

Intentional Interim Ministry

Discernment Event

Michigan and Indiana Districts, LCMS

Session Six

Documents for the Interim and their use

See all enclosures in Tab Seven.

- Interim Pastor Responsibility Questionnaire
- Components of the Interim Agreement
- IIM Letter of Call and Agreement
- Compensation Suggestions for the IIM pastor
- Rationale for the Interim Pastor NOT being a Candidate
- Entry and Exit Check-lists for the Interim Pastor
- Linking/Communicating with District President (or IIM Director)
 - Overview
 - Quarterly report
 - Reflections on the Interim Ministry
 - Intentional Interim Pastor Exit Report
 - Recognition of the Interim Pastor
 - Litany of Farewell for the Interim Pastor
- Intentional Interim Ministry Commitment Form (Indiana District)
- Intentional Interim Ministry Commitment Form (Michigan District)
- Intentional Interim Ministry Profile
- Evaluation of IIM Discernment event
- Continuing Education Unit Verification Form
- Credentialing of Intentional Interim Pastors

INTERIM PASTOR RESPONSIBILITY QUESTIONNAIRE

For use by pastors and congregations during a contractual interview.

	Hours per week, etc.
A. WORSHIP	
Sunday preparation:	
Services	_____
Sermons	_____
Number of Sunday Morning Services Weekly	_____
Special service preparation:	
What kind of services?	_____
Services	_____
Sermons	_____
B. CLASSES	
Adult Instruction Class preparation	_____
Adult Instruction Class teaching	_____
What kind of materials are used?	_____
Catechism Class preparation	_____
Catechism Class teaching	_____
What materials are used?	_____
Bible Classes	
Sunday morning teaching	_____
Weekday teaching	_____
Materials used in these:	_____
Preparation for these	_____
Other Classes or Groups	
List	_____
Preparation time	_____
Meeting time	_____
C. ADMINISTRATION	
OFFICE WORK	_____
BOARD MEETINGS	_____
List those to attend:	_____
D. REPRESENTING CONGREGATION AT CIRCUIT AND OTHER MEETINGS	_____
E. EVALUATION AND PLANNING	_____

F. PASTORAL COUNSELING AND CALLING

Sick/shut in _____
Hospital _____
Crisis _____
Prospects _____
Pre-marital _____

G. PROGRAM AND CHURCH YEAR SERVICES AND CUSTOMS

Advent _____
Christmas _____
New Year _____
Lent _____
Good Friday _____
Easter _____
Thanksgiving _____
Communion schedule _____
Confirmation _____
School and Sunday school events _____
Special programs/events _____
Local Policies and Customs
 Weddings _____
 Funerals _____
 Confirmation _____
 Receiving of new members _____

H. PROCEDURES FOR CHURCH RECORDS

I. COMMUNICATIONS

Leadership with pastor, each other _____
Calendar _____
Worship bulletins _____
Newsletter _____
Secretarial assistance _____

J. ITEMS OR INFORMATION NEEDED

Membership and address lists
Board and organization directories and schedule
Constitution and By-laws
Area Map
Budget
Hymnals used
Orders of worship used
Location of hospitals and nursing homes
Locations/names of funeral directors and cemeteries

COMPONENTS OF THE INTERIM AGREEMENT

- A. Before the interim ministry begins, a contract which outlines the agreement made between the congregation and the interim pastor should be completed and signed. (See *Letter of Call and Agreement*.) In establishing the agreement, the congregational Elders or Council shall include the following components:
1. Specify the beginning date of the interim ministry.
 2. Define how the agreement may be terminated.
 3. Review overall goals, specifically the proposed functions written in the *Letter of Call and Agreement*.
 4. Specify compensation that is commensurate with district guidelines. It is suggested that the compensation package the congregation gives its regular pastoral ministry (see congregational budget) be the base for compensating the interim pastor.
 5. Note that the congregation shall send an amount equal to 10% of the salary paid the interim pastor to the District to cover some of the cost, especially the educational cost, of the interim program. This should be paid on a monthly basis. In the Indiana District the amount is 7%
 6. List interim ministry needs or areas of concern that need to be mutually addressed by congregation and interim pastor.
 7. If the interim ministry is full time, identify the range of responsibilities and expectations for the interim pastor.
 8. If the interim ministry is part time, identify the specific duties and mutually established weekly hours of service.
 9. Request periodic reports from the interim pastor to the congregational council.
 10. Request quarterly reports be sent by the interim pastor to the District Intentional Interim Ministries Director.
 11. Indicate that the interim pastor shall not be a candidate for regular call to this congregation.
 12. Indicate that the interim pastor shall not be involved in the congregation's call process except when requested by the District President, the Intentional Interim Ministries (IIM) Director, or the Circuit Counselor.
- B. Start and End of Interim Ministry
1. Encourage recognition in the public worship of the congregation at the beginning and the end of the interim ministry.
 2. At the beginning of the interim, go over the *Entry Checklist*.
 3. At the end of the interim, provide for a reflection by the council president or designee to the IIM Director on the ministry of the congregation and interim pastor. (See *Reflection on Interim Ministry*.)

