CALL AGREEMENT WORKBOOK

A RESOURCE FOR WRITING A CALL AGREEEMENT BETWEEN
AN AUTHORIZED MINISTER AND A LOCAL CHURCH
OF THE UNITED CHURCH OF CHRIST

UNITED CHURCH
OF CHRIST

INSTRUCTIONS

To quote both the Old and New Testaments: “Do not be afraid!” The process for identifying a new pastor can feel uncertain, but there are support persons, helpful resources like this one, and many companions along the journey to discerning and forming a new relationship with a pastor.

This document includes more text that you need to write a Call Agreement. Following the completion of the Call Agreement Workbook (available in hard copy through your Association or Conference office), use this file to cut-and-paste, edit and craft a Call Agreement specific for your church’s relationship with its **SETTLED, INTENTIONAL INTERIM, SUPPLY, or DESIGNATED-TERM** pastor. Your final Call Agreement will be shorter than this document’s initial length.

Please adapt these guidelines as appropriate to reflect the needs of the incoming Pastor and ministry setting.

Use this introductory language for Call Agreements with SETTLED PASTORS:

> *The call to [AUTHORIZED MINISTER], extended by [LOCAL CHURCH]:* Having sought the guidance of the Holy Spirit, and believing that God has called us to share in the mutual ministry of Christ, the members of [NAME] United Church of Christ at [ADDRESS], at a regularly called meeting of this congregation held on [DATE], voted to enter into covenant with you to become a minister of this church as our [POSITION TITLE], beginning on [DATE]. All parties execute the following agreement in good faith.

Use this introductory language for Call Agreements with INTENTIONAL INTERIM PASTORS:

> *[AUTHORIZED MINISTER] and [LOCAL CHURCH] enter into agreement for an intentional interim ministry:* Having sought the guidance of the Holy Spirit, and believing that God has called us to share in the mutual ministry of Christ, the governing body of [NAME] United Church of Christ at [ADDRESS] has decided to enter into an agreement with you to become a minister of this church as our [POSITION TITLE] beginning on [DATE] for the purpose of transitional leadership during a season of change. All parties understand that the intentional interim minister is not to be considered a candidate for the settled pastor position nor any position beyond the interim position. All parties execute the following agreement in good faith.

Use this introductory language for Call Agreements with SUPPLY PASTORS:

> *[AUTHORIZED MINISTER] and [LOCAL CHURCH] enter into agreement for the term of a supply ministry*: Having sought the guidance of the Holy Spirit, and believing that God has called us to share in the mutual ministry of Christ, the governing body of [NAME] United Church of Christ at [ADDRESS] has decided to enter into an agreement with you as our [POSITION TITLE], beginning on [DATE] and ending on [DATE or IDENTIFIED JUNCTURE]. All parties execute the following agreement in good faith.

Use this introductory language for Call Agreements with DESIGNATED-TERM PASTORS in Local Churches:

> *The call to [AUTHORIZED MINISTER], extended by [LOCAL CHURCH]:* Having sought the guidance of the Holy Spirit, and believing that God has called us to share in the mutual ministry of Christ, the members of [NAME] United Church of Christ at [ADDRESS], at a regularly called meeting of this congregation held on [DATE], voted to enter into covenant with you to become a minister of this church as our [POSITION TITLE], beginning on [DATE]. The length of the designated term is [DURATION] for the purpose of [PURPOSE]. On [DATE], this call agreement will be reviewed and the purpose and progress of the designated term will be assessed. At that time, this call agreement [CAN / CANNOT BE RENEWED] and [MAY / MAY NOT] lead to a settled position. Until that time of assessment, the local church commits to the conference not to engage in the next ministerial search. All parties execute the following agreement in good faith.

Use this introductory language for Call Agreements with DESIGNATED-TERM PASTORS in New Ministry Starts:

> *The call to [AUTHORIZED MINISTER], extended by [LOCAL CHURCH]*: Having sought the guidance of the Holy Spirit, the members of [NAME] United Church of Christ at [ADDRESS] at a regularly called meeting of this congregation held on [DATE], have decided to call you to extend the mutual ministry of Christ, entering into covenant with you as [POSITION TITLE] of [NEW MINISTRY TITLE], beginning on [DATE]. The length of the designated term is [LENGTH OF TERM] for the purpose of [PURPOSE]. On [DATE], this call agreement will be reviewed and the purpose and progress of the designated term for the new ministry start will be assessed. At that time, this call agreement [CAN / CANNOT BE RENEWED] and [MAY / MAY NOT] lead to a settled position. All parties execute the following agreement in good faith.

