

### **SAMPLE INTERIM PASTOR INTRODUCTION LETTER**

To All Members of \_\_\_\_\_ Church:

I am writing this letter to introduce myself to you as your Interim Pastor and to identify my understanding of what that relationship means.

I (My family and I) arrived in town on \_\_\_\_\_. My first Sunday in the pulpit will be \_\_\_\_\_. I (We) am (are) living at \_\_\_\_\_. The telephone number at my residence is \_\_\_\_\_ and, of course, you know the church office number is \_\_\_\_\_. I welcome the opportunity to be your pastor during this transition time and invite you to call me whenever you need to do so. Quite naturally, I would prefer that calls to my home be limited to those of an urgent nature.

I am here through a negotiated agreement between your Session and the Committee on Ministry of the Presbytery of Long Island. That agreement indicates that I am here on a full-time (part-time, 20 hours per week) basis and that my primary responsibilities are:

- 1.
- 2.
- 3.
- 4.

During my time here this congregation will conduct a mission study, choose a Pastor Nominating Committee, and conduct a full search process for an installed Pastor. I will not be involved in that process in any way; resources will be provided through the Presbytery Committee on Ministry Liaison, (Name) \_\_\_\_\_.

I want specifically to indicate that I am your Interim Pastor. By definition that means I will be here for the limited time of your pastoral transition. My initial contract is for twelve months and can only be extended further by agreement of the Session and the Committee on Ministry. Under no circumstances will I or can I become a candidate for the installed position.

As you can see, the agreement is designed to free both myself and this congregation to be about the tasks of ministry necessary for this church at this time. Since I will only be here a short time I am anticipating that we will be able to get to know each other quickly. I am excited about the opportunities we face together and look forward to our ministry as the Church of Jesus Christ.

Peace in Christ,

Signature

Committee on Ministry  
June, 1997