



MISSOURI MID-SOUTH CONFERENCE

CALL AGREEMENT

Pastor's Name, (Senior/Associate/Interim) Minister
Church Name United Church of Christ in Church Location

The call to (authorized minister), extended by (local church): Having sought the guidance of the Holy Spirit, and believing that God has called us to share in the mutual ministry of Christ, the members of (name) United Church of Christ at (address), at a regularly called meeting of this congregation held on (date), voted to enter into covenant with you to become a minister and teacher of this church as our (position title), beginning on (date). All parties execute the following agreement in good faith.

SCOPE OF WORK

We recognize and acknowledge that your responsibilities and duties as our pastor shall be those outlined in the job duties below and in the constitution/bylaws of Church Name, as well as by the customs and usage in the pastoral office of the UCC, which includes the right and responsibilities of participation and leadership in the Mission of the UCC, the ecumenical movement and the community.

Listed but not limited to the following responsibilities the churches could require, manage 40-50 hours per week. Knowing that each week will bring different roles, note the following duties:

- Preparation and leadership of Sunday worship including scripture study, crafting of liturgy and bulletin, sermon preparation, guiding worship planning and planning of music in coordination with musical staff or volunteers, preaching, offering of prayers, etc.
- Faith formation and vitality through prayer, study, service, identifying helpful resources.
- Leadership development by working with people in the church to create ministry and programs.
- Pastoral care in collaboration with lay people.

- Community engagement and leading the way for the church to be an ambassador of God's love.
- Perform weddings and funerals for participants of the worshipping community.
- Strategic planning for current and new directions in ministry.
- Attending meetings and providing leadership as needed to church programs, in collaboration with lay leaders.
- Faith formation and vitality through prayer, Bible study, service, identifying helpful resources and opportunities and helping lay persons take advantage of them.
- Special services such as Easter, Lent, Advent and Christmas Eve.
- Participate in wider church activities such as Conference and Association meetings.
- Administration responsibilities (unless delegated) such as email, website, church supply purchasing, etc.
- Faithful financial development and stewardship.
- Responsibility for supervision of staff.
- Availability to wider community for funerals, weddings, special worship programs, and as a representative of the church to local organizations.
- Counseling, listening and referral.
- Energizing and deepening the spiritual connections and faith understandings of others in all they do.

Church Name will trust Pastor's Name to perform duties as assigned as well as make the best use of their work hours on weeks which are not of the normative. Pastor's Name will meet regularly with the Pastor Relations Committee to assess the needs of the church and how the distributed hours are effectively administered.

TERMS OF CALL AGREEMENT

We consider this position to be a full time Settled Call. This equates to 40-50 hours per week. The compensation package includes \$amount for salary which includes a housing allowance or parsonage. This package also includes health insurance, vision, dental and pension benefits along with life insurance provided through the UCC Pension Boards. In addition we are able to support the UCC flexible spending account and offer long-term care insurance.

Covenant. We are a church based in covenant. When a church calls a pastor, it covenants to compensate fairly, and the pastor covenants to serve faithfully.

Stewardship. We are accountable for the wise use of the church's resources, both human and material, therefore the church should be an intentional steward in the raising and the expenditure of funds, and the pastor should be an intentional steward in the use and renewal of his/her life in ministry.

Christian Love. Because the connection between pastor and people is a sacred trust, open, caring, healthy relationships are essential for the well-being of the local church. Salary and benefits negotiations, new and annual, should be carried out with candor and clarity, and with loving, supportive, mutual respect. As Christians, we are called to compensate all persons fairly, regardless of age, gender, gender identity, race, sexual orientation, disabilities, marital or family status.

RELOCATION EXPENSES

Our church will pay reasonable relocation costs to move you from (original location) to (new location). It is your responsibility to secure at least two written estimates of the costs involved in this move and to submit the estimates to our Church Council so we can adequately plan and execute our part of these logistics. Relocation costs include the expense of one advance home hunting trip for you (and your family), the move of your household goods, mileage for transporting your automobile(s), and lodging for you (and your family) en route. These total costs will not exceed \$(amount).

COMPENSATION PACKAGE

Church Name is committed to fair and just compensation, and in recognition that our faithful support will assist you, Pastor's Name, in remaining vital, creative and energetic for this ministry, we provide the following financial and professional care. All benefits listed here are annual and will be prorated during the remainder of the current year. We commit ourselves to the following terms of the covenant as we call you into ministry among us.