Faith Foundations to be included in all Call Agreements:

> **Covenant.** We are a church based in covenant relationship. When a church calls a pastor, it covenants to compensate fairly, and the pastor covenants to serve faithfully.
>
> **Stewardship.** We are accountable for the wise use of the church's resources, both human and material, therefore the church should be an intentional steward in the raising and the expenditure of funds, and the pastor should be an intentional steward in the use and renewal of their life in ministry.
>
> **Christian Love.** The connection between pastor and people is a sacred trust. Therefore, open, caring, and healthy relationships are essential for the well-being of the Local Church. Salary and benefits negotiations—both new and annual—should be carried out with candor and clarity, and with loving, supportive, mutual respect. As Christians, we are called to compensate all persons fairly regardless of age, gender, gender identity, race, sexual orientation, disabilities, marital or family status.

Use the following Scope of Work template to determine the time commitment and ministry responsibilities of this Pastoral Position, and/or use this space to incorporate a job description that considers the following:

This template of time is based on common pastoral activities within realistic working hours, and in **boldface** are key activities of vital congregations. [See www.ucc.org/research for details.]

Feel free to modify to write your own description of scope of work for your context and ministry. As a general rule, **where a line is added to the scope of work, delete a different line.** As lines are deleted and/or as the time of a pastoral position is decreased, consider the realistic and creative opportunities for fulfilling these tasks: will they be delegated to lay leaders and volunteers, for example, or will they be let go from the church's ministry?

For congregations sharing a pastoral position, each congregation writes its own scope of work.

For an **Associate Pastor position**, please use the following template in conversation with the Senior Pastor, relevant staff, and related committees. In addition to outlining the tasks and time expected of an Associate Pastor position as well as its specializations (if any), plan to note in the call agreement:

- this position [MAY / MAY NOT] fit within a Senior Pastor succession model
- this position [IS / IS NOT] intended for a particular season within the congregation's life; if it is, indicate duration.

Many ministers can track their hours effectively by using a **"unit"** weekly calendar. Each day has three units: morning, afternoon, and evening, totaling 12 or more hours for the full day. A work week of 10-12 units = full time pastoral position, while a work week of 3-4 units = ¼ time pastoral position. When arranging a part-time schedule to allow the minister to earn another livelihood, consider the most helpful distribution or cluster of units. Additional considerations for the scope of work (whether full time or part time) include **on-call expectations.**

Pastors and churches negotiating a part-time scope of work may want to explore a worship model that does not require the pastor to preach and lead worship every week. This will depend on the needs and preferences of the incoming pastor. *For example, a 3-quarter time pastorate may make provisions for a supply or lay preacher to preach and lead worship the 4th Sunday in a month*

Scope of work for full time PASTORAL POSITION
(37-40 hours weekly / 10-12 units)

- preparation and leadership of Sunday worship including scripture study, crafting of liturgy and bulletin, sermon preparation, guiding and sometimes finding lay liturgists, planning of music in coordination with musical staff or volunteers, preaching, offering of prayers, etc.
- **faith formation and vitality** through prayer, Bible study, service, identifying helpful resources and opportunities and helping lay persons take advantage of them
- **leadership development** by working with people in the church to create ministry and programs

Scope of work for full time PASTORAL POSITION
(37-40 hours weekly / 10-12 units) *cont.*

- pastoral care in collaboration with lay people
- **community engagement** and leading the way for the church to be an ambassador of God's love
- weddings and funerals for participants in the worshipping community
- **strategic planning for current and new directions in ministry**
- attend meetings and give leadership as needed to church programs, in collaboration with lay leadership
- participate in wider church activities such as Conference and Association meetings
- administration responsibilities (unless delegated) such as email, website, church supply purchasing, more
- **faithful financial development** and stewardship
- responsibility for supervision of staff
- availability to wider community for funerals, weddings, special worship programs, and as a representative of the church to local organizations
- counseling, listening and referral
- study and prayer to increase faith and to improve skills so as to lead, teach, preach better
- energizing and deepening the spiritual connections and faith understandings of others in all they do

