

Appendix 2C: Letter of Agreement for Interim Pastoral Ministry

The Evangelical Lutheran Church in America Minneapolis Area Synod

In keeping with the policies and practices of the Evangelical Lutheran Church in America and the Minneapolis Area Synod, and in order to set forth clearly the agreement for interim service between:

_____ Lutheran Church

In _____, Minnesota

and

(interim pastor)

The following agreement for interim pastoral ministry is made:

_____ Church Council agrees

that _____ will serve as
(interim pastor)

Interim _____ Pastor
(Senior/Solo/Associate)

On a ____ part-time ____ full-time basis from

_____ to _____

Bishop

Date

Congregational President

Date

Interim Pastor

Date

The interim pastor and the congregation agree to:

1. develop a vision for the interim period;

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2. work through the congregation's transition emotions related to the departure of the previous pastor;
3. identify current issues facing the congregation, using the Three Questions of Interim and the Five Focus Points of Interim;
4. follow the constitution and bylaws of the ELCA and the congregation;
5. not, under any circumstances, consider the interim pastor as a candidate to be the new pastor.

Additionally, during this interim, we will agree to give special attention to:

- 1.
- 2.
- 3.

The interim pastor agrees to:

1. provide the ministry of Word and Sacrament according to the practices of the Evangelical Church in America;
2. provide pastoral care to all members of the congregation;
3. provide pastoral leadership, as appropriate, for meetings, activities, and organizations of the congregation;
4. encourage support of the total ministry of the Evangelical Lutheran Church in America;
5. record church records (membership, baptisms, confirmations, marriages, funerals, and attendance at Holy Communion), and congregational statistics as requested by the Evangelical Lutheran Church in America;
6. not be involved in the congregation's call process except when the synod bishop requests her/his participation;
7. make regular written reports about how the interim period is progressing for the monthly newsletter (a copy should be sent each month to the synod office);
8. evaluate the interim period when it has concluded;
9. not, under any circumstances, make herself/himself available to become the new, settled pastor.

Additionally, during this interim, the interim pastor will give special attention to:

- 1.
- 2.
- 3.

The congregation agrees to:

1. release the previous pastor from all pastoral care and acts (baptisms, funerals, weddings, visitation, etc.) and look to the interim pastor to provide this care;
2. receive the interim pastor, and uphold her/him in prayer, love, respect, and good will;

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3. commit to the gospel by faithful participation in worship, learning, and fellowship activities;
4. not, under any circumstances, consider the interim pastor as a candidate to become the new pastor;
5. provide for review and evaluation during this interim period;
6. compensate the interim pastor monthly in the following ways:
 - salary: \$ _____
 - housing allowance: \$ _____
 - Social Security contribution: \$ _____
 - **total monthly compensation:** \$ _____
 - contribute to the Portico Pension and Benefits Plan according to the regulations of the Evangelical Lutheran Church in America at _____% = \$ _____;
 - grant one week vacation for each 10 weeks of interim service, not to exceed five weeks in one year;
 - grant Continuing Education leave at the rate of one day per month and up to \$ _____ per day toward study expenses;
 - reimburse for expenses related to our common ministry;
 - pay a travel allowance of \$ _____ (mileage, parking, etc.);
 - pay all expenses incurred while attending Synod Assembly, First Call Theological events, Bishop's Theological Conference, Bishop's Ministerium, and other synod meetings at which attendance is required;
 - for the purpose of providing a time of transition while preparing for the next intentional interim call, provide up to four weeks' full salary and benefits at the conclusion of the contracted period of service. The number of weeks could be determined by the length of the interim, e.g. one year of service or more= 4 weeks, six months of service = 2 weeks.

This agreement terminates on a mutually-agreed-upon date after the new, settled pastor has accepted the call to this congregation or when it is terminated by the congregation, the interim pastor, or the synod bishop, upon 30-day written notice, with forfeiture of any payment beyond that time.

Please send this completed Letter of Call Agreement to:

Minneapolis Area Synod
Office of the Bishop
122 W Franklin Ave. #600
Minneapolis, MN 55404-2474

Upon the signature of the bishop, copies will be distributed to:

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1. Interim Pastor
2. President of the Congregation
3. Minneapolis Area Synod office