



METROPOLITAN
WASHINGTON, D.C.
SYNOD ELCA

Definition of Compensation, Benefits, and Responsibilities of the Pastor and Congregation

Prepared by: _____

For the Reverend _____

For the period: _____ to _____

Full-Time _____ Part-Time _____ Percentage of Time _____

I. ANNUAL COMPENSATION

- a. Base Salary (including social security allowance) \$ _____
- b. Housing Allowance \$ _____
- c. If a parsonage or other housing is provided:
 - i. Utilities allowance \$ _____
 - ii. Furnishings allowance \$ _____
 - iii. Housing Equity \$ _____

II. PENSION AND OTHER BENEFITS

The congregation will sponsor the pastor in the Evangelical Lutheran Church in America (ELCA) Board of Pensions Program, which provides retirement, disability, survivor, and medical-dental coverage. (Sponsorship will include medical-dental –optical coverage for the pastor'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 the ELCA Board of Pensions Program).

- a. ELCA Pension at _____% of defined compensation
- b. ELCA Medical-Dental-Optical Insurance (check one):
 - i. ☐ Member only
 - ii. ☐ Member and spouse
 - iii. ☐ Member and children
 - iv. ☐ Member, spouse and children
 - v. ☐ Coverage waived
- c. Other insurance or benefits: _____ \$ _____
_____ \$ _____

III. EXPENSES

- a. Automobile and travel allowance \$ _____
- b. Other professional expenses \$ _____
- c. Expenses for official meetings of the synod
- d. Expenses for First Call Theological Education, if applicable
- e. Continuing Education (minimum \$500) \$ _____
- f. Other (_____) \$ _____
- g. Moving expenses to this congregation as follows: _____
_____ \$ _____

IV. AGREEMENT

- a. Vacation time of _____ per 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 congregation council);
- c. Participation in First Call Theological Education, if applicable
- d. Ongoing care through a mutual ministry committee
 - i. Meeting Frequency: _____
 - ii. Members _____
- e. Up to two months of continued salary, housing, and contributions to the ELCA Pension and other benefits program in a 12-month period in the event that the pastor is physically or mentally disabled;; and
- f. Where applicable, parental leave of at least eight weeks (recommended 12 weeks) with full salary, housing, and benefits.

V. OTHER PROVISIONS

A description of the particular responsibilities of the position may be attached or a list may be included here indicating the areas to which the pastor will give special attention and the way in which the congregation will offer encouragement.

The pastor will give special attention in ministry to:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

The Congregation will encourage this pastor's ministry in the following ways:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

VI. OTHER MATTERS (Such as accountabilities, service on synodical or churchwide boards and committees, work in church-camp programs, 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.

_____(Congregation President)

_____(Council Secretary)

Date:_____

I certify that I accept the above statement:

The Reverend_____ Date:_____

NOTE: Retain original in records of congregation. Make a copy for the pastor. Send a copy to the synod office. It is suggested that a description of the particular responsibilities of this position be attached to this "Definition of Compensation, Benefits, and Responsibilities (7/16/09).