



THE EVANGELICAL LUTHERAN CHURCH IN AMERICA  
**LETTER OF APPOINTMENT  
TO  
INTERIM PASTORAL MINISTRY**

\_\_\_\_\_  
Name

**IN THE NAME OF THE FATHER, AND OF THE SON, AND OF THE HOLY SPIRIT. AMEN.**

Our ministry comes from Christ through the Church and belongs to the whole people of God. The gospel calls all Christians to be ministers in word and deed. So it is the privilege of every Christian to be a steward of the gospel of God's reconciling love. The whole church ministers as it celebrates God's presence, shares in the Good News, cares for those in need, and witnesses to the power of God's love.

The Evangelical Lutheran Church in America recognizes the office of pastor. It also recognizes that there are occasions when parishes will need to be served by interim pastors while the parish is in the study or calling process. Keeping in mind the apostolic advice that all things be done decently and in order (I Cor. 14:40), the church provides for the appointment of interim pastors.

Accordingly, the Bishop of the Florida-Bahamas Synod of the ELCA appoints you to serve as Interim Pastor of:

Congregation: \_\_\_\_\_ City: \_\_\_\_\_

Effective date: \_\_\_\_\_, on the following conditions and mutual covenants. Progress to be reviewed \_\_\_\_\_ (6 months from effective date) by the Office of the Bishop in consultation with Interim Pastor and Congregation Council.

**We together, as Synod, Interim Pastor and Congregation,** during this interim, agree to address together the following items:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**You as Interim Pastor:**

- Preach and teach the Word of God.
- Preside at worship and administer the sacraments according to the practice of the Lutheran Church, not seeking to change the congregation's worship practices during the interim without concurrence from the Office of the Bishop.
- Provide pastoral care to all members of the parish according to the needs, visit as necessary, and uphold the congregation in prayer. Arrange for pastoral care needs to be covered in your absence.
- Within the agreed upon days of service, give pastoral leadership for the meetings, activities, and organization of the congregation.

Encourage the congregation to support the total ministry of the Evangelical Lutheran Church in America, raising during your interim ministry the level of the congregation's commitment to mission support through the Synod.

- Be responsible for the recording of baptisms, confirmations, marriages, funerals, attendance at Holy Communion, and the maintenance of the membership rosters; and report the statistics of the parish promptly and fully, as requested by the Evangelical Lutheran Church in America.
- Agree not to make yourself available for call in this congregation.
- Agree not to be involved in the congregations' call process except by specific invitation of the Bishop. Your personal perceptions about future pastoral needs may be shared with the Dean and the Office of the Bishop.
- During this interim, on behalf of the Bishop you will give special attention to the five developmental tasks of interim ministry, the transition process checklist, and submit a monthly or every-other-month, report to the Deployed Staff, the Dean of the Conference, and the Bishop on the form provided for this purpose.
- Lead the congregation through the Five Transition Tasks of the Interim Pastor and schedule a visioning retreat as outlined in *Walking Together Through the Transition Process, A Guide for Congregational Leaders* (Transition Manual).

**The congregation is called to:**

- Receive the interim pastor, uphold the interim pastor in prayer, and accord the interim pastor love, respect, and good will.
  - Look to the interim pastor to preside at all baptisms, celebrations of Holy Communion, and the rites of the church (marriages, funerals, etc.).
  - Agree not to consider or invite the interim pastor to consider a call to the congregation.
- Compensate the interim pastor in the following ways:
1. Salary of \$\_\_\_\_\_ to be paid: (circle one) weekly, bimonthly, or monthly.
  2. Provide living quarters with utilities paid, or a monthly housing allowance of \$\_\_\_\_\_, if applicable.
  3. Provide an auto allowance of \$\_\_\_\_\_ per mile to cover driving related to interim pastoral ministry. If not living in the community, costs of commuting will be handled as follows:  
\_\_\_\_\_.
  4. Provide a professional allowance of \$\_\_\_\_\_ per month.
  5. Provide for ELCA Pension and Major Medical coverage, if eligible and applicable, as follows:  
\_\_\_\_\_.
  6. Provide one week of vacation with full salary and benefits for every \_\_\_\_\_ weeks of interim ministry.

7. Reimburse expenses for travel and related expenses to attend the Interim Pastors Colleague Group.
8. Reimburse or pay directly for registration and expenses incurred in attending the annual Synod Assembly and the annual Conference on Ministry as the Interim Pastor.

Please acknowledge in writing receipt and acceptance of the Letter of Appointment. As you consider this Appointment, may the Holy Spirit guide your response.

This appointment is made by and may be terminated by the Bishop. Either the Congregation or Interim Pastor may also terminate this agreement, after consultation with the Bishop. This appointment automatically terminates with the call of the new pastor, effective as of the date agreed on by the congregation and the Office of the Bishop.

Congregational contact person for any matters related to the Appointment: \_\_\_\_\_.

Signed:

For the congregation: \_\_\_\_\_ Date \_\_\_\_\_

For the Office of the Bishop: \_\_\_\_\_ Date \_\_\_\_\_

Interim Pastor: \_\_\_\_\_ Date \_\_\_\_\_

Please send a copy of this form, when signed, to:

**Assistant to the Bishop for Leadership  
Office of the Bishop  
Florida-Bahamas Synod  
3838 W. Cypress Street  
Tampa, FL 33607**

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