



## Definition of Compensation, Benefits, And Responsibilities for Pastoral Service

Prepared by \_\_\_\_\_

For The Reverend \_\_\_\_\_

For the Period \_\_\_\_\_

### A. COMPENSATION

The congregation will provide the following annual compensation:

- |   |          |
|---|----------|
| 1. Base Cash Salary   | \$ _____ |
| 2. Housing Allowance ( <i>if provided</i> )                               | \$ _____ |
| 3. Self-employed Social Security payment allowance ( <i>if provided</i> ) | \$ _____ |
| 4. If a parsonage or other housing is provided:                           |          |
| a. Utilities allowance  | \$ _____ |
| b. Furnishings allowance  | \$ _____ |
| c. Housing equity allowance   | \$ _____ |

### B. PENSION AND OTHER BENEFITS

The congregation will sponsor the pastor in the Pension and Other Benefits Program of the Evangelical Lutheran Church in America, which provides retirement, disability, survivor, and medical-dental coverage. (*Sponsorship will include medical-dental coverage for the individual's spouse and children unless they have other employer-provided group medical insurance coverage and the individual consents to waiving medical-dental coverage for them under the ELCA Pension and Other Benefits Program.*)

1. ELCA Pension 12% of defined compensation
2. ELCA Medical and Dental Insurance (*check one below*):  
 Member only       Member and Children       Coverage Waived  
 Member and spouse       Member, spouse & children
3. Other Insurance or benefits: \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

### C. EXPENSES

The congregation will provide for the following expenses related to this pastor's ministry:

- |   |          |
|---|----------|
| a. Automobile and travel allowance  | \$ _____ |
| b. Other professional expenses  | \$ _____ |
| c. Expenses for official meetings of the synod, as reimbursed                   | \$ _____ |
| d. Continuing education (\$1000 recommended; minimum \$700 from calling source) | \$ _____ |
| e. Other _____  | \$ _____ |
| f. Pay the moving expenses to this field of service as follows _____            |          |

### D. AGREEMENT

1. Vacation time of \_\_\_\_\_ days per year, including \_\_\_\_\_ Sundays
2. Paid sabbatical leave of \_\_\_\_\_ months after each four years of service in the same ministry setting.
3. Continuing education time of \_\_\_\_\_ weeks per year (*recommended minimum of two weeks per year that may be accumulated up to three years, as reflected in a continuing-education agreement developed by the rostered person and congregation council*)
4. Participation in a First-Call Theological Education Program, where applicable.
5. Ongoing care through a Mutual Ministry Committee.
6. Up to two months of continued salary and contributions to the ELCA Pension and Other Benefits Program in a 12-month period in the event that the pastor is physically or mentally disabled.
7. Maternity/Paternity or Adoptive leave of \_\_\_\_\_ weeks with full salary, housing and benefits (Recommended 6 weeks; 4 weeks minimum).

**OTHER PROVISIONS**

Special emphases of the pastor and special encouragement by the congregation:

- 1. During this time, the pastor will give special attention to the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2. The congregation will encourage and support this pastor’s ministry in the following ways:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. OTHER MATTERS**

Such as accountabilities, service on synodical or churchwide boards and committees, work in church camp programs, or other such details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F. POST CALL RETREAT WITH NEW PASTOR**

The Congregation Council in consultation with the new senior pastor will schedule a two-day retreat (evening Day 1, morning to afternoon Day 2) within three months of the arrival of the senior pastor. This retreat should be led by an outside resource person. At least 20% of the congregation should attend the retreat for it to be successful throughout the congregation. Please contact the Assistant to the Bishop for Leadership for resources.

**G. COTERMINOUS CALLS**

Calls of staff pastors are coterminous with the ending of the call of the senior/lead pastor and staff pastors will not be available for lead pastor call. See attached document on Team Ministry Calls for additional details.

**H. FIRST CALL THEOLOGICAL EDUCATION**

The FCTE ministry site is asked to: (a) Provide time for the first call leader to participate in all components of the FCTE program; (b) Budget for and provide at least \$500 annually to fund the events the leader will attend; (c) Participate in a Formative Review with the leader and representatives from the synod office 6-12 months into the leader’s new call.

We, the undersigned, certify that the necessary approvals of the congregation and congregational council have been granted for the provisions set forth above.

\_\_\_\_\_  
Congregation President

\_\_\_\_\_  
Council Secretary

Date: \_\_\_\_\_

I certify that I accept the above statement:

The Reverend \_\_\_\_\_ Date of signature: \_\_\_\_\_