

# Pastoral Contract

The parties to this agreement are \_\_\_\_\_ church  
\_\_\_\_\_ and \_\_\_\_\_ herein referred to as church and Pastor.

\_\_\_\_\_ is a Church in the \_\_\_\_\_  
and therefore this agreement is subject to the Bylaws of the \_\_\_\_\_ as  
well as the local church.

## RESPONSIBILITIES

\_\_\_\_\_ hereby contracts with \_\_\_\_\_, Pastor, to perform  
the usual pastoral duties and responsibilities including, but not limited to the following:

1. The Pastor is being initially hired for \_\_\_\_\_ hours per week for the performance of Pastoral duties and responsibilities. It is the hope of all parties for the Pastor's hours to increase as the budget allows. (Work hours include sermon preparation and Sunday worship.)
2. The Pastor shall direct the ordering of all worship services of the church as set forth in the Bylaws of the \_\_\_\_\_. The Pastor shall officiate and participate in the regularly scheduled weekly Sunday worship service, except when on vacation or authorized leave.
3. The Pastor shall direct the performance of the Sacraments of Baptism and Holy Communion, as set forth in the Bylaws of \_\_\_\_\_.
4. The Pastor shall perform, at her/his discretion, the rites of Holy Union or Holy Matrimony.
5. The Pastor shall direct the performance of the rite of attaining membership in \_\_\_\_\_.
6. The Pastor shall perform, at his/her discretion, the rite of Funeral or Memorial Service, the rite of Laying on of Hands, and the rite of Blessing, as set forth in the \_\_\_\_\_ Bylaws.
7. The Pastor shall be the spiritual and administrative leader of the church and shall work in a spirit of cooperation with the Board of Directors.
8. The Pastor shall direct the spiritual education program of the church.
9. After the Pastor's weekly work hours have increased to at least 20 or more per week the church will actively support the Pastor in serving the \_\_\_\_\_ and the Region. The Pastor may then accept one (1) denominational or regional office or task at any one time without the affirmation of the Board of Directors provided that the responsibility can be performed within the confines of this contract, and will not require the Pastor to miss more than seven work days from the church per year. Any time, including travel time, spent away from this church on

Regional or \_\_\_\_\_ activities shall be considered normal time worked. Prior to working twenty hours per week any denominational work would be considered volunteer time and not paid by the church.

10. The Pastor shall attend church social events as part of his/her work schedule. All expenses charged by the church for the event shall be waived for the Pastor and their spouse. (I.e. entry fee and food)

11. The Pastor will personally perform very few hospital, jail, and home visitation until work hours are increased to 20 or more per week. The Pastor shall organize and supervise a pastoral care program to see to the pastoral needs of the congregation.

12. If there are planned worship services or events the Pastor shall not ordinarily take the following as time off: Easter, Pentecost, Christmas Eve or Day, Good Friday and Thanksgiving.

13. The Pastor shall serve as personnel director of all paid and volunteer staff.

14. The Pastor shall serve as Moderator of the Board of Directors in accordance with \_\_\_\_\_ Bylaws.

15. The Pastor shall be responsible for the performance of such other duties and responsibilities as may be set forth and agreed to between the Pastor and \_\_\_\_\_.

16. The Pastor agrees that she/he will at all times faithfully and to the best of her/his ability perform all the duties herein described.

17. The Pastor agrees to serve in accordance with the \_\_\_\_\_ Code of Conduct.

18. Primarily the Pastor shall work diligently “**to equip the people of God** for works of service, so the body of Christ may be built up until we all become mature, attaining to the whole measure of the fullness of Christ,” (Eph. 4:11-13)

## **TERMS OF EMPLOYMENT**

1. In order to balance the needs of the congregation and the needs of the Pastor, the Pastor shall be entitled to the following leave:
  - a. One Sunday off every quarter, this allows for others to preach and for the Pastor to work other hours from time to time. The Pastor will ensure that the pulpit is filled during any absence.

- b. Four weeks paid vacation annually, dates to be affirmed by the Board of Directors. (A week is based on the current number of contracted hours per week.) Five weeks vacation annually beginning with the tenth year of full time service. No more than one week may be carried over to the next year.
- c. The Pastor shall accrue one health day every two months, one per month when hours are increased to 20 or more per week. Said time shall be accrued and be accumulative for the duration of this contract, or any extension, but shall not exceed ninety days. (Said time may not be used in conjunction with vacation time. Further, such time shall not be reimbursed at termination of employment.)
- d. After the Pastor's hours are increased to 20 or more per week the following holidays will be given: All federal holidays, Good Friday, Easter, and the day after Christmas and Easter. Should the holiday fall on a church function day or a scheduled day off, the pastor shall receive another day off in its place.
- e. After each five years of service the Pastor will be given a paid sabbatical of 90 days. This time is for reflection, education, writing, and renewal.
- f. Should the Pastor become ill or disabled to the extent that the Pastor cannot perform her/his customary pastoral duties and responsibilities for two weeks or accumulated health leave, whichever is greater. To return to work the Pastor must have a written doctor's consent. If the Pastor requires more time away from the church, the Board of Directors in consultation with the Regional Elder will consider continuing the sick leave benefits.

