

INTERIM AGREEMENT

A. This agreement is for Interim Pastoral services to

_____ (name of church)

of _____ (city and state)

with _____ (name of Interim)

It shall be for a period of _____ months, beginning _____, _____, and will automatically end on _____, _____ unless otherwise terminated by 60 day written notice from the Interim or by 60 day written notice from the session. The agreement may be renewed with or without changes for any period up to twelve additional months upon the consensus of the Interim, the congregations' Session, and the Presbytery or its' authorized agent or committee.

B. The Interim

1. (check one)
_____ Should hold membership in the Presbytery of Northern Kansas.
_____ May retain membership in his/her current denomination and governing body, subject to mutual permission to labor outside the bounds, by each.
2. Be designated by the Presbytery of Northern Kansas as Interim Pastor and moderator of the Church's session and congregation.
3. Ordinarily will not be considered as a candidate for the church being served, and shall assist the Church in interpreting an understanding of this specialized type of ministry.
4. Serve as Head of Staff of the Church with all the authority implied, including the authority to hire, supervise and dismiss lay members of the staff, in consultation with the Session or its appropriate committee.
5. Assist, as needed, in the preparation of any mission study and any other documents needed by the denomination if and when requested and approved by the governing body of jurisdiction.
6. Cannot be involved in any way in the work of the Pastor Nominating Committee, except to see that it makes adequate and appropriate reports to the congregation.

C. Recommended Activities of the Interim

1. Lead worship and preach at services of worship, as well as serving the sacraments.
2. Conduct weddings and funerals, except during vacation, study leave, illness and such other times, as mutually agreed upon by the Interim and the Session.
3. Pastoral calling of the ill and shut-ins, and general pastoral care of the congregation.
4. Plan and moderate meetings of the church officers and of the congregation.
5. Work with the church officers and the other boards and committees of the congregation, to assist them in carrying out their particular responsibilities. The Interim will be an ex-officio member of all boards and committees of the congregation.
6. Train newly elected officers.
7. Participate in the governing body and serve as any pastor might, when called upon to do so, in the governing bodies and entities of the denomination.
8. As Head of Staff, direct and supervise the work of the congregation, and have primary responsibility for administration in the Church.
9. Represent the congregation in dealing with organizations outside the congregation.

D. The goals for this interim ministry

1. Help the Church with closure regarding the former pastor and welcome the new pastor with excitement.
2. Help the Church come to terms with its history.
3. Help the Church discover its current identity.

4. Help the Church adjust smoothly to any shifts in leadership and power.
 5. Help the Church affirm or renew its denominational ties.
 6. Help the Church to move forward with confidence toward a "new beginning".
 7. Assist in the development of short-range goals as identified by the Session.
 8. Work for a healthy and nurturing congregational environment.
- E. The interim will be accountable to the governing body of jurisdiction, by the means and processes it implements. The Interim will be available to the appropriate representative or committee of that body.
- F. The Session and the Interim agree that each will provide the governing body of jurisdiction a written evaluation from each party's perspective within 30 days following the close of the interim. The Session will provide a copy of its evaluation to the Interim, and the Interim will provide a copy of his/her evaluation to the Session.
- G. It is agreed that if either the Session or the Interim experiences any suggestions, interference, or other difficulty with any former pastor (installed or temporary) of the Church, the matter will be referred immediately to the Committee on Ministry. The Session needs to ask the Interim to deny any requests by or for the immediate past Pastor to conduct any services of worship, including baptisms, weddings, and funerals in any of the facilities of the congregation.
- H. The interim is employed on a _____ time basis, assuming an average of at least _____ hours per week. A module method of work time may be used in lieu of, with a minimum of _____ modules and a maximum of _____ modules. (A module is normally not less than a three hour time period.)
- I. Further conditions to be negotiated**
1. Consideration of allowing the Interim to combine days off and vacation days to periodically be away, such as to return to ones' family, for 2 or 4 day periods, providing particular absences do not detract from work needing attention. This should not remove the Interim from the pulpit any more Sundays than provided for in this agreement.
 2. Consideration of paying the Interim on a twice a month basis.
 3. Consideration of paying all personal relocation costs, including meals and lodging en route, automobile mileage, and taxes assessed by the Federal Government for such reimbursement.
 4. Consideration of providing salary and related terms, as per contract, for a designated period of _____ to provide buffer protection for this kind of ministry. However, if the Interim Pastor departs at his/her initiation, salary and related terms of call will discontinue on the last day of service to the church.

