



Definition of Compensation, Benefits and Responsibilities Covenant

Prepared by _____

for _____

for the period: _____ to _____

DEFINED COMPENSATION

The congregation will provide the following annual compensation.

Total Defined Compensation (*Line 56 of Compensation Worksheet*): _____

The section below should be completed after the pastor identifies what portion of Defined Compensation will be for Housing Allowance. The sum of the three figures below should equal the Total Defined Compensation.

a. Base cash salary (*Line 65 of Compensation worksheet.*)

b. Housing allowance (*Line 64 of Compensation Worksheet. Pastor will provide this amt.*)

c. Self-employed Social Security allowance (*Line 54 of Compensation worksheet*)

If a parsonage or other housing is provided:

Utilities allowance _____

Furnishings allowance _____

Other _____

RETIREMENT AND OTHER BENEFITS

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

1. ELCA Retirement at _____ % of defined compensation

2. ELCA Medical and Dental Insurance (check one below):

Member only Member and spouse Member and children

Member, spouse & children Coverage waived

3. Housing Equity Retirement Contribution (if parsonage is provided) _____

4. Other insurance or benefits _____



EXPENSES

The congregation will provide for the following expenses related to this minister’s ministry.

Automobile and travel allowance _____

Other professional expenses (Boundary Education, professional associations...) _____

Expenses for official meetings of the synod (Theological Conference, Synod education offerings, ...) as reimbursed _____

Continuing education (*\$1,000 recommended; minimum \$800 from calling source*) _____

Other: _____

Moving Expenses to be covered, if applicable:

1. Vacation time of _____ days per year, including _____ Sundays;

(recommended minimum of four weeks/20 days total)

AGREEMENT

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 congregation’s council);

3. Participation in a First-Call Theological Education Program, where applicable;
4. Ongoing care through a Mutual Ministry Committee;
5. Up to two months of continued salary, housing and contributions to the Portico Health benefits, Retirement and Other Benefits Program in the event that the minister is physically or mentally disabled *(see Compensation Guidelines, Page 11, Temporary Disability);*

6. Family and Medical Leave of _____ weeks with full salary, housing, and benefits *(Synod Guidelines recommend a minimum of eight weeks paid Family and Medical Leave shall be granted to a rostered leader, with the option to extend that leave without repercussion an additional four weeks by use of vacation time and/or unpaid leave.)*

7. Other:



SPECIAL PROVISIONS FOR PART-TIME MINISTRY (if applicable)

The minister will devote approximately _____ hours per week to the fulfillment of pastoral duties. In the section below, detail specific duties of the part-time minister, prioritizing such duties, and in the second part, note ministry tasks to be shared or wholly done by congregation members or attach a separate document.

A description of the specific responsibilities of this position may be attached to this “Definition of Compensations, Benefits, and Responsibilities” or the following may be completed:

OTHER PROVISIONS

Special emphases on the minister and special encouragement by the congregation:

During this time period, the minister will give special attention to ministry to the following:

- (a) _____
- (b) _____
- (c) _____
- (d) _____
- (e) _____

The congregation will encourage this minister’s pastoral duties in the following ways:

- (a) _____
- (b) _____
- (c) _____
- (d) _____
- (e) _____

OTHER MATTERS

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

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

Congregational President

Council Secretary

Date: _____

I certify that I accept the above statement:

Minister

Date

NOTE: Retain original in records of the congregation. Make a copy for the pastor. As a matter of information, send a copy to the synodical office. A description of the specific responsibilities of this position may be attached to this "Definition of Compensation, Benefits, and Responsibilities."

This document should be reviewed and updated annually.