Scope of work for a three-quarter time SETTLED PASTORAL POSITION
(27-30 hours weekly / 8-10 units)

- preparation and leadership of Sunday worship including scripture study, crafting of liturgy and bulletin, sermon preparation, guiding and sometimes finding lay liturgists, planning of music in coordination with musical staff or volunteers, preaching, offering of prayers, etc.
- f**aith formation and vitality** through prayer, Bible study, service, identifying helpful resources and opportunities and helping lay persons take advantage of them
- **leadership development** by working with people in the church to create ministry and programs
- pastoral care in collaboration with lay people (at least to those who are sick, elderly, or grieving)
- **community engagement** and leading the way for the church to be an ambassador of God's love
- weddings and funerals for participants in the worshipping community
- **strategic planning for current and new directions in ministry**
- participate in wider church activities such as conference and association meetings as time permits
- **faithful financial development** and stewardship
- study and prayer to increase faith and to improve skills so as to lead, teach, preach better
- energizing and deepening the spiritual connections and faith understandings of others in all they do

Adjust the scope of work for full or 3/4 time INTENTIONAL INTERIM PASTORS to include:

- serves as temporary pastor and resource for the dynamics of transition
- works with a transition team or search committee to facilitate the congregation's discernment of its vision and its preparation for the search

- serves as resource for the work of transition – including the process of writing the Local Church Profile, where applicable – focusing on three questions: Who are we now? Who is our neighbor? Who is God calling us to become?
- guides the congregation's examination of heritage, mission, leadership, connections, and future
- as needed, provides support and leadership to the congregation in ONE OR MORE of the following:
  - » exploring new directions in ministry
  - » healing from the trauma of ministerial misconduct
  - » a healthy process of addressing conflict
- obtains ongoing education and professional accountability in specialized transitional ministry
- typical term of 12 - 24 months; not eligible for the settled position (as re-stated in call agreement)

Adjust the scope of work for full or 3/4 time DESIGNATED-TERM PASTORS to include:

- focuses on the designated tasks for the designated purpose in this season of the congregation's life
- guides specific tasks to which the congregation is committed, such as those related to [CHOOSE ONE]:
  - » revitalization or turnaround
  - » merger of two or more congregations
  - » farewell tasks with property and/or sacred objects for good closure
  - » relocation
  - » development of a new ministry
  - » staff reconfiguration
  - » healing a crisis
  - » discernment of congregational mission using an assessment or planning services
- the nature of a designated-term is for [DURATION], with goals and progress to be assessed near but before the end of that time [ANTICIPATED DATE]
- by written agreement, upon conclusion of the designated-term, it [MAY / MAY NOT] become a settled pastoral position

Scope of work for half time PASTORAL POSITION
(approximately 20 hours weekly / 5-6 units)

- preparation and leadership of Sunday worship including scripture study, crafting of liturgy and bulletin, sermon preparation, guiding and sometimes finding lay liturgists, planning of music in coordination with musical staff or volunteers, preaching, offering of prayers, etc.
- **faith formation and vitality** through prayer, Bible study, service, identifying helpful resources and opportunities and helping lay persons take advantage of them
- pastoral care in collaboration with lay people (at least to those who are sick, elderly, or grieving)
- participate in wider church activities such as conference and association meetings as time permits
- study and prayer to increase faith and to improve skills so as to lead, teach, preach better
- energizing and deepening the spiritual connections and faith understandings of others in all they do

Scope of work for one-quarter time PASTORAL POSITION
(approximately 10 hours weekly / 3 units)

- preparation and leadership of Sunday worship including scripture study, crafting of liturgy and bulletin, sermon preparation, guiding and sometimes finding lay liturgists, planning of music in coordination with musical staff or volunteers, preaching, offering of prayers, etc.
- limited pastoral care, primarily Sunday conversations and funerals
- study and prayer to increase faith and to improve skills so as to lead, teach, preach better
- energizing and deepening the spiritual connections and faith understandings of others in all they do

Unless otherwise noted, the following should be included in all Call Agreements:

TERMS OF CALL AGREEMENT

We consider this position to be [FULL TIME / THREE-QUARTER TIME / HALF TIME / ONE-QUARTER TIME]. The terms of this call are contingent upon your holding ministerial standing with the [NAME] Association of the [NAME] Conference of the United Church of Christ. Should ministerial standing be suspended, revoked, or transferred for any reason, this agreement can be terminated immediately by the Church Council representing our congregation.