The churches agree to pay a salary amount of \$amount total annually to include the housing allowance or parsonage. In addition we will include the following as part of the compensation package.

- Annuity/Pension
- Health & Dental Insurance
- Vision Coverage
- Social Security and Medicare Offset
- Life and Disability Benefits
- Flex Spending Account (Clergy Contribution if desired)
- Long-Term Care Insurance

Mileage: Our church will reimburse you, at the Internal Revenue Service mileage rate established each year, for using your automobile in fulfilling the duties of the pastoral office. It is your responsibility to keep a log of mileage for accountability to the church and to the IRS. We have established up to \$2,500 to cover annual mileage expenses.

Housing: Our church will provide a parsonage **or** a housing allowance.

If a parsonage, our church will pay all utility and maintenance costs of the parsonage, including that of basic telephone/internet service, lawn care, and snow removal.

If housing allowance, our church will provide an allowance of \$[amount]/month, which is non-taxable in accordance with Internal Revenue Service guidelines and which we will approve annually (with the amount specified each year in Church Council minutes) for tax purposes. Housing allowance is understood to include the costs of all utilities, maintenance and furnishings, in addition to the mortgage/rent for your primary residence.

Housing Equity Allowance: A housing equity allowance is intended to provide for housing at a later date by creating a fund to offset home equity lost when a pastor lives in a church-owned parsonage. We the church agree to work with you to establish a housing equity allowance that is suitable to both the pastor and church, that may amount up to 5-10% of the salary portion per year.

TIME/TRAVEL BENEFITS

Weekly schedule: We recognize that the demands of church life come at all hours of the day and night based on 40-50 hours weekly. Therefore, we wholeheartedly support the need to take time for self-care and we encourage the faithful management of staying within the 40-50 hours per week with the demand of other priorities. The church acknowledges that the Pastor's work cannot be rigidly regulated because of the nature of the work assigned. Crisis situations and emergencies along with meetings and a heavy schedule may alter the Pastor's schedule and sometimes necessitate rearranging their work and/or leisure. The primary purpose of scheduling regular office hours is to make the Pastor available to church members. In light of this, email and cell phone contacts will be available as needed.

Vacation: The pastor will receive four weeks of vacation and be given six Sunday's off every year. In addition, you are encouraged to take one week of the summer as a "camp week," so that you can serve as a counselor or director in the Conference Outdoor Ministries program. This is not considered vacation time since you would be working all week with children and youth.

The congregation is responsible for our programs, worship life and each other during your approved time off. Time off does not roll over from year to year; Sundays unused at the end of a year are forfeited. The church will assume responsibility for all ministerial services during the vacation; however, the pastor is expected to arrange for supply personnel during their absence. If the Church Moderator/President, Chair of Deacons/Council requests the Pastor to return to the church while on vacation, the church will be financially responsible for travel arrangements to return.

PAID HOLIDAYS:

New Year's Day	Easter Monday	Indeginous Peoples Day
Memorial Day	Independence Day	Juneteenth
Labor Day	Thanksgiving Day	MLK Day
Christmas Eve	Christmas Day	

If the Pastor is required to work a scheduled paid holiday, they shall be entitled to substitute another workday within that same week.

Parental Leave: Parental leave should be extended to the pastor when they experience the birth or adoption of a child. Twelve weeks of paid parental leave is granted so that the pastor can care for self and family. Unused parental leave is forfeited.

Personal Leave: In the event of circumstances such as but not limited to the illness of a dependent, the death of a family member, or a personal crisis, provide up to 5 days of personal leave per incident, not to exceed 10 days per 12 months of service. Personal leave does not accumulate. Sick time and personal leave are not meant to be utilized as additional vacation time.

Sick Leave: In the event of the pastor's illness, provide up to 12 days of sick leave per 12 months of service; sick leave can accumulate up to 120 days across the years of the pastor's ministry, though accumulated sick leave is not payable upon termination. (For extended illness, see "Short-Term Disability.")

Sabbatical: After every 5 years of ministry the pastor will be given a 6 month sabbatical. After the sabbatical time, the pastor must stay as pastor for a minimum of one year if they are considering retirement/leaving.

