

# Northwestern Ohio Synod ELCA

## 2010 COMPENSATION GUIDELINES: ORDAINED CLERGY (LIVING IN PARSONAGE)

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*Marked with the cross of Christ forever, we are claimed, gathered and sent for the sake of the world.*



**NWOS Board of Ministry**

**Approved by Synod Assembly May 16, 2009**

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**H**e who descended is the very one who ascended higher than all the heavens, in order to fill the whole universe. It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.

*Ephesians 4: 11 –13*

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**2010 Minimum Compensation and Benefit Guidelines:  
Ordained Clergy with Parsonage or Other Rent-Free Housing**

The Board of Pension contribution rates are based on the annual defined compensation of the participant. The Northwestern Ohio Synod is providing this worksheet for your use in the congregational budget process. Worksheets and additional information are available from the Board of Pension website at [www.elcabop.org](http://www.elcabop.org). The Northwestern Ohio Synod is "RATE CLASS 2."

**I. Minimum Financial Compensation**

**A. Determining the Cash Salary**

**1. Base Cash Salary**

\$  [ 1 ]

Does not include housing or professional expenses. See p. 11 for salary based of completed years of pastoral ministry. The resulting figure is the recommended **minimum base salary** for the pastor.

**2. Additions to Cash Salary**

\$  [ 2 ]

**Education / Advanced Degrees:** Further education enriches ministry. A reimbursement for advanced degrees is appropriate. A suggested amount added to base salary for advanced degrees is a multiplier of 1 to 3 percent.

**Responsibilities:** Each call is unique to the situation in any given context. Items to consider for additional compensation include multiple staff oversight; specialized ministry responsibilities and other considerations. A multiplier to be considered for this component is in the range of 1 to 3 percent.

**TOTAL CASH SALARY**

\$  [ 3 ]

**II. Benefits**

**A. FICA Allowance (Social Security Tax Allowance)**

FICA Allowance (Social Security) is based upon the total cash salary plus housing allowance.

Under current law, congregations are prohibited from directly paying social security tax for clergy. A congregation should provide an allowance for the pastor's social security tax of one-half of the amount of the self-employed social security tax of 15.30%. One-half = 7.65%. The allowance must be considered as salary in reporting to the IRS, and is also considered income when computing pension plan contributions.

**TOTAL CASH SALARY**

\$  [From Line 3]

**TOTAL HOUSING VALUE (With Parsonage)  
(LINE 3 x 30%)**

\$  [4]

\*The figure in box 4 is developed for FICA and pension purposes only and is not paid directly to the pastor.

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SUBTOTAL (Cash Salary + Line 4)      \$  X 7.65% = \_\_\_\_\_ [ 5 ]

TOTAL      \$  [ 6 ]

## B. Utilities and Furnishings Allowances:

### 1. Utilities Allowance:




The congregation may choose to pay all utilities directly or provide a designated allowance for such expenses. In any case the pastor is responsible for all pastoral and family-related long-distance telephone calls, any personal computer and internet service provider expenses, and other such personal expenses that should arise. All such expenses should be reimbursed to the congregation during the month or year they were incurred.

### 2. Furnishings Allowance:

A furnishings allowance may include such expenses of the parsonage as maintenance, supplies and other items needed to maintain the parsonage on a day-to-day basis and not covered under other allowances. This can be paid directly to the pastor and designated as such for IRS purposes. This allowance may be deducted from the total cash salary.

## C. Housing Equity Allowance:

**Equity Allowance** should be provided if the pastor lives in a rent-free home provided by the congregation.

-  The congregation pays a predetermined amount in monthly installments to the pastor or to a depository account agreed upon by the pastor and the congregation. The housing equity allowance may be placed in a tax deferred account; however, if this is done, it must be paid directly to the depository institution into such an account. **If paid directly to the pastor, it becomes taxable income.**
-  The housing equity allowance is intended to assist the pastor and pastor's family in building enough capital to buy a home when the pastor retires, should become disabled, dies, or when the congregation disposes of its parsonage and begins paying a housing allowance. A pastor may use this allowance towards the purchase of a home to be used during retirement. When the pastor leaves the congregation, the accumulated assets may be transferred to another congregation's depository institution or paid directly to the pastor. The pastor should consult a tax specialist for the most advantageous situation.
-  A beginning point in establishing an Equity Allowance is 3 to 5 % of the total salary plus social security reimbursement.

