**The Presbyterian Church in Canada**

**Interim Ministry Agreement**

**Presbytery of** [name]

This agreement (“Agreement”) is dated the [day] day of [month] ,[year]

Between:

The Congregation of [name] located at [address], [email]

(“Congregation”)

and:

The Rev. [name] of [address], [email] (“Minister”)

and:

The Presbytery of [name] within The Presbyterian Church in Canada [mailing address], [email] (“Presbytery”)

This Agreement outlines the terms for the Presbytery appointment of the Minister to the position of Interim Ministry in the Congregation.

1.0 The goals and expectations for this ministry are found at Schedule A, attached.

2.0 Qualifications of the Minister are found at Schedule B, attached.

3.0 This ministry is full time (or part time based on % of full time 45 hours per week)

4.0 This ministry will begin on [date] and end on [date] and may be renewed with the consent of all parties but not beyond a total of 24 months.

5.0 The stipend and allowances shall meet or exceed General Assembly and Presbytery requirements and may be prorated in the case of part time.

6.0 The Congregation shall pay the following monthly stipend and allowances, less payroll deductions, to the Minister at the beginning of each month:

|  |  |  |
| --- | --- | --- |
|  | Annual | Monthly |
| Stipend (inclusive of travel allowance\*) | $ | $ |
| Housing allowance (fair rental value of appropriate housing or use of manse) | $ | $ |
| Utilities | $ | $ |
| Other (specify) | $ | $ |
| **Total** | $ | $ |

7.0 In addition to the above, the Congregation shall provide:

* \*Ministry related travel expenses reimbursed at $[amount] per kilometer (General Assembly standard is $.45/Km up to $[amount] per month if not included in stipend.
* Five weeks vacation per year.
* Pension payments as required by the Pension Plan of The Presbyterian Church in Canada
* Health and Dental benefits per The Presbyterian Church in Canada plan.
* Continuing Education allowance according to General Assembly and Presbytery regulations, to be used on approval of the Presbytery.
* Moving costs of up to $[amount] if applicable.
* Cost of pulpit supply during the Minister’s vacation and continuing education leave.
* [other – specify]

8.0 In the case of the Minister’s total disability or extended illness, this Agreement will terminate as of the date the medical leave commences. The Congregation will then continue to provide stipend and all allowances for a period of three months. Housing allowance and cost of utilities only will be continued for a further four months.

9.0 An Interim Moderator shall be named by the Presbytery to the Congregation for the term of the ministry.

10.0 The Minister shall be accountable to the Presbytery generally through the Interim Moderator.

11.0 The Minister shall not be eligible to be called to the Congregation during the term of this Agreement and for [number] years thereafter.

12.0 The Presbytery shall arrange for a service of recognition and periodic evaluations of this ministry.

13.0 This Agreement can be terminated by the Presbytery on its own or at the request of either the Congregation or the Minister on 60 days written notice. At the date of termination no further payments shall be required. If this Agreement continues to its maximum term of 24 months, it will expire automatically with no further notice or pay in lieu of notice.

14.0 This Agreement is in accordance with Interim Ministry Policy and Procedures approved by the General Assembly (presbyterian.ca/resources-ministry) and shall be subject to the laws of the province of [province].

15. 0 This Agreement may only be amended or modified in writing and with the consent of all parties.

This agreement is approved by the parties as of the date written above.

For the CONGREGATION:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clerk of Session

For the PRESBYTERY OF [insert]:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clerk of Presbytery

For the MINISTER:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minister

SCHEDULE A

**Interim Ministry Goals and Expectations (Adjust for specific situation)**

The goals for this Interim Ministry shall include (see Interim Ministry Booklet p. 13 presbyterian.ca/resources-ministry):

* coming to terms with history;
* discovering a new identity;
* allowing and empowering new leaders;
* renewing denominational linkages;
* committing to new leadership and a new future;
* [other]

The expectations of the Interim Minister shall include:

* work with the Session to develop and implement plans to lead the Congregation in accomplishing the goals of the Interim Ministry;
* lead worship and preach, subject to vacation and continuing education;
* celebrate the sacrament of Holy Communion as determined by the Session;
* celebrate the sacrament of baptism as approved by the Session;
* provide for a leader of worship on Sundays when the Minister is absent, subject to the Minister ensuring that the leader shall support the Congregation’s vision and the polity and doctrine of The Presbyterian Church in Canada;
* provide pastoral care for sick and shut-in;
* officiate at weddings and funerals;
* work with boards and committees of the Congregation (other than the search committee) to assist them in carrying out their assigned tasks;
* attend meetings of the Session and of the Congregation’s committees as required;
* at the request of the Interim Moderator, moderate meetings of the Session and of the Congregation;
* perform other administrative duties as requested by the Session or Presbytery; (e.g., work with church secretary in preparing bulletins, newsletters, etc., exercise general oversight of church facilities, and represent the church in dealing with outside organizations);
* at the request of the Interim Moderator provide observations and advice about the state of the Congregation’s readiness for calling a minister;
* attend Presbytery meetings and provide regular reports about the ministry separately or jointly with the Interim Moderator;
* report any serious differences or difficulties with any former minister(s) of the Congregation to the Interim Moderator and take no further action with respect to such differences or difficulties without the explicit instruction of the Interim Moderator;
* provide the Session, Interim Moderator and Presbytery a written report regarding the Congregation at the end of the Interim Ministry.

SCHEDULE B

**Interim Minister Qualifications (Adjust for specific situation)**

The Minister shall have the following qualifications:

* an ordained minister in good standing of The Presbyterian Church in Canada or an ordained minister with demonstrated good standing in a denomination represented in the Ecumenical Shared Ministries Handbook, as outlined in the Book of Forms of The Presbyterian Church in Canada, section 213.3.
* identifiable skills in healing, conflict resolution, management of congregational change, organizational development, and setting short-term objectives;
* demonstrated ability to join and leave congregational systems quickly and with ease;
* demonstrated ability to diagnose a situation accurately and develop action plans quickly;
* demonstrated ability to provide honest and accurate feedback;
* demonstrated ability to prepare the way for another minister for the Congregation;
* demonstrated ability to honour the work of other people in the Congregation, past and present;
* demonstrated ability to be a non-anxious presence in the midst of transition, grief and conflict;
* congregational pastoral experience as an ordained minister;
* attended workshop on the *Policy for Dealing with Sexual Abuse or Sexual Harassment* of The Presbyterian Church in Canada within the past [insert] years;
* provide a vulnerable sector police records check prepared within the previous two months and demonstrate familiarity with the *Leading with Care Policy* of The Presbyterian Church in Canada;
* specialized training for Interim Ministry.