INTENTIONAL INTERIM MINISTRY - Michigan LETTER OF CALL AND AGREEMENT

PREAMBLE:

By the authority with which God has vested His Church on earth, _____ Lutheran congregation of _____ has called the Reverend _____ to serve as its called intentional interim pastor during its interim, commencing on _____ and continuing for up to _____. This agreement may be extended by mutual agreement up to the time a called pastor is installed, or may be terminated by either party with 30 days written notice. In no case will it be amended or changed to continue service to the congregation beyond the installation of a new permanent pastor.

This agreement is predicated on the understanding that this transitional period is a time during which there is a need for maintenance of a healthy congregation life, leadership, and the development of short-range goals. It is also understood that this period is a prime time for renewal and for re-energizing the congregation for its mission. It is based on the recognition that a congregation in search of a pastor needs to prepare itself in order to be ready to elect and communicate its challenge to the next pastor it calls. Therefore, the interim pastor and congregation together will work on the congregational development tasks:

1. Work through transition emotions that usually follow a pastoral change;
2. Discover current issues facing the congregation and develop ways of dealing with them;
3. Examine the history of the congregation and previous pastor/member relationships;
4. Discover the congregation's special identity and what it dreams of being and doing;
5. Deal with shifts in leadership that inevitably occur in times of transition;
6. Strengthen the congregation's relationship with District and Synod, considering and using the resources available and the mutual responsibilities involved;
7. Developing a commitment to the anticipated leadership of a new pastor with the possibilities the future will bring.

I.

The interim pastor shall be vested with all the powers and duties of the pastoral office. A primary role as interim pastor will be to provide leadership in the above-stated areas. In addition, as time is contracted, he will provide or arrange for all the service ordinarily provided by the pastor, such as:

1. Worship leadership, preaching the Word of God, and administering the sacraments in accordance with their divine institution;
2. Teaching Bible and catechism and other classes as determined, overseeing the doctrine and practice of the congregation;

3. Perform the functions of a pastor in counseling, visiting the sick and dying, admonishing the indifferent and erring with the elders and other designated members;
4. Attending these designated meetings: _____
5. Overseeing the keeping of official records;
6. Serve as an example of Christian conduct, endeavor to live in unity with the members of the congregation, District and Synod, and by the grace of God do everything possible for the edification of the congregation and the up building of Christ's Church;
7. Provide for appropriate closure to the interim ministry.

II.

In order to enable his ministry to be a blessing, the congregation obligates itself to the following:

1. To receive the Intentional Interim Pastor (IIP) as a servant of Jesus Christ, to give him the honor, love and obedience that the Word of God prescribes, to work in harmony with him, and to support him with diligent, faithful assistance and prayers;
2. To make faithful and regular use of the means of grace;
3. Through the Elders and Church Council to work with the IIP in setting and accomplishing goals;
4. To support the IIP in his professional and spiritual growth and to support him with the following provisions:
 - a. Secretarial help (define): _____
 - b. Salary of: _____
 - c. Housing: _____
 - d. Mileage in accordance with current IRS rates: _____
 - e. Professional expenses including: _____
 - f. Benefits of: _____
 - g. Vacation (1 week for every 12 weeks of service suggested) of: _____
Any unused vacation at the termination of service will be compensated at the regular rate.
 - h. Conferences and continuing education (such as standard circuit and district pastoral conferences), plus: _____

In addition, the congregation shall pay the Michigan District 10% of the basic salary and housing allowance to cover the costs of training conferences and related expenses for the IIP.

III.

In response, Reverend _____ will serve the congregation _____ days or _____ hours each week, including study time. He will be directly responsible to (congregational chairman, church council, or elders) _____. The _____ will be asked to evaluate his performance, sharing the evaluation with him and the District's IIM Director.

The Circuit Visitor shall ordinarily administer the call process. The interim pastor shall not be involved in the congregation's call process, except when requested by the Circuit Visitor or the District President or designate.

It is agreed between the District and the congregation and interim pastor that under no circumstances shall he become a candidate for permanent called pastor of this congregation.

The Michigan District obligates itself to provide assistance through the Circuit Visitor, consultation through the Congregation Ministry Facilitator or IIM Director, and suggest resources, as requested, to meet intentional interim ministry goals.

