

Working Agreement between Tim Woodroof and _____ Church

Tim Woodroof and the Leadership of the _____ Church have agreed to enter into a short-term partnership for the purpose of strengthening and encouraging the church, charting directions for the future, and focusing on specific ministry goals.

Tim has agreed to serve as “interim minister” for the _____ Church and as “consultant” for the leaders of the Church. This commitment involves:

1. Tim agrees to be with the _____ Church every weekend his calendar allows through the month of March. Extending this commitment beyond that point will depend on the Church’s need and Tim’s availability. We will evaluate the need for the next quarter six weeks in advance. For the April – June quarter we agree to evaluate, adjust, and commit to proceed by February 15.
2. On the weekends Tim can be at _____, he agrees to teach class and preach. He will also spend as much time as possible (during the Saturdays preceding) getting to know the Church’s leaders and the congregation as a whole.
3. Tim will make himself available through the week for contact with whomever the Church’s leadership designates as their “point person” via e-mail and telephone. The _____ Church’s “point persons” will be _____ and _____.
4. Tim will devote whatever time is necessary while not actually in [city name] for work related to: 1) preparing for future visits; 2) summarizing and building on conclusions from previous visits; and 3) developing and implementing the “plan of action” that emerges from this process.
5. Tim’s principle task is to evaluate the Church’s current health, challenges, and opportunities and then make recommendations for moving forward into a functioning and effective future.
6. These recommendations will take the form of a specific proposal which Tim will formulate in cooperation with the Church’s leaders and then help to implement.
7. At the heart of that proposal will be a program of visioning, spiritual growth, reconciliation, and leadership development.
8. Part of the proposal will entail “seminars” for the Church that will aim at training and equipping church leaders, addressing needs of specific sub-groups (e.g., young marrieds), and development of the church as a whole.
9. In addition, Tim understands that he will work hand-in-hand with church leaders to address on-going issues like pastoral care, educational plans, church calendar, family group effectiveness, etc.
10. Tim will help the Church “re-staff”—identifying, hiring, and mentoring a senior minister, and helping as he can with staffing needs in youth, missions, and other church ministries.
11. This Working Agreement may be suspended by either Tim or the Church, should circumstances change, with a one month notification by either party.

For their part, the leaders of the _____ Church agree to:

1. Commit their personal time and energies to the process of listening, learning, evaluating, developing, and planning. This includes attendance at meetings and activities on weekends Tim is visiting; reading suggested materials; accomplishing recommended tasks; and otherwise making themselves available to lead and support this effort.
2. Cooperate with Tim in developing a plan of action for addressing the Church's challenges and then committing themselves to working that plan to its conclusion.
3. Recognize that the Church is entering into this relationship with Tim because of his training, experience, and skills. He is primarily a *consultant*, helping the church do its work in more effective and Christ-like ways, not the designated person responsible for doing that work himself.
4. Designate a "point person" who is responsible for managing the relationship between Tim and the Church so that contact with Tim can be as efficient and coordinated as possible. Additionally, we will agree to designate preaching and teaching partners who will coordinate sermons and adult classes during the time Tim's schedule will not allow him to be at the _____ Church.
 - Point persons will be _____ & _____.
 - Preaching partner will be _____.
 - Teaching partner will be _____.
5. Work with Tim to find creative ways to address the staffing needs of the _____ Church.
6. Devote church time and resources to this effort: planning the church's calendar around related initiatives; making time during class and assemblies for announcements, teaching, and special events; providing access to the congregation through bulletin, mailings, website, visits; advertising in the community; etc.
7. Encourage, exhort, and expect the congregation to be involved in this process, to be positive and encouraging about it, and to use their gifts and talents to support it.

Financial Agreement

The _____ Church leadership agrees to provide Tim the necessary financial support so that he can devote sufficient time to leadership of this effort. This support involves three levels:

1. For a *normal weekend* (to include Saturday and Sunday), the _____ Church agrees to compensate Tim on the basis of \$_____ per visit, plus reimburse him for all expenses related to his visit.
2. For a *seminar weekend* (to include Friday evening, Saturday, and Sunday), the _____ Church agrees to compensate Tim on the basis of \$_____ per visit, plus reimburse him for all expenses related to his visit.
3. For a ten day visit (to include two weekends), the _____ Church agrees to compensate Tim on the basis of \$_____ per visit.
 - Tim is to include a seminar/training session during each of these visits
 - Tim will also make himself available to work with congregational people and issues on the Wednesday of that week, teaching class that Wednesday night
 - Tim will be solely responsible for all expenses related to his visit with the exception that the _____ Church agrees to provide housing for Tim (and Julie, should she accompany him) during these visits.

_____	_____
Tim Woodroof	Date
_____	_____
_____, Elder	Date
_____	_____
_____, Elder	Date
_____	_____
_____, Elder	Date
_____	_____
_____, Elder	Date