In the event the Pastor shall, during the term of this contract, become totally disabled, which disability lasts or is expected to last, for a period of at least six months, either party shall have the option to terminate this contract, after consultation with the Regional Elder. Such option shall be exercised by either party giving written notice to the other party of at least thirty days.

For the purposes of this contract, the Pastor shall be deemed to have become totally disabled if, in the opinion of two or more physicians who have examined the Pastor, she/he is not able to perform her/his duties by virtue of illness or injury, and such inability is expected by said physicians to last for six months. The opinion of the physicians shall be presented to the Board of Directors in writing. During any such period of disability, the Board of Directors may, at its discretion, appoint another person as interim pastor.

- g. After the Pastor's hours have been increased to 20 per week or more the Pastor shall be entitled to 5 days for emergency leave in the event of a death occurring within her/his or her/his spouse's immediate family. This time shall not be charged against vacation time and shall not be carried over to the next year if unused.

- h. After the Pastor's hours have been increased to 20 or more per week the Pastor shall be entitled to five days annually to pursue continuing education. This time shall not be charged against vacation time and shall not be carried over to the next year if unused. A stipend as set forth in the budget will be given the Pastor for expenses incurred for continuing education.
    - i. After the Pastors hours have increased to 20 or more per week the Pastor may have 3 personal business days annually. This time shall not be charged against vacation time and shall not be carried over to the next year if unused.
- 2. Review - It is understood that open and honest feedback will be shared with the Pastor within the monthly Board of Directors meetings. The Board of Directors will conduct a written annual Board performance review; this will include a review of all Board positions.
- 3. Compensation and Benefits - The Pastor's compensation shall be established through the church's budgetary process and will be negotiated between the Pastor and the Board of Directors. The church will base the minimum compensation on the US Labor Statistic for the local area where the church is located based on the hours contracted for.
  - a. The Pastor shall be paid every two weeks.
  - b. When the Pastor's hours reach twenty or more per week \_\_\_\_\_ shall pay the Pastor's health insurance at a fair and negotiable rate if the Pastor is not currently insured through other employment.
  - c. After the Pastor's hours reach twenty per week \_\_\_\_\_ shall pay the Pastor's continuing professional education expensed up to the amount set forth in the budget.
  - d. \_\_\_\_\_ shall pay all normal and reasonable conference expenses incurred by the Pastor for attendance at authorized \_\_\_\_\_, Regional and Leadership conference. These expenses shall include the following: transportation, lodging, meals, registration fees and incidentals. The dollar amount will be established in the budgetary process.
  - e. The Pastor shall be reimbursed all professional expenses. The dollar limits shall be set during the budgetary process and a receipt must verify each expense.
  - f. The Pastor shall receive additional benefits as may be approved during the budgetary process and set forth in the budget. Future considerations - retirement plan, life insurance, dental insurance.
- 4. \_\_\_\_\_ Ordination (If not \_\_\_\_\_ Ordained) - It is understood that the Pastor will seek ordination in \_\_\_\_\_ in 20\_\_\_\_. Failure to be \_\_\_\_\_ ordained within this time frame will result in the Pastoral position being considered vacant.

5. Resignation - Should the Pastor resign from her/his duties she/he shall give a minimum of one months written notice to both the Board of Directors and the Regional Elder. If she/he gives the required notice and has worked for more than one year she/he will receive all salary and benefits due up to the effective date of resignation.
6. Termination - In the event that the \_\_\_\_\_ removes the Pastor pursuant to the Bylaws of \_\_\_\_\_, employment may be terminated without notice.
7. Any dispute regarding this agreement will be heard by the Regional Elder who will make final determination.

**TERMS OF EMPLOYMENT**

The hours, salary and benefits will be negotiated and modified as part of the budgetary process of the church. All salary and benefits are to be paid by \_\_\_\_\_.

On this \_\_\_\_\_ day of \_\_\_\_\_ in the year of our Lord \_\_\_\_\_ all parties, in Christian love and mutual respect, set forth their signatures as acceptance of the above terms and conditions.

\_\_\_\_\_ Date \_\_\_\_\_  
 Pastor

\_\_\_\_\_ Date \_\_\_\_\_  
 Clerk, on behalf of the Board of Directors of \_\_\_\_\_