

GUIDELINES & PROCEDURES FOR INTERIM MINISTRY
Northern Illinois Synod, ELCA

The constitutional provisions for interim pastors read as follows:

- C9.06. At a time of pastoral vacancy, an interim pastor may be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.
- C9.07. During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.
- S14.17. During service to a congregation, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor. The interim pastor may delegate the same in part to an interim supply pastor with the consent of the bishop of this synod. The interim pastor and any ordained ministers who may assist shall refrain from exerting influence in the selection of a pastor. Upon completion of service, the interim pastor shall certify to the bishop of this synod that the parochial records, for the period for which the interim pastor was responsible, are in order.

This synod has three types of interim pastors. For all types, the congregation may suggest names to the synod office. However, because the bishop has oversight of pastors and congregations, the bishop reserves the right to make the appointment of the interim pastor. The bishop's goal is always to provide the best available interim for the congregation. It is the policy of our synod that Interim pastors normally cannot be candidates for vacancies in which they serve.

VICE PASTOR

Vice Pastors provide pastoral oversight during a congregational vacancy. This type of interim is basically a maintenance or limited type of ministry and the congregation should not expect full pastoral responsibilities to be undertaken by this type of an interim pastor. The Vice Pastor is appointed by the bishop and is recommended for small to medium-sized congregations that are free of conflict.

A. Duties

1. Arrange for pulpit supply.
2. Attend congregational council meetings.
3. Visit the hospitalized when appropriate.
4. Other duties as requested by the congregation within the limits of the pastor's time.

B. Compensation

1. Monthly stipend of \$500.
2. Mileage reimbursed at current IRS rates.
3. Additional compensation is recommended for additional responsibilities and ought to be negotiated in advance. The following fee structure is offered in our *Compensation Guidelines for Rostered Ministers in the Northern Illinois Synod, ELCA* as minimum reimbursement:
 - 1 service: \$150 plus mileage @ current IRS rate.
 - Additional services on same date @ \$25/service.
 - Services requiring an additional trip (Saturday night, Sunday evening, etc.) @ \$50/service plus mileage @ current IRS rate.
 - Leading adult forums, teaching confirmation, etc. @ \$50 each.
 - Presiding for a wedding, funeral, or other special service (such as Advent, Christmas, or Lent) @ \$150 per service + mileage at current IRS rate.

EXTENDED INTERIM

An extended interim is usually a pastor on leave from call or a retired pastor. The pastor may serve anywhere from part-time to full-time. He or she may have specialized training in interim ministry. The synod recommends this type of interim when a congregation needs time to discern their pastoral needs or upon the congregation's request. The congregation, interim pastor and synod staff work together to create a Letter of Agreement for the interim position detailing the specifics of the interim ministry. The interim pastor, in most cases, is not eligible for candidacy in the congregation's call process unless specifically stated in the agreement.

A. Duties

1. Full pastoral duties for a full-time position (50 hours/week); generally five days/week + weekend worship.
2. $\frac{3}{4}$ time position (37.5 hours/week); generally, three days/week + weekend worship.
3. $\frac{1}{2}$ time position (25 hours/week); generally, two days/week + weekend worship.
4. $\frac{1}{4}$ time position (12.5 hours/week); generally, one day/week + weekend worship.

Compensation

1. This is negotiated based on Synod Salary Guidelines; however, compensation is not to exceed the previous pastor's compensation package.
2. The congregation will normally reimburse the pastor for medical insurance, pension, mileage, and professional expenses.

INTERIM/TRANSITION CONSULTANT

Whenever one or a combination of the following situations occur, the synod will recommend a special type of Interim pastor. This determination will be made on a case by case basis:

- A. When a longtime pastorate has ended.
- B. When there is conflict in the congregation.

The goal of every interim ministry is to keep healthy congregations healthy or to bring conflicted congregations into a healthier life. Sometimes a special skill-set is needed. Within this synod, there are several trained Interim/Transition Consultants available. This Transition Consultant signs a Letter of Agreement for Interim Ministry with the congregation council detailing the specifics of the interim ministry. Additional compensation may need to be negotiated for this position.

PROCEDURES FOR ARRANGING INTERIM MINISTRY:

A. Appointment

An interim pastor is appointed by the bishop with the concurrence of the congregational council (C9.06., C9.07). The Interim pastor assumes the pastoral office and may delegate the same in part to a supply pastor (S14.17).

B. Contract

A retired pastor or pastor on leave from call who serves an interim ministry is recommended by the bishop and signs a Letter of Agreement for Interim Ministry with the congregation council. This contract should specify term, compensation, and special tasks of the interim pastor. It will also normally include a clause that states the pastor cannot be considered for call in the congregational vacancy.

C. Call

A synod may call interim pastors to serve in a specific congregation or on a continuing basis. This call is issued by the Synod Council. A Letter of Agreement for Interim Ministry with the congregational council shall be signed in each interim.

NOTE: The synod staff person working with a congregational vacancy will bring the recommended style of interim ministry to the congregational council.