

## **Policy for Interim Ministry (2018)**

Whenever the Incumbent (Rector) leaves a parish, an Interim Pastor may be appointed by the Bishop to assist the parish in preparing and searching for a new Rector. If the Rector is on a sabbatical, medical, or other extended leave, different kinds of clergy supply coverage may be appointed by the Bishop depending on the (anticipated) duration of the absence. See the policy on "Clergy Supply" and/or consult with the Executive Administrator or Director of Human Resources concerning remuneration policies for different circumstances.

### **General Principles**

1. An Interim Pastor is appointed by the Bishop, to:
  - a) assume primary duties and responsibilities normally carried by the Rector;
  - b) provide pastoral care for individuals as requested;
  - c) support and empower the Wardens and other lay leaders of the parish during the time of transition;
  - d) guide the parish through the normal developmental tasks of transition;
  - e) such other tasks and goals as may be negotiated with both the Bishop and parish.
2. An appointment as Interim Pastor is held at the pleasure of the Bishop.
3. Clergy are selected to be Interim Pastors in parishes in light of their particular skills and experience.

*Above Policy revised effective March 7, 2017*

### **OPERATING PROCEDURES**

The following operating procedures guide how we intend to live out the above Policy.

1. The Bishop forwards a letter of appointment to the Wardens which shall specify:
  - a) the General Principles surrounding Interim Ministry;
  - b) any special conditions or tasks to be observed during the Interim;
  - c) the name of the person appointed as Interim Pastor and the date at which the appointment commences;
  - d) the number of days per week (not fewer than two for a previously part-time ministry, and not fewer than three for a previously full-time ministry);
  - e) financial obligations of the parish, and methods of payment;
  - f) that the Wardens are to contact the person appointed and arrange a mutually convenient initial meeting.
2. A copy of the Bishop's letter of appointment is sent to the Interim Pastor, and the Interim Pastor will be advised of any special circumstances or tasks in the parish. The Wardens will be copied on the letter of appointment as well as receiving a public announcement of the appointment which they will be asked to ensure is read to the parish.
- 3a). In addition to the normal liturgical and pastoral duties, the Interim Pastor is to be present at meetings at which an Incumbent would normally be expected to attend, and which can be accommodated in the time available. The Interim will not normally act as chair of any such meeting (except Vestry) unless requested by those present to do so.
- 3b). Interim Pastors are expected to attend diocesan Synod and Clergy & Licensed Lay Workers' Days to take part in the councils of the church and to remain current as to diocesan policies, practices and events. They are urged to make attendance at Clergy & Licensed Lay Workers Conference a priority, when the requisite funds can be secured, and at Clericus meetings, as time allows.
4. The Interim Pastor is to be actively involved and supportive of the Parochial Committee and assist the committee and parish to pursue the developmental goals. However the Interim Pastor is not permitted to discuss or recommend persons for consideration as candidates for the position.
5. Each Interim Pastor forms a covenant with the Wardens, a copy of which is sent to the Executive Administrator and to the Vision Advocate & Director of Human Resources. Similarly at the end of each Interim, an evaluation is to be completed by both clergy and congregation, and sent to the Executive Administrator and to the Vision Advocate & Director of Human Resources.

6. Interim Pastors may not be appointed as the Incumbent (Rector) of a parish in which they are currently serving as Interim Pastor.

**2018 FINANCIAL GUIDELINES** for new Interim Pastor appointments made after January 1, 2018:

1. **Compensation** rates are as follows:

<b>Shorthand description</b>	<b>Number of hours</b>	<b>Annual Rate</b>	<b>Monthly Rate</b>
Full-time	40 hours/week	\$71,220.00	\$5,935.00
4 days (4/5 time)	32 hours/week	\$56,976.00	\$4,748.00
3 days (3/5 time)	24 hours/week	\$42,732.00	\$3,561.00
2 days (2/5 time)	16 hours/week	\$28,488.00	\$2,374.00

These rates include stipend (usually representing 2/3 of the total rate) and housing allowance (usually representing 1/3 of the total rate). Stipends are also inclusive of a basic travel allowance. The rates above are subject to annual review and possible revision in light of changes made to minimum stipends and housing allowances. They apply to those Interim Pastors who are appointed to an initial contracted term of less than twelve (12) months in duration (exclusive of extensions). For others, the compensation will be as negotiated at the time of the offer of appointment.

- 1) **Benefits:** In addition to the above, the parish is responsible for the employer's share of pension and benefits (where applicable), and will be billed accordingly.
- 2) **Vacation:** Paid vacation eligibility is determined by the year of ordination to the diaconate of the Interim Pastor [4 weeks for 1-4 years; 5 weeks for 5-9 years; 6 weeks for 10 or more years of ordained ministry]. Interim Pastors are expected to take vacation time during the interim period. Unclaimed vacation time will be paid out on a pro-rated basis based on the length of service completed [i.e. 2% where a week of unclaimed vacation time is being paid out; 4% for 2 weeks; 6% for 3 weeks; 8% for 4 weeks; 10% for 5 weeks; and 12% for 6 weeks].
- 3) **Travel Supplement:** When Interim Pastors must commute more than 15kms from home to the work-place, they are entitled (upon application to the Treasurer of the Parish) to a **travel supplement of \$0.555 for each additional km** beyond the 30km daily round trip to work. The rate for commuting expense reimbursement is reviewed and may be revised semi-annually.
- 4) When an Interim Ministry appointment is made, a letter of appointment specifying compensation, benefits, travel supplement and work details, is signed by the Interim Pastor, copying the Wardens (& Treasurer).
- 5) Interim Pastors will be paid by the Synod Office, and parishes billed accordingly. Questions should be directed to Trish Foden, Payroll, Pensions and Benefits Administrator, at the Synod Office (905-527-1316, ext. 510, email: [payroll@niagaraanglican.ca](mailto:payroll@niagaraanglican.ca)).

For further clarification, please contact:

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