

Initial Interim Pastor/Church
COVENANT AGREEMENT

This Covenant Agreement is between _____ **Church** in _____, MI and _____, as Interim Pastor. All parties have discussed this Covenant thoroughly and each has agreed and approved to covenant to do the following:

1. Length of this initial covenant for Interim Pastor's service (*6 month commitment recommended*):

Date of Service from: _____ to _____, or until a new pastor is called (*A new covenant agreement will be approved and signed if an extension is necessary.*)

2. The Interim Pastor will spend _____ days each week on the church field, including:

Sun. Mon. Tue. Wed. Thurs. Fri. Sat.

3. The Interim Pastor will lead worship services/Bible Study on each:

Sunday Morning; Sunday Evening; Wednesday Evening

4. If absent, the interim or the Church leadership will find a substitute preacher/teacher

5. The interim pastor will give leadership and supervision to all paid and/or volunteer staff.

6. He will give leadership to regular staff meetings: Yes No

7. He will:

<input type="checkbox"/> Moderate regular & special-called church business meetings	<input type="checkbox"/> Give leadership to all program organizations and church committees
<input type="checkbox"/> Moderate Church Council / Leadership Team	<input type="checkbox"/> None of the above
<input type="checkbox"/> Attend Deacons Meetings	<input type="checkbox"/> Other: _____

8. He will participate in visiting:

<input type="checkbox"/> The Sick	<input type="checkbox"/> Members hospitalized
<input type="checkbox"/> Prospects	<input type="checkbox"/> Not expected to visit
<input type="checkbox"/> Those in need of spiritual help	<input type="checkbox"/> Other _____

9. On behalf of the church, he will be authorized to conduct:

<input type="checkbox"/> The Lord's Supper	<input type="checkbox"/> Baptisms
<input type="checkbox"/> Weddings	<input type="checkbox"/> Funerals

10. He may live in church parsonage: Yes No Not Applicable

He may live in church rental home: Yes No Not Applicable

Other Housing Arrangements? _____

11. Compensation will be paid: every week; every other week; once per month

Salary	\$ _____	Per <input type="checkbox"/> week or <input type="checkbox"/> 4 week month
Housing	\$ _____	Per <input type="checkbox"/> week or <input type="checkbox"/> 4 week month
Other: _____	\$ _____	Per <input type="checkbox"/> week or <input type="checkbox"/> 4 week month
Total Compensation	\$ _____	Per <input type="checkbox"/> week or <input type="checkbox"/> 4 week month

12. Professional and Business Expenses will be paid in the amount of up to \$_____ per month to be reimbursed monthly after interim pastor submits proper documentation (*receipts, mileage log, etc.*).

Church Clerk: _____ **Date:** _____

Interim Pastor: _____ **Date:** _____

EXPLANATION OF *Initial Interim Pastor/Church*

COVENANT AGREEMENT

The candidate and church leaders involved in the process should discuss the Interim Pastor Covenant Agreement thoroughly prior to presenting it to the church. Specific explanations are listed below:

- **Length of this initial covenant for Interim Pastor's service:** The length of service should be determined in advance. It is recommended that the initial agreement be for a minimum of six months. This will give adequate time for the interim to help the church accomplish many things. At the end of the first period, a new covenant needs to be developed in three to six-month increments, with the understanding that his service will cease when a pastor is called.
- **The Covenant needs to determine the number of days and hours that the Interim Pastor will be expected to be on the church field.** This can be as flexible or concrete as necessary for a given situation.
- **The Covenant needs to specify expectations for the Interim Pastor's preaching and teaching ministry.** If the interim needs to be absent, who will be responsible for finding a replacement? Will the church pay the interim his normal salary if he misses a service? Will the church pay for the supply or will the Interim pay the replacement?
- **Will the Interim Pastor give leadership and supervision to paid and/or volunteer staff?** If so, what will his responsibilities be and what authority will he have to make decisions?
- **If he is supervising the staff of the church, he will need to meet regularly with leadership.** This may need to be determined after his service begins. Depending on the nature of a church, this type of meeting may be more or less formal in regularity and agenda.
- **The Covenant will need to clarify which groups in the church the Interim will be expected to give leadership.**
- **The Covenant will specify if the Interim will visit** the sick, prospects, hospitalized, those in spiritual need or any other expectations.
- **The Covenant should itemize if the Interim Pastor will be authorized to conduct** the Lord's Supper, Baptisms, weddings, and funerals on behalf of the church.
- **The Covenant should be clear if the Interim Pastor may live in** the church's parsonage, in a church rental home or if any other housing arrangements need to be made. For instance, an interim that is driving a distance may be provided a hotel for over night stay or a room in the church may be converted into an apartment for Sunday afternoon relaxation.
- **The Covenant needs to specify how much the Interim will be paid and how often.** Since most interims are asked to give some leadership in addition to preaching and teaching this needs to be considered by the church. Depending on the expectations, the Interim Pastor's compensation may be from 40-60% of the expected salary and housing of a new pastor. An interim can claim a housing allowance under the same IRS regulations as a full-time pastor.
- The Interim will also be **considered an employee** of the church, thus, he should receive a W-2 at the close of the calendar year.
- **The Covenant needs to make provision for a Professional and Business Expense account for the Interim Pastor.** He will incur numerous expenses while representing the church. This account should be a reimbursable account. The Interim needs to account for all expenses with receipts and a log, which should be submitted for reimbursement at the end of each month. The church should be responsible for the Interim's church-related mileage (not commuting mileage), hospital parking fees, meals with prospects and members when necessary, and other expenses related to his ministry.