

PASTORAL CALL AGREEMENT

On this day, _____, in _____, having sought the guidance of the Holy Spirit and believing that God has called us to share in a mutual and common ministry in Christ, the people of _____ United Church of Christ at a regularly called meeting of this congregation, held on _____ voted to enter into covenant with a servant of God to become a pastor and teacher of this church beginning at a date yet to be determined no later than _____.

I TERMS OF CALL

This agreement between _____ United Church of Christ and _____ called as _____. All parties based the execution of the agreement upon their good faith.

The terms of call outlined in this agreement are contingent upon your holding Ordained Ministerial Standing with the _____ Association of the _____ Conference of the United Church of Christ. Should Ordained Ministerial Standing be suspended, revoked, or transferred for any reason, this agreement can be terminated immediately.

Believing that the cause and mission of Christ's church will be forwarded under the pastoral and spiritual leadership of _____, the congregation of _____ United Church of Christ joins in this agreement.

Our church calls the pastor to accept this pastoral office in our church by recognizing and acknowledging with us the responsibilities and duties as our pastor including: those outlined in the attached position description; those included in the constitution and bylaws of this church; and those by the customs and usages of the pastoral office of the United Church of Christ as defined in the United Church of Christ Manual on Ministry, particularly subsections entitled "The Local Church in Relation to Its Pastor," and "The Ordained Minister's Code,"

which include the right and responsibility of participation and leadership in the mission of the United Church of Christ, the ecumenical movement, and the community.

As a congregation, we wholeheartedly commit ourselves to the following terms of the covenant as we call our pastor and teacher. The terms of this agreement are for a _____ (full-time or part-time) commitment, which although there will be fluctuations, we expect _____ hours per week to be adequate to meet the terms of this agreement.

II RELOCATION EXPENSES

Our church will pay reasonable relocation costs to move the pastor and family from _____, _____ to _____, _____. It is the pastor-elect's responsibility to secure written estimates of the costs involved and submit them to our church's _____ so that we can adequately plan and execute our part of these logistics. Relocation costs include the expense of _____ (# of trips) advance home hunting trips for the pastor-elect and family, moving their household goods, mileage for transporting their automobiles, and meals and lodging for the pastor-elect and family enroute. These costs will not exceed \$_____.

III SALARY AND HOUSING

Because our church is committed to treating our pastor fairly and justly, we honor our God and one another by providing the following financial care. All figures listed in this section are annual amounts and will be pro-rated during the remainder of the current budget year.

CASH SALARY

Beginning on the yet-to-be-determined start-date, our church will pay \$_____ (cash salary) annually, as cash salary payable on a _____ (frequency of payroll cycle) basis. The treasurer of our church will make these payments.

HOUSING (select one option)

A HOUSING ALLOWANCE IS PROVIDED

Our church will provide a housing allowance, in accordance with Internal Revenue Service guidelines, of \$_____ per annum. Your housing allowance includes the costs of your housing, all utilities, maintenance, and furnishings.

A PARSONAGE IS PROVIDED

Our church will provide a parsonage for the pastor and family, including the cost of all utilities, maintenance, and taxes. As discussed with the pastor-elect, we have made the following repairs and improvements to the parsonage are suitable and attractive:

Further, in accordance with Internal Revenue Service guidelines, we will provide a furnishings allowance in the amount of \$_____ per annum, and an equity allowance of \$_____ per annum.

IV BENEFITS

HEALTH, DENTAL, AND GROUP LIFE BENEFITS

Our church will pay _____ (% or other) of the contribution costs required to provide health and dental coverage for our pastor and, if applicable the pastor's immediate family who are eligible, in the United Church of Christ Health and Dental Benefits Plans.

SOCIAL SECURITY AND MEDICARE OFFSET

Our church will compensate our pastor for the portion of Social Security and Medicare tax we would pay if pastors were permitted by the Internal Revenue Service to be paid as an employee of the church. This amount is the percentage established annually by the Internal Revenue Service. The current percentage equals _____% of cash salary, housing allowance, and furnishings/ allowance, as applicable, and will be paid to you on a _____ (frequency of payment) basis.

