**Definition of Compensation, Benefits and Responsibilities for**

**Pastor Kelly Nieman Anderson**

**Prepared by:** Tony Baumgardt, President and Dawn Jacobson, Finance Lead

**For the Period:** Beginning August 1, 2023 through July 31, 2023

**Purpose:** Due to the resignation of Lutheran Church of the Resurrection’s (LCR) Senior Pastor, this contract is offered to Pastor Kelly, currently our Associate Pastor, to aid in the compensation resulting from the change in roles and responsibilities. The one year term is to provide time for both Pastor Kelly and the LCR congregation to determine next steps in this process. No additional compensation will be considered at the 2023 budget review. Should a determination be agreed to prior to July 31, 2023, this contract becomes null and void at the time determined by the President of LCR.

1. COMPENSATION

The congregation will provide the following annual compensation

1. Base Cash Salary and housing Allowance $
2. Self-Employed Social Security payment allowance $
3. Parsonage or other housing provided NONE
4. Incremental Spouse & Child Healthcare Premium 1 $
5. PENSION AND OTHER BENEFITS 2
6. ELCA Pension at \_\_\_ of total defined compensation $
7. ELCA Medical and Dental Insurance WAIVED
8. Other Insurance or benefits:
   1. Disability at 3.0% of total defined compensation $
   2. Group Life Insurance at 0.3% of total defined compensation $
   3. Retiree support at 0.7% of total defined compensation $
9. EXPENSES 3

The congregation will provide for the following expenses related to this pastor’s ministry:

* 1. Automobile and travel allowance 4 $
  2. Other professional expenses 5 $
  3. Expenses for official meetings of the synod as reimbursed NONE
  4. Continuing education 6 $
  5. Other (Synod Assembly) 7 $
  6. Moving Expenses to accommodate this service NONE

1. AGREEMENT
   1. Vacation time of 20 days per year, including 4 Sundays 8
   2. Continuing education time of two weeks per year 9
   3. Up to two months of continued salary and contributions to the ELCA Pension and other Benefits (as described above) in the 12-month period in the event that the pastor is physically or mentally disabled 10
   4. Maternity/Paternity or Adoptive leave of six weeks with full salary, housing and benefits
   5. Technology equipment and support will be provided 11
2. OTHER PROVIDIONS (Special emphasis of the pastor and special encouragement by the congregation)
   1. During this time, Pastor Kelly will give special attention to the following:
   2. Encourage and foster a mutual understanding and knowledge between our congregation and Pastor Kelly. This mutual understanding will serve as a shared foundation for future ministries, worship, outreach, administrative practices, staffing and financial resources.
   3. Support our youth programs by promoting and developing their projects and activities (e.g. mission, spirituality, and community support).
   4. Understand the church goals and partner with the appropriate committees to implement these goals providing the Pastor’s perspective and spiritual guidance.
   5. Make a connection with ecumenical groups within the greater Racine community
   6. Appreciate various expressions of music by encouraging both traditional and contemporary styles for worship.
3. The congregation will encourage and support Pastor Kelly’s ministry in the following ways:
   1. Provide support and resources for Pastor Kelly in this greater role. This support will be led by the Congregation Council, Congregation Committees and many congregation members who are eager to partner with Pastor Kelly.
   2. Encourage and support inter-generational bible studies and fellowship activities that will strengthen families and make connections within our church family and ultimately bring opportunities for non-members to find connections within our church.
   3. Promote Council, Congregation Committees, lay leadership and the Congregation to reach out to greater Racine community, with Pastor Kelly, for participation in the community nas needs are identified and encourage working together and unity.
   4. Support the leadership of Pastor Kelly in worship and music programs primarily through the Worship Committee.

**FOOTNOTES**

**Footnote on Compensation:**

1. The amount included as compensation is based on the understanding that Pastor Kelly will choose to waive health care coverage. The incremental cost of health and dental coverage incurred by Pastor Kelly to be covered under her husband’s plan will be grossed up at a rate of 25%. This coverage is intended only to cover the additional premium cost. During this one year contract, there will be no other consideration of coverage.

**Footnote on Pension and Other Benefits:**

1. Total defined compensation is equal to the sum of base cash salary, housing allowance, self-employed Social Security payment allowance and incremental spouse and child healthcare premium. For this period the total defined compensation is $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Footnote on Expenses:**

1. Reimbursement for all allowable expenses is made contingent upon the LCR Financial Secretary receiving complete and proper documentation of all expense receipts.
2. Typically used for mileage of personal automobile and only for performed pastoral responsibilities. Prevailing IRS mileage reimbursement rates are applied. This may also be used for airfare, lodging or meals associated for approved theological conferences (with receipts provided). The maximum for this contract period is $\_\_\_\_\_\_\_\_\_\_
3. Expense typically incurred in the day-to-day performance of pastoral responsibilities (e.g. meals with ministry peers, LCR staff or members, incidental or miscellaneous with provided receipts). These expenses are not specifically defined in other expense categories The maximum for this contract period is $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Reimbursable expenses may include those associated with attending the Synod Fall Theological conference and other professional/peer conferences/meetings, books or study, specially related to continuing education (will receipts). The maximum for this contract period is $\_\_\_\_\_\_\_\_\_\_\_\_
5. Reimbursable expenses include Synod Assembly fee, lodging, meals, and mileage expenses specifically related to the Synod Assembly. The maximum for this contract period is $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Footnote for Agreement:**

1. Vacation election may be taken in increments of two continuous weeks or less. Notice to the President must be provided 1 month prior to the vacation. Any unused vacation at the end of the contract will be determined by the President and Finance Lead and will be paid out at the end of the contract period. Should the call end earlier then the contract, earned vacation will be determined based on proration of time and paid out appropriately. Should more vacation of been taken (vs earned prorated), Pastor Kelly will be to reimburse the church.
2. Annual education time and unused education budget will be forfeited and will not be paid out at the end of this contract.
3. Any unused sick leave will not be compensated at the end of the contract.
4. At the request of Pastor Kelly, a cell phone and or laptop personal computer will be provided, if needed, for her professional related use only. Periodic updates and maintenance will be included as necessary. This equipment is considered office-related assets or the congregation and must be returned at the end of the contract.