## D. Other Allowances:

### 1. Tax-Sheltered Annuity:

Contributions may be made by way of a voluntary salary reduction when agreement has been reached between the pastor and the congregation. This contribution is sent directly to the financial institution on behalf of the pastor by the congregation.

**E. ELCA Pension and Medical and Dental Plan:**

Total plan costs are based on the annual **Total Defined Compensation** which includes:

- ✓ Total Base Salary
- ✓ Housing equity contribution if paid directly to the pastor
- ✓ Tax-sheltered annuity contributions made via a voluntary salary reduction agreement between pastor and congregation
- ✓ Clergy Social Security allowance
- ✓ Actual housing allowance paid to the pastor **OR** thirty (30) % of the base salary plus social security allowance when the pastor lives in rent-free housing provided by the congregation
- ✓ Utilities and/or furnishings allowance if paid directly to the pastor

Annual **Total Defined Compensation** does not include:

- ✓ Utilities and/or furnishings allowance, if paid directly to the utility company or other business entity
- ✓ Housing equity contributions made to the Optional Pension Plan or to another financial institution
- ✓ Employer -paid additional pension contributions made on behalf of the pastor, in addition to salary
- ✓ Automobile allowance
- ✓ Book allowance
- ✓ Continuing education allowance

**1. Regular Pension Plan:**

Under the ELCA Regular Pension Plan, the congregation is required to pay the minimum pension contribution rate which varies between 10 to 12 %. The rate will be higher than 10% for individuals age 35 and over and who are participating in the pension plan of a predecessor church as of December 31, 1987, depending on attained age level on that date as follows:

<b>Age on December 31, 1987</b>	
55 or older	12%
45-54	11%
Under 45	10%
All other members	10%

ELCA Regular Pension at  % = \$

**2. Disability, Survivor Benefits & Administration:** \*(Based on 2010 ACTUAL Rates) - Rate Class 2

Disability	2.6 %	
Survivor Benefits	- 0 -	
Administration and Retiree support	0.7 %	
<b>TOTAL</b>	<b>3.3 %</b>	= \$ <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span>

**3. Medical and Dental Plan Contribution:** \*(Based on 2010 ACTUAL Rates) - Rate Class 2

	Contribution Monthly Minimum	Contribution Monthly Maximum
<input type="checkbox"/> Member Only ( 12.6%)	\$ 494	\$ 667
<input type="checkbox"/> Member and Spouse (22.1 %)	864	1,168
<input type="checkbox"/> Member and Children (22.1 %)	864	1,168
<input type="checkbox"/> Member, Spouse, and Children (31.5 %)	1,234	1,669
<input type="checkbox"/> Coverage Waived		

(0% Administrative Fee eliminated in 2001)

Other Insurance or Benefits: \_\_\_\_\_ = \$   
 The congregation may also provide supplemental medical plans.

**TOTAL** % = \$

**F. Reimbursable Expenses:**

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

**1. Automotive and Travel Expenses**

There are three ways to handle auto expenses (choose one):

- a. Congregation purchases or leases an auto \$ \_\_\_\_\_
- b. Reimburse miles driven at current IRS reimbursable rate \$ \_\_\_\_\_
- c. Pay lump sum (negotiated between pastor and congregation) \$ \_\_\_\_\_

2. **Continuing Education** (\$1,000 recommended; Minimum \$700)

\$

Clergy of the ELCA are expected to participate in a specified number of “contact hours” annually in organized continuing education. The scheduling of continuing education opportunities should be determined by the pastor in consultation with the congregation’s Staff Support (Mutual Ministry) Committee and the congregational council. They should also negotiate the costs of tuition, books, supplies, travel, and living expenses related to the continuing education leave. The 1997 Churchwide Assembly adopted the following motion regarding funding of continuing education for pastors:

*The resolution stipulates “providing an appropriate share of funding for continuing education and programs of extended study and renewal (growing to a minimum of \$700 - \$1000 from the congregation or agency and \$300 from the rostered individual by the year 2000).”*

The ELCA statement defining this expectation follows:

***“Continuing Education in the Evangelical Lutheran Church in America is intended to equip those in leadership roles so that the whole body of Christ may better carry out God’s mission. Pastors, associates in ministry, deaconesses, diaconal ministers (all rostered leaders) are accountable to the Church for life-long learning and development.***