Because our church, [LOCAL CHURCH NAME], is committed to fair and just compensation, and in recognition that our faithful support will assist you, [MINISTER NAME], in remaining vital, creative and energetic for this ministry, we provide the following financial and professional care. All benefits listed here are annual and will be pro-rated during the remainder of the current year. We commit ourselves to the following terms of the covenant as we call you into ministry among us:

RELOCATION EXPENSES

Our church will pay reasonable relocation costs to move you from [ORIGINAL LOCATION] to [NEW LOCATION] It is your responsibility to secure at least a written estimate of the costs involved in this move and to submit them to our Church Council so we can adequately plan and execute our part of these logistics. Relocation costs include the expense of one advance trip for you and your family to look at potential homes, the move of your household goods, mileage for transporting your automobile(s), and lodging for you and your family en route. These total costs will not exceed $[AMOUNT].

SALARY AND HOUSING

Compensation guidelines are provided by **individual conferences** of the UCC.

SALARY: Beginning on [DATE], our church will pay a cash salary of $[AMOUNT] on a [WEEKLY / SEMI-MONTHLY / MONTHLY] basis. Compensation guidelines for authorized ministers are provided by individual conferences of the UCC.

HOUSING: Our church will provide a parsonage or a housing allowance.

If a parsonage*, our church will pay all utility and maintenance costs of the parsonage, including that of basic telephone/internet service, lawn care, and snow removal. Your occupancy of the parsonage will be subject to a separate written agreement that sets forth our mutual rights, responsibilities, and obligations for your occupancy.

If housing allowance, our church will provide an allowance of $[AMOUNT]/month, which is non-taxable in accordance with Internal Revenue Service guidelines and which we will approve annually (with the amount specified each year in Church Council minutes) for tax purposes. Housing allowance is understood to include the costs of all utilities, maintenance and furnishings, in addition to the mortgage/rent for your primary residence. This amount may be updated annually by the Church Council if costs increase or decrease.

Sample formulas for calculating **SALARY BASIS** (salary plus housing):

Sample formula:

Cash Salary	plus	Value of Parsonage *(calculated at **30%** of salary)*	equals	**SALARY BASIS**
$45,000 full-time		$13,500 annually		$58,500 annually

Sample formula:

Cash Salary	plus	Housing Allowance *(calculated at **33%** of salary)*	equals	**SALARY BASIS**
$45,000 full-time		$14,850 annually (or $1237.50 monthly)		$59,850 annually

Sample formula:

Cash Salary	plus	Housing Allowance (calculated at ***1% per month*** of median-priced standard 3-bd home in community)	equals	**SALARY BASIS**
$45,000 full-time		*if a median-priced house in the community sells at $100,000, then the church's minimum housing allowance would be $100,000 x 1%* = $1,000 per month or $12,000 annually		$57,000 annually

Calculate your minister's SALARY BASIS here:

Cash Salary	plus	Value of Parsonage *or* Housing Allowance	equals	**SALARY BASIS**

***HOUSING EQUITY OFFSET**: If a parsonage is provided, the church may consider offering a Housing Equity Offset to ensure that the Minister is able to build up equity. This amount is taxable to the minister. Recommended guidelines are 1.5% of the average home value. The Housing Equity Offset should not be calculated into the Salary Basis upon which other Benefits are determined. Churches should consult a tax advisor prior to establishing any account for an equity allowance to ensure compliance with IRS rules on nonqualified deferred compensation plans.

FINANCIAL BENEFITS

PENSION/ANNUITY: Our support of your ministry includes your future well-being, and so we invest ourselves in the financial security of your retirement. Our church will pay, on your behalf, an amount equal to 14% of the Salary Basis (cash salary + housing allowance/value of parsonage) into your account with The Pension Boards. Using the information in this call agreement, the annual contribution for [YEAR] is $[AMOUNT]. The contribution amount will change if the Salary Basis changes.

SOCIAL SECURITY AND MEDICARE OFFSET: Our church will compensate you for the portion of Social Security and Medicare that we would pay if you were an employee of the church; the Social Security Administration designates ordained ministers as self-employed persons. The amount of wages subject to Social Security and Medicare taxes is established annually by the IRS. This offset will be paid to you on a quarterly basis; the offset is taxable income to you.

