

## **Intentions and Suggestions for the use of the Annual Update of Minister's Calling Agreement form**

The history of this document is based on a pragmatic need to provide a way in which congregations and clergy can mutually affirm certain details of each fiscal year's annual benefit and reimbursement agreement for a congregation's pastor. Over the years, the cumulative records of each yearly report provide an easily understood, if only partial, history of how the congregation has supported their pastoral staff.

This document is not intended for use outside an overall annual budgeting process for a congregation. Nor is this form intended to be used in a manner to annually decide whether, or not, a minister should continue to be employed as the called pastoral staff person; nor should it be used to pursue termination of any ministerial staff. This form is only a resource for use between pastor and parish to clarify and record a mutual understanding of the annual remuneration, other benefits, and reimbursements that the congregation will be providing the pastor in the coming year, within a context of ongoing and covenantal pastor-parish relationship.

Please understand that any use of this document is voluntary. It is offered as a tool so that all church members and pastoral staff maintain a clear understanding of "The pastor's package" in any particular year. This document should be used in agreement and partnership between pastor and congregation.

A copy of this form may be used as a worksheet within an appropriate committee or group officially assigned to propose the pastor's package to the board each year. However, any final details of such a proposal would best be presented to the congregation for any needed vote (*at an annual meeting, for example*) as a part of an overall congregational budget that needs congregational approval. At such a time, each of the items on this agreement should be presented as individual line-items within an overall budget proposal; this form should not be the means of bringing these items for congregational vote, even as these items should not be presented to the congregation for vote outside a proposal of the overall annual budget.

Once the congregation has voted on, and approved, a final congregational budget, a final completed version of this form should be presented by an appropriate person at a board/council meeting for signing by those whose signatures are suggested. Once this has happened, please make four copies of the completed agreement, providing a copy each to the congregation for its files, to your Regional Minister and to the office of Search and Call at: Disciples Home Missions, P.O. Box 1986, Indianapolis, IN 46206. The original copy of this agreement is for the minister.

**The Rev. Warren Lynn,**

*Director of the Office of Search and Call at Disciples Home Missions*

*The Christian Church (Disciples of Christ) in the United States and Canada*

This Update of Calling Agreement can be used each year to formally state the annual benefit and reimbursement agreement for a congregation's pastor. It can be completed by the chairperson of the Pastoral Relations Committee, in mutual agreement with the pastor, and then affirmed by the Church Board and congregation as a part of their normal annual budgeting process. Please make four copies of this completed agreement, providing a copy each to the congregation for its files, to your Regional Minister and to the office of Search and Call at: Disciples Home Missions, P.O. Box 1986, Indianapolis, IN 46206. The original copy of this agreement is for the minister.

### Annual Update of Minister's Calling Agreement

To: (minister's name) \_\_\_\_\_ Date: \_\_\_\_\_

We are pleased to advise you that the \_\_\_\_\_  
(Congregation) (City, State) (Zip code)

on \_\_\_\_\_ approved by appropriate and official vote to update the  
(Date)

agreement of your original call to serve this congregation as its \_\_\_\_\_  
(Pastor, Associate, etc.)

**In accordance with our agreed upon and mutual understanding, the following items are formally affirmed/reaffirmed:**

1. Beginning date of this Updated agreement with this congregation: \_\_\_\_\_

2. Minister's Compensation:

a. Cash Salary - \$ \_\_\_\_\_

b. Parsonage/Housing Allowance Options (choose one)--

(I) Pastor secures own housing- \$ \_\_\_\_\_  
(cash for housing allowance, including rent or mortgage, insurance, utilities, furnishings, etc.)

OR

(II) Parsonage provided by the congregation – Utilities paid by the congregation-

\$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
(Parsonage Fair Rental Value) (utilities allowed) (cash for Parsonage Allowance) (housing sub-total)

c. Social Security Offset - \$ \_\_\_\_\_

3. Benefits:

Pension Plan 14% - YES NO

Church-wide Health Care -   (Specify plan)- \_\_\_\_\_

Other Benefit(s) - \_\_\_\_\_  
(Describe)

4. Vacation Time: \_\_\_\_\_

5. Continuing Education/Spiritual Retreat, Sabbatical/Renewal Time, and other Leave Agreements:

a. Continuing Education/Spiritual Retreat Time - \_\_\_\_\_  
(Not including Assemblies and/or Professional Meetings)

Education/Retreat Allowance - \$ \_\_\_\_\_

b. Sabbatical Leave Time - \_\_\_\_\_ after \_\_\_\_\_  
(amount of time allowed for each sabbatical) (# of years prior to first, and between subsequent, sabbaticals)

Sabbatical Allowance (amount set aside annually in church account for pastor's use at time of sabbatical) - \$ \_\_\_\_\_

c. Parental or other Leave Time - \_\_\_\_\_  
(State Basic Purpose and amount of leave available)

Conditions of Stated Leave- \_\_\_\_\_

7. Our congregation expects this minister, as a part of the congregation's ministry,  
to participate in wider church and community leadership  
responsibilities within reasonable limitations of time - \_\_\_\_\_  
(Board Chair's initials) (Pastor's initials)

8. Reimbursement for expenses incurred in service to the church:

a. Automobile - \$ \_\_\_\_\_

b. Assemblies/Professional Meetings - \$ \_\_\_\_\_

c. Books, Journals, Software/Web resources - \$ \_\_\_\_\_

d. Professional Expenses - \$ \_\_\_\_\_

The items noted to the left are NOT Ministerial  
Compensation and should be used only for the  
purposes so designated.

9. It is understood that all items in this agreement will be reviewed at least annually by the Pastoral Relations Committee.

10. This ministerial relationship shall be terminated upon \_\_\_\_\_ days notice by either party. This may be modified,  
however, by later mutual agreement. (number of days)

**Signatures:**

\_\_\_\_\_  
Chairperson, Pastoral Relations Committee

\_\_\_\_\_  
Minister

\_\_\_\_\_  
Chairperson, Board/Council or Congregation

\_\_\_\_\_  
(Date)

Once completed and approved, please make three additional copies of this form. The minister keeps the original. The congregation keeps a copy.  
Send a copy to the regional minister and another copy to Disciples Home Missions – Office of Search and Call.