

**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:

President

Date

Interim Pastor

Date

Bishop

Date

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