Agreement and acceptance by proper representatives of the congregation:

Chairman of Elders: _____ Date: _____

Congregation President: _____ Date: _____

Agreement and acceptance by interim pastor:

Pastor: _____ Date: _____

Agreement and acceptance by representatives of the Michigan District:

Circuit Visitor: _____ Date: _____

Assistant to the District President for Intentional Interim Ministry:

_____ Date: _____

INTENTIONAL INTERIM MINISTRY – INDIANA DISTRICT LETTER OF CALL AND AGREEMENT

PREAMBLE:

By the authority with which God has vested His Church on earth, _____ Lutheran congregation of _____, through its _____ has Called the Reverend _____ to serve as its interim pastor, commencing on _____ and continuing for up to _____. This agreement may be extended by mutual agreement up to the time a called pastor is installed, or may be terminated by either party with 30 days written notice. In no case will it be amended or changed to continue service to the congregation beyond the installation of a new permanent pastor.

This agreement is predicated on the understanding that this transitional period is a time during which there is a need for maintenance of a healthy congregation life, leadership, and the development of short-range goals. It is also understood that this period is a prime time for renewal and for re-energizing the congregation for its mission. It is based on the recognition that a congregation in search of a pastor needs to prepare itself in order to be ready to elect and communicate its challenge to its called pastor. Therefore, the interim pastor and congregation together will:

1. Work through transition emotions that usually follow a pastoral change;
2. Discover current issues facing the congregation and develop ways of dealing with them;
3. Examine the history of the congregation and previous pastor/member relationships;
4. Discover the congregation's special identity and what it dreams of being and doing;
5. Deal with shifts in leadership that inevitably occur in times of transition;
6. Strengthen the congregation's relationship with District and Synod, considering and using the resources available and the mutual responsibilities involved;
7. Developing a commitment to the anticipated leadership of a new pastor with the possibilities the future will bring.

I.

The interim pastor shall be vested with all the powers and duties of the pastoral office. A primary role as interim pastor will be to provide leadership in the above-stated areas. In addition, as time is contracted, he will provide or arrange for all the service ordinarily provided by the pastor, such as:

1. Worship leadership, preaching the Word of God, and administering the sacraments in accordance with their divine institution;
2. Teaching Bible and catechism and other classes as determined, overseeing the doctrine and practice of the congregation;
3. Perform the functions of a pastor in counseling, visiting the sick and dying, admonishing the indifferent and erring with the elders and other designated members;

4. Attending designated meetings;
5. Overseeing the keeping of official records;
6. Serve as an example of Christian conduct, endeavor to live in unity with the members of the congregation, District and Synod, and by the grace of God do everything possible for the edification of the congregation and the up building of Christ's Church;
7. Provide for appropriate closure to the interim ministry.

II.

In order to enable his ministry to be a blessing, the congregation obligates itself to the following:

1. To receive the Intentional Interim Pastor (IIP) as a servant of Jesus Christ, to give him the honor, love and obedience that the Word of God prescribes, to work in harmony with him, and to support him with diligent, faithful assistance and prayers;
2. To make faithful and regular use of the means of grace;
3. Through the Elders and Church Council to work with the IIP in setting and accomplishing goals;
4. To support the IIP in his professional and spiritual growth and to support him with the following provisions:
 - a. Secretarial help (define): _____
 - b. Salary of: _____
 - c. Housing: _____
 - d. Mileage in accordance with current IRS rates: _____
 - e. Professional expenses including: _____
 - f. Benefits of: _____
 - g. Vacation (1 week for every 12 weeks of service suggested) of: _____
Any unused vacation at the termination of service will be compensated at the regular rate.
 - h. Conferences and continuing education (such as standard circuit and district pastoral conferences), plus: _____

In addition, the congregation shall pay the Indiana District Interim Ministry Fund and amount equal to 7% of the basic salary and housing allowance to cover the costs of training conferences and related expenses for the IIP.

III.

In response, Reverend _____ will serve the congregation _____ days or _____ hours each week, including study time. He will be directly responsible to (congregational chairman, church council, or elders) _____. The _____ will be asked to evaluate his performance, sharing the evaluation with him, the District President and his Coordinator of Interim Ministry.

The Circuit Visitor shall ordinarily administer the call process. The interim pastor shall not be involved in the congregation's call process, except when requested by the Circuit Visitor or the District President or designate.

It is agreed between the District and the congregation and interim pastor that under no circumstances shall he become a candidate for permanent called pastor of this congregation.

The Indiana District obligates itself to provide assistance through the Circuit Visitor, consultation through the Intentional Interim Ministry Coordinator, and suggest resources, as requested, to meet intentional interim ministry goals.

