

STEPS FOR COMPLETION OF FORM:

DEFINITION OF COMPENSATION, BENEFITS, AND RESPONSIBILITIES OF THE PASTOR

FIRST LINE: Prepared by _____ (Name and address of congregation)

SECOND LINE: for the Reverend _____ (Name of pastor)

THIRD LINE: for the period: _____ (Duration—normally for one year, with annual review)

A. COMPENSATION

LINE A.1.: List base cash salary.

LINE A.2.: List dollar amount of housing allowance beyond base salary. Designation of the percentage and amount of salary devoted to housing allowance must be done in an annual resolution of the congregation council's minutes. The individual pastor is finally responsible for any tax implications of the housing allowance.

Compensation does not include every expense or benefit connected with a particular ministry.

LINE A.3.: List dollar amount of any payment allowance (*if provided*) for "Self-employed Social Security."

LINE A.4.: If a parsonage or other housing is provided, consider costs of a utilities allowance (*if provided*) or other allowances (*if any*).

B. PENSION AND OTHER BENEFITS

The Pension and Other Benefits Program of the Evangelical Lutheran Church in America was established to provide the pastor with retirement, disability, survivor, and medical-dental coverage.

LINE B.1.: Indicate the percentage of contribution on the basis of the defined compensation of the pastor (salary and housing). The percentage is based on current requirements of the plan and the policy of the synod for Letters of Call.

LINE B.2.: Sponsorship will include medical-dental coverage (*where applicable*) for the pastor's spouse and children unless they have other employer-provided group medical insurance and the pastor consents to waiving medical-dental coverage under the ELCA Pension and Other Benefits Program.

LINE B.3.: List amounts of *other* insurance or benefits, if any, to be provided to the pastor, *beyond* those that are part of the pension and benefits contributions made by the congregation for the coverages provided under the ELCA Pension and Other Benefits Program (retirement, disability, survivor, and medical-dental coverage).

C. EXPENSES

Expenses are *NOT* part of the pastor's compensation. Rather, these items represent payment of costs related to the carrying out of this ministry.

LINE C.1.: Automobile expenses may be covered by a specified total annual amount or on an actual recorded mileage basis.

Other travel allowance provisions would be noted here as well.

LINE C.2.: Indicate amount (*if any*) to be provided for other professional expenses, such as an allowance for theological books and periodicals.

- LINE C.3.:* Coverage of expenses for official meetings of the synod is required.
- LINE C.4.:* Indicate amount provided for continuing education.
- LINE C.5.:* List other items and amounts to be provided for them.
- LINE C.6.:* For pastor accepting a call, define arrangements and reimbursements for moving expenses. Moving expenses normally are paid in full by the calling congregation.

D. AGREEMENT

- LINE D.1.:* Enter vacation time. Normally four weeks per year encompassing four Sundays is provided.
- LINE D.2.:* Enter time for continuing education. Minimum recommendation is indicated on the form.
- LINE D.3.:* Provision must be made for the “First-Call Theological Education Program” for recent seminary graduates.
- LINE D.4.:* This provides a reminder of the congregation’s commitment to the care exercised by a Mutual Ministry Committee (C13.04. in the Constitution for Congregations).
- LINE D.5.:* Disability leave provisions are coordinated with the ELCA Pension and Other Benefits Program and with Social Security.
- a. Up to two months of continued salary, housing, and contributions to the pension program in a 12-month period are to be provided by the congregation.
 - b. Provision may be made for further unpaid time for disability recovery as agreed by the congregation, but with the stipulation that unused accumulated sick leave will not be compensated at the end of the call.
- LINE D.6.:* Where applicable, parental leave is noted.

E. OTHER PROVISIONS

A description of the particular responsibilities of the position may be attached *or* a list may be included here indicating the areas to which the pastor will give special attention and the ways in which the congregation will offer encouragement.

F. OTHER MATTERS

Additional detail may be inserted here related to the broader responsibilities that a pastor may carry in the life of the church.



SIGNATURES

Normally, the president or vice president of the congregation signs and dates the document.

When accepting the agreement, the pastor signs and dates the document.