

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*.)

