

Definition of Compensation, Benefits and Responsibilities of the Pastor at Lutheran Church of the Resurrection (LCR)

Prepared by: Dawn Jacobson and Jay Weiss
for the Reverend _____

for the period: start date: _____ through on-going review annually (calendar year)

A. COMPENSATION

LCR will provide the following annual compensation

1. Base Cash Salary	\$52,894
2. Housing Allowance	\$15,868
3. Self-Employed Social Security payment allowance (church portion)	\$ 5,834
4. If a parsonage or other housing is provided:	
a. Utilities allowance	None
b. Furnishings allowance	None
c. Housing equity allowance	None
5. Incremental Waived Healthcare Premium ¹	\$ 7,500
Sub-total: Defined Compensation ²	\$82,096

B. PENSION AND OTHER BENEFITS

1. ELCA Pension at 10% of total defined compensation	\$ 9,031
2. ELCA Medical and Dental Insurance	
☐ a. Pastor only	☐ d. Pastor, Spouse/partner & children
☐ b. Pastor and spouse/partner	☒ e. Coverage waived
☐ c. Pastor and children	
3. Other insurance or benefits:	
a. Disability at 3.0% of total defined compensation	\$ 2,463
b. Group life at 0.3% of total defined compensation	\$ 246

C. EXPENSES³

The congregation will provide for the following expenses related to this pastor's ministry:⁴

1. Automobile and travel allowance ⁵	\$ 1,500
2. Other professional expenses ⁶	\$ 600
3. Expenses for official meetings of the synod as reimbursed	None
4. Continuing education ⁷	\$ 1,300
5. Other (Synod Assembly) ⁸	\$ 200
6. Pay for moving expenses to this congregation ⁹	\$ 3,000

D. AGREEMENT

1. Vacation time of 20 days per year, including 4 Sundays¹⁰
2. Continuing education time of two weeks per year¹¹
3. Ongoing care through a Mutual Ministry Committee

4. Up to two months of continued salary 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 disabled¹²
5. Maternity/paternity or adoptive leave of six weeks with full salary, housing allowance and benefits
6. Technology equipment and support will be provided¹³
7. Office decorating allowance is provided¹⁴

E. OTHER PROVISIONS

1. During this contract, **the pastor will** give special attention to the following:
 - a. Foster the spiritual needs of the congregation in various way for example: Sunday services, teaching youth and adults, congregation member visitations, individual meetings with congregation members, community outreach projects engaging the congregation to participate in, youth event, etc.
 - b. Actively support and encourage LCR's established mission and strategic priorities.
Our Mission: Growing a welcoming community of Christ
Our Strategic Priorities:
 1. Build our culture and identity around our core values and mission
 2. Every space in our facility is regularly and purposefully used to share God's love.
 3. Create a safe and innovative community for young people to experience God's love.
 4. Welcome adults into authentic relationships with Jesus and each other.
 5. Every person is engaged in a community service or mission project every year.
 - c. Follow established policies, procedures, and financial responsibility. Support and follow the organization chart reporting structure (see attached).
 - d. Support and direct all day to day church activities for the staff that directly report to the pastor bringing issues, concerns and highlighting positive work to council and/or executive council as appropriate.
 - e. Offer ideas and suggestions for improving the church and community experience of learning and following Jesus.
 - f. Make connections with leaders in the greater Racine community to understand its needs and where LCR can have a positive impact on the community.
2. **LCR will** encourage and support this pastor's ministry in the following ways:
 - a. Provide support and resources for the pastor's assimilation to LCR. This support will be led by the council and supported by the congregation.
 - b. Encourage and support spiritual education and fellowship activities (for all ages) that will strengthen families and make connections within our church family as well as within our community.
 - c. Support the outreach/service programs that are selected by council and pastor.
 - d. Support worship, music and church services.

FOOTNOTES

Footnotes on **Compensation section:**

- ¹ The amount included as compensation is an estimate of the cost of Reverend _____ to be covered under his/her spouse/partner's benefits. The church will cover this amount as extra salary. The final amount will be determined upon documented annual incremental cost of health and dental coverage. This documentation is to be provided to LCR by Reverend _____ each year prior to benefits being finalized. The documented annual cost to cover Reverend _____ will be grossed up at a rate of 25% (to cover appropriate taxes). This amount is subject to review or adjustment once each calendar year. This is specifically a result of Reverend _____ choosing to waive health care and dental coverage and is intended only to cover the additional premium cost of coverage under their spouse/partner's plan. At such time that Reverend _____ and/or his spouse experiences a qualifying event and therefore elects to be covered under the ELCA health care program, this additional compensation will cease.
- ² Total defined compensation is equal to the sum of base cash salary, housing allowance, self-employed Social Security payment allowance (church's portion) and incremental spouse healthcare premium.