***The current “Definition of Compensation, Benefits, and Responsibilities” attached to the Letter of Call recommends a minimum of two weeks annually for continuing education. A proposal on continuing education for the 1997 Churchwide Assembly recommended that the two weeks be interpreted as 50 contact hours. A contact hour is defined as 50 minutes of guided activity to meet the needs of a continuing education plan. The rostered leaders consult annually with their mutual ministry committee or supervisor for planning, reviewing and reporting their continuing education activities and hours to the congregational leadership and synod bishop.***

***Per Churchwide Assembly, August 1997***

The 1997 Churchwide Assembly approved making it a requirement that those rostered leaders beginning their first Call will participate in a three-year *First Call Theological Education* program. This program will consist of a portion of the 50 contact hours defined above.

Therefore, congregations of the Northwestern Ohio Synod are encouraged to make available to their pastor(s) at least 14 days per year for continuing education. It is vital for their rostered leaders to continue to grow in their ministry skills and to refresh and revitalize their own lives. Such opportunities also help a congregation in its own vitality and ability to minister. Therefore, the time offered for continued education should not be considered as vacation time.

Indicate the number of weeks (or days) for continuing education.

**Number of Continuing  
Ed. Days / Weeks**

Additional considerations regarding continuing education:

- ***Leadership or Extended Study and Spiritual Life of Rostered Leaders:*** As part of the ELCA’s adopted program for “Lifelong Learning and Development of Faithful Pastors,” an extended period of study (sometimes referred to as a sabbatical) is recommended for all rostered individuals every three to five years in the present Call. This period of extended study should range from one to three months and shall be used for learning, personal rest and renewal, including attention to health and wellness issues, and preparing for re-entry.

In May of 1999, the Northwestern Ohio Synod Assembly passed a resolution calling for the Northwestern Ohio Synod Council to recommend to each congregation of the synod that time and expenses for each rostered leader be provided to spend **at least one week a year on intentional, disciplined spiritual retreat**. This is in addition to the continuing education time already provided.

All compensation and benefit, as budgeted, shall continue during this time of study. It is understood that the extended study and renewal period serves as the entire period of continuing education time for that year.

○ **Forfeiture of Accrued Time:** Should the pastor accept a call to another parish or field, or retire, the accrued continuing education time and funding is forfeited; nor is any accrued time and funding transferable to a pastor who replaces the one who has just left.

3. **Other professional expenses:** \_\_\_\_\_

\$

Other Professional Expenses include books, subscriptions to magazines and journals, media resources, vestments, etc. Such expenses may be handled by establishing a set amount in the budget and pay the expenses at the time of purchase or as they occur. Assembly and other official meeting expenses generally are the responsibility of the congregation by constitution.

4. **Moving expenses:**

\$

When a congregation, agency, or institution is calling a new pastor, the most common way of handling moving expenses is for the pastor, once the call has been accepted, to contact two or three moving companies, seeking bids for making the move. (It should be noted that several moving companies offer a large discount for moving clergy inter-state.) The bids are then submitted to the governing board of the calling body and determination of which bid to accept is then made. The pastor is informed and final arrangements are then made with the chosen company. Additional costs of making the move may include the travel, meals, and lodging of the pastor and family.

**TOTAL REIMBURSABLE EXPENSES**

\$

### III. OTHER CONSIDERATIONS:

- A. Vacation time of \_\_\_\_\_ weeks per calendar year, including \_\_\_\_\_ Sundays;
- B. 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 pastor and the congregation council;
- C. Participation in a *First-Call Theological Education Program* where applicable;
- D. On-Going care through a Mutual Ministry Committee;
- E. Up to two months of continued salary and contributions to the ELCA Pension Plan and Other Benefits Program in a 12-month period in the event the pastor is physically or mentally unable to carry out the duties as agreed upon under the Call\*; and
- F. Where applicable, parental leave of up to six weeks with full salary and benefits.

\*Provision may be made for further unpaid time for physical or mental disability recovery periods, as defined and agreed upon by the congregation. If this provision is used, a stipulation should be added that unused accumulated sick leave will not be compensated at the end of the call, depending upon the amount of time taken for disability.

