



Southeastern Minnesota Synod, ELCA

**Letter of Agreement
for
Interim Pastoral Ministry**

(Name of Pastor)

In the name of the Father, and of the Son
and of the Holy Spirit. Amen.

Our ministry comes from Christ through the church and belongs to the whole people of God. The gospel calls all Christians to be ministers in work and deed. So it is the privilege of every Christian to be a steward of the gospel of God's reconciling love. The whole church ministers as it celebrates God's presence, shares the good news, cares for those in need, and witnesses to the power of God's love.

The Evangelical Lutheran Church in America recognizes the office of pastor. It also recognizes that there are occasions when parishes will need to be served by interim pastors while they seek permanent pastoral leadership. Keeping in mind the apostolic advice that all things be done decently and in order (I Cor. 14:40), the church provides for interim pastoral ministry.

Accordingly,

(Name of Congregation)

of the ELCA enters into an agreement with you to serve as

(Title)

From _____ To _____

on the following conditions and mutual covenants:

We together will:

- A. Examine the history of the congregation and work through the transition emotions 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 interim period and leadership to complete this mission.
- D. Examine the congregation's linkage with conference, synod, Churchwide units, and the resources that may be available for our ministry.
- E. Prepare for the arrival of the new pastor.
- F. Subscribe to the constitution and bylaws of the Evangelical Lutheran Church in America and to the constitution(s) and bylaws of the congregation(s).
- G. During this interim, agree to address the following concerns:
 - 1. _____
 - 2. _____
 - 3. _____

You as interim pastor will:

- A. Preach and teach the word of God.
- B. Preside at worship and administer the sacraments according to the practice of the Lutheran Church.
- C. Provide pastoral care to all members of the parish according to our needs, visit us as necessary, and uphold us in prayer.
- D. Give pastoral leadership for the meetings, activities, and organizations of the congregation(s).
- E. Encourage us to support 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 not to make yourself available for call in this congregation.
- H. Agree to support and encourage the congregation's Call Process in consultation with the Synod Bishop.
- I. During this interim, will give special attention to:
 - 1. _____
 - 2. _____
 - 3. _____

We the congregation will:

- A. Commit ourselves to the gospel by faithful participation in worship, learning, and fellowship activities.
 - B. Receive you as our interim pastor, uphold you in prayer, and accord you our love, respect, and good will.
 - C. Look to you to preside at baptisms, celebrations of Holy Communion, and rites of the church.
 - D. Agree that we will not consider you for call to this congregation.
 - E. Provide for a review and evaluation during the interim.
 - F. Compensate you in the following ways:
 - 1. Pay you a salary of \$ _____, the payments to be made in equal installments as follows: _____.
 - 2. Provide you a self-employed Social Security payment allowance of \$ _____.
 - 3. Provide for your housing as follows:
 - a. A residence free of charge, utilities paid, and a housing equity allowance of _____.
- Or
- b. A housing allowance of \$ _____.

4. Contribute to the Pension and Benefits Plan according to the regulations of the Evangelical Lutheran Church in America.
5. Grant one week vacation for each ten weeks of interim service, not to exceed five weeks.
6. During your ministry here, grant you continuing education leave at the rate of one day per month and up to \$_____ per day toward study expenses.
7. At termination, transition benefits will be granted at the current compensation level, one (1) week for every ten (10) weeks of interim service. Transition benefits will not exceed four (4) weeks and will end if pastor begins a new interim.

G. Reimburse you for expenses related to our common ministry.

1. Pay you a travel reimbursement of \$_____.
2. Pay expenses, not otherwise provided for, incurred in attending synod assemblies and other official meetings at which your attendance is required.
3. Pay your moving expenses as follows:

- ❖ Please acknowledge receipt of this Letter of Agreement to Interim Pastoral Ministry. As you consider this agreement, may the Holy Spirit guide you.
- ❖ It is sincerely hoped that you may find it to be in accordance with God's will to give this invitation your immediate and affirmative response.
- ❖ This agreement may be terminated in consultation with the Synod Bishop after thirty (30) days notice by either party.
- ❖ This agreement will normally terminate at least two (2) weeks prior to the arrival of the newly called pastor.

Correspondence should be sent to the **Congregation President**: (Please Complete.)

(Name)

(Address)

(City, State, Zip Code)

Phone _____ (Work)

_____ (Home)

1. *Witness Our Hands* on this _____ Day of _____ 20____.

Congregation President

Congregation Secretary

2. *Accepted by:*

Pastor

Date

I request a Synod Call to this position.

(Please Check)

3. *Attested by:*

Bishop of the Southeastern Minnesota Synod

Date

*****Please do not alter this Letter of Agreement.*****

After the Congregation President, Congregation Secretary, and Interim Pastor's signatures have been placed on this document, please send Contract to:

Southeastern Minnesota Synod, ELCA

Attn: Cheryse Brenno-Sloan

Assisi Heights

1001 14th Street NW, Suite 300

Rochester, MN 55902-2551

We will forward this original document to the interim and mail a copy to the Congregational President.