SESSION APPROVED 5/17/26

Culdee Presbyterian Church
Position Description
Job Title: Interim Pastor

This agreement sets forth the basis for a working relationship between the Rev. _____ as Interim Pastor and head of staff and the Session of Culdee Presbyterian Church of West End, North Carolina, for a period of one year beginning _____.

Shared Goals for the Well-being of the Church

1. To work together to provide for the spiritual growth and the ongoing mission and work of the church.
2. To work together to prepare the congregation to receive a new installed pastor, using the interim time to assess the future journey of the congregation, to focus on what might need to be changed, and to lead and support the congregation in fulfilling the interim period developmental tasks and goals.
3. To facilitate open sharing of information with the congregation.

Expectations of the Interim Pastor

1. Will provide regular preaching and worship leadership on Sunday mornings and at special services such as Thanksgiving, Maundy Thursday, and Christmas Eve, taking appropriate time for study and preparation. Will officiate at weddings and funerals and administer the sacraments as agreed upon with the session.
2. Will provide continuing pastoral care for church members and friends, including hospital and home visitation in crises; will visit (along with elders at times) prospective members; will provide crisis care to outsiders as feasible; and will be available for short-term personal counseling as negotiated.
3. Will function as Head of Staff, supervising church employees (music director, Office Manager, Youth Group Leader, custodian, etc.); will plan for and moderate session and congregational meetings; and will provide, with the session, organizational oversight for the work of the church.
4. Will work collegially with the session in program planning, and will provide guidance, direction, and review as necessary; will support the educational program of the church, including teaching, as needed, and conducting officers' training; will attend meetings of and serve as an active participant in Presbytery.
5. Will lead the session and the congregation in working on the generally recognized interim period developmental tasks, including: coming to terms with history; assessing the church's present and future identity; empowering the church's lay leadership; facilitating links with the denomination; and facilitating a commitment to a new installed pastor.
6. Will assist in the church's self-study (mission study).

7. Interim Pastors are encouraged to join the presbytery. If the Interim Pastor prefers to retain presbytery or denominational membership in the presbytery or denomination of origin, he/she may request permission to labor within the bounds. Requests will be granted by COM on a case by case basis and if the presbytery or judicatory of origin has granted permission to labor outside the bounds. Either route does require the satisfactory examination by the Commission on Ministry.
8. Will NOT be eligible for consideration as the next installed pastor.
9. Will submit quarterly reports to the Commission on Ministry.
10. Will complete the Safe Gatherings training and certification process.
11. Will acknowledge receipt of the Sexual Misconduct Policy and the Code of Ethics of the Presbytery.

Expectations of the Session

1. Will recognize the importance of the interim period and will pay the Interim Pastor appropriately.
2. Will work cooperatively with the Interim Pastor and the Presbytery to support the work of the interim period.
3. Will continue to fulfill their Book of Order responsibilities for the life and work of the church.
4. Will negotiate with the Interim Pastor for time away in order that he/she may fulfill committee or board responsibilities to the larger church.
5. Will review this contract with the Interim Pastor for changes and/or renewal by _____ (Enter the date of the end of the first contract period). After this initial period the contract may be renewed in smaller blocs of time (suggested – six months at a time) with the consent of the Interim Pastor, the Session, and the Commission on Ministry.

Expectations of Presbytery

1. Will provide support and consultative services to the Interim Pastor and the session (including vacancy consultation for the PNC) through the staff and the Commission on Ministry (COM).
2. Will assist the session and Interim Pastor with emerging needs through the resources of the committees of Presbytery.

Mutual Expectations

1. To provide prayer and spiritual support to each other as members of the family of Christ.
2. To work within the accepted general framework of interim intentions and goals as set forth in denominational and other resources.

Reporting and Accountability

The Interim Pastor is accountable to the Presbytery COM, and to the session of Culdee Presbyterian Church. In order to facilitate a regular and orderly exchange of views, the Session will conduct a quarterly review of the performance of the Interim Pastor. The session may utilize the Personnel Committee to assist in this process, and the review will include consideration of the partnership relationship between the Interim Pastor and the session.

Annual Compensation and Benefits

• Salary $ _____

• Free use of the Manse or Housing Allowance of: $ _____

• Board of Pension Payments as Required by the Plan $ _____

o Pension, Death and Disability, and Medical Insurance

• SECA Reimbursement $ _____

• Moving Costs by Licensed Carrier (or not to exceed) $ _____

• Vouchered Reimbursement of Professional Expenses Not to Exceed $ _____

• Vacation of four weeks including four Sundays

• Study Leave of two weeks including two Sundays

Other Benefits

1. Study leave: 2 weeks annually, to be taken within the year, with timing and subject to be approved by the session.
2. Vacation: 4 weeks annually, to be scheduled in consultation with the session. For the purpose of compensation upon termination, vacation will be deemed to have accrued at the rate of 1 week per quarter. It is expected that vacation will be taken in the year in which it is earned and will not be carried over unless another arrangement is expressly approved by the session. If part-time, vacation and continuing education must be proportional to number of Sundays preached/scheduled to work.
3. Professional Expenses: COM suggests that a statement be made of provision for Professional Expenses, reimbursable with expense vouchers.
4. Family Leave is required:
   A. Family Leave is a mutual agreement between the Session and the Pastor for the good and welfare of the whole of God's holy people. A Covenant of Care and Compassion is a formal opportunity to express agreement in family leave policies. Guidelines for A Declaration of Family Leave policy and A Covenant for Care and Compassion are available at the presbytery office.
   B. Family Leave may include such items below, is time released for medical care and treatment.
      - Sick leave shall accumulate at least 1 ¼ days each month to 90 days total. Sick leave of 5 days shall be accrued to newly installed pastors. When sick leave exceeds 5 days, in a 6-month period, a church may require a statement from the attending physician.
      - Maternity/Paternity Leave – 4 weeks with payment of salary and benefits excluding reimbursable expenses. As additional two (2) weeks may be granted from accumulated sick leave if needed.
      - Adoptive Leave - 4 weeks with payment of salary and benefits excluding reimbursable expenses.
      - Caring for other family members.

Termination Provisions

By the Interim Pastor:

The agreement may be terminated by the Interim Pastor with 30 days' notice, in which case payment beyond the 30-day period will be forfeited.

By the Session:

This agreement may be terminated by the Session upon 90 days' notice, following consultation with the Commission on Ministry. The Interim Pastor may be expected to continue to serve the church during this period as determined by the Session. The Session will allow liberal leave for the Interim Pastor's search for his/her next opportunity for service during this time. During the 90-day period, the church will continue to pay all compensation (effective salary, SECA/FICA, major medical, death, disability, and pension) due to the Interim Pastor, unless the Interim Pastor obtains full-time employment, at which time any obligation owed by the church will cease.

Vacation compensation, if accrued, will be paid in full at the time of termination subject to the restrictions listed under "other benefits" above. No pay beyond termination date will be provided for accrued sick leave or study leave.

Background Check

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The Presbytery of Coastal Carolina requires the successful completion of the Safe Gatherings course on boundary training and a background check run by them for all persons serving in a pastoral relationship with one or more of our congregations. Information on how to register and take the training can be found at the Presbytery website. (www.presbycc.org.) Failure to take such training will result in dissolution of the relationship per the COM Manual. This training must be repeated at intervals required by the presbytery.

Signatures:

Interim Pastor _____ Date _____

Clerk of Session _____ Date _____

Chair of Community COM _____ Date _____