MEDICAL AND DENTAL INSURANCE: Our church will pay, on your behalf, the full annual premium for you and your eligible immediate family members in the United Church of Christ Medical and Dental Benefits Plan. *For employees in their first employment relationship with the UCC, application for coverage must be made within 90 days of employment or evidence of insurability will be required.*

LIFE INSURANCE AND DISABILITY INCOME PLAN: If you are eligible to participate in and you complete an application with the Pension Boards, our church will contribute 1.5% of the Salary Basis to the Life Insurance and Disability Income Plan of the United Church of Christ on your behalf. Using the information contained in this agreement, the annual contribution for this plan for [YEAR] is $[AMOUNT]. *For employees in their first employment relationship with the UCC, application for coverage must be made within 90 days of employment or evidence of insurability will be required.*

TOTAL VALUE OF SUPPORT PACKAGE:

Salary Basis	*plus*	Annuity	*plus*	Health Insurance	*plus*	Social Sec. Offset	*plus*	LI and DI	*equals*	Total

TIME BENEFITS
(the following might not be included in a call agreement for Supply Pastors)

WEEKLY SCHEDULE: We recognize that the demands of church life come at all hours of the day and night, and that the covenant with our church requires your attention 24/7 to matters beyond your control. We expect that your work schedule will average 40 hours weekly, understanding that additional hours may be required but will be examined if an excess of 55 hours per week becomes a habit for you or for us. Therefore, we wholeheartedly support your need to take time for self-care on a regular basis, and we encourage your faithful management of two days off per week for rest and rejuvenation.

For the call of a part-time minister, we encourage your faithful management of approximately 10 hour work week (¼ time), a 20 hour work week (½ time), or a 27-30 hour work week (¾ time). We anticipate that we will honor your limited time best if we agree in advance as to the days when you are available, allowing for the occasional emergency.

VACATION: Our church provides you four weeks of vacation time during each 12 months of service, including four Sundays. The congregation is responsible for our programs, worship life and each other during your vacation. Service to the wider church (e.g. summer camp leadership, mission trips, and national/conference/association meetings) is not construed as vacation time. Vacation time does not roll over from year to year; vacation time that is unused at the end of a year is forfeited. While the four weeks of vacation are available to you on January 1 of each year, vacation pay will be prorated upon termination of the call at the rate of 2.33 days per month.

The vacation time provided for part-time positions is also four weeks, including four Sundays, with a week representing the agreed-upon work week for a one-quarter time, half time, or three-quarter time position (e.g., a part-time position in which the minister works 3 days a week will provide 3 days off during a vacation "week." Churches may wish to match language about accrual, rollover, and forfeiture of vacation time to their HR policies.

PARENTAL LEAVE: Parental leave is extended if you become a parent through the birth or adoption of a child. You will receive twelve weeks of paid parental leave so that you can care for self and family. Unused parental leave is forfeited.

PERSONAL AND SICK LEAVE: Our church realizes that life is rarely predictable or easy; therefore, leave time is available to you for special circumstances. We expect that you will communicate promptly with the Church Council should these circumstances arise and leave time be needed. In the event of your illness, we provide up to 12 days of sick leave per 12 months of service; sick leave can accumulate up to 120 days across the years of your ministry with us, though accumulated sick leave is not payable upon termination. (For extended illness, see "Short-Term Disability.") In the event of circumstances such as but not limited to the illness of a dependent, the death of a family member, or a personal crisis, we provide up to 5 days of personal leave per incident, not to exceed 10 days per 12 months of service. Personal leave does not accumulate and is not payable upon termination. Sick time and personal leave are not meant to be utilized as additional vacation time.

SABBATICAL LEAVE: Our church will provide you with a sabbatical leave of three months after five years of ministry with our church. During your sabbatical, we will pay your full salary and benefits. We expect you to share with the Church Council, at least one year before beginning the sabbatical, the developing plans for time away. In your absence, we covenant to care for our church, our programs, our worship life, and each other. Further, we covenant not to use this time to accomplish or decide alone what we have not been willing or able to do together. We will, and we expect you will also, use the time to reflect on our mutual ministry in Christ and how we can live more fully into our call as Christ's church. Upon your return, we invite you to share with us an overview of activities and learnings from your sabbatical. Unless otherwise agreed before the sabbatical, we expect that you will continue as our pastor and teacher for at least one year after your return.