Agreement and acceptance by proper representatives of the congregation:

Chairman of Elders: _____ Date: _____

Congregation President: _____ Date: _____

Agreement and acceptance by interim pastor:

Pastor: _____ Date: _____

Agreement and acceptance by representatives of the Indiana District:

Circuit Visitor: _____ Date: _____

Coordinator of Interim Ministry: _____ Date: _____

COMPENSATION SUGGESTIONS – INTENTIONAL INTERIM PASTORS **Michigan District, LCMS**

1. A full-time interim pastor should receive a full-time salary and benefit package based on the congregation's current budget and the compensation of the previous pastor. An interim pastor is a "real" pastor doing "real" ministry and should be compensated as an installed pastor would be.
2. If the interim pastor is part-time, one can figure out what half of a full-time salary would be. Special circumstances may apply and be worked out with retired pastors who serve as interim pastors. Benefits need to be negotiated as well. If there are medical costs which need to be covered, these should be included.
3. Travel expenses should be reimbursed in accordance with IRS guidelines and rates. The interim pastor should submit a monthly voucher of the date, miles traveled and general purpose. Because interim pastors often commute a long distance, this should be included since they are independent agent operating out of their home.
4. All professional and incidental expenses, such as phone calls, are to be included in the monthly voucher and reimbursed.
5. Vacation earned should be on the basis of one week for three month's service and be actually taken or be paid at the end of the interim at the regular rate. Vacations are taken as agreed upon between the interim pastor and the elders or council.
6. Time should be allowed for educational conferences and meetings.
7. Whether housing is provided is an option on which the church and interim pastor need to agree. Most interim pastors have their own housing, but there are exceptions. The interim pastor needs to have an agreement with the congregation as to how much of his salary should be declared by the council as a housing allowance and how it should be dispersed.

These are guidelines for determining a compensation package. Each congregation and interim will need to work out a package to their mutual satisfaction.

Michigan District salary guidelines for part-time vacancy pastors suggest "one-half to two-thirds of the pastor's salary excluding the housing allowance might be adequate for preaching services, confirmation and adult instruction, sick and shut-in calling, church council and voter's meetings. Also, any professional or travel expenses should be assumed by the vacancy congregation. Consultation with the Circuit Counselor will be helpful in determining an appropriate, adequate amount."

(Note: Guidelines are reviewed each year in the fall. Please refer to the Michigan District's compensation guide located at www.michigandistrict.org/congregations/info/adminresources for further information)

FOR COMPARISON PURPOSES AND FURTHER SUGGESTIONS

Compensation for the Interim Pastor for CA.-NE,-HA. District

Financial arrangements for the interim ministry need to be discussed between the Elders or Council of the congregation to be served and the interim pastor. The following guidelines give suggestions for full-time or part-time interims:

1. Full-time to half-time Intentional Interim Pastor

a. Pay interim pastor proportionately at the same rate as previous pastor.

- i. Full-time interim = 100% of previous pastor's salary
- ii. 4 days per week = 80% of previous pastor's salary
- iii. 3 days per week = 60% of previous pastor's salary

2. Interim Pastors

a. Sunday mornings

- o Preaching – One Service \$197
- o Presiding & Preaching \$257
- o Additional Services \$ 99
- o Bible Study/Presentation \$ 99/hr.

(Guidelines as of November 2018, will be adjusted by CPI annually)

b. **Weekdays**

No less than \$197 per day, \$118 per half day or evening

c. Example of **monthly** compensation

Two days a week + Sunday mornings (two worship services) = \$3248

3. **Mileage** will be compensated to the interim pastor at the allowable rate of the IRS.

4. **Other expenses**

Pay expenses not otherwise provided for which are incurred in attending the District Convention and other official meetings at which the interim pastor's participation is required.

RATIONALE FOR THE INTERIM PASTOR NOT BEING A CANDIDATE

The question is often raised by a congregation or a call committee, "Why is it considered unethical and improper practice for a congregation to consider calling a person who is serving in the position of an interim pastor as the new pastor for that congregation?" From the experience of Synod and those persons who have worked closely with the call process, it is deemed inadvisable to consider the interim pastor. Following is the rationale for this position:

1. An interim pastor has an advantage over other possible candidates who would be considered for the position because he has more visibility to the congregation. This makes it unfair to others who would be considered but not have the same visibility.
2. An interim pastor will always have a following but will also almost always have those who are not favorably committed to him. If he were to be called to be the pastor, there would be built-in opposition from the very beginning.
3. If the decision is made to consider the interim pastor along with the others being considered and the interim pastor does not get the position, there could be hurt feelings that would jeopardize the remainder of his interim work until the pastor is called.
4. If the interim pastor is considered, there are already people lined up for and against the interim pastor. Whichever way the decision goes, there will be some of the congregation upset.
5. The congregation itself may pass up better leadership than it is getting, even with a good interim pastor, if it fails to consider a larger number of potential pastoral candidates.
6. Interim ministry is unique, and an interim pastor may often lead in ways that would be acceptable as an interim pastor but would not be acceptable to some in the congregation were he to remain as the regular pastor.
7. Other pastors know of the ministerial ethics involved and will know that those have been broken if an interim pastor is called. The result could be a lack of fellowship and broken relationships with other pastors.
8. A precedent could be set which would result in pastors seeking interim positions with the specific idea in their minds of putting themselves in a better position to be considered and called as the pastor, thus greatly damaging the whole call process.
9. During the time of the interim, the congregation often is vulnerable and therefore develops a relationship based on their need and insecurity. While this can be useful in leading a congregation to prepare for the incoming pastor, it could make for an inappropriately skewed decision for a permanent call.