PENSION PLAN

A HOUSING ALLOWANCE IS PROVIDED

Our church will pay, on the pastor's behalf, an amount equal to _____% of the pension basis to the pastor's pension account in The Annuity Fund of the United Church of Christ. The pension basis equals total cash salary plus housing allowance. Using the information contained in this agreement, the pension basis for this year is \$_____ (calculated pension basis) and the annual contribution is \$_____ (contribution rate x pension basis).

A PARSONAGE IS PROVIDED

Our church will pay, on the pastor's behalf, an amount equal to _____% of 130% of the pension basis to the pastor's pension account in The Annuity Fund of the United Church of Christ. The pension basis equals total cash salary plus furnishings allowance. Using the information contained in this agreement, the pension basis for this year is \$_____ (calculated pension basis) and the annual contribution is \$_____ (contribution rate x pension basis).

LIFE INSURANCE AND DISABILITY INCOME BENEFITS

If the pastor is eligible to participate, our church will pay 1.5 % of the pension basis to the Life Insurance and Disability Income Benefit Plan of the United Church of Christ on the pastor's behalf. Using the information contained in this agreement, the pension benefit for this year is \$_____ (calculated pension basis) and the annual contribution is \$_____ (1.5 % of the pension basis).

V OTHER PASTORAL MINISTRY EXPENSES

Our church recognizes that to call forth the gifts God has given our pastor-elect to lead our church faithfully, we must provide both resources and support that will assist the pastor in remaining vital, creative, and energetic for this ministry. Therefore, our church will provide for

our pastor and teacher the following pastoral ministry-expenses and reimbursement for expenses incurred while the pastor is carrying out the ministry of this church.

PROFESSIONAL EXPENSES

Our church will reimburse the pastor for professional expenses not to exceed \$_____ per annum. Professional expenses include such items as books, journals, entertainment expenses for church guests, professional dues, vestments, and other legitimate costs incurred as a result of the pastor's service to this ministry. The pastor may submit expense items for reimbursement on a _____ (frequency of payment) basis.

CONFERENCE, ASSOCIATION, AND OTHER WIDER CHURCH MEETINGS

Our church values our pastor's participation in the wider church. Thus, we will pay reasonable expenses for attendance and participation in our United Church of Christ denominational, conference, association, and other meetings. When these events occur during a time we regularly gather for worship, the church will make other provision to provide leadership for our worship services. The amount established for meeting expenses is \$_____ for this year.

CONTINUING EDUCATION

Our church encourages and supports our pastor's opportunities to participate in clergy in-service training programs and continuing education programs to strengthen the pastor's ministry in this church. Therefore, we have budgeted \$_____ annually for the cost of the educational opportunities, not including travel costs. It is the pastor's responsibility to discuss in advance with the _____ (pastor/parish relations committee or other appropriate body) the nature, timing, and programmatic impact of these opportunities so that we can negotiate with the pastor the dates and types of events that best support our church's programs and needs for development.

Our church encourages participation in Pastoral Excellence Groups and provides funding to assure our pastor may participate. We have budgeted \$_____ annually for

the cost of a Pastoral Excellence Group. Should this funding not be adequate, the pastor should inform the governing board so adjustments can be made.

TRAVEL COSTS

Our church reimburses our pastor for using the pastor's automobile in fulfilling the duties of the office. The church pays for miles driven at the Internal Revenue Service mileage rate established each year. It is the pastor's responsibility to keep a log of mileage for appropriate services and submit it monthly for payment. The current automobile mileage rate is _____ cents per mile. There are also times when other transportation means will be necessary, as well as the cost of room and board while attending conference, association, and wider church meetings, and continuing education events. Therefore, we have established \$_____ for this year to cover such costs.

