

**DEFINITION OF COMPENSATION, BENEFITS  
AND RESPONSIBILITIES OF THE PASTOR**

Prepared By: \_\_\_\_\_

For the Rev. \_\_\_\_\_

For the calendar date: \_\_\_\_\_ to \_\_\_\_\_

Congregation: \_\_\_\_\_ Location: \_\_\_\_\_

**A. COMPENSATION**

The congregation will provide the following annual compensation:

1. Cash Salary
    - a. Base Cash Salary \$ \_\_\_\_\_
    - b. Other Cash Salary Considerations \$ \_\_\_\_\_

**Total Cash Salary (Lines 1.a. + 1.b.) = \$ \_\_\_\_\_**
  2. If parsonage is not provided: Housing Allowance = \$ \_\_\_\_\_
  3. If parsonage is provided:
    - a. Utilities Allowance = \$ \_\_\_\_\_
    - b. Furnishings Allowance = \$ \_\_\_\_\_
    - c. Housing Equity Allowance = \$ \_\_\_\_\_

**Total of Lines 3a, 3b, 3c = \$ \_\_\_\_\_**
  4. Self-Employed Social Security Payment Offset (if provided) \$ \_\_\_\_\_
- Total Compensation & Housing = \$ \_\_\_\_\_**

**B. PENSION AND OTHER BENEFITS**

The congregation will provide appropriate pension, disability, survivor, health & dental coverage.

1. ELCA Pension at \_\_\_\_\_% = \$ \_\_\_\_\_
2. ELCA Medical and Dental Insurance (check one plan) = \$ \_\_\_\_\_  
(Based on 2007 Board of Pension actual rates)
  - a. Member Only (12.6%)
  - b. Member and Spouse (22.1%)
  - c. Member and Children (22.1%)
  - d. Member, Spouse, and Children (31.5%)
  - e. Coverage Waived (0% Waiver change eliminated in 2001)
3. Disability & Survivor Benefits & Administration & Retiree Support (2.7%) = \$ \_\_\_\_\_

4, Other Insurance or Benefits: \_\_\_\_\_ = \$ \_\_\_\_\_

**Total Pension & Health Benefits =** \$ \_\_\_\_\_

**Total Compensation Package** \$ \_\_\_\_\_

**C. EXPENSES**

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

- 1. Automotive and Travel Expenses (maximum IRS allowable rate) = \$ \_\_\_\_\_
- 2. Other professional expenses: \_\_\_\_\_ = \$ \_\_\_\_\_
- 3. Expenses for official meetings of the synod (not reimbursed by synod) = \$ \_\_\_\_\_
- 4. Continuing Education (\$1,000 recommended; minimum \$700) = \$ \_\_\_\_\_
- 5. Other: \_\_\_\_\_ = \$ \_\_\_\_\_
- 6. Moving Expenses associated with beginning call to this congregation = \$ \_\_\_\_\_

**D. AGREEMENT**

- 1. Vacation time of \_\_\_\_\_ weeks per calendar year, including \_\_\_\_\_ Sundays;
- 2. 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;
- 3. Participation in a *First-Call Theological Education Program* where applicable;
- 4. On-going care through a Mutual Ministry Committee;
  - i. 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 agree upon under the Call\*; and
- 6. 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.

**E. OTHER 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. \_\_\_\_\_

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

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

**F. OTHER MATTERS**

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:

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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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*Congregation President* \_\_\_\_\_ *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.