

**THE "INTENTIONAL INTERIM MINISTRY SUPPORT FUND"  
OF THE ILLINOIS CONFERENCE, UCC, and  
THE CHRISTIAN CHURCH (DISCIPLES OF CHRIST)  
ILLINOIS/WISCONSIN REGION**

**BACKGROUND**

"Intentional Interim Ministry" is a specialized ministry that has evolved in response to needs and requests of churches. Intentional Interim Ministers are those persons who have completed basic education for the practice of Intentional Interim Ministry and are actively engaged in this type of ministry. They are trained to assist congregations to work through transitional issues and problems, establish new goals and directions for ministry, and prepare for the coming of a new installed pastor.

What happens when an Intentional Interim Minister completes an interim position? Some move into a new interim position almost immediately or within a very short time (two to four weeks). For other Intentional Interim Ministers, however, a period of one to three months might occur before starting a new interim position -- because another interim position is not immediately available, or because he/she needs time to rest and re-group before assuming another position.

Some critical financial issues arise for Intentional Interim Ministers during their own "in-between times" when they are not receiving any compensation. These include:

- continuation of health/medical insurance;
- some source of income; and,
- pension contributions.

Some Intentional Interim Ministers have resources to meet some or all of these obligations. Many do not! This places the Intentional Interim Minister in a most precarious position.

Therefore, the "Intentional Interim Ministry Support Fund" has been established to provide financial support when necessary. The initial "seed money" to create this Fund came from the Illinois Conference, UCC. As of December, 1998, that amount had been repaid to the Illinois Conference and the Fund is now self-sustaining.

**USE AND PURPOSE OF THE FUND**

The purpose of this Fund is to provide an Intentional Interim Minister financial assistance up to three months during his/her "in-between time" (while seeking a new interim or other position) for the following:

- Medical/health insurance (full amount) plus pension maintenance fee;
- Salary (an amount to be determined based on the salary of the interim position just completed, other household income, and other circumstances); and/or,
- Pension (if there is a sufficient balance in the Fund), to be negotiated.

## **SUSTAINING THE FUND**

Primary support comes from those churches employing an Intentional Interim Minister. That church is asked to contribute an amount equal to 4% of the combined base salary and housing allowance. (For example: \$20,000 base salary plus \$6,000 housing allowance totals \$26,000 x 4% = \$1,040). Payments would be made to the Fund through the Illinois Conference monthly, quarterly, or other acceptable payment plan during the entire interim period. This plan would become part of the covenant (contract) negotiated between the church and the Intentional Interim Minister.

If a church is unable to contribute the full 4% amount, or had only a part-time Intentional Interim Minister, adjustments in the amount contributed could be made.

Any money contributed to the Fund would not be credited to one particular Intentional Interim Minister, but to the Fund as a whole.

Other support could come from special church, Association, Conference, or Regional offerings; gifts from individuals and organizations; and contributions from churches.

## **ELIGIBILITY FOR DRAWING ON THE FUND**

Those eligible to draw upon this Fund for assistance are:

- those with full ministerial standing in an Association of the Illinois Conference or the CCIW Region; and
- those whose call is to Intentional Interim Ministry and have completed basic education for Intentional Interim Ministry; and
- those who have served as an Intentional Interim Minister in the Illinois Conference or CCIW Region where in that setting contributions have been made to this Fund; or
- those who maintain their ministerial standing in the Illinois Conference or CCIW Region but serve in an intentional interim position elsewhere and in which setting contributions have been made to the Fund.

## **APPLICATION TO DRAW ON THE FUND**

It is suggested that 60 to 30 days before his/her interim position ends, the Intentional Interim Minister notify to the Association Minister where the Intentional Interim Minister holds standing or the Regional Minister, of his/her "definite" or "possible" need of support from the Fund.

The Intentional Interim Minister, in consultation with the Association or Regional Minister, prepares an application (copy to be attached) to be submitted to the Chairperson of the Steering Committee of the Association of Trained Intentional Interim Ministers. Upon receipt of the completed application, the chairperson authorizes the Illinois Conference Business Manager to make payments. In the event that the chairperson is not available or if the application is from the chairperson, the secretary shall authorize payments.

If the Intentional Interim Minister disagrees with the determined level of support, he/she may appeal the decision by requesting a meeting with the Steering Committee of ATIIM (The Association of Trained Intentional Interim Ministers of the Illinois Conference and CCIW Region). The decision reached at this meeting will be final.

In most situations, medical/health insurance premiums and pension maintenance maintenance fee payments or pension contributions will be paid directly to those agencies on behalf of the applicant. Some situations may necessitate a different payment arrangement. Salary will be paid directly to the Intentional Interim Minister.

When an Intentional Interim Minister who has received support from the Fund begins work in another position (interim or otherwise) within the three-month support period, she/he will negotiate with the new church or agency a pro-rated repayment to the Fund of medical/health insurance payments and pension contributions and salary from the date of re-employment. Such payment will be made within thirty days of re-employment.

All amounts drawn from the Fund for these purposes are considered a grant and are not expected to be repaid (except in the case of over payment or double payment as described in the preceding paragraph).

There are no limits in the number of times an Intentional Interim Minister may draw from the Fund so long as contributions are made by the church employing the Intentional Interim Minister and/or by the Intentional Interim Minister. In any three-month period, the maximum that can be drawn for benefits, pension and salary is \$5,000.00.

Once an Intentional Interim Minister ceases doing Intentional Interim Ministry, is asked to relinquish the position and title, loses his/her ministerial standing, declares retirement, or leaves for any other reason, all claims to draw on this Fund shall be terminated.

Financial needs beyond the three-month period described in this document shall be directed to the Illinois Conference Minister (UCC) or Regional Minister (DOC) who will seek a resolution and/or additional financial assistance from other sources.

## **ADMINISTRATION OF THE FUND**

This Fund shall be held by the Illinois Conference, but administered through ATIIM.

The Illinois Conference Business Manager will provide monthly reports to ATIIM, the Illinois Conference Minister and the CCIW Regional Minister on income, disbursements, and other activity of the Fund.

Any administrative costs relative to the use of this Fund shall be paid from the Fund. Likewise, any interest earned should be appropriately credited. Periodic review, evaluation and auditing of the Fund will be determined by the ATIIM Steering Committee, and/or as requested by the Illinois Conference Minister or the CCIW Regional Minister, or the Executive Committees of either ecclesiastical body.

As long as there is a sufficient balance in the Fund (determined by the ATIIM Steering Committee), loans may be made to five persons per year who are enrolled in basic education for Intentional Interim Ministry from the Interim Ministry Network or an equivalent training program. Loans can be for up to \$750 for each of two education sequences – total of \$1,500. Loans are without interest and must be repaid within two years of the completion of training. Procedures for applying for such loans and method of repayment can be obtained from the Association and Regional Ministers and from ATIIM. ATIIM shall be responsible to seeing that loans are repaid within the time frame as agreed upon in the application form.

If and when this Fund is no longer considered needed or necessary, the ATIIM Steering Committee in a manner consistent with the purposes of this organization shall dispose of the assets.

Revised 05/20/2006

Amended 02/02/2001

Approved by the Regional Council – CCIW

Approved by the Conference Council, Illinois Conference, U.C.C.