

**APPOINTMENT AND SERVICES OF AN INTERIM PASTOR**

1. Chapter 14, Section 17 (S14.17 of the Synod Constitution) reads:

“During service to a congregation, an interim pastor shall have the rights and duties of a regularly called pastor. The interim pastor may delegate the same in part to an interim supply pastor with the consent of the bishop of this synod. The interim pastors and any ordained ministers who may assist shall refrain from exerting influence in the selection of a pastor. Upon completion of service, the interim pastor shall certify to the bishop of this synod that the parochial records, for the period for which the interim pastor was responsible, are in order.”

2. Synod Bishop appoints an interim pastor after consultation with the Congregation Council President. The interim pastor is to work with all programs of the congregation during the vacancy and may delegate tasks to a supply pastor.
3. The interim pastor remuneration: \$500 per month, plus expenses, for pastoral and administrative services. When the interim pastor also provides pulpit supply, the synod compensation guidelines should be used as a basis for that remuneration.

**CHECK LIST FOR INTERIM PASTOR  
WHEN THERE IS A PASTORAL VACANCY**

1. Whenever possible, attend Congregation Council meeting with Synod Bishop or staff person to begin process of working with the congregation and to agree on appropriate remuneration.
2. Working with appropriate congregational leaders, arrange for leadership of worship, confirmation program, pastoral services, etc
3. Attend monthly Congregational Council meeting.
4. Attend Congregation Council meeting with Synod Bishop or Bishop’s representative when the name(s) of the candidate(s) is recommended.
5. Be present when candidate is interviewed and at Council or Call Committee meeting when nomination of candidate is voted upon.
6. Keep Synod office informed of developments in the interview and call process.
7. Upon completion of service, certify, with congregational secretary and congregational president that parish records are in good order by completing the Parochial Records Audit and sending it to the Synod office.
8. Participate in the installation service of the new pastor. (Normally, red will be used as the liturgical color.)