

Part-Time Interim Compensation Worksheet¹

WV-WMD Synod

Class	Basis	Notes
Oversight Retainer	\$_____ per month	
Council/Congregation Meetings	<input type="checkbox"/> Standard supply rate ² or <input type="checkbox"/> \$_____ per meeting + mileage <input type="checkbox"/> Included in oversight retainer ³	
Worship Services ⁴	<input type="checkbox"/> Standard supply rate ⁵ or <input type="checkbox"/> \$_____ per meeting	
Emergency Visitation ⁶	<input type="checkbox"/> \$_____ per visit + mileage or <input type="checkbox"/> \$_____ salary per month	
Routine Visitation ⁷	<input type="checkbox"/> \$_____ per visit + mileage or <input type="checkbox"/> \$_____ salary per month	
Other		

Oversight Retainer: The interim pastor discharges oversight in conjunction with the council in those areas described in Chapter 12 of *The Model Constitution* or the local constitution if variant. Council has access to the interim for consultation in these areas. As questions can (and do) come up between meetings, requiring the interims attention, a retainer is provided.

Visitation: Two basic approaches present themselves.

- The first is a salary. This is a set amount for which the interim will provide reasonable visitation ministry. What constitutes “reasonable visitation” should be described in the agreement narrative.
- The second is a “per visit” approach. In this approach, the interim is compensated for each visit. The council appoints one or more visitation coordinators.
 - Requests for visits are directed to the visitation coordinator who then makes a determination on whether the visit should be executed.
 - If no, the visitation coordinator informs the requester that the visit request has been denied by the visitation coordinator.
 - If yes, the visitation coordinator notifies the interim to execute the visit.
 - The interim submits an invoice to the council for all visits so authorized.
 - If the interim is asked directly to make a visit, the interim seeks authorization from the visitation coordinator, which may be denied, in which case the requester is informed of the denial.

¹Beta version, 3/12/21, revised 5/1/21.

²Recommended that the rate for supply preaching be used, i.e., rate per service plus mileage.

³Option: Rather than compensating attendance on a per meeting basis, the meetings can be covered under the oversight retainer. If this is done, the oversight retainer per month should reflect that.

⁴Includes not only Sunday morning worship but also funerals, weddings, Lenten services, etc..

⁵Recommended that the rate for supply preaching be used, i.e., rate per service plus mileage.

⁶Includes hospital, peri-mortem, emergency counseling, etc..

⁷Includes shut-ins, nursing homes, prisons, funeral home reviewing (when at a time other than the funeral), etc..