**G. CONGREGATIONAL SUPPORT PROVISIONS:**

Special emphases of the pastor within the life of the Call, and support by the congregation:

1. During the period of this agreement, the pastor will give special attention to:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

2. During the period of this agreement, the congregation will support the pastor by:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

3. This section describes certain aspects of the agreement such as accountability of agreed-upon terms and provisions, as well as identifies expectations the congregation or pastor may have pertaining to churchwide or synodical boards and committees, work in church-camp programs or other programs, and other details of the agreement which are not included in any of the previous sections, but are defined below:

We, the undersigned, certify that the necessary approvals of the congregation and congregational council have been granted for the provisions set forth in this agreement and that the agreement has been reviewed with the pastor.

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*Pastor*

*Date*

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*Congregational President or Officer*

*Date*

**NOTES: (1)** If this agreement is being presented at the time of a new *Call*, sign and send the original, along with the *Letter of Call* to: Office of the Bishop, Northwestern Ohio Synod, 621 Bright Rd., Findlay, OH 45840 to the attention of Mary Hanson. Make a copy of this agreement and retain for the congregation's records.

**(2)** If this agreement is being presented during the course of the annual compensation review, retain the original in the records of the congregation. Place a copy in the pastor's file and send one copy, along with any particular responsibilities of this *Call*, to: Office of the Bishop, Northwestern Ohio Synod, 621 Bright Rd., Findlay, OH 45840 to the attention of Mary Hanson.

**APPENDIX A***2010 Recommended Minimum Compensation Guidelines for Ordained Clergy*

<b>Years of Ordained Service</b>	<b>Recommended Minimum Compensation</b>
0	31,894
1	32,357
2	32,856
3	33,337
4	33,851
5	34,331
6	34,821
7	35,304
8	35,842
9	36,327
10	36,804
11	37,262
12	37,809
13	38,297
14	38,815
15	39,290
16	39,784
17	40,302
18	40,792
19	41,264
20	41,761
21	42,271
22	42,739
23	43,231
24	43,734
25	44,245
26	44,730
27	45,202
28	45,733
29	46,213
30	46,699

**NOTES:** See accompanying notes on page 12

*Notes: ((to Ordained Clergy Compensation Table))*

1. Weighted formula for one-column minimum compensation was based on the number of congregations that have confirmed membership in the four categories: <300; 301-600; 601-900; and 901+
2. At the 2009 assembly members voted to retain 2009 compensation rates for the 2010 year.
3. The compensation figures **do not** include housing, utility, equity, or other allowances.
4. Add \$350 for each year of completed service beyond 30 years.



## APPENDIX B

### 1. *MINISTRY FOCUS*

When a congregation works deliberately to formulate a *Mission Statement* and set specific goals for its ministry, a pastor often needs to give special attention to specific areas of ministry. It is appropriate for the leadership and pastor to review and define what those areas are by cooperatively discussing them at least annually. Should the congregational leadership wish to pursue the development of such goals, there are many resources available through the *Northwestern Ohio Synod* bishop's staff.

### 2. *ANNUAL REVIEW*

The ministry and compensation package of the pastor should be reviewed on an annual basis. The review should be based on the conditions of the Call, position description, constitution, performance, and personal growth factors by the Mutual Ministry Committee and/or Congregation Council. The evaluation may include other pastors and/or AIMs on staff if desired. The *Compensation and Benefit Guidelines* should be used as one resource for the annual review. This document should be updated and renewed annually, a copy retained in the pastor's file.

### 3. *PASTORAL SUPPORT*

Additional ways in which a congregation may encourage and support its pastor are:

- ✓ Regular prayer for the pastor, the pastor's family and ministry
- ✓ Social invitations into the homes of members
- ✓ Appropriate recognition as a leader in the congregation's mission and ministry
- ✓ Fair compensation and benefits, reviewed and updated annually
- ✓ An annual review of the ministry of both the pastor and the congregation
- ✓ Members actively participating in the ministry of the congregation  
(committees, council, worship, teaching, etc.)
- ✓ Encourage growth opportunities through continuing education participation

In addition to the above, it is appropriate to also describe the pastor's accountability (monthly and annual reports, written and/or oral, to whom, etc.).