(Note: Pts. 1-5 & 9 should also be considered when thinking of an assistant or associate being called to be senior or administrative pastor of the congregation.)

INTERIM PASTOR'S ENTRY CHECKLIST

Review the agreement for interim services.

- What priorities have been established?
- Who needs to be contacted the first few days?
- What resources are needed and available?
- What traditions or practices need noting?
- What worship preparation is necessary?
- What class preparation is necessary?
- Who needs a pastoral call right away?
- When, where, and what time are council meetings?
- What reporting is expected and to whom?
- After the first month, make necessary agreement revisions.

Review official records.

- Obtain and read the congregational constitution.
- Review congregational policies and practices.
- Review official membership records.
- Insure that records are kept up to date.
- Review financial records (budget, financial statements, unpaid bills, mortgage payments, benevolence status).
- Review attendance records for worship and classes.
- Become acquainted with list of leaders.
- Read historical documents.

Get acquainted with the people.

- Visit and/or telephone leaders and members.
- Contact all staff members. Convene a staff meeting.
- Write an article and/or a letter telling who you are and how people can reach you. Announce this at the first service.
- Drop in on groups and committees.

Get acquainted with the programs.

- Find out what is happening, when, and where.
- Ask about plans, traditions, celebrations.
- Learn the regular weekly schedule with seasonal changes.
- Ask what, if anything, is "just not done here."
- Check on rule and rituals for baptisms, weddings, funerals, etc.
- What ecumenical and/or community relationships are there? Which need your attention?

Get acquainted with the real estate.

- If there is a security system, learn how it works.
- Obtain keys to every door and learn peculiarities.
- Find out about heating, cooling, cleaning, setting up.
- Learn the schedule of use, policies, charges, etc.
Learn who to contact in emergencies (sprinkler or furnace broken).

DEPARTURE CHECKLIST

Review the agreement for interim services with the elders or church council.

- Has everything been completed as outlined?
- Are the financial arrangements clear and complete?
- Have the reports been filed?
- Has the *Reflection on the Interim Ministry* been completed?
- Has the Intentional Interim Ministries Director been informed?

Leave church records and office in order.

- Insure that the parochial records are up to date.
- Insure that benevolences and bills have been paid.
- Insure that the constitution is up to date.
- Insure that the office is clean, files clear, signs changed.

Leave an information package behind.

- Leave your address, phone number, and a *welcome* note.
- Leave a list of homebound needing visits, prospective members and their status, weddings planned, etc.
- Leave a list of key contact persons regarding emergencies, events, and/or last-minute contacts.
- Leave a confidential list of those deserving special pastoral attention, but do not leave a file listing faults, problems, or shortcomings of members.
- Insure that a package, developed by volunteers, is available for the new pastor. It should include membership roster, constituent roster, leadership roster, financial records, attendance records, congregational constitution and policies, histories, newsletters, Sunday bulletins, key traditions and taboos, church calendar, buildings and grounds information, ecumenical and community contacts (doctors, dentists, schools, mechanics, plumbers, supply pastors, child care personnel, special tax and vehicle requirements, and whatever else would be useful).
- Leave things the way you'd like to find them.

Arrange for an exit interview to share your reflections on the congregation and your interim ministry. The Circuit Visitor should be invited.

Deal with personal matters.

- Write a farewell article or letter of appreciation which could include such things as positive perceptions of the congregation, a welcoming attitude toward the new pastor, and the normal emotions in transitions.
- Clarify your role as being completed.
- Participate in a farewell event.
- Plan for a break before starting another interim position—time for renewal and recovery.

COMMUNICATION EVALUATION ACCOUNTABILITY

Since the Intentional Interim Pastor (IIP) is involved in a covenant relationship with a local congregation and the Michigan District, there needs to be regular communication between these partners. Therefore, an IIP will prepare written quarterly reports that detail the work to be shared with the elders or church council, the Circuit Visitor, and the Intentional Interim Ministries (IIM) Director, who may share it with the Congregational Ministry Facilitator and District President.

