

**THE
INTENTIONAL
INTERIM MINISTRY
POLICY
FOR THE
PRESBYTERY OF NEW HOPE**

Approved: July 8, 2009

A Plan for Fostering Faithful, Effective Intentional Interim Ministry in New Hope Presbytery

Components of the Plan:

The Committee on Ministry will:

- Establish standards and aims for Intentional Interim Ministry in the Presbytery;
- Develop and maintain a cadre of pastors in the Presbytery trained and able to serve as Intentional Interim Pastors;
- Proactively educate Presbytery's sessions about Intentional Interim Ministry, its purpose and its practice in New Hope Presbytery;
- Create and promote the use of a template for a standard, yet modifiable, covenant between a session, an Interim Pastor and the Presbytery – one that can be given to sessions preparing to call Interim Pastors;
- Set up a monthly Interim Pastors' Support Group meeting, moderated by a Presbytery staff member or staff appointee, and require participation in it for all who are actively engaged in Interim Ministry;
- Appoint a COM liaison to work with each church using an Interim Pastor, a liaison who ordinarily also would serve as the church's Vacancy Counselor;
- Require actively engaged Interim Pastors to submit to the COM quarterly written reports on their work.

Attachments:

- Standards and Aims for Intentional Interim Ministry in New Hope Presbytery
- Standard Covenant Template
- Quarterly Report Template

Standards and Aims for Intentional Interim Ministry in New Hope Presbytery

- Those serving as Interim Pastors in the Presbytery ordinarily will have completed basic Interim Pastor training, or they will have had significant relevant pastoral experience and they will have been approved by the Committee on Ministry for serving as Interim Pastors.
- Ordinarily, those serving as Interim Pastors in New Hope Presbytery will be members of the Presbytery.
- Ordinarily, the length of the original covenant made with an Interim Pastor will be twelve months. Generally, renewals of a covenant will be made for a length of six months at a time.
- The length of an Intentional Interim Pastor's service with a congregation cannot exceed twenty-four months total.
- Actively engaged Interim Pastors will participate in the Presbytery's Interim Pastors' Support Group.
- The primary focus of the Interim Pastor's ministry will be assisting the congregation in its work on the Five Developmental Tasks.
- The Interim Pastor will assist the PNC in an advisory capacity and only when invited.

Covenant for Intentional Interim Ministry in New Hope Presbytery

This Covenant between the Session of _____ Presbyterian Church, The Reverend _____, and New Hope Presbytery's Committee on Ministry is established for the provision of Intentional Interim Pastoral services to _____ Church, _____, NC.

The terms of the covenant shall be in effect from _____ through _____.

PURPOSE

During the time of this ministry, a primary focus of both the Intentional Interim Pastor and the Session will be to work with the congregation on the Five Developmental Tasks of Interim Ministry, so that the congregation will:

1. Come to terms with its history;
2. Discern a new congregational identity and mission;
3. Facilitate needed shifts in its leadership;
4. Renew its denominational linkages;
5. Commit to new leadership and ministry.

RESPONSIBILITIES

The Intentional Interim Pastor will:

- Provide spiritual and administrative leadership for the congregation;
- Serve as Head of Staff and moderator of the Session;
- Lead worship, administer the sacraments and serve as the primary preaching pastor;
- Officiate at weddings and funerals, as requested;
- Provide, with others, for the pastoral care and visitation of the congregation;
- Resource the church's boards and committees for their ministries;
- Train newly elected officers;
- Assist the session in reviewing and cleaning the church's membership rolls;
- Assist the session in evaluating the church's financial condition and operating procedures;
- Serve with designated members in facilitating a congregational mission study;
- Prepare the congregation for electing its Pastor Nominating Committee;
- Provide appropriate assistance to the Pastor Nominating Committee;
- Contribute actively to the Presbytery's life and ministry;
- Other responsibilities _____

The Session, in addition to its responsibilities listed in the Book of Order, will:

- Provide support and counsel to the Intentional Interim Pastor as they jointly lead the congregation through the Five Developmental Tasks;
- Pray for the Intentional Interim Pastor, remembering that change often triggers anxiety, resistance, and opposition.

The Presbytery, through its Committee on Ministry, will:

- Ensure that it has regular, frequent communication with the Intentional Interim Pastor;
- Conduct, at the six-month mark, with the Session an evaluation of its work with the Intentional Interim Pastor;
- Assist, if needed, in conflict resolution;
- Respond promptly if interference from former staff members occurs;
- Provide training and guidance for the Pastor Nominating Committee.

COMPENSATION

The Intentional Interim Pastor's compensation components shall include:

- Salary and Housing in the amount of \$ _____ per year
(of which \$ _____ shall be designated for housing expenses)
- A Self-Employment Tax offset equal to 50% of the pastor's obligation
- Accountable

For travel expenses incurred while serving the church:

Up to \$ _____ for vouchered expenses

For professional development expenses incurred while serving the church:

Up to \$ _____ for vouchered expenses

- Benefits

Medical and Pension dues, as required, by the Board of Pensions

Four full weeks annually of paid vacation, to be used during the period of the covenant only;

Two full weeks annually of paid study leave, to be used during the period of the covenant only.

- Reasonable moving expenses.

REVIEW, AMENDMENT AND CANCELATION OF THE COVENANT

This covenant may be reviewed and amended only by the mutual consent and agreement of all parties.

The covenant may be cancelled with thirty days written notice by either the Intentional Interim Pastor or the Session, with the concurrence of the Presbytery’s Committee on Ministry. Approval of a call to a candidate for the installed position shall constitute written notice to the Intentional Interim Pastor. In the event the covenant is cancelled by the session before the completion of the time covered by the covenant, the Intentional Interim Pastor will receive full salary, housing, social security supplements, and medical and pension dues for 60 days from the cancellation date. The Committee on Ministry will be an active participant in all discussions and decisions related to a cancellation of the covenant.

OTHER POINTS

It is understood that the Intentional Interim Pastor is not eligible to be a candidate for the position of Installed Pastor at _____ Presbyterian Church, _____, NC.

It is understood that the covenant may not be extended beyond 24 months total ministry.

SIGNATURES

The signatures below reflect approval of the covenant and a commitment to abide by its terms.

Date:

Intentional Interim Pastor	_____	_____
Clerk of Session	_____	_____
Committee on Ministry Representative	_____	_____
Executive Presbyter, Stated Clerk	_____	_____

INTERIM PASTOR QUARTERLY REPORT TO COM

INTERIM PASTOR:

CHURCH:

DATE:

1. Significant activities of the Interim Pastor:

2. Significant events in the congregation:

3. Work related to the Five Developmental Tasks of the congregation during the period and ways each has been implemented:
 - a. *“Coming to terms with history.”*
 - b. *“Discovering a new identity.”*
 - c. *“Shifts of power”.*
 - d. *“Rethinking denominational linkages.”*
 - e. *Commitment to new leadership and to a new future.”*

4. Matters the Interim feels COM should be aware of (such as organizational, procedural, or personnel issues in the congregation; openness to a woman, racial ethnic or older pastor, or personal concerns of the Interim Pastor):

5. Date of last contacts
Session contact with COM liaison or Presbytery Staff:
Interim Pastor contact with Presbytery Staff:

6. Other comments:

7. Process tasks of the Interim [Strictly optional; may be done face-to-face with liaison]:
 - a. *“Joining the system.”*
 - b. *“Analyzing the system.”*
 - c. *“Connecting with the denomination.”*
 - d. *“Focusing responsibility.”*
 - e. *“Exiting and Evaluating.”*