

Policy for Interim Ministries

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, a supply priest may be appointed. See the section on "Sunday Supply".

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 to the Wardens will be sent to the Interim Pastor, and the Interim Pastor will be advised of any special circumstances or tasks in the parish.
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 Director of Transitional Ministry or the Executive Archdeacon. Similarly at the end of each Interim, an evaluation will be completed by both clergy and congregation, and sent to the Director of Transitional Ministry and the Executive Archdeacon.

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

1. **Compensation** of Interim Pastors includes stipend, housing, and basic travel allowance. As of January 1, 2012 for all new postings the rates are:

TIME	ANNUAL RATE	MONTHLY RATE
Sunday plus 4 days	\$64,080.00	\$5,340.00
Sunday plus 3 days	\$51,300.00	\$4,275.00
Sunday plus 2 days	\$38,520.00	\$3,210.00

2. **Benefits:** In addition to the above, the parish is responsible for the employer's share of benefits, 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:** 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 \$0.52 for each additional km** beyond the 30km daily round trip to work.

4. When an Interim appointment is made, a letter of agreement from the Executive Officer or Director of Transitional Ministry specifying compensation, benefits, travel supplement, and work details, will be sent to the Interim Pastor, with copies for the Wardens and Treasurer and Director of Transitional Ministry.

5. Interim Pastors will be paid by the Synod Office, and parishes billed accordingly. Questions should be directed to Debbie Young, Payroll Administrator, at the Synod Office (1-905-527-1316-510), debbie.young@niagara.anglican.ca

For further clarification, please contact:

The Venerable Michael Patterson
Executive Archdeacon
905/527-1316, ext. 257
michael.patterson@niagara.anglican.ca

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