The Circuit Visitor, Congregation Ministry Facilitator and the IIM Director will be responsible for:

1. Sharing and interpreting Intentional Interim Ministry information and guidelines with the congregation;
2. Sharing pertinent information with the IIP about the congregation he will be serving;
3. Assisting with reaching a contract agreement between the interim pastor and the congregation as desired and needed;
4. Assisting with entry and exit procedures, including an evaluation by the interim pastor and the head elder or congregation's president; and
5. Be available for counsel with the interim pastor or congregation as needed.

The Interim Pastor will be accountable to the following:

1. The congregation by following the Letter of Agreement and Appointment;
2. The Michigan District through consultation with the Circuit Visitor, Congregation Ministry Facilitator, and the IIM Director.

The Michigan District will:

1. Recognize that identifiable skills are necessary and applicable to interim work and will provide training opportunities for pastors to develop such skills and support IIPs in their ministry;
2. Offer financial undergirding for such professional development through assessments received from congregations which participate in the IIM Program and suggest other means for professional development.

Through effective communication, evaluation, and accountability by all covenanting parties, we desire to provide an atmosphere where effective interim ministries will enhance and strengthen congregations in the transition period between permanent pastors.

COMMUNICATION EVALUATION ACCOUNTABILITY

Since the Intentional Interim Pastor (IIP) is involved in a covenant relationship with a local congregation and the Indiana District, there needs to be regular communication between these partners. Therefore, an IIP will prepare written quarterly reports that detail the work to be shared with the elders or church council, the Circuit Visitor, and the Intentional Interim Ministries (IIM) Director, who may share it with the Interim Ministry Coordinator and District President.

The Circuit Visitor will be responsible for:

1. Sharing and interpreting Intentional Interim Ministry information and guidelines with the congregation;
2. Sharing pertinent information with the IIP about the congregation he will be serving;
3. Assisting with reaching a contract agreement between the interim pastor and the congregation as desired and needed;
4. Assisting with entry and exit procedures, including an evaluation by the interim pastor and the head elder or congregation's president; and
5. Be available for counsel with the interim pastor or congregation as needed.

The Interim Minister will be accountable to the following:

1. The congregation by following the Letter of Call and Agreement.
2. The Indiana District through consultation with the District President, the Circuit Visitor, and the Interim Ministry Coordinator.

The Indiana District will:

1. Recognize that identifiable skills are necessary and applicable to interim work and will provide training opportunities for pastors to develop such skills and support IIPs in their ministry;
2. Offer financial undergirding for such professional development through assessments received from congregations which participate in the IIM Program and suggest other means for professional development.

Through effective communication, evaluation, and accountability by all covenanting parties, we desire to provide an atmosphere where effective interim ministries will enhance and strengthen congregations in the transition period between permanent pastors.

INTERIM PASTOR'S REPORT TO THE DISTRICT DIRECTOR **FOR INTERIM MINISTRIES**

- 1. Worship**
What is your view of the atmosphere at worship services? How is attendance? Is it remaining the same, dropping, or increasing?

- 2. Support**
Do you feel you are receiving support from the congregation, council/others? How may I, the Congregation Ministry Facilitator or Circuit Visitor, assist you?

- 3. Satisfactions**
What are areas of growth, change and development in the congregation or satisfactions in your ministry and life?

- 4. Major Issues**
What are the major issues confronting the congregation? How is it dealing with them?

- 5. Goals**
What progress is being made in interim or other goals - coming to terms with history, discovering a new identity, leadership shifts, and district linkages?

- 6. Strengths**
What strengths do you perceive in the congregation?

- 7. Needs**
What still needs to be addressed, what might be the best approach, and how long might it take?

8. The Call

Where is the congregation in the call process? Have you had to deal with members inquiring about your availability for this call?

9. Stewardship

How has the support of the budget been the past quarter?

10. Availability

Will you be available for another Interim? Do you know when that might be?

11. Improvement

What would you suggest to improve the Intentional Interim Ministry program?

12. Additional Comments

Please comment on and/or attach anything else you would like to share or matters of which you think we should be appraised.

Name: _____ Date: _____

Congregation: _____

In the Michigan District, submit this report quarterly to the Circuit Visitor and to the Interim Ministries Director. In the Indiana District, submit this report to the District President, the Circuit Visitor, and to the Coordinator of Interim Ministries.

- 4. The areas of growth to which we suggest our interim pastor give attention in his new setting of ministry are...

- 5. In looking back at our interim ministry agreement and the ministry needs to be addressed, the congregation accomplished the following...

- 6. Areas of concern that still need to be addressed are...

Signed: _____

Position: _____

Michigan District Congregations: At the end of the interim ministry, please send this completed form to the Intentional Interim Ministries Director at the Michigan District Office and share it with the Interim Pastor.

Indiana District Congregations: At the end of the interim ministry, please send this completed form to the Indiana District President and the Coordinator of Interim Ministry and share it with the Interim Pastor.