### 4. *CHURCHWIDE COMMITMENT*

There are times in the midst of the pastor's ministry when he/she is called upon to serve in ways that take her/him beyond the congregation. Examples may include church-related activities such as serving as a Bible study leader or chaplain at a church camp, on a synodical or ELCA committee or task force, or short-term teaching at a college or seminary. In any case, this "extended ministry" should be fully negotiated through the congregation's Staff Support (Mutual Ministry) Committee and with the approval of the Congregation Council. Such "outside" ministry should not be considered as vacation time.

## **5. WORK WEEK**

Because of the nature of ministry, it is recognized that pastors are expected to fulfill many evening and weekend responsibilities, more than Sunday morning worship. Therefore, adequate time off (one day per week) should be granted that would be free from ministry-related responsibilities.

## **6. VACATION**

Four weeks of vacation is recommended and should include at least four Sundays. Because of the nature and intensity of ministry, it is appropriate to grant this amount of time to the pastor(s) for personal renewal and re-energizing. Additional vacation time may be offered as the pastor continues to share in an effective and faithful ministry in the congregation for a number of years.

## **7. SICK LEAVE**

Sick leave should be provided for up to *two* months per year (non-cumulative) with full salary, housing, and benefits. A provision for partial disability must be agreed upon beyond that time in coordination with the E.L.C.A. Board of Pension.

## **8. MATERNITY LEAVE**

At least up to *six* weeks should be allotted with full salary, housing, and benefits. Because of special concerns or needs, additional time may be negotiated between the pastor and the congregation.

## **9. PATERNITY LEAVE**

It is recommended that congregations, agencies, and institutions grant leave time to “new fathers” with full salary, housing, and benefits for a period negotiated ahead of time. Up to *two* consecutive weeks is a reasonable amount of time. Because of special concerns and needs, additional time may be negotiated between the pastor and the congregation.

## **10. ADOPTIVE PARENTAL LEAVE**

Leave time should be provided to “new parents” of adopted children, immediately following the adoption. At least two weeks, taken consecutively, is appropriate with full salary, housing, and benefits. Because of special concerns and needs, additional time may be negotiated between the pastor and the congregation.

## **11. WORKERS' COMPENSATION**

Under Ohio law, clergy **may** be covered by Workers' Compensation. Clergy are not required to pay Workers' Compensation. The Board of Pensions already provides a *Disability Plan* in its program that will encompass most situations normally covered under Workers' Compensation. For further information regarding this option, contact the Ohio Bureau of Workers' Compensation Office (800. 282-9536) or the Board of Pensions (800. 352-2876).

## **Worksheet: *Determining Compensation and Benefits for Clergy Living in Parsonage or Other Rent-Free Housing***

### I. COMPENSATION

#### A. Cash Salary

1. Insert the base compensation figure from Appendix A, p. 11 that pertains to your pastor's years of service \$  (1)

2. Additions to Cash Salary (see p. 4) \$  (2)

**SUBTOTAL CASH SALARY** (Box 1 + Box 2) **\$  (3)**

### II. BENEFITS

A. **FICA (Social Security)** \$  (4)  
7.65% (see p. 4)

Total Income for Tax Purposes \$  (5)

#### B. Housing

\*See Box 4 on Page 4 \$  (6)

C. **Tax-Sheltered Annuity Contributions** (see p. 5) \$  (7)

#### D. **TOTAL SALARY for Pension Purposes**

Includes:

Box 5 + Box 6 for pastor who \$  (8)  
lives in parsonage or rent-free housing

E. **Pension, Survivor, Disability, Medical and Dental Benefits** (see pp. 6-7) \$  (9)

F. **Continuing Education Allowance** (see p. 8) \$  (10)

**TOTAL BENEFITS**

Box 4+ 7 + 9 + 10

\$  (11)

**\*Boxes 11 and 12 are not for tax or pension purposes; they are for congregational compensation documentation purposes only.**

**TOTAL COMPENSATION PACKAGE**

Box 3 + 11

\$  (12)

**III. EXPENSES / ALLOWANCES**

**A. Automobile Allowance** (see p. 7)

\$  (13)

**B. Other Expenses / Allowances**

\$  (14)

**TOTAL EXPENSE ALLOWANCES**

\$  (15)



### ***Housing Equity Designation Form***

[This form is for use when the congregation does not make contributions to a housing equity allowance to the member's ELCA optional pension plan. When payments are made to the ELCA optional pension plan, the congregation uses the forms presented by the custodians of this fund.]

