

# INTERIM DIRECTOR OF RELIGIOUS EDUCATION STANDARD CONTRACT

As recommended by the Guild of Interim Religious Educators

Interim Religious Educator \_\_\_\_\_ Phone/Email \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
*Recommended: 1 July*

Full-Time? \_\_\_\_\_ Part-Time? \_\_\_\_\_ Hours per Week 40 \_\_\_\_\_

Congregation \_\_\_\_\_ Phone/Email \_\_\_\_\_

Address \_\_\_\_\_

Minister(s) \_\_\_\_\_ Phone/Email \_\_\_\_\_

President or CEO \_\_\_\_\_ Phone/Email \_\_\_\_\_

## Members of the Transition Committee

1. (Chair) \_\_\_\_\_ Phone/Email \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

The Responsibilities on the following pages (2-3) are agreed upon with the exception of those stricken and initialed:

\_\_\_\_\_  
Interim Religious Educator      Date

\_\_\_\_\_  
Congregation      Date  
*President or CEO*

**RESPONSIBILITIES OF THE CONGREGATION**

1. The congregation will provide a Transitions Committee of 5-7 members who are well-known, widely respected, and not members or spouses/partners of members of the current Governing Board. This team will:

- a. Formally introduce the interim professional into the congregation;
- b. Meet monthly with the interim to provide a sounding board and support during the interim year(s);
- c. Collaborate with the interim to develop and monitor progress on the interim tasks;
- d. Explain and interpret the Interim Tasks and process to the congregation or constituency;
- e. Promote and help to create opportunities for the congregation to be engaged in the interim work;
- f. Be represented at events that are key to the interim work;

2. The congregation will compensate the interim as follows:

**a. Salary:** \$ \_\_\_\_\_  
*as indicated on the UUA Fair Compensation Grid at the mid-range amount for the level of credentialing the interim has achieved. This includes the Employer's portion of FICA.*

**b. Retirement Plan Contribution:** \$ \_\_\_\_\_ ( % )  
*10% of salary is standard*

**c. Professional Expenses:** \$ \_\_\_\_\_ ( % )  
*The greater of 10 % of salary or \$5,000, plus an additional \$700 to cover travel expenses for a GIRE-sponsored continuing education event.*

**d. Health Insurance:** \$ \_\_\_\_\_  
*The UUA plan is recommended, with the congregation paying at least 80% of the premium for the Interim and 50% of premium for spouse/partner and dependents*

**e. Life Insurance:** \$ \_\_\_\_\_  
*Group term life insurance for 2 times Salary*

**f. Long-Term Disability insurance:** \$ \_\_\_\_\_  
*100 % of premium*

**g. Sick Leave** \_\_\_\_\_  
*Credited with 10 sick days on the first day of interim service for each 12 months of the interim, prorated as necessary for a partial year served. Up to 10 days of accrued sick leave may be carried forward each year, but in no case may the balance exceed 20 days. Sick leave may be used for the interim's illness or for the illness of a member of the interim's immediate family*

**h. Vacation Leave** \_\_\_\_\_  
*4 weeks (20 days) is standard*

**i. Study Leave** \_\_\_\_\_  
*2-4 weeks (10-20 days) is standard*

**j. Moving Expenses** \_\_\_\_\_  
*\$3,000-5,000 is standard. Any unused portion remains property of the congregation.*

k. To provide **1 Sunday off each month**, not to be counted as vacation time or study leave.

l. Any honoraria or fees collected by the interim for child dedications for non-members of the church, preaching in other pulpits, and providing workshops outside of the congregation will be property of the interim. The interim will be responsible for tax liability for this income.

m. To regard the interim's time spent in participating in District, LREDA, and UUA events as part of hir professional responsibilities.

n. To cooperate fully with the Interim in the performance of hir duties. The Interim shall have freedom of the pulpit, and shall use hir time as ze deems necessary for the best fulfillment of this interim ministry.

- o. All notes, research, sermons, and other products of the Interim DRE's work shall be the sole property of the Interim DRE.
- p. The congregation will provide private office space with telephone, computer and internet access.

### **RESPONSIBILITIES OF THE INTERIM**

1. During the period of this contract the interim religious educator will work with the congregation to fulfill an agreed upon interim process as well as a healthy religious education program. The interim religious educator, ministers, board and/or transition committee will design this agreed-upon interim process during the first 6 months of the interim period.
2. The interim religious educator will work with the congregation to fulfill a specific interim process. This includes (but is not limited to) helping the congregation:
  - a. **Heritage:** Come to Terms with Congregation's Religious Education Program History
  - b. **Mission:** Evolve a Unique Religious Education Program Identity
  - c. **Leadership:** Address Leadership Changes During the Interim Period
  - d. **Connection:** Renew Associational and Community Linkages
  - e. **Future:** Commit to the Future of the Religious Education Program's Vitality
3. The interim religious educator will also work with the congregation to ensure that a healthy religious education program continues during the interim time. (*congregation may wish to fill in specifics here*)
4. The interim religious educator will serve as a resource for the settled religious education search committee when the congregation enters search.
5. The interim religious educator will not apply for the settled position.