DISABILITY AND DEATH

SHORT-TERM DISABILITY: If you become disabled or experience an extended illness and you are unable to meet your ministerial responsibilities during the time of this call agreement, we expect that you will use all available sick and vacation time as well as the annual allowance of personal leave during the waiting period of the Short Term Disability plan of the Pension Boards (approximately 30 days). Thereafter, we will pay only benefits (annuity and insurance premiums) until the expiration of Short Term Disability benefits. Disability, health benefits, and leave time are provided in lieu of benevolence offerings, in the best financial interests of both you and the church.

WORKERS COMPENSATION: You are obligated to report a workplace injury to the Moderator/ President of the church as soon as is practicable. In the event that an injury or illness is compensable under workers compensation law, workers compensation shall be the primary benefit in accordance with state requirements. Short-Term and Long-Term Disability benefits, when eligibility is established, will be adjusted in accordance with Pension Board Health and Disability Plan documents. As with Short-Term Disability, we will pay only benefits (annuity and insurance premiums) for a total of six months from the date of injury or illness.

DEATH: In the event of your death while we are in this covenant, we will provide your immediate family – in addition to salary earned but not yet paid – full cash salary, housing, health and dental benefits, and Social Security and Medicare offset for 90 days from the date of death. Further provisions may be considered and will be discussed with your family by our Church Council.

COPYRIGHT AGREEMENT

The default under the law is that works prepared by a pastor within the scope of their employment (called "works for hire" in copyright law) – such as sermons and liturgies – become the property of the church. By including the following copyright agreement language, a church gives up those rights but has a license to use the copyrighted works with the consent of the minister.

Church and minister acknowledge that sermons and other original written and spoken theological reflections authored by minister (collectively, "the works") are ecclesiastical events and moments which are the product of deeply personal spiritual reflection, prayer and discernment by minister. Church and minister agree that regardless of when and where such reflection, prayer, discernment and preparation of the works, occurs, whether or not on church premises or using church facilities and whether or not during regular church hours of operation, the content of such works remain personal to minister, with minister retaining all ownership, copyright, and other legal interests in such works and having unfettered discretion to reprise or republish such works for other purposes and at other times, and to alone have claim to any financial benefits that may attend thereto. Church and minister do not intend for this acknowledgment and agreement to constitute the conveyance by church to minister of either a taxable or tax-free excess benefit, but rather to reflect the ecclesiastical reality of the formation and ownership of these works. In consideration of minister's employment by church, minister hereby grants to church an irrevocable, non-exclusive, worldwide, sublicensable, transferable and royalty-free license to use, reproduce, distribute, create derivative works of, publicly perform and publicly display such works (whether solely or jointly with others) in any media now known or hereafter known. Such license shall continue in effect (I) while minister is

employed by church and (II) thereafter, with the consent of minister, which consent of minister will not be unreasonably withheld or delayed. In no event shall use of such works by church be for purposes of its commercial gain; provided, that any such use in the ordinary course of church's stewardship campaign shall not be considered a prohibited use for commercial gain. Church and minister agree at this time to amend the terms of the agreement regarding such works at any time and in any manner as minister in their sole discretion deems advisable to better and more fully reflect the intent of the parties expressed herein.

PROFESSIONAL MINISTRY EXPENSES
(the following might not be included in a call agreement for Supply Pastors)

MINISTRY EXPENSES: Our church will reimburse you for ministry expenses up to $1,500 annually. Ministry expenses include such items as journal subscriptions, hosting expenses for church guests, professional dues, vestments, and other legitimate costs incurred as a result of your service to this church. You may submit expense items monthly for reimbursement. *Reimbursable ministry expenses for part-time positions = $1,000 annually.*

> *For both full-time and part-time positions:* A one-time reimbursement for the full cost of the Criminal Background Check that was required for your Ministerial Profile will be provided when your ministry with us begins.

CONFERENCE, ASSOCIATION AND WIDER CHURCH MEETINGS: Our church values and expects your participation in the wider church, thus we will reimburse reasonable expenses for participation in our United Church of Christ National, Conference, Association, and other meetings. The amount established to support these expenses is incorporated into the professional expenses noted above.

