

## **Sample Contract for Interim Service**

### **Northern California Nevada Conference United Church of Christ**

In keeping with the guidelines for interim ministry in the Northern California Nevada Conference of the United Church of Christ, and in order to set forth clearly the agreement for interim services between (*CHURCH*) and the Rev. (*MINISTER*), the following covenant is agreed upon:

That (*MINISTER*) will begin service as Interim Senior Minister (ISM) on (*DATE*).

It is agreed that the ISM will support (*CHURCH*) in its search for a called Senior Minister in any ways that are jointly deemed appropriate by (*CHURCH*) and the ISM. This will include work with the Committee(s) charged with the identification of directions and priorities for (*CHURCH*) in the next several years, the development of a UCC Local Church Profile, and the facilitation of staff and congregational transition to the leadership of a new Senior Minister. It is understood that under no circumstances shall the ISM be invited to become a candidate or offer himself for candidacy for the called position as Senior Minister. Any violation of this agreement shall be reported immediately to the Northern California Nevada Conference Committee on Ministry.

The Interim Senior Minister agrees to provide full-time leadership to the staff and congregation of (*CHURCH*) and will be responsible for the following:

- providing intentional leadership for the Five Developmental Tasks of Interim Ministry as outlined in the Guidelines for Interim Ministry in the Manual on the Ministry.
- fulfilling all the responsibilities of the Senior Minister as set forth in the By-laws of (*CHURCH*).
- participating in the life of the Golden Gate Association and the Northern California Nevada Conference of the UCC as necessary and appropriate.

The lay leadership and congregation of (*CHURCH*) agree to support and cooperate with the ISM in every way and will be responsible for the following:

- providing the ISM with an Interim Arrangements Committee charged with planning and program support for the tasks of interim ministry and providing regular input and feedback on the progress of the interim ministry.
- working on the Five Developmental Tasks of the Interim with the ISM.
- supporting the ministry of (*CHURCH*) throughout the Interim through prayer, presence, gifts, and service.
- working with the ISM in establishing the timing of the eventual candidacy of the new Senior Minister and the termination of the Interim pastorate.
- participating in a suitable farewell for the ISM at the termination of the interim period and providing for an evaluation process at that time with the ISM.

It is agreed that this Agreement shall be in effect for one year, after which it may be reviewed and renewed for six month increments, provided that a thirty day notice be given by either party of any intention to decline the renewal. Should either the ISM or (*CHURCH*) wish to terminate this agreement at any time, thirty days written notice shall be given.

Compensation:

- (*CHURCH*) agrees to pay an annual sum of \$\_\_\_\_\_ (\$\_\_\_\_\_ monthly) to the ISM, such amount to be apportioned between cash salary, deferred salary paid into a designated 403b plan, and housing allowance as allowed by IRS regulations.

- (*CHURCH*) will pay \$\_\_\_\_\_ of the ISM's Social Security taxes, payable to the ISM in quarterly installments of \$\_\_\_\_\_ on January 10, April 10, June 10, and September 10.
- (*CHURCH*) will contribute \$\_\_\_\_\_ (paid quarterly) to either the UCC Annuity Fund or an established 403b plan on behalf of the ISM.
- (*CHURCH*) will pay an annual premium of \$\_\_\_\_\_ to the Disability Insurance Program of the UCC Pension Board.
- (*CHURCH*) will pay the full annual premium (paid quarterly in advance) for family coverage of health and dental insurance as provided through the UCC Pension Board.

In addition, (*CHURCH*) agrees to support the work of the ISM through:

- reimbursement of documented relocation expenses to (*CHURCH*) not to exceed \$\_\_\_\_\_.
- reimbursement of legitimate business auto expenses at the allowable IRS rate.
- payment of NCNC Annual and Fall Meeting expenses and other continuing education expenses as needed and appropriate within the church's budget.
- two weeks of paid continuing education leave annually (not accruable).
- four weeks of paid vacation annually (may be accrued to no more than four weeks at the termination of the Interim.)
- Workers' Compensation as required by State law.

In case of disability of the ISM because of illness or accident, (*CHURCH*) shall be responsible for the ISM's full support for the first three months of disability. This paragraph does not apply to any disability that qualifies under Workers' Compensation insurance. If said disability occurs, this agreement shall come into effect by the mutual consent of the (*CHURCH*) Board of Trustees, the Interim Senior Minister, and the NCNC Conference Minister. Said disability must be in accordance with the criteria of the Life Insurance and Disability Income Benefit Plan of the UCC Pension Boards. After three months, the Disability Income Benefit Plan of the Pension Boards, UCC, will become effective.

In the case of the ISM's death during the term of this agreement, the ISM's spouse shall receive full salary and benefits for the current month, plus any accrued vacation time, plus one month's salary and benefits.

By signing this agreement the ISM and (*CHURCH*) agree that upon his/her departure as ISM, all pastoral relations between (*CHURCH*) and ISM shall cease, recognizing that all future pastoral functions should be fulfilled by the called Senior Minister.

(*CHURCH*) and the ISM will provide copies of this agreement to the congregation as requested and to the Northern California Nevada Conference, UCC.

For the Congregation \_\_\_\_\_, Date \_\_\_\_\_

Title \_\_\_\_\_

Interim Senior Minister \_\_\_\_\_, Date \_\_\_\_\_

Conference Minister \_\_\_\_\_, Date \_\_\_\_\_