\_ Half time (approximately 20-25 hours/week average)
- \_\_\_ Other \_\_\_\_\_

**III. RELATIONSHIPS AND ACCOUNTABILITY**

The Pastor shall:

- A. be responsible to \_\_\_\_\_  
(Name of appropriate group or individual)
- B. confer regularly with the appropriate Associate Conference Minister
- C. maintain active ministerial standing in an Association of the United Church of Christ or in a church body recognized by the Association in which this church has its standing. (If the Pastor has standing in another denomination, she/he shall seek Dual Standing with the United Church of Christ for the duration of this position.)

**IV. LIMITATIONS**

- A. Either party upon thirty days notice may terminate this agreement.
- B. The Pastor may consult with the Pastoral Search Committee only on matters of process up until when the Committee receives ministerial profiles. This specialized role is conditional upon the Pastor receiving approval by the Associate Conference Minister. The interim may not consult in the recruitment of ministerial applicants or in making recommendations about candidates.
- C. The parties signing this contract understand and agree to the condition that the Pastor is excluded from consideration as a candidate for the vacancy that he/she is temporarily filling.
- D. This call shall be in effect for \_\_\_\_\_ months, and may be extended for an additional time by agreement of the parties involved.
- E. The contract shall be reviewed and the terms renegotiated before any extension.

**V. COMPENSATION**

The church agrees to provide to the Pastor:

- A. \$\_\_\_\_\_ salary per month, payable \_\_\_monthly or \_\_\_semi-monthly
- B. \$\_\_\_\_\_ housing allowance per month; or \_\_\_use of parsonage with all utilities paid; or \_\_\_\_\_ provision for temporary housing arrangements, including utilities.
- C. \$\_\_\_\_\_ medical and dental insurance (subject to rate change)
- D. \$\_\_\_\_\_ annuity fund payments at 14% of salary and housing
- E. \$\_\_\_\_\_ life and disability insurance at 1 1/2% of salary and housing
- F. \$\_\_\_\_\_ toward cost of moving (if appropriate)
- G. For each 3 months of pastoral service, the Pastor will be eligible to receive one week of vacation with full compensation
- H. \$\_\_\_\_\_ continuing education
- I. \$\_\_\_\_\_ Social Security offset (7.65% of salary and housing)
- J. \$\_\_\_\_\_ as a one-time reimbursement to the Acting Minister for a criminal background check (\$140 as of 7-1-09)
- K.

**VI. BUSINESS EXPENSES**

- A. \$\_\_\_\_\_ reimbursement at current IRS business mileage rate (\$.55/mile) for performance of pastoral duties
- B. \$\_\_\_\_\_ for other reimbursable business expenses (telephone, fees, travel meals, miscellaneous:\_\_\_\_\_)

**VII. EXCEPTIONS**

All exceptions to the above contract must be negotiated between the Pastor and the local church governing board. The Associate Conference Minister shall review revisions or exceptions.

The Pastor and congregation list the above conditions in an effort to facilitate an effective ministry. If they succeed in establishing a clear, equitable relationship, many sources of tension and misunderstanding will be removed.

The period during which a congregation is served by the Pastor can become a time of growth, healing, preparation, and joyous service. Toward that end, and as an affirmation of our acceptance of the conditions and responsibilities listed above, we confirm our agreement.

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
 (The Pastor) (Church Representative) (Title)

Three (3) copies should be made and forwarded to the Minnesota Conference UCC; 122 W. Franklin Avenue, Suite 323; Minneapolis, MN 55404. Following review by the appropriate Conference Staff, one copy shall be sent to the Pastor, one to the congregation, and one retained in the Conference Office.

Reviewed by the Minnesota Conference acting as an Association by: \_\_\_\_\_  
Date \_\_\_\_\_