_____, Signing for the Church

Date _____

_____, Signing for the Presbytery

Date _____

_____, Signature of Interim

Date _____

PRESBYTERY OF NORTHERN KANSAS
REPORT OF ANNUAL REVIEW OF TEACHING ELDER COMPENSATION FOR 2016

Name of Church or Employing Agency _____

Address _____

Name of Teaching Elder _____

Even if the compensation and benefit package is the same as last year, please complete the form. Be sure the clerk of session and the teaching elder sign the form.

SERVICE: ___ Full-time ___ 3/4 Time ___ 1/2 Time ___ 1/4 Time ___ Other %
(Please see: Expectations for Full Time and Part Time Pastors: Guidelines for Negotiating Agreements for examples of what each level of service could include.)

COMPENSATION	(Yearly Total)
1. Annual Cash Salary	1. \$ _____
2. Utilities and furnishing and appurtenances allowance	2. \$ _____
3. Deferred Compensation	3. \$ _____
4. Bonuses, unvouchered allowances, gifts from employer	4. \$ _____
5. Other Allowances (<i>e.g. medical, flexible spending plan, SECA allowances in excess of 50%</i>)	5. \$ _____
6. Total of Lines #1-5	6. \$ _____
7. Housing: Cash /or Manse value (Must equal at least 30% of total of line 6.)	7.a \$ _____ or 7.b \$ _____
8. EFFECTIVE SALARY (<i>lines 6 + 7a or 7b and must be at least \$44,000 for a full-time position or pro-rated for a part-time position</i>)	8. \$ _____
9. SECA Tax Allowance <i>(Only up to 50% of estimated obligation)</i>	9. \$ _____
10. TOTAL COMPENSATION (<i>lines 8 + 9</i>)	10. \$ _____

OTHER COSTS TO THE CHURCH

11. BENEFITS PLAN DUES
(35 % of line 8 for a single person/36.5% for a pastor with family) 11. \$ _____

(If the member's full-time equivalent effective salary is below \$44,000, which _____ is the minimum for participation in the medical insurance coverage offered the Board of Pensions this year, your church will be billed on the basis of that amount. Single pastors will be billed at 35% of effective salary. The Presbytery's Minimum Salary Policy mandates coverage for teaching elders with their families which will be billed at 36.5% of effective salary. Exceptions may be allowed if a spouse or dependents have comparable insurance coverage through their employment. Subsidies may be available from the Presbytery of Northern Kansas to help churches pay for the additional costs they face for providing coverage for teaching elders with their families whose effective salary is at 110% of minimum participation basis or below.)

12. Vouchered business expenses:
a. Continuing Education Reimbursements 12a. \$ _____

(Must be at least \$1,000 for full-time. Part-time contracts will be prorated as a percentage of full-time).

b. Automobile Expenses (vouchered at *Current IRS rate*) 12b. \$ _____
c. Other Business and Professional Expenses 12c. \$ _____
13. Group Medical Deductible, Coinsurance and Dental Premiums 13. \$ _____

14. TOTAL OTHER COSTS (Sum of #11-13) 14. \$ _____

15. TOTAL PACKAGE (Sum of #10 + #14) 15. \$ _____

16. Vacation leave is for four weeks including four Sundays. (*Additional vacation time may be negotiated.*)

17. Continuing Education or Study Leave is for two weeks including two Sundays.
(*Time made available for Continuing Education is in addition to the vacation time included in this agreement.*)

Continuing Education or Study Leave time allowed _____ weeks.

Last year's continuing education was used to: _____

Was there any unused study leave or allowance at the end of the year? ___yes ___no

If yes, was the time and money: _____ recorded in the Session Minutes as
accumulated for a future year or _____ forfeited?

The Personnel Committee and Session have reviewed the Presbytery Sabbatical Policy and the Continuing Education Policy. ___yes ___no

The Teaching Elder will be eligible for a sabbatical on _____ (*date*).

(*The terms of call of every teaching elder includes participation in the Presbytery's Sabbatical Policy whether it is specifically stated or not.*)

_____ The annual performance review was conducted by the Session with the _____ Teaching Elder on _____ (*date*). (*Please check*)

_____ The annual compensation review was conducted by the Session with the pastor on _____ (*date*). (*Please check*)

_____ These terms were approved by the congregation on _____ (*date*) and meet minimum salary guidelines for the Presbytery of Northern Kansas. (*Please check*)

Signed _____ Date _____
(Clerk of Session)

Signed _____ Date _____
(Teaching Elder)

PLEASE RETURN THIS FORM TO:

Presbytery of Northern Kansas

PO Box 3287

Salina, KS 67402-3287

DEFINITIONS
COMPENSATION INCLUDED IN EFFECTIVE SALARY

Line 1: Annual Cash Salary is the compensation paid directly to the teaching elder on an annual basis.

