



# Northern Great Lakes Synod Interim Pastor Agreement

In order to provide pastoral ministry to Bethlehem Lutheran and First Presbyterian in Florence this contract is made by the Congregation Councils and the Reverend Lisa Ubbelohde for interim pastoral ministry beginning April 1, 2020, and continuing for one year, or concluding at a mutually agreed upon date and at the Bishop's discretion.

Duties and responsibilities agreed to include:

- + Work as an administrative interim beginning April 1, 2020 and a 2/3rds time Interim Pastor beginning May 1, 2020.
- + Attend to the current situation (emotionally and organizationally), assess the congregations, define their context, celebrate their histories, outline their vision and mission, clarify Bethlehem's relation to the ELCA and Synod and First's relationship with the PC (USA), Synod, and Presbytery, and enumerate the traits desired in a pastor, among others.
- + Be regarded as the pastor of the congregations during the interim and looked to for all pastoral acts and the source of all pastoral care. As pastor, the interim pastor shall preach and teach the Word of God, preside at worship and be responsible for the religious instruction of youth, first communion of children, and instruction of new members.
- + Do off-site ministry such as visitation and be available for emergencies
- + Keep the parish records of the congregation.
- + Provide pastoral leadership on the Congregation Council and Sessions, guide and counsel committees and programs of the congregation, be the spiritual counselor of all members, and all other responsibilities outlined in the constitution of the congregation.
- + Attend the Presbytery meetings, moderate the Session and Congregational meetings, and as able, attend other events and meetings of the PC(U.S.A.) Also attend the Northern Great Lakes Synod Assembly and Conference meetings.

*[Signature]*  
President of Bethlehem Lutheran Church

3-19-20  
Date

*[Signature]*  
Ruling Elder on Session for First Presbyterian Church

3/19/20  
Date

*[Signature]*  
Pastor Lisa Ubbelohde

3/19/2020  
Date

*[Signature]*  
Attested to by Bishop Katherine Finegan

3-19-2020  
Date

Compensation Package – Lisa Ubbelohde  
Gold Plan – ELCA/Medicare Primary  
2/3rds Time

	<u>Housing</u>
1. Cash Salary	\$31,333
2. Housing	<u>8,000</u>
3. Subtotal	39,333
4. Social Security (Line 3 x .0765)	<u>3,009</u>
5. Defined Compensation	42,342
 <u>Portico Services</u>	
6. Health (minimum)	4,752
7. Pension (12%)	5,081
8. Disability (1.5%)	636
9. Basic Group Life (.7%)	296
10. Retiree Support (.7%)	<u>296</u>
11. Portico Total (Lines 6-10)	11,061
12. TOTAL	\$53,403

2/3<sup>rd</sup> time reflects an average of 3 Sundays/month, Holiday services, plus 3 days/week or up to 12 Sundays off annually, not including vacation Sundays

Mileage reimbursement by the current IRS rate

19 days vacation, includes 2 Sundays

9 days Continuing Education \$600

**ADDENDUM TO  
LETTER OF AGREEMENT FOR INTERIM PASTORAL MINISTRY**

The Florence Parish of Florence, WI

Consisting of Bethlehem Lutheran Church and First Presbyterian Church

And

Pastor Lisa A. Ubbelohde

Agree that:

The original agreement dated March 19, 2020,

\_\_\_\_\_ is hereby extended by this addendum to: June 1, 2021

\_\_\_\_\_ Is amended by this addendum as follows:

Rev. Lisa Ubbelohde shall begin her work as a 2/3rds time Intentional Interim Pastor beginning on June 1, 2020.

\_\_\_\_\_ The Duties and compensation package of the previous agreement shall remain the same.

We the undersigned, accept the terms of this addendum:

\_\_\_\_\_

President of Bethlehem Lutheran Church

\_\_\_\_\_ 9/22/2020

Date

\_\_\_\_\_

Ruling Elder on Session for First Presbyterian Ch.

\_\_\_\_\_ 9/22/2020

Date

\_\_\_\_\_

Pastor Lisa Ubbelohde

\_\_\_\_\_ 9/22/2020

Date

\_\_\_\_\_

Attested to by Bishop Katherine Finegan

\_\_\_\_\_ 9/22/2020

Date