The Evangelical Lutheran Church in America
Minneapolis Area Synod

Letter of Agreement for Interim Pastoral Ministry

In keeping with the Guidelines for Ordained Ministers Serving in Interim Ministry, and in order to set forth the agreement for interim service between

_____Lutheran Church

in _____MN, and

_____
(interim pastor's name)

the following agreement for interim pastoral ministry is made:

_____Church Council agrees
(congregation)

that_____will serve as
(interim pastor's name)

Interim _____Pastor from
(Senior / Solo / Associate)

_____to _____.

We agree to the following promises:

_____ Date
President

_____ Date
Interim Pastor

_____ Date
Bishop

We together will:

A. Work through the transition emotions that congregations usually experience following the departure of a pastor.

B. Seek to identify and confirm current issues facing the congregation and develop ways of dealing with them.

C. Develop both a vision for this interim period and the leadership necessary to complete this vision.

D. Examine the congregation's history with the synod, the conference, and the churchwide units, and with them search out the resources that are available for our ministry.

E. Prepare for the arrival for the new pastor.

F. Subscribe to the constitution and bylaws of the ELCA and to the constitution(s) and bylaws of the congregation(s).

G. During this interim, we will 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.

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 under no circumstances to make yourself available for regular call to this congregation.

H. Agree not to be involved in the congregation's call process except when the synod bishop requests your participation.

I. Participate in evaluation of the Interim Ministry during and at the conclusion of the interim period.

J. 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 for the church.

D. Agree that we will not consider you for regular call to this congregation.

E. Provide for review and evaluation during this interim period.

F. Compensate you in the following ways:

1. Pay you a monthly salary of $_____, the payments to be made in equal installments as follows:
_____.

2. Contribute to the Pension and Benefits Plan according to the regulations of the Evangelical Lutheran Church in America at _____%.

3. Grant one week vacation for each 10 weeks of interim service, not to exceed five weeks.

4. 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.

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

1. Pay you a travel allowance of $ _____.

2. Pay expenses, not otherwise provided for, incurred in attending synod assemblies.

This agreement terminates when a new pastor has accepted the call to this parish, or when it is terminated by the congregation or the synod bishop upon 30-day written notice, and forfeiture of any payment beyond that period.

Please send this completed form to:
Office of the Bishop
Minneapolis Area Synod
122 W Franklin Ave RM 600
Minneapolis MN 55404-2474

Upon the signature of the bishop, copies will be distributed by the synod office:
1. Original to the interim pastor
2. President of the Congregation
3. Minneapolis Area Synod office