#### **Housing Equity Allowance Agreement**

At a properly called meeting of the congregation of \_\_\_\_\_ Lutheran Church, with a quorum present, held on \_\_\_\_\_, it was moved, seconded, and noted to establish a housing equity allowance fund for the Rev. \_\_\_\_\_ with one (1) initial contribution of \$\_\_\_\_\_ for the year 20\_\_\_\_, and with two (2) subsequent annual contributions to be determined each year thereafter by vote of the congregation.

The conditions of this agreement are as follows:

1. The annual contribution shall be placed in an interest-bearing account in the name of the congregation.
2. The fund shall not be available for use by the congregation or the pastor except for the purchase of a house by the pastor or the pastor's spouse.
3. The fund shall be paid in full to the pastor or survivors in the event of the pastor's disability, retirement or death.
4. Upon resignation as pastor from this congregation and acceptance of a call to another congregation or organization, the fund balance shall be transferred to the new employer or the pastor, as the pastor may direct.
5. The funds shall be payable to the pastor's estate if there is no surviving spouse.

Congregational President or other Officer

Date

Pastor

Date

### ***Designation of Household Furnishings' Allowance***

Upon motion duly made and seconded, it was voted to designate \$\_\_\_\_\_ as a *Household Furnishings Allowance* for 20\_\_ to be paid to the Rev. \_\_\_\_\_ in response to the pastor's request and acknowledgement that the allowance so designated does not exceed the fair value of the cost of those items covered by this allowance (furnishings, cleaning supplies, renter's insurance, minor repairs and maintenance, appliances, and/or utilities). It is furthermore acknowledged by the pastor that should these funds exceed the total expenditures for the year the difference will be reported as taxable income.

Congregational President or other Officer

Date

Pastor

Date

## Pastoral Severance Policy

*(NWOS Board for Ministry September 2004)*

When, after consultation with the Bishop of this synod, or his/her designee and congregational leaders, a pastor deems it necessary to resign a call without having accepted another call or entering into retirement, the congregation, in consultation with the bishop of the synod and/or his/her designee, shall provide a severance package to the pastor.

It is recommended, the severance package shall be offered at least 13 weeks or three months, and shall include salary, housing allowance, medical and pension benefits, and Social Security offset. If the pastor is living in the congregation's parsonage, the pastor shall be given the opportunity to remain in the parsonage for at least 13 weeks or three (3) months.

Additionally, any accrued but unused vacation time for the current calendar year shall be compensated with full salary and benefits for up to four (4) weeks.

In the event that the pastor is called to rostered ministry prior to the conclusion of the severance period, the congregation is released from further severance responsibility as of the date of the new call's acceptance.



**Letter of Agreement for Severance Package  
with Pastor and Congregation**

Date \_\_\_\_\_

As officers of \_\_\_\_\_ Lutheran Church of \_\_\_\_\_ Ohio/Indiana, the President, Vice President, Secretary and Treasurer (Officers or Elders) do hereby accept the resignation of Pastor \_\_\_\_\_ as Pastor of \_\_\_\_\_ Lutheran Church, and pledge our prayers in Christian love for Pastor \_\_\_\_\_.

In an effort to extend our concern for Pastor \_\_\_\_\_ and his/her family, and as a gesture of appreciation for his/her service to this congregation, Pastor \_\_\_\_\_ will be granted a severance package for three (3) months, including regular salary, housing allowance\*, full medical and pension benefits (if included in current congregational full compensation package), and Social Security offset (if included in current congregational full compensation package). Pastor \_\_\_\_\_ will also be fully compensated for \_\_\_\_\_ weeks/days of unused vacation time.

\*If pastor lives in a parsonage, he/she will be given the opportunity to remain in the parsonage residence for the three months of severance as well as the weeks/days of unused vacation for the current year.

In the event that Pastor \_\_\_\_\_ is called to roster ministry prior to \_\_\_\_\_ (last day of severance and unused vacation period combined), the severance responsibilities of this congregation will be terminated at that time.

May God grant peace and love to Pastor \_\_\_\_\_, his/her family, and to this congregation.

---

President                      Date    Vice President                      Date

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Secretary (or Elder)    Date    Treasurer (or Elder)    Date

I have read the contents of this severance agreement and understand and accept this agreement.

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Pastor                      Date    Synod Bishop/Designee                      Date