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

An agreement between

__________________________________________________________

(Church Name) of ____________________________,

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 ($160 as of 1-1-12)

K.

VI. BUSINESS EXPENSES
A. $___________ reimbursement at current IRS business mileage rate ($ .50/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)

Please send one copy to the Minnesota Conference UCC; 122 W. Franklin Avenue, Suite 323; Minneapolis, MN 55404. Please retain copies for the minister and the local church(es).