## Interim Search Process

### Overview of the Interim Search Process in the Congregation

When an installed pastor announces his/her leaving, a COM Liaison will meet with the Session to provide information on the Interim Ministry process and to review the Interim Ministry Guidelines. An Interim Search Committee will be named by Session. The COM Liaison will meet with this committee to help it plan its process for seeking an Interim Pastor. The Interim Pastor should be in place before the election of the PNC.

### The Initial Process

1. Session may choose (with Presbytery assistance) to seek an Interim Teaching Elder, or some other model of temporary pastoral coverage
2. An Interim Search Committee will be named by Session.
3. The COM Liaison will meet with the Interim Search Committee to help with the process.

### Expectations of the Interim

1. An Interim will perform the usual pastoral tasks of preaching, pastoral care, and administration as per the position description
2. The Interim will bring skills specific to the interim period.
3. If not already completed, the Interim will commit to attending Basic Interim Ministry Training while serving in this capacity
4. The trained Interim will assist the church in working through the five developmental tasks critical to the success of the interim period:
   1. Coming to terms with history
   2. Discovering a new identity as God’s people
   3. Allowing needed leadership changes
   4. Renewing denominational linkages
   5. Committing to new directions and new leadership in ministry

### Expectations of the COM Liaison to the Interim Search Committee

1. Attend the initial meeting to help organize the committee and provide resources.
2. Consult with the committee on a committee meeting schedule – the COM Liaison will attend meetings
3. Arrange for a credential interview of candidate by COM before recommendation goes to Session.
4. Bring finalized contract to COM for approval.
5. Represent COM and Presbytery of Milwaukee at the initial (“Covenant”) service over which
6. the Interim presides to reinforce the relationship between the church, the Interim, and the
7. Presbytery.

### The Tasks of the Interim Search Committee

1. Draft an Interim Pastor Position Description. The description should list major goals and tasks of the Interim Pastor. It should become the basis for continued monitoring and evaluation. (see below)
2. Compile a short informational sheet about the congregation including concerns to be addressed and strengths to be maintained.
3. Advertise for the Interim position and gather Personal Information Forms (PIF's) of available candidates for the Interim Position
4. Work with COM liaison to ensure appropriate candidates are under consideration
5. Determine Candidates to be interviewed, compose interview questions, interview candidates, contact references, and make a recommendation to Session.
6. Work out the contract/salary (see below) with the selected candidate and Session.
7. Work with COM liaison to obtain COM approval of the Interim contract.

### Interim Pastor Position Description: Suggestions

1. Worship
   1. Will prepare the worship service (including hymn selection) and
   2. outline the service for the bulletin.
   3. Will work with the staff and or worship committee to plan special services.
   4. Will coordinate all worship activities with the staff or worship committee.
2. Administration
   1. Will moderate session meetings.
   2. Will supervise the activities of the church staff.
   3. Will assist all church committees.
   4. Will conduct staff meetings to coordinate the programs of the church with the staff, when necessary.
3. Pastoral
   1. Will perform routine hospital visits and be prepared to handle any family or individual crisis as a counselor and friend.
   2. Will conduct weddings and funerals when requested.
   3. Will encourage prospective members to unite with our church family.
   4. Will assist the Christian Education committee with ideas and materials for Church School.
   5. Will assist the Stewardship Committee with ideas and materials.
   6. Will arrange for the training of newly elected officers.

### Contract (Sample Form in Appendix)

1. Compensation of the former pastor will be a basic benchmark as interim pastor compensation is negotiated. The following factors will also be considered:
   1. Housing costs locally
   2. Market factors/economy
   3. Age and Experience
   4. Current Presbytery Compensation Guidelines.

2. The contract will include the following:

* 1. Employment status: Full time or percentage of full time including specific number of hours per week expected
  2. Salary and Housing,
  3. Benefits (Pension, Medical Reimbursement, Study Leave, etc.)
  4. Reimbursed Expenses
  5. Salary range expected to pay
  6. Vacation -interpret up front - 31 days per year
  7. Study Leave -- usually 2 weeks per year. Study leave may be taken during the time of the contract.
  8. Commuting from other states/areas, as negotiated and in accord with IRS regulations.
  9. Termination expectations for when a Candidate is to be called: The length of time to pay compensation. It is recommended that the contract provide for compensation to be paid for not more than 90 days after notification. These 90 days (or the number of days specified in the Contract) will begin on the Session meeting date when the PNC asks for a Congregational meeting date.
  10. The Interim Search Committee, the COM Liaison and the Interim pastor should all be present for contract negotiations.

### Interim Pastor Relationship with PNC

1. The relationship between the PNC and Interim Pastor should be one of communication but not interference.
2. The Interim pastor may communicate the names of potential Candidates to the COM representative or the Chairperson of COM. This information may then be communicated to the PNC.

### Covenant Service

A Covenant Worship Rite at the beginning of the interim pastorate is essential. It provides the congregation with a sense of what an Interim is and how Presbytery is involved. The COM Liaison and the Session should participate in the Covenant Rite. This service helps introduce the Interim Pastor to the congregation and lets the congregation know that both the Presbytery COM and the session bless this relationship. This Covenant Rite is empowering for the Interim Pastor and his/her leadership role in the church. This Covenant Worship Rite is normally a part of the Sunday Worship Service.