

Intentional Interim Pastor Agreement  
Woodland Baptist Church and Dr. Steve McKinion

As an Intentional Interim Pastor, Dr. McKinion will fulfill two roles for Woodland Baptist Church: interim pastor and church consultant. These two roles combine to be essentially a full-time position for the church. Dr. McKinion and Woodland agree to a minimum 12-month Intentional Interim Process, though the agreement can be ended by either party at any time for any reason.

During the Intentional Interim Pastorate, Dr. McKinion will serve Woodland Baptist Church in the following ways.

1. Assist the church leadership in developing an ongoing prayer ministry for the congregation, including gatherings where appropriate.
2. Work alongside the Transition Team to walk the congregation through Assessment and Analysis, Strategy, and Implementation phases of the Comprehensive Transition Process. The process aids the congregation in recognizing who they are, who they wish to be, what they must do to become that church, and how they can begin implementing those steps.
3. Work alongside the Transition Team to guide the congregation through a Church Assessment and Analysis. Knowing who the church is currently is the starting place of a healthy transition process. Through both qualitative and quantitative assessment, the congregation can get a clear vision of who they are and who they perceive themselves to be. The transition process will be about aligning these two visions of the congregation. This includes reviewing budgets, policies and procedures, ministry organization, financial health, administration, and polity. The congregation will analyze social media, website, facilities, and membership. Dr. McKinion will provide a Narrative Assessment and Analysis Report to the Transition Team and the congregation.
4. Work alongside the Transition Team to guide the congregation through Strategic Planning to clarify Woodland's particular call and vision of future ministry. The congregation will align church ministries, personnel, structures, budgets, and communications to this ministry vision. The Strategic Planning phase brings all elements of the church, including deacons, committees, and other congregation members into identifying the ministry priorities of the church during and after the Transition Process. This process will create a Strategic Plan that will guide the church moving forward.
5. Work alongside the Transition Team to guide the congregation through Implementation of the ministry vision developed during Strategic Planning. Implementing the congregation's ministry vision is the first step towards healthy ministry in preparation for a new pastor.

6. Work alongside the congregation to choose a Pastor Search Committee according to its governing documents. This process will begin after the completion of Strategic Planning and the beginning of the Implementation phase. Once chosen, Dr. McKinion will offer a single training session for the Pastor Search Committee but will not participate in committee meetings unless requested, and only for consultation. The Pastor Search process will occur simultaneous to Implementation.
7. Work alongside the Staff to help them grow in their ministry and fulfill their calling at Woodland. This will include
  - a. Praying regularly for the staff and their families
  - b. Leading and participating in staff meetings
  - c. Coaching staff members in their role to offer encouragement and support
  - d. Helping staff maintain their own spiritual, emotional, and physical health while serving the congregation
  - e. Ministering to staff members personally
8. Work alongside the Staff, Deacons, and Church Council to fulfill ministry responsibilities during the Transition Period. This will include
  - a. Preaching at Sunday morning worship services
  - b. Helping develop worship services and helping lead the congregation's corporate worship
  - c. Working with staff and others to fulfill the additional teaching and education needs of the congregation.
  - d. Meet regularly with the Deacons and Church Council.
  - e. Helping staff develop teaching, ministry, and pastoral care opportunities, and to help fulfill those opportunities.
  - f. Dr. McKinion will not have regular office hours at the church, but will be available for counseling, weddings, funerals, pastoral care, and committee meetings in cooperation with the Associate Pastor and other staff.
  - g. If Dr. McKinion must miss Sunday services or regular meetings, he will be responsible for filling the pulpit and preparing material for his portion of the meeting.
  - h. Dr. McKinion will be available for staff, leadership, committee members, and congregation members via email, phone call, video conferences, and personal meetings. COVID creates unique challenges to meeting, but Dr. McKinion is well-versed in teaching and meeting via technology.
9. Work with the Transition Team to establish a general timeline for the Transition Process. Typically the timeline would be similar to the following:
  - a. Assessment and Analysis
    - Begins roughly two weeks after the start of the Intentional Interim Ministry, though the holiday season may impact the timeline
    - Typically 4-6 months.

- b. Strategic Planning
  - Typically lasts 4-6 months
- c. Implementation
  - Typically lasts 4-5 months
- d. Selection of Pastor Search Committee
  - Initiated after the beginning of the Implementation phase
  - The Pastor Search Process typically lasts 4-6 months

10. Be willing to serve as a Ministry Coach to the new pastor for a mutually-agreed period. This coaching is entirely dependent on the church and the new pastor desiring this ministry.

#### 11. Remuneration

- The Intentional Interim Pastor responsibilities identified above include both the position of Pastor and ministry consultant during the transition process.
- The remuneration is commensurate with both the time involved and the expertise provided for the Intentional Interim Ministry.
- Woodland Baptist Church will provide a salary of 87.5% of the previous pastor's salary (35 hours per week), less costs of any health benefits and retirement provided the previous pastor. Any additional benefits provided the previous pastor will also be offered to Dr. McKinion as the Intentional Interim Pastor.
- Dr. McKinion will be allowed four Sundays vacation. Throughout the year, additional Sundays with guest speakers, staff members preaching, or other special occasions may happen as part of staff decision-making.

#### 12. Woodland Baptist Church's responsibilities include

- Praying for the Dr. McKinion and his family
- Praying for the Transition Team, the staff, the deacons, and one another
- Participating in worship, regular church meetings, and special meetings related to the Transition Process.
- Providing necessary documents to aid in the Assessment and Analysis phase of the Transition Process
- Participating in questionnaires and interviews related to Assessment and Analysis
- Communicate in open and honest ways with the Intentional Interim Pastor, the staff, the Transition Team, and one another during the Transition Process.

Typically an Intentional Transition Process lasts 12-18 months, though at times could last longer. Both Woodland Baptist and Dr. McKinion recognize this reality and enter into this ministry agreement with that understanding.

With the calling of the congregation to this ministry, Dr. McKinion agrees to serve as the Intentional Interim Pastor as outlined above. Woodland Baptist Church agrees to compensate Dr. McKinion at 87.5% of the former pastor's salary, less health benefits and retirement. Both Dr. McKinion and the church agree to faithfully carry out their duties for the glory of God and the progress of the Gospel of Jesus Christ in partnership with one another.

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Dr. Steve McKinion, Intentional Interim Pastor

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Woodland Baptist Church