VI SABBATICAL LEAVE

Our church provides the pastor with a sabbatical leave of _____ months after _____ years of full-time ministry with our church. During the sabbatical, the pastor is paid full salary and benefits. It is the pastor's responsibility to share with _____ (name of governing board or pastor/parish relations committee), at least one year prior to beginning the sabbatical, the developing plans for time away. In the pastor's absence, we covenant with integrity to care for our church, our programs, our worship life, and each other. Further, we covenant not to use this time to accomplish or decide alone what we have not been willing or able to do together. We will, and we expect the pastor will also, use this time to reflect on our mutual ministry in Christ and how we can live more fully into our call as a church of Jesus Christ. Upon the pastor's return, we will invite the pastor to share with the church an overview of activities and learnings from the sabbatical. Unless otherwise agreed before the sabbatical, we expect that the pastor will continue as our pastor and teacher for at least one year after the return.

VII WEEKLY SCHEDULE, VACATION, FAMILY LEAVE AND COMPASSIONATE LEAVE

WEEKLY SCHEDULE

We realize that the demands of church life come at all hours of the day and night and that the covenant with our church requires the pastor's attention to matters at times often beyond control. In addition, we recognize the pastor's need each week to take time for self and family. Therefore, we encourage and support the pastor's ability to manage the equivalent of 2 day off per week for rest and relaxation and to be with family.

VACATION LEAVE

Our church provides our pastor and teacher _____ days of vacation leave during each twelve months of service. The congregation is responsible for our church, our programs, our worship life, and each other during the pastor's vacation leave.

FAMILY LEAVE

Family leave is extended to our pastor if the pastor and family experience the birth or adoption of a child. The pastor receives up to eight (8) weeks of family leave so that the pastor can care for self and family. Family leave does not accrue and unused leave is not payable upon termination.

COMPASSIONATE LEAVE

Our church realizes that life is not always predictable or within our own control. Therefore, in the event of special circumstances, compassionate leave is available. We understand special circumstances to include the death of an immediate family member, sickness, or personal crisis. We provide our pastor with up to five (5) days of compassionate leave per incident. Compassionate leave does not accrue and unused compassionate leave is not payable upon termination.

DISABILITY BENEFITS

Initial Disability: If the pastor becomes disabled and unable to practice pastoral responsibilities while serving our church, the church is responsible for paying full salary, housing, and benefits for the first 30 days of disability.

Period of Disability: If the disability prevents the pastor from performing pastoral responsibilities longer than 30 days, the church anticipates that the United Church of Christ Life Insurance and Disability Income Benefits Plan would become effective. The Pastor is eligible for Short Term Disability benefits after the first thirty days. The Short Term Disability benefits will continue for 22 weeks at which time, if still disabled, the pastor will be eligible for Long Term Disability. During the 30 day waiting period and the 22 weeks of Short Term Disability benefits the church would be expected to pay Health, Dental, Annuity and Insurance contributions.

Permanent Disability: If it becomes apparent that a disability will keep the pastor from performing pastoral responsibilities for longer than 22 weeks or permanently, the church will negotiate with the pastor or a responsible member of the pastor's family regarding the possible continued use of the parsonage (if applicable) for a mutually agreed upon time period beyond the initial period of disability.

DEATH BENEFITS

In the event of the pastor's death while serving our church, the church provides the immediate family, in addition to salary earned but not yet paid: cash salary and housing for the current month; cash salary, housing, and Social Security and Medicare offset for a period of _____ days; and the cash value of any vacation leave earned. Further provisions, if necessary, may be considered and will be discussed with the pastor's family by our _____ (governing body or other appropriate body), and our association or conference minister, and the association committee on the ministry.

DISABILITY AND DEATH BENEFITS

If death occurs during the first ninety days of the pastor's disability, the church provides the pastor's immediate family with up to _____ days of cash salary, housing, health and dental benefits, and Social Security and Medicare offset for both the initial period of disability and for a death benefit.