INTENTIONAL INTERIM PASTOR EXIT REPORT

Interim Pastor: _____

Address: _____ City/State/Zip: _____

Phone: _____

Congregation served: _____

Address: _____ City/State/Zip: _____

Interim served from _____ to _____

Summary of situation when you arrived:

Summary of present status of congregation:

Summary of interim experience:

What difficulties were dealt with during the interim?

How might the District have provided additional support during the interim?

Additional Comments:

When would you be willing to serve again as an interim pastor?

Signed: _____ Date: _____

**INSTALLATION SERVICE
FOR AN INTENTIONAL INTERIM PASTOR**

L: Hear the Word of God about the Pastoral Office

John 20:21-23

Again Jesus said, "Peace be with you! As the Father has sent me, I am sending you." And with that he breathed on them and said, "Receive the Holy Spirit. If you forgive anyone's sins, their sins are forgiven; if you do not forgive them, they are not forgiven."

I Timothy 4:13-16

Until I come, devote yourself to the public reading of Scripture, to preaching and to teaching. Do not neglect your gift, which was given you through prophecy when the body of elders laid their hands on you. Be diligent in these matters; give yourself wholly to them, so that everyone may see your progress. Watch your life and doctrine closely. Persevere in them, because if you do, you will save both yourself and your hearers.

The representative questions the pastor.

L: _____ (NAME) _____, in the presence of this congregation, will you commit yourself to being the Intentional Interim Pastor and discharge your duties in harmony with the Scriptures, Lutheran Confession, and constitutions of the church?

R: I will, and I ask God to help me.

L: Will you love, serve, and pray for the people of God at _____ Lutheran Church, _____, MI as the under-shepherd of the Good Shepherd by nourishing them with the Word and Holy Sacraments, and leading them in the use of the means of grace?

R: I will, and I ask God to help me.

L: Will you lead these people of God in giving faithful witness to the world and making known the love of God through loving service in this congregation?

R: I will, and I ask God to help me.

L: Almighty God, who has given you the will to do these things, give you the power of His Spirit so that you may perform them with strength and compassion. All God's people said AMEN.

The representative addresses the congregation.

L: You, the people of God at _____ Lutheran Church, _____, MI, will you receive this called minister of the gospel as the under-shepherd of Jesus Christ, who continues the work of bringing the Gospel of hope and salvation? Will you regard him as a called and ordained servant of Christ and a steward of the mysteries of God?
If so, answer WE WILL.

C: WE WILL.

L: Will you pray for him and honor him and the office that he fills for his work's sake, and in all things strive to live together in the peace and unity of Christ?
If so, answer WE WILL.

C: WE WILL.

The representative addresses the pastor being recognized.

L: By your statements of commitment and the affirmation of this congregation, I install you as the called Interim Pastor of this congregation, in the name of the Father, and of the Son, and of the Holy Spirit. Amen.

Let us pray for Pastor _____ and the work of this congregation:

Merciful God and Father, You have graciously promised that, through the preaching of the crucified Christ, those who believe in Him will be saved. By Your Holy Spirit grant grace to Pastor _____, whom you have given to be Pastor of this congregation. Grant him readiness and steadfastness in this ministry, patience, understanding, and great zeal. Support and strengthen him in Your service that by Your Word Your Church may be built and increased; through Your Son, our Great Shepherd and Lord. Amen.

The newly recognized interim pastor continues as presiding minister.

LITANY OF FAREWELL: INTERIM PASTOR

Leader: A church family is constantly changing. Loved ones come to the end of their lives. Individuals come and go in our church life. It is important and right that we recognize these times of passage, of endings and beginnings. Today we share the time of farewell with Pastor _____, whose time as our interim minister ends.

Int. Pastor: I thank _____ Church, its members and friends, for the love, kindness, and support shown me these last _____ months. I ask your understanding and forgiveness for mistakes I have made and for expectations unmet. I am grateful that my leadership has been accepted. With joy I recall the many things we have been able to accomplish together and, with sadness, the many not accomplished. As I leave, I carry with me many memories of experiences we have shared together.

People: **We receive your thankfulness, and we offer our forgiveness for any failures and our thanks for all accomplishments. We accept that you now leave us to minister elsewhere. We express our gratitude for your time among us and ask your forgiveness for our shortcomings and sometimes flagging faith. Your influence on our lives will not leave us even though you depart from us.**

Int. Pastor: I forgive you your failures and accept your gratitude, trusting that our time together and our parting are pleasing to God and to the Christ we are called to serve.

Leader: Do you, the members of _____ Congregation now release Pastor _____ from the duties of interim minister?

People: **We do, with the help of God.**

Leader: Do you offer your encouragement for Pastor _____'s continuing ministry?

People: **We do, with the help of God.**

Leader: Do you, Pastor _____ release _____ Lutheran congregation from turning to you and depending on you?

Int. Pastor: I do with the help of God.

