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 _________________________________