CONTINUING EDUCATION: Our church encourages and supports your ongoing professional growth through participation in collegial learning groups (e.g. "clergy clusters" or "communities of practice") and in continuing education programs to strength your ministry among us. Therefore we budget $2,500 and two weeks paid leave (including two Sundays) for those opportunities and expenses. We expect you to discuss with the Church Council, in advance, the nature and timing of these opportunities so that we can negotiate with you the dates and types of events that best support our church's ministries and your needs for ongoing development. Continuing education budget for part time positions = $1,500 and one week paid leave (including one Sunday).

MILEAGE: Our church will reimburse you, at the Internal Revenue Service mileage rate established each year, for using your automobile in fulfilling the duties of the pastoral office. It is your responsibility to keep a log of mileage for accountability to the church and to the IRS. We have established up to $3,000 to cover annual mileage expenses. Mileage reimbursement for a ¼ time position = $1,500; ½ time = $2,000; ¾ time = $2,500.

TOTAL VALUE OF SUPPORT PACKAGE:

Ministry Expenses	*plus*	Wider Church Meetings	*plus*	Continuing Education	*plus*	Mileage	*equals*	Total

WE FURTHER COVENANT:

FREEDOM AND RESPONSIBILITY OF THE PULPIT: Notwithstanding any of the other pastoral responsibilities outlined in our church Constitution and Bylaws, in the United Church of Christ Constitution and Bylaws, the current iteration of the UCC Manual on Ministry (noting in particular the *UCC Ministerial Code*), and the current iteration of the UCC Manual on Local Church (noting in particular the *Congregational Code for Local Churches of the United Church of Christ*), and in the Three-Way Covenant we establish together with the Association/Conference, in accepting pastoral leadership we also accept your freedom of expression in the pulpit as it pertains to matters of faith and faithfulness, trusting you to be responsible to the insight of scripture, the work of the Holy Spirit, the traditions of the United Church of Christ, and the contexts in which we live our lives.

REVIEW OF MINISTRY: The church will examine the priorities, visions, stresses, and effectiveness of our congregation's ministries and of your ministry among us every three years at minimum. (Four recommended resources include *Completing the Circle: Reviewing Ministries in the Congregation* by David McMahill, *When Better Isn't Enough: Evaluation Tools for the 21st-Century Ministry* by Jill M. Hudson, *The Marks of Faithful and Effective Authorized Ministers*, and *A Sure Foundation* by MESA.) As an ongoing part of this review, we will negotiate annually with you through our Church Council to update this call agreement, keeping in mind increases in the cost-of-living, possible merit increases in salary, and consequent increases in benefits based on salary and housing.

MEDIATION PROCEDURES: Our church acknowledges that, even as we pledge our faithfulness to God, to one another and to you, there may be times when difficulties within our relationship begin to overwhelm us. In those instances, we covenant with you to seek the support, advice and wisdom of our Association or Conference Minister and our Association Committee on Ministry in order to restore the goodness of our relationship and the goodness that God has placed within it. Either you or the Church Council, representing our congregation, can request a Situational Support Consultation if, in the opinion of either, our ecclesiastical relationships are becoming ineffective or unhealthy.

TERMINATION OF PASTORAL CALL: Our church recognizes that relationships are always changing and that many reasons can lead to a separation. If you desire to terminate this call agreement, you are expected to give 90 days' notice to the Church Council as a professional courtesy and to continue to perform your duties during that time. The Church Council may vote to excuse you by written resolution from further performance of your duties once you have given notice. You will be paid only for the period of time you perform duties. The church may choose to terminate this agreement by a vote of the Church Council acting on behalf of the congregation (unless alternate procedures are outlined by church constitution and bylaws). Such a termination would not be made lightly or secretly, and we promise to consult with Association/Conference staff and/or to seek outside wisdom and assistance before such a vote.

In mutual witness and agreement, we sign our names on this ___ day of _____, 20_____:

Moderator/President: _____ Date:_____

Clerk/Secretary: _____ Date:_____

Treasurer: _____ Date:_____

Minister: _____ Date:_____

Copies of this call agreement are made and distributed to the Authorized Minister and Local Church, and to the Association, Conference, or related Committee on Ministry for keeping with the minister's file.