

INTERIM MINISTRY AGREEMENT

This covenant between the Rev. Dr. Kathleen A. Waters, who holds standing in the Presbytery of Cayuga Syracuse, and the Henrietta United Church of Christ of Henrietta, New York is effective beginning May 30, 2018.

Responsibilities and Duties

The Interim Pastor shall:

1. In collaboration with the congregation's Transition Team, intentionally lead the congregation through the congregation's Developmental Tasks:
 - A. Coming to terms with the congregation's history
 - B. Discerning the congregation's purpose and identity
 - C. Supporting leadership change and development
 - D. Reaffirming and strengthening denominational links
 - E. Committing to new leadership and new ministry
 - F. Provide educational programs as mutually agreed upon

2. Fulfill the normal duties of a pastor including:
 - A. Lead and preach in the congregation's worship services and coordinate guest preachers as needed
 - B. Provide limited administrative support for church business and oversight of the church staff
 - C. Work with the congregation's governing body, Church Council, Trustees, Deacons, and its other program committees
 - D. Support the church administrative assistant in the preparation of worship bulletin, newsletter, weekly email
 - E. In collaboration with the Deacons, ensure congregational care is provided for members who are hospitalized, homebound, and nursing facility residents
 - F. Conduct funerals for members and friends of the congregation or make appropriate referrals
 - G. Officiate at weddings for members and friends of the congregation or make appropriate referrals
 - H. Provide spiritual counseling and make appropriate referrals
 - I. In coordination with the Deacons, support a ministry of hospitality to visitors, including offering new member classes.
 - J. Maintain a collegial relationship with the area clergy association
 - K. Provide counsel to the Pastoral Search Committee when requested and focused only upon the process, not upon potential pastors

The congregation shall:

1. Continue to commit to the process of self-study by working through the Developmental Tasks
2. Seriously consider implementing programs suggested by the Interim Pastor and the Transition Team
3. Appoint, through the Church Council and Deacons, a Pastor Search Committee

4. Actively pursue and prepare for the calling of a settled pastor
5. Function as the “Body of Christ,” making visits to worship guests, members in hospitals nursing facilities, homebound, and inactive members
6. Maintain education, mission, music, and other ministries of the congregation
7. Continue to provide staff support
8. Support the involvement of the interim pastor in denominational activities, clergy associations, and Interim Ministers’ Support Groups
9. Provide resources for professional consultation with specialists, when needed, in order to assist the interim pastor and Transition Team in accomplishing the goals of interim ministry
10. Continue to provide the interim pastor input through the Church and Ministry Committee which can serve as a confidential support and advisory group for the interim pastor, to monitor progress in accomplishing the developmental tasks and to act as a link between the pastor and the congregation
11. Pray with and for the interim pastor and her family.

Accountability

The Interim Pastor shall:

1. Shall devote around 30 hours per week ($\frac{3}{4}$ time) to this position with the understanding that a typical week will include two days on site in addition to Sunday morning.
2. Be accountable to the Church Council and ultimately to the congregation for the successful completion of duties.
3. Maintain ministerial standing in her denomination.
4. Maintain contact with the NY Conference of UCC, the Genesee Valley Association, and the Presbytery of Cayuga Syracuse

The congregation shall:

1. Support the leadership of the interim pastor in the congregation and community
2. Inform the interim pastor regularly of the progress the Pastor Search Committee is making in preparing to call a settled pastor.

Salary and Benefits

For all services rendered by the interim pastor under this agreement, Henrietta United Church of Christ agrees to provide the following annual compensation:

\$ 31,858	Cash salary (Full-time equivalent \$42,477) From this Cash Salary the following shall be distributed: \$ 2,000 to a Flexible Spending Account for qualified expenses; \$ 5,000 to a 403b account through Fidelity Investments;
\$ 17,049	Housing allowance (Full-time <i>equivalent</i> \$22,732) \$ 48,907 Effective Salary (Full-time <i>equivalent</i> \$65,209)
\$ 3,741	Social Security offset (7.65% Cash Salary + Housing Housing)
\$ 5,380	Pension (11% of salary basis, i.e. Cash Salary + Housing Allowance) through the Board of Pension of the Presbyterian Church USA;
\$ 1,467	Annuity (3% of salary basis, i.e. Cash Salary + Housing Allowance) 403b through Fidelity Investments
\$ 59,495	Total Compensation & Benefits

Insurances:

\$ 489	Disability and Life Insurance through the Board of Pension of the Presbyterian Church USA. (1% of Cash Salary & Housing Allowance). In the case of disability, the church shall be responsible for the interim pastor's compensation for the first three months of this disability;
\$ 1,584	Supplemental Life Insurance (\$200,000 @ \$132 per month) through Board of Pension
\$ 12,227	Medical Insurance through the Board of Pension of the Presbyterian Church USA. (25% of Cash Salary & Housing Allowance)

Reimbursable Professional Expenses

\$ 900	Continuing Education
\$ 1,000	Mileage Reimbursement
\$ 900	Professional Expenses (cell phone, technology, etc.)
\$ 7,000	Commuting expenses (mileage and overnight expense per IRS allowance).

Compensation shall be reviewed and determined annually.

Moving: Payment for all reasonable moving and storage expenses for the interim pastor not to exceed \$500.

Paid vacation: Five (5) weeks (including Sundays) evenly distributed through the year, agreed on with Church Council.

Continuing Education: One week (including Sunday) of Continuing Education time for each 6 months of service.

Due to the itinerant nature of interim ministry, if the interim pastor does not have a call at the completion of this Agreement, or if the congregation terminates this Agreement early, the interim pastor will be given an additional two months' compensation, which includes, cash salary, housing allowance, Social Security offset, and full payment towards pension, medical, life and disability insurance.

Review and Evaluation

There shall be regular six month reviews of the mutual ministry of the congregation and the interim pastor. Those participating in the review may include the members of the Church Council, Church and Ministry Committee, Deacons, Trustees, chairs of committees, and the interim pastor. The Church and Ministry Committee will initiate this review. The purposes are to:

- Determine progress on goals;
- Provide the interim pastor and congregational representatives an opportunity to assess how well they are fulfilling responsibilities and the ministries they share;
- Identify and isolate any areas of conflict or disappointment that have not received adequate attention and may be adversely affecting mutual ministry;
- Clarify expectations of all parties to help avoid or to deal with any possible future conflicts.

A mutually agreed upon third party (Conference staff or designee) may be engaged to facilitate the ministry review process.

Exit Interview

At the conclusion of the interim relationship, the local church and pastor agree to participate in an evaluation of the Interim Period. This evaluation would typically include the following:

1. An exit interview attended by the Interim Pastor and key lay leaders; and
2. Completion of evaluation process suggested by the Conference/Association staff.

Duration, Renewal, and Termination

This covenant is in effect for twelve months. Either party will inform the other if it intends to renew or not renew this Agreement no later than sixty (60) days prior to its expiration.

Either party may terminate this agreement with a sixty (60) day notice. Changes in the above covenant may be negotiated between the interim pastor and the Church Council of the congregation.

Non-Candidacy Covenant

The interim pastor agrees to the following covenant: *“Under no circumstances will I allow my name to be considered as a possible candidate for the settled position.”* Likewise the church agrees that the interim pastor will not be considered as a possible candidate for the settled position.

In accepting this agreement, effective May 30, 2018, we hereby attach our signatures, making the Covenant binding upon us in accordance with the above outlined terms, as approved by the governing boards.

Interim Pastor

date

Moderator, Church Council

date

Chair, Board of Trustees

date

Presbytery of Cayuga Syracuse Representative

date