Footnotes on **Expenses section:**

- ³ Reimbursement for all allowable expenses is made contingent upon the LCR financial secretary receiving complete and proper documentation of all expense receipts.
- ⁴ Allowance amounts are established annually, at the start of each calendar year in conjunction of the approved LCR budget. All amounts provided in this contract apply only to the calendar year 2023.
- ⁵ Typically used for mileage of personal automobile directly related to the performance of pastoral responsibilities (excluded is commuting miles - to and from home to work, per IRS). Prevailing IRS mileage reimbursement rates are applied. Pastor is solely responsible for demonstrating to the IRS that reimbursed mileage was driven for professional purposes only. A daily log is highly recommended. May also be used for airfare, lodging or meals associated for approved theological conferences. LCR's financial reports identify this expense item as "Travel Allowance".
- ⁶ Expenses typically incurred in the day-to-day performance of pastoral responsibilities, for example: meals with ministry peers, LCR staff or congregation members. LCR's financial reports identify this expense items as "Business Expenses".
- ⁷ Reimbursable expenses may include those associated with attending the Synod Fall Theological conference and other professional/peer conferences/meetings, books or study, specifically related to continuing education. Annual budget continuing education dollars that are unused at the end of the calendar year may be accumulated up to three years on a perpetual, rolling year basis. No more than three budget years (dollars) may be accumulated. Any unused accumulate continuing education time and unused budget dollars will be forfeited and will not be paid out at the end of this call. LCR's financial reports identify this expense item as "Continuing Education".
- ⁸ Reimbursable expenses include Synod Assembly fee, lodging, meals, and mileage expenses specifically related to the Synod Assembly. It should be noted that this line item is not included in the Pastor compensation section on the LCR financial reports but instead resides under "Misc. Programs: Synod Assembly" and includes a budget for all those, including the pastor, that attend the assembly.
- ⁹ Moving expenses are specific to the pastor/family home move that is advantageous to the call at LCR. These expenses should be completed prior to 1 full year from start date of this contract.

Footnotes on **Agreement section:**

- ¹⁰ Vacation election may be taken in increments of up to two continuous weeks or less. Unused vacation may not be carried over to subsequent year(s). Any unused vacation, in the year the call ends, will be prorated based on end date and paid out in cash at the end of this call if not taken before end date. All vacation of a week or more (or any Sunday's) must be approved by the Council President (or another Executive Committee member if the Council President is not available) and should be approved at one month prior to the start of the intended vacation. All vacation must be reported on the vacation tracker schedule (see church secretary) and the pastor is expected to find an appropriate ELCA Supply pastor to perform Sunday service requirements when a vacation includes a Sunday. A back up Supply pastor for funerals should also be secured for vacation more than a few days.
- ¹¹ There is no annual carry over for education time. Only dollars maybe carried over (as stated above in footnote #7).
- ¹² Provision may be made for further unpaid time for disability recovery as agreed by the Council and Congregation. Any agreement would have the stipulation that unused time/unneeded time will not be compensated at the end of this call. General sick days throughout the year are expected and should be used as appropriate.
- ¹³ At the request of the pastor, a laptop computer will be provided, if needed, for his/her professional related use only (no personal usage). This could be an existing asset of the church (if usable) or new if necessary. Periodic updates and maintenance will be included as necessary for the church's computer. This equipment is considered an asset of LCR and must be returned at the end of this call. All assets purchased by the church remain church assets. Cell phones and associated phone costs are not reimbursed.
- ¹⁴ A one-time decorating allowance of up to \$1,000 will be provided to update and refresh Reverend _____ office space. The discretionary purchase of furniture, fixtures, drapes, blinds, area rugs or wall hangings, compatible with existing interior building décor may be selected by Reverend _____. Associated tax, delivery and installation cost are included in this allowance. Flooring, walls, doors and permanent bookcases, etc. are excluded from this provision and must remain as currently installed. All purchases made under this allowance are considered assets of the congregation and must remain with the church at the end of this call.

SIGNATURE SECTION:

Pastor _____ Date: _____

Tony Baumgardt (Council President) _____ Date: _____

Dawn Jacobson (Council Treasurer) _____ Date: _____