

THE EVANGELICAL LUTHERAN CHURCH IN AMERICA
VIRGINIA SYNOD

LETTER OF AGREEMENT FOR INTERIM PASTORAL MINISTRY
(Intentional)

In keeping with the Statement on Transitional Ministry in Virginia Synod,
and in order to set forth clearly the agreement for interim service,

_____ (Congregation)
in _____, VA,
(Location)
agrees that

_____ (Pastor's Name)
will serve as

_____ (Title)
on a ___part- ___full-time basis

from _____ to _____ on the following mutual promises:

Together the congregation and Interim Pastor will:

- A. Examine the history of the congregation and work through the transition dynamics that usually follow the departure of a pastor.
- B. Seek to confirm and identify current issues facing the congregation and develop ways of dealing with them.
- C. Develop a vision for the congregation's mission.
- D. Examine the congregation's linkage with synod, mission district, churchwide units, and the resources that may be available for ministry.
- E. Prepare for the arrival of the new pastor.
- F. Align the congregation in accordance with the constitutions and bylaws of the E.L.C.A., the Virginia Synod, and update the congregation's constitution as needed.
- G. During this transition period, agree to address the following concerns:

- 1. _____

- 2. _____

- 3. _____

The Interim Pastor will:

- A. Preach and teach the Word of God.
- B. Preside at worship and administer the sacraments according the practice of the Lutheran church.

- C. Provide pastoral care to all members of the parish according to their needs, visit as necessary, and uphold the members in prayer.
- D. Give pastoral leadership for the meetings, activities, and organizations of the congregation.
- E. Encourage support of the total ministry of the Evangelical Lutheran Church in America.
- F. Be responsible for the recording of baptisms, confirmations, marriages, funerals, attendance at Holy Communion, and the maintenance of the membership rosters; and report the statistics of the parish promptly and fully, as requested by the Evangelical Lutheran Church in America.
- G. Agree under no circumstances to be available for regular call to this congregation.
- H. Agree not to be involved in the congregation's call process except when the synod bishop requests such participation.
- I. Participate with key leadership of the congregation and the appointed synodical staff person in evaluation of the interim ministry on a quarterly basis and at the conclusion of the transition period.
- J. During this transition will give special attention to:

- 1. _____
- 2. _____
- 3. _____

The congregation will:

- A. Commit to the Gospel by faithful participation in worship, learning, and fellowship activities.
- B. Support the ministry of the congregation through service and gifts.
- C. Accept the interim pastor, uphold him/her in prayer, and accord him/her love, respect, and good will.
- D. Expect the interim pastor to preside at baptisms, celebrations of Holy Communion, and other rites of the church.
- E. Agree that the interim pastor will not be considered for regular call to this congregation.
- F. Provide for a review and evaluation of the interim ministry on a quarterly basis and at the conclusion of the transition period by key leadership of the congregation with the interim pastor and the appointed synodical staff person.

G. Compensate the interim pastor in the following ways:

(As a general rule, compensation is based on the compensation of the previous pastor or the minimum standard for years of service experience of the interim pastor based on synod guidelines. Part-time service is prorated: 1/2 time would receive 1/2 total compensation levels, etc.)

- 1. Pay an annual salary of \$_____, the payments to be made in ___ equal installments on the ___ and ___ of the month.
- 2. ___ a.) Pay a Housing Allowance in the amount of \$_____ per year, the payments to be made in ___ equal installments on the ___ and ___ of the month.

OR

___ b.) Provide the use of a parsonage in lieu of a Housing Allowance.

- 3. Provide a Social Security Allowance of \$_____ per year.
- 4. ___ a.) Contribute to the E.L.C.A. Pension and Benefits Plan 12% of salary plus housing allowance plus Social Security allowance for Pension benefits.
Additionally, contribute _____% of salary plus housing allowance plus Social Security for Medical/Dental, Disability, and Death benefits.

OR

___ b.) Does not apply.

OR

___ c.) Provide Pension, Medical, Dental, Disability, and/or Death benefits (underline any that apply) under the following arrangements:

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5. Grant one (1) week of vacation for every ____ weeks of service, not to exceed ____ weeks per year.
 6. Grant continuing education leave at the rate of ____ weeks per year (day[s] per month) and \$_____ per year (per day) toward study expenses.
 7. Grant ____ day(s) off per week.
 8. Other _____
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H. Reimburse expenses related to our common ministry.

1. ____ a.) Pay a travel allowance in the amount of \$_____ per year

OR

- ____ b.) Reimburse automobile travel at the rate of _____¢ per mile upon submission of record of business miles traveled.
2. Pay expenses, not otherwise provided for, incurred in attending synod assemblies and other official meetings at which attendance is required.
3. Pay moving expenses as follows:

____ Provide for up to one month of transitional time for the interim pastor with full salary and benefits at the conclusion of the contracted period of service for the purpose of debriefing from and review of the concluding assignment and preparation for a new assignment.

This agreement terminates on the date specified on page one of this agreement or thirty days after a new pastor has declared acceptance of the call to this congregation, whichever comes first; or upon thirty (30) days written notice from the congregation, the interim pastor, or the bishop of the synod. This agreement may be extended upon the mutual agreement of the congregation council, the interim pastor, and the bishop of the synod for a term(s) specified by an addendum attached hereto. All financial obligations will be fulfilled by or on the date of termination. The terms of this agreement may be renegotiated at the request of the interim pastor, the congregation council, or the Bishop of the Synod at the time of any quarterly evaluation.

We, the undersigned, accept the terms of this agreement:

Congregation Council President or Secretary Date

Interim Pastor Date

Attested by

Bishop, Virginia Synod, ELCA Date



Please send this completed form to:

Office of the Bishop
Virginia Synod, ELCA
P. O. Box 70
Salem, Virginia 24153-0070

Upon the signature of the Bishop, copies will be distributed by the synod office:

1. Original to the Interim Pastor
2. Copy to the Congregation Council President
3. Copy to the Bishop's Office

**THE EVANGELICAL LUTHERAN CHURCH IN AMERICA
VIRGINIA SYNOD
ADDENDUM
TO LETTER OF AGREEMENT FOR INTERIM PASTORAL MINISTRY**

(Congregation)

in _____, VA.,

(Location)

agrees to extend the appointment of

(Pastor's Name)

to serve as

(Title)

on a ___ part- ___ full-time basis

from _____ to _____.

The original agreement dated _____, outlining goals, conditions, and remuneration, ___ is hereby extended with this addendum. ___ is amended as follows:

We, the undersigned, accept the terms of this addendum.

Congregation Council President or Secretary

Date

Interim Pastor

Date

Attested by

Bishop, Virginia Synod

Date