Leader: Do you offer your encouragement for the continued ministry at this congregation?

Int. Pastor: I do with the help of God.
During this time we have sought to maintain the life of this congregation and grow in love, understanding and faith through the use of God's Word and the sacraments. Continue in this path. You have grown in readiness for a new pastor. Be patient with the new pastor who begins his ministry among you and support his efforts.

Leader: Let us pray:

All: **GOD, WHOSE EVERLASTING LOVE FOR ALL IS TRUSTWORTHY, HELP EACH OF US TO TRUST THE FUTURE WHICH RESTS IN YOUR CARE. THE TIME WE WERE TOGETHER IN YOUR NAME SAW OUR LAUGHTER AND TEARS, OUR HOPES AND OUR DISAPPOINTMENTS. GUIDE US AS WE HOLD THESE CHERISHED MEMORIES, BUT MOVE IN NEW DIRECTIONS UNTIL THAT TIME TO COME WHEN WE ARE COMPLETELY ONE WITH YOU AND WITH EACH OTHER. IN THE NAME OF JESUS OUR SAVIOR AND LORD WE PRAY, AMEN.**

Leader: Go now, Pastor _____, surrounded by our love and led by the promises of God, the presence of Jesus Christ, and the guidance of the Holy Spirit, Amen.

INTENTIONAL INTERIM MINISTRY COMMITMENT FORM

Michigan

Having completed the Introduction to Intentional Interim Ministry of the Michigan District, The Lutheran Church - Missouri Synod, I hereby request Michigan District Recognition. In accordance with such recognition, I commit myself to our Lord Jesus Christ and to the Michigan District, making myself available for serving in this ministry in accordance with the preferences stated in my Intentional Interim Pastor Profile and terms worked out with congregations. I realize continued recognition is based on working together with the District and continued education. Therefore I commit to continued education related to interim ministry through personal study, Michigan District sponsored or designated Intentional Interim Ministry continuing education workshops or retreats, as well as considering other interim ministry growth programs as possible. I understand that the Intentional Interim Ministries Director, Congregational Ministry Facilitators, and Circuit Counselors will assist with placement and be available for counsel.

With these understandings, I covenant with our Lord and the District to serve congregations in the District agreed upon in cooperation with the District through the Intentional Interim Ministries Director, as God who gives health and strength enables me.

Signed: _____ Date: _____

INTENTIONAL INTERIM MINISTRY COMMITMENT FORM

Indiana

Having completed orientation to the Intentional Interim ministry of the Indiana District of The Lutheran Church – Missouri Synod, I hereby request Indiana District recognition. In accordance with such recognition, I commit myself to our Lord Jesus Christ and to the Indiana District making myself available for serving in this ministry in accordance with the preferences stated in my Intentional Interim Pastor Profile and terms worked out with congregations.

I realize that continued recognition is based on working together with the Indiana District and continued education. Therefore I commit myself to continued education related to interim ministry through personal study and through Indiana District sponsored or designated Intentional Interim Ministry workshops or retreats as well as considering other interim ministry growth programs when possible. I understand that the Indiana District President, the President's Coordinator for Interim Ministry and Circuit Counselors will assist with placement and conditions and be available for counsel.

It is with this understanding that I covenant with our Lord and His Church to serve congregations in the Indiana District as an Intentional Interim Pastor in cooperation with the Indiana District through the President's Office as God who gives strength and health enables me.

Signed: _____ Date: _____

INTENTIONAL INTERIM PASTOR PROFILE

NAME: _____

BIRTH DATE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

HOME PHONE: _____

CELL PHONE: _____

OFFICE PHONE: _____

E-MAIL ADDRESS: _____

SPECIAL TRAINING, STUDY, INSTITUTES, EDUCATION BEYOND SEMINARY:

PASTORAL SERVICE -

Churches Served (name, approximate dates, communicant size, any special occurrences during tenure):

Interims Served (same information as above):

Other Service (Institutional, District, other):

What skills, experience or training do you think you might bring to Interim Ministry?

Describe your theological position:

Describe your liturgical style:

Describe your leadership style:

List limitations on interim assignments you would accept (i.e., geographic, part-time, etc.):

Specify any other preference you might have for Interim Ministry (i.e., type and size of church, length of interim, etc.):

Preferred salary terms (limitations, amount per service or unit or hour, benefits, availability for living in a parsonage, desire pay as a housing allowance, benefits):

Write a brief statement of what you understand the Interim Pastorate to be:

I AGREE THAT IN SERVING IN AN INTERIM PASTORATE, I WILL DISCOURAGE MY NAME FROM BEING SUBMITTED AS A CANDIDATE NOR WILL I ACCEPT A CALL FOR THE PERMANENT PASTORATE OF THAT CONGREGATION.

Signed: _____ Date: _____