VIII FREEDOM AND RESPONSIBILITY OF THE PULPIT

Notwithstanding any of the other responsibilities outlined for our pastor and teacher in the attached position description and other resources referenced on the first page of this document, in accepting pastoral leadership we also accept our pastor's freedom of expression in the pulpit as it pertains to matters of faith and faithfulness according to the dictates of the Word of God, the work of the Holy Spirit, the traditions of the United Church of Christ, and the context in which we live our lives.

IX COPYRIGHT AGREEMENT

Church and minister acknowledge that sermons and other original written and spoken theological reflections authored by minister (collectively, "the works") are ecclesiastical events and moments which are the product of deeply personal spiritual reflection, prayer and discernment by minister. Church and minister agree that regardless of when and where such reflection, prayer, discernment and preparation of the works, occurs, whether or not on church premises or using church facilities and whether or not during regular church hours of operation, the content of such works remain personal to minister, with minister retaining all ownership, copyright, and other legal interests in such works and having unfettered discretion to reprise or republish such works for other purposes and at other times, and to alone have claim to any financial benefits that may attend thereto. Church and minister do not intend for this acknowledgment and agreement to constitute the conveyance by church to minister of either a taxable or tax-free excess benefit, but rather to reflect the ecclesiastical reality of the formation and ownership of these works. In consideration of minister's employment by church, minister hereby grants to church an irrevocable, non-exclusive, worldwide, sub-licenseable, transferable and royalty-free license to use, reproduce, distribute, create derivative works of, publicly perform and publicly display such works (whether solely or jointly with others) in any media now known or hereafter known. Such license shall continue in effect (I) while minister is employed by church and (II) thereafter, with the consent of minister, which consent of minister will not be unreasonably withheld or delayed. In no event shall use of such works by church be for purposes of its commercial gain; provided, that any such use in the ordinary course of church's stewardship

campaign shall not be considered a prohibited use for commercial gain. Church and minister agree at this time to amend the terms of the agreement regarding such works at any time and in any manner as minister in her sole discretion deems advisable to better and more fully reflect the intent of the parties expressed herein.

X REVIEW OF PASTORAL CALL AGREEMENT

Through our _____, and in accordance with our church's budget cycle _____ (frequency of budget cycle), the church negotiates with the pastor to update this agreement, keeping in mind increases in the cost-of-living, possible merit increases in salary, and consequent increases in benefits dependent upon salary.

XI MINISTRY AND PASTORAL/PARISH RELATIONSHIP EVALUATION

Our church accepts its responsibility to live faithfully and in covenant with our pastor and teacher. Accordingly, at the end of our first year together and every _____ (number of years) thereafter, we covenant to study and review the priorities of our church regarding our program and administrative goals; the pastor's relationship with our congregation; and the stated goals agreed to with the pastor in the position description, for the effectiveness of our mutual ministry.

XII MEDIATION PROCEDURES

Our church acknowledges that even as we pledge our faithfulness to God, one another, and our pastor and teacher, there may be times when difficulties within our relationship begin to overwhelm us. In those instances, we covenant with the pastor to seek the support, advice, and wisdom of our association or conference minister, or our association committee on the ministry, in order that we actively work to maintain the goodness of our relationship and the righteousness God has placed within it. Either, the pastor or the _____ (governing board) representing our congregation, can request such a consultation if, in the opinion of either, our relationships are becoming ineffective or unhealthy.

XIII TERMINATION OF PASTORAL CALL

Our church recognizes that most relationships do not last forever. We also acknowledge that many reasons can lead to a separation. Thus, this pastoral call agreement can be terminated by either party giving at least _____ days' written notice to the other, or upon other terms to which we both mutually agree.

XIV AFFIRMATION OF THIS PASTORAL CALL AGREEMENT

Believing that God has led _____ (name of pastor) to be our pastor and teacher and that, with God as our helper, both the pastor and our local church will remain faithful to the terms outlined in his pastoral call agreement, we affirm and validate all parts of this pastoral call agreement.

Signature of Pastor-Elect

Name of Pastor-Elect

Date

Signature of Moderator/President of the Congregation

Name of Moderator/President of the Congregation

Date

Signature of Association Representative

Date