DISABILITY AND DEATH

Workers Compensation: You are obligated to report a workplace injury to the Moderator/President of the church as soon as is practicable. In the event that an injury or illness is compensable under workers compensation law, workers compensation shall be the primary benefit.

PROFESSIONAL MINISTRY EXPENSES

Ministry, Conference, Association and Continued Education: Our church values your participation in all meetings and continued education related to the conference, association and wider mission. The time off and expenses needed for these commitments are encouraged and time off will be allowed for these meetings and managed around the 40 hours per week.

Continuing Education: Our church encourages and supports your ongoing professional growth through participation in collegial learning groups (e.g. “clergy clusters” or “lectionary groups”) and in continuing education programs to strengthen your ministry among us. Therefore we budget \$1,000 and two weeks paid leave (including two Sundays) for those opportunities and expenses. We expect you to discuss with the Church Council, in advance, the nature and timing of these opportunities so that we can negotiate with you the dates and types of events that best support our church’s ministries and your needs for ongoing development.

WE FURTHER COVENANT:

Freedom and Responsibility of the Pulpit: Notwithstanding any of the other pastoral responsibilities outlined in our church Constitution and Bylaws, in the United Church of Christ Constitution and Bylaws and Manual on Ministry (noting the *Minister Codes* and *The Church in Relation to Its Pastor* in Section 1 of MOM), and in the Three-Way Covenant we establish together with the Association/Conference, in accepting pastoral leadership we also accept your freedom of expression in the pulpit as it pertains to matters of faith and faithfulness, trusting you to be responsible to the insight of scripture, the work of the Holy Spirit, the traditions of the United Church of Christ, and the contexts in which we live our lives.

Pastoral Relations Committee (PRC): The pastor will be provided a support group for this new adventure. This committee of 4-6 individuals will meet regularly or as needed/requested by the pastor to discuss pros/cons, needs and concerns to bring this new adventure to a successful scope. This committee will meet more frequently in the first 6 months of the contract date so the church and the pastor have a strong support system established.

Review of Ministry: The pastor will be given a yearly review to discuss the prior years activities and engagements along with setting new goals for the upcoming year in accordance to the job description and responsibilities of the pastor. Each year the Church Council/Board will provide an annual increase in salary based upon the Missouri Mid-South Clergy Compensation Guidelines located on the Conference Website.

Mediation Procedures: Our church acknowledges that, even as we pledge our faithfulness to God, to one another and to you, there may be times when difficulties within our relationship begin to overwhelm us. In those instances, we covenant with you to seek the support, advice and wisdom of our Association or Conference Minister and our Association Committee on Ministry in order to restore the goodness of our relationship and the goodness that God has placed within it. Either you or the Church Council, representing our congregation, can request a Situational Support Consultation if, in the opinion of either, our ecclesiastical relationships are becoming ineffective or unhealthy.

Termination of Call: Our church recognizes that relationships are always changing and that many reasons can lead to a separation. If Pastor's Name or the church desire to terminate this call agreement, they are expected to give 90-days notice to the Church Council/Board as a professional courtesy and all parties will continue to perform their duties during that time. The Church Council/Board may vote to excuse Pastor's Name by written resolution from further performance of their duties once they have given notice. Should Pastor's Name want to be released from this agreement immediately, they will be paid only for the period of time they performed their duties.

The church may choose to terminate this agreement by a vote of the Church Council acting on behalf of the congregation (unless alternate procedures are outlined by the church's constitution or bylaws). Such a termination would not be made lightly or secretly, and we promise to consult with Association/Conference staff to seek outside wisdom and assistance before such a vote. If this agreement is terminated by the churches and request for termination be immediately, Pastor's Name shall be paid a minimum of three (3) months' salary as severance pay or until they secure other employment, whichever comes first. These funds will be disbursed unless the call is terminated by the loss of standing or gross misconduct. The Pastor shall not perform any duties during that time.

In mutual witness and agreement, we sign our names on this __ day of _____, 20____:

Moderator/President: _____ Date: _____

Clerk/Secretary: _____ Date: _____

Treasurer: _____ Date: _____

Minister: _____ Date: _____

Copies of this call agreement are made and distributed to the Authorized Minister and Local Church, and to the Association, Conference, or related Committee on Ministry for keeping with the minister's file.