

Appendix B  
**INTERIM MINISTRY CONTRACT**  
recommended by the Transitions Office  
Unitarian Universalist Association

This is an agreement between the Rev. \_\_\_\_\_, hereinafter the "Interim Minister," and the Governing Board of \_\_\_\_\_, hereinafter the "Governing Board."

**1. The Interim Minister agrees:**

1.1 To serve as interim minister of the Congregation for the period beginning \_\_\_\_\_ and ending \_\_\_\_\_.

1.2 To carry out the normal responsibilities of congregational ministry, including worship and pastoral care, and also assist the congregation in addressing the following interim tasks:

1.2.1 claiming and honoring its past and engaging and acknowledging its griefs and conflicts

1.2.2 recognizing its unique identity and its strengths, needs, and challenges

1.2.3 understanding the appropriate leadership roles of minister(s), church staff, and lay leaders and navigating the shifts in leadership that may accompany times of transition

1.2.4 making appropriate use of District, UUA, and other outside resources, and

1.2.5 renewing its vision, strengthening its stewardship, preparing for new growth and new professional leadership, ready to embrace the future with anticipation and zest

1.3 Not to become a candidate for the congregation's called ministry until at least three years after the interim ministry's end, not to serve the congregation for more than two years without the approval of the Transitions Director, and not to discuss specific prospective candidates for the called ministry of the congregation with the ministerial search committee.

1.4 To attend an annual UUA-sponsored continuing education event:

- a. Orientation to Transitional Ministry or its equivalent for a first-time interim minister
- b. Accredited Interim Ministry Seminar for an Accredited Interim Minister or AIM in Training.

**2. The Governing Board agrees** to provide the following compensation, benefits, and professional expenses:

**2.1 Salary plus Housing Allowance (S&H), payable monthly on or before the fifteenth day of each month, beginning on July 15, 20\_\_).**

2.1.2 Salary of \$\_\_\_\_\_.

2.1.3 the Governing Board will consider the minister's request that a portion of Salary be designated Housing Allowance once the minister has ascertained the likely domiciliary costs to be incurred, or the Interim Minister shall have free use of the parsonage at *[insert address]*, including the utilities and furnishings listed in the appendix. All reasonable and necessary maintenance and repairs will be performed promptly at the Congregation's expense. The fair rental value is estimated at \$\_\_\_\_\_.

## 2.2 Benefits

2.2.1 In lieu of employer's FICA, at 7.65 percent of S&H, payable monthly.

2.2.2 Retirement plan contribution made by due date to the Unitarian Universalist Organizations Retirement Plan and/or other appropriate pension plan, of at least 10 % of total Salary and Housing.

2.2.3 Insurance premiums:

2.2.3.1 Medical insurance: 80 % of premium for the Interim Minister and 50% of premium for spouse/partner and dependents

2.2.3.2 Long term disability income insurance for the minister, 100 % of premium

2.2.3.3 Group term life insurance for 2 times Salary plus Housing

2.3. Professional and out-of-pocket expenses: The greater of 10 % of S&H or \$5,000 plus an additional \$700 plus travel expenses for a UUA-sponsored transitional ministry continuing education event, payable promptly on voucher by the Interim Minister in accordance with an Accountable Reimbursement Plan developed jointly by the Interim Minister, President, and Treasurer. In addition to that event (see "The Interim Minister agrees" #4 above), other expenses for reimbursement include, but are not limited to, travel, automobile mileage, lodging, meals, incidentals, conference registration, entertainment, pulpit gowns, books, periodicals, dues, office equipment such as computers, and other continuing education events. It shall be the practice of the Congregation to reimburse such expenses at the maximum rate allowed by the tax laws.

2.4. The total cost to the congregation of salary and housing plus the additional benefits and professional expenses is \$ \_\_\_\_\_. The Governing Board and the Minister may, upon mutual agreement, and before the beginning of a tax or employment year, allocate funds among various categories to provide the minister with an optimum array of benefits. The congregation is strongly urged to require the minister to participate in pension, health, and long term disability income insurance plans.

2.5. To reimburse the Interim Minister up to a maximum of \$ \_\_\_\_\_ (*10 percent of Salary plus Housing Allowance is recommended*) for all eligible relocation expenses actually incurred in relocating from \_\_\_\_\_ (*Interim Minister's present residence*) to a location in or near \_\_\_\_\_ (*location of Congregation*). Eligible expenses include transportation of the Interim Minister by air, rail, or car, with lodging (reasonable local rate) in route, and moving by a licensed moving company of the minister's professional materials, personal items, household effects, and automobile.

2.6. To relieve the Interim Minister of all responsibilities and to permit her/his absence from the area for a total of eight weeks of paid vacation during the contract year. The Minister shall be credited with 10 sick days on the first day of interim service for each 12 months of the interim, prorated as necessary for a partial year served. Up to 10 days of accrued sick leave may be carried forward each year, but in no case may the balance exceed 20 days. Sick leave may be used for the minister's illness or for the illness of a member of the minister's immediate family.

2.7. To regard the Interim Minister's time spent in participating in District, UUMA, and UUA events as part of his/her professional responsibilities.

2.8. To cooperate fully with the Interim Minister in the performance of his/her duties. The Interim Minister shall have freedom of the pulpit, and shall use his/her time as he/she deems necessary for the best fulfillment of this interim ministry.

- 2.9. To give the Interim Minister access to all financial and stewardship information.
- 2.10. To appoint a Transition Team consisting of five to seven members of the congregation who are well-known, widely respected, and not members or spouses/partners of members on the previous Committee on Ministry or current Governing Board.

**3. It is further understood that:**

3.1. In the event the Interim Minister is incapacitated during the term of this agreement, the Governing Board will continue the above payments for 30 days only if the disability occurs in the first two months of the agreement, and 90 days only if the incapacitating disability occurs thereafter.

3.2. In the event that the Interim Minister resigns during the contractual period, s/he will give at least 90 days notice (less if by mutual agreement) and will return any relocation expenses received. In the event that the congregation decides to terminate the interim during the contractual period, the congregation will give at least 180 days notice (less if by mutual agreement) of intent to dismiss.

3.3. Except for the departures specifically noted herein, the expectations of the Interim Minister and the Congregation are those described in Model Letter of Agreement, Sec. 2 of *Joint Recommendations Concerning Ministerial Agreements*.

3.4 All notes, research, sermons, and other products of the minister's work shall be the sole property of the minister.

3.5. List here any modifications to the Interim Minister's office that have been agreed upon:

4. Include here any additional expectations that have been agreed upon:

A signed copy of this contract shall be sent to the Transitions Office, Unitarian Universalist Association, 24 Farnsworth Street, Boston, MA 02210-1409.

This contract represents an official offer to the Interim Minister when her/his hiring is approved by the Governing Board.

**For the Governing Board:** \_\_\_\_\_  
(signature)

**Name and title:** \_\_\_\_\_ **Date approved:** \_\_\_\_\_

**Interim Minister:** \_\_\_\_\_ **Date Accepted:** \_\_\_\_\_