

Policy for Interim Ministries - 2017

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. A Priest is selected to be an Interim Pastor of a parish because of his/her particular skills and experience.

OPERATING PRINCIPLES

1. The Bishop will forward 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 will be 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 a public announcement of the appointment.
3. In addition to the normal liturgical and pastoral duties, the Interim Pastor will 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.
4. The Interim Pastor will be actively involved and supportive of the Parochial Committee and assist with the developmental goals in support of the Parish. However the Interim Pastor is not permitted to discuss or recommend persons for consideration.
5. Each Interim Pastor will form a covenant with the Wardens, a copy of which will be sent to the Executive Administrator and to the Vision Advocate & Director of Human Resources. Similarly at the end of each Interim, an evaluation will 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.

FINANCIAL POLICY

As of January 1, 2017, the remuneration and reimbursement rates are as follows:

1. **Compensation** of Interim Pastors includes stipend, housing, and basic travel allowance:

TIME	ANNUAL RATE	MONTHLY RATE
Sunday plus 4 days	\$69,434.66	\$5,786.22
Sunday plus 3 days	\$55,580.34	\$4,631.69
Sunday plus 2 days	\$41,750.47	\$3,479.20

The above rates apply to those Interim Pastors who are appointed to an initial contracted term of less than 12 months in duration (exclusive of extensions). For others, the compensation will be as negotiated at the time of the offer of appointment.

2. **Benefits:** In addition to the above, the parish is responsible for the employer's share of benefits (where applicable), and will be billed accordingly. Vacation pay will be paid out at 8% of the compensation package unless vacation time is taken during the interim period.
3. **Travel Supplement for all new postings in 2017:** When Interim Pastors must travel more than 15 kms from home to the work-place, they are entitled (upon application to the Treasurer of the Parish) to a **travel supplement of \$0.535 for each additional km** beyond the 30km daily round trip to work.
4. When an Interim appointment is made, a letter of appointment specifying compensation, benefits, travel supplement, and work details, will be signed by the Interim Pastor, with copies for the Wardens and 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).

For further clarification, please contact:

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