Line 2: *Utility and Furnishing and Appurtenances Allowances paid to teaching elders should be included on this line. If the manse utilities are in the name of the Church and paid directly by the Church they are NOT included in a teaching elder's Effective Salary.*

Line3: Deferred Compensation includes tax sheltered annuities, 403(b) plans, other qualified retirement savings plans, housing equity allowances, and other forms of funded or unfunded deferred compensation arrangements.

Line 4: Bonuses, Unvouchered Allowances, Gifts, etc. are the year-end and other bonuses, unvouchered allowances (such as expenses that are not paid through an Accountable Reimbursement Plan), down payment grants for the purchase of a home, savings from interest-free or interest-reduced loans (not loan principal) and gifts paid by the employing organization. (Gifts from private donors or honoraria are NOT included.)

Line 5: Other Allowances includes all other forms of compensation not otherwise covered on lines 1-4, including medical deductible and expense reimbursement allowances not paid through a group benefit plan, insurance premiums for additional insurance coverage provided for individual employees (premiums for group plan coverage are not included), salary reduction contributions to flexible health spending accounts and cafeteria plans, etc. If an allowance is provided to reimburse for Self-Employment Contribution Act (SECA) tax obligations, any amount in excess of 50% of the teaching elder's SECA tax obligation should be included on this line (see line 9 below).

Line 6: This is the total of Lines 1-5 and is used to figure a manse computation for pension dues.

Line 7: Housing is the amount paid to the teaching elder for housing expense or the value of the manse. Manse Computation for Pension dues: the Board of Pensions requires that "Manse Allowance" must equal at least 30% of line 6.

Line 8: Effective Salary is the total of line 6 Plus line 7a or 7b. It is the basis on which the Board of Pensions calculates dues. (See line 11 below.)

Line 9: Self-employment Contribution Act (SECA) Tax Allowance may be paid to offset the SECA tax obligation of clergy. (Teaching Elders are required to pay Social Security taxes on income received for services performed in the exercise of their ministry on a "self-employed" basis even though they are employees for IRS and W-2 purposes.) If the allowance exceeds 50% of the teaching elder's projected SECA tax obligation, the allowance in excess of the 50% is subject to Benefits Plan dues and must be reported on line 5 as other allowances.

REIMBURSEMENT & COMPENSATION NOT INCLUDED IN EFFECTIVE SALARY

Line 11: Benefits Plan Dues are figured at 35% of line 8 (Effective Salary) for single pastors and at 36.5% for pastors with families. Note: If the member's full-time equivalent salary is below the minimum medical salary participation basis, your employing organization will be billed on the minimum. Please check with the Board of Pensions for current rates. The Presbytery's Minimum

Salary Policy mandates coverage for pastors with families. However exceptions may be allowed if a spouse or dependents have comparable insurance coverage through their employment.

Subsidies may be available from the Presbytery of Northern Kansas to help churches pay for the additional costs they face for providing coverage for teaching elders with their whose effective salary is at 110% of minimum participation basis or below.

Line 12: Vouchered Business Expenses

a. Continuing Education Allowance is the amount the church or employing organization agrees to reimburse for money actually spent or to be spent for job- related continuing education purposes. Payment must be vouchered under an Accountable Reimbursement Plan or paid under a Section 127 Plan. All other allowances should be included on line 4. This allowance must be at least \$1,000 for full-time. Part-time contracts will be prorated as a percentage of full-time.

b. Automobile Expenses must either (a) reimbursed at the per mile rate (Current IRS rate), or (b) a car with full expenses provided. Record on line 11b the amount budgeted to reimburse the teaching elder or to pay the expenses of operating a church-owned vehicle. All payments must be vouchered. Allowances for which no substantiation is required should be included on line 3.

c. Business and Professional Expenses include such items as books, subscriptions to magazines, supplies, business meals, etc., and should be reimbursed as spent and vouchered by the teaching elder.

Line 13: Group Medical Deductibles, Coinsurance, Dental Premiums refers to a supplemental medical plan offered by the church or employing organization to cover its employees' additional medical expenses. If offered as a group plan, qualifying expenses can be paid by the employer and excluded from the employee's gross wages for Federal income and Social Security tax purposes. IRS regulations govern these plans. If these expenses are reimbursed by the employing organization through a means other than a third party, the expenses constitute an allowance that would be subject to income and Social Security taxes and would be included in Effective Salary (report such amounts on line 5).