

# **MINISTER CHURCH AGREEMENT**

(For Interim Ministers)

**Rationale:**

When a call is about to be extended to a Interim Pastor, it is becoming the usual practice among American Baptist Churches in this Region to reach a common agreement regarding items listed below. This agreement can be recorded by means of a letter of appointment or by a more formal "Minister-Church Agreement" form. Either can serve the purpose of helping to establish and maintain a good relationship, provided the items are stated with sufficient clarity and detail so as to eliminate all doubt and prevent future misinterpretations and misunderstandings.

## **THE CHURCH – MINISTER AGREEMENT**

\_\_\_\_\_ Baptist Church of \_\_\_\_\_, \_\_\_\_\_,  
enters into this agreement with the Rev. \_\_\_\_\_,  
whose address is \_\_\_\_\_  
to provide interim pastoral leadership for the period from \_\_\_\_\_  
to \_\_\_\_\_ (enter either a specific date or "unspecified"). The  
Interim Pastor shall be available for ministry responsibilities \_\_\_\_\_ days per  
week and shall be entitled to one week of paid vacation time for each three  
months of service completed.

### **GOALS FOR THE INTERIM PASTOR**

1. Plan and lead worship services for members of the congregation and, perhaps, the wider community.
2. Resource and provide leadership for Bible Studies or other groups within the church.
3. Develop improved channels of communication between the major boards and other church members.
4. Seek ways of motivating members to be active in all aspects of church life and ministry in the wider community.
5. Prepare church members for the calling of a new pastor.

## **PASTORAL COMMITMENT**

The interim or part-time pastor named above will provide pastoral leadership in the following ways:

1. Lead worship services, preach the Gospel, and administer the Ordinances of Baptism and the Lord's Supper.
2. Call on members in times of sickness and sorrow. Do general visitation.
3. Meet with prospective new members and provide counseling or classes as required in the new member decision process of this church.
4. Officiate at weddings and funerals and provide counseling as required.
5. Work with church secretary in preparing bulletins, newsletters, and other church correspondence.
6. Be available as a resource person for church groups and teach or lead \_\_\_\_\_ study session(s) each week.
7. Work with church boards and committees to assist them in carrying out their assigned tasks, having the freedom of voice and counsel, and (with or without) \_\_\_\_\_ vote (check church constitution).
8. Perform administrative duties related to office, staff, and property as necessary.
9. Meet with the church Pastoral Relations Committee (PRC) or a specifically formed Diaconate Board Liaison Committee (DBLC) on a regular monthly basis for purposes of coordination and review of performance goals.
10. Provide a summary report of his/her church related activities to the PRC or DBLC, and the Area Minister of the American Baptist Churches of the Great Rivers Region, \_\_\_\_\_.  
This report is be on a quarterly basis.
11. Maintain church office hours on \_\_\_\_\_.

## **COMMITTEE MEMBERS' COMMITMENT**

PRC or DBLC members will support and cooperate with the pastor and will agree to:

1. Meet with the pastor on a monthly basis and assist in the development and communication of ministry goals for church and pastor.
2. Assist the pastor in making hospital or home visits by volunteering to visit or be recruiting others to help with the visits.

## COMPENSATION

Compensation for pastoral services will be as follows:

|                                   |  |
|-----------------------------------|--|
| \$ _____ Base Salary (per month)  | \$ _____ Housing per month                           |
| \$ _____ Moving Expenses          | (Utility Allowance if parsonage is provided)         |
| \$ _____ Other (Explain)<br>_____ | _____ cents/mile Car Expense<br>(Reimbursed monthly) |
|                                   | \$ _____ Other (Explain)<br>_____                    |

## ADDITIONAL AGREEMENTS

1. This agreement may be renegotiated for limited periods of time if necessary.
2. This agreement may be terminated with thirty (30) days written notice by either party.
3. It is agreed that the Interim Minister **will not** be a candidate for the permanent pastoral position.
4. This agreement may be reviewed, modified, and renewed upon agreement by the Pastoral Relations Committee or the Diaconate Board Liaison Committee and the Interim Minister.

Agreed to and accepted by:

\_\_\_\_\_  
Diaconate Board Representative

\_\_\_\_\_  
Church Moderator or other Officer

\_\_\_\_\_  
Area Minister, ABC/Great Rivers Region

\_\_\_\_\_  
Interim or Part-time Minister

\_\_\_\_\_  
Date