

Definition of Compensation, Benefits, and Responsibilities for Ministers of Word and Sacrament Under Call

Prepared by _____
for the Reverend _____
annual compensation beginning _____

A. COMPENSATION *(Please note: all compensation on this form should be annualized and reviewed each year.)*

This call will be _____ % of full time. Full time is defined as 40 hours per week.

The congregation will provide the following annual compensation:

1. Total Defined Compensation which is the sum of salary, housing, and social security allowance, will be broken out as follows:

for salary	\$ _____
for housing	\$ _____
for social security allowance	\$ _____
Total	\$ _____

2. If a parsonage is provided please enter the following allowances:

Utilities allowance	\$ _____
Furnishings allowance	\$ _____
Housing equity allowance	\$ _____

B. RETIREMENT AND OTHER BENEFITS

The congregation will sponsor the pastor in the ELCA Retirement and Other Benefits program, which provides retirement, disability, survivor, and medical-dental coverage. Sponsorship will include medical-dental coverage for the individual's spouse and children unless they have other employer-provided group medical insurance coverage and the individual consents to waiving medical-dental coverage for them under the ELCA Retirement and Other Benefits program.

1. ELCA Retirement at _____ % of defined compensation
2. ELCA Medical and Dental Insurance (check one below):

☐ Member only	☐ Member and spouse	☐ Member and children
☐ Member, spouse, and children	☐ Coverage waived	

3. List the insurance level (GMS recommends Gold+) _____
4. Other insurance or benefits _____

C. EXPENSES *(Please note: all expenses on this form should be annualized and reviewed each year.)*

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

Automobile and travel allowance	\$ _____
Other professional expenses	\$ _____
Expenses for official meetings of the synod	\$ _____
Continuing Education (\$1,400 recommended; minimum \$1,000 from calling source)	\$ _____
Other (moving expenses etc.)	\$ _____

- ☐ First Call Pastor - The congregation will provide _____ days (7 minimum) annually for First Call Theological Education, in addition to _____ days (synod guidelines minimum 14 days) for electives in continuing education for three years. (Guidelines for First Call Theological Education)

D. AGREEMENT

1. Vacation time of _____ weeks per year, totalling _____ days per year (includes _____ Sundays)
(recommended minimum 4 weeks per year including 4 Sundays)
2. 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 rostered minister and congregation council)*
3. Participation in a First Call Theological Education Program, for pastors in their first 3 years of ordained ministry
4. Ongoing care through a Mutual Ministry Committee
5. Up to two months of continued salary and contributions to the ELCA Retirement and Other Benefits Program in a 12 month period in the event that the pastor is physically or mentally disabled. *(Provision may be made for further unpaid time for disability recovery as agreed by the congregation, but with the stipulation that unused accumulated sick leave will not be compensated at the end of this call.)*
6. Maternity/Paternity or Adoptive leave of _____ weeks with full salary, housing, and benefits.
(Greater Milwaukee Synod policy recommends 8 weeks)

E. OTHER PROVISIONS

(A description of the particular responsibilities of this position from the Mutual Expectations section of your Ministry Site Profile may be attached to this Definition of Compensation, Benefits, and Responsibilities or the following may be completed)

Special emphases of the pastor and special encouragement by the congregation:

1. During this time period, the pastor will give special attention to the following:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
2. The congregation will encourage and support this pastor's ministry in the following ways:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____

F. OTHER MATTERS *(please attach a separate page)*

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

Council President _____ Date: _____

Council Secretary _____ Date: _____

I certify that I accept the above statement:

The Reverend _____ Date: _____

Note: Return this and all call documents to the synod office. The original file will be sent by the office to the congregaton and Rostered Minister for electronic signature. Copies are retained in roster and congregational files at the synod office. Congregations and Rostered Ministers should retain their own copies.